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

BUDGET REVIEW
Part A

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

EXECUTIVE SERVICES

COMMITTEE OF THE WHOLE

October 2024

COMMITTEE OF THE WHOLE
October 30, 2024

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CAPITAL REGIONAL DISTRICT

2025 BUDGET

CAO & Executive Services

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition

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

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

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

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

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

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

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

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.014

Service Name: CAO / Corporate Services

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

Reserve Schedule

Reserve Fund: 1.014 CAO / Corporate Services

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Human Resources

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition and internal recoveries

Change in Budget 2024 to 2025

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

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

Requisition funding is 14% of service revenue

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

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

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

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

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

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.016

Service Name: Human Resources

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

Reserve Schedule

Reserve Fund: 1.016 Human Resources

Reserve Cash Flow

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

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Corporate Communications

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

No limit

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition and internal recoveries

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

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

Requisition funding is 37% of service revenue

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

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

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

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

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

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.118

Service Name: Corporate Communications

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

Reserve Schedule

Reserve Fund: 1.118 Corporate Communications

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

Reserve Cash Flow

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

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

GM - Electoral Area Services

COMMITTEE OF THE WHOLE

October 2024

Service: 1.029 GM - Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

N/A

FUNDING:

Requisition and Internal Recoveries

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

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

This function is new in the 2025 fiscal year.

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

CORPORATE SERVICES

COMMITTEE OF THE WHOLE

October 2024

COMMITTEE OF THE WHOLE
October 30, 2024

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CAPITAL REGIONAL DISTRICT

2025 BUDGET

Corporate Services

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition and internal recoveries

Change in Budget 2024 to 2025

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

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

Requisition funding is 73% of service revenue

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

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

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

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

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

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.014

Service Name: CAO / Corporate Services

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

Reserve Schedule

Reserve Fund: 1.014 CAO / Corporate Services

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Board Expenditures

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition

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

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

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

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.011

Service Name: Board Expenditures

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

Reserve Schedule

Reserve Fund: 1.011 Board

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

Reserve Cash Flow

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

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Real Estate

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Internal recoveries and requisition

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

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

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

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.015

Service Name: Real Estate

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

Reserve Schedule

Reserve Fund: 1.015 Real Estate

Reserve Cash Flow

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

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

First Nations Relations

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

First Nations Relations

FUNDING:

Requisition

Change in Budget 2024 to 2025

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

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

Requisition funding is 90% of service revenue

Overall 2024 Budget Performance

(expected variance to budget and surplus treatment)

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

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

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

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

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.027

Service Name: First Nations Relations

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

Reserve Schedule

Reserve Fund: 1.027 FIRST NATIONS RELATIONS

Reserve Cash Flow

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

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Victoria Family Court Committee

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

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

PARTICIPATION:

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

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

MAXIMUM LEVY:

$15,000 (Bylaw No. 3048)

MAXIMUM CAPITAL DEBT:

Nil

METHOD OF AUTHORIZATION:

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

COMMISSION:

FUNDING:

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Greater Victoria Police Victims Services

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

To make Grants-In-Aid to the Greater Victoria Police Victims Services on behalf of participating members.

Extended service by Bylaw No. 1998 (May 27, 1992).

SERVICE DESCRIPTION:

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

PARTICIPATION:

All municipalities except the District of North Saanich and the District of Sooke and a portion of the electoral Area of Juan de Fuca

MAXIMUM LEVY

(Maximum Langford Electoral Area).

MAXIMUM CAPITAL DEBT:

COMMISSION:

FUNDING:

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

CAPITAL REGIONAL DISTRICT

2025 Budget

Sooke Region Museum

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

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

FUNDING:

Requisition

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

FINANCE & TECHNOLOGY

COMMITTEE OF THE WHOLE

October 2024

COMMITTEE OF THE WHOLE
October 30, 2024
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CAPITAL REGIONAL DISTRICT

2025 BUDGET

Finance

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition and internal recoveries

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

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

Requisition funding is 33% of service revenue

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

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

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

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

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

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.017

Service Name: Finance

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

Reserve Schedule

Reserve Fund: 1.017 Finance

Reserve Cash Flow

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

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Information Technology

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

Support services to the departments of the Capital Regional District.

SERVICE DESCRIPTION:

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

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition and internal recoveries

Change in Budget 2024 to 2025
Service: 1.022 Information Technology

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

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

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

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

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

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

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

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.022

Service Name: Information Technology

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

Equipment Reserve Schedule

Equipment Reserve Fund: 1.022 Information Technology

Equipment Reserve Cash Flow

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

Assumptions/Background:

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

Equipment Reserve Schedule

Reserve Fund: 1.022 Fisgard Meeting Room ERF

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

Equipment Reserve Cash Flow

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

Assumptions/Background:

Replacement of meeting room audio/video components.

CAPITAL REGIONAL DISTRICT

2025 BUDGET

GIS Information Systems

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

No limit

MAXIMUM CAPITAL DEBT:

Nil

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition and internal recoveries.

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

Operating Reserve Schedule

Operating Reserve Fund: 1.101 GIS Information Systems

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

Operating Reserve Cash Flow

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

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Geo-Spatial Referencing

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

None stated.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Governance Committee and Finance Committee

FUNDING:

Requisition

AUTHORITY:

General Services under the Municipal Act.

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

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

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

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.335

Service Name: Geo-Spatial Referencing

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

Operating Reserve Schedule

Operating Reserve Fund: 1.335 Geo-Spatial Referencing

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

Operating Reserve Cash Flow

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

Assumptions/Background:

-

Equipment Reserve Schedule

Reserve Fund: 1.335 Geospatial

Equipment Reserve Cash Flow

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

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Royal Theatre

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

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

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

MAXIMUM CAPITAL DEBT:

NIL

COMMISSION:

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

FUNDING:

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

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

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

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.290

Service Name: Royal Theatre

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

Service:	1.290	Royal Theatre

Project Number	20-03	**Capital Project Title**	Add Balcony & Pit Railings	**Capital Project Description**	Add railings to ensure patron safety and comfort
Project Rationale	The addition of railings will ensure patron safety and comfort while moving to and from seats in the balcony area of the theatre.				

Project Number	21-12	**Capital Project Title**	Repair Building Envelope	**Capital Project Description**	Repairing building envelope of the 1914 structure.
Project Rationale	Flagged as immediate priority in Royal Theatre – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing building envelope will ensure the 1914 structure will remain stable and will reduce energy consumption				

Project Number	21-13	**Capital Project Title**	Plan, Rebuild and Expand Orchestra Pit	**Capital Project Description**	Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers
Project Rationale	Plan, rebuild and expand orchestra pit to align with professional standards of performing arts organizations.				

Project Number	24-01	**Capital Project Title**	Repour and refinish concrete main floor and replacement of seats and aisle lights	**Capital Project Description**	Repour and refinish concrete main floor and replacement of seats and aisle lights
Project Rationale	Repouring and refinishing concrete main floor for improved safety, hygiene and cleaning protocols. Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols. Current seats reaching end of useful life.				

Project Number	24-04	**Capital Project Title**	Wardrobe Department Upgrade	**Capital Project Description**	Upgrade wardrobe department
Project Rationale	Upgrade wardrobe department with electrical upgrade, extensive plumbing upgrades, dropped ceiling and drywall to accommodate two more stacked washers and dryers in order to meet clients' requirements.				

Project Number	24-05	**Capital Project Title**	Restore Stage Surface	**Capital Project Description**	Deep restoration and refinish of stage surface
Project Rationale	Deep restoration and refinish of stage surface to return to fixed level.				

Project Number	25-01	**Capital Project Title**	Replace Seats and Aisle Lights in balcony	**Capital Project Description**	Replace 20 year old seats in balcony
Project Rationale	Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols. Current seats are reaching end of useful life.				

Service:	1.290	Royal Theatre

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Service:	1.290	Royal Theatre

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

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

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

Asset Profile

Royal Theatre

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

Capital Reserve Fund Schedule

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

Cost Centre: 101607 (PLO)

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

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

McPherson Theatre

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

The City of Victoria is the only participant.

MAXIMUM LEVY:

The maximum amount that may be requisitioned under section 816(1) of the Municipal Act (Section 803 of the Local Government Act) for the annual cost of the local service will be:

(a) for capital expenditures including but not limited to, the renovation, reconstruction or rebuilding of a performing arts theatre, machinery and equipment, reserve fund transfer and annual debt servicing payments. The maximum amount will be $400,000.

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

MAXIMUM CAPITAL DEBT:

None

COMMISSION:

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

FUNDING:

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

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

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

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.295

Service Name: McPherson Theatre

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

Service:	1.295	McPherson Theatre

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

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

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

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

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

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

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

Service:	1.295	McPherson Theatre

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

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

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

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

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

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

Asset Profile

McPherson Theatre

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

Capital Reserve Fund Schedule

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

Cost Centre: 101899 (PLO)

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

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Arts Grants and Development

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

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

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Arts

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

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

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

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.297

Service Name: Arts Grants and Development

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

Service:	1.297	Arts Grants and Development

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

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

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

Asset Profile

Arts grants and Development

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

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.297 Arts Grants and Development Equipment Replacement Fund

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

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

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

Profile

Arts and Cultural Grants

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

Operating Reserve Schedule - FC 105300

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

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Feasibility Reserve Fund

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

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

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

FUNDING:

Change in ge 0 4 o 0 5 Service: 2 1.1 Feasibili y S y x	To al E pen i re x	Commen s
0 4 ge x	**50,000**	
O her Changes:		
Transportation Service study	(350,000)	Study complete **x**
Regional Arts Facility Service study **x**	132,000	New study
Total Other Changes	(218,000) **x**	
0 5 ge	**3 ,000**	
% expense increase from 2024: **x**	***-62.3%***	
% Requisition increase from 2024 (if applicable): **x**	***-62.30%x***	*Requisition funding is 100% of service revenue*

Overall 0 4 ge Performance
(expected variance to budget and surplus treatment) **x**

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

CAPITAL REGIONAL DISTRICT

2025 Budget

Regional Grants in Aid

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All member municipalities and electoral areas.

MAXIMUM LEVY:

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

COMMITTEE:

Finance Committee

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

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

BUDGET REVIEW
Part B

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5. Parks and Recreation

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

6. Environmental Services

6.1	6.1.1	GM - Parks & Environmental Services
	6.1.2	Environmental Administration Services
6.2	**Environmental Protection and Water Quality**	
	6.2.1	Other Legislative & General - Climate
	6.2.2	Environmental Protection & Water Quality
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CAPITAL REGIONAL DISTRICT

2025 BUDGET

PARKS & RECREATION

COMMITTEE OF THE WHOLE

October 2024

COMMITTEE OF THE WHOLE
October 30, 2024
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CAPITAL REGIONAL DISTRICT

2025 BUDGET

Regional Parks

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All member municipalities and electoral areas participate.

MAXIMUM LEVY:

Based on converted hospital assessed values for land and improvements.

CAPITAL BORROWING:

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

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

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

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

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

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

REGIONAL PARKS - 2025 BUDGET

REGIONAL PARKS SUMMARY

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

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

REGIONAL PARKS - 2025 BUDGET

PROGRAM: HEADQUARTERS AND ADMINISTRATIVE SERVICES

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

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

PROGRAM: LAND ACQUISITION

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

REGIONAL PARKS - 2025 BUDGET

PROGRAM: TRANSFER TO RESERVES AND DEBT SERVICING

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

Participants: All municipalities and electoral areas

REGIONAL PARKS - 2025 BUDGET

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

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

REGIONAL PARKS - 2025 BUDGET

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

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

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

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

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

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

Participants: All municipalities and electoral areas

REGIONAL PARKS - 2025 BUDGET

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

PARKS OPERATIONS NORTH

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

PARKS OPERATIONS WEST

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

Participants: All municipalities and electoral areas

PARKS OPERATIONS CENTRAL

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

Participants: All municipalities and electoral areas

PARKS OPERATIONS SOUTH

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

Participants: All municipalities and electoral areas

PARKS OPERATIONS ADMINISTRATION

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

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

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

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.280

Service Name: Regional Parks

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

Service #: 1.280

Service Name: Regional Parks

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

175,000

Service:	1.280	Regional Parks

Project Number	Capital Project Title	Capital Project Description
19-05	Repair GGRT Bridges (5)	Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban.

Project Rationale Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban bridges on the Galloping Goose Trail. The scope of work for the Interurban bridge is expected to continue through 2025, with an increased budget of $150,000.

Project Number	Capital Project Title	Capital Project Description
20-03	Park Facilities St. John Point	Constructing parking lot, pit toilet, information kiosk, and benches at St. John Point

Project Rationale Design and construct parking lot, toilet, benches, and information kiosk The St. John Point to addresses actions identified in the Regional Park Management Plan.

Project Number	Capital Project Title	Capital Project Description
20-09	Design & Expand East Sooke Aylard Farm Parking	Develop & construct an engineered long term expansion solution to meet on-going parking demands.

Project Rationale Develop and construct an engineered long term solution to meet on-going parking demands in busy park, in place of in-the-field temporary dirt lot parking location. Project is anticipated to continue through to 2025.

Project Number	Capital Project Title	Capital Project Description
22-02	Design & Construct Elk/Beaver Lake Dam Upgrades (Dams 1, 2 & 3)	Conduct geotechnical & hydrotechnical safety assessment for Elk/Beaver Lake dams and design & implement improvements at south dam on Beaver Lake.

Project Rationale Improvements inclued re-enforsement of the downstream face, tie-in to the existing spillway control and vegitaion management are required for the main dam at the southern outlet of Beaver Lake. Design in 2025/2026 and construction in 2027.

Service:	1.280	Regional Parks

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

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

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

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

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

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

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

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

Service:	1.280	Regional Parks

Project Number	Capital Project Title	Capital Project Description
23-14	Equipment Replacement	Equipment replacement of outdoor and indoor eqiupment and furniture.

Project Rationale Regional Parks maintains an equipment replacement fund in order to replace equipment that is not captured within the vehicle replacement program. This includes office eqiupment and operational field equipment.

Project Number	Capital Project Title	Capital Project Description
23-15	Potential Land Acquisition Transactions	Potential land acquisition transactions.

Project Rationale Potential land acquisition transactions estimated at $5 million per year.

Project Number	Capital Project Title	Capital Project Description
24-04	Design & Construct Brookleigh Boat Launch	Improvements to the boat launch and dock at Brookleigh Beach on Elk Lake.

Project Rationale Improve visitor experience and enhance safe access through improving the boat launch at Brookleigh Beach on Elk Lake so it more easily accommodates the type of boats that frequent the facility.

Project Number	Capital Project Title	Capital Project Description
24-05	Regional Trestle Renewal, Trails Widening and Lighting Project	Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting.

Project Rationale Design and construct the renewal and enhancement of the Swan, Brett, and Selkirk Trestle, and widen and light 6 km of Regional Trail along priority sections of the Lochside and Galloping Goose Regional Trail.

Service:	1.280	Regional Parks

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

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

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

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

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

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

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

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

Service:	1.280	Regional Parks

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

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

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

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

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

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

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

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

Service:	1.280	Regional Parks			

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

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

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

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

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

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

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

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

Service:	1.280	Regional Parks

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

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

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

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

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

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

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

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

Service:	1.280	Regional Parks

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

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

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

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

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

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

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

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

Service:	1.280	Regional Parks

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

Project Rationale Vehicle replacement based on a schedule for fleet vehicles

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

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

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

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

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

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

Service:	1.280	Regional Parks

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

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

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

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

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

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

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

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

Service:	1.280	Regional Parks

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

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

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

Project Rationale Assess and repair Regional Trails culvert infrastructure.

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

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

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

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

Service:	1.280	Regional Parks

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

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

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

Project Rationale Replace the waterline at Hamsterly Beach

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

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

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

Asset Profile

Regional Parks

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

Summary

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

See attached reserve schedules for projected annual cash flows.

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

Capital Reserve Fund Schedule

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

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

Cost Centre: 101469 (PLO)

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

Assumptions/Background:

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

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

Capital Reserve Fund Schedule

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

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

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

Capital Reserve Fund Schedule

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

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

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

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

Equipment Replacement Fund Schedule (ERF)

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

Cost Centre: 101423 (PLO)
Equipment Replacement Fund

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

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

1.280 Regional Parks
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Regional Parks

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

Summary

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

See attached reserve schedules for projected annual cash flows.

1.280 Regional Parks
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Regional Parks

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

Operating Reserve Schedule - FC 105500

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

Assumptions/Background:

2026: $20,000 to fund Visitor Survey

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

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

Profile

Regional Parks Legacy Fund

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

Operating Reserve Schedule - FC 105102

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

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Panorama Recreation

COMMITTEE OF THE WHOLE

October 2024

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

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

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

CAPITAL DEBT:

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

COMMISSION:

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

FUNDING:

Change in Budget 2024 to 2025
Service: 1.44X Panorama

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

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

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

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

PANORAMA RECREATION	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Salaries and Wages	6,110,302	6,029,175	6,359,477	154,154	(56,826)	6,456,805	6,690,657	6,862,311	7,038,426	7,219,115
Utilities	636,923	625,787	600,400	25,000	-			650,667	663,682	676,954
Recreation Programs and Special Events	578,940	605,601	553,088	-	-	553,088		572,311	583,758	595,433
Operating Supplies	384,740	397,941	444,409	26,800	-	471,209		490,243	500,053	510,055
Maintenance and Repairs	481,772	476,218	550,114	10,000	625,400	560,114		582,744	594,398	606,285
Standard Overhead Allocation	435,200	435,200	466,007	-	-	466,007		489,587	499,379	509,366
Human Resources Allocation	209,282	209,282	225,975	-	-	225,975		276,890	283,137	290,199
Other Internal Allocations	12,463	12,463	12,235	-		623,905	23,404	12,958	13,335	13,723
Licences/Surveys/Legal/Meeting	222,962	241,390	250,432	-		250,432	255,441	260,548	265,759	271,077
Advertising/Printing/Brouchures/Signs	42,038	40,663	42,980	-		42,980	43,839	44,716	45,610	46,522
Telephone/IT & Network Systems	63,014	62,288	62,990	1,440	4,000	68,430	64,856	66,154	67,475	68,825
Vehicles, Travel and Training	70,925	91,847	111,334	10,812	-	122,146	113,561	115,833	118,148	120,510
Insurance	68,400	68,400	100,950	-	-	100,950	111,045	122,151	134,365	147,802
TOTAL OPERATING COSTS	**9,316,961**	**9,296,255**	**9,780,391**	**217,394**	**(42,014)**	**9,955,771**	**10,363,109**	**10,547,113**	**10,807,525**	**11,075,866**
*Percentage increase over prior year			4.97%			6.86%	4.09%	1.8%	2.5%	2.5%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	8,404	8,404	-	-	-	-	-	-	-	-
Transfer to Capital Reserve Fund	740,566	768,029	688,000		-			735,175	824,880	841,375
Transfer to Equipment Replacement Fund	403,920	403,920	414,000	-	-	414,000		450,778	464,303	478,232
TOTAL CAPITAL / RESERVES	**1,152,890**	**1,180,353**	**1,102,000**	**-**	**-**	**1,102,000**	**1,151,060**	**1,185,953**	**1,289,183**	**1,319,607**
*Percentage increase over prior year			-4.41%		688,000	-4.41%	4.45%	3.03%	8.70%	2.36%
DEBT CHARGES	340,887	340,887	203,588	142,100	53,530	399,218	607,108	607,108	607,108	607,108
TOTAL COSTS	**10,810,738**	**10,817,495**	**11,085,979**	**359,494**	**11,516**	**11,456,989**	**12,121,277**	**12,340,174**	**12,703,816**	**13,002,581**
*Percentage increase over prior year		0.06%	2.55%			450,300	5.80%	1.81%	2.95%	2.35%
Internal Recoveries										
Recoveries - Other	-	-	-	-	-	-	-	-	-	-
OPERATING LESS RECOVERIES	**10,810,738**	**10,817,495**	**11,085,979**	**359,494**	**11,516**	**11,456,989**	**12,121,277**	**12,340,174**	**12,703,816**	**13,002,581**
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from current to Next year										
Balance C/F from Prior to Current year	-	-	-	-	-	-				
Fee Income	(3,756,605)	(3,830,644)	(4,031,397)	(19,520)	93,343	(3,957,574)	(4,155,937)	(4,235,812)	(4,317,282)	(4,400,379)
Rental Income	(1,075,968)	(1,077,548)	(1,111,599)	(50,000)	5,000	(1,156,599)	(1,177,692)	(1,201,243)	(1,225,266)	(1,249,777)
Sponsorships	(24,718)	(30,100)	(29,380)	-	-	(29,380)	(29,967)	(30,569)	(31,179)	(31,803)
Transfer from Operating Reserve Fund	-	-	-	-	(41,517)	(41,517)	(75,000)	-	-	-
Payments - In Lieu of Taxes	(13,764)	(13,764)	(13,764)	-	-	(13,764)	(13,764)	(13,764)	(13,764)	(13,764)
Grants - Other	(440,510)	(366,266)	(321,300)	(44,995)	-	(366,295)	(434,103)	(442,778)	(451,625)	(460,650)
TOTAL REVENUE	**(5,311,565)**	**(5,318,322)**	**(5,507,440)**	**(114,515)**	**56,826**	**(5,565,129)**	**(5,886,463)**	**(5,924,166)**	**(6,039,116)**	**(6,156,373)**
*Percentage increase over prior year		0.13%	3.69%			4.77%	5.77%	0.64%	1.94%	1.94%
REQUISITION	**(5,499,173)**	**(5,499,173)**	**(5,578,539)**	**(244,979)**	**(68,342)**	**(5,891,860)**	**(6,234,814)**	**(6,416,008)**	**(6,664,700)**	**(6,846,208)**
*Percentage increase over prior year			1.44%			7.14%	5.82%	2.91%	3.88%	2.72%
PARTICIPANTS: North Saanich. Sidney,Central Saanich										
AUTHORIZED POSITIONS:										
Salaried	37.75	37.75	37.75	2.00	0.00	39.75	39.75	39.75	39.75	39.75
Converted Auxillaries	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50

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

PANORAMA RECREATION - ADMINISTRATION	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
ADMINISTRATION COSTS										
Salaries and Wages	555,221	468,751	565,169	-		565,169	581,400	598,089	615,251	632,896
Other Internal Allocations	655,182	655,182	702,362	-			755,853	777,467	793,824	811,200
Operating - Other	190,889	195,561	222,095	-		222,095	226,538	231,067	235,688	240,403
Telephone Rent & Installation	40,735	40,735	41,500	-		41,500	42,330	43,177	44,040	44,921
Operating - Supplies	28,248	18,577	26,500	10,812		26,500	27,028	27,571	28,122	28,685
Contract for Services & fees for service	200,280	196,743	103,672	-		103,672	180,746	107,860	110,018	112,218
Insurance	68,400	68,400	100,950	-		100,950	111,045	122,151	134,365	147,802
Allocation - System Services	1,763	1,763		-	713,174	1,855		1,968	2,027	2,088
Transfer to Operating Reserve Fund	8,404	8,404		-						-
TOTAL ADMINISTRATION COSTS	**1,749,122**	**1,654,116**	**1,764,103**	**-**			**1,926,851**	**1,909,350**	**1,963,335**	**2,020,213**
MAINTENANCE COSTS				-						
Salaries and Wages	1,736,383	1,700,000	1,825,277	-	**10,812**		1,874,041	1,924,113	1,975,529	2,028,325
Maintenance	147,999	136,035	153,515	-			156,585	159,717	162,911	166,169
Operating - Other	83,202	94,155	107,274	-		1,911	109,419	111,608	113,839	116,117
Utility	569,340	563,726	531,160	-	**1,774,915**	-	541,780	552,620	563,674	574,945
Operating - Supplies	106,151	131,451	129,459	-	1,825,277		132,049	134,688	137,383	140,131
Travel and Vehicles	23,639	43,065	39,000	-	153,515		39,780	40,576	41,387	42,215
TOTAL MAINTENANCE COSTS	**2,666,714**	**2,668,392**	**2,785,685**	-	107,274		**2,853,654**	**2,923,322**	**2,994,723**	**3,067,902**
				-	531,160					
PROGRAM ADMINISTRATION COSTS				-	129,459					
Salaries and Wages	844,849	832,194	886,147	-	**2,785,685**		909,400	933,555	958,355	983,818
Operating - Other	46,936	50,386	52,786	-	40,000		53,841	54,919	56,017	57,136
Operating - Supplies	11,108	25,200	29,945	-			30,544	31,154	31,778	32,414
Staff Training	3,000	3,000							6,367	6,495
					886,147					
TOTAL PROGRAM COSTS	**905,893**	**910,780**	**974,878**	-	52,786	**974,878**	**999,905**	**1,025,870**	**1,052,517**	**1,079,863**
				-	29,945					
TOTAL COSTS	**5,321,729**	**5,233,288**	**5,524,666**	-		**5,535,478**	**5,780,410**	**5,858,542**	**6,010,575**	**6,167,978**
				-	6,000					
Transfers to Capital		6,000	-	**10,812**		- 6,120	6,242			
TOTAL COSTS	**5,321,729**	**5,233,288**	**5,524,666**	-			**5,780,410**	**5,858,542**	**6,010,575**	**6,167,978**
RECOVERED FROM ARENA, POOL, PARKS, RECREATION AND MULTI-PURPOSE ROOM										
Internal Recovery - Administration	-			**10,812**						-
Internal Recovery - Maintenance	-									-
Internal Recovery - Programs Administration	-				**5,535,478**					-
OPERATING COSTS LESS INTERNAL RECOVERIES	**5,321,729**	**5,233,288**	**5,524,666**	-			**5,780,410**	**5,858,542**	**6,010,575**	**6,167,978**
			-	-						
FUNDING SOURCES (REVENUE)	-	-	-	-	-	-	-	-		
	-		-	**10,812**		-	-			
Other Income	(112,942)	(130,310)	(132,670)	-	-	-	(135,323)	(138,031)	(140,790)	(143,606)
		-			**5,535,478**	-				
TOTAL REVENUE	(112,942)	(130,310)	(132,670)	-			(135,323)	(138,031)	(140,790)	(143,606)
					(132,670)					
REQUISITION	**(5,208,787)**	**(5,102,978)**	**(5,391,996)**	-		**(5,402,808)**	**(5,645,087)**	**(5,720,511)**	**(5,869,785)**	**(6,024,372)**
				-	(132,670)					
*Percentage Increase				**(10,812)**						
				-						
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	25.75	25.75	25.75	0.00	0.00	25.75	25.75	25.75	25.75	25.75
Converted	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50

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

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

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

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

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

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.44x

Service Name: Panorama Recreation

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
17-08	Renewal	Arena concourse (lobby) roof	renew arena concourse (lobby) roof due to leakage	$ 130,000	B	Cap	80,730	80,730					$ 80,730
17-08	Renewal	Arena concourse (lobby) roof	renew arena concourse (lobby) roof due to leakage		B	Res		45,000					$ 45,000
18-02	New	Install Plant Maintenance SAP Program	Plant Maintenance SAP Program for PRC maintenance projects	$ 150,000	E	Res		150,000					$ 150,000
18-03	Replacement	DDC Replacement (direct digital controls)	Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.	$ 150,000	B	Res		150,000					$ 150,000
18-09	Replacement	Replace Pool change room HVAC Air handling Unit	Replace Pool room HVAC Air handling Unit due to end of life	$ 50,000	B	Res		50,000					$ 50,000
19-15	New	Heat Recovery Plant	Construct heat recovery plant	$ 2,453,000	B	Debt		2,190,000					$ 2,190,000
22-02	Replacement	Replace Daktronic/Electronic Road Sign	Replace Daktronic/Electronic Road Sign due to end of life	$ 70,000	S	Res		70,000					$ 70,000
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)	$ 340,000	B	Res		325,000					$ 325,000
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)		B	Grant		15,000					$ 15,000
23-07	Replacement	Replace Chevrolet Passenger car	Replace Chevrolet Passenger car due to end of life	$ 46,000	V	ERF		46,000					$ 46,000
23-08	Replacement	Replace Utility trailer	Replace Utility trailer due to end of life	$ 15,000	V	ERF		15,000					$ 15,000
23-09	Replacement	Replace Play in the Park Trailer	Replace Play in the Park Trailer due to end of life	$ 11,000	V	ERF		11,000					$ 11,000
23-14	Renewal	Arena changerooms & support spaces enahncements	design and consultant for arena changerooms and support spaces enhancements	$ 20,000	B	Cap	20,000	20,000					$ 20,000
23-16	Replacement	Video Surveillance system	replace video Surveillance system at Panorama and Greenglade due to end of life	$ 160,000	E	ERF		160,000					$ 160,000
23-17	New	Centennial Park Multi-Sport Box	Covered sport box in Centennial Park, Central Saanich	$ 4,972,908	S	Debt		1,920,000					$ 1,920,000
23-17	New	Centennial Park Multi-Sport Box	Covered sport box in Centennial Park, Central Saanich		S	Grant		1,000,000					$ 1,000,000
23-17	New	Centennial Park Multi-Sport Box	Covered sport box in Centennial Park, Central Saanich		S	Res		60,000					$ 60,000
24-01	Replacement	Arena A&B insulation	Replace and install insulation Arena A&B ceiling and walls due to end of life	$ 110,000	B	Res			110,000				$ 110,000
24-09	Renewal	Preschool space enhancements	Preschool space enhancements	$ 56,900	B	Res		45,300					$ 45,300
24-09	Renewal	Preschool space enhancements	Preschool space enhancements		B	Grant		11,600					$ 11,600
24-11	New	Truck (gas) (IBC)	truck for notice in motion new service area	$ 65,000	V	ERF		65,000					$ 65,000
24-12	Replacement	Replace Ford F250 4x4	Replace Ford F250 4x4 due to end of life	$ 95,000	E	ERF		95,000					$ 95,000
25-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	$ 412,933	E	ERF		412,933					$ 412,933
25-04	Replacement	Replace lap pool heater	Replacement of 2 gas boilers - pool	$ 100,000	E	Res				100,000			$ 100,000
25-05	Replacement	Replacement of underwater lighting	Replacement of underwater lighting in pool	$ 100,000	B	Res		100,000					$ 100,000
25-06	Renewal	Re-tile pool	Re-tile pool	$ 300,000	B	Res						300,000	$ 300,000
25-07	Renewal	Upgrade flooring in GG	Upgrade flooring throughout the facility classrooms and hallways	$ 125,000	B	Res		125,000					$ 125,000
25-08	Renewal	GG EV Vehicle Chargers	EV Vehicle Chargers - 2 stations for Public Use at Greenglade Community Centre	$ 20,000	E	Grant		20,000					$ 20,000
25-09	Renewal	GG HVAC Upgrade	GG HVAC replacement design & consult	$ 290,000	E	Res		290,000					$ 290,000
25-10	New	Boardroom IT upgrade	Boardroom IT upgrade	$ 10,000	E	Res		10,000					$ 10,000
25-11	Replacement	Leisure/swirl pool filters	leisure/swirl pool filters x5 (includes installation)	$ 135,000	E	ERF		135,000					$ 135,000

Service #: 1.44x

Service Name: Panorama Recreation

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
25-12	Replacement	PRC main boiler storage tanks	PRC main boiler storage tanks	$ 60,000	E	ERF		60,000					$ 60,000
25-13	Replacement	Zeolite Filter and laterals - Leisure Pool	Zeolite Filter and laterals - Leisure Pool	$ 25,000	E	ERF		25,000					$ 25,000
25-14	Renewal	Leisure Pool Filter Room Floor	Leisure Pool Filter Room Floor	$ 200,000	B	Res		200,000					$ 200,000
25-15	Replacement	Outdoor tennis court wooden stairs	Outdoor tennis court wooden stairs upgrade	$ 50,000	S	Res		50,000					$ 50,000
25-16	Renewal	WIFI upgrades PRC Centre	WIFI upgrades throughout the PRC complex	$ 100,000	E	Res		100,000					$ 100,000.00
25-17	Renewal	Ice Plant Upgrades	Ice Plant upgrades (inc Software Upgrade)	$ 70,000	B	Res		70,000					$ 70,000.00
25-18	New	Hearing Loops at GG & PRC	Hearing Loops at GG & PRC	$ 9,200	E	Res		2,300					$ 2,300.00
25-18	New	Hearing Loops at GG & PRC	Hearing Loops at GG & PRC		E	Grant		6,900					$ 6,900.00
25-19	Replacement	Admin Equipment Replacement (pooled)	Annual replacement of admin equipment in pooled account	$ 116,300	E	ERF		116,300					$ 116,300
26-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	$ 483,909	E	ERF			483,909				$ 483,909
26-03	Replacement	Replace sound system in Arena A&B	Replace sound system in Arena A&B	$ 32,000	E	ERF					32,000		$ 32,000
26-05	Replacement	HVAC equipment replacement	HVAC equipment replacement link building, weight room, arena lobby, fitness studio and courts	$ 203,000	B	Res			203,000				$ 203,000
26-07	Replacement	Replace squash court floors	Replace squash court floors	$ 30,000	B	Res			30,000				$ 30,000
26-08	Renewal	Upgrade pool chlorination system	Upgrade/replace pool chlorination system	$ 230,000	B	Res			230,000				$ 230,000
27-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	$ 260,400	E	ERF				260,400			$ 260,400
27-02	Renewal	Panorama exterior painting	Panorama exterior painting	$ 150,000	S	Res				150,000			$ 150,000
27-03	Renewal	Panorama lower parking lot renewal	Panorama lower parking lot renewal	$ 200,000	S	Res				200,000			$ 200,000
27-04	Replacement	Resurface/line painting (outdoor) Tennis courts	Resurface/line painting (outdoor) Tennis courts due to end of life	$ 40,000	S	Res						40,000	$ 40,000
28-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	$ 363,207	E	ERF					363,207		$ 363,207
28-02	Renewal	Arena renovation	Arena changerooms, washrooms and support spaces enhancement design & renovation	$ 3,385,000	B	Res		100,000		3,285,000			$ 3,385,000
28-03	Renewal	Arena B rubber floor replacement	Arena B rubber floor replacement (part of 28-02)	$ 110,000	B	Res				110,000			$ 110,000
28-04	Replacement	Pool air handing unit	replace pool air handling unit due to end of life	$ 250,000	B	Res					250,000		$ 250,000
28-05	Replacement	Link building roof replacement	replace link building roof due to end of life	$ 200,000	B	Res					200,000		$ 200,000
28-06	Replacement	LCD Arena B screen (Hockeyville)	replace LCD screen in areana B (Hockeyville)	$ 100,000	E	ERF					100,000		$ 100,000
28-07	Replacement	Refinish indoor tennis surface	Refinish indoor tennis surface due to end of life	$ 75,000	B	Res					75,000		$ 75,000
28-08	Renewal	Dehumidifer Socks	Upgrade Dehumidifer Socks Pool	$ 30,000	E	Res					30,000		$ 30,000
29-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	$ 324,845	E	ERF						324,845	$ 324,845
29-02	Replacement	Replace Ice Resurfacer #1	Olympia ice resurfacer (electric units replace 7 yrs)	$ 220,000	E	ERF						220,000	$ 220,000
29-03	Replacement	Replace Ice Resurfacer #2	Olympia ice resurfacer (electric units replace 7 yrs)	$ 220,000	E	ERF						220,000	$ 220,000.00
29-03	Replacement	Replace Passenger Bus	24 passenger bus (used) (2007 Model)	$ 132,000	E	ERF						132,000	$ 132,000.00
29-04	Replacement	Replace Autoscubber	Autoscrubber - Ride on (old comp room)	$ 30,000	E	ERF						30,000	$ 30,000.00
29.05	Renewal	Arena A rubber floor replacement	Arena A rubber floor replacement	$ 100,000	B	Res						100,000	$ 100,000
29-06	Renewal	Arena A Concrete Pads	Replace concrete pads in Ice Resurfacer area in Arena A	$ 50,000	B	Res						50,000	$ 50,000
													$ -
			Grand Total	**$ 18,237,602**			**$ 100,730**	**$ 8,348,063**	**$ 1,056,909**	**$ 4,105,400**	**$ 1,050,207**	**$ 1,416,845**	**$ 15,977,424**

Service:	1.44x	Panorama Recreation

Project Number	Capital Project Title	Capital Project Description
17-08	Arena concourse (lobby) roof	renew arena concourse (lobby) roof due to leakage

Project Rationale ***2020 Update*** Roof is at end of life. Project on hold due until energy recovery project is complete as dehumification equipment will be relocated from this roof. ***2021 Update*** waiting on heat recovery project. ***2022 Update*** roof will be replaced once dehumidifier replacement is complete

Project Number	Capital Project Title	Capital Project Description
18-02	Install Plant Maintenance SAP Program	Plant Maintenance SAP Program for PRC maintenance projects

Project Rationale SAP Plant Maintenance (PM) project focused on maintaining the already purchased, built and/or installed assets. Support departments' enhanced asset management activities to manage lifecycles and to plan and schedule maintenance activities as well as monitor job costs.***2018 Update*** update through David Hennigan. I.T. does not have the resources to initiate this project at this time. Will readdress as staffing availablity and I.T. priorities change *** 2019 Update*** No change ***2020 Update*** No change ***2021 Update*** no change ***2024 Update*** preliminary project work began in 2023. expected to come online in 2025

Project Number	Capital Project Title	Capital Project Description
18-03	DDC Replacement (direct digital controls)	Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.

Project Rationale Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. The present DDC system were installed in 1977. The software and hardware is nearing the end of its life cycle and requires upgrades to the software and controllers in order to fully automate the facilities. Integration will tie into the new Perfect Mind software which will ensure the two systems communicate, offering seamless bookings, control the HVAC, lighting and automated building controls. Houle Electric has provided a quote for this work. This will extend the automation controls for an additional 15 years. Budget includes contingency, hazmat, other unknown costs. ***2018 update*** project to initiate after energy recovery study and/or project construction. There are likely recommendations from the study to help guide the needs of the DDC system upgrade ***2019 Update*** waiting energy recover project approval. This project should directly follow energy recovery in 2021, If energy recovery project does not move forward project should happen in 2020 ***2020 Update*** heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of $700k in grant funding ***2021 Update*** waiting on decision on ICIP grant ***2024 Update*** to begin after energy recovery

Project Number	Capital Project Title	Capital Project Description
18-09	Replace Pool change room HVAC Air handling Unit	Replace Pool room HVAC Air handling Unit due to end of life

Project Rationale Replace existing air handler unit installed in 2003 as it has received its end of life. This unit supplies tempered air to all pool change rooms. Quote from Island Temperature Controls has been received for replacement of existing unit. Budget includes contingency, hazmat and engineering support. ***2018 Update*** project likely to tie in to energy recovery project. On hold until study is complete. ***2019 Update*** awaiting energy recovery project approval. THis unit near end of life. IF energy recovery does not get approved this unit should be replaced immediately+***2024 Update*** to begin as part of energy recovery project

Service:	1.44x	Panorama Recreation

Project Number	Capital Project Title	Capital Project Description
19-15	Heat Recovery Plant	Construct heat recovery plant

Project Rationale Total Project Budget 2.8M. assumed 700k grant funded, dehumidifier replacement project (320k) and weight room HVAC (50k) all part of 2.453M. ***2020 Update*** project approved for $2.4M contingent on $700k grant funding. Also to ulitize remaining funding from projects 17-04 and 18-09 ***2021 Update*** waiting on decision on ICIP grant ***2022 Update*** ICIP Unsuccessful, new energy recovery design without dehumidification will follow . ****2024 update***** project design has began in 2023. Completion expected in 2025

Project Number	Capital Project Title	Capital Project Description
22-02	Replace Daktronic/Electronic Road Sign	Replace Daktronic/Electronic Road Sign due to end of life

Project Rationale Replacement of existing Electric Road Signage due to end of life ***2024 Update*** Defer to 2025

Project Number	Capital Project Title	Capital Project Description
23-01	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)

Project Rationale ***2020 Update*** Pooled LED conversion projects from multiple years ***2021 Update*** project likely to start in 2022. ***2023 Update*** project in process 2022. *** 2024 Update*** project stalled due to staff capacity. Expected to start in 2024 with new Hydro account manager and incentives.*** Defer to 2025

Project Number	Capital Project Title	Capital Project Description
23-07	Replace Chevrolet Passenger car	Replace Chevrolet Passenger car due to end of life

Project Rationale end of lifecycle ***2019 update*** project moved to 2021, for electification ***2021 Update*** waiting on decision on level 2 charger grant ***2024 Update*** vehicle request form submitted in 2023 *** Waiting to see if vehicle received in 2024

Project Number	Capital Project Title	Capital Project Description
23-08	Replace Utility trailer	Replace Utility trailer due to end of life

Project Rationale end of lifecycle, lowered ramp access trailer required. ***2024 Update*** Deferred to 2025

Service:	1.44x	Panorama Recreation

Project Number	Capital Project Title	Capital Project Description
23-09	Replace Play in the Park Trailer	Replace Play in the Park Trailer due to end of life

Project Rationale end of lifecycle replacement. Consider larger trailer for equipment used ***2020 Update*** condition assemsment shows life still remains. Usage has reduced due to COVID19 ***2024 Update*** vehicle request form submitted in 2023 waiting to see if vehicle will be received in 2024

Project Number	Capital Project Title	Capital Project Description
23-14	Arena changerooms & support spaces enahncements	design and consultant for arena changerooms and support spaces enhancements

Project Rationale design and cosultant for arena changeroom accessibilty upgrade ***2024 UPDATE** aligning project name to strat plan: design & consultant for arena changerooms and support spaces enhancements

Project Number	Capital Project Title	Capital Project Description
23-16	Video Surveillance system	replace video Surveillance system at Panorama and Greenglade due to end of life

Project Rationale replace due to end of life cycle, upgrade of outdated technology

Project Number	Capital Project Title	Capital Project Description
23-17	Centennial Park Multi-Sport Box	Covered sport box in Centennial Park, Central Saanich

Project Rationale Covered sport box in Centennial Park, Central Saanich, Project expected to be completed Q1 2025

Project Number	Capital Project Title	Capital Project Description
24-01	Arena A&B insulation	Replace and install insulation Arena A&B ceiling and walls due to end of life

Project Rationale Replace and install insulation Arena A&B ceiling and walls due to end of lifecycle and Increase building efficiency

Service:	1.44x	Panorama Recreation

Project Number	24-09	**Capital Project Title**	Preschool space enhancements	**Capital Project Description**	Preschool space enhancements
Project Rationale	Natural pod furnishings, shelving, electrical upgrades, facet, blinds, educational materials, desk, storage and carpets. Door and window improvements to be done only if $11,600 grant is successful				

Project Number	24-11	**Capital Project Title**	Truck (gas) (IBC)	**Capital Project Description**	truck for notice in motion new service area
Project Rationale	Vehicle transportation required to support expended community service				

Project Number	24-12	**Capital Project Title**	Replace Ford F250 4x4	**Capital Project Description**	Replace Ford F250 4x4 due to end of life
Project Rationale	replace due to end of life cycle, electric option expected by 2024				

Project Number	25-01	**Capital Project Title**	Equipment Replacement (pooled)	**Capital Project Description**	Annual replacement of equipment in pooled account
Project Rationale	Annual replacement of equipment in pooled account due to end of life cycle				

Project Number	25-04	**Capital Project Title**	Replace lap pool heater	**Capital Project Description**	Replacement of 2 gas boilers - pool
Project Rationale	replace boilers for back up pool heat due to end of life cycle				

Service:	1.44x	Panorama Recreation

Project Number	Capital Project Title	Capital Project Description
25-05	Replacement of underwater lighting	Replacement of underwater lighting in pool

Project Rationale replace due to end of life cycle

Project Number	Capital Project Title	Capital Project Description
25-06	Re-tile pool	Re-tile pool

Project Rationale replace pool tile liner due to end of life

Project Number	Capital Project Title	Capital Project Description
25-07	Upgrade flooring in GG	Upgrade flooring throughout the facility classrooms and hallways

Project Rationale Upgrade flooring throughout the Greenglade facility classrooms and hallways

Project Number	Capital Project Title	Capital Project Description
25-08	GG EV Vehicle Chargers	EV Vehicle Chargers - 2 stations for Public Use at Greenglade Community Centre

Project Rationale EV Vehicle Chargers - 2 stations for Public Use at Greenglade Community Centre - Funded 100% by grant - these will also provide overnight charging for CRD vehicles

Project Number	Capital Project Title	Capital Project Description
25-09	GG HVAC Upgrade	GG HVAC replacement design & consult

Project Rationale GG HVAC replacement design & consult - update old systems put in by school district on that building

Service:	1.44x	Panorama Recreation

Project Number	Capital Project Title	Capital Project Description
25-10	Boardroom IT upgrade	Boardroom IT upgrade

Project Rationale Upgrade the technology in our boardrooms to improve functionality of hybrid meetings and recording

Project Number	Capital Project Title	Capital Project Description
25-11	Leisure/swirl pool filters	leisure/swirl pool filters x5 (includes installation)

Project Rationale Leisure/swirl pool filters x5 (includes installation) due to end of life

Project Number	Capital Project Title	Capital Project Description
25-12	PRC main boiler storage tanks	PRC main boiler storage tanks

Project Rationale Replace PRC main boiler storage tanks due to end of life

Project Number	Capital Project Title	Capital Project Description
25-13	Zeolite Filter and laterals - Leisure Pool	Zeolite Filter and laterals - Leisure Pool

Project Rationale Zeolite Filter and laterals - Leisure Pool replacement of equipment due to end of life cycle

Project Number	Capital Project Title	Capital Project Description
25-14	Leisure Pool Filter Room Floor	Leisure Pool Filter Room Floor

Project Rationale Leisure Pool Filter Room Floor rebuild. Floor issues discovered during 2024 annual shut down must be completed with extended shutdown in 2025. Project could take as long as 2 months.

Service:	1.44x	Panorama Recreation

Project Number	Capital Project Title	Capital Project Description
25-15	Outdoor tennis court wooden stairs	Outdoor tennis court wooden stairs upgrade

Project Rationale Outdoor tennis court wooden stairs upgrade due to end of life

Project Number	Capital Project Title	Capital Project Description
25-16	WIFI upgrades PRC Centre	WIFI upgrades throughout the PRC complex

Project Rationale WIFI upgrades throughout the PRC complex to cover dead-zone areas and instability of service

Project Number	Capital Project Title	Capital Project Description
25-17	Ice Plant Upgrades	Ice Plant upgrades (inc Software Upgrade)

Project Rationale Ice Plant upgrades (inc Software Upgrade) - system updating required

Project Number	Capital Project Title	Capital Project Description
25-18	Hearing Loops at GG & PRC	Hearing Loops at GG & PRC

Project Rationale Increase accessible for the hearing impared with installation of an Assistive Listening System, Window Intercom system and Induction Loop Amplifier

Project Number	Capital Project Title	Capital Project Description
25-19	Admin Equipment Replacement (pooled)	Annual replacement of admin equipment in pooled account

Project Rationale Annual replacement of admin equipment in pooled account due to end of life cycle

Service:	1.44x	Panorama Recreation

Project Number	Capital Project Title	Capital Project Description
26-01	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account

Project Rationale Annual replacement of equipment in pooled account due to end of life cycle

Project Number	Capital Project Title	Capital Project Description
26-03	Replace sound system in Arena A&B	Replace sound system in Arena A&B

Project Rationale replace due to end of life cycle

Project Number	Capital Project Title	Capital Project Description
26-05	HVAC equipment replacement	HVAC equipment replacement link building, weight room, arena lobby, fitness studio and courts

Project Rationale replacement due to end of life cycle

Project Number	Capital Project Title	Capital Project Description
26-07	Replace squash court floors	Replace squash court floors

Project Rationale refinish squash court floor due to end of life

Project Number	Capital Project Title	Capital Project Description
26-08	Upgrade pool chlorination system	Upgrade/replace pool chlorination system

Project Rationale Upgrade/replace pool chlorination system to new more efficient salt water chlorination system. Parts for old system becoming cost prohibitive.

Service:	1.44x	Panorama Recreation

Project Number	Capital Project Title	Capital Project Description
27-01	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account

Project Rationale Annual replacement of equipment in pooled account due to end of life cycle

Project Number	Capital Project Title	Capital Project Description
27-02	Panorama exterior painting	Panorama exterior painting

Project Rationale renew exterior painting at Panrorama due to end of lifecycle

Project Number	Capital Project Title	Capital Project Description
27-03	Panorama lower parking lot renewal	Panorama lower parking lot renewal

Project Rationale refinish lower parking lot due to end of lifecycle

Project Number	Capital Project Title	Capital Project Description
27-04	Resurface/line painting (outdoor) Tennis courts	Resurface/line painting (outdoor) Tennis courts due to end of life

Project Rationale refinish and resurface outdoor tennis court surface and lines due to end of lifecycle

Project Number	Capital Project Title	Capital Project Description
28-01	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account

Project Rationale Annual replacement of equipment in pooled account due to end of life cycle

Service:	1.44x	Panorama Recreation

Project Number	Capital Project Title	Capital Project Description
28-02	Arena renovation	Arena changerooms, washrooms and support spaces enhancement design & renovation

Project Rationale Arena changerooms, washrooms, reception area and support spaces enhancement design & renovation - original design started in 2017 during Hockeyville but plan to continue deferred until later date and funding could be secured

Project Number	Capital Project Title	Capital Project Description
28-03	Arena B rubber floor replacement	Arena B rubber floor replacement (part of 28-02)

Project Rationale to be completed with Arena changeroom and support spaces enhancements

Project Number	Capital Project Title	Capital Project Description
28-04	Pool air handing unit	replace pool air handling unit due to end of life

Project Rationale replace pool air handling unit due to end of life

Project Number	Capital Project Title	Capital Project Description
28-05	Link building roof replacement	replace link building roof due to end of life

Project Rationale replace link building roof due to end of life

Project Number	Capital Project Title	Capital Project Description
28-06	LCD Arena B screen (Hockeyville)	replace LCD screen in areana B (Hockeyville)

Project Rationale IT recommended end of life

Service:	1.44x	Panorama Recreation

Project Number	Capital Project Title	Capital Project Description
28-07	Refinish indoor tennis surface	Refinish indoor tennis surface due to end of life

Project Rationale Refinish indoor tennis surface due to end of life

Project Number	Capital Project Title	Capital Project Description
28-08	Dehumidifer Socks	Upgrade Dehumidifer Socks Pool

Project Rationale Replace Dehumidifier socks at same time as Pool air handling unit replacement [28-04]

Project Number	Capital Project Title	Capital Project Description
29-01	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account

Project Rationale Annual replacement of equipment in pooled account due to end of life cycle

Project Number	Capital Project Title	Capital Project Description
29-02	Replace Ice Resurfacer #1	Olympia ice resurfacer (electric units replace 7 yrs)

Project Rationale End of Life replacement - last purchased in 2022

Project Number	Capital Project Title	Capital Project Description
29-03	Replace Ice Resurfacer #2	Olympia ice resurfacer (electric units replace 7 yrs)

Project Rationale End of Life replacement - last purchased in 2022

Service:	1.44x	Panorama Recreation

Project Number	Capital Project Title	Capital Project Description
29-04	Replace Autoscubber	Autoscrubber - Ride on (old comp room)

Project Rationale End of Life replacement

Project Number	Capital Project Title	Capital Project Description
29.05	Arena A rubber floor replacement	Arena A rubber floor replacement

Project Rationale Replace rubber flooring surface due to end of life

Project Number	Capital Project Title	Capital Project Description
29-06	Arena A Concrete Pads	Replace concrete pads in Ice Resurfacer area in Arena A

Project Rationale Replace concrete pad in Arena A in ice resurfacer bay

1.44X Panaroama Recreation
Asset and Reserve Summary Schedule
2025 - 2029 Financial Plan

Asset Profile

Saanich Peninsula Recreation

Assets held by the Panaroama Recreation service consist of pools, arenas, administration building, courts (request, squash and tennis) and various vehicles and equipment to support service delivery.

Summary

Reserve/Fund Summary Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Capital Reserve	5,161,192	4,106,592	4,234,352	1,124,527	1,394,407	1,745,782
Equipment Replacement Fund	1,181,806	461,573	427,964	618,342	587,438	138,825
Total projected year end balance	**6,342,998**	**4,568,165**	**4,662,316**	**1,742,869**	**1,981,845**	**1,884,607**

1.44X Panorama Recreation
Capital Reserve Fund Schedule
2025 - 2029 Financial Plan

Capital Reserve Fund Schedule

Reserve Fund: 1.44X Saanich Peninsula Recreation Service Capital Reserve Fund (Bylaw No. 3038)

1.44X Saanich Peninsula Recreation Service Capital Reserve Fund CASH FLOW

Capital Reserve Fund	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	4,495,163	5,161,192	4,106,592	4,234,352	1,124,527	1,394,407
Planned Capital Expenditure (Based on Capital Plan)	(302,000)	(1,942,600)	(573,000)	(3,845,000)	(555,000)	(490,000)
Transfer from Operating Budget*	768,029	688,000	700,760	735,175	824,880	841,375
Donations $ other Sponsorships						
Interest Income**	200,000	200,000	-	-	-	-
Ending Balance $	**5,161,192**	**4,106,592**	**4,234,352**	**1,124,527**	**1,394,407**	**1,745,782**

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

1.44X Panaroama Recreation
Equipment Replacement Fund Schedule (ERF)
2025 - 2029 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.44X Saanich Peninsula Recreation Service Equipment Replacement Fund

Equipment Replacement Fund	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	1,151,387	1,181,806	461,573	427,964	618,342	587,438
Planned Purchase (Based on Capital Plan)	(384,072)	(1,141,233)	(483,909)	(260,400)	(495,207)	(926,845)
Transfer to Capital Fund						
Transfer from Operating Budget	403,920	414,000	450,300	450,778	464,303	478,232
Equipment and Vehicle Disposal Proceeds	1,571					
Interest Income*	9,000	7,000				
Ending Balance $	**1,181,806**	**461,573**	**427,964**	**618,342**	**587,438**	**138,825**

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

1.44X Panorama Recreation
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Panorama Recreation

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

Operating Reserve Schedule - FC 105302

Operating Reserve Schedule	Est Actual	Budget				
Projected year end balance	2024	2025	2026	2027	2028	2029
Beginning Balance	428,520	454,924	423,407	348,407	348,407	348,407
Planned Purchase	-	(41,517)	(75,000)	-		-
Transfer from Ops Budget	8,404	-	-	-	-	-
Interest Income*	18,000	10,000				
Total projected year end balance	**454,924**	**423,407**	**348,407**	**348,407**	**348,407**	**348,407**

Assumptions/Background:

2026: 53K for 2026-2031 Panorama Recreation Strategic Planning Cost

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

SEAPARC

COMMITTEE OF THE WHOLE

October 2024

Service: 1.40X SEAPARC - Arena and Pool Facilities and Recreation **Commission: Sooke Electoral Area Parks & Rec**

DEFINITION:

The service provides recreation programs and facilities under the authority of Bylaw No. 4029. This Bylaw No. 4029 was established in order to combine two Sooke and Electoral Area recreation services formerly operating under Bylaw No.152 and No.2598 respectively. Bylaw No.4029 merges the maximum requisitions from the former bylaw No.152 and No.2598 into one.

Bylaw history for reference purposes:

Bylaw No. 4029 (July 13, 2016; replaces Bylaw No. 152 and Bylaw No. 2598) Amended by Bylaw No. 4362 (2020)

Bylaw No. 152 (November 28, 1973); Amended Bylaw No. 195 (1975), Bylaw No. 338 (1977), Bylaw No. 412 (1977), Bylaw No. 1073 (1982),

Bylaw No. 2598 (June, 1998); Amended by Bylaw No. 3345 (2006).

SERVICE DESCRIPTION:

A service established to provide recreational community programs, to construct, equip, operate and maintain recreation facilities including but not necessarily limited to the ice arena, the swimmig pool, the golf course and mutil-purpose/community use rooms, and to authorize acquisition of recreation-related real property.

Bylaw No. 1538 (1987) and Bylaw No. 3344 (2006).

PARTICIPATION:

The District of Sooke and the Electoral Area of Juan de Fuca (portions) are the participating area for this service. Cost appointment is 100% by population.

MAXIMUM LEVY:

The greater of $5,158,000 or $1.60/$1000 on the net taxable value of land and improvements.

COMMISSION:

Sooke and Electoral Area Parks and Recreation Commission
Established by bylaw to oversee this function. (Bylaw No. 2788 - April 2000, Amended by Bylaw No. 3242 - 2004, Bylaw No. 3416 - 2007 & Bylaw 4049 - 2015).

CAPITAL DEBT:

Bylaw No. 4052 - $750,000 (for DeMamiel Golf Course Acquisition, $660,000 issued).

Change in Budget 2024 to 2025 Service: 1.40X SEAPARC	Total Expenditure	Comments
2024 Budget	**5,243,766**	
Change in Salaries:		
Base salary and benefit change	86,448	Inclusive of estimated collective agreement changes
Step increase/paygrade change	15,119	
Increase Auxilary staffing	130,886	To cover increased program activities
Total Change in Salaries	232,453	
Other Changes:		
Standard Overhead Allocation	32,632	Increase in 2024 operating costs
Human Resources Allocation	22,901	Increase in 2024 salary budget; corporate safety resourcing
Insurance costs	15,790	Recognize growing insurance premiums
Increase to ERF transfer	100,000	Increase $50,000 re equipment debt retirement, and $50,000 for decarbonization
New Debt	15,000	Recognize new debt for Skate Park and Heat Recovery
Other Costs	23,516	
Total Other Changes	209,839	
2025 Budget	**5,686,058**	

Summary of % Expense Increase		
2025 Base salary and benefit change	1.6%	
IBC's	3.3%	
Standard Overhead Allocation	0.6%	
Human Resources Allocation	0.4%	
Insurance costs	0.3%	
Balance of increase	2.1%	
% expense increase from 2024:	***8.4%***	
% Requisition increase from 2024 (if applicable):	***5.9%***	*Requisition funding is 61.4% of service revenue*

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

There is an estmiated one-time favourable variance of $117,609 (2.2%) due mainly to extra revenue. This variance will be moved to Capital Reserve Fund ($57,609) and Equipment Reserve Fund ($60,000), which have expected year end balances of $708,000 and $160,000 before this transfers respectively.

SEAPARC - ALL SERVICE AREAS	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Salaries and Wages	3,336,731	3,371,153	3,575,270	21,940		3,597,210		3,783,899	3,880,890	3,980,404
Electricity & Utilities	267,523	237,311		-		248,210		258,237	263,401	268,669
Operating Supplies & Promotion	368,899	383,043		-		401,380	409,408	417,592	425,942	434,461
Maintenance and Repairs	199,863	203,429		-			212,788	217,044	221,383	225,812
Standard Overhead Allocation	200,858	200,858		-			240,495	245,305	250,211	255,215
Human Resources Allocation	100,462	100,462		-			138,866	151,159	154,569	158,424
Internal Allocations	1,758	1,758				208,615 3,689,356	12,717	1,963	2,022	2,082
Contract for Services	46,350	57,921	57,350	-		233,490 253,350	58,497	59,666	60,861	62,078
Vehicles and Travel	25,300	248,210 25,250		-		123,363 26,775	27,311	27,857	28,415	28,983
Operating - Other	89,326	401,380 73,693		-		80,047	81,648	83,280	84,947	86,644
Insurance Cost	32,570	209,515 32,570		10,812		48,360	53,196	58,518	64,370	70,807
		239,490 123,363		-						
TOTAL OPERATING COSTS	**4,669,640**	**4,686,538** 1,850	**5,004,710**	**21,940**	**10,812** 12,662			**5,304,520**	**5,437,011**	**5,573,579**
Percentage increase over prior year		0.4%	7.18%	-		7.88%	2.78%	2.5%	2.5%	2.5%
		26,775		-						
CAPITAL / TRANSFER RESERVES		80,047	-	-						
Transfer to Operating Reserve Fund	-	48,360	-	-						
Transfer to Capital Reserve Fund	355,000	412,609	-	-	**5,037,462**		369,342	376,729	384,264	391,949
Transfer to Equipment Replacement Fund	115,000	175,000	-	50,000		**5,177,456**		226,079	230,601	235,213
Capital Equipment Purchases	-						-			
TOTAL CAPITAL / RESERVES	**470,000**	**587,609**		**50,000**	362,100			**602,808**	**614,865**	**627,162**
		25.0%	12.64%		217,300	23.28%	2.00%	2.0%	2.0%	2.0%
DEBT CHARGES	104,126	102,311	-	15,000	-	-		242,196	374,196	374,196
		362,100			**579,400**					
TOTAL COSTS	**5,243,766**	**5,376,458** 167,000	**5,588,306**	**86,940**	**10,812**	**5,686,058** 221,646	-	**6,149,524**	**6,426,072**	**6,574,937**
		2.53%	6.57%	-	69,196	8.43%	4.34%	3.66%	4.50%	2.32%
		529,400				**590,988**				
FUNDING SOURCES (REVENUE)				-		164,196				
		54,196								
Fee Income	(1,549,922)	(1,691,977)	(1,793,510)	-			(1,829,377)	(1,865,958)	(1,903,273)	(1,941,331)
Rental Income	(385,862)	(376,499)		-		**5,932,640**	(397,358)	(405,306)	(413,411)	(421,680)
Transfer from Operating Reserve Fund	-				(1,793,510)					
Payments - In Lieu of Taxes	(10,100)	(10,100)		-			(10,100)	(10,100)	(10,100)	(10,100)
TOTAL REVENUE	(1,945,884)	(2,078,576)		-	(389,566)	(2,193,176)	(2,236,835)	(2,281,364)	(2,326,784)	(2,373,111)
			12.71%	-		12.71%	1.99%	2.0%	2.0%	2.0%
REQUISITION	**(3,297,882)**	**(3,297,882)** (389,566)		**(86,940)**	**(10,812)**	**(3,492,882)**	**(3,695,805)**	**(3,868,160)**	**(4,099,288)**	**(4,201,826)**
Percentage increase over prior year requisition	-	-	2.95%	-		5.91%	5.81%	4.66%	5.98%	2.50%
		(10,100)		-						
PARTICIPANTS: Sooke and JDF AUTHORIZED POSITIONS:		(2,193,176)								
Salaried	20.10	20.10		0.50					20.60	20.60
		(3,395,130)								
						20.60		20.60		
		20.10		71		20.60				
				-						

SEAPARC - ALL SERVICE AREAS	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS										
Arena	451,442		435,393	-		435,393		480,053	495,374	511,778
Golf Course	228,056	244,284	239,120	-		239,120		249,803	255,325	
Community Recreation	378,965	448,054	350,957	-		350,957		366,573	374,648	
Fitness Gym	151,479	158,079	189,379	-		189,379		198,118	202,641	
Outdoor Facilities	24,001	17,113	20,950	-		20,950		21,796	22,231	
Multi-Purpose Rooms	5,650	1,700	1,600	-		1,600		1,664	1,697	
Concession	447,250	77,774	80,681	-		80,681	82,296	83,943	85,621	
Pool	1,063,345	993,217	1,023,294	-		1,023,294	1,049,110	1,074,677	1,098,660	
General ops	1,216,001	1,228,958	1,514,799	21,940	10,812	1,547,551		1,615,141	1,654,626	
Maintenance	1,040,421	1,040,000	1,118,537	-		1,118,537	1,149,609	1,181,540	1,214,352	
TOTAL OPERATION AND OVERHEAD COSTS	**4,639,640**	**4,656,538**	**4,974,710**	**21,940**	**10,812**	7.93%		**5,273,308**	**5,405,775**	
*Percentage increase over prior year		0.4%	7.22%				2.78%	2.5%	2.5%	2.5%
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	355,000	412,609	362,100	-	**5,007,462**			376,729	384,264	
Transfer to Equipment Replacement Fund	115,000	175,000	167,300	50,000	-		221,646	226,079		
Transfer to Operating Reserve Fund	-						-		**5,541,106**	
TOTAL CAPITAL/RESERVES	**470,000**		**529,400**	**50,000**	-	**5,146,856**	**590,988**	**602,808**	**614,865**	
DEBT CHARGES										
Internal Interest	30,000		30,000	-	**579,400**			31,212		32,473
Fitness Gym	50,000	48,185	-	-			-	-	-	
Golf Course	54,126	54,126	54,196	-				54,196	54,196	
New Debt	**587,609**	-					110,000	188,000	**627,162**	
TOTAL OPERATING, CAPITAL AND DEBT COSTS	**5,243,766**		**5,588,306**	**86,940**	**10,812**		-	**6,149,524**	**6,426,072**	
FUNDING SOURCES (REVENUE)										
Arena	(386,960)	(390,651)	(406,243)	-	**5,686,058**			(422,648)	(431,096)	(439,712)
Golf Course	(263,612)	(270,736)		-			(295,140)	(301,042)	**6,574,937**	
Community Recreation	(332,192)	(340,241)		-			(364,418)	(371,706)		
Outdoor Facilities	(3,250)	(3,879)					(4,590)	(4,682)	(4,775)	
Fitness Gym	(335,000)	(370,488)		-			(392,700)	(400,553)	(408,564)	
Mult-Purpose Rooms	(21,000)	(10,000)		-			(10,639)	(10,852)	(11,069)	
Concession	(91,680)	(105,973)		-			(112,484)	(114,733)	(117,028)	
Pool	(563,500)	(576,508)		-			(632,400)	(645,048)		
TOTAL REVENUE	**(1,935,784)**	**(2,063,476)**		-		**(2,183,076)**	**(2,226,735)**	**(2,271,264)**	**(2,316,684)**	
Balance C/F from Prior to Current year	-			-					(11,290)	
Grants in lieu of Taxes	(10,100)	(10,100)		-					(10,100)	
REQUISITION	**(3,297,882)**	**(3,297,882)**		**(86,940)**	**(10,812)**	**(3,492,882)**	**(3,695,805)**	**(3,868,160)**	**(4,099,288)**	
*Percentage increase over prior year requisition		0.0%	2.95%			5.91%	5.81%	4.66%	5.98%	2.50%
PARTICIPANTS: District of Sooke, Sooke Recreation SA #6		**(2,183,076)**	-				-	-	-	
AUTHORIZED POSITIONS:	-			-			(10,100)		(10,100)	
Salaried	20.10	(10,100)	20.10	0.50	-	-	20.60		20.60	
		(3,395,130)				(10,100)			**(4,201,826)**	
	20.10			-	20.60		20.60		20.60	

SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES	2024 BOARD BUDGET*	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS - ARENA										
Salaries and Wages	115,879	128,879	132,407		-	132,407	135,758	139,197	142,723	146,340
Utility	146,000	124,000	75,190		-	75,190	76,694	78,228	79,793	81,389
Other Internal Allocations & Insurance	110,176	110,176	142,596		-	142,596	159,275	173,987	182,444	191,826
Maintenance & Operating Supplies	79,387	84,304	85,200		-	85,200	86,904	88,641	90,414	92,223
Contingency	-	-	-	-	-	-	-	-	-	-
	451,442	**447,359**	**435,393**		**-**	**435,393**	**458,631**	**480,053**	**495,374**	**511,778**
OPERATING COSTS - GOLF COURSE										
Salaries and Wages	170,470	180,176	176,480		-	176,480	180,510	184,635	188,855	193,174
Utility	6,035	4,011	5,450		-	5,450	5,559	5,670	5,783	5,898
Maintenance & Supplies & Operating Cost	51,551	60,097	57,190		-	57,190	58,334	59,498	60,687	61,901
	228,056	**244,284**	**239,120**		**-**	**239,120**	**244,403**	**249,803**	**255,325**	**260,973**
OPERATING COSTS - RECREATION PROGRAMS										
Salaries and Wages	317,365	370,196	276,207		-	276,207	282,434	288,806	295,324	301,993
Operating Other	61,600	77,858	74,750		-	74,750	76,245	77,767	79,324	80,911
	378,965	**448,054**	**350,957**		**-**	**350,957**	**358,679**	**366,573**	**374,648**	**382,904**
OPERATING COSTS - FITNESS GYM										
Salaries and Wages	130,244	131,811	164,829		-	164,829	168,657	172,576	176,588	180,696
Operating Other	11,235	13,934	12,550		-	12,550	12,801	13,057	13,318	13,584
Instructional Services	10,000	12,334	12,000		-	12,000	12,240	12,485	12,735	12,990
	151,479	**158,079**	**189,379**		**-**	**189,379**	**193,698**	**198,118**	**202,641**	**207,270**

SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES	2024 BOARD BUDGET*	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OUTDOOR FACILITIES	**24,001**	**17,113**	**20,950**		**-**	**20,950**	**21,369**	**21,796**	**22,231**	**22,676**
MULTI-PURPOSE ROOMS	**5,650**	**1,700**	**1,600**		**-**	**1,600**	**1,632**	**1,664**	**1,697**	**1,731**
CONCESSION	**80,280**	**77,774**	**80,681**		**-**	**80,681**	**82,296**	**83,943**	**85,621**	**87,335**
TOTAL OPERATING COSTS	**1,319,873**	**1,394,363**	**1,318,080**		**-**	**1,318,080**	**1,360,708**	**1,401,950**	**1,437,537**	**1,474,667**
Percentage Increase		5.6%	-0.14%			-0.14%	3.2%	3.0%	2.5%	2.6%
CAPITAL / RESERVE										
Transfer to Capital Reserve fund	355,000	355,000	362,100		-	362,100	369,342	376,729	384,264	391,949
Transfer to Equipment Replacement Fund	115,000	115,000	167,300	50,000	-	217,300	221,646	226,079	230,601	235,213
TOTAL CAPITAL / RESERVES	**470,000**	**470,000**	**529,400**	**50,000**	**-**	**579,400**	**590,988**	**602,808**	**614,865**	**627,162**
Golf Debt	54,126	54,126	54,196		-	54,196	54,196	54,196	54,196	54,196
New Debt	-	-	-	15,000		15,000	110,000	188,000	320,000	320,000
Fitness Gym Debt	50,000	48,185	-		-		-	-	-	-
DEBT CHARGES	**104,126**	**102,311**	**54,196**	**15,000**	**-**	**69,196**	**164,196**	**242,196**	**374,196**	**374,196**
TOTAL COSTS RECREATION SERVICES	**1,893,999**	**1,966,674**	**1,901,676**	**65,000**	**-**	**1,966,676**	**2,115,892**	**2,246,954**	**2,426,598**	**2,476,025**
OPERATION AND OVERHEAD COSTS										
Salaries and Wages	754,163	766,193	927,624	21,940	-	949,564	975,345	1,001,825	1,029,024	1,056,962
Internal Allocations	202,616	202,616	235,340	-	10,812	246,152	253,212	247,268	252,233	257,297
Internet Services & Telephone	42,000	35,000	37,000			37,000	37,740	38,495	39,265	40,050
Advertising	20,500	17,500	21,000			21,000	21,420	21,848	22,285	22,730
Travel, Training & Consultants	22,200	19,200	21,150			21,150	21,573	22,004	22,445	22,892
Operating - Other	174,522	188,449	272,685			272,685	278,139	283,701	289,374	295,160
TOTAL OPERATION AND OVERHEAD COSTS	**1,216,001**	**1,228,958**	**1,514,799**	**21,940**	**10,812**	**1,547,551**	**1,587,429**	**1,615,141**	**1,654,626**	**1,695,091**
MAINTENANCE COSTS - SALARIES	**1,040,421**	**1,040,000**	**1,118,537**	-	**-**	**1,118,537**	**1,149,609**	**1,181,540**	**1,214,352**	**1,248,071**
TOTAL OVERHEAD & MAINTENANCE COSTS	**2,256,422**	**2,268,958**	**2,633,336**	**21,940**	**10,812**	**2,666,088**	**2,737,038**	**2,796,681**	**2,868,978**	**2,943,162**
OPERATING COSTS LESS INTERNAL RECOVERIES	**4,150,421**	**4,235,632**	**4,535,012**	**86,940**	**10,812**	**4,632,764**	**4,852,930**	**5,043,635**	**5,295,576**	**5,419,187**

SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES	2024 BOARD BUDGET*	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
FUNDING SOURCES (REVENUE)										
Arena - Fee Charges	(77,960)	(81,942)	(87,360)	-	-	(87,360)	(89,103)	(90,881)	(92,694)	(94,542)
Arena - Rental Income	(309,000)	(308,709)	(318,883)	-	-	(318,883)	(325,261)	(331,767)	(338,402)	(345,170)
Golf Course - Fee Charges	(226,000)	(230,424)	(247,600)	-	-	(247,600)	(252,552)	(257,603)	(262,755)	(268,010)
Golf Course - Rental and Sales Income	(37,612)	(40,312)	(41,753)	-	-	(41,753)	(42,588)	(43,439)	(44,308)	(45,194)
Recreation - Fee Charges	(254,100)	(324,529)	(342,150)	-	-	(342,150)	(348,993)	(355,973)	(363,093)	(370,355)
Recreation - Other Misc Income	(16,682)	(15,712)	(15,122)	-	-	(15,122)	(15,425)	(15,733)	(16,047)	(16,368)
Fitness Gym - Fee Charges	(335,000)	(370,488)	(385,000)	-	-	(385,000)	(392,700)	(400,553)	(408,564)	(416,735)
Multi-Purpose Room - Rental Income	(21,000)	(10,000)	(10,430)	-	-	(10,430)	(10,639)	(10,852)	(11,069)	(11,290)
Concession - Sales and Commissions	(91,680)	(105,973)	(110,278)	-	-	(110,278)	(112,484)	(114,733)	(117,028)	(119,368)
Sport Box -Rental	(3,250)	(3,879)	(4,500)	-	-	(4,500)	(4,590)	(4,682)	(4,775)	(4,871)
TOTAL REVENUE	(1,372,284)	(1,491,968)	(1,563,076)		-	(1,563,076)	(1,594,335)	(1,626,216)	(1,658,735)	(1,691,903)
REQUISITION, PILT & PRIOR YEAR SURPLUS	**(2,778,137)**	**(2,743,664)**	**(2,971,936)**	**(86,940)**	**(10,812)**	**(3,069,688)**	**(3,258,595)**	**(3,417,419)**	**(3,636,841)**	**(3,727,284)**
Percentage Increase		-1.2%	6.98%			10.49%	6.2%	4.9%	6.4%	2.5%
PARTICIPANTS: District of Sooke, Portion of JDF										
AUTHORIZED POSITIONS:										
AUTHORIZED POSITIONS: Salaried	16.45	16.45	16.45	0.50	0.00	16.95	16.95	16.95	16.95	16.95

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SEAPARC - SWIMMING POOL	2024 BOARD BUDGET*	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATION COSTS										
Salaries and Wages	787,589	735,000	763,357	-		763,357	780,897	798,851	817,226	836,034
Utility	114,500	108,500	93,220	-		93,220	95,084	96,986	98,926	100,905
Operating - Supplies	76,400	64,861	73,730	-		73,730	75,205	76,710	78,244	79,809
Other Internal Allocations & Insurance	22,856	22,856	29,127	-		29,127	32,787	35,690	36,495	37,405
Maintenance	62,000	62,000	63,860	-		63,860	65,137	66,440	67,769	69,124
Contingency	-									
TOTAL OPERATING COSTS	**1,063,345**	**993,217**	**1,023,294**	-		**1,023,294**	**1,049,110**	**1,074,677**	**1,098,660**	**1,123,277**
*Percentage Increase		-6.6%	-3.77%	-		-3.77%				
	-	-	-	-	-	-	-	-	-	
TOTAL COSTS	**1,063,345**	**993,217**	**1,023,294**	-		**1,023,294**	**1,049,110**	**1,074,677**	**1,098,660**	**1,123,277**
FUNDING SOURCES (REVENUE)				-						
Revenue - Fees	(525,000)	(554,758)	(597,500)	-		(597,500)	(609,450)	(621,639)	(634,072)	(646,753)
Other Income	(16,500)	-								
Rental Income	(22,000)	(21,750)	(22,500)	-		(22,500)	(22,950)	(23,409)	(23,877)	(24,355)
TOTAL REVENUE	(563,500)	(576,508)	(620,000)	-		(620,000)	(632,400)	(645,048)	(657,949)	(671,108)
REQUISITION, PILT & PRIOR YEAR SURPLUS	**(499,845)**	**(416,709)**	**(403,294)**	-		**(403,294)**	**(416,710)**	**(429,629)**	**(440,711)**	**(452,169)**
		-	-	-	-	-	-	-	-	
Percentage Increase		-16.6%	-19.32%	-		-19.32%	3.3%	3.1%	2.6%	2.6%
PARTICIPANTS: District of Sooke, Portion of JDF			-							
AUTHORIZED POSITIONS:				-						
AUTHORIZED POSITIONS: Salaried	3.65	3.65	3.65	0.00	0.00	3.65	3.65	3.65	3.65	3.65

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.40X SEAPARC	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$0	$822,250	$2,205,500	$254,500	$201,000	$711,500	$4,194,750
Equipment		$0	$543,750	$189,250	$1,628,100	$153,650	$596,100	$3,110,850
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$1,133,000	$33,750	$35,000	$35,500	$36,500	$1,273,750
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$2,499,000**	**$2,428,500**	**$1,917,600**	**$390,150**	**$1,344,100**	**$8,579,350**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$1,300,000	$1,850,000	$0	$45,000	$426,000	$3,621,000
Equipment Replacement Fund		$0	$393,250	$174,250	$112,100	$92,150	$170,100	$941,850
Grants (Federal, Provincial)		$0	$79,000	$175,000	$1,500,000	$0	$0	$1,754,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$726,750	$229,250	$305,500	$253,000	$748,000	$2,262,500
		$0	**$2,499,000**	**$2,428,500**	**$1,917,600**	**$390,150**	**$1,344,100**	**$8,579,350**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.40X

Service Name: SEAPARC

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
20-09	Replacement	Domestic Hot Water Replacement	Replacement of hot water storage tanks and update system	$ 100,000	E	Res		$ 100,000					$ 100,000
22-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	$ 500,000	B	Res		$ 250,000	$ 85,000				$ 335,000
22-04	Replacement	Pool Lectronator System	Replacement of lectronator cells	$ 15,000	E	ERF		$ 15,000					$ 15,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal	$ 1,100,000	S	Debt		$ 1,100,000					$ 1,100,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal		S	Grant							$ -
23-04	Renewal	Building Assessment and Renewal	Building assessment and repairs	$ 250,000	B	Res		$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
23-06	Replacement	Grounds Equipment - SEAPARC	Mower/Tractor Replacement	$ 55,000	E	ERF		$ 55,000					$ 55,000
24-11	Replacement	Pool Valve Replacement	Replacement of valves for pool circulation system	$ 17,500	E	ERF		$ 7,000					$ 7,000
24-13	Renewal	Arena Compressor Overhaul	Refrigeration plant compressor overhaul	$ 48,000	E	Res		$ 15,500		$ 16,000	$ 16,500		$ 48,000
24-15	Replacement	IT Equipment Replacement	Replacement of IT equipment and computers	$ 73,600	E	ERF		$ 22,700	$ 12,600	$ 20,600	$ 3,600	$ 14,100	$ 73,600
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system	$ 2,200,000	B	Debt		$ 200,000	$ 1,850,000				$ 2,050,000
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system		B	Grant		$ 79,000					$ 79,000
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system		B	Grant			$ 150,000				$ 150,000
25-02	Replacement	Ice resurfacer	Replacement of ice resurfacer	$ 200,000	E	ERF		$ 200,000					$ 200,000
25-03	Renewal	Recoat Arena Purlins & Frames	Recoat Arena Purlins & Frames	$ 40,000	B	Res				$ 40,000			$ 40,000
25-05	Replacement	Replace Sewage & Storm Pump System	Replace Sewage & Storm Pump System	$ 10,000	B	ERF			$ 10,000				$ 10,000
25-07	Study	Thermal Evaluation of Electrical System	Thermal Evaluation of Electrical System	$ 7,750	B	Res		$ 3,750			$ 4,000		$ 7,750
25-09	New	Outdoor Activity Space Development	New outdoor activity space development	$ 1,525,000	E	Grant			$ 25,000	$ 1,500,000			$ 1,525,000
25-09	New	Outdoor Activity Space Development	New outdoor activity space development		E	Grant							$ -
25-10	Replacement	Equipment Replacement (pooled)	Equipment Replacement	$ 81,550	E	ERF		$ 81,550					$ 81,550
25-11	Renewal	Repaint Arena & Pool Exterior	Repaint Arena Metal Cladding & Pool Exterior Walls	$ 120,000	B	Res		$ 120,000					$ 120,000
25-12	Replacement	Arena sound System	Replace Arena Sound System	$ 12,000	E	ERF		$ 12,000					$ 12,000
25-13	Renewal	Lighting Controls	Renewal of lighting controls	$ 45,000	B	Res		$ 45,000					$ 45,000
25-13	Renewal	Lighting Controls	Renewal of lighting controls		B	Grant							$ -
25-14	Replacement	Arena Exhaust Fan Replacement	Replacement of arena exhaust fans	$ 20,000	B	Res		$ 20,000					$ 20,000
25-15	Replacement	Pool feature replacement	Diving board replacement	$ 17,000	B	Res		$ 17,000					$ 17,000
25-16	New	Fitness Equipment	New fitness equipment	$ 35,000	E	Res		$ 35,000					$ 35,000
26-04	Renewal	Overhaul Cooling Tower - Arena	Overhaul Cooling Tower - Arena	$ 38,000	B	Res		$ -	$ 38,000				$ 38,000
26-06	Replacement	Equipment Replacement (pooled)	Equipment Replacement	$ 131,900	E	ERF		$ -	$ 131,900				$ 131,900
26-08	Renewal	Duct cleaning	Duct cleaning	$ 31,000	B	Res			$ 15,000			$ 16,000	$ 31,000
26-09	Replacement	Pool Lectronator System	Replacement of lectronator cells and components	$ 85,000	E	ERF			$ 19,750	$ 20,750	$ 21,750	$ 22,750	$ 85,000
27-01	Replacement	Replace Pool Circulation Pumps	Replace Pool Circulation Pumps	$ 16,000	E	ERF				$ 16,000			$ 16,000
27-03	Renewal	Replace Arena Rubber Mat Flooring	Replace Arena Rubber Mat Flooring	$ 150,000	B	Res				$ 150,000			$ 150,000
27-04	Replacement	Equipment Replacement (pooled)	Equipment Replacement	$ 54,750	E	ERF				$ 54,750			$ 54,750

Service #: 1.40X

Service Name: SEAPARC

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
28-01	Renewal	Recoat Arena Change Room & Pool Interior Roof	Locally recoat arena interior change room roof steel deck & pool interior roof deck, purlins and beams	$ 84,500	B	Res					$ 84,500		$ 84,500
28-02	Renewal	Repaint Pool Fitness Facility Exterior	Repaint Pool & Fitness Facility Exterior	$ 25,000	B	Res					$ 25,000		$ 25,000
28-03	Renewal	Recoat Arena Metal Roof	Recoat Arena Metal Roof	$ 720,000	B	Res					$ 20,000	$ 400,000	$ 420,000
28-04	Renewal	Pool Change Room Renovation	Pool Change Room Renovation	$ 170,000	B	Res					$ 10,000	$ 160,000	$ 170,000
28-05	Replacement	Electrification of Pool Boilers	Design for replacement of secondary pool boilers (oil to electric)	$ 471,000	E	Debt					$ 45,000	$ 426,000	$ 471,000
28-06	Replacement	Equipment Replacement (pooled)	Equipment Replacement	$ 66,800	E	ERF					$ 66,800		$ 66,800
29-01	Renewal	Sauna renewal	Rennovate sauna room	$ 30,000	B	Res						$ 30,000	$ 30,000
29-02	Study	Electrification of Arena Dehumidifier	Design and replacement of low-temperature dehumidifiers with heat recovery tie-in	$ 30,000	B	Res						$ 30,000	$ 30,000
29-03	Renewal	Storm & Sewer repair allowance	Buried services repair allowance (storm & sanitary)	$ 18,000	B	Res						$ 18,000	$ 18,000
29-04	Replacement	Grounds Equipment - golf course	Greens mower & aerator replacement	$ 80,000	E	ERF						$ 80,000	$ 80,000
29-05	Replacement	Equipment Replacement (pooled)	Equipment Replacement	$ 53,250	E	ERF						$ 53,250	$ 53,250
													$ -
			Grand Total	**$ 8,975,850**				**$ 2,499,000**	**$ 2,428,500**	**$ 1,917,600**	**$ 390,150**	**$ 1,344,100**	**$ 8,579,350**

Service:	1.40X	SEAPARC

Project Number	20-09	Capital Project Title	Domestic Hot Water Replacement	Capital Project Description	Replacement of hot water storage tanks and update system
Project Rationale	Service life is ended for DHW storage tanks for the arena as well as for the pool/gym. This project will consider heat recovery implications in design and implementation.				

Project Number	22-02	Capital Project Title	Pool Roof Replacement	Capital Project Description	Pool Roof Replacement
Project Rationale	Building envelope evaluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on condition and estimated remaining life. Continuing project to ensure integrity of building envelope. Replacement of areas 4 & 4A in 2024 with other areas as identified in 2025 & 2026.				

Project Number	22-04	Capital Project Title	Pool Lectronator System	Capital Project Description	Replacement of lectronator cells
Project Rationale	Annual replacement of lectronator cells.				

Project Number	23-03	Capital Project Title	Skate Park Renewal	Capital Project Description	Replacement skate park renewal
Project Rationale	Identified during asset management review and user feedback as in need of renewal and upgrades. Concrete surface is exhibiting areas of wear due to age. Numerous cracks throughout the slab and eroded curbs/park features need remediation/replacement to ensure continued usage.				

Service:	1.40X	SEAPARC

Project Number	Capital Project Title	Capital Project Description
23-04	Building Assessment and Renewal	Building assessment and repairs

Project Rationale Aging facilities. Arena built in 1975, Pool in 2000. Increasing issues with building envelope and finishings.

Project Number	Capital Project Title	Capital Project Description
23-06	Grounds Equipment - SEAPARC	Mower/Tractor Replacement

Project Rationale Mower/Tractor Replacement at end of useful life

Project Number	Capital Project Title	Capital Project Description
23-07	Parking Lot Renewal	Renewal parking lot

Project Rationale Regular repairs required to parking lot including paving, line painting and oil separator clean out.

Project Number	Capital Project Title	Capital Project Description
24-04	Roof Repairs	General Roof Repairs

Project Rationale Annual roof repair allowance.

Project Number	Capital Project Title	Capital Project Description
24-05	Recoat Pool Metal Roof	Recoat Pool Metal Roof - Area 6

Project Rationale Condition assessment indicates areas of roof at or nearing end of life. This project will recoat the pool metal roof to extend the lifespan of the roof.

Service:	1.40X	SEAPARC

Project Number	24-06	Capital Project Title	Replace Ventilation Fans	Capital Project Description	Replace Ventilation Fans
Project Rationale	At or nearing end of life				

Project Number	24-11	Capital Project Title	Pool Valve Replacement	Capital Project Description	Replacement of valves for pool circulation system
Project Rationale	Valves, gasket and seal replacement.Portion of work completed in 2024, final stage for 2025.				

Project Number	24-13	Capital Project Title	Arena Compressor Overhaul	Capital Project Description	Refrigeration plant compressor overhaul
Project Rationale	Overhaul of arena compressor #1 to ensure continuity of service. Compressor 2 completed in 2024. Recommended maintenance by CIMCO.				

Project Number	24-15	Capital Project Title	IT Equipment Replacement	Capital Project Description	Replacement of IT equipment and computers
Project Rationale	CRD IT's infrastructure renewal plan				

Project Number	25-01	Capital Project Title	Implement Heat Recovery System Phase 1	Capital Project Description	Implementation of phase 1 of heat recovery system
Project Rationale	A number of pool mechanical systems approaching end of life. Heat recovery system would address replacement of these systems and benefit with reduced GHG emissions to meet climate targets.				

Project Number	25-02	Capital Project Title	Ice resurfacer	Capital Project Description	Replacement of ice resurfacer
Project Rationale	End of life.				

Service:	1.40X	SEAPARC

Project Number	Capital Project Title	Capital Project Description
25-03	Recoat Arena Purlins & Frames	Recoat Arena Purlins & Frames

Project Rationale To prolong service life of roof supporting steel components in the arena.

Project Number	Capital Project Title	Capital Project Description
25-05	Replace Sewage & Storm Pump System	Replace Sewage & Storm Pump System

Project Rationale Condition assessment indicates areas at or nearing end of life

Project Number	Capital Project Title	Capital Project Description
25-07	Thermal Evaluation of Electrical System	Thermal Evaluation of Electrical System

Project Rationale Code requirement

Project Number	Capital Project Title	Capital Project Description
25-09	Outdoor Activity Space Development	New outdoor activity space development

Project Rationale Service enhancement. Project pending strategic plan input for 2025-2035.

Project Number	Capital Project Title	Capital Project Description
25-10	Equipment Replacement (pooled)	Equipment Replacement

Project Rationale Annual small equipment replacement schedule

Project Number	Capital Project Title	Capital Project Description
25-11	Repaint Arena & Pool Exterior	Repaint Arena Metal Cladding & Pool Exterior Walls

Project Rationale Repaint arena metal cladding & pool exterior walls and replacement of seals around doors. Align colour scheme with new fitness facility exterior. Extend service life.

Service:	1.40X	SEAPARC

Project Number	25-12	**Capital Project Title**	Arena sound System	**Capital Project Description**	Replace Arena Sound System
Project Rationale	Identified as end of life.				

Project Number	25-13	**Capital Project Title**	Lighting Controls	**Capital Project Description**	Renewal of lighting controls
Project Rationale	System failure. Replacement will incoporate energy efficiency in collaboration with BC Hydro.				

Project Number	25-14	**Capital Project Title**	Arena Exhaust Fan Replacement	**Capital Project Description**	Replacement of arena exhaust fans
Project Rationale	End of life.				

Project Number	25-15	**Capital Project Title**	Pool feature replacement	**Capital Project Description**	Diving board replacement
Project Rationale	Diving board end of life.				

Project Number	25-16	**Capital Project Title**	Fitness Equipment	**Capital Project Description**	New fitness equipment
Project Rationale	Add accessible cardio equipment (NUSTEP) and additional spin bikes to support revenue generation.				

Service:	1.40X	SEAPARC			
Project Number	26-04	**Capital Project Title**	Overhaul Cooling Tower - Arena	**Capital Project Description**	Overhaul Cooling Tower - Arena
Project Rationale	End of life.				
Project Number	26-06	**Capital Project Title**	Equipment Replacement (pooled)	**Capital Project Description**	Equipment Replacement
Project Rationale	Annual small equipment replacement schedule				
Project Number	26-08	**Capital Project Title**	Duct cleaning	**Capital Project Description**	Duct cleaning
Project Rationale	Regular maintenance of duct system.				
Project Number	26-09	**Capital Project Title**	Pool Lectronator System	**Capital Project Description**	Replacement of lectronator cells and components
Project Rationale	Annual replacement of lectronator system components.				
Project Number	27-01	**Capital Project Title**	Replace Pool Circulation Pumps	**Capital Project Description**	Replace Pool Circulation Pumps
Project Rationale	End of life.				
Project Number	27-03	**Capital Project Title**	Replace Arena Rubber Mat Flooring	**Capital Project Description**	Replace Arena Rubber Mat Flooring
Project Rationale	Flooring at end of life.				

Service:	1.40X	SEAPARC

Project Number	Capital Project Title	Capital Project Description
27-04	Equipment Replacement (pooled)	Equipment Replacement

Project Rationale Annual small equipment replacement schedule

Project Number	Capital Project Title	Capital Project Description
28-01	Recoat Arena Change Room & Pool Interior Roof	Locally recoat arena interior change room roof steel deck & pool interior roof deck, purlins and beams

Project Rationale Recoating of swimming pool interior roof deck, purlins, beams as well as arena interior change room roof steel deck. Project to prolong service life of roof supporting structures.

Project Number	Capital Project Title	Capital Project Description
28-02	Repaint Pool Fitness Facility Exterior	Repaint Pool & Fitness Facility Exterior

Project Rationale Maintain aesthetics and extend service life.

Project Number	Capital Project Title	Capital Project Description
28-03	Recoat Arena Metal Roof	Recoat Arena Metal Roof

Project Rationale Extend roof service life.

Project Number	Capital Project Title	Capital Project Description
28-04	Pool Change Room Renovation	Pool Change Room Renovation

Project Rationale

Project Number	Capital Project Title	Capital Project Description
28-05	Electrification of Pool Boilers	Design for replacement of secondary pool boilers (oil to electric)

Project Rationale Oil tank for the secondary boiler is past end of life. Oil tank to be decommissioned and oil boiler replaced with electric boiler. Electrical upgrades required as part of this project.

Service:	1.40X	SEAPARC

Project Number	Capital Project Title	Capital Project Description
28-06	Equipment Replacement (pooled)	Equipment Replacement

Project Rationale Annual small equipment replacement.

Project Number	Capital Project Title	Capital Project Description
29-01	Sauna renewal	Rennovate sauna room

Project Rationale End of life.

Project Number	Capital Project Title	Capital Project Description
29-02	Electrification of Arena Dehumidifier	Design and replacement of low-temperature dehumidifiers with heat recovery tie-in

Project Rationale Design and replacement of low-temperature dehumidifiers with heat receovery tie in. 2 year project

Project Number	Capital Project Title	Capital Project Description
29-03	Storm & Sewer repair allowance	Buried services repair allowance (storm & sanitary)

Project Rationale Regular repair allowance.

Project Number	Capital Project Title	Capital Project Description
29-04	Grounds Equipment - golf course	Greens mower & aerator replacement

Project Rationale End of life - mower and aerator replacement.

Project Number	Capital Project Title	Capital Project Description
29-05	Equipment Replacement (pooled)	Equipment Replacement

Project Rationale Annual small equipment replacement.

1.40X SEAPARC Recreation Combined
Asset and Reserve Summary Schedule
2025 - 2029 Financial Plan

Asset Profile

SEAPARC Recreation (1.401 &1.403 Combined)

Assets held by the Sooke Parks and Recreation service consist of a pool, an arena, ball field, skate park and various vehicles and equipment to support service delivery.

Summary

Reserve/Fund Summary	Est Actual	Budget				
Projected year end balance	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Capital Reserve	991,331	656,681	796,771	868,001	999,261	643,210
Equipment Replacement Fund	220,208	45,758	92,587	206,566	345,017	410,130
Total projected year end balance	**1,211,539**	**702,439**	**889,358**	**1,074,567**	**1,344,278**	**1,053,340**

1.40X SEAPARC Recreation Combined
Capital Reserve Fund Schedule
2025 - 2029 Financial Plan

Capital Reserve Fund Schedule

Reserve Fund: 1.40X SEAPARC Recreation and Pool Combined Capital Reserve Fund

Capital Reserve Fund	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	1,008,222	991,331	656,681	796,771	868,001	999,261
Planned Capital Expenditure (Based on Capital Plan)	(469,500)	(726,750)	(229,250)	(305,500)	(253,000)	(748,000)
Transfer from Operating Budget	412,609	362,100	369,340	376,730	384,260	391,949
Interest Income*	40,000	30,000				
Ending Balance $	**991,331**	**656,681**	**796,771**	**868,001**	**999,261**	**643,210**

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

1.40X SEAPARC Recreation Combined
Equipment Replacement Fund Schedule (ERF)
2025 - 2029 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF

Equipment Replacement Fund	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	270,908	220,208	45,758	92,587	206,566	345,017
Planned Purchase (Based on Capital Plan)	(227,700)	(393,250)	(174,250)	(112,100)	(92,150)	(170,100)
Transfer from Operating Budget	175,000	217,300	221,079	226,079	230,601	235,213
Equipment Disposal	-					
Interest Income*	2,000	1,500				
Ending Balance $	**220,208**	**45,758**	**92,587**	**206,566**	**345,017**	**410,130**

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

1.40X SEAPARC

Operating Reserve Summary

2025 - 2029 Financial Plan

Profile

SEAPARC

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue. Legacy Fund established by Bylaw 4103 for donations received.

Summary

Reserve/Fund Summary	Est Actual	Budget				
Projected year end balance	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Operating Reserve	35,623	36,623	36,623	36,623	36,623	36,623
Operating Reserve - Legacy Fund	2,202	2,292	2,292	2,292	2,292	2,292
Total projected year end balance	**37,825**	**38,915**	**38,915**	**38,915**	**38,915**	**38,915**

See attached reserve schedules for projected annual cash flows.

1.40X Sooke and Electoral Area Recreation and Facilities (SEAPARC)
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Sooke and Electoral Area Recreation and Facilities (SEAPARC)

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

Operating Reserve Schedule - FC 105301

Operating Reserve Schedule	Est Actual	Budget				
Projected year end balance	2024	2025	2026	2027	2028	2029
Beginning Balance	34,223	35,623	36,623	36,623	36,623	36,623
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	-	-	-		-	-
Interest Income*	1,400	1,000				
Total projected year end balance	**35,623**	**36,623**	**36,623**	**36,623**	**36,623**	**36,623**

Assumptions/Background:

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

1.40X SEAPARC Legacy Fund
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

SEAPARC Legacy Fund

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

Operating Reserve Schedule - FC 105101

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	2,112	2,202	2,292	2,292	2,292	2,292
Planned Purchase						
Transfer from Ops Budget	-					
Interest Income*	90	90				
Total projected year end balance	**2,202**	**2,292**	**2,292**	**2,292**	**2,292**	**2,292**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

ENVIRONMENTAL SERVICES

COMMITTEE OF THE WHOLE

October 2024

COMMITTEE OF THE WHOLE
October 30, 2024
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CAPITAL REGIONAL DISTRICT

2025 BUDGET

GM - Parks & Environmental Services

COMMITTEE OF THE WHOLE

October 2024

Service: 1.028 GM - Environmental Services and Regional Parks **Committee: Environmental Services**

DEFINITION:

The oversight of Environmental Services and Regional Parks for the Capital Regional District Board

SERVICE DESCRIPTION:

The General Manager provides overall direction and supporting administrative oversight for all Environmental Services as well as Regional Parks and 2 recreation centres. The department and its divisions report to the Board, Hospital District Board, the Environmental Services Committee and the Regional Parks Committee.

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

FUNDING:

Requisition

1.028 - GM - Environmental Services & Regional Parks	2024		BUDGET REQUEST 2025				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
OPERATING COSTS										
Salaries and Wages	425,233	547,857	404,894	-	-	404,894	416,573	428,584	440,934	453,634
Contract for Services	3,215	-	3,279	-	-	3,279	3,347	3,412	3,480	3,549
Allocation - Standard Overhead	50,058	50,058	52,650	-	1,802	54,452	57,971	58,332	59,426	60,552
Allocation - Human Resources	14,866	14,866	15,726	-	-	15,726	17,702	19,270	19,704	20,196
Allocation - Building Occupancy	21,861	21,861	26,609	-	-	26,609	27,735	29,103	30,435	30,993
Insurance	870	870	720	-	-	720	792	871	958	1,053
TOTAL OPERATING COSTS	**516,103**	**635,512**	**503,878**	**-**	**1,802**	**505,680**	**524,120**	**539,571**	**554,937**	**569,977**
*Percentage Increase over prior year		23.1%	-2.4%	0.0%	0.0%	-2.0%	3.6%	2.9%	2.8%	2.7%
Recovery for First Aid Officer	(99)	(99)	(102)	-	-	(102)	(104)	(106)	(108)	(110)
NET COSTS	**516,004**	**635,413**	**503,776**	**-**	**1,802**	**505,578**	**524,016**	**539,465**	**554,829**	**569,867**
*Percentage increase over prior year Net Costs		23.1%	-2.4%	0.0%	0.0%	-2.0%	3.6%	2.9%	2.8%	2.7%
AUTHORIZED POSITIONS: Salaried	2.0	2.0	2.0	-	-	2.0	2.0	2.0	2.0	2.0

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Environmental Administration Services

COMMITTEE OF THE WHOLE

October 2024

Service: **1.575** **Environmental Administration Services** **Committee: Environmental Services**

DEFINITION:

To provide administrative and clerical support services to the Engineering Services, Protective Programs and Environment Resource Management Divisions.

PARTICIPATION:

All Functions administered by Environmental Sustainability.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

N/A

COST RECOVERY:

Allocations and time charges to Engineering Services, Protective Programs and Environment Resource Management Divisions.

OTHER:

The Legislative and General Government requisition covers costs associated with the General Manager's services to the Board.

1.575 - Env Services - Administration	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Salaries and Wages	90,919	90,919	93,854	-	-	93,854	96,531	99,285	102,116	105,026
Allocations	63,856	63,856	72,986	-	3,604	76,590	82,231	83,236	86,077	87,894
Operating - Other Costs - Summary	51,331	67,360	47,792	-	-	47,792	48,747	49,722	50,717	51,731
TOTAL OPERATING COSTS	**206,105**	**222,134**	**214,632**	**-**	**3,604**	**218,235**	227,509	232,243	238,909	244,651
*Percentage Increase over prior year		7.8%	4.1%	0.0%	1.7%	5.9%	4.2%	2.1%	2.9%	2.4%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	840	-	3,141	-	-	3,141	-	-	-	454
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	840	-	3,141	-	-	3,141	-	-	-	454
TOTAL COSTS	206,945	222,134	217,773	-	3,604	221,376	227,509	232,243	238,909	245,105
*Percentage Increase over prior year		7.3%	5.2%	0.0%	1.7%	7.0%	2.8%	2.1%	2.9%	2.6%
Internal Recoveries	(206,947)	(222,134)	(217,772)	-	-	(217,772)	(224,306)	(231,035)	(237,966)	(245,105)
OPERATING COSTS LESS INTERNAL RECOVERIES	-	-	-	-	3,604	-	-	-	-	-
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Transfer from Ops Reserve Fund	-	-	-	-	(3,604)	(3,604)	(3,204)	(1,208)	(944)	-
TOTAL REVENUE	-	-	-	-	(3,604)	(3,604)	(3,204)	(1,208)	(944)	-
REQUISITION	-	-	-	-	-	-	-	-	-	-
*Percentage Increase over prior year										
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Salaried	1.00	1.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.575 Environmental Administration Serv	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$6,000	$6,000	$9,000	$6,000	$6,000	$33,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$6,000**	**$6,000**	**$9,000**	**$6,000**	**$6,000**	**$33,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$6,000	$6,000	$9,000	$6,000	$6,000	$33,000
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$0	**$6,000**	**$6,000**	**$9,000**	**$6,000**	**$6,000**	**$33,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.575

Service Name: Environmental Administration Services

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
20-01	Replacement	Office Furniture	ERF replacement of desks, chairs, shelves	$ 19,000	E	ERF		$ 3,000	$ 3,000	$ 3,000	$ 3,000	3,000	$ 15,000
20-02	Replacement	Office Equipment	ERF replacement of computers, printers	$ 25,090	E	ERF		$ 3,000	$ 3,000	$ 6,000	$ 3,000	3,000	$ 18,000
													$ -
													$ -
													$ -
			Grand Total	**$ 44,090**				**$ 6,000**	**$ 6,000**	**$ 9,000**	**$ 6,000**	**$ 6,000**	**$ 33,000**

Service:	1.575	Environmental Administration Services

Project Number	20-01	Capital Project Title	Office Furniture	Capital Project Description	ERF replacement of desks, chairs, shelves
Project Rationale	**2025-2029** - miscellaneous furniture required by ES-HQ, as needed (shelving, chairs, tables, desks).				

Project Number	20-02	Capital Project Title	Office Equipment	Capital Project Description	ERF replacement of computers, printers
Project Rationale	**2025** - none; **2026** - none; **2027**: $5,754 total: Luisa Jones - new laptop ($1,918), Cathy Leahy - new laptop ($1,918), Wanda Gustafson - new laptop ($1,918); **2028** - none; 2029: none; NOTE: Env Admin purchased a new MFP (ESD-30) in 2022 for $13,000. There is no equipment replacement scheduled for the MFP. It will be replaced only when broken, though this might change when IT revisits the MFP deployment and maintenance strategy.) The same is true for Cathy/Luisa's printer and Wanda's printer -- only to be replaced if not working/fixable.				

1.575 ES HQ Administration
ERF Reserve Summary
2025 - 2029 Financial Plan

ERF Reserve Cash Flow (Equipment Portion)

ERF: Environmental HQ/Administration support Senior Budget - ERF for Equipment

Equipment Replacement Fund	Estimate	Budget				
Fund: 1022 Fund Center: 101449	2024	2025	2026	2027	2028	2029
Beginning Balance	149,359	121,359	118,500	112,500	103,500	97,500
Planned Purchase (Based on Capital Plan)	(28,000)	(6,000)	(6,000)	(9,000)	(6,000)	(6,000)
Transfer from Operating Budget	-	3,141	-	-	-	454
Interest Income*		-	-	-	-	-
Total projected year end balance	**121,359**	**118,500**	**112,500**	**103,500**	**97,500**	**91,954**

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

Assumptions/Background:

1.575 ES HQ Administration
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule	Estimate	Budget				
Fund: 1500 Fund Center: 105523	2024	2025	2026	2027	2028	2029
Beginning Balance	69,807	72,471	68,867	65,663	64,455	63,511
Planned Purchase	-					
Transfer from Ops Budget		(3,604)	(3,204)	(1,208)	(944)	-
Interest Income*	2,664	-	-	-	-	-
Total projected year end balance	**72,471**	**68,867**	**65,663**	**64,455**	**63,511**	**63,511**

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Other Legislative & General - Climate

COMMITTEE OF THE WHOLE

October 2024

Service: 1.012 Other Legislative & General - Climate **Committee: Environmental Services**

DEFINITION:

Authorized by Letters Patent to provide for legislative expenditures of the Board.

PARTICIPATION:

All municipalities and electoral area.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

N/A

FUNDING:

Requisition

1.012 OTHER LEGISLATIVE & GENERAL - CLIMATE	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026	2027	2028	2029
OPERATING COSTS:										
Salaries and Wages	110,426	110,426	117,557	-	-	117,557	120,963	124,466	128,068	131,773
Contributions - projects	-	103,000	-	-	-	-	-	-	-	-
Other Operating Expenses	-	500	-	-	-	-	-	-	-	-
Allocations	-	-	-	-	901	901	901	-	-	-
TOTAL OPERATING COSTS	**110,426**	**213,926**	**117,557**	**-**	**901**	**118,458**	**121,864**	**124,466**	**128,068**	**131,773**
*Percentage Increase over prior year		93.7%	6.5%	0.0%	0.8%	7.3%	2.9%	2.1%	2.9%	2.9%
CAPITAL / RESERVE										
Transfer to Climate Action Reserve Fund	103,000	-	106,090	-	-	106,090	108,212	110,376	112,584	114,835
TOTAL CAPITAL / RESERVES	**103,000**	**-**	**106,090**	**-**	**-**	**106,090**	**108,212**	**110,376**	**112,584**	**114,835**
TOTAL COSTS	**213,426**	**213,926**	**223,647**	**-**	**901**	**224,548**	**230,076**	**234,842**	**240,652**	**246,608**
*Percentage increase over prior year requisition		0.2%	4.8%	0.0%	0.4%	5.2%	2.5%	2.1%	2.5%	2.5%
REVENUE										
Climate Action Grant	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**-**	**-**	-	-	-	-	**-**	**-**	**-**	**-**
NET COSTS	**213,426**	**213,926**	**223,647**	**-**	**901**	**224,548**	**230,076**	**234,842**	**240,652**	**246,608**
*Percentage increase over prior year Net Costs		0.2%	4.8%	0.0%	0.0%	5.2%	2.5%	2.1%	2.5%	2.5%
AUTHORIZED POSITIONS:										
Salaried	1.0	1.0	1.0	-	-	1.0	1.0	1.0	1.0	1.0

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Environmental Protection and Water Quality

COMMITTEE OF THE WHOLE

October 2024

Service: 1.578 Environmental Protection **Committee: Environmental Services**

DEFINITION:

To provide Protective Programs (Environmental Assessment and Regulatory Programs) relative to various Operating, Environmental and Capital programs. The cost of this function is allocated to other operating budgets and capital projects using these Services.

SERVICE DESCRIPTION:

The division provides scientific, technical and regulatory support to CRD services to ensure protection of human health and the environment.

PARTICIPATION:

Method of cost allocation is:

* Allocation on an hourly basis for services rendered to Third Party Projects, Capital & Operating functions

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

N/A

COST RECOVERY:

A mixture of allocations and time charges to Protective Programs, Partnership, Environment Resource Management, and Environmental Operations.

Change in Budget 2024 to 2025

Service: 1.578 & 1.579 Environmental Protection	**Total Expenditure**	**Comments**
2024 Budget	**9,337,896**	
Change in Salaries:		
Base salary and benefit change	164,945	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(129,242)	2024 IBC 2a-8.1 not implemented
0.6 FTE Water Quality Sampling Technician	54,956	2025 IBC 2a-8.2 Water Quality Sampling Technician
1.0 FTE Lab Assistant	64,782	2025 IBC 2a-8.3 Laboratory Assistant
Other	-	
Total Change in Salaries	155,441	
Other Changes:		
Human Resources Allocation	34,224	Increase in 2024 salary budget; corporate safety resourcing.
Building Occupancy	65,627	Recognise growing building occupancy cost.
Allocation Migration sharepoint	18,020	2025 IBC 13a-3.1 M365 SharePoint Online Transition.
Allocation Leg&Gen – FOC/HQ2	13,963	To fund estimated new debt and operating costs for the new building.
Transfer to Operating Reserve Fund	126,829	To cover unforseen operating expenses and special one-time operating projects
Transfer to Equipment Replacement Fund	(22,384)	Reduction in 2025 Equipment Replacement Fund.
Other Costs	(1,572)	
Total Other Changes	234,707	
2025 Budget	**9,728,044**	

Summary of % Expense Increase	
2025 Base salary and benefit change	1.7%
Transfer to operating reserve	1.4%
Building Occupancy	0.7%
Balance of increase	0.5%
% expense increase from 2024:	***4.2%***
% Requisition increase from 2024 (if applicable):	***n/a***

Requisition funding is (x)% of service revenue

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

There is an estmiated one-time favourable variance of $283,000 (3.1%) due mainly to hiring challenges of vacant positions. This variance will be moved to Equipment Replacement Fund to provide funding for 2025 capial plan requirements , which has an expected year end balance of $556,000 before this transfer.

ENVIRONMENTAL PROTECTION	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
1.578 Environmental Protection Expenditures	6,598,708	6,315,130	6,822,602	-	10,812	6,833,414	7,075,256	7,015,910	7,213,448	7,405,798
1.579 Environmental Water Quality Expenditures	2,455,769	2,455,769	2,375,964	123,271	7,532	2,506,767	2,603,554	2,683,288	2,754,615	2,828,070
TOTAL OPERATING COSTS	**9,054,477**	**8,770,899**	**9,198,566**	**123,271**	**18,344**	**9,340,181**	**9,678,811**	**9,699,198**	**9,968,063**	**10,233,868**
*Percentage Increase over prior year		-3.1%	1.6%	1.4%	0.2%	3.2%	3.6%	0.2%	2.8%	2.7%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	272,384	434,131	250,000	-	-	250,000	255,000	260,100	265,300	270,600
Transfer to Operating Reserve Fund	11,034	11,034	137,863	-	-	137,863	-	-	-	-
TOTAL CAPITAL / RESERVES	283,419	445,165	387,863	-	-	387,863	255,000	260,100	265,300	270,600
TOTAL COSTS	9,337,896	9,216,064	9,586,429	123,271	18,344	9,728,044	9,933,811	9,959,298	10,233,363	10,504,468
*Percentage Increase over prior year		-1.3%	2.7%	1.3%	0.2%	4.2%	2.1%	0.3%	2.8%	2.6%
Allocation Recovery - 1.578 Environmental Protection	(6,749,261)	(6,749,261)	(6,954,787)	-	-	(6,954,787)	(7,147,490)	(7,120,065)	(7,362,000)	(7,572,150)
Allocation Recovery - 1.579 Env Water Quality	(2,466,803)	(2,466,803)	(2,563,827)	(123,271)	(7,532)	(2,694,630)	(2,619,301)	(2,671,687)	(2,725,121)	(2,779,623)
OPERATING COSTS LESS INTERNAL RECOVERIES	121,830	0	67,815	-	10,812	78,627	167,020	167,545	146,243	152,694
FUNDING SOURCES (REVENUE)										
(Surplus) / Deficit	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Recovery Cost	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve - Env. Protection	(121,831)	-	(67,815)	-	(10,812)	(78,627)	(131,767)	(103,925)	(63,688)	(50,127)
Transfer From Operating Reserve - Water Quality	-	-	-	-	-	-	(35,253)	(63,621)	(82,554)	(102,567)
TOTAL REVENUE	(121,831)	-	(67,815)	-	(10,812)	(78,627)	(167,020)	(167,546)	(146,242)	(152,694)
REQUISITION	0	**-**	**-**	**-**	**-**	**-**	0	0	(0)	(0)
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Ongoing	54.30	54.30	55.30			55.30	55.30	55.30	55.30	55.30
Term	3.50	3.50	2.50	1.60		4.10	4.10	1.60	1.60	1.60

ENVIRONMENTAL PROTECTION	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Salaries and Wages	6,929,955	6,674,108	6,965,658	119,738	-	7,085,396	7,311,304	7,242,893	7,450,859	7,664,697
Allocations	1,496,281	1,496,281	1,621,171	3,533	18,344	1,643,048	1,743,407	1,806,620	1,854,428	1,892,987
Operating Costs - Other - Summary	628,241	600,510	611,736	-	-	611,736	624,099	649,684	662,776	676,183
TOTAL OPERATING COSTS	**9,054,478**	**8,770,899**	**9,198,566**	**123,271**	**18,344**	**9,340,181**	**9,678,811**	**9,699,198**	**9,968,063**	**10,233,868**
*Percentage Increase over prior year		-3.1%	1.6%	1.4%	0.2%	3.2%	3.6%	0.2%	2.8%	2.7%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	272,384	434,131	250,000	-	-	250,000	255,000	260,100	265,300	270,600
Transfer to Operating Reserve Fund	11,034	11,034	137,863	-	-	137,863	-	-	-	-
TOTAL CAPITAL / RESERVES	283,418	445,165	387,863	-	-	387,863	255,000	260,100	265,300	270,600
TOTAL COSTS	9,337,896	9,216,064	9,586,429	123,271	18,344	9,728,044	9,933,811	9,959,298	10,233,363	10,504,468
*Percentage Increase over prior year		-1.3%	2.7%	1.3%	0.2%	4.2%	2.1%	0.3%	2.8%	2.6%
Allocation Recovery - Environmental Services	(9,216,064)	(9,216,064)	(9,518,613)	(123,271)	(7,532)	(9,649,416)	(9,766,791)	(9,791,752)	(10,087,120)	(10,351,774)
OPERATING COSTS LESS INTERNAL RECOVERIES	121,832	0	67,815	-	10,812	78,627	167,020	167,545	146,243	152,695
FUNDING SOURCES (REVENUE)										
(Surplus) / Deficit										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve	(121,831)	-	(67,815)	-	(10,812)	(78,627)	(167,020)	(167,546)	(146,242)	(152,694)
TOTAL REVENUE	(121,831)	-	(67,815)	-	(10,812)	(78,627)	(167,020)	(167,546)	(146,242)	(152,694)
REQUISITION	0	**-**	**-**	**-**	**-**	**-**	0	0	(0)	0
*Percentage Increase over prior year		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Ongoing	54.30	54.30	55.30			55.30	55.30	55.30	55.30	55.30
Term	3.50	3.50	2.50	1.60		4.10	4.10	1.60	1.60	1.60

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No. 1.578 Environmental Protection	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$438,971	$126,269	$85,309	$136,175	$98,971	$885,695
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$180,000	$60,000	$0	$0	$0	$240,000
	$0	**$618,971**	**$186,269**	**$85,309**	**$136,175**	**$98,971**	**$1,125,695**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$300,000	$50,000	$0	$0	$0	$350,000
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$318,971	$136,269	$85,309	$136,175	$98,971	$775,695
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$0	**$618,971**	**$186,269**	**$85,309**	**$136,175**	**$98,971**	**$1,125,695**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.578

Service Name: Environmental Protection

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
18-01	Replacement	Annual Scientific/Field/Outreach/Printers/Copiers equipment replacement	ERF replacement of Scientific/Field/Outreach /Printers/Copiers equipment	$ 325,000	E	ERF		$ 65,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000	$ 325,000
18-02	Replacement	Annual Computer equipment replacement	ERF replacement of computer equipment	$ 170,695	E	ERF		$ 33,971	$ 11,269	$ 20,309	$ 71,175	$ 33,971	$ 170,695
18-03	Replacement	Annual vehicle replacement	ERF replacement of vehicles	$ 240,000	V	ERF		$ 180,000	$ 60,000	$ -	$ -		$ 240,000
18-04	Replacement	Furniture replacement	ERF replacement of furniture	$ 10,000	E	ERF		$ 10,000	$ -	$ -			$ 10,000
19-01	Replacement	IT Database Programs	Address based database & EQIS	$ 350,000	E	Cap		$ 300,000	$ 50,000	$ -			$ 350,000
20-01	New	Furniture	New Furniture	$ 30,000	E	ERF		$ 30,000		$ -			$ 30,000
								$ -	$ -	$ -			$ -
													$ -
			Grand Total	**$ 1,125,695**				**$ 618,971**	**$ 186,269**	**$ 85,309**	**$ 136,175**	**$ 98,971**	**$ 1,125,695**

Service:	1.578	Environmental Protection

Project Number	18-01	**Capital Project Title**	Annual Scientific/Field/Outreach/Printers/Copiers equipment replacement	**Capital Project Description**	ERF replacement of Scientific/Field/Outreach /Printers/Copiers equipment
Project Rationale	Replacement of routine sampling/outreach/printers/copiers equipment				

Project Number	18-02	**Capital Project Title**	Annual Computer equipment replacement	**Capital Project Description**	ERF replacement of computer equipment
Project Rationale	Routine replacement of various computer equipment due to end of calculated lifecycle (4yrs). Note: expense is calculated on 2024 values + 3%. Each year includes a number of laptop replacements scheduled by IT.				

Project Number	18-03	**Capital Project Title**	Annual vehicle replacement	**Capital Project Description**	ERF replacement of vehicles
Project Rationale	**2025**-Replace F18018(Nissan NV200-EMP) & F18019(Nissan NV200-EMP). **2026**-Replace F18029(Kia Soul).				

Project Number	18-04	**Capital Project Title**	Furniture replacement	**Capital Project Description**	ERF replacement of furniture
Project Rationale	Replacement of desks, cubicle walls, etc... as per the densification project.				

Service:	1.578	Environmental Protection

Project Number	19-01	Capital Project Title	IT Database Programs	Capital Project Description	Address based database & EQIS
Project Rationale	Database development and maintenance _ Address based database & EQIS				

Project Number	20-01	Capital Project Title	Furniture	Capital Project Description	New Furniture
Project Rationale	2nd & 4th floor copier areas, office chairs, bookshelves, storage cabinets, monitor arms.				

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No. 1.579 Environmental Water Quality	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$10,766	$6,480	$14,717	$6,815	$10,766	$49,544
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$10,766**	**$6,480**	**$14,717**	**$6,815**	**$10,766**	**$49,544**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$10,766	$6,480	$14,717	$6,815	$10,766	$49,544
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$0	**$10,766**	**$6,480**	**$14,717**	**$6,815**	**$10,766**	**$49,544**

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.579

Service Name: Environmental Water Quality

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
20-32	Renewal	Annual Computer equipment replacement	ERF replacement of computer equipment	$ 49,544	E	ERF		$ 10,766	$ 6,480	$ 14,717	$ 6,815	$ 10,766	$ 49,544
													$ -
													$ -
			Grand Total	**$ 49,544**				**$ 10,766**	**$ 6,480**	**$ 14,717**	**$ 6,815**	**$ 10,766**	**$ 49,544**

Service:	1.579	Environmental Water Quality

Project Number	20-32	**Capital Project Title**	Annual Computer equipment replacement	**Capital Project Description**	ERF replacement of computer equipment
Project Rationale	Routine replacement of various computer equipment due to end of calculated lifecycle (4yrs). Note: expense is calculated on 2024 values + 3%. Each year includes a number of laptop replacements scheduled by IT.				

1.578 Environmental Protection
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Environmental Protection

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule	Estimate	Budget				
Fund: 1500 Fund Center: 105525 (105522)	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	1,034,306	1,073,775	995,148	863,381	759,456	695,768
Planned Purchase						
Transfer from Ops Budget		(78,627)	(131,767)	(103,925)	(63,688)	(50,127)
Interest Income*	39,468	-	-	-	-	-
Total projected year end balance	**1,073,775**	**995,148**	**863,381**	**759,456**	**695,768**	**645,641**

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

Assumptions/Background:
Reserve balance retained for charge-out rate stabilization

1.578 Environmental Protection
Equipment Reserve Summary
2025 - 2029 Financial Plan

ERF Reserve Cash Flow

Environmental Protection is responsible for providing scientific and technical expertise in order to protect the region's environmental resources and functions. Key areas of focus are the Climate Action Program, Integrated Watershed Management, Wastewater and Marine Environment Program.

Equipment Replacement Fund	Estimate	Budget				
Fund: 1022 Fund Center: 101492	2024	2025	2026	2027	2028	2029
Beginning Balance	1,128,582	990,624	871,653	939,384	1,062,155	1,138,220
Planned Purchase (Based on Capital Plan)	(618,971)	(318,971)	(136,269)	(85,309)	(136,175)	(98,971)
Transfer from Operating Budget	434,131	200,000	204,000	208,080	212,240	216,480
Equipment disposal	46,882	-	-	-	-	-
Total projected year end balance	**990,624**	**871,653**	**939,384**	**1,062,155**	**1,138,220**	**1,255,729**

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

Assumptions/Background:

1.579 Environmental Sustainability HQ Water Quality
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Environmental Sustainability HQ Water Quality

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule	Estimate	Budget				
Fund: 1500 Fund Center: 105517	2024	2025	2026	2027	2028	2029
Beginning Balance	605,857	628,977	766,840	731,587	667,966	585,412
Planned Purchase	-		(35,253)	(63,621)	(82,554)	(102,567)
Transfer from Ops Budget		137,863	-	-	-	-
Interest Income*	23,120	-	-	-	-	-
Total projected year end balance	**628,977**	**766,840**	**731,587**	**667,966**	**585,412**	**482,845**

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

1.579 Environmental Sustainability HQ Water Quality
Equipment Reserve Summary
2025 - 2029 Financial Plan

ERF Reserve Cash Flow

Water Quality Senior Budget - Equipment Replacement for Equipment

Equipment Replacement Fund Fund: 1022 Fund Center: 102075	**Estimate**	**Budget**				
	2024	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	21,861	21,861	61,095	105,615	142,918	189,163
Planned Purchase (Based on Capital Plan)		(10,766)	(6,480)	(14,717)	(6,815)	(10,766)
Transfer from Operating Budget	-	50,000	51,000	52,020	53,060	54,120
Interest Income*		-	-	-	-	-
Total projected year end balance	**21,861**	**61,095**	**105,615**	**142,918**	**189,163**	**232,517**

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

Assumptions/Background:
ERF Reserve to fund replacement of equipment used by the staff of the Environmental Water Quality Division.

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Regional Source Control

COMMITTEE REVIEW

October 2024

Service: 3.755 Regional Source Control Program **Committee: Environmental Services**

DEFINITION:

Provides for the control of the direct or indirect discharge of contaminants into or through facilities connected to sewage facilities under the regulatory authority of the Capital Regional District. Est. Bylaw No. 2402, 1996, amended Bylaw No. 3351, December 2006.

SERVICE DESCRIPTION:

Source control is a waste management strategy aimed at reducing contaminants that industries, businesses, institutions and households discharge to sanitary sewers. Source control focuses on point-of-discharge reductions in contaminants in order to protect: sewage collection and treatment systems, the quality of treatment plant sewage sludge and biosolids, the marine receiving environment and public and worker health and safety.

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

Greater of $1,100,000 or $0.037 / $1,000 of actual assessments

COMMITTEE:

Environmental Services

FUNDING:

Requisition, permit fees and other fees

COST APPORTIONMENT:

(1) Fees.
(2) Based on annual flow of sewage among each municipal and electoral participation area into sewage facilities owned or operated by the CRD.
(3) Remaining balance apportioned to all participating members on the basis of converted net taxable value of land and improvements.

RESERVE FUND:

Bylaw No. 4144 Operating Reserve Fund

Service: 3.755 Regional Source Control Program **Committee: Environmental Services**

COST SHARING ALLOCATION - ESTIMATED YEARLY FLOW

	Estimated Yearly Flow	% of Total Flows	
Central Saanich	1,334,016	26.73%	
Colwood	1,124,967	7.98%	
Esquimalt	1,913,792	34.69%	
Langford	3,501,060	6.40%	
North Saanich	568,579	2.13%	
Oak Bay	2,499,492	3.05%	
Saanich	8,617,797	8.69%	89.68%
Sidney	1,260,382	3.50%	
Victoria	11,290,931	3.78%	
View Royal	785,662	1.38%	
Esquimalt Nation	27,738	0.07%	
Pauquachin First Nation	14,980	0.04%	
Songhees Nation	29,661	0.08%	
Tseycum First Nation	243,322	0.64%	
D.N.D.	0	0.00%	
Institute of Ocean Sciences (I.O.S.)	3,889	0.01%	
Ganges Sewer	167,123	0.44%	
Maliview Sewer	19,815	0.05%	
Magic Lake Estates Sewer	109,685	0.29%	
Port Renfrew Sewer	19,997	0.05%	10.32%
TOTAL	**33,532,888**	**100.00%**	**100.00%**

Bylaw 3351

Change in Budget 2024 to 2025 Service: 3.755 - Regional Source Control Program	Total Expenditure	Comments
2024 Budget	**1,674,718**	
Change in Salaries:		
Base salary and benefit change	-	
Step increase/paygrade change	-	
Epro Labour Allocation		
Total Change in Salaries	-	
Other Changes:		
Standard Overhead Allocation	670	Increase in 2024 operating costs
Labor Allocation	48,526	Increase in enviornmental protection labor allocation
Contract for Services-Lab Chemicals	50,913	To fund trend analysis
Consultant and Engineering Services	(27,000)	Reduction in consultant and engineering expenses
Other Costs	7,374	
Total Other Changes	80,483	
2025 Budget	**1,755,201**	
Summary of % Expense Increase		
2025 Base salary and benefit change	0.0%	
Contract for Services	3.0%	
Balance of increase	1.8%	
% expense increase from 2024:	***4.8%***	
% Requisition increase from 2024 (if applicable):	***3%***	*Requisition funding is 86% of service revenue*

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

There is an estmiated one-time favourable variance of $760 (.05%) due to savings in forcasted operational costs .This variance will be moved to Operating Reserve, which has an expected year end balance of $457,000 before this transfer.

3.755 - REGIONAL SOURCE CONTROL PROGRAM	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Allocations - EPro Labour	1,386,465	1,389,111	1,434,991	-	-	1,434,991	1,478,041	1,522,382	1,568,054	1,615,095
Operation - Other Costs	141,875	124,615	145,427	5,000	110	150,537	154,482	157,262	161,286	164,714
Contract For Services	98,760	113,060	149,673	-	-	149,673	142,721	145,576	148,487	151,457
Consultant Expenses	47,448	47,000	20,000	-	-	20,000	41,200	-	-	-
TOTAL OPERATING COSTS	**1,674,548**	**1,673,786**	**1,750,091**	**5,000**	**110**	**1,755,201**	**1,816,444**	**1,825,220**	**1,877,827**	**1,931,266**
*Percentage Increase over prior year		-0.05%	4.5%	0.3%	0.0%	4.8%	3.5%	0.5%	2.9%	2.8%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	170	170	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	170	170	-	-	-	-	-	-	-	-
TOTAL COSTS	1,674,718	1,673,956	1,750,091	5,000	110	1,755,201	1,816,444	1,825,220	1,877,827	1,931,266
*Percentage Increase over prior year		0.0%	4.5%	0.3%	0.0%	4.8%	3.5%	0.5%	2.9%	2.8%
Internal Recoveries	(55,000)	(55,000)	(55,000)	-	-	(55,000)	(55,495)	(55,945)	(56,392)	(58,623)
OPERATING COSTS LESS INTERNAL RECOVERIES	1,619,718	1,618,956	1,695,091	5,000	110	1,700,201	1,760,949	1,769,275	1,821,435	1,872,643
*Percentage Increase over prior year		0.0%	4.7%	0.3%	0.0%	5.0%	3.6%	0.5%	2.9%	2.8%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Fees Charged	(61,200)	(61,200)	(63,036)	-	-	(63,036)	(64,297)	(65,583)	(66,894)	(68,232)
Revenue - Other	(1,000)	(1,000)	(1,000)	-	-	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
Grants in Lieu of Taxes	(95,970)	(95,970)	(95,970)	-	-	(95,970)	(95,970)	(95,970)	(95,970)	(95,970)
Transfer From Operating Reserve	(43,762)	(43,000)	(74,766)	-	-	(74,766)	(51,416)	(11,182)	(13,231)	(13,496)
TOTAL REVENUE	(201,932)	(201,170)	(234,772)	-	-	(234,772)	(212,683)	(173,735)	(177,095)	(178,698)
REQUISITION	**(1,417,786)**	**(1,417,786)**	**(1,460,319)**	**(5,000)**	**(110)**	**(1,465,429)**	**(1,548,267)**	**(1,595,541)**	**(1,644,340)**	**(1,693,945)**
*Percentage Increase over prior year		0.0%	3.0%	0.4%	0.0%	3.4%	5.7%	3.1%	3.1%	3.0%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Oak Bay, C. Saanich, N. Saanich, Langford; Sewered Local Areas of Ganges, Maliview, Magic Lakes, Pt. Renfrew, D.N.D.										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3.755 Regional Source Control Program
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Regional Source Control Program

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule	Estimate	Budget				
Fund: 1500 Fund Center: 105504	2024	2025	2026	2027	2028	2029
Beginning Balance	482,196	457,597	382,831	331,415	320,233	307,002
Planned Purchase		-	-	-	-	-
Transfer to/from Ops Budget	(43,000)	(74,766)	(51,416)	(11,182)	(13,231)	(13,496)
Interest Income*	18,401	-	-	-	-	-
Total projected year end balance	**457,597**	**382,831**	**331,415**	**320,233**	**307,002**	**293,506**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Septage Disposal Agreement

COMMITTEE OF THE WHOLE

October 2024

Service: 3.700 Septage Disposal Program **Committee: Core Area Liquid Waste Management**

DEFINITION:

Provision of septage disposal facilities for all areas of the Regional District and to compel persons within all or designated portions of the region to make use of any system established for the disposal of septage and to prescribe the terms and conditions from which persons make use of such system and to impose fines and penalties in respect thereof (Letters Patent - June 1, 1978).

SERVICE DESCRIPTION:

The service provides oversight for the contract between the CRD and SPL Wastewater Recovery Ltd.

PARTICIPATION:

All member municipalities except Saltspring Island and Outer Gulf Islands. Operating and debt costs not met by user charges to be recovered by requisition to all participating members based on member percentage of participant septage input. Properties located in municipalities and capable of being drained into a municipal sanitary sewer are exempt from any levy. Properties connected to a sewage collection system within an electoral area may be exempted by by-law. Annual net cost not to exceed $0.63/1000 on taxable school assessment (excluding property that is taxable for school purposes only Special Act.)

NON-PARTICIPANT, in relation to septage, means septage originating from a municipality or electoral area which does not participate in the septage disposal function under Division XXI of the Supplementary Letters Patent of the Regional District, and as such were charged a higher tipping fee before September 1, 1996. The same tipping fee to be charged to participants and non-participants after September 1, 1996.

COST APPORTIONMENT:

(1) Fees:
User charges permitted by Septage Processing Ltd. to its customers.
Mandatory Waste Tipping Fee:

$0.320 per Imperial Gallon	2021
$0.325 per Imperial Gallon	2022
$0.330 per Imperial Gallon	2023
$0.340 per Imperial Gallon	2024
$0.345 per Imperial Gallon	2025

Septage Processing Ltd. will submit to the CRD an administration fee of $0.015 per Imperial Gallon.
Other wastes have different user charges.

(2) Remaining balance apportioned to all participating members on the basis of percentage of Septage/Sewage delivered to the Septage Facility (No requisition - 2024)

MAXIMUM LEVY:

$0.63 / $1,000 on taxable school assessments (excluding property that is taxable for school purposes only).

Service: 3.700 Septage Disposal Program **Committee: Core Area Liquid Waste Management**

SPL Liquid Waste Volumes - 2024

	Septage Vol1	FOG Vol2	Other Vol3	TOTAL	Total %	Septage %1	FOG %2	Other %3
Central Saanich	200,791	16,115	48,534	265,440	302.01%	75.6	6.1	18.3
Colwood	571,761	3,712	69,326	644,799	733.63%	88.7	0.6	10.8
Esquimalt	3,285	15,500	317,408	336,193	382.51%	1.0	4.6	94.4
Highlands	103,797	0	752,492	856,289	974.26%	12.1	0.0	87.9
Langford	357,080	55,763	386,074	798,917	908.99%	44.7	7.0	48.3
Metchosin	267,524	3,990	39,236	310,750	353.56%	86.1	1.3	12.6
North Saanich	434,468	19,110	143,079	596,657	678.86%	72.8	3.2	24.0
Saanich	596,920	34,646	317,228	948,794	1079.51%	62.9	3.7	33.4
Sidney	11,954	2,603	240,535	255,092	290.24%	4.7	1.0	94.3
Sooke	605,432	4,737	142,655	752,824	856.54%	80.4	0.6	18.9
Victoria	37,542	964,917	1,893,959	2,896,418	3295.46%	1.3	33.3	65.4
View Royal	10,907	0	3,992	14,899	16.95%	73.2	0.0	26.8
Port Renfrew	50,783	1,194	53,460	105,437	119.96%	48.2	1.1	50.7
Juan de Fuca	0	0	0	0	0.00%	0.0	0.0	0.0
	315,515	0	241,705	557,220	6.340	56.623	0.000	4337.7%
TOTAL	3,252,840	1,122,287	4,413,980	8,789,107	10000%			

Notes:

1. Septage = Institutional, Commercial, and Residential

2. FOG = Fats, Oils and Greases

3. Other = Portable Toilets, San. Sew. Ships, San. Sew. Docks, PIT toilet, Car Wash, Catch Basin, Sew. Sludge, Other (whey, dairy, brewery), and Lift Station

3.700 - SEPTAGE DISPOSAL AGREEMENT	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Operating Expenditures	32,460	34,460	34,583	-	-	34,583	35,286	36,008	36,741	39,316
Allocations - Epro	55,702	55,702	57,761	-	-	57,761	59,381	61,162	62,997	64,887
Allocations - Others	72,920	72,920	73,429	-	-	73,429	74,373	75,201	76,033	75,033
TOTAL OPERATING COSTS	**161,082**	**163,082**	**165,773**	**-**	**-**	**165,773**	**169,040**	**172,371**	**175,771**	**179,236**
*Percentage Increase over prior year		1.2%	2.9%	0.0%	0.0%	2.9%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Sewer Capital Fund	-	-	-	-	-	-	-	-	-	-
	-									
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
	-									
TOTAL COSTS	161,082	163,082	165,773	-	-	165,773	169,040	172,371	175,771	179,236
*Percentage Increase over prior year		1.2%	2.9%	0.0%	0.0%	2.9%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,272)	(2,272)	(2,210)	-	-	(2,210)	(2,210)	(2,210)	(2,210)	(2,210)
Fees Charged	-	(2,000)	-	-	-	-	-	-	-	-
Sale of Goods and Services	(158,100)	(158,100)	(162,843)	-	-	(162,843)	(166,100)	(169,422)	(172,810)	(176,267)
Revenue - Other	(710)	(710)	(720)	-	-	(720)	(730)	(740)	(750)	(760)
TOTAL REVENUE	(161,082)	(163,082)	(165,773)	-	-	(165,773)	(169,040)	(172,372)	(175,770)	(179,237)
REQUISITION	**-**	**-**	**(0)**	**-**	**-**	**(0)**	-	-	-	-
*Percentage Increase over prior year										
PARTICIPANTS: All Muniipalities										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Millstream Site Remediation

COMMITTEE OF THE WHOLE

October 2024

Service: 3.701 Millstream Site Remediation **Committee: Environmental Services**

DEFINITION:

Establishment Bylaw No. 3519, as amended, establishes a service for the purpose of the remediation of lands legally described as Lot A, Section 5, Range 3 West, Highland District, Plan 40349 operated as the Millstream Meadows Sewage Septage Facility (the '**Millstream Site**") and any other lands that may, now or in future, be affected by the operation of the Millstream Site as a sewage septage disposal facility.

SERVICE DESCRIPTION:

The service oversees the investigation and remediation of the former septage disposal site located at Millstream Meadows.

PARTICIPATION:

All municipalities and the Juan de Fuca Electoral Area.

MAXIMUM LEVY:

Greater of $1,400,000 or the amount equal to the amount that could be raised by a property value tax rate of $0.021 per $1,000 which when applied to the net taxable value of the land and improvements within the Service Area.

MAXIMUM CAPITAL DEBT:

Authorized:	LA Bylaw No. 3513 (May 14, 2008)	Amended 3662 (Mar 2010)	$7,550,000
Borrowed:	SI Bylaw No. 3547 (July 9, 2008)	5 yr term	($3,850,000)
	SI Bylaw No. 3725	15 yr term	($288,234)
	SI Bylaw No. 3817 (May 2012)	15 yr term	($200,000)
	SI Bylaw No. 3882 (May 2013)	15 yr term	($600,000)
	SI Bylaw No. 3910 (July 2013)	15 yr term	($611,766)
Remaining:	Expired		$2,000,000

COMMITTEE:

Environmental Services

FUNDING:

Capital Project cost shared:

- Agreement with provincial Ministry of Agriculture and Lands (MAL) – 39% of eligible capital costs
- CRD Share is 61% of eligible costs and 100% of ineligible costs
  - Funds on Hand $1,643,000
  - Debt Servicing – up to $5,550,000 funded from property tax from the above participating areas
  - Effective 2010, 50% of the net annual costs of site remediation of the Millstream Meadows Sewage Septage Facility is funded from the annual Solid Waste Disposal Budget

3.701 - MILLSTREAM SITE REMEDIATION	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Allocations	106	106	130	-	-	130	-	-	-	-
TOTAL OPERATING COSTS	**106**	**106**	**130**	**-**	**-**	**130**	-	-	-	-
*Percentage Increase over prior year		0.0%	22.6%	0.0%	0.0%	22.6%				
CAPITAL / RESERVE										
Transfer to Sewer Capital Fund (Millstream)	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	19,162	19,162	19,162	-	-	19,162	-	-	-	-
TOTAL COSTS	19,268	19,268	19,292	-	-	19,292	-	-	-	-
*Percentage Increase over prior year		0.0%	0.1%	0.0%	0.0%	0.1%				
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(6,248)	(6,248)	(11,237)	-	-	(11,237)	-	-	-	-
Transfer From Own Funds	(6,262)	(6,262)	(3,717)	-	-	(3,717)	-	-	-	-
Revenue - Other	(496)	(496)	(622)	-	-	(622)	-	-	-	-
TOTAL REVENUE	(13,006)	(13,006)	(15,576)	-	-	(15,576)	-	-	-	-
REQUISITION	**(6,262)**	**(6,262)**	**(3,716)**	**-**	**-**	**(3,716)**	**-**	**-**	**-**	**-**
*Percentage Increase over prior year		0.0%	-40.7%	0.0%	0.0%	-40.7%				
PARTICIPANTS: All Municipalities and JDF Electoral Area										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00				
Term	0.00	0.00	0.00	0.00	0.00	0.00				

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	3.701 Millstream Site Remediation	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$0	$0	$0	$0	$0
Land		$300,000	$300,000	$0	$0	$0	$0	$300,000
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$300,000	**$300,000**	**$0**	**$0**	**$0**	**$0**	**$300,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$183,000	$183,000	$0	$0	$0	$0	$183,000
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$117,000	$117,000	$0	$0	$0	$0	$117,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$300,000	**$300,000**	**$0**	**$0**	**$0**	**$0**	**$300,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 3.701

Service Name: Millstream Site Remediation

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
17-01	Renewal	Millstream Meadows Remediatior	CRD contaminated site remediation	$ 15,325,734	L	Cap	$ 183,000.00	$ 183,000.00					$ 183,000
17-01	Renewal	Millstream Meadows Remediatior	CRD contaminated site remediation		L	Grant	$ 117,000.00	$ 117,000.00			$ -		$ 117,000
													$ -
													$ -
													$ -
													$ -
													$ -
			Grand Total	$ 15,325,734				$ 300,000	$ -	$ -	$ -	$	$ 300,000

-

Service:	3.701	Millstream Site Remediation

Project Number	17-01	Capital Project Title	Millstream Meadows Remediation	Capital Project Description	CRD contaminated site remediation
Project Rationale	Millstream Site Remediation: Make application for Provincial certification, 2024/2025 Project Completion. Staff will explore retention of the site for service delivery, or divestment in 2025. If retained, any carrying cost will be incurred by the services that the site will support.				

CAPITAL REGIONAL DISTRICT

2025 BUDGET

L.W.M.P On-Site Systems Management Program

COMMITTEE OF THE WHOLE

October 2024

Service: 3.707 LWMP On Site Systems Management Program **Committee: Environmental Services**

DEFINITION:

CRD Bylaw No. 3478 (adopted March 19, 2008) establishing a service for the purpose of developing and implementing a management program for the onsite sewage systems in the service area.
Regulation Bylaw No. 3479 approved April 9, 2008.

SERVICE DESCRIPTION:

To reduce the impacts of failing septic (onsite) systems on human health and the environment through education and regulatory requirements. The Onsite Sewage Management Program (OMP) includes regulatory Bylaw No. 3479, outlining pump-out and maintenance requirements for owners of onsite systems. The program monitors residential compliance with the Bylaw and focuses on education to promote awareness and understanding of onsite system maintenance and care.

PARTICIPATION:

The participating areas are:

	2025 Budget Onsite Systems	%
Colwood	3,088	32.31%
Langford	1,678	17.56%
Saanich	2,266	23.71%
View Royal	59	0.62%
North Saanich	2,465	25.80%
	9,556	100.00%

Note 1: Cost apportionment based on the number of parcels having onsite disposal systems within a participating area as a percentage of the total number of parcels having onsite sewage disposal systems within the service area.

MAXIMUM LEVY:

Greater of $211,070 or the amount that could be raised by a property value tax rate of $0.008 / $1,000 when applied to the net taxable value of land and improvements within the service area.

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Environmental Services

FUNDING:

Parcel tax area created by each jurisdiction apportioned among all properties other than those parcels that are not connected to an onsite sewage disposal system.

3.707 - LWMP - ON SITE SYSTEM MANAGEMENT PROGRAM	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Operating Expenditures	153,866	138,612	150,191	-	21,536	171,727	150,422	154,126	157,935	161,881
Contract For Services	30,000	30,000	30,000	-	-	30,000	28,800	29,376	29,964	30,527
TOTAL OPERATING COSTS	**183,866**	**168,612**	**180,191**	**-**	**21,536**	**201,727**	179,222	183,502	187,898	192,408
*Percentage Increase over prior year		-8.3%	-2.0%	0.0%	11.7%	9.7%	-11.2%	2.4%	2.4%	2.4%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	183,866	168,612	180,191	-	21,536	201,727	179,222	183,502	187,898	192,408
*Percentage Increase over prior year		-8.3%	-2.0%	0.0%	11.7%	9.7%	-11.2%	2.4%	2.4%	2.4%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)		0								
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(6,900)	(6,900)	(7,485)	-	-	(7,485)	(7,485)	(7,485)	(7,485)	(7,485)
Transfer from Operating Reserve Fund	(42,260)	(27,006)	(5,179)	-	(21,536)	(26,715)	-	-	-	-
TOTAL REVENUE	(49,160)	(33,906)	(12,664)	-	(21,536)	(34,200)	(7,485)	(7,485)	(7,485)	(7,485)
REQUISITION	**(134,706)**	**(134,706)**	**(167,527)**	**-**	**-**	**(167,527)**	**(171,737)**	**(176,018)**	**(180,412)**	**(184,923)**
*Percentage Increase over prior year		0.0%	24.4%	0.0%	0.0%	24.4%	2.5%	2.5%	2.5%	2.5%
PARTICIPANTS: Colwood, Langford, Saanich, View Royal, North Saanich										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3.707 L.W.M.P. On Site Systems Management Program
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

L.W.M.P. On Site Systems Management Program

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule	Estimate	Budget				
Fund: 1500 Fund Center: 105526	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	412,769	401,515	374,800	374,800	374,800	374,800
Planned Purchase	(27,006)	(26,715)				
Transfer from Ops Budget		-	-	-	-	-
Interest Income*	15,752	-	-	-	-	-
Total projected year end balance	**401,515**	**374,800**	**374,800**	**374,800**	**374,800**	**374,800**

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

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 BUDGET

L.W.M.P. (Peninsula)

COMMITTEE OF THE WHOLE

October 2024

Service: 3.720 L.W.M.P. (Peninsula) **Saanich Peninsula Wastewater Commission**

DEFINITION:

Implementation of the Liquid Waste Management Plan for the Saanich Peninsula. Bylaw No. 2388 (1996), amended by Bylaw No. 2439 (1996) and Bylaw No. 3073 (2003)

SERVICE DESCRIPTION:

To manage the Saanich Peninsula Liquid Waste Management Plan (SPLWMP) and implement the commitments approved under the plan as required:

- planning, reporting, amendment preparation, implementation of commitments, biosolids management program, resource recovery development and inflow/infiltration enhancement program

MAXIMUM LEVY:

Greater of $5,663,000 or $1.56 / $1,000 of actual assessments

MAXIMUM CAPITAL DEBT:

Nil

COMMITTEE:

Saanich Peninsula Wastewater Commission

FUNDING:

Requisition

RESERVE FUND:

Bylaw No. 4144 Operating Reserve Fund

Service: 3.720 L.W.M.P. (Peninsula) **Saanich Peninsula Wastewater Commission**

COST SHARING ALLOCATION - ANNUAL WASTEWATER FLOWS

Central Saanich	42.90%
North Saanich (*see note below)	16.57%
Sidney	40.53%
Total	**100.00%**

Note:
* North Saanich taxes all of North Saanich, including the Airport, as LWMP benefits all of North Saanich, and not just the sewer area. (March 18, 2002)

3.720 - LWMP (PENINSULA)	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Operating Expenditures	34,200	34,200	35,226	-	-	35,226	36,270	37,329	38,418	39,540
TOTAL OPERATING COSTS	**34,200**	**34,200**	**35,226**	**-**	**-**	**35,226**	36,270	37,329	38,418	39,540
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	3.0%	2.9%	2.9%	2.9%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	23,222	23,222	23,964	-	-	23,964	24,057	24,159	24,254	24,339
TOTAL CAPITAL / RESERVES	23,222	23,222	23,964	-	-	23,964	24,057	24,159	24,254	24,339
TOTAL COSTS	57,422	57,422	59,190	-	-	59,190	60,327	61,488	62,672	63,879
*Percentage Increase over prior year		0.0%	3.1%	0.0%	0.0%	3.1%	1.9%	1.9%	1.9%	1.9%
OPERATING COSTS LESS INTERNAL RECOVERIES	57,422	57,422	59,190	-	-	59,190	60,327	61,488	62,672	63,879
*Percentage Increase over prior year		0.0%	3.1%	0.0%	0.0%	3.1%	1.9%	1.9%	1.9%	1.9%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,208)	(2,208)	(2,320)	-	-	(2,320)	(2,320)	(2,320)	(2,320)	(2,320)
TOTAL REVENUE	(2,208)	(2,208)	(2,320)	-	-	(2,320)	(2,320)	(2,320)	(2,320)	(2,320)
REQUISITION	**(55,214)**	**(55,214)**	**(56,870)**	**-**	**-**	**(56,870)**	**(58,007)**	**(59,168)**	**(60,352)**	**(61,559)**
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	2.0%	2.0%	2.0%	2.0%
PARTICIPANTS: Central Saanich, North Saanich, Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3.720 L.W.M.P. Peninsula
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

L.W.M.P. Peninsula

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule	Estimate	Budget				
Fund: 1500 Fund Center: 105527	2024	2025	2026	2027	2028	2029
Beginning Balance	193,985	224,609	248,573	272,630	296,789	321,043
Planned Purchase		-	-	-	-	-
Transfer from Ops Budget	23,222	23,964	24,057	24,159	24,254	24,339
Interest Income*	7,403	-	-	-	-	-
Total projected year end balance	**224,609**	**248,573**	**272,630**	**296,789**	**321,043**	**345,382**

Assumptions/Background:
Retain reserve balance for future LWMP planning projects.

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

L.W.M.P. - Core and West Shore

COMMITTEE OF THE WHOLE

October 2024

Service: 3.750 **L.W.M.P. - Core and West Shore** **Committee: Core Area Liquid Waste Management**

DEFINITION:

To provide under authority of Trunk Sewers and Sewer Disposal Letters of Patent for the study, design, monitoring, materials acquisition, construction, equipment acquisition and all works necessary for the preparation of a Liquid Waste Management Plan and any related works within the Capital Regional District. Establishment Bylaw No. 2312 (1995), amended by Bylaw No. 3028 (2002), 3319 (2006), and 4304 (2020).

SERVICE DESCRIPTION:

To manage the Core Area and West Shore Liquid Waste Management Plan (CALWMP) and implement the commitments approved under the plan
- planning, siting, reporting, amendment preparation, implementation of commitments, public communications, liquid and solid resource recovery development

PARTICIPATION:

City of Colwood, City of Victoria, Township of Esquimalt, City of Langford and District of Saanich.

FUNDING:

Requisition

RESERVE FUND:

Bylaw No. 4144 Operating Reserve Fund

Service:	3.750	L.W.M.P. - Core and West Shore	Committee: Core Area Liquid Waste Management

COST SHARING ALLOCATION - ANNUAL WASTEWATER FLOWS

	Flow Amounts*	Allocation for 2024
Colwood	1,124,967	3.74%
Esquimalt	2,040,215	6.78%
Langford	3,501,060	11.63%
Oak Bay	2,499,492	8.30%
Saanich	8,617,797	28.62%
Victoria	11,290,931	37.50%
View Royal	785,662	2.61%
Esquimalt Nation	25,307	0.08%
Songhees Nation	221,365	0.74%
TOTAL	30,106,796	100.000%

* = Average Annual Flow

Bylaw 4304

3.750 - LWMP - CORE AND WEST SHORE	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Operating Expenditures	183,089	283,089	186,274	-	-	186,274	190,913	195,506	200,218	205,053
Consultant Expenses	107,161	207,161	110,376	-	-	110,376	112,583	114,835	117,132	119,474
Contract For Services	38,149	38,149	39,293	-	-	39,293	40,079	40,881	41,699	42,533
TOTAL OPERATING COSTS	**328,399**	**528,399**	**335,943**	**-**	**-**	**335,943**	**343,575**	**351,222**	**359,049**	**367,060**
*Percentage Increase over prior year		60.9%	2.3%	0.0%	0.0%	2.3%	2.3%	2.2%	2.2%	2.2%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	255,673	55,673	255,213	-	-	255,213	259,916	264,712	269,601	291,326
TOTAL CAPITAL / RESERVES	255,673	55,673	255,213	-	-	255,213	259,916	264,712	269,601	291,326
Debt Expenditures	-	-	21,427	-	-	21,427	168,391	475,031	749,088	1,026,978
TOTAL COSTS	584,072	584,072	612,583	-	-	612,583	771,882	1,090,965	1,377,738	1,685,364
*Percentage Increase over prior year		0.0%	4.9%	0.0%	0.0%	4.9%	26.0%	41.3%	26.3%	22.3%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(20,351)	(20,351)	(19,194)	-	-	(19,194)	(19,194)	(19,194)	(19,194)	(19,194)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(200,000)	(200,000)	(200,000)	-	-	(200,000)	(204,000)	(208,080)	(212,240)	(216,480)
TOTAL REVENUE	(220,351)	(220,351)	(219,194)	-	-	(219,194)	(223,194)	(227,274)	(231,434)	(235,674)
REQUISITION	**(363,721)**	**(363,721)**	**(393,389)**	**-**	**-**	**(393,389)**	**(548,688)**	**(863,691)**	**(1,146,304)**	**(1,449,690)**
*Percentage Increase over prior year		0.0%	8.2%	0.0%	0.0%	8.2%	39.5%	57.4%	32.7%	26.5%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford, Saanich, Oak Bay, View Royal.										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	3.750 L.W.M.P. - Core and West Shore	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$0	$0	$0	$0	$0
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$600,000	$1,700,000	$3,200,000	$3,200,000	$1,500,000	$0	$9,600,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$600,000	**$1,700,000**	**$3,200,000**	**$3,200,000**	**$1,500,000**	**$0**	**$9,600,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$600,000	$600,000	$0	$0	$0	$0	$600,000
Debenture Debt (New Debt Only)		$0	$1,100,000	$3,200,000	$3,200,000	$1,500,000	$0	$9,000,000
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$600,000	**$1,700,000**	**$3,200,000**	**$3,200,000**	**$1,500,000**	**$0**	**$9,600,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 3.750

Service Name: L.W.M.P. - Core and West Shore

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
24-01	New	Biosolids Advanced Thermal Pilot Demonstration Plant	Biosolids Advanced Thermal Pilot Demonstration Plant	$ 10,000,000	S	Cap	600,000	600,000					600,000
24-01	New	Biosolids Advanced Thermal Pilot Demonstration Plant	Biosolids Advanced Thermal Pilot Demonstration Plant		S	Debt		1,100,000	3,200,000	3,200,000	1,500,000	0	9,000,000
													0
													0
													0
													0
													0
													0
													0
													0
													$ -
													$ -
													$ -
													$ -
			Grand Total	**$ 10,000,000**				**$ 1,700,000**	**$ 3,200,000**	**$ 3,200,000**	**$ 1,500,000**	**$**	**$ 9,600,000**

Service:	3.750	L.W.M.P. - Core and West Shore

Project Number	24-01	**Capital Project Title**	Biosolids Advanced Thermal Pilot Demonstration Plant	**Capital Project Description**	Biosolids Advanced Thermal Pilot Demonstration Plant
Project Rationale	Under direction from the board, the CRD is pursuing a thermal pilot demonstration plant to beneficially utilize biosolids generated from the Residual Treatement Facility (RTF). Early phases of the project include staff time and consutltants required to conduct preliminary design, permitting and detail design to create a tender package. Subsequent phase will involve construction of a themal pilot demonstration plant.				

3.750 L.W.M.P. Core and West Shore
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

L.W.M.P. Core and West Shore

Established by Bylaw No. 4144 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule	Estimate	Budget				
Fund: 1500 Fund Center: 105528	2024	2025	2026	2027	2028	2029
Beginning Balance	925,121	315,480	570,693	830,609	1,095,321	1,364,922
Planned Purchase	(666,814)			-	-	-
Transfer from Ops Budget	55,673	255,213	259,916	264,712	269,601	291,326
Interest Income*	1,500	-	-	-	-	-
Total projected year end balance	**315,480**	**570,693**	**830,609**	**1,095,321**	**1,364,922**	**1,656,248**

Assumptions/Background:
Retain reserve balance for future LWMP planning projects

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

L.W.M.P. - Harbour Studies

COMMITTEE OF THE WHOLE

October 2024

Service: 3.752 L.W.M.P. - Harbour Studies **Committee: Core Area Liquid Waste Management**

DEFINITION:

Core Area Liquid Waste Management Plan program - provides for the CRD to work in partnership with other agencies to protect and improve the environmental quality of Victoria and Esquimalt harbours. Establishment Bylaw No. 3743, February 16, 2011, as amende by Bylaw No. 3837 (2012).

SERVICE DESCRIPTION:

The service coordinates harbour environmental protection and improvement efforts among community, local governments and senior governments under the Core Area LWMP.

PARTICIPATION:

City of Colwood, City of Victoria, Township of Esquimalt, City of Langford, District of Saanich and Town of View Royal.

MAXIMUM LEVY:

Greater of $350,000 or $0.0064 per $1,000 of actual assessments

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Core Area Liquid Waste Management Committee

FUNDING:

Requisition

RESERVE FUND:

Bylaw No. 4144 Operating Reserve Fund

3.752 - LWMP - HARBOURS STUDIES	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Allocations - EPro Labour	316,882	316,882	327,882	-	-	327,882	337,377	347,075	357,054	367,325
Consultant Expenses	32,200	32,200	33,170	-	-	33,170	33,830	34,510	35,200	35,900
Contract for Services	2,610	2,610	2,690	-	-	2,690	2,740	2,790	2,850	2,910
Operating - Other Costs	10,482	10,482	10,752	-	-	10,752	11,003	11,262	11,531	11,808
TOTAL OPERATING COSTS	**362,174**	**362,174**	**374,495**	**-**	**-**	**374,495**	384,950	395,637	406,635	417,943
*Percentage Increase over prior year		0.0%	3.4%	0.0%	0.0%	3.4%	2.8%	2.8%	2.8%	2.8%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	362,174	362,174	374,495	-	-	374,495	384,950	395,637	406,635	417,943
*Percentage Increase over prior year		0.0%	3.4%	0.0%	0.0%	3.4%	2.8%	2.8%	2.8%	2.8%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year										
Grants in Lieu of Taxes	(22,459)	(22,459)	(21,658)	-	-	(21,658)	(21,658)	(21,658)	(21,658)	(21,658)
Revenue - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(22,459)	(22,459)	(21,658)	-	-	(21,658)	(21,658)	(21,658)	(21,658)	(21,658)
REQUISITION	**(339,715)**	**(339,715)**	**(352,837)**	**-**	**-**	**(352,837)**	**(363,292)**	**(373,979)**	**(384,977)**	**(396,285)**
*Percentage Increase over prior year		0.0%	3.9%	0.0%	0.0%	3.9%	3.0%	2.9%	2.9%	2.9%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford, Saanich, View Royal.										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hourly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Climate Action and Adaptation

COMMITTEE OF THE WHOLE

October 2024

Service: 1.309 Climate Action and Adaptation **Committee: Environmental Services**

DEFINITION:

Establishment Bylaw No. 3510 (Jan 2009), as amended by Bylaw No. 4058 (Feb 2016) and Bylaw No. 4468 (Jan 2022), to establish and to operate the service of regional climate action coordination, including:

- Collaboration and cooperation with members on climate action and adaptation, including carbon neutrality commitments
- Information dissemination and public education
- Seek funding from other regional levels of government to support regional climate action programs
- Monitoring and reporting on air quality, energy consumption and greenhouse gas emissions

SERVICE DESCRIPTION:

The service facilitates climate change action throughout the region, provides support for emission reduction and adaptation strategies to the corporation and municipal governments, and delivers outreach and education programs to the public.

PARTICIPATION:

All municipalities and electoral areas

MAXIMUM LEVY:

The greater of $1,737,635 or $0.0130 / $1,000 of taxable value of land and improvements.

MAXIMUM CAPITAL DEBT:

N/A

FUNDING:

Property value tax
Cost apportionment: 50% RPS population and 50% converted assessments

Change in Budget 2024 to 2025 Service: 1.309 Climate Action	Total Expenditure	Comments
2024 Budget	**2,864,096**	
Change in Salaries:		
Base salary and benefit change	15,323	Inclusive of estimated collective agreement changes
Step increase/paygrade change	-	
Other	(45,000)	Term position ending in 2025
Total Change in Salaries	(29,678)	
Other Changes:		
Standard Overhead Allocation	6,298	Increase in 2024 operating costs
Human Resources Allocation	2,639	Increase in 2024 salary budget; corporate safety resourcing
Insurance costs	390	Recognize growing insurance premiums
Bylaw Allocation	10,220	2025 IBC 16g-3.4 Bylaw Enforcement
Maintenance	20,000	To fund EV Infrastructure Program (2025 IBC 6a-1.1 Implement Climate Action Strategy)
Contracted Services	225,000	To fund building benchmarking program (2025 IBC 6a-1.1 Implement Climate Action Strategy)
Licence and Software costs	14,200	To fund annual vendor fee for EV management
Electricity costs	23,617	To fund the electricity cost of EV charging stations
Other Costs	47,362	
Total Other Changes	349,726	
2025 Budget	**3,184,144**	

Summary of % Expense Increase	
2025 Base salary and benefit change	0.5%
Standard Overhead Allocation	0.2%
Contract for Services	7.9%
Balance of increase	2.6%
% expense increase from 2024:	***11.2%***
% Requisition increase from 2024 (if applicable):	***2.7%***

Requisition funding is 53% of service revenue

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

There is an estmiated one-time favourable variance of $243,000 (11.8%) due to savings forecasted for contract services. This estimated surplus will be moved to general cpaital fund and equipment replacement fund for funding the EV charging stations.

1.309 - CLIMATE ACTION AND ADAPTATION	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Salaries and Wages	702,900	657,900	665,111	-	45,000	710,111	684,381	704,199	724,581	745,541
Allocations - Epro	13,148	13,148	13,608	-	-	13,608	14,016	14,437	14,870	15,316
Contract For Services	625,500	440,000	731,519	-	-	731,519	752,250	631,703	616,051	636,830
Contribution Projects	398,657	350,297	266,170	-	-	266,170	191,000	59,508	60,995	62,520
Consultant Expenses	124,791	124,791	50,000	-	-	50,000	51,000	152,020	203,060	207,122
Operating - Other Costs	100,293	125,548	167,329	-	10,000	177,329	170,112	170,656	178,204	178,764
Allocations - Others	90,206	100,206	106,731	10,000	3,824	120,555	129,258	130,959	135,960	138,725
Insurance Costs	3,140	3,140	3,530	-	-	3,530	3,883	4,272	4,700	5,170
TOTAL OPERATING COSTS	**2,058,635**	**1,815,030**	**2,003,999**	**10,000**	**58,824**	**2,072,822**	**1,995,901**	**1,867,754**	**1,938,421**	**1,989,987**
*Percentage Increase over prior year		-11.8%	-2.7%	0.5%	2.9%	0.7%	-3.7%	-6.4%	3.8%	2.7%
Transfer to General Capital Fund	792,961	708,688	1,043,257	-	-	1,043,257	792,961	164,023	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	12,500	35,000	68,065	-	-	68,065	87,014	87,222	87,434	87,450
TOTAL CAPITAL / RESERVES	805,461	743,688	1,111,322	-	-	1,111,322	879,975	251,245	87,434	87,450
TOTAL COSTS	2,864,096	2,558,718	3,115,321	10,000	58,824	3,184,144	2,875,875	2,118,999	2,025,856	2,077,437
*Percentage Increase over prior year		-10.7%	8.8%	0.3%	2.1%	11.2%	-9.7%	-26.3%	-4.4%	2.5%
Internal Recoveries	(99,297)	(99,297)	(102,296)	-	-	(102,296)	(105,365)	(108,526)	(111,782)	(115,135)
OPERATING COSTS LESS INTERNAL RECOVERIES	**2,764,799**	**2,459,421**	**3,013,025**	**10,000**	**58,824**	**3,081,848**	**2,770,510**	**2,010,473**	**1,914,074**	**1,962,302**
*Percentage Increase over prior year	0.00%	-11.05%	8.98%	0.36%	2.13%	11.47%	-10.10%	-27.43%	-4.79%	2.52%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)		0								
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(75,874)	(75,874)	(75,874)	-	-	(75,874)	(75,874)	(75,874)	(75,874)	(75,874)
Grants - Federal/Provincial/Other	(907,560)	(764,214)	(984,195)	-	-	(984,195)	(763,152)	(140,278)	-	-
User Fee Revenue -EV	-	-	(25,347)			(25,347)	(67,653)	(67,653)	(67,653)	(67,653)
Transfer From Own Funds	(190,000)	(27,968)	(293,005)	-	(58,824)	(351,829)	(180,000)	-	-	-
TOTAL REVENUE	(1,173,434)	(868,056)	(1,378,421)	-	(58,824)	(1,437,245)	(1,086,679)	(283,805)	(143,527)	(143,527)
REQUISITION	**(1,591,365)**	**(1,591,365)**	**(1,634,604)**	**(10,000)**	**0**	**(1,644,604)**	**(1,683,831)**	**(1,726,668)**	**(1,770,547)**	**(1,818,775)**
*Percentage Increase over prior year		0.0%	2.7%	0.6%	0.0%	3.3%	2.4%	2.5%	2.5%	2.7%
PARTICIPANTS: All Municipalities and Electoral Areas										
AUTHORIZED POSITIONS:										
Ongoing	4.00	4.00	4.00		0.00	4.00	5.00	5.00	5.00	5.00
Term	1.00	1.00	1.00		0.00	1.00	0.00	0.00	0.00	0.00

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No. 1.309 Climate Action and Adaptation	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$250,296	$1,043,257	$792,961	$164,023	$0	$0	$2,000,241
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$250,296	**$1,043,257**	**$792,961**	**$164,023**	**$0**	**$0**	**$2,000,241**
SOURCE OF FUNDS							
Capital Funds on Hand	$66,753	$278,236	$211,483	$43,745	$0	$0	$533,464
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	$183,543	$765,021	$581,478	$120,278	$0	$0	$1,466,777
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$250,296	**$1,043,257**	**$792,961**	**$164,023**	**$0**	**$0**	**$2,000,241**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.309

Service Name: Climate Action and Adaptation

PROJECT DESCRIPTION					PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
23-01	New	Regional electric vehicle charging infrastructure	146 level 2 electric vehicle charging stations	$ 721,938	E	Cap	$ 66,753	$ 278,236	$ 211,483	$ 43,745			$ 533,464
23-01	New	Regional electric vehicle charging infrastructure	146 level 2 electric vehicle charging stations	$ 1,984,991	E	Grant	$ 183,543	$ 765,021	$ 581,478	$ 120,278			$ 1,466,777
													$ -
													$ -
													$ -
													$ -
													$ -
													$ -
			Grand Total	**$ 2,706,929**				**$ 1,043,257**	**$ 792,961**	**$ 164,023**	**$ -**	**$ -**	**$ 2,000,241**

Service:	1.309	Climate Action and Adaptation

Project Number	23-01	**Capital Project Title**	Regional electric vehicle charging infrastructure	**Capital Project Description**	146 level 2 electric vehicle charging stations
Project Rationale	Grant supporterd: Project intends to install approximately 152 level 2 EV charging stations as part of regional network. Stations will be installed/owned/operated by CRD, some by municipal partners. TBD amount at this point. This spreadsheet assumes 152, amount will be reduced once grant confirmed and negotiations occur with municipalities as project progresses.. Climate ACTION total funding: $725,000 Clean BC Grant funding: $ $2,561,729 Approved via 2022 climate action service planning as part of regional electric vehicle infrastructure program. Leveraging provincial/federal Clean BC Investing in Canada grant to develop regional electric vehicle charging network.				

1.309 Climate Action and Adaptation
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Climate Action and Adaptation

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule	Estimate	Budget				
Fund: 1500 Fund Center: 105503	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Projected year end balance						
Beginning Balance	1,106,375	1,120,627	827,622	647,622	647,622	647,622
Planned Project						-
Transfer to/from Ops Budget	(27,968)	(293,005)	(180,000)	-	-	-
Interest Income*	42,220	-	-	-	-	-
Total projected year end balance	**1,120,627**	**827,622**	**647,622**	**647,622**	**647,622**	**647,622**

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

Assumptions/Background:
Reserve balance retained for projects to be co-funded by grants

1.309 Climate Action and Adaptation
Equipment Reserve Summary
2025 - 2029 Financial Plan

Profile

Climate Action and Adaptation

The service facilitates climate change action throughout the region, provides support for emission reduction and adaptation strategies to the corporation and municipal governments, and delivers outreach and education programs to the public.

Equipment Reserve Schedule

Equipment Replacement Fund	Estimate	Budget				
Fund: 1022 Fund Center: 102274	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Projected year end balance						
Beginning Balance	10,000	7,032	75,097	162,111	249,333	336,767
Planned Purchase (Based on Capital Plan)	(27,968)					
Transfer to/from Ops Budget	25,000	68,065	87,014	87,222	87,434	87,450
Interest Income*		-	-	-	-	-
Total projected year end balance	**7,032**	**75,097**	**162,111**	**249,333**	**336,767**	**424,217**

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

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Regional Goose Management Service

COMMITTEE OF THE WHOLE

October 2024

Service:	1.312	Regional Goose Management Service	Committee: Environmental Services Committee

DEFINITION:

Regional coordination of Canada Goose population

Establishment Bylaw No. 4522, March 2023

SERVICE DESCRIPTION:

To provide a Canada goose service to address increasing regional population and inter-regional impacts of non-migtratory,
resident geese (economic, environmental and social impacts on multiple stakeholders that requires coordination across multiple levels of governments and with private and non-profit organizations
governments and with private and non-profit organizations

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

The greater of $251,900 or $0.0016 / $1,000 of taxable value of land and improvements.

MAXIMUM CAPITAL DEBT:

N/A

FUNDING:

Requisition

RESERVE FUND:

N/A

Change in Budget 2024 to 2025 Service: 1.312 - Regional Goose Management	Total Expenditure	Comments
2024 Budget	**243,486**	
Change in Salaries:		
Base salary and benefit change	-	
Step increase/paygrade change	-	
Other (explain as necessary)	-	
Total Change in Salaries	-	
Other Changes:		
Standard Overhead Allocation	120	Increase in 2024 operating costs
Labor Allocation	70,994	Increase in environmental protection allocation
Contract for services	(22,600)	Reduction in contract for services
Building Occupancy	-	
Other Costs	1,651	
Total Other Changes	50,165	
2025 Budget	**293,651**	

Summary of % Expense Increase	
2025 Base salary and benefit change	0.0%
Labour Allocation	29.2%
Contract for services	-9.3%
Balance of increase	0.7%
% expense increase from 2024:	***20.6%***
% Requisition increase from 2024 (if applicable):	***3.6%***

Requisition funding is 86% of service revenue

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

There is an estmiated one-time unfavourable variance of - $38,200 (5.1%) due mainly to the increase in labour allocation charges. This variance will be funded from Operating Reserve, which has an expected year end balance of $114,000 before this transfer.

1.312 - Regional Goose Management	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Allocations	100,180	166,224	171,645	-	-	171,645	106,646	-	-	-
Contract For Services	132,600	105,856	110,000	-	-	110,000	137,960	-	-	-
Operating - other costs	10,706	9,606	12,006	-	-	12,006	13,554	-	-	-
TOTAL OPERATING COSTS	**243,486**	**281,686**	**293,651**	-	**-**	293,651	258,160	-	-	-
*Percentage Increase over prior year		15.7%	20.6%	0.0%	0.0%	20.6%	-12.1%			
CAPITAL / RESERVE										
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	243,486	281,686	293,651	-	-	293,651	258,160	-	-	-
*Percentage Increase over prior year		15.7%	20.6%	0.0%	0.0%	20.6%	-12.1%			
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)		-								
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve	-	(38,200)	(41,425)	-	-	(41,425)				
TOTAL REVENUE	-	(38,200)	(41,425)	-	-	(41,425)	-	-	-	-
REQUISITION	**(243,486)**	**(243,486)**	**(252,226)**	**-**	**-**	**(252,226)**	**(258,160)**	**-**	**-**	**-**
*Percentage Increase over prior year		0.0%	3.6%	0.0%	0.0%	3.6%	2.4%			
PARTICIPANTS: All Municipalities and Electoral Areas										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

1.312 - Regional Goose Management
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Regional Goose Management
Established by Bylaw No. 4102 and amendend by Bylaw No.4585 to enable CRD Regional Services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule	Estimate	Budget				
Fund: 1500 Fund Center: 105553	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Projected year end balance						
Beginning Balance	114,487	80,656	29,231	29,231	29,231	29,231
Planned Purchase	(38,200)	(51,425)	-	-	-	-
Transfer from/to Ops Budget		-	-	-	-	-
Interest Income*	4,369	-	-	-	-	-
Total projected year end balance	**80,656**	**29,231**	**29,231**	**29,231**	**29,231**	**29,231**

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Sooke Stormwater Quality Management

COMMITTEE OF THE WHOLE

October 2024

Service: 1.531 Sooke Stormwater Quality Management **Committee: Environmental Services**

DEFINITION:

To provide for the control of pollution in stormwater runoff from land. "Stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses. Work is conducted for the District of Sooke by annual letter of agreement.

SERVICE DESCRIPTION:

The service provides a stormwater quality program in the Sooke Electoral Area to coordinate and provide information for management of stormwater quality and surface water resources. The program identifies levels of contaminants in stormwater discharges and prioritizes the level of public health and environmental concern posed by the discharges and then works to reduce/eliminate the contaminants.

PARTICIPATION:

The District of Sooke.

MAXIMUM LEVY:

None stated

MAXIMUM CAPITAL DEBT:

Nil

FUNDING:

Requisition

1.531 - STORMWATER QUALITY - SOOKE	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Operating Expenditures	22,090	22,090	26,180	-	-	26,180	26,947	27,742	28,508	29,298
Contract For Services	68,509	18,509	2,770	-	-	2,770	52,825	2,864	2,921	2,980
TOTAL OPERATING COSTS	**90,599**	**40,599**	**28,950**	**-**	**-**	**28,950**	79,773	30,606	31,429	32,278
*Percentage Increase over prior year		-55.2%	-68.0%	0.0%	0.0%	-68.0%	175.6%	-61.6%	2.7%	2.7%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	0	0	12,793	-	-	12,793	12,803	12,820	12,863	12,898
TOTAL CAPITAL / RESERVES	0	0	12,793	-	-	12,793	12,803	12,820	12,863	12,898
TOTAL COSTS	90,599	40,599	41,743	-	-	41,743	92,576	43,426	44,292	45,176
*Percentage Increase over prior year		-55.2%	-53.9%	0.0%	0.0%	-53.9%	121.8%	-53.1%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(156)	(156)	(86)	-	-	(86)	(86)	(86)	(86)	(86)
Transfer From Operating Reserve	(50,000)	-	-			-	(50,000)	-	-	-
TOTAL REVENUE	(50,156)	(156)	(86)	-	-	(86)	(50,086)	(86)	(86)	(86)
REQUISITION	**(40,443)**	**(40,443)**	**(41,657)**	**-**	**-**	**(41,657)**	**(42,490)**	**(43,340)**	**(44,206)**	**(45,090)**
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	2.0%	2.0%	2.0%	2.0%
PARTICIPANTS: Sooke										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

1.531 Storm Water Quality - Sooke
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Storm Water Quality - Sooke
Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue. 2026 is the next planned water quality objective sampling year during which money will be taken out of reserve. This sampling takes place every 4 years, with 3 years saving up.

Operating Reserve Schedule

Operating Reserve Schedule	Estimate	Budget				
Fund: 1500 Fund Center: 105518	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Projected year end balance						
Beginning Balance	79,190	82,212	95,005	57,808	70,628	83,491
Planned Purchase	-	-	(50,000)	-	-	-
Transfer from Ops Budget		12,793	12,803	12,820	12,863	12,898
Interest Income*	3,022	-	-	-	-	-
Total projected year end balance	**82,212**	**95,005**	**57,808**	**70,628**	**83,491**	**96,389**

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Core and West Shore Stormwater Quality Management

COMMITTEE OF THE WHOLE

October 2024

Service: 1.536 Core and West Shore Stormwater Quality Management **Committee: Core Area Liquid Waste Management**

DEFINITION:

This program coordinates the management of stormwater quality and surface water resources in cooperation with the seven core municipalities. The program includes investigations to assess shoreline discharges and contaminant sources and protect the marine environment using a watershed management planning approach. Establishment Bylaw 2567, adopted Feb 25, 1998.

SERVICE DESCRIPTION:

The service provides a stormwater quality program in the Core Area to coordinate the management of stormwater quality and surface water resources. The program includes investigation to assess shoreline discharges and contaminant sources and protect the marine environment using an integrated watershed management approach.

PARTICIPATION:

The apportionment of annual operating costs among the participants shall be on the basis of:

- one-sixth in proportion to population of the participants
- one-sixth in proportion to land area of the participants
- one-third in proportion to converted assessments of the participants
- one-third in proportion to the number of high and medium priority discharges of stormwater to the environment in the prior year within the boundaries of each of the participants, as determined by the Capital Region District Board.

The participants are:

City of Colwood
City of Victoria
Township of Esquimalt
District of Langford
District of Oak Bay
District of Saanich
Town of View Royal

MAXIMUM LEVY:

None listed in Establishing Bylaw

COMMISSION:

Core Area Liquid Waste Management Committee

FUNDING:

Requisition for Stormwater Program and Direct Agreement for coordinator for the Bowker Creek Initiative.

Change in Budget 2024 to 2025

Service: Stormwater Quality Management Core	**Total Expenditure**	**Comments**
2024 Budget	**857,441**	
Change in Salaries:		
Base salary and benefit change	-	
Step increase/paygrade change	-	
Other (explain as necessary)	-	
Total Change in Salaries	-	
Other Changes:		
	-	
Labour allocation	15,709	Increase in Environmental Protection Labour Allocation.
Contract - Lab Services	(90,000)	Reduction in Contract - Lab Services - Chemical.
Contribution project	1,331	To fund bower creek project.
Other Costs	4,428	
Total Other Changes	(68,532)	
2025 Budget	**788,909**	

Summary of % Expense Increase	
Labour Allocation	1.8%
Contract -Lab Services	-10.5%
Contribution Project	0.2%
Balance of increase	0.5%
% expense increase from 2024:	***-8.0%***
% Requisition increase from 2024 (if applicable):	***3.3%***

Requisition funding is 93% of service revenue

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

There is an estmiated one-time favourable variance of $18,154 (2.1%) due to savings forecasted for Contract - Lab Services. The estimated surplus are expected to be transferred to the operating reserve fund for the future cyclical expenditures, unforeseen operating expenses, special one-time operating projects

1.536 - STORMWATER QUALITY MANAGEMENT-CORE	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Operating Expenditures	579,967	579,967	600,841	-	-	600,841	617,748	634,975	652,701	670,946
Contract For Services	211,380	193,226	125,021	-	-	125,021	127,522	130,072	132,674	135,327
Consultant Expenses	47,940	47,940	49,378	-	-	49,378	50,366	51,373	52,401	53,449
TOTAL OPERATING COSTS	**839,287**	**821,133**	**775,241**	**-**	**-**	**775,241**	795,635	816,421	837,776	859,722
*Percentage Increase over prior year		-2.2%	-7.6%	0.0%	0.0%	-7.6%	2.6%	2.6%	2.6%	2.6%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	18,154	18,154	13,668	-	-	13,668	12,165	10,634	9,056	7,457
TOTAL CAPITAL / RESERVES	18,154	18,154	13,668	-	-	13,668	12,165	10,634	9,056	7,457
TOTAL COSTS	857,441	839,287	788,909	-	-	788,909	807,800	827,055	846,832	867,179
*Percentage Increase over prior year		-2.1%	-8.0%	0.0%	0.0%	-8.0%	2.4%	2.4%	2.4%	2.4%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	(35,533)	(35,533)	(37,000)	-	-	(37,000)	(37,000)	(37,000)	(37,000)	(37,000)
OPERATING COSTS LESS INTERNAL RECOVERIES	821,908	803,754	751,909	-	-	751,909	770,800	790,055	809,832	830,179
*Percentage Increase over prior year		-2.2%	-8.5%	0.0%	0.0%	-8.5%	2.5%	2.5%	2.5%	2.5%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-								
Grants in Lieu of Taxes	(54,744)	(54,744)	(52,230)	-	-	(52,230)	(52,230)	(52,230)	(52,230)	(52,230)
Transfer From Operating Reserve	(90,000)	(71,846)	0	-	-	0	0	0	0	0
TOTAL REVENUE	(144,744)	(126,590)	(52,230)	-	-	(52,230)	(52,230)	(52,230)	(52,230)	(52,230)
REQUISITION	**(677,164)**	**(677,164)**	**(699,679)**	**-**	**-**	**(699,679)**	**(718,570)**	**(737,825)**	**(757,602)**	**(777,949)**
*Percentage Increase over prior year		0.0%	3.3%	0.0%	0.0%	3.3%	2.7%	2.7%	2.7%	2.7%
PARTICIPANTS: Victoria, Saanich, Esquimalt, View Royal, Langford, Colwood.										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

1.536 Stormwater Quality Management - Core
Operating Reserve Summary
2025- 2029 Financial Plan

Profile

Stormwater Quality Management - Core

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule	Estimate	Budget				
Fund: 1500 Fund Center: 105519	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Projected year end balance						
Beginning Balance	377,248	337,952	351,620	363,785	374,419	383,475
Planned Purchase	(71,846)	-	-	-	-	-
Transfer from Ops Budget	18,154	13,668	12,165	10,634	9,056	7,457
Interest Income*	14,396	-	-	-	-	-
Total projected year end balance	**337,952**	**351,620**	**363,785**	**374,419**	**383,475**	**390,932**

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Saanich Peninsula - Stormwater Quality Management

COMMITTEE OF THE WHOLE

October 2024

Service: 1.537 Saanich Peninsula - Stormwater Quality Management **Commission: Saanich Peninsula Waste Water**

DEFINITION:

Establishment Bylaw No. 3642 (2009), as amended by Bylaw No. 4141 (2017), to identify pollution in stormwater run-off from land in the service area.

SERVICE DESCRIPTION:

The service provides a stormwater quality program in the Saanich Peninsula to coordinate and provide information for management of stormwater quality and surface water resources. The program identifies levels of contaminants in stormwater discharges and prioritizes the level of public health and environmental concern posed by the discharges and then works to reduce/eliminate the contaminants.

PARTICIPATION:

District of Central Saanich, North Saanich and Town of Sidney.

MAXIMUM LEVY:

Greater of $106,017 or $0.0103/$1,000 of actual assessments.

MAXIMUM CAPITAL DEBT:

Nil

COMMITTEE:

Saanich Peninsula Wastewater Commission

FUNDING:

The apportionment of annual operating costs among the participating areas shall be on the basis of one-sixth in proportion to the population of the participating areas, one-sixth in proportion to the land area of the participating areas, one-sixth in proportion to the length of shoreline in each of the participating areas, and one-half in proportion to the number of high and medium priority discharges of stormwater to the environment in the prior year within the boundaries of each of the participating areas, as determined by the Capital Regional District Board.

USER CHARGE:

N/A

Service: 1.537 Saanich Peninsula - Stormwater Quality Management **Commission: Saanich Peninsula Waste Water**

COST SHARING ALLOCATION:

	Stormwater
Central Saanich	26.49%
North Saanich	40.23%
Sidney	22.16%
Tsawout Nations	3.58%
Tsartlip Nations	3.70%
Pauquachin Nations	2.27%
Tseycum Nations	1.57%
Total	**100.00%**

Note:
* Service established effective 2010; previously provided by agreement

Bylaw 4141

1.537 Saanich Peninsula - Stormwater Quality Mgmt	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Operating Expenditures	83,975	83,975	86,757	-	-	86,757	89,331	91,968	94,438	97,223
Contract For Services	20,720	20,720	21,134	-	-	21,134	21,557	21,988	22,428	22,877
Consultant Expenses	20,400	20,400	20,808	-	-	20,808	21,224	21,649	22,082	22,523
TOTAL OPERATING COSTS	**125,095**	**125,095**	**128,700**	**-**	**-**	**128,700**	132,112	135,605	138,948	142,623
*Percentage Increase over prior year		0.0%	2.9%	0.0%	0.0%	2.9%	2.7%	2.6%	2.5%	2.6%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	125,095	125,095	128,700	-	-	128,700	132,112	135,605	138,948	142,623
*Percentage Increase over prior year		0.0%	2.9%	0.0%	0.0%	2.9%	2.7%	2.6%	2.5%	2.6%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(4,173)	(4,173)	(4,455)	-	-	(4,455)	(4,455)	(4,455)	(4,455)	(4,455)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(4,173)	(4,173)	(4,455)	-	-	(4,455)	(4,455)	(4,455)	(4,455)	(4,455)
REQUISITION	**(120,922)**	**(120,922)**	**(124,245)**	**-**	**-**	**(124,245)**	**(127,657)**	**(131,150)**	**(134,493)**	**(138,168)**
*Percentage Increase over prior year	0.00%	0.00%	2.75%	0.00%	0.00%	2.75%	2.75%	2.74%	2.55%	2.73%
PARTICIPANTS: Central Saanich, North Saanich, Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

1.537 Saanich Peninsula - Stormwater Quality Mgmt
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Saanich Peninsula - Stormwater Quality Mgmt
Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule	Estimate	Budget				
Fund: 1500 Fund Center: 105520	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Projected year end balance						
Beginning Balance	93,222	96,780	96,780	96,780	96,780	96,780
Planned Purchase	-	-	-	-	-	-
Transfer from/to Ops Budget	-	-	-	-	-	-
Interest Income*	3,557	-	-	-	-	-
Total projected year end balance	**96,780**	**96,780**	**96,780**	**96,780**	**96,780**	**96,780**

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Saanich Peninsula - Source Control Stormwater

COMMITTEE OF THE WHOLE

October 2024

Service: 1.538 Saanich Peninsula - Source Control Stormwater **Commission: Saanich Peninsula Waste Water**

DEFINITION:

To regulate, prohibit and impose requirements in respect of discharges to the municipal stormwater system and water courses Bylaw No. 3906 (adopted August, 2013), amended by Bylaw No. 4140 (2016).

SERVICE DESCRIPTION:

The service provides a regulatory stormwater source control program in the Saanich Peninsula to manage stormwater quality in the municipal drainage systems.

PARTICIPATION:

Districts of Central Saanich, North Saanich and Town of Sidney.

MAXIMUM LEVY:

Maximum Levy: Greater of $51,715 or $0.005/$1,000 of actual assessments.

MAXIMUM CAPITAL DEBT:

Nil

COMMITTEE:

Saanich Peninsula Wastewater

FUNDING:

The annual costs for the service, net of grants and other revenues, shall be apportioned on the basis of:
a) The population of the participating areas; and
b) The population estimate as determined annually by the Regional Planning Services department of the Capital Regional District.

USER CHARGE:

N/A

1.538 San Pen - Source Control Stormwater	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Operating Expenditures	52,388	52,388	52,006	-	10,000	62,006	53,492	55,006	56,561	58,157
Contract For Services	6,875	6,875	9,092	-	-	9,092	9,265	9,459	9,649	9,841
TOTAL OPERATING COSTS	**59,263**	**59,263**	**61,098**	**-**	**10,000**	**71,098**	62,757	64,465	66,209	67,999
*Percentage Increase over prior year		0.0%	3.1%	0.0%	16.9%	20.0%	-11.7%	2.7%	2.7%	2.7%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	59,263	59,263	61,098	-	10,000	71,098	62,757	64,465	66,209	67,999
*Percentage Increase over prior year		0.0%	3.1%	0.0%	16.9%	20.0%	-11.7%	2.7%	2.7%	2.7%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,653)	(1,653)	(1,763)	-	-	(1,763)	(1,763)	(1,763)	(1,763)	(1,763)
Transfer From Operating Reserve	(657)	(657)	(673)	-	(10,000)	(10,673)	(682)	(716)	(730)	(746)
TOTAL REVENUE	(2,310)	(2,310)	(2,436)	-	(10,000)	(12,436)	(2,445)	(2,479)	(2,493)	(2,509)
REQUISITION	**(56,953)**	**(56,953)**	**(58,662)**	**-**	**-**	**(58,662)**	**(60,312)**	**(61,986)**	**(63,716)**	**(65,490)**
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	2.8%	2.8%	2.8%	2.8%
PARTICIPANTS: Central Saanich, North Saanich, and Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

1.538 San Pen - Source Control Stormwater
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

San Pen - Source Control Stormwater

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures (such as legal challlenges and investigations), unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule (Fund: 1500 / FC: 105521)	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Projected year end balance						
Beginning Balance	58,108	59,669	48,996	48,314	47,598	46,867
Planned Purchase	(657)	(10,673)	(682)	(716)	(730)	(746)
Transfer from/to Ops Budget		-	-	-	-	-
Interest Income*	2,217	-	-	-	-	-
Total projected year end balance	**59,669**	**48,996**	**48,314**	**47,598**	**46,867**	**46,121**

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Environmental Resource Management

COMMITTEE OF THE WHOLE

October 2024

Service: 1.521 Environmental Resource Management **Committee: Environmental Services**

PARTICIPATION:

All costs recovered through tipping fees & Sale of Goods and Services.

MAXIMUM LEVY:

No requisition

MAXIMUM CAPITAL DEBT:

Authorized:	LA Bylaw 3518	12,270,000	Authorized:	LA Bylaw 4515	36,000,000
Borrowed:	SI Bylaw 3547	(2,000,000)	Borrowed:	SI Bylaw 4562	(7,450,000)
	SI Bylaw 3677	(2,500,000)		SI Bylaw 4597	(4,300,000)
	SI Bylaw 3769	(2,200,000)			
Remaining:	Expired May 14, 2013	$5,570,000	Remaining:		$24,250,000

Total debt outstanding (LA3518) at Dec 31, 2023 $546,598
Final debt payments (LA3518) in 2026.

Total debt outstanding (LA4515) at Dec 31, 2023 $7,450,000
Final debt payments (LA4515) in 2038.

COMMISSION:

OPERATING COSTS - REFUSE DISPOSAL:

To be recovered through user fees & sale of goods and services

RESERVE FUND:

Solid Waste Refuse Disposal Reserve Fund, Bylaw No. 2164 (Sept. 8, 1993).
Waste Reduction Sustainability Operating Reserve Fund Bylaw No. 3867 (Nov 14, 2012).

Change in Budget 2024 to 2025 Service: 1.521 & 1.525 ERM	Total Expenditure	Comments
2024 Budget	**39,980,750**	
Change in Salaries:		
Base salary and benefit change	81,744	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(203,889)	
Other (explain as necessary)	(8,000)	
3.0 FTE Environmental Analyst & Attendant	304,011	2025 IBC 3a-1.3 Hartland 2100
2.0 FTE Managers	419,062	2025 IBC 1b-4.2 Innovative Projects Work Unit 2025
Reduction in auxiliary wages	(100,000)	
Total Change in Salaries	492,928	
Other Changes:		
Trf to Capital Reserve Fund	2,683,620	To fund 2025 Capital Plan requirements
Contract for Services		
-Waste Diversion	1,220,000	Additional costs related to processing of materials contract (2024 IBC 3a-1.1 Hartland 2100)
	329,200	Additional costs related to kitchen scraps contract
	255,000	Additional costs related to curbside collection contract
	213,750	To provide the waste flow management consultant support (2025 IBC 3a-1.3 Hartland 2100)
-RNG Project	1,417,390	To fund for Annual O&M contract for the RNG Project
-Landfilling	1,700,000	To reflect the anticipated costs related to heavy equipment services and landfilling of standard refuse and controlled waste
Program Development	1,725,000	To fund for the Material Stream Diversion - Hauler incentive
	1,000,000	To fund for Solid Waste Management Plan - implement new programming
Electricity Costs	972,598	To fund for the electricity cost for the RNG Project
Standard Overhead Allocation	1,644,428	Increase in 2024 operating costs
Bylaw Allocation	86,778	2025 IBC 3a-1.3 Hartland 2100
Human Resources Allocation	25,987	Increase in 2024 salary budget; corporate safety resourcing
Insurance costs	16,850	Recognize growing insurance premiums
Building Occupancy	13,867	
Debt Expenditures	796,512	To fund 2025 Capital Plan requirements
Trf to Operating Reserve Fund	655,136	To mitigate fluctuations in tipping fee revenue
Other Costs	144,537	
Total Other Changes	14,900,653	
2025 Budget	**55,374,331**	

Summary of % Expense Increase	
2025 Base salary and benefit change	0.2%
2025 IBC Expense	5.6%
Waste Diversion	11.3%
RNG Project	6.0%
Capital Transfers	6.7%
Landfilling	4.3%
Standard Overhead Allocation	4.1%
Balance of increase	0.3%
% expense increase from 2024:	***38.5%***
% Requisition increase from 2024 (if applicable):	**%**

Requisition funding is (x)% of service revenue

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

'Overall Solid Waste Tipping Revenue for 2024 is forecasted to be higher than budget by $1.6 million. Tipping fee revenues higher due to an increased quantity of solid waste being received. Recycling revenue for scrap metal (price fluctuates with the global commodity markets) is also higher than budgeted. Landfill Operations/Diversion Services/Energy Recovery services expenses are forecasted to be lower than budget for 2024 by $2.8 million. The estimated surplus will be transferred for the Capital Reserve Fund.

1.521 & 1.525 - ERM	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
GENERAL PROGRAM EXPENDITURES:										
Diversion Services	22,718,789	20,950,656	28,130,424	329,200	213,750	28,673,374	26,763,711	26,920,510	27,274,712	27,635,787
Landfilling Services	12,345,185	11,595,904	13,163,957	102,123	1,723,639	14,989,719	13,881,968	13,958,954	14,290,573	14,580,314
Energy Recovery Services	1,568,723	1,229,728	1,408,309	2,809,050	-	4,217,359	4,331,215	4,381,344	4,473,018	4,566,593
TOTAL OPERATING COSTS	36,632,697	33,776,288	42,702,690	3,240,373	1,937,389	47,880,452	44,976,894	45,260,809	46,038,303	46,782,694
*Percentage Increase over prior year		-7.8%	16.6%	8.8%	5.3%	30.7%	-6.1%	0.6%	1.7%	1.6%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	200,000	200,000	204,000	-	-	204,000	204,000	204,000	204,000	204,000
Transfer to Operating Reserve Fund	356,635	356,635	1,011,772		-	1,011,772	1,224,040	-	-	-
Transfer to General Capital Reserve Fund	1,100,370	2,454,950	3,783,990	-	-	3,783,990	474,000	474,000	474,000	474,000
Transfer to Landfill Closure Capital Reserve Fund	455,120	455,120	464,222	-	-	464,222	473,507	482,977	492,637	502,489
Transfer to Millstream Remediation Debt	6,262	6,262	3,717	-	-	3,717	-	-	-	-
TOTAL CAPITAL / RESERVES	2,118,387	3,472,967	5,467,701	-	-	5,467,701	2,375,547	1,160,977	1,170,637	1,180,489
Debt Expenditures	1,229,666	1,135,336	2,026,178	-	-	2,026,178	2,718,145	2,764,022	2,770,731	2,797,561
TOTAL COSTS	39,980,750	38,384,591	50,196,569	3,240,373	1,937,389	55,374,331	50,070,586	49,185,808	49,979,670	50,760,744
*Percentage Increase over prior year		-4.0%	25.6%	8.1%	4.8%	38.5%	-9.6%	-1.8%	1.6%	1.6%
Allocation Recovery				(202,000)		(202,000)	(207,000)	(211,500)	(216,000)	(220,500)
OPERATING COSTS LESS INTERNAL RECOVERIES	39,980,750	38,384,591	50,196,569	3,038,373	1,937,389	55,172,331	49,863,586	48,974,308	49,763,670	50,540,244
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year										
Sale of Renewable Natural Gas	(495,000)	-	(8,889,250)	-	-	(8,889,250)	(8,810,066)	(8,746,722)	(8,693,936)	(8,651,707)
Revenue - Other	(10,254,750)	(10,238,922)	(13,300,320)	(329,200)	-	(13,629,520)	(13,664,520)	(13,664,520)	(13,664,520)	(13,664,520)
Transfer from Operating Reserve	(2,740,000)			(2,507,173)	(1,937,389)	(4,444,562)	-	(94,565)	(1,557,215)	(2,146,517)
TOTAL REVENUE	(13,489,750)	(10,238,922)	(22,189,570)	(2,836,373)	(1,937,389)	(26,963,332)	(22,474,586)	(22,505,807)	(23,915,671)	(24,462,744)
TIPPING FEE (based on inflation)	**(26,491,000)**	**(28,145,670)**	**(28,007,000)**	**(202,000)**	**-**	**(28,209,000)**	**(27,389,001)**	**(26,468,501)**	**(25,848,000)**	**(26,077,500)**
PROJECTED TONNAGE (General Refuse)	160,000	165,516	155,000			155,000	145,000	135,000	125,000	125,000
*Percentage Increase over prior year		6.2%	5.7%	0.8%	0.0%	6.5%	-2.9%	-3.4%	-2.3%	0.9%
AUTHORIZED POSITIONS:										
On-going	28.70	28.70	34.20			34.20	34.70	34.70	34.70	34.70
Term	1.00	1.00	1.00			1.00	1.00			

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2029

Service No. 1.521 Environmental Resource Management	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$455,000	$385,000	$385,000	$385,000	$385,000	$1,995,000
Land	$0	$0	$1,000,000	$0	$0	$0	$1,000,000
Engineered Structures	$3,100,000	$15,306,000	$11,125,000	$6,600,000	$2,350,000	$1,600,000	$36,981,000
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$3,100,000	**$15,761,000**	**$12,510,000**	**$6,985,000**	**$2,735,000**	**$1,985,000**	**$39,976,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$500,000	$1,406,000	$125,000	$0	$0	$0	$1,531,000
Debenture Debt (New Debt Only)	$1,500,000	$8,650,000	$2,350,000	$0	$350,000	$0	$11,350,000
Equipment Replacement Fund	$250,000	$455,000	$385,000	$385,000	$635,000	$385,000	$2,245,000
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$850,000	$5,250,000	$9,650,000	$6,600,000	$1,750,000	$1,600,000	$24,850,000
	$3,100,000	**$15,761,000**	**$12,510,000**	**$6,985,000**	**$2,735,000**	**$1,985,000**	**$39,976,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.521

Service Name: Environmental Resource Management

				PROJECT BUDGET & SCHEDULE										
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
16-06	Renewal	Replacing of Small Equipments	Replacing of Small Equipments	$ 1,430,000	E	ERF		$ 240,000	$ 270,000	$ 270,000	$ 270,000	$ 270,000	$ 1,320,000
17-01	Renewal	Gas & Leachate Collection Pipe Extension	Gas & Leachate Collection Pipe Extension	$ 2,550,000	S	Res		$ 650,000	$ 500,000	$ 550,000	$ 550,000	$ 550,000	$ 2,800,000
17-02	Renewal	Aggregate Production for Internal Use	Aggregate Production for Internal Use	$ 15,485,000	S	Res		$ 850,000	$ 850,000	$ 850,000	$ 850,000	$ 850,000	$ 4,250,000
17-02	Renewal	Aggregate Production for Internal Use	Aggregate Production for Internal Use	$ -	S	Cap							$ -
17-04	Renewal	Progressive Closure of External Faces	Progressive Closure of External Faces	$ 10,000,000	S	Res		$ -	$ 6,000,000	$ 4,000,000			$ 10,000,000
17-07	Renewal	Computer Equipment	Computer Equipment	$ 71,000	E	ERF		$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 75,000
17-09	Renewal	Vehicle Replacements	Vehicle Replacements	$ 500,000	E	ERF		$ 200,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 600,000
17-12	Renewal	Hartland Environmental Performance Model	Hartland Environmental Performance Model	$ 225,000	S	Cap		$ -		$ -	$ -		$ -
17-14	New	Landfill Gas Utilization	Landfill Gas Utilization	$ 7,213,000	S	Debt							$ -
17-14	New	Landfill Gas Utilization	Landfill Gas Utilization	$ -	S	Cap							$ -
17-14	New	Landfill Gas Utilization	Landfill Gas Utilization	$ 23,718,000	S	Res							$ -
18-01	New	Interim Covers	Interim Covers - West and North Slopes	$ 1,000,000	S	Res				$ 200,000	$ 200,000	$ 200,000	$ 600,000
22-01	Renewal	Sedimentation Pond Relining	NW Sedimentation Pond Relining & Expansion	$ 1,000,000	S	Res			$ 1,000,000				$ 1,000,000
22-07	Study	Recycling Area Upgrades	Recycling Area Upgrades	$ 225,000	S	Res							$ -
22-10	New	Storm Water Sedimentation pond Emergency Repairs	Storm Water Sedimentation pond Emergency Repairs	$ 250,000	E	Res							$ -
23-02	New	Contractor Workshop Relocation	Contractor Workshop Relocation	$ 1,250,000	S	Res	650,000	$ 650,000					$ 650,000
23-02	New	Contractor Workshop Relocation	Contractor Workshop Relocation	$ -	S	Cap	500,000	$ 500,000					$ 500,000
23-04	New	North End Commercial Access Improvements	North End Commercial Access Improvements	$ 700,000	S	Res							$ -
23-05	New	Existing Manual and Commercial Scale Upgrades	Existing Manual and Commercial Scale Upgrades	$ 250,000	S	ERF	250,000				$ 250,000		$ 250,000
24-01	New	Cell 5&6 GRW	Cell 5&6 Gravity Retaining Wall Construction	$ 2,000,000	S	Debt	750,000	$ 750,000	$ 1,250,000				$ 2,000,000
24-02	Study	Hartland North Master Plan	Hartland North Master Plan	$ 150,000	S	Res					$ 150,000		$ 150,000
24-05	New	Cell 5 Liner Construction	Cell 5 Liner Construction	$ 7,900,000	S	Debt		$ 4,900,000					$ 4,900,000
24-06	New	Cell 1, 2 & 3 Transition Liner	Cell 1, 2 & 3 Transition Liner	$ 4,000,000	S	Debt		$ 2,000,000					$ 2,000,000
24-07	New	Relocation of N. Toe Road Sedimentation Pond	Relocation of N. Toe Road Sedimentation Pond	$ 500,000	S	Debt			$ 500,000				$ 500,000
25-01	New	NE & NW Aggregate Stockpile cover	NE & NW Aggregate Stockpile cover	$ 750,000	S	Debt	750,000	$ 750,000					$ 750,000
25-02	Renewal	North End Wheel Wash	North End Wheel Wash	$ 800,000	S	Res	200,000	$ 400,000					$ 400,000
25-03	New	Landfill Gas capture to meet New Federal Regs	Landfill Gas capture to meet New Federal Regs	$ 250,000	S	Res		$ 100,000	$ 150,000				$ 250,000
25-04	New	Hartland Operating Certificate Renewal	Hartland Operating Certificate Renewal	$ 100,000	S	Res		$ 100,000					$ 100,000
25-05	New	Hartland Leachate Pipe Mods for Pigging	Hartland Leachate Pipe Mods for Pigging	$ 150,000	S	Res			$ 150,000				$ 150,000
25-06	New	Quarry Wall liner	Quarry Wall liner	$ 250,000	S	Res		$ 250,000					$ 250,000
25-07	New	Cell 4, 5A & 5B Construction Field QA/QC	Cell 4, 5A & 5B Construction Field QA/QC	$ 500,000	S	Debt		$ 250,000	$ 250,000				$ 500,000
25-08	New	RNG Optimization Projects	RNG Optimization Projects	$ 831,000	S	Cap		$ 831,000					$ 831,000
25-08	New	RNG Optimization Projects	RNG Optimization Projects	$ 1,000,000	S	Res		$ 1,000,000					$ 1,000,000
25-09	New	Hartland North - Willis P Driveway Upgrades	Hartland North - Willis P Driveway Upgrades	$ 500,000	S	Res		$ 500,000					$ 500,000

Service #: 1.521

Service Name: Environmental Resource Management

PROJECT BUDGET & SCHEDULE													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
25-10	New	Hartland North Electrical	Hartland North Electrical	$ 750,000	S	Res		$ 750,000					$ 750,000
25-11	New	Hartland Environmental Montoring and Containment Projects	Hartland Environmental Montoring and Containment Projects	$ 75,000	S	Cap		$ 75,000					$ 75,000
26-01	New	Cell 4& 5 Bottom Lift Gas Wells / Leachate Drain	Cell 4 Bottom Lift Gas Wells / Leachate Drain	$ 700,000	S	Debt			$ 350,000		$ 350,000		$ 700,000
26-02	New	Hartland 5 year DOCP update	Hartland 5 year DOCP update	$ 125,000	S	Cap			$ 125,000				$ 125,000
26-03	New	ERM Land Acquisition	ERM Land Acquisition	$ 1,000,000	L	Res			$ 1,000,000				$ 1,000,000
26-04	New	RTF Biogas Tie-In to RNG	RTF Biogas Tie-In to RNG	$ 1,000,000	S	Res				$ 1,000,000			$ 1,000,000
													$ -
													$ -
			GRAND TOTAL	**$ 89,198,000**			**$ 3,100,000**	**$ 15,761,000**	**$ 12,510,000**	**$ 6,985,000**	**$ 2,735,000**	**$ 1,985,000**	**$ 39,976,000**

Service:	1.521	Environmental Resource Management

Project Number	16-06	Capital Project Title	Replacing of Small Equipments	Capital Project Description	Replacing of Small Equipments
Project Rationale	Replacement of small equipments that have reached their end of life				

Project Number	17-01	Capital Project Title	Gas & Leachate Collection Pipe Extension	Capital Project Description	Gas & Leachate Collection Pipe Extension
Project Rationale	To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing header system to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each gas well and leachate collector. The gas is then conveyed to the gas plant, and the leachate is conveyed to the lined storage lagoons and then discharged into the municipal sewer. Cost estimate is derived from historical construction information and includes consulting costs to layout pipe design/headers.				

Project Number	17-02	Capital Project Title	Aggregate Production for Internal Use	Capital Project Description	Aggregate Production for Internal Use
Project Rationale	Producing aggregate annually from shot rock that was quarried to make airspace provides the CRD with a number of benefits including: prolonging the landfill life (creating landfilling airspace), providing aggregate for on-site needs, effective interception of shallow groundwater inflows, cost and space savings by not having to import aggregate, and reduced social and environmental impacts by not having to truck in aggregate. Cost estimate is derived from historical tender data.				

Project Number	17-04	Capital Project Title	Progressive Closure of External Faces	Capital Project Description	Progressive Closure of External Faces
Project Rationale	As specified under the BC Ministry of Environments Landfill Criteria for Municipal Solid Waste, completed landfill areas and slopes must be closed with a progressive closure system on an annual basis. The closure system consists of a clay or synthetic cover placed over a gravel drainage layer This progressive closure system stays in place until economies of scale makes it cost effective to proceed with installation of a final closure system. The completion of Cell 3 in 2025/2026 requires closure of the areas that will not be filled against going forward.				

Service:	1.521	Environmental Resource Management

Project Number	17-07	**Capital Project Title**	Computer Equipment	**Capital Project Description**	Computer Equipment
Project Rationale	Replacement of computer equipment due to end of life cycle				

Project Number	17-09	**Capital Project Title**	Vehicle Replacements	**Capital Project Description**	Vehicle Replacements
Project Rationale	Replacement of vehicle due to end of life cycle				

Project Number	17-12	**Capital Project Title**	Hartland Environmental Performance Model	**Capital Project Description**	Hartland Environmental Performance Model
Project Rationale	The CRD is interested in developing a site-specific computer model that integrates engineering design with environmental performance for the Hartland Landfill. In 2016 the BC MOE made revisions to the BC Landfill Criteria. Many of Hartland's design and operations are already compliant, however a preliminary review identified additional conformance requirements for Hartland under the status quo. The model will enable the CRD to better demonstrate technical justification and environmental conformance over the lifespan of the landfill.				

Project Number	17-14	**Capital Project Title**	Landfill Gas Utilization	**Capital Project Description**	Landfill Gas Utilization
Project Rationale	The landfill gas is currently utilized as fuel to power a generator system to generate electricity and sold to BC Hydro. The excess landfill gas which is approximately 50% currently generated from the landfill is destructed by burning. ERM and EE have initiated a project to process the landfill gas to a higher quality could be utilized as natural gas. Fortis BC is interested to purchase the processed landfill gas from the CRD. The projected gas revenues from Fortis is significantly higher than the current arrangement with BC Hydro. This project is to carry out the feasibility study, preliminary engineering, and conduct business case and triple-bottom-line analysis, if the project proved to be feasible the detailed design and implementation will be followed.				

Service:	1.521	Environmental Resource Management

Project Number	Capital Project Title	Capital Project Description
18-01	Interim Covers	Interim Covers - West and North Slopes

Project Rationale Following Golder's Leachate Management Plan, once an active landfilling cell is completed, but hasn't reached future filling contours, tarping is required to shed rainwater and divert to the freshwater collection system to prevent it from entering the leachate collection system and overwhelming the leachate storage ponds. Cost estimate is derived from historical in-house cost data.

Project Number	Capital Project Title	Capital Project Description
22-01	Sedimentation Pond Relining	NW Sedimentation Pond Relining & Expansion

Project Rationale To prevent leakage and fines from migrating off site into the north freshwater drainage area, the sedimentation pond must be relined. In addition the sedimentation pond must be enlarged to meet MOE requirements for retaining 24 hrs of preciptiation from a 100 year storm event. Finally, the sedimentation pond requires inlet valving and piping to permit flows to be diverted to the upper lagoon in the event there is an onsite spill that must be contained and diverted from fresh water courses.

Project Number	Capital Project Title	Capital Project Description
22-07	Recycling Area Upgrades	Recycling Area Upgrades

Project Rationale The project has been set up to conduct a design review of the existing recyling area at Hartland and investigate changes relating to efficent accessibility due to growing public interest in the depot and to include safety considerations such as protection from the sun during hot weather.

Project Number	Capital Project Title	Capital Project Description
22-10	Storm Water Sedimentation pond Emergency Repairs	Storm Water Sedimentation pond Emergency Repairs

Project Rationale Leachate has been detected getting into the fresh water sedimentation pond. This project has been set up to explore sources of contamination and make remedial works to the pond, incoming pipes and outgoing infrastructure as necessary to ensure containment of any contaminants. This project also includes the installation of any new monitoring wells, including consulting fees to locate , prove/commission and report findings/recommendations.

Project Number	Capital Project Title	Capital Project Description
23-02	Contractor Workshop Relocation	Contractor Workshop Relocation

Project Rationale The current contractors workshop is located in the future Cell 5 of the landfill and must be relocated so critical landfill infrastructure can be completed for Cell 4, 5 and 6. This project includes removal of the existing structure and reuse (if economical) in a new location adjacent to future cells so the operations contractor can conduct repairs on large landfill operations equipment (Packer, Bull-Dozer, excavators etc).

Service:	1.521	Environmental Resource Management

Project Number	Capital Project Title	Capital Project Description
23-04	North End Commercial Access Improvements	North End Commercial Access Improvements

Project Rationale This project includes necessary improvements to ensure the North Entrance and Scales are equipped for fully automated commercial access off Willis Point Road when Cell 4 is ready for filling. Improvements include landscaping, scale house improvements, automated gates, staging lanes, card readers/scanners, RFID systems, scale safety rails, bollards, radio intercoms, sidewalks, signage, etc.

Project Number	Capital Project Title	Capital Project Description
23-05	Existing Manual and Commercial Scale Upgrades	Existing Manual and Commercial Scale Upgrades

Project Rationale The South Entrance Commercial scale approach/exit ramps are in poor condition. This project includes sawcutting and removal of old scale ramps and pouring new concrete with Rebar to eliminate further safety hazards to trucks and employees. The South Entrance Manual Scale deck is in poor condition. It requires replacement and/or major repair. This project accounts for all work that needs to be done after detailed assement to ensure life of the existing manual and commercial scales can continue reliably for the next 20 years.

Project Number	Capital Project Title	Capital Project Description
24-01	Cell 5&6 GRW	Cell 5&6 Gravity Retaining Wall Construction

Project Rationale This project will allow for the construction of a new mounded structural earth berm north of cell 1&2 at 5 corners intersection to serve as the new toe of cells 5 & 6. As part of this berm, the project includes installation of a critical sub-grade landfill leachate containment system (grout wall/curtain) and raising the clay containment berm from 130mAsl to 135mASL to ensure leachate capture from future landfill cells 4, 5 & 6. The project also includes relocation of any existing infrastructure (LFG, Leachate, Water, electrical etc) that currently resides in the future footprint of the MSE berm.

Project Number	Capital Project Title	Capital Project Description
24-02	Hartland North Master Plan	Hartland North Master Plan

Project Rationale With the recent completion of the new Residuals Treatment Facilty and associated access and new scales at Hartland North, this design project will ensure that there is adequate future planning and integration with the existing landfill site

Project Number	Capital Project Title	Capital Project Description
24-05	Cell 5 Liner Construction	Cell 5 Liner Construction

Project Rationale A new drainage and liner system will ensure effective removal of leachate from within the new Cell 5 area and prevent any off site migration. The liner will also include an underdrain which will relieve pore pressure and ensure fresh ground water does not contribute to ongoing leachate collection and processing. Improvements include all temporary and permanent access road and related infrastructure to allow refuse to be deposited in Cell 5.

Project Number	Capital Project Title	Capital Project Description
24-06	Cell 1, 2 & 3 Transition Liner	Cell 1, 2 & 3 Transition Liner

Project Rationale A new drainage and liner system will ensure effective removal of leachate above Cells 1 & 2 from garbage placed ontop of it from cells 4, 5 and 6. This liner provides continuity, separation and acts as a transition between old cells of the landfill and cells 4-6. The liner will also include an underdrain which will relieve pore pressure and ensure leachate from Cell 1, 2 & 3 can properly drain to heal basin or the upper lagoon. Also included is an access road to anchor the transition liner.

Service:	1.521	Environmental Resource Management

Project Number	Capital Project Title	Capital Project Description
24-07	Relocation of N. Toe Road Sedimentation Pond	Relocation of N. Toe Road Sedimentation Pond

Project Rationale The North Toe Road fresh water sedimentation collection pond sits ontop of Cell 1 garbage. The future Gravity Retaining Wall will be constructed ontop of the pond so it must be relocated.

Project Number	Capital Project Title	Capital Project Description
25-01	NE & NW Aggregate Stockpile cover	NE & NW Aggregate Stockpile cover

Project Rationale This project allows for mitigation measures needed to protect the environment from minerals that may runoff the stockpiles from precipitation. Mitigation includes the deployement of a temporary impermeable membranes overtop the NE and NW, installation of ground/surface monitoring wells, improvement projects intended to intercept and convey impacted ground/surface water to leachate disposal collectors, including any consultant work required to design/direct staff on the mitigation measures.

Project Number	Capital Project Title	Capital Project Description
25-02	North End Wheel Wash	North End Wheel Wash

Project Rationale This project accounts for a new commercial truck wheel wash system to be installed on the North End to ensure trucks don't track mud onto Willis Point Road. Project includes a temporary wheel wash needed until the final Cell 5 access roads are ready to be utilized.

Project Number	Capital Project Title	Capital Project Description
25-03	Landfill Gas capture to meet New Federal Regs	Landfill Gas capture to meet New Federal Regs

Project Rationale Environment & Climate Change Canada has released a proposed Landfill Methane Regulation that is expected to come into force in Q1/Q2 of 2024, with the intent of reducing fugitive landfill emissions across the country. The regulation sets thresholds for surface emissions at landfills emitting more than 10,000 tonnes of CO2e per year (Hartland exceeds this). Based on required monitoring events, any surface methane concentrations that exceed proposed levels require a corrective action plan and mitigation within a specified timeframe. Based on current surface emissions data, it is expected that Hartland will need to implement additional controls, improve gas collection, or repair infrastructure to reduce surface methane concentrations to achieve compliance with these proposed limits.

Project Number	Capital Project Title	Capital Project Description
25-04	Hartland Operating Certificate Renewal	Hartland Operating Certificate Renewal

Project Rationale Hartland's Operating Certificate (OC) has not been modified since January 27, 2010. CRD has committed to updating its OC in light of recent MOE diuscussion and approval of ERM's SWMP. This project covers staff time and consultant/legal fees to assist the CRD in updating the OC with the MOE.

Project Number	Capital Project Title	Capital Project Description
25-05	Hartland Leachate Pipe Mods for Pigging	Hartland Leachate Pipe Mods for Pigging

Project Rationale Leachate design, materials and installation to modify the leachate piping between HB-15 and the new RTF Centrate Line to reinstate pigging of the section of pipe between HB-15 and the Centrate return line).

Service:	1.521	Environmental Resource Management

Project Number	Capital Project Title	Capital Project Description
25-06	Quarry Wall liner	Quarry Wall liner

Project Rationale A portion of Cell 4 liner could not be installed due to accessibility during construction. The project includes implementing a seal between the bedrock quarry wall bench and the existing liner in Cell 4 in toutle valley. The construction will be conducted when waste filling has reached the elevation of the area to allow safe installation by Contractors. The project includes the supply, installation, QA/QC needed to install the small section of liner.

Project Number	Capital Project Title	Capital Project Description
25-07	Cell 4, 5A & 5B Construction Field QA/QC	Cell 4, 5A & 5B Construction Field QA/QC

Project Rationale Cell 4, 5 and 6 and related incfrastructure construction will occur over multiple years. The project requires that the engineer of record be onsite during critical milestones throughout the construction project to ensure the construction is installer per the design. The original design budget contemplated a 1 year installation of all capital improvements for Cell 4, 5 & 6 projects. However, logistics and filling plans required phasing of the projects over a number of years which stretches the QA/QC budget over a longer period. The funds are to allow all travel, coordination meetings, onsite QA/QC field review, design

Project Number	Capital Project Title	Capital Project Description
25-08	RNG Optimization Projects	RNG Optimization Projects

Project Rationale Scope change to include additional cost and scope that were not originally contemplated in the original RNG project. Improvements include new transformer, Lock Block retaining wall, tie-in and relocation of existing infrastructure that interfere with the new facility and other improvement projects required to enhance the safety, operation and profitability of the facility.

Project Number	Capital Project Title	Capital Project Description
25-09	Hartland North - Willis P Driveway Upgrades	Hartland North - Willis P Driveway Upgrades

Project Rationale The project includes all design and construction work to ensure there is sufficient passing room for large trucks to turn off Willis Point (WP) road onto the Hartland North Driveway and safely pass large trucks leaving the facility at the same time. Improvements include driveway widening, paving, realignment of fencing/gates, culvert extensions, lighting, signage, Overhead electrical improvements (if required), pavement markings, delineators and any other improvements needed to ensure the safety of the public, contractors and employees accessing the site.

Project Number	Capital Project Title	Capital Project Description
25-10	Hartland North Electrical	Hartland North Electrical

Project Rationale The electrical power for the new scale Building at Hartland North is fed from a temporary system from the RTF. Additional loads are required to accommodate the relocation of the contractor shop, new truck wash, kitchen scrap transfer station, thermal pilot plant etc. There is no formal agreement or capacity for the RTF to provide power for the growing power demands at Hartland North. This project entails all electrical design and construction to service the power requirements needed for Hartland North (aformentioned projects), including power poles/lines, transformers and underground conduit/cabling. The scope also includes a backup power generator to ensure business continuity for the scale building during frequent power outages.

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Project Number	Capital Project Title	Capital Project Description
25-11	Hartland Environmental Montoring and Containment Projects	Hartland Environmental Montoring and Containment Projects

Project Rationale To ensure compliance with BC Ministry of Environment regulations, an active review of current and future environmental controls is necessary. This project accounts for consultant studies, contractor environmental mitigation controls required to review and enhance the current environmental monitoring program at the Hartland landfill and ensure compliance with MOE regulations.

Project Number	Capital Project Title	Capital Project Description
26-01	Cell 4& 5 Bottom Lift Gas Wells / Leachate Drain	Cell 4& 5 Bottom Lift Gas Wells / Leachate Drain

Project Rationale To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing collection systems to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each combination gas well and leachate collector. The leachate is then conveyed to the lined storage lagoons and then discharged into the municipal sewer. Estimate is derived from historical costs.

Project Number	Capital Project Title	Capital Project Description
26-02	Hartland 5 year DOCP update	Hartland 5 year DOCP update

Project Rationale Hartland's Operating Certificate (OC) issued by the BC Ministry of Environment requires adherance to the BC Landfilling criteria which requires updates to the Landfill DOCP every 5 years. The last DOCP was finalized and submitted to the MOE on May 2022. A new update is required by May 2027. The project includes the procurement of a consultant to complete the DOCP to meet submission requirement.

Project Number	Capital Project Title	Capital Project Description
26-03	ERM Land Acquisition	ERM Land Acquisition

Project Rationale ERM's long term plan to maximize recycling and diversion opportunities for the region requires the acquisition of land/facilities to accommodate the growing needs of the region. This project includes those activities needed to secure land or facilities for future diversion, recycling or waste management requirements of the region.

Project Number	Capital Project Title	Capital Project Description
26-04	RTF Biogas Tie-In to RNG	RTF Biogas Tie-In to RNG

Project Rationale The Residual Solids Treatment facility currently reuses the biogas produced during operation to minimize energy requirements for the facility. However there remains an excess of biogas that is currently flared and contributes to the CRD's carbon footprint. There is opportunity to divert the unused gas to Hartland's newly constructed Renewal Natural Gas plant for to purify the gas and sell it to Fortis over its 20 year sale agreement with the CRD. This project includes the design, procurement and installation of all infrastructure needed to take advantage of this opportunity.

1.521 Enviromental Resource Management
Capital Reserve Fund Schedule - ERM
2025 - 2029 Financial Plan

Capital Reserve Fund Schedule - ERM

Capital Reserve Fund ERM - Landfill Closure Portion, Capital Reserve Portion, and Recycling Depots Portion

Capital Reserve Fund Schedule

Bylaw 2164 established a Solid Waste Refuse Disposal Reserve Fund for the ERM Service (was called Solid Waste Service). There are three portions in the Reserve Fund: Landfill Closure, restricted funds to cover the liability of closing Phase 2 - 3 and post-closure maintenance. Capital Reserve is working capital and not restricted.

Landfill Closure Portion	**Estimate**	**Budget**				
Fund: 1020 Fund Centre: 101363	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	13,670,125	14,227,150	14,691,373	9,164,880	5,647,857	6,140,493
Planned Capital Expenditure (Based on Capital Plan)	-		(6,000,000)	(4,000,000)		
Transfer to/from Ops Budget	455,120	464,222	473,507	482,977	492,637	502,489
Interest Income*	101,905	-	-	-	-	-
Ending Balance $	**14,227,150**	**14,691,373**	**9,164,880**	**5,647,857**	**6,140,493**	**6,642,982**

Assumptions/Background:

Liability reserve to fund closure of Phase 2-3 and post closure maintenance.

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

Capital Reserve Fund Schedule

Capital Reserve Portion Fund: 1020 Fund Centre: 101364	Estimate 2024	Budget 2025	 2026	 2027	 2028	 2029
Beginning Balance	12,211,415	9,267,416	8,797,406	5,617,406	3,487,406	2,207,406
Planned Capital Expenditure (Based on Capital Plan)	(5,750,000)	(4,250,000)	(3,650,000)	(2,600,000)	(1,750,000)	(1,600,000)
Transfer to/from Ops Budget	2,450,950	3,779,990	470,000	470,000	470,000	470,000
Interest Income*	355,051	-	-	-	-	-
Ending Balance $	**9,267,416**	**8,797,406**	**5,617,406**	**3,487,406**	**2,207,406**	**1,077,406**

Assumptions/Background:

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

Capital Reserve Fund Schedule

Recycling Depots/Compost Center Reserve Portion Fund: 1020 Fund Centre: 102102	Estimate 2024	Budget 2025	 2026	 2027	 2028	 2029
Beginning Balance	15,918	19,918	23,918	27,918	31,918	35,918
Planned Capital Expenditure		-	-	-	-	-
Transfer to/from Ops Budget	4,000	4,000	4,000	4,000	4,000	4,000
Ending Balance $	**19,918**	**23,918**	**27,918**	**31,918**	**35,918**	**39,918**

Assumptions/Background:

Reimburse operating budget for capital expenditures spent by Compost Center.

1.521 Enviromental Resource Management
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Enviromental Resource Management

Bylaw 3867 - established Operating Reserve for the ERM Service to be used by the service for: mitigating fluctuations in tipping fee revenue and for covering operational expenditures as required, including debt servicing.

Operating Reserve Schedule

Operating Reserve Schedule	Estimate	Budget				
Fund: 1500 Fund Center 105509	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	22,707,937	8,669,820	8,893,860	8,799,295	7,242,080	5,095,563
Planned Purchase - RNG project	(12,381,000)	(1,000,000)				
Planned Capital Expenditure (Based on Capital Plan)	(3,500,000)					
Transfer to/from Ops Budget	1,011,772	1,224,040	(94,565)	(1,557,215)	(2,146,517)	-
Interest Income*	831,111			-	-	-
Total projected year end balance	**8,669,820**	**8,893,860**	**8,799,295**	**7,242,080**	**5,095,563**	**5,095,563**

Assumptions/Background:
Reserve for rate stabilization

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

1.521 Enviromental Resource Management
ERF Reserve Fund Schedule
2025 - 2029 Financial Plan

ERF Reserve Fund Schedule

ERF: ERM ERF or PERS Fund for Equipment

Equipment Replacement Fund Fund: 1022 Fund Centre: 101447	Estimate 2024	Budget 2025	 2026	 2027	 2028	 2029
Beginning Balance	2,285,782	2,115,744	1,864,744	1,683,744	1,502,744	1,071,744
Planned Purchase (Based on Capital Plan)	(285,166)	(455,000)	(385,000)	(385,000)	(635,000)	(385,000)
Transfer to/from Ops Budget	115,128	204,000	204,000	204,000	204,000	204,000
		-	-	-	-	-
Interest Income*		-	-	-	-	-
Ending Balance $	**2,115,744**	**1,864,744**	**1,683,744**	**1,502,744**	**1,071,744**	**890,744**

Assumptions/Background:
ERF Reserve to fund replacement of computer equipment and for PERS (Prority Equipment Replacement) type equipment that lasts less than 15 years

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Environmental Engineering Services

COMMITTEE OF THE WHOLE

October 2024

Service: 1.576 Environmental Engineering Services **Committee: Environmental Services**

DEFINITION:

To provide Engineering Services relative to various Operating and Capital projects, for Environmental Sustainability, Integrated Water, Parks, and Corporate Services. The cost of this function is principally allocated to functions and capital projects using these Services.

PARTICIPATION:

All budgets and projects receiving Engineering Services

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

N/A

COST RECOVERY:

Time charges to Capital projects, Environment Resource Management and Service budgets.

Change in Budget 2024 to 2025 Service: 1.576 Environmental Engineering	Total Expenditure	Comments
2024 Budget	**3,007,695**	
Change in Salaries:		
Base salary and benefit change	50,504	Inclusive of estimated collective agreement changes
Step increase/paygrade change	42,274	
Other (explain as necessary)	133,326	Eng 3 FTE transferred from FM to ES Engineering
	426,043	2025 IBC 4b-4.1, Regional Trestles Renewals, Trail Widening & Lighting Project Team
	44,625	Differential on 2024 IBC 4c-2.1 Regional Trail Project Engineer
	(71,666)	Temp Engineering Manager returned to Hartland
Total Change in Salaries	625,106	
Other Changes:		
Standard Overhead Allocation	15,107	Increase in 2024 operating costs
Human Resources Allocation	12,623	Increase in 2024 salary budget; corporate safety resourcing
Building Occupancy	31,288	Increase in 2025 HQ building operating costs
Manager of Contract Coordination Allocation	80,760	
Vehicle Purchase	45,000	
Other Costs	21,239	
Total Other Changes	206,017	
2025 Budget	**3,838,818**	

Summary of % Expense Increase	
2025 Base salary and benefit change	1.7%
2025 Step increase/paygrade change	1.4%
Eng 3 FTE transferred from FM to ES Engineering	4.4%
IBC 4b-4.1, 3 new FTEs	14.2%
Differential on 2024 IBC	1.5%
Temp Engineering Manager returned to Hartland	-2.4%
Standard Overhead Allocation	0.5%
Human Resources Allocation	0.4%
Building Occupancy	1.0%
Manager of Contract Coordination Allocation	2.7%
Vehicle Purchase	1.5%
Balance of increase	0.7%
% expense increase from 2024:	***27.6%***
% Requisition increase from 2024 (if applicable):	***0.00%***

Requisition funding is 0.0% of service revenue

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

There is an estmiated one-time favourable variance of $6,851 (0.2%) . This variance will be moved to Equipment Replacement Reserve which have an expected year end balance of $431,753 before this transfer.

1.576 - Engineering Services	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Salaries and Wages	2,266,261	2,253,378	2,331,998	559,369	-	2,891,367	2,973,625	3,058,198	3,145,146	2,552,909
Standard Overhead Allocation	134,278	134,278	149,385	-	-	149,385	153,866	156,944	160,082	163,284
Human Resources Allocation	71,806	71,806	84,429	-	-	84,429	94,345	102,696	105,013	107,632
Building Occupancy Allocation	152,447	152,447	183,735	-	-	183,735	191,227	200,282	209,114	212,972
Mgr Contract Coordinator Allocation	-	-	80,760	-	-	80,760	83,100	85,500	87,980	90,520
Other Internal Allocations	77,471	77,471	87,526	-	10,812	98,338	112,975	111,280	113,509	115,800
Consulting and Legal	7,000	2,242	7,000	-	-	7,000	7,140	7,280	7,420	7,570
Operating Supplies	53,040	41,022	53,040	-	-	53,040	54,090	55,160	56,280	57,410
Telecommunication	35,980	26,574	35,980	-	-	35,980	36,690	37,420	38,160	38,920
Vehicle and Equipment	46,812	77,864	47,104	-	-	47,104	48,040	48,990	49,960	50,950
Operating Cost - Other	142,600	16,734	42,680	-	100,000	142,680	43,553	44,438	45,346	46,267
TOTAL OPERATING COSTS	**2,987,695**	**2,853,816**	**3,103,637**	**559,369**	**110,812**	**3,773,818**	**3,798,651**	**3,908,188**	**4,018,010**	**3,444,234**
*Percentage increase over prior year operating costs		-4.5%	3.88%			26.31%	0.66%	2.88%	2.81%	-14.28%
CAPITAL / RESERVE										
Transfer to Capital Fund	-	-	-	-	45,000	45,000	-	-	-	-
Transfer to ERF	20,000	26,851	20,000	-	-	20,000	20,000	20,000	20,000	20,000
TOTAL CAPITAL / RESERVES	20,000	26,851	20,000	-	45,000	65,000	20,000	20,000	20,000	20,000
TOTAL COSTS	**3,007,695**	**2,880,667**	**3,123,637**	**559,369**	**155,812**	**3,838,818**	**3,818,651**	**3,928,188**	**4,038,010**	**3,464,234**
*Percentage increase over prior year operating costs		-4.2%				27.63%	-0.53%	2.87%	2.80%	-14.21%
Internal Recoveries	(2,907,695)	(2,880,667)	(3,123,637)	(559,369)	(155,812)	(3,838,818)	(3,818,651)	(3,928,188)	(4,038,010)	(3,464,234)
*Percentage increase over prior year operating costs		-0.9%				32.02%	-0.53%	2.87%	2.80%	-14.21%
OPERATING LESS RECOVERIES	**100,000**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from current to Nex	-	-								
Balance C/F from Prior to Current year	-	-								
Transfer Operating Reserve	(100,000)	-	-	-	(100,000)	(100,000)				
TOTAL REVENUE	**(100,000)**	**-**	**-**	**-**	**(100,000)**	**(100,000)**	**-**	**-**	**-**	**-**
REQUISITION	**-**	**-**	**-**	**-**	**100,000**	**100,000**	**-**	**-**	**-**	**-**
*Percentage increase over prior year requisition										
AUTHORIZED POSITIONS:										
Salaried	14	14	14	4	-	18	18	18	18	18

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.576 Environmental Engineering Service	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$40,000	$40,000	$40,000	$40,000	$40,000	$200,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$100,000	$55,000	$0	$65,000	$0	$220,000
		$0	**$140,000**	**$95,000**	**$40,000**	**$105,000**	**$40,000**	**$420,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$45,000	$0	$0	$0	$0	$45,000
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$95,000	$95,000	$40,000	$105,000	$40,000	$375,000
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$0	**$140,000**	**$95,000**	**$40,000**	**$105,000**	**$40,000**	**$420,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.576

Service Name: Environmental Engineering Services

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
21-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F12013 (7 pass van)	$ 50,000	V	ERF							$ -
23-02	Replacement	Engineering Equipment	Engineering Equipment	$ 75,000	E	ERF		15,000	15,000	15,000			$ 45,000
23-03	Replacement	Computer Equipment	Computer Equipment	$ 125,000	E	ERF		25,000	25,000	25,000			$ 75,000
24-02	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F14017 (4x4 pick-up)	$ 55,000	V	ERF							$ -
25-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F15014 (4x4 pick-up)	$ 55,000	V	ERF		55,000					$ 55,000
25-02	New	ES Vehicle	New ES Vehicle to support Trestle and Trail Project	$ 45,000	V	Cap		45,000					$ 45,000
26-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F15015 (4x4 pick-up)	$ 55,000	V	ERF			55,000				$ 55,000
28-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F18027 (PHEV AWD)	$ 65,000	V	ERF					65,000		$ 65,000
28-02	Replacement	Engineering Equipment	Engineering Equipment	$ 75,000	E	ERF					15,000	15,000	$ 30,000
28-03	Replacement	Computer Equipment	Computer Equipment	$ 125,000	E	ERF					25,000	25,000	$ 50,000
													$ -
													$ -
													$ -
			Grand Total	**$ 725,000**				**$ 140,000**	**$ 95,000**	**$ 40,000**	**$ 105,000**	**$ 40,000**	**$ 420,000**

Service:	1.576	Environmental Engineering Services

Project Number	21-01	Capital Project Title	Replacement ES Vehicle	Capital Project Description	Replace aging fleet vehicle unit #F12013 (7 pass van)
Project Rationale	This vehicle is a 7 passenger mini-van used by all staff in the Engineering Services group as required for group travel to various sites. Vehicle will be beyond the recommended CRD service life.				

Project Number	23-02	Capital Project Title	Engineering Equipment	Capital Project Description	Engineering Equipment
Project Rationale	Replace engineering equipment based on life cycle assessment.				

Project Number	23-03	Capital Project Title	Computer Equipment	Capital Project Description	Computer Equipment
Project Rationale	Replace computer equipment based on life cycle assessment.				

Project Number	24-02	Capital Project Title	Replacement ES Vehicle	Capital Project Description	Replace aging fleet vehicle unit #F14017 (4x4 pick-up)
Project Rationale	This vehicle is a 4x4 pick-up used by project managers for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life.				

Project Number	25-01	Capital Project Title	Replacement ES Vehicle	Capital Project Description	Replace aging fleet vehicle unit #F15014 (4x4 pick-up)
Project Rationale	This vehicle is a 4x4 pick-up used by project managers for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life.				

Project Number	25-02	Capital Project Title	ES Vehicle	Capital Project Description	New ES Vehicle to support Trestle and Trail Project
Project Rationale	This vehicle is to support Trestle and Trail Widening and Lighting Project				

Project Number	26-01	Capital Project Title	Replacement ES Vehicle	Capital Project Description	Replace aging fleet vehicle unit #F15015 (4x4 pick-up)
Project Rationale	This vehicle is a 4x4 pick-up used by project managers for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life.				

Service:	1.576	Environmental Engineering Services

Project Number	Capital Project Title	Capital Project Description
28-01	Replacement ES Vehicle	Replace aging fleet vehicle unit #F18027 (PHEV AWD)

Project Rationale This vehicle is a PHEV used by project managers for visiting work sites for client meetings and construction inspections.
At replacement the existing vehicle will be 10 years old.

Project Number	Capital Project Title	Capital Project Description
28-02	Engineering Equipment	Engineering Equipment

Project Rationale Replace engineering equipment based on life cycle assessment.

Project Number	Capital Project Title	Capital Project Description
28-03	Computer Equipment	Computer Equipment

Project Rationale Replace computer equipment based on life cycle assessment.

1.576 Engineering Services
Asset and Reserve Summary
2025 - 2029 Financial Plan

ERF Reserve Cash Flow

ERF: Engineering Senior Budget - ERF for Equipment and Vehicles

Equipment Replacement Schedule	Est Actual	Budget				
Projected year end balance	2024	2025	2026	2027	2028	2029
Beginning Balance	670,753	431,753	362,753	287,753	267,753	182,753
Planned Purchase (Based on Capital Plan)	(295,000)	(95,000)	(95,000)	(40,000)	(105,000)	(40,000)
Transfer from Ops Budget	20,000	20,000	20,000	20,000	20,000	20,000
Proceed disposal of Equipment	30,000					
Interest Income*	6,000	6,000				
Total projected year end balance	**431,753**	**362,753**	**287,753**	**267,753**	**182,753**	**162,753**

1.576 ES Engineering
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

ES Engineering

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule - FC 105524

Operating Reserve Schedule	Est Actual	Budget				
Projected year end balance	2024	2025	2026	2027	2028	2029
Beginning Balance	481,631	502,631	522,631	522,631	522,631	522,631
Planned Purchase	-					
Transfer from Ops Budget	-					
Interest Income*	21,000	20,000				
Total projected year end balance	**502,631**	**522,631**	**522,631**	**522,631**	**522,631**	**522,631**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Facility Management

COMMITTEE OF THE WHOLE

October 2024

Service: 1.105 Facility Management **Committee: Finance**

DEFINITION:

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

SERVICE DESCRIPTION:

Full facility management services including administration, maintenance, technical and project management for nine facilities.

PARTICIPATION:

All municipalities and electoral areas on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

MAXIMUM CAPITAL DEBT:

COMMITTEE:

Finance

FUNDING:

GENERAL INFORMATION:

All costs are recovered from user departments and requisition.

1.105 Facility Management	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Salaries and Wages	1,613,555	1,510,616	1,461,333	-	-	1,461,333	1,501,922	1,543,623	1,586,487	1,630,532
Internal Allocations	318,277	318,277	352,149	-	3,604	355,753	376,315	389,571	400,061	409,361
Consulting Service	68,490	45,120	81,100	-	-	81,100	82,720	84,370	86,060	87,780
Operating Supplies	27,456	4,642	28,190	-	-	28,190	28,760	29,330	29,930	30,530
Telecommunication	16,800	16,698	17,300	-	-	17,300	17,650	18,000	18,360	18,730
Vehicle and Equipment	35,905	39,474	36,985	-	-	36,985	37,720	38,480	39,250	40,040
Operating Cost - Other	45,750	27,342	46,980	-	-	46,980	47,920	48,880	49,860	50,860
TOTAL OPERATING COSTS	**2,126,233**	**1,962,169**	**2,024,037**	**-**	**3,604**	**2,027,641**	**2,093,007**	**2,152,254**	**2,210,008**	**2,267,833**
*Percentage increase over prior year operating costs		-7.7%	-4.81%			-4.64%	3.22%	2.83%	2.68%	2.62%
CAPITAL / RESERVE										
Transfer to ERF	25,500	25,500	45,000	-	-	45,000	45,900	46,820	47,760	48,720
Transfer to Genaral Capital Fund	-	-	75,000	-	-	75,000	-	-	-	-
Transfer to Operating Reserve	-	-								
TOTAL CAPITAL / RESERVES	**25,500**	**25,500**	**120,000**	**-**	**-**	**120,000**	**45,900**	**46,820**	**47,760**	**48,720**
TOTAL COSTS	**2,151,733**	**1,987,669**	**2,144,037**	**-**	**3,604**	**2,147,641**	**2,138,907**	**2,199,074**	**2,257,768**	**2,316,553**
*Percentage increase over prior year operating costs		-7.6%				**-0.19%**	-0.41%	2.81%	2.67%	2.60%
Internal Recoveries	(1,969,650)	(1,756,693)	(1,940,411)	-	(3,604)	(1,944,015)	(1,930,338)	(1,985,421)	(2,038,887)	(2,092,296)
OPERATING LESS RECOVERIES	**182,083**	**230,976**	**203,626**	**-**	**-**	**203,626**	**208,569**	**213,653**	**218,881**	**224,257**
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from current to Next year		-								
Transfer from Operating reserve	-	-	-			-				
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(8,349)	(57,242)	(33,349)	-	-	(33,349)	(33,359)	(33,369)	(33,379)	(33,389)
TOTAL REVENUE	**(8,349)**	**(57,242)**	**(33,349)**	**-**	**-**	**(33,349)**	**(33,359)**	**(33,369)**	**(33,379)**	**(33,389)**
Estimated balance C/F from current to Next year										
REQUISITION	**(173,734)**	**(173,734)**	**(170,277)**	**-**	**-**	**(170,277)**	**(175,210)**	**(180,284)**	**(185,502)**	**(190,868)**
*Percentage increase over prior year requisition						-1.99%	3%	3%	3%	3%
AUTHORIZED POSITIONS FTE:	13	13	11		-	11	11	11	11	11

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.105 Facilities Management	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$35,000	$10,000	$10,000	$10,000	$0	$65,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$165,000	$75,000	$75,000	$0	$0	$315,000
		$0	**$200,000**	**$85,000**	**$85,000**	**$10,000**	**$0**	**$380,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$200,000	$85,000	$85,000	$10,000	$0	$380,000
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$0	**$200,000**	**$85,000**	**$85,000**	**$10,000**	**$0**	**$380,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.105

Service Name: Facilities Management

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
21-01	Replacement	Unit F01112	Replace 2010 Chev Express Van - 01112	$ 75,000	V	ERF		$ 75,000					$ 75,000
22-01	Replacement	Equipment Replacement	Replace computers	$ 50,000	E	ERF		$ 10,000	$ 10,000				$ 20,000
23-01	Replacement	Fleet Replacement	Replace 2012 Jeep Patriot - 12001	$ 75,000	V	ERF		$ 75,000					$ 75,000
23-02	New	Equipment Replacement	New utility trailer	$ 15,000	V	ERF		$ 15,000					$ 15,000
24-01	Replacement	Fleet Replacement	Replace 2016 Sprinter Van - Unit 1601	$ 75,000	V	ERF			$ 75,000				$ 75,000
25-01	Replacement	Fleet Replacement	Replace 2017 Transit Van - Unit 17002	$ 75,000	V	ERF				$ 75,000			$ 75,000
27-01	Replacement	Equipment Replacement	Replace computers	$ 50,000	E	ERF				$ 10,000	$ 10,000		$ 20,000
25-02	Replacement	Replacement of small equipment	Replacement of small equipment (leaf blowers, pressure washer etc.) with electric	$ 25,000	E	ERF		$ 25,000					$ 25,000
													$ -
													$ -
			Grand Total	**$ 440,000**				**$ 200,000**	**$ 85,000**	**$ 85,000**	**$ 10,000**	**$ -**	**$ 380,000**

Service:	1.105	Facilities Management

Project Number	21-01	Capital Project Title	Unit F01112	Capital Project Description	Replace 2010 Chev Express Van - 01112
Project Rationale	Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.				

Project Number	22-01	Capital Project Title	Equipment Replacement	Capital Project Description	Replace computers
Project Rationale	Per IT replacement schedule				

Project Number	23-01	Capital Project Title	Fleet Replacement	Capital Project Description	Replace 2012 Jeep Patriot - 12001
Project Rationale	Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.				

Project Number	23-02	Capital Project Title	Equipment Replacement	Capital Project Description	New utility trailer
Project Rationale	Purchase new utility trailer to tow equipment with smaller light duty truck.				

Service:	1.105	Facilities Management

Project Number	24-01	**Capital Project Title**	Fleet Replacement	**Capital Project Description**	Replace 2016 Sprinter Van - Unit 1601
Project Rationale	Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.				

Project Number	25-01	**Capital Project Title**	Fleet Replacement	**Capital Project Description**	Replace 2017 Transit Van - Unit 17002
Project Rationale	Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.				

Project Number	27-01	**Capital Project Title**	Equipment Replacement	**Capital Project Description**	Replace computers
Project Rationale	Per IT replacement schedule				

1.105 Facility Management
Asset and Reserve Summary
2025 - 2029 Financial Plan

Asset Profile

Facility Management ERF

Facility Management assets consist of vehicles and equipment.

Equipment Replacement Fund Schedule (ERF)

Equipment Replacement Schedule	Est Actual	Budget				
Projected year end balance	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	393,709	397,709	245,709	206,609	168,429	206,189
Planned Purchase (Based on Capital Plan)	(25,000)	(200,000)	(85,000)	(85,000)	(10,000)	-
Transfer from Ops Budget	25,000	45,000	45,900	46,820	47,760	48,720
Proceed disposal of Equipment						
Transfer						
Transfer of HQ Pool Fleet ERF						
Interest Income*	4,000	3,000				
Total projected year end balance	**397,709**	**245,709**	**206,609**	**168,429**	**206,189**	**254,909**

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

1.105 Facility Management
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Facility Management

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule - FC 105541

Operating Reserve Schedule	Est Actual	Budget				
Projected year end balance	2024	2025	2026	2027	2028	2029
Beginning Balance	212,378	221,378	229,378	229,378	229,378	229,378
Planned Purchase	-	-				
Transfer from Ops Budget	-					
Interest Income*	9,000	8,000				
Total projected year end balance	**221,378**	**229,378**	**229,378**	**229,378**	**229,378**	**229,378**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

CRD Headquarters Building

COMMITTEE OF THE WHOLE

October 2024

Service: 1.106 CRD Headquarter Building **Committee: Finance**

DEFINITION:

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

PARTICIPATION:

All municipalities and electoral areas on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

MAXIMUM CAPITAL DEBT:

COMMITTEE:

Finance

FUNDING:

All costs are recovered by building allocation from CRD user departments.

Change in Budget 2024 to 2025

Service: 1.106 CRD Headquarters Building	**Total Expenditure**	**Comments**
2024 Budget	**2,204,840**	
Other Changes:		
Standard Overhead Allocation	3,620	Increase in 2024 operating costs
Insurance	53,328	Increase in 2025 HQ building operating costs
Additional Rented Space	297,460	Additional space at 1675 Douglas
Transfer to Capital Reserve	70,000	Planned increase in capital reserve transfers
Transfer to ERF	10,000	Planned increase in equipment replacement reserve transfers
Cleaning Services	31,900	2025 will have a new contract for cleaning servcies.
Grounds Maintenace	17,617	Additional costs re. the living wall
Other Costs	(10,097)	
Total Other Changes	473,828	
2025 Budget	**2,678,668**	

Summary of % Expense Increase	
Standard Overhead Allocation	0.2%
Insurance	2.4%
Additional Rented Space	13.5%
Transfer to Capital Reserve	3.2%
Transfer to ERF	0.5%
Cleaning Services	1.4%
Grounds Maintenace	0.8%
Balance of increase	-0.5%
% expense increase from 2024:	***21.5%***
% Requisition increase from 2024 (if applicable):	***0.00%***

Requisition funding is 0.0% of service revenue

Overall 2024 Budget Performance

(expected variance to budget and surplus treatment)

There is no expected surplus or deficit for 2024.

1.106 - CRD HQ BUILDING	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Internal Allocations	318,872	318,872	329,742	-	-	329,742	329,864	336,461	343,191	350,055
Insurance Cost	48,520	48,520	77,180	-	-	77,180	84,898	93,388	102,727	112,999
Repairs and Maintenance Costs	252,858	288,658	277,475	-	-	277,475	283,020	288,682	294,452	300,342
Rental and Leases	120,411	108,542	128,107	-	-	128,107	130,670	133,280	135,950	138,670
Electricity& Utilities	195,460	147,092	203,000	-	-	203,000	207,060	211,200	215,420	219,730
Operating Supplies	44,246	5,892	17,264	-	-	17,264	17,610	17,970	18,330	18,700
Internal Labour Cost	335,000	328,325	345,000	-	-	345,000	341,700	348,534	355,505	362,615
Operating Cost - Other	226,933	260,214	260,900	-	-	260,900	266,126	271,445	276,866	282,390
Additional Space	302,540	311,632	313,000	287,000	-	600,000	612,000	624,240	636,720	649,450
TOTAL OPERATING COSTS	**1,844,840**	**1,817,747**	**1,951,668**	**287,000**	**-**	**2,238,668**	**2,272,948**	**2,325,200**	**2,379,161**	**2,434,951**
*Percentage increase over prior year operating costs		-1.5%	5.79%			21.35%	1.53%	2.30%	2.32%	2.34%
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	300,000	300,000	300,000	70,000	-	370,000	445,000	525,000	600,000	600,000
Transfer to ERF	60,000	60,000	70,000	-	-	70,000	70,000	70,000	70,000	70,000
TOTAL CAPITAL / RESERVES	360,000	360,000	370,000	70,000	-	440,000	515,000	595,000	670,000	670,000
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	**2,204,840**	**2,177,747**	**2,321,668**	**357,000**	**-**	**2,678,668**	**2,787,948**	**2,920,200**	**3,049,161**	**3,104,951**
*Percentage increase over prior year operating costs		-1.2%				21.49%	4.08%	4.74%	4.42%	1.83%
Internal Recoveries(Building Occupancy)	(2,170,779)	(2,170,780)	(2,287,118)	(357,000)	-	(2,644,118)	(2,753,112)	(2,885,075)	(3,013,745)	(3,069,241)
*Percentage increase over prior year operating costs		0.0%				21.8%	4.1%	4.8%	4.5%	1.8%
OPERATING LESS RECOVERIES	**34,061**	**6,967**	**34,550**	**-**	**-**	**34,550**	**34,836**	**35,125**	**35,416**	**35,710**
		-79.5%	1.44%			1.44%	0.83%	0.83%	0.83%	0.83%
FUNDING SOURCES (REVENUE)										
Estimated Balance C/F from current to next year										
Balance C/F from Prior to Current year										
Transfer from operating reserve										
Fees Charged	-	-	-	-	-	-	-	-	-	-
Lease Revenue	-	(1,400)	-	-	-	-	-	-	-	-
Recovery - Other	(34,061)	(5,566)	(34,550)	-	-	(34,550)	(34,836)	(35,125)	(35,416)	(35,710)
TOTAL REVENUE	**(34,061)**	**(6,966)**	**(34,550)**	**-**	**-**	**(34,550)**	**(34,836)**	**(35,125)**	**(35,416)**	**(35,710)**
REQUISITION	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
*Percentage increase over prior year requisition										
AUTHORIZED POSITIONS:										
Salaried										
Converted Auxillaries	-	-	-	-	-	-				

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.106 Facilities and Risk	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$0	$465,000	$370,000	$2,540,000	$140,000	$100,000	$3,615,000
Equipment		$0	$0	$0	$0	$0	$0	$0
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$25,000	$0	$0	$0	$0	$25,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$490,000**	**$370,000**	**$2,540,000**	**$140,000**	**$100,000**	**$3,640,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$490,000	$370,000	$2,540,000	$140,000	$100,000	$3,640,000
		$0	**$490,000**	**$370,000**	**$2,540,000**	**$140,000**	**$100,000**	**$3,640,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.106

Service Name: Facilities and Risk

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
21-03	New	Interior Renovations	Interior renovations - HQ Building	$ 500,000	B	Res		100,000	100,000				$ 200,000
22-01	New	Interior Renovations	Interior renovations - HQ Building Space Optimazation	$ 3,000,000	B	Cap		-					$ -
23-02	New	EV Charging Infrastructure	EV Charging Infrastructure - Fisgard Parkade Bldg	$ 175,000	S	Res	►	25,000					$ 25,000
24-01	Renewal	Exterior Upgrades	Exterior Paint	$ 50,000	B	Res	►	50,000					$ 50,000
24-02	New	Safety Systems	Minor Security Upgarades	$ 75,000	B	Res		15,000	15,000	15,000	15,000		$ 60,000
24-03	New	Energy Management	Minor Energy Upgrades	$ 75,000	B	Res		15,000	15,000	15,000	15,000		$ 60,000
24-04	Replacement	Interior Finishes	Flooring Replacement	$ 50,000	B	Res		25,000					$ 25,000
24-05	New	Interior Upgrades	Gender Neutral Washroom Upgrades	$ 50,000	B	Res	►	50,000					$ 50,000
25-01	Study	Asset management Plan	Facility condition assessment	$ 15,000	B	Res		15,000					$ 15,000
25-02	Replacement	Roof Replacement	4th floor small roof areas	$ 75,000	B	Res		75,000					$ 75,000
25-03	Replacement	Safety Systems	Fire Sprinkler upgrades	$ 10,000	B	Res		10,000					$ 10,000
25-04	Study	Fisgard HQ HVAC Replacement / Upgrades	Fisgard HQ HVAC Replacement / Upgrades	$ 2,400,000	B	Res		10,000					$ 10,000
25-04	Study	Fisgard HQ HVAC Replacement / Upgrades	Fisgard HQ HVAC Replacement / Upgrades		B	Res			230,000				$ 230,000
25-04	Replacement	Fisgard HQ HVAC Replacement / Upgrades	Fisgard HQ HVAC Replacement / Upgrades		B	Res				2,400,000			$ 2,400,000
25-05	Defer	Emergency Repairs	For unforeseen emergency repairs	$ 100,000	B	Res	►	100,000					$ 100,000
26-01	Replacement	Interior Upgrades	Interior paint	$ 40,000	B	Res			10,000	10,000	10,000		$ 30,000
27-01	New	Interior Renovations	Interior renovations - HQ Building	$ 500,000	B	Res				100,000	100,000	100,000	$ 300,000
													$ -
			Grand Total	**$ 7,115,000**				**$ 490,000**	**$ 370,000**	**$ 2,540,000**	**$ 140,000**	**$ 100,000**	**$ 3,640,000**

Service:	1.106	Facilities and Risk

Project Number	Capital Project Title	Capital Project Description
21-03	Interior Renovations	Interior renovations - HQ Building

Project Rationale Contingent amount for office and floor plate reconfigeration due to department and staff relocations

Project Number	Capital Project Title	Capital Project Description
22-01	Interior Renovations	Interior renovations - HQ Building Space Optimazation

Project Rationale Interior renovations to accomadate additional staff in 2022. Renovation will be phased and completed over 2 years.

Project Number	Capital Project Title	Capital Project Description
23-02	EV Charging Infrastructure	EV Charging Infrastructure - Fisgard Parkade Bldg

Project Rationale Additional EV chargers, when required, for expansion of the City of Victoria parkade program.

Project Number	Capital Project Title	Capital Project Description
24-01	Exterior Upgrades	Exterior Paint

Project Rationale Repaint exterior elements of the building.

Project Number	Capital Project Title	Capital Project Description
24-02	Safety Systems	Minor Security Upgarades

Project Rationale Various minor security improvements, including access control, building upgrades, etc.

Project Number	Capital Project Title	Capital Project Description
24-03	Energy Management	Minor Energy Upgrades

Project Rationale Various minor energy improvements, including building control systems, building upgrades, etc.

Project Number	Capital Project Title	Capital Project Description
24-04	Interior Finishes	Flooring Replacement

Project Rationale Carpet tile replacement program.

Project Number	Capital Project Title	Capital Project Description
24-05	Interior Upgrades	Gender Neutral Washroom Upgrades

Project Rationale Assessing washrooms and various minor upgrades to all washrooms to be gender neutral.

Service:	1.106	Facilities and Risk

Project Number	Capital Project Title	Capital Project Description
25-01	Asset management Plan	Facility condition assessment

Project Rationale Building condition assessment to determine life cycle condition, including replacement budget.

Project Number	Capital Project Title	Capital Project Description
25-02	Roof Replacement	4th floor small roof areas

Project Rationale Roof is at its end of life and requires replacement.

Project Number	Capital Project Title	Capital Project Description
25-03	Safety Systems	Fire Sprinkler upgrades

Project Rationale Fire sprinkler systems upgrades as per consultants report.

Project Number	Capital Project Title	Capital Project Description
25-04	Fisgard HQ HVAC Replacement / Upgrades	Fisgard HQ HVAC Replacement / Upgrades

Project Rationale Major HVAC upgrade to meet climate action goals.

Project Number	Capital Project Title	Capital Project Description
25-05	Emergency Repairs	For unforeseen emergency repairs

Project Rationale Emergency reapair funding.

Project Number	Capital Project Title	Capital Project Description
26-01	Interior Upgrades	Interior paint

Project Rationale Repaint interior of the building.

Project Number	Capital Project Title	Capital Project Description
27-01	Interior Renovations	Interior renovations - HQ Building

Project Rationale Contingent amount for office and floor plate reconfigeration due to department and staff relocations

1.106 CRD HQ Building & 1.226 Health Facilities - VIHA
Asset and Reserve Summary
2025 - 2029 Financial Plan

Asset Profile

CRD HQ Office Facilities & Health Facilities - VIHA

Office Facilities manages office buildings and rental units owned by the CRD. Assets include CRD Headquarters building, 3 buildings currently occupied by VIHA and JDF administration building currently occupied by JDF Planning, Building Inspection and Emergency Services. The total historical value as at December 31, 2015 was $38M. Total replacement value for the facilities is $39M (Note A).

Assets held by Health Facilities - VIHA consist of Peninsula Health Unit, Victoria Health Unit and Esquimalt Health unit built in 1994, 1986 and 1990. The total historical value as of Dec 31, 2015 for all three health units building structures was $12M with an estimated replacement value of $22M (Note A).

1.106 Headquarters Facility & 1.226 VIHA Health Facilities Capital Reserve Fund Cash Flow

Reserve/Fund Summary	Est Actual	Budget				
Projected year end balance	2024	2025	2026	2027	2028	2029
Beginning Balance	5,194,072	5,924,847	4,317,637	4,742,506	3,829,679	5,406,467
Planned Capital Expenditure (Based on Capital Plan)	(540,000)	(3,250,000)	(1,107,500)	(2,540,000)	(140,000)	(100,000)
Transfer from Ops Budget	1,020,775	1,442,790	1,532,369	1,627,173	1,716,788	1,731,167
Interest Income**	250,000	200,000				
Total projected year end balance	**5,924,847**	**4,317,637**	**4,742,506**	**3,829,679**	**5,406,467**	**7,037,634**

Assumptions/Background:

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

1.106 CRD HQ Building
Asset and Reserve Summary
2025 - 2029 Financial Plan

Asset Profile

CRD HQ Building ERF

CRD HQ Building assets building equipment / Pool Fleet.

Equipment Replacement Fund Schedule (ERF)

Equipment Replacement Schedule	Est Actual	Budget				
Projected year end balance	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	95,688	136,088	181,288	226,288	271,288	316,288
Planned Purchase (Based on Capital Plan)		-	-	-	-	-
Transfer from Ops Budget Equip	20,000	25,000	25,000	25,000	25,000	25,000
Transfer from Ops Budget Pool Fleet	20,000	20,000	20,000	20,000	20,000	20,000
Transfer from FM ERF for Pool Fleet	-					
Proceed disposal of Equipment						
Interest Income*	400	200				
Total projected year end balance	**136,088**	**181,288**	**226,288**	**271,288**	**316,288**	**361,288**

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

1.106 Headquarters Facility
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Headquarters Facility

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule - FC 105542

Operating Reserve Schedule	Est Actual	Budget				
Projected year end balance	2024	2025	2026	2027	2028	2029
Beginning Balance	61,150	63,750	65,750	65,750	65,750	65,750
Planned Purchase						
Transfer from Ops Budget						
Interest Income*	2,600	2,000				
Total projected year end balance	**63,750**	**65,750**	**65,750**	**65,750**	**65,750**	**65,750**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Corporate Satellite Facilities

COMMITTEE OF THE WHOLE

October 2024

Service: 1.107 Corporate Satellite Facilities **Committee: Finance**

DEFINITION:

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

PARTICIPATION:

All municipalities and electoral areas on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

MAXIMUM CAPITAL DEBT:

COMMITTEE:

Finance

FUNDING:

All costs are recovered from user departments.

1.107 - CORPORATE SATELLITE FACILITIES	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Rentals and Leases	86,093	81,598	90,501	-	-	90,501	92,310	94,150	96,040	97,960
Internal Allocations	28,657	28,657	29,946	-	-	29,946	30,665	31,277	31,904	32,542
Insurance Cost	1,860	1,860	2,960	-	-	2,960	3,256	3,582	3,940	4,334
Electricity & Utilities	20,071	20,189	20,674	-	-	20,674	21,090	21,510	21,940	22,380
Repairs and Maintenance Costs	16,225	32,854	26,041	-	-	26,041	26,570	27,080	27,640	28,190
Operating Cost - Other	84,811	78,745	114,299	-	-	114,299	116,599	118,940	121,313	123,729
TOTAL OPERATING COSTS	**237,717**	**243,904**	**284,421**	**-**	**-**	**284,421**	**290,490**	**296,539**	**302,777**	**309,135**
*Percentage Increase over prior year		2.60%	19.65%	-	-	19.65%	2.13%	2.08%	2.10%	2.10%
CAPITAL / RESERVE										
Transfer to Reserve Fund	12,000	12,000	12,000	-	-	12,000	12,240	12,480	12,730	12,980
Transfer to Capital Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	12,000	12,000	12,000	-	-	12,000	12,240	12,480	12,730	12,980
TOTAL COSTS	**249,717**	**255,904**	**296,421**	**-**	**-**	**296,421**	**302,730**	**309,019**	**315,507**	**322,115**
*Percentage Increase over prior year		2.48%	18.70%	-	-	18.70%	2.13%	2.08%	2.10%	2.09%
Internal Recoveries	**(249,717)**	**(255,904)**	**(296,421)**			**(296,421)**	**(302,730)**	**(309,019)**	**(315,507)**	**(322,115)**
Recovery - Other	-	-	-	-	-	-	-	-	-	-
REQUISITION	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Term	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No. 1.107 Corporate Satellite Facilities	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE							
Buildings	$0	$50,000	$0	$0	$0	$0	$50,000
Equipment	$0	$0	$0	$0	$0	$0	$0
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$50,000**	**$0**	**$0**	**$0**	**$0**	**$50,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$50,000	$0	$0	$0	$0	$50,000
	$0	**$50,000**	**$0**	**$0**	**$0**	**$0**	**$50,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.107

Service Name: Corporate Satellite Facilities

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
JDF 25-01	New	Emergency Repairs	For unforeseen emergency repairs	$ 50,000	B	Res		$ 50,000					$ 50,000
													$ -
													$ -
													$ -
													$ -
			Grand Total	**$ 50,000**				**$ 50,000**	**$ -**	**$ -**	**$ -**	**$**	**$ 50,000**

Service:	1.107	Corporate Satellite Facilities

Project Number	JDF 25-01	Capital Project Title	Emergency Repairs	Capital Project Description	For unforeseen emergency repairs
Project Rationale	Funding for emergency repairs.				

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Family Court Building

COMMITTEE OF THE WHOLE

October 2024

Service: 1.123 Family Court Building **Committee: Finance**

DEFINITION:

Supplementary Letters Patent, Division VI - Family and Children's Court, March 16, 1967. Amended September 10, 1987.

PARTICIPATION:

The participants in this function were Victoria, Saanich, Oak Bay and Esquimalt. Although the District is the owner on record, the facility had previously been operated by the City under an arrangement dating from a time when the CRD had no property management capability.

Since 1998, excess rental revenues may be returned to function participants through a negative requisition.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

No debt shall be incurred by the Regional District for the purpose of this function other than temporary current borrowing.

FUNDING:

The budget provides for establishment of a reserve fund from rental revenues in order to establish a program of planned maintenance and upgrading. The facility has no debt. Costs are recovered from the tenant.

1.123 - FAMILY COURT BUILDING	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Internal Allocations	-	-	-	-	-	-	-	-	-	-
Insurance Cost	-	-	-	-	-	-	-	-	-	-
Repairs and Maintenance Costs	-	-	-	-	-	-	-	-	-	-
Electricity&Utilities	-	-	-	-	-	-	-	-	-	-
Internal Labour Cost	-	-	-	-	-	-	-	-	-	-
Operating Cost - Other	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
*Percentage Increase over prior year										
CAPITAL / RESERVE										
Transfer to Reserve Fund	149,360	149,360	149,360	-	-	149,360	149,360	149,360	149,360	149,360
TOTAL CAPITAL / RESERVES	149,360	149,360	149,360	-	-	149,360	149,360	149,360	149,360	149,360
TOTAL COSTS	**149,360**	**149,360**	**149,360**	**-**	**-**	**149,360**	**149,360**	**149,360**	**149,360**	**149,360**
*Percentage Increase over prior year						0.00%	0.00%	0.00%	0.00%	0.00%
FUNDING SOURCES (REVENUE)										
Surplus C/F from current to next year										
Rental Income	(149,360)	(149,360)	(149,360)	-	-	(149,360)	(149,360)	(149,360)	(149,360)	(149,360)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(149,360)	(149,360)	(149,360)	-	-	(149,360)	(149,360)	(149,360)	(149,360)	(149,360)
REQUISITION	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
*Percentage Increase over prior year										

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No. 1.123 Family Court Building	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE							
Buildings	$0	$1,362,500	$0	$0	$0	$0	$1,362,500
Equipment	$0	$0	$0	$0	$0	$0	$0
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$1,362,500**	**$0**	**$0**	**$0**	**$0**	**$1,362,500**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$47,500	$0	$0	$0	$0	$47,500
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$700,000	$0	$0	$0	$0	$700,000
Reserve Fund	$0	$615,000	$0	$0	$0	$0	$615,000
	$0	**$1,362,500**	**$0**	**$0**	**$0**	**$0**	**$1,362,500**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.123

Service Name: Family Court Building

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
20-02	Renewal	Exterior Upgrades	Wood Window & Trim Replacement	$ 47,500	B	Cap		$ 47,500					$ 47,500
22-01	Replacement	Mechanical Upgrades	Detail Design & Replacement of HVAC	$ 1,050,000	B	Res		$ 350,000					$ 350,000
22-01	Replacement	Mechanical Upgrades	Detail Design & Replacement of HVAC		B	Other		$ 700,000					$ 700,000
23-01	Renewal	Exterior Upgrades	Replace all wood siding	$ 120,000	B	Res		$ 120,000					$ 120,000
23-02	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	$ 50,000	B	Res		$ 50,000					$ 50,000
24-01	Renewal	Exterior Upgrades	Replace West Entrance Hand rail	$ 85,000	B	Res		$ 85,000					$ 85,000
25-01	Study	Asset Management	Condition Assessment	$ 10,000	B	Res		$ 10,000					$ 10,000
													$ -
													$ -
													$ -
													$ -
			Grand Total	**$ 1,362,500**				**$ 1,362,500**	**$ -**	**$ -**	**$ -**	**$**	**$ 1,362,500**

-

Service:	1.123	Family Court Building

Project Number	20-02	Capital Project Title	Exterior Upgrades	Capital Project Description	Wood Window & Trim Replacement
Project Rationale	To refurbish/replace the exterior wood windows and trim as per condition assessment by consultant.				

Project Number	22-01	Capital Project Title	Mechanical Upgrades	Capital Project Description	Detail Design & Replacement of HVAC
Project Rationale	Detail design & construction to replace gas boilers with electric heat pumps for building heating and cooling.				

Project Number	23-01	Capital Project Title	Exterior Upgrades	Capital Project Description	Replace all wood siding
Project Rationale	To refurbish/replace the exterior wood siding as per condition assessment by consultant.				

Project Number	23-02	Capital Project Title	Emergency Repairs	Capital Project Description	For Unforeseen Emergency Repairs
Project Rationale					

Service:	1.123	Family Court Building

Project Number	24-01	Capital Project Title	Exterior Upgrades	Capital Project Description	Replace West Entrance Hand rail
Project Rationale	To replace front entrance handrail to meet current builidng codes as it is end of life.				

Project Number	25-01	Capital Project Title	Asset Management	Capital Project Description	Condition Assessment
Project Rationale	Building condition assessment to determine life cycle condition. Including replacement budget.				

1.123 Family Court Building
Asset and Reserve Summary
2025 - 2029 Financial Plan

Asset Profile

Family Court Building

The Family Court Building assets include land and building which currently houses mental health built in 1980.

Reserve Schedule

Family Court Building Reserve Fund Projected year end balance	Est Actual 2024	Budget 2025	2026	2027	2028	2029
Beginning Balance	657,104	834,464	388,824	538,184	687,544	836,904
Transfer to Cap Fund	-	(615,000)				-
Transfer from Ops Budget	149,360	149,360	149,360	149,360	149,360	149,360
Interest Income**	28,000	20,000				
Total projected year end balance	**834,464**	**388,824**	**538,184**	**687,544**	**836,904**	**986,264**

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Health Facilities - VIHA

COMMITTEE OF THE WHOLE

October 2024

Service: 1.226 Health Facilities - VIHA **Committee: Finance**

DEFINITION:

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

PARTICIPATION:

All municipalities and electoral areas on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Finance

FUNDING:

All costs are recovered by lease payment from Island Health.

1.226 - HEALTH FACILITIES - VIHA	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Standard Overhead Allocation	55,895	55,895	37,076	-	-	37,076	38,189	38,952	39,731	40,526
BldgSvcsAdmin Allocation	-	-	30,000	-	-	30,000	30,600	31,212	31,836	32,472
Insurance Cost	35,630	35,630	54,830	-	-	54,830	60,313	66,344	72,979	80,278
Repairs and Maintenance Costs	650,000	407,861	650,000	-	-	650,000	663,000	676,260	689,785	703,580
Electricity&Utilities	-	-	-	-	-	-	-	-	-	-
Internal Labour Cost	-	-	75,000	-	-	75,000	76,500	78,030	79,590	81,180
Consultant Expenses	-	-	-	-	-	-	-	-	-	-
Operating Supplies	-	-	-	-	-	-	-	-	-	-
Operating Cost - Other	-	10,613	10,000	-	-	10,000	10,200	10,400	10,610	10,820
TOTAL OPERATING COSTS	**741,525**	**509,999**	**856,906**	**-**	**-**	**856,906**	**878,802**	**901,198**	**924,532**	**948,856**
*Percentage Increase over prior year						15.56%	2.56%	2.55%	2.59%	2.63%
CAPITAL / RESERVE										
Transfer to Reserve Fund	1,034,697	1,034,697	954,840	-	-	954,840	969,179	983,743	998,108	1,012,237
TOTAL CAPITAL / RESERVES	1,034,697	1,034,697	954,840	-	-	954,840	969,179	983,743	998,108	1,012,237
TOTAL COSTS	1,776,222	1,544,696	1,811,746	-	-	1,811,746	1,847,981	1,884,941	1,922,640	1,961,093
*Percentage Increase over prior year						**2.00%**	2.00%	2.00%	2.00%	2.00%
FUNDING SOURCES (REVENUE)										
Revenue - Other (Interest)	-	(5,400)	-	-	-	-	-	-	-	-
Lease Revenue from VIHA	(1,776,222)	(1,539,296)	(1,811,746)	-	-	(1,811,746)	(1,847,981)	(1,884,941)	(1,922,640)	(1,961,093)
TOTAL REVENUE	(1,776,222)	(1,544,696)	(1,811,746)	-	-	(1,811,746)	(1,847,981)	(1,884,941)	(1,922,640)	(1,961,093)
REQUISITION	**-**	**-**	**-**	**-**	**-**	2.00% **-**	2.00% **-**	2.00% **-**	2.00% **-**	2.00% **-**
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Term	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.226 Health Facilities - VIHA	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$615,000	$3,645,000	$937,500	$0	$0	$0	$4,582,500
Equipment		$0	$440,000	$0	$0	$0	$0	$440,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$75,000	$0	$0	$0	$0	$75,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$615,000	**$4,160,000**	**$937,500**	**$0**	**$0**	**$0**	**$5,097,500**
SOURCE OF FUNDS								
Capital Funds on Hand		$615,000	$615,000	$0	$0	$0	$0	$615,000
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$835,000	$200,000	$0	$0	$0	$1,035,000
Reserve Fund		$0	$2,710,000	$737,500	$0	$0	$0	$3,447,500
		$615,000	**$4,160,000**	**$937,500**	**$0**	**$0**	**$0**	**$5,097,500**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.226

Service Name: Health Facilities - VIHA

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
EHU-21-01	Renewal	Roof Replacement	Replace Flat Roof	$ 400,000	B	Res	►	400,000					$ 400,000
EHU-21-03	Replacement	Exterior Doors	Replace Exterior Doors to be accessible	$ 50,000	B	Res	►	50,000					$ 50,000
EHU-22-01	Renewal	Exterior Upgrades	Building Envelope Replacement Detailed Design	$ 150,000	B	Res	►	150,000					$ 150,000
EHU-22-02	Replacement	Vertical Transportation Upgrades	Elevator refurbishment & Modernization	$ 40,000	B	Res	►	40,000					$ 40,000
EHU-23-01	Renewal	Mechanical Upgrades	Air Handling Unit Replacement	$ 150,000	B	Res	►	150,000					$ 150,000
EHU-23-02	Renewal	Mechanical Upgrades	Replace Domestic Hot Water Tanks	$ 70,000	B	Res	►	70,000					$ 70,000
EHU-23-03	Renewal	Exterior Upgrades	Building Envelope Replacement	$ 1,872,500	B	Res		265,000	277,500				$ 542,500
EHU-23-03	Renewal	Exterior Upgrades	Building Envelope Replacement		B	Other		200,000	200,000				$ 400,000
EHU-25-01	Study	Asset Management	Condition Assessment	$ 10,000	B	Res		10,000					$ 10,000
EHU-25-02	Renewal	Emergency Repairs	For Unforeseen Emergency Repairs	$ 50,000	B	Res		50,000					$ 50,000
EHU-26-01	Renewal	Electrical Upgrades	New Switchgear & panel	$ 25,000	B	Res			35,000				$ 35,000
													$ -
PHU-20-01	Renewal	Roof Replacement	Lower Flat Roof Replacement	$ 465,000	B	Cap	$ 440,000	440,000					$ 440,000
PHU-22-01	Replacement	Mechanical Upgrades	Replace AHU & Heat Pumps	$ 125,000	B	Res	►	125,000					$ 125,000
PHU-22-02	Replacement	Vertical Transportation Upgrades	Elevator Refurbishment & Modernization	$ 75,000	B	Res	►	75,000					$ 75,000
PHU-22-03	Replacement	Roof Replacement	Flat Roof - Phase 2	$ 175,000	B	Cap	$ 175,000	175,000					$ 175,000
PHU-23-01	Replacement	Mechanical Upgrades	Replace Gas Boilers with Electric	$ 120,000	B	Res	►	110,000					$ 110,000
PHU-24-01	Renewal	Site Upgrades	Repave Parking Lot	$ 75,000	S	Res		75,000					$ 75,000
PHU-24-02	Replacement	Interior Upgrades	Repaint Walls	$ 75,000	B	Other	►	75,000					$ 75,000
PHU-24-03	Replacement	Interior Upgrades	New Flooring	$ 100,000	B	Other	►	100,000					$ 100,000
PHU-25-01	Study	Asset management	Condition Assessment	$ 10,000	B	Res		10,000					$ 10,000
PHU-25-02	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	$ 50,000	B	Res	►	50,000					$ 50,000
PHU-26-01	Replacement	Electrical Upgrades	Upgrade Interior Lights to LED	$ 225,000	B	Res			225,000				$ 225,000
PHU-26-02	Replacement	Exterior Upgrades	Repaint Exterior	$ 50,000	B	Res			50,000				$ 50,000
													$ -
VHU-20-01	Renewal	Exterior Upgrades	Repaint Exterior Cladding	$ 205,000	B	Res	►	165,000					$ 165,000
VHU-20-02	Renewal	Roof Replacement	Replace Built-up Roofing Detailed Design & Construction	$ 360,000	B	Res	►	350,000					$ 350,000
VHU-22-01	Replacement	Mechanical Upgrades	Replace AHU	$ 440,000	E	Res	►	440,000					$ 440,000
VHU-25-01	Replacement	Interior Upgrades	New Flooring	$ 325,000	B	Other		325,000					$ 325,000
VHU-25-02	Replacement	Interior Upgrades	Interior Paint	$ 135,000	B	Other		135,000					$ 135,000
VHU-25-03	Replacement	Sitework Upgrades	Repaving parking Lot	$ 65,000	B	Res	►	65,000					$ 65,000

Service #: 1.226

Service Name: Health Facilities - VIHA

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
VHU-25-04	Study	Asset management	Condition Assessment	$ 10,000	B	Res		10,000					$ 10,000
VHU-25-05	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	$ 50,000	B	Res	►	50,000					$ 50,000
VHU-26-01	Replacement	Mechanical Upgrades	Domestic Hot Water Upgrades	$ 150,000	B	Res		-					$ 150,000
													$ -
													$ -
													$ -
			Grand Total	**$ 6,102,500**				**$ 4,160,000**	**$ 937,500**	**$ -**	**$ -**	**$ -**	**$ 5,097,500**

150,000

182

Service:	1.226	Health Facilities - VIHA

Project Number	Capital Project Title	Capital Project Description
EHU-21-01	Roof Replacement	Replace Flat Roof

Project Rationale Replace flat roof as it has reached end of useful life as per consultants report.

Project Number	Capital Project Title	Capital Project Description
EHU-21-03	Exterior Doors	Replace Exterior Doors to be accessible

Project Rationale Replace exterior doors with wider doors that are accessible as the doors are at end of life.

Project Number	Capital Project Title	Capital Project Description
EHU-22-01	Exterior Upgrades	Building Envelope Replacement Detailed Design

Project Rationale Detailed design for building envelope refurbishment as per consultants report and investigation.

Project Number	Capital Project Title	Capital Project Description
EHU-22-02	Vertical Transportation Upgrades	Elevator refurbishment & Modernization

Project Rationale Elevator refurbishmnt, end of life.

Project Number	Capital Project Title	Capital Project Description
EHU-23-01	Mechanical Upgrades	Air Handling Unit Replacement

Project Rationale AHU replacement based on system renewal recommendation from Facility Condition Assessment completed in 2019.

Project Number	Capital Project Title	Capital Project Description
EHU-23-02	Mechanical Upgrades	Replace Domestic Hot Water Tanks

Project Rationale DHW tank replacement based on system renewal recommendation from Facility Condition Assessment completed in 2019.

Project Number	Capital Project Title	Capital Project Description
EHU-23-03	Exterior Upgrades	Building Envelope Replacement

Project Rationale Building envelope replacement for building, includes removing stucco and replacing with new cladding system with a rainscreen.

Project Number	Capital Project Title	Capital Project Description
EHU-25-01	Asset Management	Condition Assessment

Project Rationale Building condition assessment to determine life cycle condition, including replacement budget.

Service:	1.226	Health Facilities - VIHA

Project Number	Capital Project Title	Capital Project Description
EHU-25-02	Emergency Repairs	For Unforeseen Emergency Repairs

Project Rationale

Project Number	Capital Project Title	Capital Project Description
EHU-26-01	Electrical Upgrades	New Switchgear & panel

Project Rationale Replace main switchgear and braker panel based on system renewal recommendation from Facility Condition Assessment completed in 2019.

Project Number	Capital Project Title	Capital Project Description
PHU-20-01	Roof Replacement	Lower Flat Roof Replacement

Project Rationale Roof upgrade

Project Number	Capital Project Title	Capital Project Description
PHU-22-01	Mechanical Upgrades	Replace AHU & Heat Pumps

Project Rationale Replace rooftop AHU & heatpumps as system is end of life and requires replacement as per consultants report. New system with be more energy efficient that current and will reduce GHG consumption.

Project Number	Capital Project Title	Capital Project Description
PHU-22-02	Vertical Transportation Upgrades	Elevator Refurbishment & Modernization

Project Rationale Elevator upgrades to meet current codes and to modernize controls as per consultants condition assessment.

Project Number	Capital Project Title	Capital Project Description
PHU-22-03	Roof Replacement	Flat Roof - Phase 2

Project Rationale Contingency amount to cover unforeseen emergency repairs to the building.

Project Number	Capital Project Title	Capital Project Description
PHU-23-01	Mechanical Upgrades	Replace Gas Boilers with Electric

Project Rationale Replace gas boiler as system is end of life and requires replacement as per consultants report. New system with be electric, not natural gas, will reduce GHG consumption.

Project Number	Capital Project Title	Capital Project Description
PHU-24-01	Site Upgrades	Repave Parking Lot

Project Rationale Parking lot repairs, including repaving, tire stops and line painting as it is at end of life as per facility condition assessment.

Service:	1.226	Health Facilities - VIHA

Project Number	Capital Project Title	Capital Project Description
PHU-24-02	Interior Upgrades	Repaint Walls

Project Rationale Repaint interior walls, include two floors and multipurpose room.

Project Number	Capital Project Title	Capital Project Description
PHU-24-03	Interior Upgrades	New Flooring

Project Rationale Replace flat roof as it has reached end of useful life as per consultants report.

Project Number	Capital Project Title	Capital Project Description
PHU-25-01	Asset management	Condition Assessment

Project Rationale Building condition assessment to determine life cycle condition, including replacement budget.

Project Number	Capital Project Title	Capital Project Description
PHU-25-02	Emergency Repairs	For Unforeseen Emergency Repairs

Project Rationale

Project Number	Capital Project Title	Capital Project Description
PHU-26-01	Electrical Upgrades	Upgrade Interior Lights to LED

Project Rationale Replace all interior lighting with LED lights as they are at end of life. New LED lights will reduce energy consumption and provide better working conditions for staff and clients.

Project Number	Capital Project Title	Capital Project Description
PHU-26-02	Exterior Upgrades	Repaint Exterior

Project Rationale Repaint exterior of building as it is end of life. Any damaged areas will be fixed prior to painting.

Project Number	Capital Project Title	Capital Project Description
VHU-20-01	Exterior Upgrades	Repaint Exterior Cladding

Project Rationale Repaint exterior wood siding of the building as it is end of life. Any damaged areas will be fixed prior to painting.

Project Number	Capital Project Title	Capital Project Description
VHU-20-02	Roof Replacement	Replace Built-up Roofing Detailed Design & Construction

Project Rationale Replace flat roof as it has reached end of useful life as per consultants report.

Service:	1.226	Health Facilities - VIHA

Project Number	VHU-22-01	Capital Project Title	Mechanical Upgrades	Capital Project Description	Replace AHU
Project Rationale	Replace AHU as per facility condition assessment recommendation. A feasability report will be completed prior to the start of design to ensure the new system meets our GHG reduction targets.				

Project Number	VHU-25-01	Capital Project Title	Interior Upgrades	Capital Project Description	New Flooring
Project Rationale	Replace interior flooring. Some areas will be carpet and some will be replaced with vinyl depending on use and durability requirements.				

Project Number	VHU-25-02	Capital Project Title	Interior Upgrades	Capital Project Description	Interior Paint
Project Rationale	Repaint interior walls, include two floors and multipurpose room.				

Project Number	VHU-25-03	Capital Project Title	Sitework Upgrades	Capital Project Description	Repaving parking Lot
Project Rationale	Parking lot repairs, including repaving, tire stops and line painting as it is at end of life as per facility condition assessment.				

Project Number	VHU-25-04	Capital Project Title	Asset management	Capital Project Description	Condition Assessment
Project Rationale	Building condition assessment to determine life cycle condition, including replacement budget.				

Project Number	VHU-25-05	Capital Project Title	Emergency Repairs	Capital Project Description	For Unforeseen Emergency Repairs
Project Rationale					

Project Number	VHU-26-01	Capital Project Title	Mechanical Upgrades	Capital Project Description	Domestic Hot Water Upgrades
Project Rationale	Replace boiler as system is end of life and requires replacement as per consultants report. New system with be electric and more efficient will reduce GHG consumption.				

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

BUDGET REVIEW
Part C

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7. Planning and Protective Services

7.1 GM - Planning & Protective Services

7.2 Regional Housing
- 7.2.1 Land Banking and Housing (Regional Housing)
- 7.2.2 Regional Housing Trust Fund

7.3 Hospital District, Health & Capital Planning Strategies
- 7.3.1 Health & Capital Planning Strategies
- 7.3.2 Community Health

7.4 Emergency Services
- 7.4.1 Corporate Emergency
- 7.4.2 Regional Emergency Program Support
- 7.4.3 Hazardous Material Incident Response
- 7.4.4 911 Call Answer
- 7.4.5 911 Call Answer - Municipalities
- 7.4.6 913 Fire Dispatch
- 7.4.7 Regional CREST Contribution
- 7.4.8 Animal Care Services
- 7.4.9 ByLaw Services

7.5 Regional and Strategic Planning
- 7.5.1 Traffic Safety
- 7.5.2 Regional Planning Services
- 7.5.3 Regional Growth Strategy

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

BUDGET REVIEW
Part C

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8. Integrated Water Services

8.1 Water Services
- 8.1.1 Regional Water Supply
- 8.1.2 JDF Water Distribution
- 8.1.3 Florence Lake Water
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8.2 Liquid Waste Disposal - Core
- Core Area Wastewater - Combined View
- 8.2.1 Core Area Wastewater Operations
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- 8.2.3 Debt - Core Area Wastewater Capital
- 8.2.4 Wastewater Operations

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CAPITAL REGIONAL DISTRICT

2025 BUDGET

PLANNING & PROTECTIVE SERVICES

COMMITTEE OF THE WHOLE

October 2024

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

2025 BUDGET

GM - Planning & Protective Services

COMMITTEE OF THE WHOLE

October 2024

Service: 1.024 GM - Planning & Protective Services **Committee: Planning & Protective Services**

DEFINITION:

The oversight of planning and protective services for the Capital Regional District Board.

SERVICE DESCRIPTION:

The General Manager and Planning and Protective Services administration provides overall direction and supporting administrative oversight for 40 individual services and functions.

The department and its divisions report to the Board, Hospital District Board, Planning, Transportation and Protective Services Committee, Electoral Area Services Committee, Juan de Fuca Land Use Committee and also provide corporate administration for 17 commissions and the Capital Regional Housing Corporation.

Planning and Protective Services includes the administrative and operating responsibility for:

- Capital Regional Housing Corporation
- Capital Regional Hospital District
- Regional Planning and Information Services
- Emergency Management & Fire Protection
- Regional Housing
- Bylaw Services and Animal Control
- Building Inspection and Numbering
- Juan de Fuca Electoral Area Community Planning and Parks

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

N/A

COMMITTEE:

Planning, Transportation and Protective Services

FUNDING:

Requisition and internal allocation

1.024 - GM - Planning & Protective Services	2024		BUDGET REQUEST 2025				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
OPERATING COSTS										
Salaries & Wages	470,434	448,401	492,037	-	-	492,037	506,254	520,872	535,904	551,359
Contract for Services	2,500	2,500	2,580	-	-	2,580	2,630	2,680	2,830	3,590
Internal Allocations	101,438	101,438	109,160	-	1,802	110,962	117,915	121,486	124,617	127,104
Operating Other	21,370	17,561	21,480	-	-	21,480	21,939	22,412	23,389	24,270
TOTAL OPERATING COSTS	**595,742**	**569,900**	**625,257**	**-**	**1,802**	**627,059**	**648,738**	**667,450**	**686,740**	**706,323**
*Percentage Increase over prior year						5.3%	3.5%	2.9%	2.9%	2.9%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	1,000	20,000	-	-	-	-	1,000	1,000	1,000	1,000
TOTAL CAPITAL / RESERVES	**1,000**	**20,000**	**-**	**-**	**-**	**-**	**1,000**	**1,000**	**1,000**	**1,000**
TOTAL COSTS	**596,742**	**589,900**	**625,257**	**-**	**1,802**	**627,059**	**649,738**	**668,450**	**687,740**	**707,323**
FUNDING SOURCES (REVENUE)										
Internal Recoveries	(285,898)	(285,898)	(302,126)	-	-	(302,126)	(313,079)	(322,981)	(332,286)	(341,733)
TOTAL REVENUES	**(285,898)**	**(285,898)**	**(302,126)**	**-**	**-**	**(302,126)**	**(313,079)**	**(322,981)**	**(332,286)**	**(341,733)**
NET COSTS	**310,844**	**304,003**	**323,132**	**-**	**1,802**	**324,934**	**336,659**	**345,469**	**355,453**	**365,591**
*Percentage increase over prior year Net Costs						4.5%	3.6%	2.6%	2.9%	2.9%
AUTHORIZED POSITIONS: Salaried	2.5	2.5		-	-	-				

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No. 1.024 GM - Planning & Protective Service	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$2,125	$3,836	$1,918	$1,918	$9,797
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$0**	**$2,125**	**$3,836**	**$1,918**	**$1,918**	**$9,797**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$0	$2,125	$3,836	$1,918	$1,918	$9,797
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$0	**$0**	**$2,125**	**$3,836**	**$1,918**	**$1,918**	**$9,797**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.024

Service Name: GM - Planning & Protective Services

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
26-01	Replacement	Computer	Computer Replacement	$ 2,125	E	ERF		$ -	$ 2,125	$ -	$ -	$ -	$ 2,125
27-01	Replacement	Computer	Computer Replacement	$ 3,836	E	ERF		$ -	$ -	$ 3,836	$ -	$ -	$ 3,836
28-01	Replacement	Computer	Computer Replacement	$ 1,918	E	ERF		$ -	$ -	$ -	$ 1,918	$ -	$ 1,918
29-01	Replacement	Computer	Computer Replacement	$ 1,918	E	ERF		$ -	$ -	$ -	$ -	$ 1,918	$ 1,918
													$ -
													$ -
													$ -
			Grand Total	**$ 9,797**				**$ -**	**$ 2,125**	**$ 3,836**	**$ 1,918**	**$**	**$ 9,797**

1,918

Reserve Schedule

Reserve Fund: 1.024 - GM Planning & Protective Services

Reserve Cash Flow

Fund: 1022 Fund Center: 101955 ERF Group: PLANPROT.ERF	**Estimated**	**Budget**				
	2024	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	4,981	24,981	24,981	23,856	21,020	20,102
Actual Purchases	-					
Planned Purchase (Based on Capital Plan)	-	-	(2,125)	(3,836)	(1,918)	(1,918)
Transfer from Operating Budget	20,000	-	1,000	1,000	1,000	1,000
Interest Income	-	-	-	-	-	-
Ending Balance $	**24,981**	**24,981**	**23,856**	**21,020**	**20,102**	**19,184**

Assumptions/Background:

2026 - replacement of 1 ultra-portable laptop
2027 - replacement of 2 standard laptops
2028 - replacement of 1 standard laptop
2029 - replacement of 1 standard laptop

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Land Banking and Housing (Regional Housing)

COMMITTEE OF THE WHOLE

October 2024

Service: 1.310 Land Banking and Housing **Committee: Hospital & Housing Committee**

DEFINITION:

Service was established by Bylaw No. 3712 cited as "Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010". This Service provides strategic planning and administrative oversight of three functions:

- Housing Planning, Policy and Programs,
- Planning and Development, and
- the Capital Region Housing Corporation (CRHC)

SERVICE DESCRIPTION:

This Service empowers the CRD to undertake land assembly for the purpose of either public or private housing and to undertake the development and operation of public housing pursuant to the National and Provincial Housing Acts including all of the powers of a municipality. The Service also has the ability to take on debt to fund these activities.

The Housing Planning, Policy and Programs function receives grants from federal and provincial partner agencies, provides oversight, and deploys funds within the region. This function also administers housing affordability agreements with developers and owners in the region on behalf of municipalities.

The Planning and Development function identifies and pursues opportunities to develop or redevelop housing stock owned by the CRD/CRHC. This function receives grant and project recovery funding and prepares approved projects for implementation.

The Capital Region Housing Corporation (CRHC) is a wholly-owned subsidiary of the CRD, incorporated under authority of this Service. The CRHC owns, operates and maintains more than 2,000 affordable housing units and expects units to increase units into the future with the affordable housing development plan underway for the region.

PARTICIPATION: All member municipalities and electoral areas based on converted hospital assessment values.

MAXIMUM LEVY:

Greater of $2,423,000 or $0.031 per $1,000 Hospital actual assessments for land and improvements.

MAXIMUM CAPITAL DEBT:

Authorized:	LA Bylaw No. 3715 (Jan. 12, 2011)			25,000,000
Borrowed:	SI Bylaw No. 4009 (Feb. 11, 2015)	10yr term		-9,413,000
Remaining:	Active via Temp. Borrowing Bylaw No. 3985 (nil expiry)			$ 15,587,000
Authorized:	LA Bylaw No. 4327 (Mar. 11, 2020)			10,000,000
Borrowed:				-
Remaining:			Active	$ 10,000,000

COMMITTEE: Hospitals and Housing

FUNDING: Requisition, internal recoveries, and external grants

Change in Budget 2024 to 2025 Service: 1.310 Land Banking and Housing	Total Expenditure	Comments
2024 Budget	**3,566,967**	
Change in Salaries:		
Base salary and benefit change	78,158	Inclusive of estimated collective agreement changes
Step increase/paygrade change	21,466	
Annualized 2024 positions	76,500	
1.0 FTE Term J16 HIFIS coordinator	103,805	2025 IBC 5d-1.1 Regional Data System & HIFIS
Total Change in Salaries	279,928	
Other Changes:		
New Debt Costs (RHFP)	1,218,685	RHFP borrowed $9.075M in Fall 2024. Another $16.1M to be borrowed in spring 2025.
New Debt Costs (Rural Housing Pilot)	5,000	1% DRF contribution for $500,000 to be borrowed in Fall 2025
Standard Overhead Allocation	2,873	Increase in 2025 operating costs
Human Resources Allocation	10,075	Increase in 2025 salary budget; corporate safety resourcing
Building Occupancy	32,020	Includes CRD-wide costs related to additional office space considerations
Consulting costs	552,000	$300,000 water drilling at Drake Road, $252,000 Regional Housing priority
	(146,938)	One-time consulting costs in 2024
New workstations	10,000	2025 IBC 5d-1.1 - 1.0 FTE HIFIS coordinator
SGI Admin Allocation	(86,867)	Secondment ending in 2024
Other costs	7,696	
Total Other Changes	1,604,544	
2025 Budget	**5,451,439**	

Summary of % Expense Increase	
2025 Base salary and benefit change	2.2%
IBC-related costs	3.2%
New debt costs	34.3%
Consultancy costs	11.4%
Balance of increase	1.8%
% expense increase from 2024:	***52.8%***
% Requisition increase from 2024:	***79.1%***

Requisition funding is 61% of service revenue

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

There is an estmiated one-time favourable variance of $348,361 (10%) due mainly to higher recovery from Reaching Home Federal Grant ($50,000), salary savings due to staff turnover ($178,000), and consultant expenses deferred to 2025 ($127,000). Of the estimated variance, the full $348,000 will be added to the Operating Reserve to fund future development, planning, and consultancy work.

1.310 LAND BANKING AND HOUSING	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Salaries and Wages	1,664,097	1,485,896	1,840,221	-	103,805	1,944,026	1,774,193	1,563,992	1,609,282	1,199,911
Allocation - Standard OH	106,963	106,963	109,836	-	-	109,836	113,130	115,394	117,700	120,055
Allocation - Building Occupancy	72,484	72,486	104,504	-	-	104,504	132,606	147,077	151,639	153,693
Allocation - Real Estate	40,000	40,000	40,000	-	-	40,000	40,000	40,000	40,000	40,000
Allocation - Human Resources	51,467	51,467	61,542	-	-	61,542	67,503	72,785	74,153	75,999
Allocation - GM Planning and Protective Services	41,661	41,661	43,342	-	-	43,342	42,490	43,340	44,210	45,090
Allocation - Secondment from SGI Admin	86,867	86,867	-	-	-	-	-	-	-	-
Consultants	304,430	177,880	57,000	-	652,492	709,492	57,540	58,091	58,653	59,226
Other Operating Expenses	89,025	65,018	94,980	-	10,000	104,980	97,102	99,287	101,524	103,839
TOTAL OPERATING COSTS	**2,456,994**	**2,128,238**	**2,351,425**	**-**	**766,297**	**3,117,722**	**2,324,564**	**2,139,965**	**2,197,160**	**1,797,813**
*Percentage Increase over prior year		-13.4%	-4.3%	0.0%	31.2%	26.9%	-25.4%	-7.9%	2.7%	-18.2%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Reserve	4,070	4,070	4,130	-	-	4,130	4,170	4,210	4,250	4,300
Transfer to Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	4,070	4,070	4,130	**-**	**-**	4,130	4,170	4,210	4,250	4,300
Debt Expenditures	1,009,463	1,009,463	2,163,588	-	-	2,163,588	2,518,364	2,555,651	2,555,651	2,555,651
MFA Debt Reserve	96,440	96,440	0	-	166,000	166,000	5,000	5,000.00	-	-
TOTAL COSTS	3,566,967	3,238,211	4,519,142	-	932,297	5,451,439	4,852,098	4,704,827	4,757,062	4,357,764
*Percentage Increase over prior year		0.0%	26.7%	0.0%	26.1%	52.8%	-11.0%	-3.0%	1.1%	-8.4%
Transfer from Operating Reserve	(106,336)	(86,677)	-	-	(100,000)	(100,000)	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	3,460,631	3,151,534	4,519,142	-	832,297	5,351,439	4,852,098	4,704,827	4,757,062	4,357,764
Surplus / (Deficit)		348,361								
Balance C/F from Prior to Current year	(260,634)	(260,634)	-	-	-	0	-	-	-	-
Recovery - CRHC	(218,534)	(218,534)	(232,119)	-	-	(232,119)	(238,141)	(245,372)	(251,955)	(258,504)
Recovery - Capital Projects	(254,907)	(254,907)	(266,725)	-	-	(266,725)	(113,788)	-	-	-
Lease Revenue	(63,000)	(63,000)	(63,000)	-	-	(63,000)	(63,000)	(63,000)	(63,000)	(63,000)
Grant Revenue	(667,260)	(717,260)	(659,844)	-	(666,297)	(1,326,141)	(564,001)	(568,277)	(572,673)	(577,195)
Payments In Lieu of Taxes	(72,366)	(72,366)	(72,366)	-	-	(72,366)	(72,366)	(72,366)	(72,366)	(72,366)
Other Revenue	(62,533)	(51,797)	(57,593)	-	-	(57,593)	(15,000)	(15,000)	(15,000)	(15,000)
TOTAL REVENUE	(1,599,234)	(1,290,137)	(1,351,647)	-	(666,297)	(2,017,944)	(1,066,296)	(964,015)	(974,994)	(986,065)
REQUISITION	**(1,861,397)**	**(1,861,397)**	**(3,167,495)**	**-**	**(166,000)**	**(3,333,495)**	**(3,785,802)**	**(3,740,811)**	**(3,782,068)**	**(3,371,699)**
*Percentage Increase over prior year			70.2%	0.0%	8.9%	79.1%	13.6%	-1.2%	1.1%	-10.9%
PARTICIPANTS: All Municipalities and Electoral Areas										
AUTHORIZED POSITIONS:										
Salaried	7.00	7.00	7.00	0.00	1.00	8.00	8.00	8.00	8.00	8.00
Term	7.00	7.00	7.00	0.00	0.00	7.00	5.00	2.00	2.00	2.00

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No. 1.310 Land Banking and Housing	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE							
Buildings	$0	$18,678,000	$500,000	$0	$0	$0	$19,178,000
Equipment	$0	$5,000	$10,000	$0	$0	$0	$15,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$18,683,000**	**$510,000**	**$0**	**$0**	**$0**	**$19,193,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$16,600,000	$500,000	$0	$0	$0	$17,100,000
Equipment Replacement Fund	$0	$5,000	$10,000	$0	$0	$0	$15,000
Grants (Federal, Provincial)	$0	$2,078,000	$0	$0	$0	$0	$2,078,000
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$0	**$18,683,000**	**$510,000**	**$0**	**$0**	**$0**	**$19,193,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.310

Service Name: Land Banking and Housing

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
18-03	New	RHFP Contribution	Village on the Green Redevelopment	$ 12,300,000	B	Debt		$ 10,300,000	$ -	$ -	$ -	$ -	$ 10,300,000
18-03	New	RHFP Contribution	Campus View Redevelopment	$ 7,800,000	B	Debt		$ 5,800,000	$ -	$ -	$ -	$ -	$ 5,800,000
													$ -
24-01	Replacement	Office Equipment Replacement	Office equipment scheduled replacement	$ 15,000	E	ERF		$ 5,000	$ 10,000	$ -	$ -	$ -	$ 15,000
24-02	New	GCF Contribution	Forest Homes Affordable Housing Project	$ 2,078,000	B	Grant		$ 2,078,000	$ -	$ -	$ -	$ -	$ 2,078,000
25-01	New	Rural Housing Pilot Program	Rural Housing Pilot Program capital grants	$ 500,000	B	Debt		$ 500,000	$ 500,000	$ -	$ -	$ -	$ 1,000,000
													$ -
													$ -
													$ -
			Grand Total	**$ 22,693,000**				**$ 18,683,000**	**$ 510,000**	**$ -**	**$ -**	**$ -**	**$ 19,193,000**

Service:	1.310	Land Banking and Housing

Project Number	Capital Project Title	Capital Project Description
18-03	RHFP Contribution	Village on the Green Redevelopment

Project Rationale In 2018 CMHC signed a definitive agreement with the CRD and BC Housing which created the Regional Housing First Program with a total of $90 million to create new affordable housing units within the region. In 2020, each of the three partners increased their contribution by $10 million to bring the total to $120 million.

Project Number	Capital Project Title	Capital Project Description
24-01	Office Equipment Replacement	Office equipment scheduled replacement

Project Rationale Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department. Other office equipment at discretion of management and staffing needs.

Project Number	Capital Project Title	Capital Project Description
24-02	GCF Contribution	Forest Homes Affordable Housing Project

Project Rationale Forest Homes is a proposed 20-unit housing project, formerly known as Galiano Green, on the recently acquired CRD property at 280 Georgeson Bay Road on Galiano Island. The CRD Board directed staff to use $2.078M of approved Growing Communities Funds (GCF) to advance project development.

Project Number	Capital Project Title	Capital Project Description
25-01	Rural Housing Pilot Program	Rural Housing Pilot Program capital grants

Project Rationale The Rural Housing Program is a pilot project for the Southern Gulf Islands and Salt Spring Island Electoral Areas, for consideration of regional expansion in the future. It will enable CRD responsiveness to the housing crisis across the capital region by prototyping various housing solutions that are better suited to the rural context. Funding in 2025 will enable program launch to fund incentives for the development of accessory dwelling units in the secondary housing market and to support non-profit housing providers with pre-development costs for smaller scale, multi-unit affordable housing projects.

1.310 Land Bank & Housing
Asset and Reserve Summary
2025-2029 Financial Plan

Asset Profile

Land Banking & Housing

Assets held by the Land, Banking and Housing service area consist of land, 6 building units, five apartment buildings, and office equipment. The equipment replacement funds set aside are for replacement of office equipment only. The building units are currently under operating and maintenance contract and do not require ongoing capital investment. Lifecycle replacement funding has not been set aside for the buildings.

Equipment Replacement Schedule - FC 102079

Equipment Replacement Schedule	Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	25,469	16,724	15,854	10,024	14,234	18,484
Planned Purchase (Based on Capital Plan)	(10,000)	(5,000)	(10,000)	-	-	-
Actual Purchase	(3,055)					
Transfer from Operating Budget	4,070	4,130	4,170	4,210	4,250	4,300
Interest Income	240					
Total projected year end balance	**16,724**	**15,854**	**10,024**	**14,234**	**18,484**	**22,784**

Assumptions/Background:

2024 - 4 computers replaced
2025 - 2 computers replaced
2026 - 4 computers replaced

1.310 Land Bank & Housing
Operating Reserve Summary
2025 - 2029 Financial Plan

Profile

Land Banking & Housing

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule - FC 105505

Operating Reserve Schedule	Actual	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	291,543	567,717	467,717	467,717	467,717	467,717
Transfer to Operating Budget	(84,187)	(100,000)	-	-	-	-
Transfer to Capital Fund	-					
Transfer from Operating Budget	348,361					
Interest Income	12,000					
Total projected year end balance	**567,717**	**467,717**	**467,717**	**467,717**	**467,717**	**467,717**

Assumptions/Background:

2024: Funding to off-set lost RHFP admin recovery from CRHD and CRHC.
2025: Funding for one-time housing development plan second year of work.

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Regional Housing Trust Fund

COMMITTEE OF THE WHOLE

October 2024

Service: 1.311 Regional Housing Trust Fund **Committee: Hospital & Housing Committee**

DEFINITION:

This service was established by Bylaw No. 3266 cited as "Capital Regional District Regional Housing Trust Fund Service Establishment Bylaw No. 1, 2005". Administered by Regional Housing, per Bylaw No.3294 cited as "Capital Regional District Housing Trust Fund Commission and Administrative Bylaw No. 1, 2005".

SERVICE DESCRIPTION:

The function enables the CRD to provide capital funding to:

1) assist in the acquisition, development and retention of housing that is affordable
2) facilitate social and economic investment in affordable housing
3) assist people in core housing need
4) facilitate achieving the strategic directions outlined in the CRD's Regional Growth Strategy / Housing Affordability Strategy

In 2016, the CRD Board approved the development of the Regional Housing First Program (RHFP) under service 1.310 Land Banking and Housing. As borrowing is undertaken in 2024 and 2025 for the RHFP, the Regional Housing Trust Fund will be wound-down and requisition capacity transferred from service 1.311 to service 1.310 to fund RHFP debt costs.

PARTICIPATION:

The member municipalities of Metchosin, North Saanich, Saanich, View Royal, Victoria, Salt Spring Island (2006), Sooke (2006), Central Saanich (2007), Esquimalt (2007), Oak Bay (2008), Sidney and Southern Gulf Islands (2010), Highlands (2014)
based 50% on population and 50% on converted assessments.

MAXIMUM LEVY:

2014: $925,300 (Highlands joined and includes 1.0% increase for inflation)
2015: $934,500 (includes 1.0% increase for inflation)
2016: $953,240 (includes 2.0% increase for inflation)
2017: $967,540 (includes 1.5% increase for inflation)
2018: $986,890 (includes 2.0% increase for inflation)
2019: $1,000,000 (includes 1.3% increase for inflation)
2020: $1,000,000 (includes 0% increase for inflation)
2021: $1,000,000 (includes 0% increase for inflation)
2022: $1,000,000 (includes 0% increase for inflation)
2023: $1,000,000 (includes 0% increase for inflation)
2024: $1,000,000 (includes 0% increase for inflation)

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

Regional Housing Trust Fund

FUNDING:

Requisition

Change in Budget 2024 to 2025

Service: 1.311 - REGIONAL HOUSING TRUST FUND	**Total Expenditure**	**Comments**
2024 Budget	**4,178,799**	
Change in Salaries:		
Base salary and benefit change	-	
Step increase/paygrade change	-	
Other (explain as necessary)	-	
Total Change in Salaries	-	
Other Changes:		
Capital Grants - prior year carry-forward	1,061,291	Increase in capital grants disbursed from prior year carry-forwards due to timing of capital projects.
Capital Grants - current year	(913,015)	Decrease in capital grants disbursed from current year funds due to service requisition capacity shifting to service 1.310.
Other costs	(4,461)	
	-	
Total Other Changes	143,815	
2025 Budget	**4,322,614**	

Summary of % Expense Increase	
2025 Base salary and benefit change	0.0%
Capital Grants	3.5%
Balance of increase	-0.1%
% expense increase from 2024:	***3.4%***
% Requisition decrease from 2024 (if applicable):	***-100%***

Requisition capacity is transferred to service 1.310.

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

There is an estimated carry-forward of $4.1M due to capital grant commitments for future years.

1.311 - REGIONAL HOUSING TRUST FUND Note: Requisition phased out 2024 & Suspended 2025	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Prior Year Unallocated Capital Grants	3,226,193	-	4,287,484	-	-	4,287,484	-	-	-	-
Current Year Capital Grants	913,015	-	-	-	-	-	-	-	-	-
Housing Programs Administration Service Fee	33,130	33,130	33,130	-	-	33,130	-	-	-	-
Legal Costs	4,070	-	-	-	-	-	-	-	-	-
Other Costs	2,391	2,000	2,000	-	-	2,000	-	-	-	-
TOTAL OPERATING COSTS	**4,178,799**	**35,130**	**4,322,614**	**-**	**-**	**4,322,614**	**-**	**-**	**-**	**-**
*Percentage Increase over prior year		-99.2%	3.4%	0.0%	0.0%	3.4%	-	-	-	-
CAPITAL / RESERVE										
Transfer to Equipment Replacement Reserve	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-				
MFA Debt Reserve	-	-	-	-	-	-				
TOTAL COSTS	4,178,799	35,130	4,322,614	-	-	4,322,614	-	-	-	-
*Percentage Increase over prior year		-99.2%	3.4%	0.0%	0.0%	3.4%	-	-	-	-
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	4,178,799	35,130	4,322,614	-	-	4,322,614	-	-	-	-
*Percentage Increase over prior year	0.0%	-99.2%	3.4%	0.0%	0.0%	3.4%	-	-	-	-
Surplus / (Deficit)		4,140,469	0	-	-	0	-	-	-	
Balance C/F from Prior to Current year	(3,226,193)	(3,226,193)	(4,140,469)	-	-	(4,140,469)	-	-	-	-
Revenue - Other Interest Income	(176,000)	(140,000)	(124,214)	-	-	(124,214)	-	-	-	-
Payments In Lieu of Taxes	(57,931)	(57,931)	(57,931)	-	-	(57,931)	-	-	-	-
Grants - Other	-	-	-	-	-	-	-	-	-	-
Donations	-	(32,800)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(3,460,124)	(3,456,924)	(4,322,614)	-	-	(4,322,614)	-	-	-	-
REQUISITION	**(718,675)**	**(718,675)**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
*Percentage Increase over prior year		0.0%	-100.0%	0.0%	0.0%	-100.0%	0.0%	0.0%	0.0%	0.0%
PARTICIPANTS: Victoria, C.Saanich, Esquimalt, Saanich, Oak Bay, N. Saanich, Metchosin, View Royal, Sooke, Sidney, Highlands, SSI, SGI										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Health & Capital Planning Strategies

COMMITTEE OF THE WHOLE

October 2024

1.018 - HEALTH AND CAPITAL PLANNING STRATEGIES	2024		BUDGET REQUEST 2025				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
OPERATING COSTS:										
Salaries and Wages	436,723	315,380	325,880	-	-	325,880	335,322	345,032	355,018	365,288
Wages & Benefits - Capital Planner	-	-	-	93,943	-	93,943	137,190	150,290	38,660	-
Legal/Auditing Costs	27,200	27,200	28,240	-	-	28,240	29,260	29,850	30,450	31,060
Consultant [5]	3,630	3,630	3,740	-	-	3,740	3,810	3,890	3,970	4,050
Allocations - Standard Overhead	140,671	140,671	145,126	-	-	145,126	149,480	152,469	155,519	158,629
Allocations - Building Occupancy	18,770	18,770	22,488	-	-	22,488	23,392	24,484	25,549	26,020
Allocations - Human Resources	15,287	15,287	16,151	-	-	16,151	18,181	19,790	20,237	20,741
Allocations - Others	62,629	62,629	68,864	-	3,604	72,468	76,073	74,984	77,309	79,834
Operating - Other Costs	20,720	14,908	21,350	3,700	11,800	36,850	25,550	26,060	26,590	27,130
TOTAL OPERATING COSTS	**725,630**	**598,474**	**631,839**	**97,643**	**15,404**	**744,886**	**798,258**	**826,849**	**733,302**	**712,752**
*Percentage Increase over prior year			-12.9%	13.5%	2.1%	2.7%	7.2%	3.6%	-11.3%	-2.8%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Reserv [6]	2,170	2,170	2,000	-	-	2,000	2,000	2,000	2,000	2,000
TOTAL CAPITAL / RESERVES	**2,170**	**2,170**	**2,000**	**-**	**-**	**2,000**	**2,000**	**2,000**	**2,000**	**2,000**
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	**727,800**	**600,644**	**633,839**	**97,643**	**15,404**	**746,886**	**800,258**	**828,849**	**735,302**	**714,752**
*Percentage Increase over prior year			-12.9%	13.4%	2.1%	2.6%	7.1%	3.6%	-11.3%	-2.8%
Recovery - Capital Regional Hospital District	(727,800)	(727,800)	(633,839)	(97,643)	(15,404)	(746,886)	(800,258)	(828,849)	(735,302)	(714,752)
OPERATING COSTS LESS INTERNAL RECOVERIES	**-**	**(127,156)**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
*Percentage Increase over prior year			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Surplus / (Deficit)		127,156								
Balance transferred to HD Section 20 Reserve		(127,156)								
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
REQUISITION	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
*Percentage Increase over prior year			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
PARTICIPANTS: all Municpalities and Electoral Areas										
AUTHORIZED POSITIONS:										
Salaried	2.0	2.0	2.0			2.0	2.0	2.0	2.0	2.0
Term Position - Capital Planner 3-year term (2025 IBC 5e-1.2)	1.0	1.0		1.0		1.0	1.0	1.0	0.0	

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.018 Health & Capital Planning Strategie	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$3,836	$1,918	$1,918	$1,918	$9,590
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$0**	**$3,836**	**$1,918**	**$1,918**	**$1,918**	**$9,590**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$3,836	$1,918	$1,918	$1,918	$9,590
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$0	**$0**	**$3,836**	**$1,918**	**$1,918**	**$1,918**	**$9,590**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.018

Service Name: Health & Capital Planning Strategies

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
26-01	Replacement	Computer	Replace Computers	$ 3,836	E	ERF		$ -	$ 3,836	$ -	$ -	$ -	$ 3,836
27-01	Replacement	Computer	Replace Computers	$ 1,918	E	ERF		$ -	$ -	$ 1,918	$ -	$ -	$ 1,918
28-01	Replacement	Computer	Replace Computers	$ 1,918	E	ERF		$ -	$ -	$ -	$ 1,918	$ -	$ 1,918
29-01	Replacement	Computer	Replace Computers	$ 1,918	E	ERF		$ -	$ -	$ -	$ -	$ 1,918	$ 1,918
													$ -
													$ -
													$ -
			Grand Total	**$ 9,590**				**$ -**	**$ 3,836**	**$ 1,918**	**$ 1,918**	**$ 1,918**	**$ 9,590**

Reserve Schedule

Reserve Fund: 1.018 Health & Capital Planning Strategies

Assets held by the Health and Capital Planning Strategies are office equipment and office furniture.

Reserve Cash Flow

Fund: 1022 Fund Center: 101851 ERF Group: HP.ERF	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	5,336	6,006	8,006	6,170	6,252	6,334
Actual Purchase	(1,500)					
Planned Purchase (Based on Capital Plan)		-	(3,836)	(1,918)	(1,918)	(1,918)
Transfer from Operating Budget	2,170	2,000	2,000	2,000	2,000	2,000
Interest Revenue						
Ending Balance $	**6,006**	**8,006**	**6,170**	**6,252**	**6,334**	**6,416**

Assumptions/Background:

2026 - 2 standard laptops
2027 - 1 standard laptop
2028 - 1 standard laptop
2029 - 1 standard laptop

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Community Health

COMMITTEE OF THE WHOLE

October 2024

Service: 1.224 Community Health **Committee: Hospitals and Housing Committee**

SERVICE DESCRIPTION:

Build regional capacity to improve health and well-being through outcomes monitoring (Regional Outcomes Monitoring Collaborative), designing and implementing community health and wellbeing initiatives, and policy development. Addresses homelessness by funding the Greater Victoria Coalition to End Homelessness. Responsible for the public health bylaws (i.e. Clean Air, Idling, and Tanning Bylaws) and regularly engages with Island Health to ensure bylaws remain relevant and responsive to regional public health risks.

PARTICIPATION:

All member municipalities and electoral areas based on converted hospital assessment values

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

NIL

COMMITTEE:

Hospitals and Housing Committee

FUNDING:

Requisition

Change in Budget 2024 to 2025 Service: 1.224 - COMMUNITY HEALTH	Total Expenditure	Comments
2024 Budget	**1,002,468**	
Change in Salaries:		
Base salary change	3,815	Inclusive of estimated collective agreement changes
Other Changes:		
Alliance to End Homelessness in the Capital Region	(120,000)	IBC 5c-1.3: AEHCR Core Funding - additional one-time contribution in 2024
Consultants - Violence Prevention and Wellness Promotion	(50,000)	Board directed one-time increase in 2024 to support Community Safety Plan
Operating - Other Costs	34,123	Grant funded initiatives
Standard Overhead Allocation	9,380	Increased 2024 operating costs
Bylaw Enforcement Allocation	2,500	Allocation to support ongoing bylaw enforcement activity
Other	2,179	
Total Other Changes	(121,818)	
2025 Budget	**884,465**	

Summary of % Expense Decrease		
One-time items in 2024	-17.1%	
Grant funded initiatives	3.4%	
Balance of change	1.9%	
% expense decrease from 2024:	***-11.8%***	
% Requisition decrease from 2024:	***-21.5%***	*Requisition funding is 71.8% of service revenue*

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

There is an estmiated one-time favourable variance of $23,998 (2.7%) due mainly to additional unrestricted grant revenue from Island Health and cost saving for meetings and workshops. This variance will be moved to Operating Reserve, which has an expected year end balance of $152,812 before this transfer.

1.224 - COMMUNITY HEALTH	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026	2027	2028	2029
OPERATING COSTS:										
Salaries - Planner (Term)	113,880	113,880	117,695	-	-	117,695	121,105	31,153	-	-
Contract for Services - AEHCR	445,000	445,000	325,000	-	-	325,000	325,000	-	-	-
Contract for Services - Island Health	176,750	176,750	176,750	-	-	176,750	176,750	176,750	176,750	176,750
Contract for Services - ACEH	155,250	155,250	158,400	-	-	158,400	161,600	-	-	-
Consultants - Violence Prevention and Wellness Promotion	50,000	50,000	-	-	-	-	-	-	-	-
Meetings and Workshops	10,069	6,500	7,800	-	-	7,800	7,960	8,120	8,280	8,450
Operating - Other Costs	3,937	12,097	4,060	34,000	-	38,060	38,144	12,728	4,313	4,398
Allocation - Standard Overhead	40,743	40,743	50,123	-	-	50,123	51,627	52,660	53,713	54,787
Allocation - Bylaw Enforcement	-	-	-	2,500	-	2,500	2,500	2,500	2,500	2,500
Allocation - Building Occupancy	3,101	3,101	3,775	-	-	3,775	3,935	4,129	4,318	4,397
Allocation - Human Resources	3,738	3,738	4,212	-	-	4,212	4,741	5,161	5,277	5,409
Allocation - Field Operations Centre	-	-	-	150	-	150	430	580	580	590
TOTAL OPERATING COSTS	**1,002,468**	**1,007,059**	**847,815**	**36,650**	**-**	**884,465**	**893,792**	**293,781**	**255,731**	**257,281**
*Percentage Increase over prior year		0.5%	-15.4%	3.7%		-11.8%	1.1%	-67.1%	-13.0%	0.6%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	23,998	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	23,998	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	**1,002,468**	**1,031,057**	**847,815**	**36,650**	**-**	**884,465**	**893,792**	**293,781**	**255,731**	**257,281**
*Percentage Increase over prior year		2.9%	-15.4%	3.7%		-11.8%	1.1%	-67.1%	-13.0%	0.6%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	**1,002,468**	**1,031,057**	**847,815**	**36,650**	**-**	**884,465**	**893,792**	**293,781**	**255,731**	**257,281**
*Percentage Increase over prior year		2.9%	-15.4%	3.7%		-11.8%	1.1%	-67.1%	-13.0%	0.6%
Balance C/F from Prior to Current year	(2,500)	(2,500)	-	-	-	-	-	-	-	-
Payments In Lieu of Taxes	(30,478)	(30,478)	(30,478)	-	-	(30,478)	(30,478)	(30,478)	(30,478)	(30,478)
Grants - City of Victoria Contribution AEHCR Agreement	(100,000)	(100,000)	(100,000)	-	-	(100,000)	(100,000)	-	-	-
Grants - Island Health (Funding not guaranteed beyond March 2027)	(60,000)	(88,500)	(84,000)	(34,000)	-	(118,000)	(118,000)	(29,500)	-	-
Revenue - Other	(911)	(1,000)	(940)	-	-	(940)	(960)	(980)	(1,000)	(1,020)
TOTAL REVENUE	**(193,889)**	**(222,478)**	**(215,418)**	**(34,000)**	**-**	**(249,418)**	**(249,438)**	**(60,958)**	**(31,478)**	**(31,498)**
REQUISITION	**808,579**	**808,579**	**632,397**	**2,650**	**-**	**635,047**	**644,354**	**232,823**	**224,253**	**225,783**
*Percentage Increase over prior year			-21.8%	0.3%		-21.5%	1.5%	-63.9%	-3.7%	0.7%
PARTICIPANTS: all Municpalities and Electoral Areas										
AUTHORIZED POSITIONS:										
Salaried Position (Term)	1.0	1.0	1.0			1.0	1.0	1.0	0.0	0.0

Operating Reserve Schedule

Operating Reserve Fund: 1.224 Community Health

Established by Bylaw No. 4521, Bylaw No. 4102 Amendment No. 3 2022 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Cash Flow

Fund: 1500 Fund Center: 105551	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	146,289	176,810	176,810	176,810	176,810	176,810
Actual Purchases	-					
Planned Purchases	-	-	-	-	-	-
Transfer from Operating Budget	23,998	-	-	-	-	-
Interest Income	6,523					
Ending Balance $	**176,810**	**176,810**	**176,810**	**176,810**	**176,810**	**176,810**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Corporate Emergency

COMMITTEE OF THE WHOLE

October 2024

Service: 1.025 Corporate Emergency **Committee: Planning, Transportation & Protective Services**

DEFINITION:

Planning and coordination for disasters or emergencies.

SERVICE DESCRIPTION:

Coordinate and administer the Corporate Emergency Plan in accordance with the *Emergency Program Act* as a local authority and regional service provider and ensure integration with the three Electoral Area Emergency Plans to provide business continuity and CRD divisional coordination in the case of an emergency.

PARTICIPATION:

All municipalities and electoral areas.

MAXIMUM LEVY:

N/A

COMMITTEE:

Planning, Transportation & Protective Services

FUNDING:

Requisition

Change in Budget 2024 to 2025 Service: 1.025 Corporate Emergency	Total Expenditure	Comments
2024 Budget	**426,270**	
Change in Salaries:		
Step change/paygrade change	(3,208)	Step change due to staff turnover
1.0 FTE Emergency Coordinator	113,308	2025 IBC 9a-2.1 Resiliency and Recovery Coordinator
Total Change in Salaries	110,100	
Other Changes:		
Contract For Services	30,000	2025 IBC 9a-2.1 Resiliency and Recovery Coordinator. Ongoing costs
Contract For Services	(48,000)	Reduction for 2024 one-time $48,000 costs related to EMCR Grant for EDMA Indigenous Engagement
Standard Overhead Allocation	1,702	Increase in 2024 operating costs
Building Occupancy Allocation	9,295	
Sharepoint Online Upgrade	3,604	Contribution to 2025 IBC 13a-3.1: M365 SharePoint Online Transition to IM
Supplies	10,000	Office costs associated with new ongoing FTEs
Software	(17,044)	Reduction for 2024 one-time costs for Emergency Management Software
Telecommunication	8,900	Realignment of budget with expected future expenses
Other Costs	1,884	Expenses such as staff training, insurance, payment to 3rd parties, supplies etc.
Total Other Changes	341	
2025 Budget	**536,711**	

Summary of % Expense Change	
2025 IBC Expense	36.0%
Reduction in one-time contract for services	-11.3%
Increase in allocations	3.4%
Reduction in one-time software costs	-4.0%
Balance of change	1.8%
% expense increase from 2024:	***25.9%***
% Requisition change from 2024 (if applicable):	***63.4%***

Requisition funding is 71.9% of service revenue

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

There is a an estimated one-time favourable variance of $47,267 (11.1%) largely due to temporary staff vacancies ($35,680) and the deferral of EDMA contract for services expenses ($15,000). This variance will be carried forward to 2025 to partially offset increased service costs.

1.025 - Corporate Emergency	2024		BUDGET REQUEST 2025				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
OPERATING COSTS										
Salaries and Wages	107,013	71,333	103,805	113,308	-	217,113	223,400	229,870	236,520	243,360
Contracts and Consulting Services	66,026	48,000	-	30,000	15,000	45,000	30,000	30,000	30,000	30,600
Allocations	180,567	180,567	195,734	-	3,604	199,338	207,386	210,373	215,575	219,888
Supplies	2,900	5,450	2,520	-	10,000	12,520	2,570	2,620	2,670	2,720
Licences and Fees	25,524	35,673	8,480	-	-	8,480	8,650	8,820	9,000	9,180
Other Operating Expenses	44,240	37,980	54,260	-	-	54,260	55,398	56,561	57,749	58,953
TOTAL OPERATING COSTS	**426,270**	**379,003**	**364,799**	**143,308**	**28,604**	**536,711**	**527,404**	**538,244**	**551,514**	**564,701**
*Percentage Increase over prior year			-14.4%	33.6%	6.7%	25.9%	-1.7%	2.1%	2.5%	2.4%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	**426,270**	**379,003**	**364,799**	**143,308**	**28,604**	**536,711**	**527,404**	**538,244**	**551,514**	**564,701**
Internal Recoveries	(107,013)	(107,013)	(103,805)	-	-	(103,805)	(106,810)	(109,900)	(113,080)	(116,350)
OPERATING COSTS LESS INTERNAL RECOVERIES	**319,257**	**271,990**	**260,994**	**143,308**	**28,604**	**432,906**	**420,594**	**428,344**	**438,434**	**448,351**
Estimated Balance c/fwd from 2024 to 2025	-	47,267	(18,663)	-	(28,604)	(47,267)	-	-	-	-
Balance c/fwd from 2023 to 2024	(35,320)	(35,320)	-	-	-	-	-	-	-	-
Grant Revenue	(48,000)	(48,000)	-	-	-	-	-	-	-	-
NET COSTS	**235,937**	**235,937**	**242,331**	**143,308**	**-**	**385,639**	**420,594**	**428,344**	**438,434**	**448,351**
*Percentage increase over prior year			2.7%	60.7%		63.4%	9.1%	1.8%	2.4%	2.3%
AUTHORIZED POSITIONS										
Salaried FTE	1	1	1	1		2	2	2	2	2

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.025 Corporate Emergency	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$6,000	$7,000	$0	$5,000	$0	$18,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$6,000**	**$7,000**	**$0**	**$5,000**	**$0**	**$18,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$6,000	$7,000	$0	$5,000	$0	$18,000
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$0	**$6,000**	**$7,000**	**$0**	**$5,000**	**$0**	**$18,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.025

Service Name: Corporate Emergency

				PROJECT BUDGET & SCHEDULE									
Project Number	**Capital Expenditure Type**	**Capital Project Title**	**Capital Project Description**	**Total Project Budget**	**Asset Class**	**Funding Source**	**Carryforward**	**2025**	**2026**	**2027**	**2028**	**2029**	**5 - Year Total auto-populates**
17-01	Replacement	EOC Laptop	EOC Equipment	$ 22,000	E	ERF	$ -	$ 6,000	$ 5,000	$ -	$ 5,000	$ -	$ 16,000
24-01	Replacement	Surface Pro	EOC Equipment	$ 2,000	E	ERF	$ -	$ -	$ 2,000	$ -	$ -	$ -	$ 2,000
													$ -
													$ -
													$ -
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													$ -
													$ -
													$ -
													$ -
													$ -
													$ -
			Grand Total	**$ 24,000**				**$ 6,000**	**$ 7,000**	**$ -**	**$ 5,000**	**$ -**	**$ 18,000**

Service:	1.025	Corporate Emergency

Project Number	17-01	Capital Project Title	EOC Laptop	Capital Project Description	EOC Equipment
Project Rationale					

Project Number	24-01	Capital Project Title	Surface Pro	Capital Project Description	EOC Equipment
Project Rationale					

Reserve Schedule

Reserve Fund: 1.025 Corporate Emergency - Equipment Replacement Fund

- Capital Regional District Equipment Replacement Fund (ERF) was established in 1991 under Bylaw No. 945. This is a reserve fund pursuant to the provisions of Section 378(c) of the Municipal Act to be known as the "Equipment Replacement Fund"
- The monies in this reserve fund shall be expended only for the purchase of machinery and equipment.
- Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.
- User departments of the Capital Regional District vehicles and equipment may be charged for depreciation of their machinery and equipment and the amount of such depreciation shall be transferred to the equipment replacement fund.
- ERF Group: CRPEMERGE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101978	2024	2025	2026	2027	2028	2029
Beginning Balance		52,322	44,322	38,322	31,322	31,322	26,322
Transfer from Op Budget		-	-	-	-	-	-
Expenditures		(8,000)	(6,000)	(7,000)	-	(5,000)	-
Interest Income							
Ending Balance $		**44,322**	**38,322**	**31,322**	**31,322**	**26,322**	**26,322**

Assumptions/Background:

Maintain balance sufficient to meet lifecycle replacement needs and emergency needs.

CAPITAL REGIONAL DISTRICT

2025 Budget

Regional Emergency Program Support

COMMITTEE OF THE WHOLE

October 2024

Service: 1.374 Regional Emergency Program Support **Committee: Planning & Protective Services**

DEFINITION:

An information and resource management system to coordinate with local emergency programs in support of local authorities and strengthen the capacity to manage a multi-jurisdictional emergency event or regional disaster.

SERVICE DESCRIPTION:

Under Bylaw 3530, this service was established in 2008 to provide an information and resource management system to coordinate with local emergency programs in support of local authorities and strengthen the capacity to manage a multi-jurisdictional emergency event or regional disaster.

This service also supports two advisory commissions, the Local Government Emergency Program Advisory Commission (LGEPAC – Bylaw 3531), consisting of municipal and electoral area representatives and the Regional Emergency Coordinators Advisory Commission (RECAC – Bylaw 3566), consisting of government, NGOs, education, utility and health representatives.

PARTICIPATION:

All municipalities and electoral areas.

FUNDING:

Requisition

1.374 - Regional Emergency Program Support	2024		BUDGET REQUEST 2025				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
OPERATING COSTS										
Salaries	113,935	113,935	117,520	-	-	117,520	120,925	124,427	128,028	131,732
Allocations	24,501	24,501	22,785	-	-	22,785	23,766	24,558	25,070	25,590
Other Operating Expenses	9,580	5,340	9,770	-	-	9,770	9,977	10,186	10,397	10,620
TOTAL OPERATING COSTS	**148,016**	**143,776**	**150,075**	**-**	**-**	**150,075**	**154,668**	**159,171**	**163,495**	**167,942**
*Percentage Increase over prior year			1.4%			1.4%	3.1%	2.9%	2.7%	2.7%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	4,240	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	**-**	**4,240**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
TOTAL COSTS	**148,016**	**148,016**	**150,075**	**-**	**-**	**150,075**	**154,668**	**159,171**	**163,495**	**167,942**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(7,070)	(7,070)	(7,270)	-	-	(7,270)	(7,410)	(7,550)	(7,700)	(7,850)
Revenue - Other	(220)	(220)	(230)	-	-	(230)	(230)	(230)	(230)	(230)
TOTAL REVENUE	**(7,290)**	**(7,290)**	**(7,500)**	**-**	**-**	**(7,500)**	**(7,640)**	**(7,780)**	**(7,930)**	**(8,080)**
REQUISITION	**(140,726)**	**(140,726)**	**(142,575)**	**-**	**-**	**(142,575)**	**(147,028)**	**(151,391)**	**(155,565)**	**(159,862)**
*Percentage increase over prior year Requisition			1.3%			1.3%	3.1%	3.0%	2.8%	2.8%
AUTHORIZED POSITIONS Salaried FTE	1	1	1			1	1	1	1	1

Reserve Schedule

Reserve Fund: 1.374 Regional Emergency Program - Operating Reserve Fund - Bylaw 4244

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

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105538	2024	2025	2026	2027	2028	2029
Beginning Balance		102,984	107,574	107,574	107,574	107,574	107,574
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income*		4,590					
Ending Balance $		**107,574**	**107,574**	**107,574**	**107,574**	**107,574**	**107,574**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 Budget

Hazardous Material Incident Response

COMMITTEE OF THE WHOLE

October 2024

Service: 1.375 Hazardous Material Incident Response **Committee: Planning & Protective Services**

DEFINITION:

A service of preparation for a hazardous materials emergency and providing for a system of response to hazardous material emergency incidents in the Capital Regional District. Established by Bylaw No. 3322 (2006).

SERVICE DESCRIPTION:

This regional emergency response service was established in 2006 under Bylaw 3322. The service provides immediate response to hazardous spills or emergencies within the CRD.

The program provides a high level of professional expertise by providing specialized training and equipment to firefighters throughout the CRD to support the response by local fire departments to these events.

PARTICIPATION:

Electoral Area's of Juan de Fuca, Salt Spring Island and Southern Gulf Islands, the municipalities of North Saanich, Sidney, Central Saanich, Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Colwood, Langford, Highlands, Metchosin, and Sooke.

MAXIMUM LEVY:

Greater of $400,000 or $0.007 / $1,000

FUNDING:

Requisition

Change in Budget 2024 to 2025

Service: 1.375 Hazardous Material Incident Response	**Total Expenditure**	**Comments**
2024 Budget	**405,611**	
Other Changes:		
Emergency Planning Coordination Allocation	2,870	Increase in allocations from EA Emergency Program
Contract for Services	(25,000)	Reduction for 2024 one-time costs for service review
Contract for Services	100,000	2025 IBC 9a-2.3: Hazmat Team Readiness & Preparedness
Training and Development	15,000	2025 IBC 9a-2.3: Hazmat Team Readiness & Preparedness
Other Costs	7,879	
Total Other Changes	100,749	
2025 Budget	**506,360**	

Summary of % Expense Increase	
Reduction in one-time contract for services	-6.2%
2025 IBC Expense	28.4%
Emergency planning allocation	0.7%
Balance of increase	1.9%
% expense increase from 2024:	***24.8%***
% Requisition increase from 2024 (if applicable):	***35.0%***

Requisition funding is (95.0)% of service revenue

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

There is an estimated one-time favourable variance of $11,024 (2.7%) due to savings in staff training costs ($21,090) and equipment maintenance costs ($2,910) that were partially offset by higher than budgeted general operating expenses ($12,926). This variance will be balanced to Operating Reserve, which has an expected year end balance of $30,802 before this transfer.

1.375 - Hazardous Material Incident Response	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026	2027	2028	2029
OPERATING COSTS										
Contract for Services	102,000	102,000	79,310	100,000	-	179,310	182,900	186,560	190,290	194,100
Staff Training & Development	126,090	105,000	129,870	15,000	-	144,870	147,770	150,730	153,740	156,810
Purchased Maintenance - Equipment	13,910	11,000	14,330	-	-	14,330	14,620	14,910	15,210	15,510
Allocations	127,931	127,931	131,450	-	-	131,450	134,557	137,462	140,316	143,224
Other Operating Expenses	26,120	39,046	26,840	-	-	26,840	27,410	27,995	28,595	29,211
TOTAL OPERATING COSTS	**396,051**	**384,977**	**381,800**	**115,000**	**-**	**496,800**	**507,257**	**517,657**	**528,151**	**538,855**
*Percentage Increase over prior year			-3.6%	29.0%		25.4%	2.1%	2.1%	2.0%	2.0%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	9,560	9,560	9,560	-	-	9,560	9,560	21,685	33,100	50,625
Transfer to Operating Reserve Fund	-	11,024	-	-	-	-	6,895	10,000	15,000	15,000
TOTAL CAPITAL / RESERVES	**9,560**	**20,584**	**9,560**	**-**	**-**	**9,560**	**16,455**	**31,685**	**48,100**	**65,625**
TOTAL COSTS	**405,611**	**405,561**	**391,360**	**115,000**	**-**	**506,360**	**523,712**	**549,342**	**576,251**	**604,480**
*Percentage Increase over prior year			-3.5%	28.4%		24.8%	3.4%	4.9%	4.9%	4.9%
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(31,600)	(31,600)	(7,066)	-	-	(7,066)	-	-	-	-
Interest Income	(350)	(300)	(360)	-	-	(360)	(370)	(380)	(390)	(400)
Grants in Lieu of Taxes	(17,412)	(17,412)	(17,930)	-	-	(17,930)	(18,290)	(18,660)	(19,040)	(19,420)
TOTAL REVENUE	**(49,362)**	**(49,312)**	**(25,356)**	**-**	**-**	**(25,356)**	**(18,660)**	**(19,040)**	**(19,430)**	**(19,820)**
REQUISITION	**(356,249)**	**(356,249)**	**(366,004)**	**(115,000)**	**-**	**(481,004)**	**(505,052)**	**(530,302)**	**(556,821)**	**(584,660)**
*Percentage increase over prior year Requisition			2.7%	32.3%		35.0%	5.0%	5.0%	5.0%	5.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.375 Hazardous Material Incident Respo	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$0	$0	$0	$0	$0
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$0	$0	$300,000	$0	$0	$300,000
		$0	**$0**	**$0**	**$300,000**	**$0**	**$0**	**$300,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$300,000	$0	$0	$300,000
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$0	**$0**	**$0**	**$300,000**	**$0**	**$0**	**$300,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 1.375

Service Nam Hazardous Material Incident Response

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2025	2026	2027	2028	2029	5 - Year Total auto-populates
27-01	Replacement	Command Vehicle	Replace command vehicle	$ 300,000	V	ERF	$ -	$ -	$ -	$ 300,000	$ -	$ -	$ 300,000
													$ -
													$ -
													$ -
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													$ -
			Grand Total	**$ 300,000**				**$ -**	**$ -**	**$ 300,000**	**$ -**	**$ -**	**$ 300,000**

Service:	1.375	Hazardous Material Incident Response

Project Number	27-01	**Capital Project Title**	Command Vehicle	**Capital Project Description**	Replace command vehicle
Project Rationale					

Hazardous Material Incident Response
Reserve Summary Schedule
2025 - 2029 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
Equipment Replacement Fund	301,095	310,655	320,215	41,900	75,000	125,625
Operating Reserve Fund	30,802	23,736	30,631	40,631	55,631	70,631
Total	**331,897**	**334,391**	**350,846**	**82,531**	**130,631**	**196,256**

Reserve Schedule

Reserve Fund: 1.375 Hazardous Material Incident Response - Equipment Replacement Fund

ERF Group: HAZMAT.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101957	2024	2025	2026	2027	2028	2029
Beginning Balance		366,535	301,095	310,655	320,215	41,900	75,000
Transfer from Ops Budget		9,560	9,560	9,560	21,685	33,100	50,625
Planned Puchase		(75,000)	-	-	(300,000)	-	-
Interest Income		-					
Ending Balance $		**301,095**	**310,655**	**320,215**	**41,900**	**75,000**	**125,625**

Assumptions/Background:

Transfer as much as operating budget will allow in order to provide sufficient funds to replace expensive assets.

Reserve Schedule

Reserve Fund: 1.375 Hazardous Material Incident Response - Operating Reserve Fund

Operating Resrve Fund was created under bylaw No. 4147 (2016) to fund special projects, cover unforseen opearting expenditures and stabilize revenue as required.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105506	2024	2025	2026	2027	2028	2029
Beginning Balance		59,900	30,802	23,736	30,631	40,631	55,631
Transfer from Ops Budget		-	-	6,895	10,000	15,000	15,000
Transfer to Ops Budget		(31,600)	(7,066)	-	-	-	-
Interest Income*		2,502					
Ending Balance $		**30,802**	**23,736**	**30,631**	**40,631**	**55,631**	**70,631**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 Budget

911 Call Answer

COMMITTEE OF THE WHOLE

October 2024

Service: 1.911 911 Call Answer **Committee: Planning & Protective Services**

DEFINITION:

To finance, install, operate and maintain a 911 Emergency Response Telephone Service within all or part of the participating member municipalities and all Electoral Areas (CRD Bylaw No. 2468 "Emergency Response Extended Service Establishment Bylaw No. 1, 1997". Amended by Bylaw 4123).

SERVICE DESCRIPTION:

To finance, install, operate and maintain a 911 emergency response telephone service within all or part of the Capital Region, and to provide primary call answer services (PSAP) at the Emergency Communications Vancouver Island Centre in Saanich operated by E-Comm.

PARTICIPATION:

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

MAXIMUM LEVY:

No stated limit in establishment bylaw on operating costs (limited by Municipal Act).

FUNDING:

Requisition, 911 call levy, and lease revenue

1.911 - 911 Call Answer	2024		BUDGET REQUEST 2025				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
OPERATING COSTS										
Service Fees	129,791	124,646	122,153	-	-	122,153	119,710	117,316	114,970	112,670
Transfer to Municipalities	681,953	654,921	641,823	-	-	641,823	628,986	616,406	604,078	591,997
CRD Dispatch Centre Levy	480,606	480,606	504,640	-	-	504,640	529,870	556,360	584,180	613,390
Allocations	281,350	279,350	293,244	-	-	293,244	300,134	306,358	312,593	318,946
Other Operating Expenses	16,800	21,192	24,340	-	-	24,340	26,608	29,099	31,835	34,841
TOTAL OPERATING COSTS	**1,590,500**	**1,560,715**	**1,586,200**	**-**	**-**	**1,586,200**	**1,605,308**	**1,625,539**	**1,647,656**	**1,671,844**
*Percentage Increase over prior year			-0.3%			-0.3%	1.2%	1.3%	1.4%	1.5%
DEBT / RESERVES										
Transfer to Operating Reserve Fund	-	-	7,000	-	-	7,000	13,520	9,330	6,840	6,100
Transfer to Equipment Replacement Fund	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
Transfer to Capital Reserve Fund	1,000	-	1,000	-	-	1,000	1,000	1,000	1,000	1,000
Debt Servicing Costs	1,014,219	1,014,219	1,016,249	-	-	1,016,249	1,016,249	1,016,249	1,016,249	1,016,249
TOTAL DEBT / RESERVES	**1,016,219**	**1,015,219**	**1,025,249**	**-**	**-**	**1,025,249**	**1,031,769**	**1,027,579**	**1,025,089**	**1,024,349**
TOTAL COSTS	**2,606,719**	**2,575,934**	**2,611,449**	**-**	**-**	**2,611,449**	**2,637,077**	**2,653,118**	**2,672,745**	**2,696,193**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2024 to 2025	-	(12,951)	12,951	-	-	12,951				
Transfer from Operating Reserve	(28,000)	(33,000)	-	-	-	-	-	-	-	-
Service Fees	(129,791)	(124,646)	(122,153)	-	-	(122,153)	(119,710)	(117,316)	(114,970)	(112,670)
CAL Revenue	(1,099,924)	(1,056,324)	(1,035,198)	-	-	(1,035,198)	(1,014,494)	(994,204)	(974,320)	(954,834)
Lease Revenue	(1,011,949)	(1,011,949)	(1,011,949)	-	-	(1,011,949)	(1,011,949)	(1,011,949)	(1,011,949)	(1,011,949)
Grants in Lieu of Taxes	(10,150)	(10,159)	(10,450)	-	-	(10,450)	(10,660)	(10,880)	(11,100)	(11,320)
Other Revenue	(18,070)	(18,070)	(27,610)	-	-	(27,610)	(29,858)	(32,329)	(35,045)	(38,031)
TOTAL REVENUE	**(2,297,884)**	**(2,267,099)**	**(2,194,409)**	**-**	**-**	**(2,194,409)**	**(2,186,671)**	**(2,166,678)**	**(2,147,384)**	**(2,128,804)**
REQUISITION	**(308,835)**	**(308,835)**	**(417,040)**	**-**	**-**	**(417,040)**	**(450,406)**	**(486,440)**	**(525,361)**	**(567,389)**
*Percentage increase over prior year Requisition			35.0%			35.0%	8.0%	8.0%	8.0%	8.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No. 1.911 911 Call Answer	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$1,000,000	$0	$0	$0	$1,000,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$0**	**$1,000,000**	**$0**	**$0**	**$0**	**$1,000,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$0	$1,000,000	$0	$0	$0	$1,000,000
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$0	**$0**	**$1,000,000**	**$0**	**$0**	**$0**	**$1,000,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 1.911

Service Name: 911 Call Answer

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2025	2026	2027	2028	2029	5 - Year Total auto-populates
25-01	New	New Equipment	Next-Gen 911 Call Answer Technology-Placeholder	$ 1,000,000	E	ERF	$ -	$ -	$ 1,000,000	$ -	$ -	$ -	$ 1,000,000
													$ -
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			Grand Total	$ 1,000,000				$ -	$ 1,000,000	$ -	$ -	$ -	$ 1,000,000

Service:	1.911	911 Call Answer

Project Number	25-01	Capital Project Title	New Equipment	Capital Project Description	Next-Gen 911 Call Answer Technology-Placeholder
Project Rationale					

911 Call Answer
Reserves Summary Schedule
2025 - 2029 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
Operating Reserve Fund	3,112	10,112	23,632	32,962	39,802	45,902
Equipment Replacement Fund	1,078,308	1,079,308	80,308	81,308	82,308	83,308
Capital Reserve Fund	123,102	124,102	125,102	126,102	127,102	128,102
Total	**1,204,522**	**1,213,522**	**229,042**	**240,372**	**249,212**	**257,312**

Reserve Schedule

Reserve Fund: 911 Call Answer - Operating Reserve Fund

To mitigate fluctuating Call Answer Levies

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105508	2024	2025	2026	2027	2028	2029
Beginning Balance		35,312	3,112	10,112	23,632	32,962	39,802
Transfer from Ops Budget		-	7,000	13,520	9,330	6,840	6,100
Transfer to Ops Budget - Core		(28,000)	-	-	-	-	-
Deficit Recovery		(5,000)					
Interest Income*		800					
Ending Balance $		**3,112**	**10,112**	**23,632**	**32,962**	**39,802**	**45,902**

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 911 Call Answer - Equipment Replacement Fund

ERF Group: EMGTSV.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101460	2024	2025	2026	2027	2028	2029
Beginning Balance		1,077,308	1,078,308	1,079,308	80,308	81,308	82,308
Transfer from Ops Budget		1,000	1,000	1,000	1,000	1,000	1,000
Expenditures		-	-	(1,000,000)	-	-	-
Interest Income		-					
Ending Balance $		**1,078,308**	**1,079,308**	**80,308**	**81,308**	**82,308**	**83,308**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 911 Call Answer - Capital Reserve Fund

To be created in 2024

Reserve Cash Flow

Fund:	TBD	Estimated	Budget				
Fund Centre:	TBD	2024	2025	2026	2027	2028	2029
Beginning Balance		-	123,102	124,102	125,102	126,102	127,102
Transfer from Ops Budget		-	1,000	1,000	1,000	1,000	1,000
Transfer from General Capital Fund		123,102		-	-	-	-
Interest Income*		-					
Ending Balance $		**123,102**	**124,102**	**125,102**	**126,102**	**127,102**	**128,102**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 Budget

912B Call Answer - Municipalities

COMMITTEE OF THE WHOLE

October 2024

Service: **1.912B - 911 Call Answer - Municipalities** **Committee: Planning & Protective Services**

DEFINITION:

To transfer Call Answer Levies received from the telecommunications service providers on behalf of the Victoria and Saanich PSAP participants to the municipalities (Saanich, Victoria, Central Saanich, Esquimalt, and Oak Bay). In Bylaw No. 2468 (adopted March, 1997). Amended by Bylaw No. 4123 (adopted December, 2016).

PARTICIPATION:

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

MAXIMUM LEVY:

Negative requisition; no stated limit

1.912B Call Answer - Municipalities	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026	2027	2028	2029
EXPENDITURES										
Return Grants in Lieu of Taxes	43,435	43,435	44,740	-	-	44,740	45,640	46,560	47,490	48,440
*Percentage Increase over prior year			3.0%			3.0%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Call Answer Levy Revenue	(681,953)	(654,921)	(641,823)	-	-	(641,823)	(628,986)	(616,406)	(604,078)	(591,997)
TOTAL REVENUE	**(681,953)**	**(654,921)**	**(641,823)**	**-**	**-**	**(641,823)**	**(628,986)**	**(616,406)**	**(604,078)**	**(591,997)**
EXCESS OF REVENUE OVER EXPENDITURES	**(638,518)**	**(611,486)**	**(597,083)**	**-**	**-**	**(597,083)**	**(583,346)**	**(569,846)**	**(556,588)**	**(543,557)**
Estimated Balance c/fwd from 2024 to 2025	-	(27,032)	27,032	-	-	27,032	-	-	-	-
Balance c/fwd from 2023 to 2024	20,030	20,030	-	-	-	-	-	-	-	-
NEGATIVE REQUISITION	**618,488**	**618,488**	**570,051**	**-**	**-**	**570,051**	**583,346**	**569,846**	**556,588**	**543,557**
*Percentage increase over prior year Requisition			-7.8%			-7.8%	2.3%	-2.3%	-2.3%	-2.3%

CAPITAL REGIONAL DISTRICT

2025 Budget

Fire Dispatch

COMMITTEE OF THE WHOLE

October 2024

Service: 1.913 913 Fire Dispatch **Committee: Planning & Protective Services**

DEFINITION:

To provide emergency communication dispatch service to participating member municipalities and all Electoral Areas.

CRD Bylaw No. 3854 "Emergency Communication Dispatch Service Establishment Bylaw No.1, 2012". Adopted December 12th, 2012.
CRD Bylaw No. 4426 " Emergency Communication Dispatch Service Establishment Bylaw No.1, 2012, Amendment Bylaw No.1, 2021". Adopted July 14th, 2021.
CRD Bylaw No. 4502 " Emergency Communication Dispatch Service Establishment Bylaw No.1, 2012, Amendment Bylaw No.2, 2022". Adopted February 8th, 2023

SERVICE DESCRIPTION:

The service has historically funded a contract with City of Langford to provide the dispatch service.
The City of Langford has withdrawn from participation in the service, effective January 01, 2022 through Bylaw No. 4426.
CRD has entered into the new contract with the District of Saanich to provide the dispatch service in replacement of City of Langford as service provider.

PARTICIPATION:

City of Langford (remove as of January 2022), District of Metchosin, District of Highland, District of Sooke, Juan de Fuca, Salt Spring Island and Southern Gulf Island

COST APPORTIONMENT:

Effective January 1st, 2023, the net annual cost attributable to this service shall be apportioned among the participating municipalities and electoral areas on the basis of their usage as indicated by call volume. Call volume, for the purpose of this section, is the number of calls for service attributed to the individual participant as determined annually by the Capital Regional District. The annual call volume will be determined for budgeting purposes using the last full year's call statistics as recorded by the dispatch service provider. (Bylaw No. 4502, an amend to cost apportionment of "The Emergency Communication Dispatch Service Establishment Bylaw No. 1, 2012", Bylaw No. 3854).

MAXIMUM LEVY:
None stated

FUNDING:

Requisition

1.913 - Fire Dispatch	2024		BUDGET REQUEST 2025				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
OPERATING COSTS										
Contract for Services	255,860	255,860	279,358	-	-	279,358	287,438	312,569	321,646	348,827
Allocations	44,279	44,279	47,138	-	-	47,138	48,267	49,231	50,222	51,221
Other Operating Expenses	72,420	65,951	60,900	-	-	60,900	63,856	66,956	70,211	73,632
TOTAL OPERATING COSTS	**372,559**	**366,090**	**387,396**	**-**	**-**	**387,396**	**399,561**	**428,756**	**442,079**	**473,680**
*Percentage Increase over prior year			4.0%			4.0%	3.1%	7.3%	3.1%	7.1%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	6,169	-	-	-	-	12,280	15,355	28,220	24,370
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	**372,559**	**372,259**	**387,396**	**-**	**-**	**387,396**	**411,841**	**444,111**	**470,299**	**498,050**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(33,771)	(33,771)	(12,196)	-	-	(12,196)	-	-	-	-
Grants in Lieu of Taxes	(9,848)	(9,848)	(10,140)	-	-	(10,140)	(10,340)	(10,540)	(10,750)	(10,960)
Revenue - Other	(800)	(500)	(820)	-	-	(820)	(840)	(860)	(880)	(900)
TOTAL REVENUE	**(44,419)**	**(44,119)**	**(23,156)**	**-**	**-**	**(23,156)**	**(11,180)**	**(11,400)**	**(11,630)**	**(11,860)**
REQUISITION	**(328,140)**	**(328,140)**	**(364,240)**	**-**	**-**	**(364,240)**	**(400,661)**	**(432,711)**	**(458,669)**	**(486,190)**
*Percentage increase over prior year Requisition			11.0%			11.0%	10.0%	8.0%	6.0%	6.0%

Reserve Fund: 1.913 Fire Dispatch - Operating Reserve Fund - Bylaw 4585

For requisition rate stabilization during periods of fluctuating revenues.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105555	2024	2025	2026	2027	2028	2029
Beginning Balance		67,741	36,110	23,914	36,194	51,549	79,769
Transfer from Ops Budget		-	-	12,280	15,355	28,220	24,370
Transfer to Ops Budget		(33,771)	(12,196)	-	-	-	-
Interest Income*		2,140					
Ending Balance $		**36,110**	**23,914**	**36,194**	**51,549**	**79,769**	**104,139**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 Budget

Regional CREST Contribution

COMMITTEE OF THE WHOLE

October 2024

Service: 1.921 Regional CREST Contribution **Committee: Planning & Protective Services**

DEFINITION:

To collect funding for the RCMP Dispatch area's share of costs in the regional emergency communications network (CREST).

PARTICIPATION:

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

MAXIMUM LEVY:

No stated limit in establishment bylaw on operating costs (Limited by Municipal Act).

Funding:

Requisition

Change in Budget 2024 to 2025

Service: 1.921 Regional CREST	**Total Expenditure**	**Comments**
2024 Budget	**1,911,008**	
Other Changes:		
2025 Contribution to CREST-Regional	93,342	Increase in 2025 contribution to CREST as per the agreement
Other Costs	180	
Total Other Changes	93,522	
2025 Budget	**2,004,530**	

Summary of % Expense Change		
2025 Contribution to CREST	4.9%	
Balance of change	0.0%	
% expense increase from 2024:	***4.9%***	
% Requisition increase from 2024 (if applicable):	***3.7%***	*Requisition funding is 94.9% of service revenue*

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

Overall operating expenses are on plan with no notable surplus or deficit expected.

1.921 - Regional CREST Contribution	2024		BUDGET REQUEST 2025				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
OPERATING COSTS										
Payments to CREST	1,905,008	1,905,008	1,998,350	-	-	1,998,350	2,096,269	2,157,061	2,200,200	2,244,200
Internal Interest	6,000	14,000	6,180	-	-	6,180	6,300	6,430	6,560	6,690
TOTAL COSTS	**1,911,008**	**1,919,008**	**2,004,530**	**-**	**-**	**2,004,530**	**2,102,569**	**2,163,491**	**2,206,760**	**2,250,890**
*Percentage Increase over prior year			4.9%			4.9%	4.9%	2.9%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2023 to 2024	21,985	21,985	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(96,942)	(96,942)	(99,850)	-	-	(99,850)	(101,860)	(103,900)	(105,980)	(108,090)
Revenue-Other	(2,500)	(10,500)	(2,580)	-	-	(2,580)	(2,630)	(2,680)	(2,730)	(2,780)
TOTAL REVENUE	**(77,457)**	**(85,457)**	**(102,430)**	**-**	**-**	**(102,430)**	**(104,490)**	**(106,580)**	**(108,710)**	**(110,870)**
REQUISITION	**(1,833,551)**	**(1,833,551)**	**(1,902,100)**	**-**	**-**	**(1,902,100)**	**(1,998,079)**	**(2,056,911)**	**(2,098,050)**	**(2,140,020)**
*Percentage increase over prior year Requisition			3.7%			3.7%	5.0%	2.9%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2025 Budget

Animal Care Services

COMMITTEE OF THE WHOLE

October 2024

Service: 1.313 Animal Care Services **Committee: Planning and Protective Services**

DEFINITION:

Care of domestic animals within all electoral areas of the Regional District (Letters Patent - February 16, 1979; Converted to Establishing Bylaw 4416 - September 2021). We provide service to the three electoral areas as well as Sidney, Saanich, Central Saanich, North Saanich, Highlands, View Royal, Colwood, Langford, Sooke, Metchosin, the Pauquachin, Songhees and Tsawout First nations. We also provide pound keeping services to Saanich, Sooke, Metchosin and Highlands are charged as if they were part of the service provided to the Electoral Areas. All other participants are levied by contract.

SERVICE DESCRIPTION:

Enforces the Animal Control Bylaw for three Electoral Areas, 10 Municipalities, and 3 First Nations. Also provides Pound Service for the District of Saanich and the areas listed above. Ensures public safety with person/animal contacts, quick return of lost animals, investigations or animal/person public education, re-homing of animals, quality care of animals.

PARTICIPATION:

Salt Spring Island Electoral Area, Southern Gulf Islands Electoral Area, and Juan de Fuca Electoral Area

MAXIMUM LEVY:

None stated.

FUNDING:

Sale of services, licences and dog tags, plus requisition

Change in Budget 2024 to 2025 Service: 1.313 Animal Care Services	Total Expenditure	Comments
2024 Budget	**1,737,305**	
Change in Salaries:		
Base salary and benefit change	31,652	Inclusive of estimated collective agreement changes
Step increase/paygrade change	39,048	Various planned step increases/paygrade changes
0.4 FTE transfer from Bylaw	36,623	0.4 FTE transfer from Bylaw to align with operational deployment
Increase in overtime salaries	14,200	Realignment of budget with historical and expected future expenses
Other	5,465	
Total Change in Salaries	126,988	
Other Changes:		
Standard Overhead Allocation	4,185	Increase in 2024 operating costs
Human Resources Allocation	4,247	Increase in 2024 salary budget; corporate safety resourcing
Supplies-dog licences	8,800	Realignment of budget based on previous actual expenses
Reserve Transfers	2,062	ORF transfer reduce by $8,093 and CRF transfer increase by $10,155
Other	4,623	
Total Other Changes	23,917	
2025 Budget	**1,888,210**	

Summary of % Expense Change		
Base Salary increase	1.8%	
Step increase/paygrade change & overtime	3.1%	
0.4 FTE transfer-in	2.1%	
Supplies-dog licences	0.5%	
Balance of change	1.2%	
% expense increase from 2024:	***8.7%***	
% Requisition increase from 2024:	***14.0%***	*Requisition funding is 28.8% of service revenue*

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

Revenues are projected at $17,678 (1.0%) higher than budget mainly due to higher sales and service fees. Operating costs are projected at $25,054 (1.4%) higher than budget mainly due to higher vet services, uniforms, software licences and legal services. Therefore, there is an estimated one-time unfavourable variance of $7,367 (0.4%). This variance will be recovered by reduction in transfers to Operating Reserve, which has an expected year end balance of $60,024 before this transfer.

1.313 - Animal Care Services	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026	2027	2028	2029
OPERATING COSTS										
Salaries & Wages	1,147,100	1,146,980	1,223,435	50,653	-	1,274,088	1,309,137	1,345,155	1,382,165	1,420,174
Vehicle Operating Expenses	48,780	48,780	50,240	-	-	50,240	51,240	52,260	53,310	54,380
Telecommunications	47,520	47,520	48,950	-	-	48,950	49,930	50,930	51,950	52,990
Supplies	41,200	47,156	50,000	-	-	50,000	51,000	52,010	53,050	54,110
Allocations	265,707	252,187	270,787	-	-	270,787	281,616	290,523	296,476	302,678
Other Operating Expenses	146,905	179,643	151,990	-	-	151,990	155,030	158,145	161,368	164,650
TOTAL OPERATING COSTS	**1,697,212**	**1,722,266**	**1,795,402**	**50,653**	**-**	**1,846,055**	**1,897,953**	**1,949,023**	**1,998,319**	**2,048,982**
*Percentage Increase over prior year			5.8%	3.0%		8.8%	2.8%	2.7%	2.5%	2.5%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	32,000	32,000	42,155	-	-	42,155	62,565	71,465	62,710	53,400
Transfer to Operating Reserve Fund	8,093	726	-	-	-	-	9,000	7,000	7,000	7,000
TOTAL CAPITAL / RESERVE	**40,093**	**32,726**	**42,155**	**-**	**-**	**42,155**	**71,565**	**78,465**	**69,710**	**60,400**
TOTAL COSTS	**1,737,305**	**1,754,992**	**1,837,557**	**50,653**	**-**	**1,888,210**	**1,969,518**	**2,027,488**	**2,068,029**	**2,109,382**
*Percentage Increase over prior year			5.8%	2.9%		8.7%	4.3%	2.9%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	-	-	-	-	(20,000)	(20,000)	-	-	-	-
Fees Charged	(28,330)	(46,000)	(53,090)	-	-	(53,090)	(54,150)	(55,230)	(56,330)	(57,460)
Sale of Goods and Services	(1,213,390)	(1,213,390)	(1,252,020)	-	-	(1,252,020)	(1,277,070)	(1,302,610)	(1,328,670)	(1,355,240)
Grants in Lieu of Taxes	(12,825)	(12,825)	(13,210)	-	-	(13,210)	(12,190)	(12,430)	(12,670)	(12,920)
Revenue - Other	(6,220)	(6,237)	(6,410)	-	-	(6,410)	(6,540)	(6,670)	(6,800)	(6,930)
TOTAL REVENUE	**(1,260,765)**	**(1,278,452)**	**(1,324,730)**	**-**	**(20,000)**	**(1,344,730)**	**(1,349,950)**	**(1,376,940)**	**(1,404,470)**	**(1,432,550)**
REQUISITION	**(476,540)**	**(476,540)**	**(512,827)**	**(50,653)**	**20,000**	**(543,480)**	**(619,568)**	**(650,548)**	**(663,559)**	**(676,832)**
*Percentage increase over prior year Requisition			7.6%	10.6%	-4.2%	14.0%	14.0%	5.0%	2.0%	2.0%
AUTHORIZED POSITIONS										
Salaried FTE	10.6	10.6	10.6	0.4		11.0	11.0	11.0	11.0	11.0

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No. 1.313 Animal Care Services	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE							
Buildings	$100,000	$100,000	$0	$0	$0	$0	$100,000
Equipment	$10,000	$23,000	$5,000	$13,000	$5,000	$13,000	$59,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$45,000	$45,000	$0	$0	$0	$0	$45,000
Vehicles	$0	$50,000	$50,000	$50,000	$50,000	$50,000	$250,000
	$155,000	**$218,000**	**$55,000**	**$63,000**	**$55,000**	**$63,000**	**$454,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$155,000	$155,000	$0	$0	$0	$0	$155,000
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$63,000	$55,000	$63,000	$55,000	$63,000	$299,000
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$155,000	**$218,000**	**$55,000**	**$63,000**	**$55,000**	**$63,000**	**$454,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.313

Service Name: Animal Care Services

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2025	2026	2027	2028	2029	5 - Year Total auto-populates
23-01	Replacement	Computer Replacements	Replacement of computer equipment	$ 24,000	E	ERF	$ -	$ 8,000	$ -	$ 8,000	$ -	$ 8,000	$ 24,000
23-02	Replacement	Vehicle Replacements	Replacement of vehicles (shared with Bylaw)	$ 250,000	V	ERF	$ -	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
23-03	Renewal	Animal Shelter Improvement	Updating CRD Animal Shelter Facility	$ 200,000	B	Cap	$ 100,000	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000
23-04	Renewal	On-Line Payment Portal for Dog Licences	Purchase of Tempest on-line payment portal for CRD Dog Licence	$ 30,000	S	Cap	$ 30,000	$ 30,000	$ -	$ -	$ -	$ -	$ 30,000
23-05	Renewal	Network Upgrade and Security	Network Upgrade and addition of Security Cameras at CRD Animal Shelter	$ 35,000	S	Cap	$ 15,000	$ 15,000	$ -	$ -	$ -	$ -	$ 15,000
23-06	Renewal	Outreach	Implementing and enhancing Outreach programs	$ 62,351	E	Cap	$ 10,000	$ 10,000	$ -	$ -	$ -	$ -	$ 10,000
25-01	Replacement	Personal Protection Equipment PPE	Replacement of staff PPE - stab protection plates	$ 25,000	E	ERF	$ -	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 25,000
													$ -
													$ -
													$ -
													$ -
													$ -
													$ -
													$ -
													$ -
													$ -
													$ -
			Grand Total	**$ 626,351**				**$ 218,000**	**$ 55,000**	**$ 63,000**	**$ 55,000**	**$ 63,000**	**$ 454,000**

Service:	1.313	Animal Care Services

Project Number	23-01	**Capital Project Title**	Computer Replacements	**Capital Project Description**	Replacement of computer equipment
Project Rationale	Replace computers as required and requested by IT.				

Project Number	23-02	**Capital Project Title**	Vehicle Replacements	**Capital Project Description**	Replacement of vehicles (shared with Bylaw)
Project Rationale	To replace vehicles used for Animal Control and Bylaw Enforcement.				

Project Number	23-03	**Capital Project Title**	Animal Shelter Improvement	**Capital Project Description**	Updating CRD Animal Shelter Facility
Project Rationale	Create new reception area at front of Animal Shelter to ensure public are not entering the areas where animals are kept for the safety of the customers and welfare of the animals, provides Officers their own entrance to bring in lost or injured animals. New signage required to identify property and building from a busy highway and ensure they all meet corporate standards. Addition of cat impound room as current impound room will be changed into the front reception area as it is located at the front of the building. Painting of cement floors in building, painting of all spaces and new additions. Upgrade to outside dog area, addition of environment enriching activities and tasks to keep dogs properly exercised, metal pergola and cement picnic table for dog exercise area which creates shade for animals and a meet and greet area for potential animal adoptions, upgrade from current gravel to a rubber or turf on part of area with activities. Repair of fencing surrounding building and addition of entrace gate to back area off the side of the building for deliveries and adding an additional exit from the building in case of emergency. Mural for front of animal shelter with dedication to the bequeathment donor. Wired in generator to furnace and eletrical in case of loss of power, to maintain heating and air flow for the animals.				

Project Number	23-04	**Capital Project Title**	On-Line Payment Portal for Dog Licences	**Capital Project Description**	Purchase of Tempest on-line payment portal for CRD Dog Licence
Project Rationale	Purchase of Tempest online dog licence port for payment of CRD Dog Licences on-line resulting in reduction of phone calls, in-person and by mail renewals, resulting in efficiency, more up-to-date information and less staff time and resources.				

Service:	1.313	Animal Care Services

Project Number	23-05	**Capital Project Title**	Network Upgrade and Security	**Capital Project Description**	Network Upgrade and addition of Security Cameras at CRD Animal Shelter
Project Rationale	Animal Shelter network requires upgrade to allow wifi, a faster connection and Cisco phones, currently no option for wifi, connection is poor when it rains or snows, staff are unable to be integrated into the Cisco phone system with current connectivity. Once upgraded addition of Cisco phones, security cameras for security, tv display to monitor for safety of staff and lone worker checks.				

Project Number	23-06	**Capital Project Title**	Outreach	**Capital Project Description**	Implementing and enhancing Outreach programs
Project Rationale	Enhancement of Petiquette Program to include updated and new information regarding dog parks, dangerous dogs, responsible pet ownership, animal care, licencing and community involvement. Enhancement of Emergency Preparedness for Pets, information, outreach and develop more detailed CRD Grab 'n Go Bags for Pets. Addition of community outreach programs as well as training for outside agencies on how to deal with problem pets. Development of CRD Pets App - app designed by CRD staff that allows users to post their lost animal or found animal. Users would create a profile for their pet and if it becomes lost, they can choose an option to post 'lost' and drop a GIS pin where their pet was lost, all other users with the app will be notified and your dog could be returned to you in a timely fashion. Various volunteers are managing something similar by Facebook. The CRD would be the hub of where all lost and found pets are posted, which in turn will increase the numbers and rate of animals returned to their owners. In addition, the App will have a section for rules regarding dogs in all CRD Parks as well as municipal parks, can use CRD GIS to find areas that are off-leash, dog licence fees, leash laws per municipality and likes to the 13 municipal Animal Control Bylaws, CRD could use all to send out notifications regarding algae bloom so that dog owners don't allow their pets to drink the water at that CRD Regional Park etc.				

Project Number	25-01	**Capital Project Title**	Personal Protection Equipment PPE	**Capital Project Description**	Replacement of staff PPE - stab protection plates
Project Rationale	In 2023 all bylaw officers were outiftted with personal protective equipment in the form the stab vests. The inner plates have a 5 year life span so will require replacement therefore we require the funds by mid 2028 to order the replacement. The plates cost upwards of $850 per staff member.				

Animal Care Services
Reserve Summary Schedule
2025 - 2029 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
Operating Reserve Fund	52,657	32,657	41,657	48,657	55,657	62,657
Equipment Replacement Fund	31,021	10,176	17,741	26,206	33,916	24,316
Total	**83,679**	**42,834**	**59,399**	**74,864**	**89,574**	**86,974**

Reserve Schedule

Reserve Fund: 1.313 Animal Control - Operating Reserve Fund

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

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105407	2024	2025	2026	2027	2028	2029
Beginning Balance		49,531	52,657	32,657	41,657	48,657	55,657
Transfer from Ops Budget		726	-	9,000	7,000	7,000	7,000
Transfer to Ops Budget - Core Budget		-	(20,000)	-	-	-	-
Interest Income*		2,400					
Ending Balance $		**52,657**	**32,657**	**41,657**	**48,657**	**55,657**	**62,657**

Assumptions/Background:

Maintain balance at reasonable level to cover unexpected operating expenses such as legal.

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

Reserve Schedule

Reserve Fund: 1.313 Animal Control - Equipment Replacement Fund

For replacement of vehicles, computers and furnishings.

ERF Group: ANICON.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101424	2024	2025	2026	2027	2028	2029
Beginning Balance		29,021	31,021	10,176	17,741	26,206	33,916
Transfer from Op Budget		32,000	42,155	62,565	71,465	62,710	53,400
Planned Purchases		(30,000)	(63,000)	(55,000)	(63,000)	(55,000)	(63,000)
Interest Income		-					
Ending Balance $		**31,021**	**10,176**	**17,741**	**26,206**	**33,916**	**24,316**

Assumptions/Background:

Maintain level sufficient to fund required vehicle and computer replacements

CAPITAL REGIONAL DISTRICT

2025 Budget

Bylaw Enforcement

COMMITTEE OF THE WHOLE

October 2024

Service: 1.323 Bylaw Services **Committee: Planning and Protective Services**

DEFINITION:

To provide Bylaw enforcement to functions of the Capital Regional District as required. The cost of this service is reallocated to functions that use Bylaw enforcement services, such as Regional Parks, Noise Control, Nuisances & Unsightly Premises, and others.

SERVICE DESCRIPTION:

Respond to complaints, seek voluntary compliance and use regulatory and legal enforcement options to enforce bylaws in the three electoral areas for Noise, Nuisance and Unsightly Premises as well as Soil Deposit and Removal in the JdF EA.

Bylaw Enforcement services in Metchosin and the Highlands by contract.

Enforce bylaws for internal customers including Hartland Landfill, Environmental Services, Integrated Water, Parks, Community Planning, Building Inspection and Vancouver Island Health Authority.

PARTICIPATION:

Method of cost allocation on the basis of prior year's estimated usage.

MAXIMUM LEVY:

None stated.

FUNDING:

Mainly from functions within the CRD that use Bylaw enforcement.

Change in Budget 2024 to 2025
Service: 1.323 Bylaw Enforcement

	Total Expenditure	Comments
2024 Budget	**639,731**	
Change in Salaries:		
Base salary and benefit change	9,597	Inclusive of estimated collective agreement changes
Step increase/paygrade change	4,839	
1.5 FTE	152,410	2025 IBC 16g-3.4 (1.0 FTE); 2025 IBC 3a-1.3 Hartland (0.5 FTE)
0.4 FTE transfer to Animal Control	(35,511)	0.4 FTE transfer to Animal Control to align with operational deployment
2024 AUX wages and benefit	(50,000)	2024 one-time AUX wages to support Hartland
2025 AUX wages and benefit	24,000	Ongoing AUX coverage for vacation/sick days for the bylaw officers and admin (IBC FTEs)
Other	12,451	
Total Change in Salaries	117,786	
Other Changes:		
Standard Overhead Allocation	3,071	Increase in 2024 operating costs
Human Resources Allocation	2,628	Increase in 2024 salary budget; corporate safety resourcing
Vehicle operating costs	14,120	Realignment of budget with expected future expenses
Supplies-setup costs	16,000	One-time setup costs for 1.5 FTE; 2025 IBC 16g-3.4 (1.0 FTE); 2025 IBC 3a-1.3 Hartland (0.5 FTE)
Sharepoint Online Upgrade	7,207	Contribution to 2025 IBC 13a-3.1: M365 SharePoint Online Transition to IM
Uniforms, Staff training & IT licence	5,180	Increase due to the addition of staffing count
Telecommunication	3,740	Increase for annual cell, radio and surface book LTE charges
Transfer to reserve	18,272	Increase in transfer to ERF for future vehicle/equipment purchases
Other Costs	5,686	Other costs such as travel, meeting costs, operating supplies
Total Other Changes	75,904	
2025 Budget	**833,421**	

Summary of % Expense Increase	
2025 IBCs (1.5 FTEs)	23.8%
Base salary and step increase	2.3%
0.4 FTE transfer out	-5.6%
One-time Setup costs	2.5%
Transfer to reserve	2.9%
Vehicle operating costs	2.2%
Sharepoint Online Upgrade	1.1%
Balance of increase	1.1%
% expense increase from 2024:	***30.3%***
% Requisition increase from 2024 (if applicable):	***NA***

Requisition funding is (0)% of service revenue

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

There is an estimated one-time favourable variance of $4,790 (0.7%) due mainly to higher internal recovery of bylaw enforcement services. This variance will be balanced to Equipment Reserve, which has an expected year end balance of $47,659 before this transfer.

1.323 - Bylaw Enforcement	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	BUDGET REQUEST 2025 ONGOING	BUDGET REQUEST 2025 ONE-TIME	BUDGET REQUEST 2025 TOTAL	FUTURE PROJECTIONS 2026	2027	2028	2029
OPERATING COSTS										
Salaries & Wages	427,988	419,988	405,987	139,787	-	545,774	740,713	670,473	795,273	817,443
Vehicle Operating Expenses	25,880	35,000	30,000	10,000	-	40,000	40,800	41,620	42,450	43,300
Telecommunications	6,000	6,000	6,180	3,560	-	9,740	9,930	10,130	10,330	10,540
Supplies	3,500	3,500	5,000	-	12,500	17,500	10,100	5,200	10,300	5,410
Allocations	84,295	84,295	92,460	-	7,207	99,667	103,507	99,447	101,492	103,620
Other Operating Expenses	41,210	40,676	43,440	4,670	3,500	51,610	49,084	50,068	51,083	52,098
TOTAL OPERATING COSTS	**588,873**	**589,459**	**583,067**	**158,017**	**23,207**	**764,291**	**954,134**	**876,938**	**1,010,928**	**1,032,411**
*Percentage Increase over prior year			-1.0%	26.8%	3.9%	29.8%	24.8%	-8.1%	15.3%	2.1%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	50,858	55,648	69,130	-	-	69,130	66,975	90,325	86,715	87,280
TOTAL CAPITAL / RESERVE	**50,858**	**55,648**	**69,130**	**-**	**-**	**69,130**	**66,975**	**90,325**	**86,715**	**87,280**
TOTAL COSTS	**639,731**	**645,107**	**652,197**	**158,017**	**23,207**	**833,421**	**1,021,109**	**967,263**	**1,097,643**	**1,119,691**
*Percentage Increase over prior year			1.9%	24.7%	3.6%	30.3%	22.5%	-5.3%	13.5%	2.0%
Internal Recoveries	(603,101)	(575,384)	(608,311)	(158,017)	(23,207)	(789,535)	(976,418)	(921,673)	(1,051,157)	(1,072,283)
OPERATING COSTS LESS INTERNAL RECOVERIES	**36,630**	**69,723**	**43,886**	**-**	**-**	**43,886**	**44,691**	**45,590**	**46,486**	**47,408**
*Percentage Increase over prior year			19.8%			19.8%	1.8%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Sale of Goods and Services	(32,980)	(65,943)	(40,286)	-	-	(40,286)	(41,090)	(41,910)	(42,740)	(43,590)
Revenue - Other	(3,650)	(3,780)	(3,600)	-	-	(3,600)	(3,601)	(3,680)	(3,746)	(3,818)
TOTAL REVENUE	**(36,630)**	**(69,723)**	**(43,886)**	**-**	**-**	**(43,886)**	**(44,691)**	**(45,590)**	**(46,486)**	**(47,408)**
REQUISITION	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
AUTHORIZED POSITIONS:										
Salaried FTE	2.9		2.9	1.1		4.0	5.0	5.0	6.0	6.0

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.323 Bylaw Services	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$4,000	$4,000	$4,000	$4,000	$4,000	$20,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$25,000	$75,000	$25,000	$75,000	$25,000	$225,000
		$0	**$29,000**	**$79,000**	**$29,000**	**$79,000**	**$29,000**	**$245,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$29,000	$79,000	$29,000	$79,000	$29,000	$245,000
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$0	**$29,000**	**$79,000**	**$29,000**	**$79,000**	**$29,000**	**$245,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 1.323

Service Name: Bylaw Services

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2025	2026	2027	2028	2029	5 - Year Total auto-populates
25-01	Replacement	Computers	Replacement of computer equipment	$ 12,500	E	ERF	$ -	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 12,500
25-02	Replacement	Vehicle	Replacement of Bylaw vehicles	$ 225,000	V	ERF	$ -	$ 25,000	$ 75,000	$ 25,000	$ 75,000	$ 25,000	$ 225,000
25-03	Replacement	PPE	Replacement of Personal Protection Equipment	$ 7,500	E	ERF	$ -	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 7,500
													$ -
													$ -
													$ -
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													$ -
			Grand Total	**$ 245,000**				**$ 29,000**	**$ 79,000**	**$ 29,000**	**$ 79,000**	**$ 29,000**	**$ 245,000**

Service:	1.323	Bylaw Services

Project Number	25-01	**Capital Project Title**	Computers	**Capital Project Description**	Replacement of computer equipment
Project Rationale	Replacement of computer equipment				

Project Number	25-02	**Capital Project Title**	Vehicle	**Capital Project Description**	Replacement of Bylaw vehicles
Project Rationale	Replacement of Bylaw vehicles				

Project Number	25-03	**Capital Project Title**	PPE	**Capital Project Description**	Replacement of Personal Protection Equipment
Project Rationale	Personal protection equiptment have a replacement schedule of 5 years. These are stab/spike resistent vests for our Bylaw staff, purchased in 2024.				

Reserve Schedule

Reserve Fund: 1.323 Bylaw Enforcement - Equipment Replacement Fund

ERF Group: BYLAW.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101426	2024	2025	2026	2027	2028	2029
Beginning Balance		97,657	47,659	87,789	75,764	137,089	144,804
Transfer from Ops Budget		50,858	69,130	66,975	90,325	86,715	87,280
Proceed from Disposition		1,644					
Planned Purchase		(102,500)	(29,000)	(79,000)	(29,000)	(79,000)	(29,000)
Interest Income		-					
Ending Balance $		**47,659**	**87,789**	**75,764**	**137,089**	**144,804**	**203,084**

Assumptions/Background:

Maintain level sufficient to fund required vehicle and computer replacements

CAPITAL REGIONAL DISTRICT

2025 Budget

Traffic Safety Commission

COMMITTEE OF THE WHOLE

October 2024

Service: 1.230 Traffic Safety **Commission: Traffic Safety**

DEFINITION:

To establish a Traffic Safety Commission as an extended service to participants.
Establishment Bylaw No. 1828 (1990), Bylaw No. 1921 (1991), No. 3614 (2009), and No. 4166 (2017).

SERVICE DESCRIPTION:

This service provides funding and support for the Traffic Safety Commission, a CRD commission that advises the CRD Board on Traffic Safety problems and puts in place applicable Traffic Safety Programs. Representatives from about 14 organizations concerned with traffic safety, such as the BC Ambulance Service, make up the commission.

PARTICIPATION:

Participating municipalities and electoral areas on the basis of converted hospital assessment value of land and improvements.

MAXIMUM LEVY:

None stated

MAXIMUM CAPITAL DEBT:

N/A

1.230 - Traffic Safety Commission	2024		BUDGET REQUEST 2025				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
OPERATING COSTS										
Allocations	6,856	6,856	5,263	-	-	5,263	5,421	5,529	5,640	5,752
Insurance Costs	330	330	270	-	-	270	297	327	360	396
Advertising, Promotion and Meetings	70,000	25,000	94,000	-	-	94,000	55,000	56,100	57,220	58,370
Scholarships	18,000	2,000	18,000	-	-	18,000	2,000	2,000	2,000	2,000
Other Expenses	10,068	14,791	15,092	-	-	15,092	15,000	15,300	15,600	15,910
TOTAL COSTS	**105,254**	**48,977**	**132,625**	**-**	**-**	**132,625**	**77,718**	**79,256**	**80,820**	**82,428**
*Percentage Increase over prior year			26.0%			26.0%	-41.4%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2024 to 2025	-	56,443	(56,443)	-	-	(56,443)	-	-	-	-
Balance c/fwd from 2023 to 2024	(29,182)	(29,182)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(3,360)	(3,351)	(3,460)	-	-	(3,460)	(3,530)	(3,600)	(3,670)	(3,740)
Other Revenue	(200)	(375)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
TOTAL REVENUE	**(32,742)**	**23,535**	**(60,113)**	**-**	**-**	**(60,113)**	**(3,740)**	**(3,810)**	**(3,880)**	**(3,950)**
REQUISITION	**(72,512)**	**(72,512)**	**(72,512)**	**-**	**-**	**(72,512)**	**(73,978)**	**(75,446)**	**(76,940)**	**(78,478)**
*Percentage increase over prior year Requisition			0.0%			0.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2025 Budget

Regional Planning Services

COMMITTEE OF THE WHOLE

October 2024

Service: 1.324 Regional Planning Services **Committee: Planning and Protective Services**

DEFINITION:

Regional Planning includes two service functions:

Regional Information – which maintains a regional information base and perspective on population, employment, economic development and land use trends. The service provides regional, sub-regional and municipal statistics, trend analysis and research tools to member municipalities and a wide variety of public, private and community clientele.

Regional Transportation – manages and applies the regional transportation model. The service analyzes the impacts of actual and projected changes to the transportation system and conducts/commissions transportation-related studies and reports. Regional transportation provides advice and information to the CRD Board, other departments and other jurisdictions on policies and issues related to the Regional Transportation Plan.

SERVICE DESCRIPTION:

Regional Planning provides information and planning services including regional, sub-regional and municipal statistics, trend analysis, transportation, policy development, planning and modeling. The information also assists in preparation of indicators relating to the annual legislative reporting requirement for the Regional Growth Strategy and as an information base for the development of municipal and electoral area official community plans. The information and analysis also supports the regional transportation and urban growth models and assists municipalities and local and regional agencies in their planning work.

PARTICIPATION:

All member municipalities (Central Saanich; Colwood; Esquimalt; Highlands; Langford; Metchosin; North Saanich; Oak Bay; Saanich; Sidney; Sooke: Victoria; View Royal) and Electoral Areas within the CRD (Juan de Fuca, Southern Gulf Islands, Salt Spring Island).

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

Change in Budget 2024 to 2025
Service: 1.324 Regional Planning & Growth Strategy

	Total Expenditure	Comments
2024 Budget	**2,227,436**	
Change in Salaries:		
Base salary change	19,755	Inclusive of estimated collective agreement changes
Step change/paygrade change	(6,522)	Step change due to staff turnover
Other	800	
Total Change in Salaries	14,033	
Other Changes:		
Program Development	332,148	One-time Transportation Model Update from 2022 IBC 2a-1.1 Transportation Data Collection, Modelling & Priority Implementation
Standard Overhead Allocation	3,666	Increase in 2024 operating costs
Building Occupancy	17,619	Allocations from facilities management services (HQ)
Field Operations Centre (HQ2) Allocation	3,850	Development of HQ2/FOC building - to cover estimated new debt and operating costs for the new building
SharePoint Online Upgrade	10,812	Contribution to 2025 IBC 13a-3.1: M365 Sharepoint Online Transition to IM
Travel expenses	(9,940)	Realignment of budget with expected future expenses
Other Costs	209	
Total Other Changes	358,364	
2025 Budget	**2,599,833**	

Summary of % Expense Change		
2025 Base salary and benefit change	0.9%	
Internal allocations	1.6%	
One time program development	14.9%	
Balance of change	-0.7%	
% expense increase from 2024:	***16.7%***	
% Requisition increase from 2024 (if applicable):	***3.0%***	*Requisition funding is 52.2% of service revenue*

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

There is an estimated one-time favourable variance of $126,702 (5.7%) due mainly to temporary staff vacancies ($94,902) and reduced staff training and travel expense ($15,220). The Island Corridor project was largely deferred ($580,000) to 2025 resulting in a reduction of expenses and a corresponding reduced transfers from reserves. The surplus will be transferred to the Operating Reserve which has an expected year end balance of $2,739,381 before this transfer.

1.324 - Regional Planning Services	2024		BUDGET REQUEST 2025				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
OPERATING COSTS										
Salaries & Wages	1,098,077	1,003,175	1,112,110	-	-	1,112,110	1,144,088	1,176,968	1,210,778	1,245,551
Contract for Services	74,620	74,620	74,000	-	-	74,000	76,110	76,110	76,110	76,110
Allocations	261,019	261,019	291,603	-	10,812	302,415	323,735	329,962	339,705	346,765
Program Development Costs	685,990	95,990	97,910	-	912,148	1,010,058	99,870	420,000	-	-
Other Operating Expenses	105,230	77,540	98,750	-	-	98,750	101,006	103,318	105,729	108,223
TOTAL OPERATING COSTS	**2,224,936**	**1,512,344**	**1,674,373**	**-**	**922,960**	**2,597,333**	**1,744,809**	**2,106,358**	**1,732,322**	**1,776,649**
*Percentage Increase over prior year			-24.7%		41.5%	16.7%	-32.8%	20.7%	-17.8%	2.6%
CAPITAL / RESERVES										
Transfer to Operating Reserve Fund	-	126,702	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	2,500	2,500	2,500	-	-	2,500	2,500	2,500	2,500	2,500
TOTAL CAPITAL / RESERVES	**2,500**	**129,202**	**2,500**	**-**	**-**	**2,500**	**2,500**	**2,500**	**2,500**	**2,500**
TOTAL COSTS	**2,227,436**	**1,641,546**	**1,676,873**	**-**	**922,960**	**2,599,833**	**1,747,309**	**2,108,858**	**1,734,822**	**1,779,149**
Internal Recoveries	(93,180)	(93,180)	(91,440)	-	-	(91,440)	(94,090)	(96,810)	(99,620)	(102,500)
TOTAL COSTS NET OF RECOVERIES	**2,134,256**	**1,548,366**	**1,585,433**	**-**	**922,960**	**2,508,393**	**1,653,219**	**2,012,048**	**1,635,202**	**1,676,649**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(799,617)	(214,617)	(210,753)	-	(922,960)	(1,133,713)	(211,757)	(500,510)	(50,122)	(14,398)
Grants in Lieu of Taxes	(59,838)	(59,838)	(61,640)	-	-	(61,640)	(62,880)	(64,140)	(65,430)	(66,740)
Revenue - Other	(3,090)	(2,790)	(3,180)	-	-	(3,180)	(3,250)	(3,320)	(3,390)	(3,460)
Recovery - Other	(590)	-	(610)	-	-	(610)	(620)	(630)	(640)	(650)
	-									
TOTAL REVENUE	**(863,135)**	**(277,245)**	**(276,183)**	**-**	**(922,960)**	**(1,199,143)**	**(278,507)**	**(568,600)**	**(119,582)**	**(85,248)**
REQUISITION	**(1,271,121)**	**(1,271,121)**	**(1,309,250)**	**-**	**-**	**(1,309,250)**	**(1,374,712)**	**(1,443,448)**	**(1,515,620)**	**(1,591,401)**
*Percentage increase over prior year Requisition			3.0%			3.0%	5.0%	5.0%	5.0%	5.0%
Salaried	7.5	7.5	7.5			7.5	7.5	7.5	7.5	7.5

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.324 Regional Planning Services	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$4,000	$8,000	$3,000	$4,000	$72,000	$91,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$4,000**	**$8,000**	**$3,000**	**$4,000**	**$72,000**	**$91,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$4,000	$8,000	$3,000	$4,000	$72,000	$91,000
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$0	**$4,000**	**$8,000**	**$3,000**	**$4,000**	**$72,000**	**$91,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

Service #: 1.324

Service Name: Regional Planning Services

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2025	2026	2027	2028	2029	5 - Year Total auto-populates
18-01	Replacement	Computer Replacement	Computer Replacement	$ 36,700	E	ERF	$ -	$ 4,000	$ 8,000	$ 3,000	$ 4,000	$ -	$ 19,000
23-01	Replacement	Eco-Counter Replacement	Replacement of bike and pedestrian counters owned by CRD across the region	$ 90,000	E	ERF	$ -	$ -	$ -	$ -	$ -	$ 72,000	$ 72,000
													$ -
													$ -
													$ -
													$ -
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			Grand Total	**$ 126,700**				**$ 4,000**	**$ 8,000**	**$ 3,000**	**$ 4,000**	**$ 72,000**	**$ 91,000**

Service:	1.324	Regional Planning Services

Project Number	18-01	**Capital Project Title**	Computer Replacement	**Capital Project Description**	Computer Replacement
Project Rationale	Planned computer replacement for RSP staff complement, per IT replacement schedule.				

Project Number	23-01	**Capital Project Title**	Eco-Counter Replacement	**Capital Project Description**	Replacement of bike and pedestrian counters owned by CRD across the region
Project Rationale	The Data Review Implementation program oversaw the installation of 30 on-trail bike and pedestrian counters across the region. Data from the counters is published to a website daily and is used to inform policy. The CRD transferred ownership of 16 counters to third-parties. The remaining counters will start reaching end of life starting in 2028 and will have to be replaced				

Regional Planning Services
Reserve Summary Schedule
2025 - 2029 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
Equipment Replacement Fund	213,467	211,967	206,467	205,967	204,467	134,967
Operating Reserve Fund	2,739,381	970,668	758,911	258,401	208,279	193,881
Total	**2,952,848**	**1,182,635**	**965,378**	**464,368**	**412,746**	**328,848**

Reserve Schedule

Reserve Fund: 1.324 Regional Planning Services - Equipment Replacement Fund

ERF Group: RGPLAN.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101427	2024	2025	2026	2027	2028	2029
Beginning Balance		254,967	213,467	211,967	206,467	205,967	204,467
Transfer from Ops Budget		2,500	2,500	2,500	2,500	2,500	2,500
Planned Purchase		(44,000)	(4,000)	(8,000)	(3,000)	(4,000)	(72,000)
Interest Income		-					
Ending Balance $		**213,467**	**211,967**	**206,467**	**205,967**	**204,467**	**134,967**

Assumptions/Background:

Maintain adequate funding for lifecycle replacement of computer equipment and furnishings.

Reserve Schedule

Reserve Fund: 1.324 Regional Planning Services - Operating Reserve Fund

Op Rsv Funds B#4102,03,4144,45,46,47

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105501	2024	2025	2026	2027	2028	2029
Beginning Balance		2,367,467	2,739,381	970,668	758,911	258,401	208,279
Transfer from Ops Budget		-	-	-	-	-	-
Return of Project Surplus		486,077	-	-	-	-	-
Transfer to Ops Budget - Program Development							
Ready Step Roll Program		(40,000)	(40,000)	(40,000)	-	-	-
Implementation of Data Review		(25,000)	(25,000)	(25,000)	-	-	-
Origin and Destination Survey		-	-	-	(420,000)	-	-
IBC 4a-1.2 Transportation Service Implementation		-	(635,000)	-	-	-	-
IBC 4b-2.1 - Island Corridor Consultation		(15,000)	(580,000)	-	-	-	-
Bike Map Refresh		(28,000)	-	(28,000)	-	(28,000)	-
Transportation Model			(332,148)				
Transfer to Ops Budget - Core Budget		(101,959)	(155,565)	(118,757)	(80,510)	(22,122)	(14,398)
Transfer to Ops Budget - Manager of Strategic Planning		(4,658)	(1,000)	-	-	-	-
Interest Income*		100,454					
Ending Balance $		**2,739,381**	**970,668**	**758,911**	**258,401**	**208,279**	**193,881**

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2025 Budget

Regional Growth Strategy

COMMITTEE OF THE WHOLE

October 2024

Service: 1.330 Regional Growth Strategy **Committee: Planning and Protective Services**

DEFINITION:

This service is responsible for developing, coordinating, monitoring and updating the Regional Growth Strategy (RGS). The service includes providing advice and information to the CRD Board and other departments on policies and issues related to the RGS including the ongoing monitoring of its implementation. The Regional Growth Strategy is contained within CRD Bylaw No.4017 (Adopted March 2018).

SERVICE DESCRIPTION:

The Regional Growth Strategy/Sustainability service is responsible for developing, coordinating, monitoring and updating the Regional Growth Strategy (RGS) pursuant to the legislative provisions of the *Local Government Act*. The RGS is contained within CRD Bylaw No.4017 (adopted March 2018). The service administers the RGS through the review and reporting on municipal regional context statements, assessment of compliance of regional district bylaws, and providing advice and information to the CRD Board and other departments on policies and issues related to the RGS including the ongoing monitoring of its implementation.

PARTICIPATION:

All member municipalities (Central Saanich; Colwood; Esquimalt; Highlands; Langford; Metchosin; North Saanich; Oak Bay; Saanich; Sidney; Sooke: Victoria; View Royal) and the Juan de Fuca Electoral Area.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

Change in Budget 2024 to 2025 Service: 1.330 Regional Growth Strategy	Total Expenditure	Comments
2024 Budget	**331,880**	
Change in Salaries:		
Base salary change	5,142	Inclusive of estimated collective agreement changes
Total Change in Salaries	5,142	
Other Changes:		
Contract for Services	80,862	Implementation of 2023 IBC: 11b-1 Foodlands Access Service studies and financial modelling
Contract for Services	75,000	UBMC grant funded Growth and Mobility Study
Contract for Services	275,000	2025 IBC 8a-2.1 Regional Growth Strategy Review and Update
Legal Expenses	20,000	2025 IBC 8a-2.1 Regional Growth Strategy Review and Update
Other Costs	4,830	
Total Other Changes	455,692	
2025 Budget	**792,714**	
Summary of % Expense Change		
2025 IBC Expense	88.9%	
Increase one-time contract for services	47.0%	
Balance of change	3.0%	
% expense decrease from 2023:	***138.9%***	
% Requisition increase from 2023 (if applicable):	***3.0%***	*Requisition funding is (41.0%) of service revenue*

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

There is an estimated one-time favourable variance of $82,295 (24.8%) mainly due to temporary staff vacancies ($46,704), and lower than planned contract ($24,830) and legal expenses ($6,170). The variance will be transferred to the Operating Reserve Fund, which has an expected year end balance of $2,043,017 before this transfer.

1.330 - Regional Growth Strategy	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026	2027	2028	2029
OPERATING COSTS										
Salaries & Wages	158,204	111,500	163,346	-	-	163,346	167,808	172,391	177,097	181,938
Contract for Services	24,830	-	25,570	-	-	25,570	26,080	26,600	27,130	27,670
Special Projects	-	-	-	-	430,862	430,862	75,000	-	-	-
Allocations	123,766	123,766	122,906	-	-	122,906	127,136	131,106	134,703	138,392
Other Operating Expenses	15,080	4,299	16,530	-	20,000	36,530	16,830	17,150	17,470	17,790
TOTAL OPERATING COSTS	**321,880**	**239,565**	**328,352**	**-**	**450,862**	**779,214**	**412,854**	**347,247**	**356,400**	**365,790**
*Percentage Increase over prior year			2.0%		140.1%	142.1%	-47.0%	-15.9%	2.6%	2.6%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	10,000	92,295	13,500	-	-	13,500	10,800	8,300	6,200	4,100
TOTAL CAPITAL / RESERVE	**10,000**	**92,295**	**13,500**	**-**	**-**	**13,500**	**10,800**	**8,300**	**6,200**	**4,100**
TOTAL COSTS	**331,880**	**331,860**	**341,852**	**-**	**450,862**	**792,714**	**423,654**	**355,547**	**362,600**	**369,890**
*Percentage Increase over prior year			3.0%		135.9%	138.9%	-46.6%	-16.1%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	-	-	-	-	(450,862)	(450,862)	(75,000)	-	-	-
Grants in Lieu of Taxes	(15,655)	(15,655)	(16,120)	-	-	(16,120)	(16,440)	(16,770)	(17,110)	(17,450)
Revenue - Other	(1,020)	(1,000)	(1,050)	-	-	(1,050)	(1,070)	(1,090)	(1,110)	(1,130)
TOTAL REVENUE	**(16,675)**	**(16,655)**	**(17,170)**	**-**	**(450,862)**	**(468,032)**	**(92,510)**	**(17,860)**	**(18,220)**	**(18,580)**
REQUISITION	**(315,205)**	**(315,205)**	**(324,682)**	**-**	**-**	**(324,682)**	**(331,144)**	**(337,687)**	**(344,380)**	**(351,310)**
*Percentage increase over prior year Requisition			3.0%			3.0%	2.0%	2.0%	2.0%	2.0%
AUTHORIZED POSITIONS										
Salaried	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0

Reserve Schedule

Reserve Fund: 1.330 Regional Growth Strategy - Operating Reserve Fund

Op Rsv Funds B#4102,03,4144,45,46,47

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105502	2024	2025	2026	2027	2028	2029
Beginning Balance		1,797,033	2,043,017	1,605,655	1,541,455	1,549,755	1,555,955
Transfer from Ops Budget		10,000	13,500	10,800	8,300	6,200	4,100
Return of Project Surplus		155,862					
Transfer to Ops Budget		-	(450,862)	(75,000)	-	-	-
Interest Income*		80,122					
Ending Balance $		**2,043,017**	**1,605,655**	**1,541,455**	**1,549,755**	**1,555,955**	**1,560,055**

Assumptions/Background:

2025 - $81k - 2023 IBC 11b-1: Foodlands Access Service
2025 - $295k - IBC 8a-2.1 Regional Growth Strategy Review and Update
2025 - $75k - Growth and Mobility Study
*Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2025 BUDGET

INTEGRATED WATER SERVICES

COMMITTEE OF THE WHOLE

October 2024

COMMITTEE OF THE WHOLE
October 30, 2024
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CAPITAL REGIONAL DISTRICT

2025 BUDGET

Regional Water Supply

COMMITTEE OF THE WHOLE

October 2024

Service: 2.670 **Regional Water Supply** **Commission: Regional Water Supply**

DEFINITION:

To finance, install, operate and maintain a water supply local service in the Capital Regional District, as per the Water Supply Local Service Establishment Bylaw No. 2537.

The establishment and operation of a Regional Water Supply Commission is done by Bylaw No. 2539.

SERVICE DESCRIPTION:

Regional Water Supply is responsible for the water supply, treatment and transmission system for the Greater Victoria region, providing wholesale water to municipalities that operate municipal distribution systems. The service administration and operation is provided by the Integrated Water Services Department.

PARTICIPATION:

City of Victoria	Town of Sidney	District of Metchosin
District of Oak Bay	District of North Saanich	District of Sooke
District of Saanich	Town of View Royal	Juan de Fuca Electoral Area
Township of Esquimalt	City of Colwood	District of Highlands
District of Central Saanich	City of Langford	

MAXIMUM LEVY:

No stated limit in establishment bylaw and no ability to requisition.

MAXIMUM CAPITAL DEBT:

Authorized:	Pre Consolidated MFA Loan Authorizations - Regional Water Supply Water Works Facilities		$137,700,000
Borrowed:			$91,400,000
Remaining:	Expired		$46,300,000
Authorized:	LA Bylaw No. 3451 - Regional Water Supply Land Acquisition		$60,000,000
Borrowed:			$60,000,000
Remaining:			$0
Authorized:	LA Bylaw No. 3902 - Regional Water Supply Water Works Facilities	2014	$12,500,000
Borrowed:			$9,500,000
Remaining:	Expired		$3,000,000
Authorized:	LA Bylaw No. 4382 - Regional Water Supply Water Works Facilities	2021	$46,000,000
Borrowed:			$4,000,000
Remaining:	Active		$42,000,000

FUNDING:

Costs are recovered through the sale of bulk water.

Change in Budget 2024 to 2025
Service: 2.670 Regional Water Supply

		Total Expenditure	Comments
2024 Budget		**42,114,204**	
Change in Salaries:			
Salaries and Benefits		400,300	Inclusive of estimated collective agreement changes
IBCs:			
2.0 FTE	Engineers - Dam Safety	301,000	2024 IBC 2b-1.1 Dam Safety Program (2025 start) - 2 Engineer (using existing budget)
1.0 FTE	Utility Operator	126,350	2024 IBC 2b-1.1 Dam Safety Program (2025 start) - 1 Utility Operator (RWS)
1.0 FTE	Capital Project Engineer	66,700	2025 IBC 2b-2.2 Capital Project Engineer - Q3 2025 start
1.5 FTE	Seasonal Watershed Operators	166,430	2025 IBC 2a-5.1 Watershed Protection - Seasonal Watershed Operator - 2 x 9 month positions
		(158,680)	Existing Operating budgets: Dam Safety Engineer; Seasonal Watershed Operators
		(211,180)	Funded through Capital Program: Capital Project Engineer; Dam Safety Engineers
		290,620	
Total Change in Salaries		690,920	
Other Changes:			
Transfer to Capital		2,050,000	Increase in Capital Fund Transfers
Asset and Maintenance Management		145,260	Asset Management transferred from Corporate to IWS
		56,300	Additional maintenance trade support
Chemical Supplies		191,410	Increased cost of chemicals and increased budgeted demand
Contracts for Services		123,490	
Demand Management		98,570	Increased funding for Demand management public engagement
Agriculture Water Rate Funding		50,000	
Insurance Costs		35,940	Recognize growing insurance premiums
Principal & Interest Payments		(308,990)	Principal and Interest Savings for debt retirement of: LA3419-105 of $9m; LA3419-106 of $1m
Vehicle Recovery		(97,786)	Increased Vehicle recovery to fund growth of Reserve Transfers
Other Costs		(190,295)	
Total Other Changes		2,153,899	
2025 Budget		**44,959,023**	

Summary of % Expense Increase

Change between capital and debt funding	4.1%
Change in labour costs	1.6%
Change in asset and maintenance management	0.5%
Change in chemical supplies	0.5%
Balance of increase	0.5%
% expense increase from 2024:	***6.8%***

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

Water demand is forecasted in line with budget, while operational costs are forecasted below budget due to temporary vacancies ($200k), partially offset by chemical supply costs expected to exceed budget ($160k). The forecasted net surplus of $500k will be transferred to the service's Water Capital Fund.

CAPITAL REGIONAL DISTRICT

Program Group: CRD-Regional Water Supply

SUMMARY	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 BUDGET REQUEST: 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	TOTAL (COL 4, 5 & 6)	FUTURE PROJECTIONS: 2026	2027	2028	2029
1	2	3	4	5	6	7	8	9	10	11
GENERAL PROGRAM EXPENDITURES:										
WATERSHED PROTECTION	6,787,022	6,721,464	6,879,383	52,342	-	6,984,067	7,123,748	7,266,223	7,411,548	7,559,779
WATER OPERATIONS	7,385,305	7,568,379	7,842,702	295,839	-	8,138,541	8,322,590	8,533,263	8,753,440	8,979,453
WATER QUALITY	2,045,342	2,047,559	2,133,179	-	-	2,133,179	2,176,457	2,220,606	2,265,668	2,311,647
CROSS CONNECTION	800,530	797,456	836,509	-	-	836,509	862,038	886,837	913,347	939,791
DEMAND MANAGEMENT	761,302	763,011	859,872	-	-	859,872	878,943	900,088	923,930	946,867
INFRASTRUCTURE ENGINEERING	577,530	577,530	595,345	-	-	595,345	613,320	625,600	638,094	650,894
FLEET OPERATION & MAINTENANCE	(479,755)	(479,755)	(577,541)	-	-	(577,541)	(589,092)	(600,874)	(612,892)	(625,149)
ASSET & MAINTENANCE MANAGEMENT & GM SUPPORT *	602,891	437,017	807,882	-	-	807,882	828,617	849,363	871,169	893,602
TOTAL OPERATING EXPENDITURES	18,480,167	18,432,661	19,377,331	348,181	-	19,777,854	20,216,621	20,681,106	21,164,304	21,656,885
Percentage increase over prior year's board budget			4.85%			7.02%	2.22%	2.30%	2.34%	2.33%
CONVEYANCE FEE FOR SERVICE TO FIRST NATIONS	900,000	450,000	480,000	-	-	480,000	500,000	525,000	550,000	575,000
AGRICULTURAL WATER RATE FUNDING	1,800,000	1,800,000	1,850,000	-	-	1,850,000	1,900,000	1,950,000	2,000,000	2,050,000
			2.78%			2.78%	2.70%	2.63%	2.56%	2.50%
CAPITAL EXPENDITURES &TRANSFERS										
TRANSFER TO WATER CAPITAL FUND	17,450,000	18,213,025	19,500,000	-	-	19,500,000	21,000,000	23,000,000	25,000,000	27,000,000
TRANSFER TO EQUIPMENT REPLACEMENT FUND	479,755	479,755	577,541	-	-	577,541	589,092	600,874	612,892	625,149
TRANSFER TO DEBT RESERVE FUND	108,040	35,040	186,373	-	-	186,373	580,090	422,090	597,890	301,090
TOTAL CAPITAL EXPENDITURES & TRANSFERS	18,037,795	18,727,820	20,263,914	-	-	20,263,914	22,169,182	24,022,964	26,210,782	27,926,239
DEBT SERVICING										
DEBT - INTEREST & PRINCIPAL	2,896,242	2,874,791	2,587,255	-	-	2,587,255	4,809,274	9,166,280	13,256,825	17,889,131
TOTAL DEBT EXPENDITURES	2,896,242	2,874,791	2,587,255	-	-	2,587,255	4,809,274	9,166,280	13,256,825	17,889,131
DEFICIT TRANSFERRED TO FOLLOWING YR										
TRANSFER TO FOLLOWING YEAR DEFICIT CARRY FORWARD										
TOTAL EXPENDITURES	42,114,204	42,285,272	44,558,500	348,181	-	44,959,023	49,595,077	56,345,350	63,181,911	70,097,255
SOURCES OF FUNDING										
REVENUE - SALES	(41,278,152)	(41,522,220)	(43,842,409)	(348,181)	-	(44,190,590)	(48,432,927)	(55,341,200)	(62,001,961)	(69,214,105)
REVENUE - OTHER	(836,052)	(763,052)	(768,433)	-	-	(768,433)	(1,162,150)	(1,004,150)	(1,179,950)	(883,150)
TOTAL SOURCE OF FUNDING FROM OPERATIONS	(42,114,204)	(42,285,272)	(44,610,842)	(348,181)	-	(44,959,023)	(49,595,077)	(56,345,350)	(63,181,911)	(70,097,255)
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR SURPLUS CARRY FORWARD										
TOTAL SOURCES OF FUNDING	(42,114,204)	(42,285,272)	(44,610,842)	(348,181)	-	(44,959,023)	(49,595,077)	(56,345,350)	(63,181,911)	(70,097,255)
Percentage increase over prior year's board budget			5.93%			6.76%	10.31%	13.61%	12.13%	10.95%
Water Rate $ per cu. m.	$ 0.8094					$ 0.8631	$ 0.9441	$ 1.0767	$ 1.2039	$ 1.3414
Percentage increase over prior year	5.14%					6.63%	9.39%	14.04%	11.82%	11.42%

2025 Demand Estimate

Wholesale Demand

Years	Actual Demand cu.metre		Budgeted Demand cu.metre
2019	47,734,121		46,500,000
2020	48,730,475		48,000,000
2021	51,797,082		48,000,000
2022	50,297,409		49,000,000
2023	51,886,834		49,500,000
2024	51,300,000	1	51,000,000
2025 Demand Estimate	**51,200,000**		

1. Projected consumption for 2024

Summary of Wholesale Water Rates

	2021	2022	2023	2024	2025	Change $ per cu.m.	Change %
Wholesale water rate							
Unit cost per cu.m.	$0.7148	$0.7332	$0.7698	$0.8094	$0.8631	$0.0537	6.63%

Wholesale Water Rate Increase
Impact on Residential Water Bill

Average Annual Consumption * : 239.0 cubic metres

Charge for Twelve Months Consumption		Annual Charge	2025 Annual Change $
Average Consumption	2024 Year	$ 193.45	
	2025	$ 206.28	$ 12.83
Half Average Consumption	2024 Year	$ 96.72	
	2025	$ 103.14	$ 6.42
Twice Average Consumption	2024 Year	$ 386.89	
	2025	$ 412.56	$ 25.67

* Average Annual Consumption based on 2.303 people per household, per BC Stats 2024 projection

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No. 2.670 Regional Water Supply	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE							
Buildings	$8,000,000	$11,050,000	$500,000	$0	$0	$0	$11,550,000
Equipment	$8,550,000	$14,643,500	$3,690,000	$3,425,000	$2,015,000	$2,565,000	$26,338,500
Land	$320,000	$33,580,000	$4,080,000	$975,000	$2,645,000	$865,000	$42,145,000
Engineered Structures	$14,785,000	$44,875,000	$35,980,000	$57,585,000	$76,510,000	$50,020,000	$264,970,000
Vehicles	$881,000	$1,926,250	$773,000	$855,000	$495,000	$355,000	$4,404,250
	$32,536,000	**$106,074,750**	**$45,023,000**	**$62,840,000**	**$81,665,000**	**$53,805,000**	**$349,407,750**
SOURCE OF FUNDS							
Capital Funds on Hand	$21,220,000	$52,468,000	$19,150,000	$20,560,000	$22,390,000	$26,150,000	$140,718,000
Debenture Debt (New Debt Only)	$0	$40,500,000	$24,700,000	$41,200,000	$58,780,000	$27,100,000	$192,280,000
Equipment Replacement Fund	$691,000	$1,376,250	$773,000	$855,000	$495,000	$355,000	$3,854,250
Grants (Federal, Provincial)	$6,000,000	$6,000,000	$0	$0	$0	$0	$6,000,000
Donations / Third Party Funding	$4,625,000	$5,730,500	$400,000	$225,000	$0	$200,000	$6,555,500
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$32,536,000	**$106,074,750**	**$45,023,000**	**$62,840,000**	**$81,665,000**	**$53,805,000**	**$349,407,750**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 2.670

Service Name: Regional Water Supply

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
WATERSHED PROTECTION													
Planning													$ -
25-01	**Study**	**Forest Resilience Studies and Assessments**	**Modelling, studies and assessments of forest fuels, forest health and efficacy of forest treatments in promoting forest resilience.**	**$ 495,000**	**L**	**WU**	**$ -**	**$ 160,000**	**$ 100,000**	**$ 45,000**	**$ 45,000**	**$ 45,000**	**$ 395,000**
25-02	**New**	**Public Engagement for Regional Water Supply**	**Public engagement plans and products.**	**$ 130,000**	**L**	**WU**	**$ -**	**$ 30,000**	**$ -**	**$ -**	**$ 50,000**	**$ 50,000**	**$ 130,000**
25-03	**Study**	**GVWSA Risk Assessments & Procedures**	**Risk assessments and updating procedures for security, biosecurity, spills**	**$ 200,000**	**L**	**WU**		**$ 10,000**	**$ 60,000**	**$ -**	**$ 70,000**	**$ -**	**$ 140,000**
25-04	**Study**	**North Basin Intake Siting Studies**	**Data collection and studying stream flows and water quality entering the North Basin to inform location of a North Basin Intake**	**$ 450,000**	**S**	**WU**	**$ -**	**$ 145,000**	**$ 150,000**	**$ 155,000**	**$ -**	**$ -**	**$ 450,000**
25-05	**Study**	**Forest Management Plan for the GVWSA**	**Development of a forest management plan for the GVWSA to enhance forest resilience and mitigate climate change.**	**$ 180,000**	**S**	**WU**	**$ -**	**$ 20,000**	**$ 55,000**	**$ 55,000**	**$ 50,000**	**$ -**	**$ 180,000**
Capital													
17-01	Renewal	Historic Goldstream Powerhouse Building	Repairs of historic Goldstream Powerhouse building and work toward making the site accessible to the public	$ 196,000	B	WU	$ -	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
25-06	**New**	**Forest Resilience Treatments**	**Thinning, juvenile spacing, and forest fuel management treatments to mitigate climate change, reduce wildfire risk and enhance forest resilience.**	**$ 2,000,000**	**L**	**WU**	**$ -**	**$ 400,000**	**$ 200,000**	**$ 400,000**	**$ 200,000**	**$ 400,000**	**$ 1,600,000**
25-06					L	Other	$ -	**$ 200,000**	$ -	**$ 200,000**	$ -	**$ 200,000**	**$ 600,000**
09-01	Renewal	Leech River Watershed Restoration	A 17 year project to restore the Leech WSA lands for water supply.	**$ 5,576,000**	L	WU	$ 220,000	$ 40,000	$ 180,000	**$ 200,000**	$ -	$ -	$ 420,000
16-06	Renewal	Goldstream IWS Field Office	Renewal of Water Quality field office/lab and equipment storage and Watershed Protection office, yard, training space and equipment storage, replacing longstanding temporary facilities.	**$ 12,500,000**	B	WU	$ 4,000,000	$ 6,000,000	**$ 500,000**	$ -	$ -	$ -	$ 6,500,000
16-06	Renewal				B	Other	$ 4,000,000	$ 5,000,000	$ -	$ -			$ 5,000,000
25-07	**New**	**Hydromet Upgrades**	**New and upgraded hydrological and weather sensors and stations.**	**$ 872,000**	**E**	**WU**	**$ -**	**$ 300,000**	**$ -**	**$ 100,000**	**$ -**	**$ 100,000**	**$ 500,000**
20-01	Replacement	Kapoor Main Mile 1 Bridge and Asphalt Upgrade	Replacement of the existing undersized culvert with a large bridge as well as subsequent 500 m road asphalt replacement.	**$ 1,140,000**	S	WU	$ 840,000	$ 840,000	**$ 250,000**	$ -	$ -	$ -	$ 1,090,000
25-08	**Renewal**	**Road Improvements**	**Gravel crushing, road deactivation and road upgrades to service water supply and watershed protection infrastructure and activities in the GVWSA**	**$ 1,670,000**	**L**	**WU**	**$ -**	$ 260,000	**$ 460,000**	**$ 110,000**	**$ 260,000**	**$ 150,000**	**$ 1,240,000**
25-09	**New**	**Climate Change Mitigations**	**Equipment, infrastructure and upgrades to harden water supply infrastructure from climate related risks in the GVWSA**	**$ 400,000**	**E**	**WU**	**$ -**	**$ 160,000**	**$ -**	**$ 80,000**	**$ -**	**$ 100,000**	**$ 340,000**
25-10	**Renewal**	**Property Management - Assessments and Upgrades**	**Assessments, planning and implementation of upgrades aimed at newly acquired GVWSA lands.**	**$ 658,000**	**E**	**WU**	$ -	**$ 258,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 658,000**
25-11	**Renewal**	**GVWSA Bridge Supply & Installation**	**Replacement of undersized culverts with climate ready bridges which allow for fish passage.**	**$ 1,755,000**	**S**	**WU**	**$ -**	**$ 30,000**	**$ 400,000**	**$ 425,000**	**$ 450,000**	**$ 450,000**	**$ 1,755,000**
25-12	**New**	**GVWSA Land Acquisition**	**Acquisition of priority lands for Regional Water Supply**	**$ 33,300,000**	**L**	**Debt**	$ -	**$ 32,300,000**	**$ -**	**$ -**	$ -	$ -	**$ 32,300,000**
													$ -
Watershed Protection Sub-Total				**$ 61,522,000**			**$ 9,060,000**	**$ 46,203,000**	**$ 2,455,000**	**$ 1,870,000**	**$ 1,225,000**	**$ 1,595,000**	$ 53,348,000
INFRASTRUCTURE ENGINEERING AND OPERATIONS													
Planning													
16-10	New	Post Disaster Emergency Water Supply	Identify and procure emergency systems for post disaster preparedness.	$ 2,250,000	S	WU	$ -	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ -	$ 800,000
17-13	New	Asset Management Plan	Development of a plan to inform future areas of study and highlight critical infrastructure improvements.	$ 400,000	S	WU	$ 300,000	$ 300,000	$ -	$ -	$ -	$ -	$ 300,000
19-04	Study	Seismic Assessment of Critical Facilities Phase 2	Second phase seismic assessment of critical facilities will now be undertaken.	$ 275,000	S	WU	$ 100,000	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000
19-15	New	Hydraulic Capacity Assessment and Transient Pressure Analysis	Detailed level-of-service assessment for the RWSC transmission system and transient pressure analysis.	$ 250,000	S	WU	$ 100,000	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000
20-08	Study	Regional Water DCC Program	Design of a Regional DCC Program	**$ 650,000**	S	WU	$ -	**$ 200,000**	**$ 40,000**	$ -	$ -	**$ 10,000**	$ 250,000
20-10	Study	Condition & Vulnerability Assessment	Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk.	$ 200,000	S	WU	$ 150,000	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000
21-05	Study	Level of Service and Transfer Agreements	Develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure.	**$ 400,000**	S	WU	$ 140,000	$ 50,000	**$ 100,000**	**$ 100,000**	**$ 50,000**	$ -	$ 300,000

Service #: 2.670

Service Name: Regional Water Supply

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
22-14	Study	Sooke River Intake Feasibility	A feasibility study for an intake from Sooke River to replace the Main No. 15 salmon fishery contribution, for a variety of reasons.	$ 50,000	S	WU	$ 40,000	$ 40,000	$ -	$ -	$ -	$ -	$ 40,000
27-01	**Study**	**Regional Water Master Plan Update**	**Future update to the Regional Water Master Plan**	**$ 500,000**	**S**	**WU**	**$ -**	**$ -**	**$ -**	**$ 250,000**	**$ 250,000**	**$ -**	**$ 500,000**
23-12	Study	Project Delivery Strategy and Planning Studies	Develop a strategy to deliver the identified projects from the 2022 RWS Master Plan.	**$ 700,000**	S	WU	$ 50,000	**$ 350,000**	**$ 300,000**	$ -	$ -	$ -	$ 650,000
23-13	Study	Filtration Plant Planning & Design	Conduct a siting, conceptual design and detailed design for a filtration plant (identified as T2, T4 & M2 in the 2022 Master Plan)	$ 16,300,000	S	WU	$ -	$ -	$ 400,000	$ 500,000	$ 5,400,000	$ 10,000,000	$ 16,300,000
23-24	New	East-West Connector (Filtration Plant to District of Sooke)	Planning and Conceptual Design of the East- West Supply Main from the proposed filtration plant to the District of Sooke (identified as M12 in the 2022 Master Plan)	$ 400,000	S	WU	$ -	$ -	$ -	$ -	$ 200,000	$ 200,000	$ 400,000
23-25	New	Deep Northern Intake and Sooke Lake Pump Station	Planning and Design of the Deep Northern Intake and Sooke Lake Pump Station (identified as S3 in the 2022 Master Plan)	$ 12,200,000	S	WU	$ -	$ -	$ 600,000	$ 3,600,000	$ 4,000,000	$ 4,000,000	**$ 12,200,000**
23-26	New	Transmission Main - Sooke Lake Pump Station to Head Tank	Planning and Design of the Transmission Main from the Sooke Lake Pump Station to Head Tank (identified as M3 in the 2022 Master Plan)	$ 3,400,000	S	WU	$ -	$ -	$ 200,000	$ 1,000,000	$ 1,200,000	$ 1,000,000	$ 3,400,000
23-27	New	Gravity Main - Sooke Lake to Head Tank	Planning and Design of a Gravity Transmission Main (redundancy) from Sooke Lake to Head Tank (identified as M4 in the 2022 Master Plan)	$ 1,400,000	S	WU	$ -	$ 150,000	$ 150,000	$ 400,000	$ 700,000	$ -	$ 1,400,000
23-28	New	Goldstream Reservoir Connector	Planning and Design of the Goldstream Reservoir Connector transmission main (identified as M3 & M6 in the 2022 Master Plan)	$ 4,600,000	S	WU			$ 400,000	$ 2,000,000	$ 2,200,000	$ -	$ 4,600,000
24-09	Study	Agricultural Water Rate Review	Phase 2	$ 100,000	S	WU	$ 100,000	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000
Capital													
18-07	New	Replacement of UV System and Controls Upgrades	Replacement of the UV system and other electrical upgrades at the Goldstream Water Treatment Plant	**$ 11,830,346**	E	WU	$ 5,000,000	$ 5,500,000	$ -	$ -	$ -	$ -	$ 5,500,000
18-07	New			**$**	**E**	**Other**	**$ -**	**$ 330,500**	$ -	$ -	$ -	$ -	$ 330,500
18-08	Replacement	Bulk Supply Meter Replacement and Backflow Prevention Program	Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit.	$ 3,700,000	E	WU	$ 750,000	$ 750,000	$ 100,000	$ 1,000,000	$ 100,000	$ 1,000,000	$ 2,950,000
18-15	Renewal	Corrosion Protection Program	Study deficiencies in the current material protection and implement recommendations.	$ 1,450,000	S	WU	$ 100,000	$ 250,000	$ 150,000	$ 100,000	$ 100,000	$ 100,000	$ 700,000
18-18	Replacement	Main No.3 Segment Replacement	Replacement of segments of Main No. 3 based upon previous studies.	$ 15,600,000	S	WU	$ 650,000	$ 650,000	$ 500,000	$ 10,590,000	$ 3,000,000	$ 200,000	$ 14,940,000
19-05	Renewal	Repairs - Kapoor Shutdown	Repair items such as defects in the Kapoor tunnel, replacement of critical valves, intake exterior inspection and actuator replacement while the Kapoor tunnel is shutdown.	$ 700,000	S	WU	$ 100,000	$ 200,000	$ -	$ -	$ -	$ -	$ 200,000
19-23	New	Critical Spare Equipment Storage & Pipe Yard	Plan, design and construct a critical equipment storage building.	$ 1,200,000	S	WU	$ 100,000	$ 1,000,000	$ -	$ -	$ -	$ -	$ 1,000,000
20-16	Replacement	Cecelia Meter Replacement	Replacement of the Cecelia billing meter as well as its enclosure.	$ 1,500,000	S	WU	$ 500,000	$ 500,000	$ -	$ -	$ -	$ -	$ 500,000
20-17	Replacement	Decommission & Conceptual Design of the Smith Hill Site	Plan for decommission the conceptual design for the replacement of the Smith Hill reservoir site.	$ 1,450,000	S	WU	$ 400,000	$ 400,000	$ 1,000,000	$ -	$ -	$ -	$ 1,400,000
21-09	New	Goldstream Water Chlorination Gas System Removal	Plan and construct provisions for removal of chlorination system	$ 200,000	S	WU	$ 50,000	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
21-10	Replacement	SCADA Masterplan and System Upgrades	Update the SCADA Master Plan in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.	$ 2,150,000	E	WU	$ 1,000,000	$ 1,000,000	$ 725,000	$ 600,000	$ 300,000	$ -	$ 2,625,000
21-11	Replacement	RWS Supply Main No. 4 Upgrade & Main No. 1 High Pressurizing	Upgrade vulnerable sections of the RWS Supply Main No. 4 and Main No. 1 to a resilient system to better able to withstand a seismic event. Vulnerable sections are Concrete Cylinder pipe material which is susceptible to failure during a seismic event. This is part of project partnered with the Saanich Peninsula Water system.	**$ 93,000,000**	S	WU	**$ 2,750,000**	**$ 2,750,000**	**$ 14,000,000**	**$ 35,000,000**	**$ 40,000,000**	**$ 400,000**	$ 92,150,000
22-15	New	Microwave Radio Upgrades	To provide a high bandwidth communications backbone to the RWS system, a microwave communications system will be installed.	**$ 1,300,000**	S	WU	$ 440,000	$ 640,000	$ 200,000	**$ 100,000**	**$ 100,000**	$ -	$ 1,040,000
23-16	Renewal	Humpback Channel Assessment and Upgrades	Hydraulically assess the Humpback Overflow channel and conduct a condition assessment of the culverts at the Gatehouse.	$ 200,000	S	WU	$ 125,000	$ 125,000	$ -	$ -	$ -	$ -	$ 125,000
23-17	Replacement	Main No. 4 - Mt Newton to Highway 17 **& Bear Hill Trunk Extension (RWS Contribution to SPWS Project)**	Approximately 2.9km of Main No. 4 concrete cylinder tranmission main to replacement from Mt Newton Cross Rd/Central Saanich Rd to Island View Rd and Lochside Drive. This project is also being expanded to partially fund the extension of the Bear Hill Tunk Sewer on East Saanich Road from Wallace Drive to Dean Lower Tank.	**$ 39,000,000**	S	WU	$ 1,750,000	**$ 21,750,000**	**$ 10,200,000**	$ -	$ -	$ -	$ 31,950,000
23-17	Replacement				S	Grant	$ 6,000,000	$ 6,000,000	$ -	$ -	$ -	$ -	$ 6,000,000
28-01	**Renewal**	**Transmission Main Upgrade Program**	**Identify, conceptually design, detail design and construct transmission main upgrades.**	**$ 160,000,000**	**S**	**WU**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 10,000,000**	**$ 30,000,000**	**$ 40,000,000**
24-11	Replacement	IT Core Infrastructure Replacement and cyber security upgrades.	Replacement and upgrades to Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life and cyber security upgrades. Includes IT equipment located at tower sites within the RWS system.	$ 420,000	E	WU	$ -	$ 15,000	$ -	$ 130,000	$ 250,000	$ -	$ 395,000
24-12	Renewal	Head Tank Valve & Main No. 4&5 Valve Replacement	Supply and installation of valves and actuators at Head Tank and Main #4&5. Includes flushing plan and coordination efforts.	**$ 950,000**	E	WU	$ 450,000	**$ 950,000**	$ -	$ -	$ -	$ -	$ 950,000

Service #: 2.670

Service Name: Regional Water Supply

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
24-19	Renewal	Mount Tolmie Tank Improvements	Structural and infiltration improvements, as well as improvements to controls, piping and other deficiencies.	$ 5,500,000	E	WU	$ 200,000	$ 3,200,000	$ 1,500,000	$ 150,000	$ -	$ -	$ 4,850,000
Infrastructure Engineering and Operations Sub-Total				**$ 384,225,346**			**$ 21,345,000**	**$ 47,800,500**	**$ 30,765,000**	**$ 55,720,000**	**$ 68,050,000**	**$ 46,910,000**	**$ 249,245,500**
DAM SAFETY PROGRAM													
25-13	**Study**	**Sooke Lake & Deception Water Supply Area Dams - Regulatory Compliance, Dam Safety Planning & Analyses**	**Ongoing projects involving studies, dam safety planning and regulatory requirements activities for the various dams within the Sooke Lake Watershed. Outcomes from the various studies will inform future capital improvements.**	**$ 3,500,000**	**S**	**WU**	**$ -**	**$ 900,000**	**$ 1,350,000**	**$ 750,000**	**$ 250,000**	**$ 250,000**	**$ 3,500,000**
25-14	**Renewal**	**Sooke Lake & Deception Water Supply Area Dams - Upgrades and Improvements Program**	**Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through the Sooke Lake Water Supply Area Dams - Regulatory, Planning & Analysis Program.**	**$ 7,250,000**	**S**	**WU**	**$ -**	**$ 4,000,000**	**$ 1,500,000**	**$ 250,000**	**$ 1,000,000**	**$ 500,000**	**$ 7,250,000**
25-15	**Study**	**Goldstream Water Supply Area Dams - Regulatory Compliance, Dam Safety Planning & Analyses**	**Ongoing projects involving studies, dam safety planning and regulatory requirements activities for the various dams within the Goldstream Watershed. Outcomes from the various studies will inform future capital improvements.**	**$ 7,200,000**	**S**	**WU**	**$ -**	**$ 700,000**	**$ 1,000,000**	**$ 250,000**	**$ 5,000,000**	**$ 250,000**	**$ 7,200,000**
25-16	**Renewal**	**Goldstream Water Supply Area Dams - Upgrades and Improvements Program**	**Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through the Goldstream Water Supply Area Dams - Regulatory, Planning & Analysis Program.**	**$ 4,000,000**	**S**	**WU**	**$ -**	**$ 500,000**	**$ 1,200,000**	**$ 250,000**	**$ 750,000**	**$ 900,000**	**$ 3,600,000**
25-17	**Study**	**Charters Dam - Regulatory Compliance, Dam Safety Planning & Analyses**	**Ongoing projects involving studies, dam safety planning and regulatory requirements activities for Charters Dam. Outcomes from the various studies will inform future capital improvements.**	**$ 100,000**	**S**	**WU**	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**
25-18	**Renewal**	**Charters Dam - Upgrades and Improvements Program**	**Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through the Charters Dam - Regulatory, Planning & Analysis Program.**	**$ 200,000**	**S**	**WU**	**$ -**	**$ 25,000**	**$ 25,000**	**$ -**	**$ -**	**$ 150,000**	**$ 200,000**
Dam Safety Program Sub-Total				**$ 22,250,000**			**$ -**	**$ 6,225,000**	**$ 5,075,000**	**$ 1,500,000**	**$ 7,000,000**	**$ 2,050,000**	**$ 21,850,000**
WATER QUALITY													
20-04	New	Sooke Lake HyDy Model Development	Critical data collection, model building+calibration, model utilization for 3 different scenarios	**$ 520,000**	E	WU	$ 100,000	**$ 200,000**	$ -	$ -	$ -	$ -	$ 200,000
25-19	**Study**	**WQ Studies and Research Projects**	**Ongoing program budget for water quality studies and operation of Sooke Lake Hydrodynamic Model.**	**$ 1,000,000**	**S**	**WU**	**$ -**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 1,000,000**
25-20	**Replacemen**	**Lab and WQ Equipment Maintenance and Replacement**	**Ongoing program budget for water quality lab equipment and maintenance.**	**$ 1,000,000**	**S**	**WU**	**$ -**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 1,000,000**
Water Quality Sub-Total				**$ 2,520,000**			**$ 100,000**	**$ 600,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 2,200,000**
													$ -
ANNUAL PROVISIONAL													$ -
17-27	Replacement	Watershed Culvert Replacement	Replacement of small culverts throughout the GVWSA.	**$ 1,300,000**	S	WU	$ -	**$ 260,000**	**$ 260,000**	**$ 260,000**	**$ 260,000**	**$ 260,000**	**$ 1,300,000**
17-28	Replacement	Watershed Security Infrastructure Upgrade & Replacement	New, upgrade and replacement of security infrastructure in the GVWSA.	**$ 1,500,000**	E	WU	$ -	**$ 300,000**	**$ 300,000**	**$ 300,000**	**$ 300,000**	**$ 300,000**	**$ 1,500,000**
17-29	Replacement	Water Supply Area Equipment & Replacement	Hydrometeorological, fireweather and wildfire suppression equipment replacement.	**$ 720,000**	E	WU	$ -	**$ 180,000**	**$ 140,000**	**$ 140,000**	**$ 140,000**	**$ 140,000**	**$ 740,000**
17-30	Replacement	Transmission Main Repairs	Emergency repairs to the transmission mains.	$ 1,000,000	S	WU	$ -	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 1,000,000
17-31	Replacement	Transmission System Components Replacement	Replacement and repair of transmission components.	$ 400,000	S	WU	$ -	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 400,000
17-33	Replacement	Disinfection Equipment and other Water Treatment Components and Parts Replacement	Replacement of incidental equipment and parts associated with the water treatment facilities.	$ 1,000,000	E	WU	$ -	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 1,000,000
17-34	Renewal	Supply System Computer Model Update	Annual update of the regional hydraulic model.	$ 100,000	S	WU	$ -	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 100,000
19-16	Replacement	Dam Improvements	Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections and Dam Safety Reviews and address items in the dam safety database/risk registry and to support operations.	$ 1,675,000	S	WU	$ -	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 1,500,000
19-22	Replacement	SCADA Repairs, Equipment Replacement and Comms upgrades	Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System and revenue meter system.	$ 750,000	E	WU	$ -	$ 200,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 800,000
21-15	Replacement	Corrosion Protection	Replace corrosion protection assets, such as coatings, for the transmission system when identified.	$ 250,000	S	WU	$ -	.	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 200,000
21-16	Replacement	Valve Chamber Upgrades	Replace failing valves and appurtenances along the RWS supply system.	**$ 1,500,000**	S	WU	$ -	**$ 300,000**	**$ 300,000**	**$ 300,000**	**$ 300,000**	**$ 300,000**	**$ 1,500,000**
21-17	Replacement	Water Quality Equipment Replacement	Replacement of water quality equipment for the water quality lab and water quality operations	$ 250,000	E	WU	$ -	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
21-18	Renewal	LIMS support	Support for LIMS database	$ 125,000	E	WU	$ -	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 125,000
23-20	Study	Land Exchange/Acquisition	Land surveys, appraisals to support decisions regarding land exchange to increase catchment area, buffer water supply areas and other possible land exchange and acquisition within the RWS system.	**$ 220,000**	L	WU	$ -	$ 80,000	$ 80,000	**$ 20,000**	**$ 20,000**	**$ 20,000**	**$ 220,000**
													$ -
Annual Provisional Sub-Total				**$ 10,790,000**			**$ -**	**$ 2,195,000**	**$ 2,155,000**	**$ 2,095,000**	**$ 2,095,000**	**$ 2,095,000**	**$ 10,635,000**

Service #: 2.670

Service Name: Regional Water Supply

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
													$ -
CORPORATE ASSET AND MAINTENANCE MANAGEMENT (CAMM)													$ -
17-35	Replacement	Vehicle & Equipment Replacement (Funding from Replacement Fund)	This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system.	$ 4,169,250	V	ERF	$ 691,000	$ 1,376,250	$ 773,000	$ 855,000	$ 495,000	$ 355,000	$ 3,854,250
23-21	New	EV Charging Stations Electrical Infrastructure	Electrical System upgrades at 479 Island Hwy to power up 44 charging stations	$ 1,255,000	E	WU	$ 100,000	$ 500,000	$ -	$ -	$ -	$ -	$ 500,000
23-22	New	Fuel Truck	Fuel tender truck	$ 325,000	E	WU	$ 325,000	$ 325,000	$ -	$ -	$ -	$ -	$ 325,000
23-31	New	Purchase of land	Purchasing of land near 479 for future office space or other land acquisition opportunities relative to Regional Water Supply Service	**$ 6,500,000**	L	WU	$ 100,000	**$ 100,000**	**$ 3,000,000**	$ -	**$ 2,000,000**	$ -	**$ 5,100,000**
24-17	New	Pool Vehicles	2 new EV Pickups	$ 180,000	V	WU	$ 90,000	$ 90,000					$ 90,000
24-18	New	Vehicle for Watershed Hydrology Program	Replacement pickup truck for watershed hydrology program	$ 100,000	V	WU	$ 100,000	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000
25-22	**New**	**New Vehicles - Watershed & Water Operations**	**4 New Electric Vehicles for Watershed & Water Operations**	**$ 360,000**	**V**	**WU**	**$ -**	**$ 360,000**	**$ -**	**$ -**	**$ -**	$ -	$ 360,000
25-23	**New**	**Enterprise Asset Management System**	**Development of EAM system, including software and process implementation, for services to maintain assets and report on asset performance.**	**$ 4,600,000**	**E**	**WU**	**$ -**	**$ -**	**$ -**	**$ 375,000**	**$ 400,000**	**$ 400,000**	**$ 1,175,000**
25-23	**New**	**Enterprise Asset Management System**			**E**	**Other**	**$ 625,000**	**$ 200,000**	**$ 400,000**	**$ 25,000**	**$ -**	$ -	$ 625,000
													$ -
CAMM Sub-Total				**$ 12,529,250**			**$ 1,406,000**	**$ 3,051,250**	**$ 4,173,000**	**$ 1,255,000**	**$ 2,895,000**	**$ 755,000**	**$ 12,129,250**
			GRAND TOTAL	**$ 493,836,596**			**$ 32,536,000**	**$ 106,074,750**	**$ 45,023,000**	**$ 62,840,000**	**$ 81,665,000**	**$ 53,805,000**	**$ 349,407,750.00**

Service:	2.670	Regional Water Supply

Project Number	25-01		Forest Resilience Studies and Assessments	**Capital Project Description**	Modelling, studies and assessments of forest fuels, forest health and efficacy of forest treatments in promoting forest resilience.
Project Rationale	Watershed Protection is undertaking, or working collaboratively with academic institutions and federal and provincial agencies on a variety of assessments and research studies relating to the health of forests and other ecosystems in the GVWSA, how projected climate change could affect forest health and wildfire in the GVWSA, how forest management could reduce potential threats to forests, and the effects of existing forest thinning trials and fuel management activities. The results of these assessments and studies will be used to inform the forest management plan for the GVWSA (Project 25-02).				

Project Number	25-02	**Capital Project Title**	Public Engagement for Regional Water Supply	**Capital Project Description**	Public engagement plans and products.
Project Rationale	The Watershed Protection division provides educational tours of the GVWSA and Regional Water Supply infrastructure and is seeking new ways to making this information available to a broader portion of the service area population. In future years, enhanced public engagement on the master plan will be undertaken.				

Project Number	25-03	**Capital Project Title**	GVWSA Risk Assessments & Procedures	**Capital Project Description**	Risk assessments and updating procedures for security, biosecurity, spills
Project Rationale	Assessments relating to security, biosecurity, spill response are required to determine how best to reduce risks to water quality in supply reservoirs and facilitate effective emergency response. The results of these assessments will be used to develop and implement plans and procedures.				

Project Number	25-04	**Capital Project Title**	North Basin Intake Siting Studies	**Capital Project Description**	Data collection and studying stream flows and water quality entering the North Basin to inform location of a North Basin Intake
Project Rationale	Determining the location of the North Basin water intake in Sooke Lake Reservoir requires an understanding of the quality and volumes of water inflows to the reservoir and how these inflows relate to reservoir circulation and water quality. This project will fast track the data collection and analyses needed to establish stream rating curves for inflow modelling and how water quality parameters vary with stream flow. These data will inform both the reservoir inflow and reservoir circulation models and how these models can be linked.				

Service:	2.670	Regional Water Supply

25-01

Project Number	Capital Project Title	Capital Project Description
25-05	Forest Management Plan for the GVWSA	Development of a forest management plan for the GVWSA to enhance forest resilience and mitigate climate change.

Project Rationale Development of a forest management plan for the GVWSA to enhance forest resilience and mitigate climate change based on modelling, risk assessment, input from subject matter experts, First Nations and the public.

25-02

Project Number	Capital Project Title	Capital Project Description
17-01	Historic Goldstream Powerhouse Building	Repairs of historic Goldstream Powerhouse building and work toward making the site accessible to the public

Project Rationale Located near the Goldstream Treatment Plant and the Sooke Hills Wilderness Trail (Trans Canada Trail), is an 1897 brick hydroelectric powerplant that served Victoria (notably the streetcars) for approx. 60 years. The Powerhouse has its own Wikipedia entry: http://en.wikipedia.org/wiki/Lubbe_Powerhouse and has captured public interest as a unique structure in BC history. An engineering condition assessment including engineered drawings, site plan and approximate cost of repairs was conducted in 2017. A major repair in the masonry on the north side of the building was completed in 2018. Further masonry and major crack repair was completed on the south side in 2019 ($10,000). A successful grant application ($76,000) was used in 2022 to replace the roof membrane/envelope. Future funds are to implement basic security around the facility until such time as future interpretation and access from the Sooke Hills Wilderness Trail can be secured in coordination with any planning for the siting of a filtration plant.

Project Number	Capital Project Title	Capital Project Description
25-06	Forest Resilience Treatments	Thinning, juvenile spacing, and forest fuel management treatments to mitigate climate change, reduce wildfire risk and enhance forest resilience.

Project Rationale This project will be used to fund a variety of forest and fuel management treatments to reduce risks and enhance the resilience of forests in the GVWSA in a changing climate. The specific approaches and methologies will be informed by the results of a variety of landscape level inventories and assessments and learnings from the evaluation of the effectiveness and effects of forest and fuel management to date.

Project Number	Capital Project Title	Capital Project Description
09-01	Leech River Watershed Restoration	A 17 year project to restore the Leech WSA lands for water supply.

Project Rationale A 17 year project to restore the Leech WSA lands for water supply. An update of projects completed and planned was provided in June 2019 (RWSC Report #19-13). Recent years funding has been used predominantly to upgrade the permanent road network. A review will be undertaken and the final years of funding assigned to ensure substantial completion of the recommendations of the Leech River Watershed Assessment.

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Project Number	16-06	**Capital Project Title**	Goldstream IWS Field Office	**Capital Project Description**	Renewal of Water Quality field office/lab and equipment storage and Watershed Protection office, yard, training space and equipment storage, replacing longstanding temporary facilities.

Project Rationale Watershed Protection staff (27 FTE and 8 seasonal auxiliaries) are currently located in 2 trailers and a house at the Goldstream Gate entrance to the water supply area, and in office space at the Integrated Water Services office in View Royal. The trailers were considered temporary office space since their implementation over 15 years ago. The trailers are old, prone to leaks and a concern for mold. Water Quality field staff are located in another temporary facility, since their field office was on the gravel pit property that was sold to Langford. In addition, there are insufficient facilities for operational training, equipment storage, emergency management and public education. The separation of staff between various Goldstream facilities and the View Royal location causes inefficiencies and organizational difficulties. The IWS office is also above capacity and moving Watershed Protection staff out will extend the existing office space. 2024: A design build procurement process has been selected to deliver the project with a rough total project cost of $12 million. Funding of $ 5 million to the project is guaranteed through the completion of sale of the IWS gravel pit to Langford. Additional funding of $5 million from other CRD service areas will fund an additional floor of the planned new building.

Project Number	25-07	**Capital Project Title**	Hydromet Upgrades	**Capital Project Description**	New and upgraded hydrological and weather sensors and stations.

Project Rationale Watershed Protection manages a network of nine (soon to be 10) weather stations and 22 hydro-metric (stream monitoring) stations in the GVWSA. Data from these stations are used to inform decision making relating to reservoir inflows, reservoir management, wildfire restrictions and wildfire response, flood and emergency repnse, and for assessments, modelling, analyses, and strategic and operational planning. The existing network has been building since 1995 and new standards, technologies, and data needs require new stations and the upgrade and expansion of existing stations and data download, management, and distribution capabilities for continual improvement.

Project Number	20-01	**Capital Project Title**	Kapoor Main Mile 1 Bridge and Asphalt Upgrade	**Capital Project Description**	Replacement of the existing undersized culvert with a large bridge as well as subsequent 500 m road asphalt replacement.

Project Rationale The existing culvert at Mile 1 on Kapoor Main (which is the primary access road to Sooke Lake Reservoir and Dam) is undersized, has evidence of buried organics in the fill material and has oversteepend, unstable banks. The culvert will be removed and a bridge installed to improve water carrying capacity at peak flows, fish passage and bank stability. The asphalt section uphill of the bridge will also be repaired or replaced as a component of the project. 2024: Consulting engineer design work indicates a total construction cost of $868,000 for the bridge. A cost driver is the significant amount of fill to remove. The 2024 budget has been increased to reflect the engineered cost estimate and to move the asphalt budget forward to 2025.

Project Number	25-08	**Capital Project Title**	Road Improvements	**Capital Project Description**	Gravel crushing, road deactivation and road upgrades to service water supply and watershed protection infrastructure and activities in the GVWSA

Project Rationale The network of roads within the GVWSA provide access to water supply facilities and infrastructure and for emergency response, security patrols, watershed management activities as well as research and monitoring. It is important that these roads be upgraded to accommodate the increased intensity, frequency, duration of major rainfall events with projected climate change, that new roads are developed where needed, and that unneccessary an/or poorly located roads are deactivated to reduce maintenance costs and reduce environmental concerns.

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Project Number	25-09	**Capital Project Title**	Climate Change Mitigations	**Capital Project Description**	Equipment, infrastructure and upgrades to harden water supply infrastructure from climate related risks in the GVWSA
Project Rationale	This fund consolidates a number of smaller projects to purchase equipment and develop or update infrastructure within the GVWSA to improve response to extreme weather events, adapt to increased variation in the level of Sooke Lake Reservoir, and reduce risk to key infrastructure.				

Project Number	25-10	**Capital Project Title**	Property Management - Assessments and Upgrades	**Capital Project Description**	Assessments, planning and implementation of upgrades aimed at newly acquired GVWSA lands.
Project Rationale	When new properties are aquired, there are assessments that need to be carried out to determine the condition of roads and drainage structures, identify security needs, and other land/forest management issues, and then plan and implement improvements to meet CRD requirements and integrate these lands into Watershed Protection management programs.				

Project Number	25-11	**Capital Project Title**	GVWSA Bridge Supply & Installation	**Capital Project Description**	Replacement of undersized culverts with climate ready bridges which allow for fish passage.
Project Rationale	Watershed Protection has inventoried all drainage structures (culverts) within the GVWSA and is systematically replacing undersized structures on major watercourses with bridges to meet current environmental and flow standards and accommodate the projected increases in stream flows with a changing climate. This fund will be used for the costs associated with assessments, engineering, construction and installation of bridge projects in the GVWSA.				

Project Number	25-12	**Capital Project Title**	GVWSA Land Acquisition	**Capital Project Description**	Acquisition of priority lands for Regional Water Supply
Project Rationale	Funds in 2025 will be used for the purchase of a major property adjacent to the GVWSA. Reports on this property have been brought to the Regional Water Supply Commission *in camera.*				

Project Number	16-10	**Capital Project Title**	Post Disaster Emergency Water Supply	**Capital Project Description**	Identify and procure emergency systems for post disaster preparedness.
Project Rationale	In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. This item will see the study of the issue in 2016 and 2017 with the anticipated purchase of one or more emergency distribution systems in 2017. Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to continue implementing these additional works and equipment.				

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Project Number	17-13	**Capital Project Title**	Asset Management Plan	**Capital Project Description**	Development of a plan to inform future areas of study and highlight critical infrastructure improvements.
Project Rationale	Asset Management Planning necessary to effectively manage asset life cycles and plan for future improvement works.				

Project Number	19-04	**Capital Project Title**	Seismic Assessment of Critical Facilities Phase 2	**Capital Project Description**	Second phase seismic assessment of critical facilities will now be undertaken.
Project Rationale	Initially identified as a priority froman earlier iteration of the Strategic Plan, a second phase seismic assessment of critical facilities will now be undertaken.				

Project Number	19-15	**Capital Project Title**	Hydraulic Capacity Assessment and Transient Pressure Analysis	**Capital Project Description**	Detailed level-of-service assessment for the RWSC transmission system and transient pressure analysis.
Project Rationale	Determine the existing level-of-service for the RWSC transmission system and conduct a transient pressure analysis to better determine vulernabilities and future upgrades.				

Project Number	20-08	**Capital Project Title**	Regional Water DCC Program	**Capital Project Description**	Design of a Regional DCC Program
Project Rationale	Development and implementation of a Developer Cost Charge (DCC) program for the Regional Water Supply system. This program will help identified where projects are required for future growth and help fund those costs from developments.				

Project Number	20-10	**Capital Project Title**	Condition & Vulnerability Assessment	**Capital Project Description**	Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk.
Project Rationale	The RWSC is a large system with infrastructure of various ages and condition. Funding is required to conduct a condition assessment of critical infrastructure, assess their risk of failure, and provide a high level timeline for replacement/renewal.				

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Project Number	Capital Project Title	Capital Project Description
21-05	Level of Service and Transfer Agreements	Develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure.

Project Rationale Develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure.

Project Number	Capital Project Title	Capital Project Description
22-14	Sooke River Intake Feasibility	A feasibility study for an intake from Sooke River to replace the Main No. 15 salmon fishery contribution, for a variety of reasons.

Project Rationale A feasibility study for an intake from Sooke River to replace the Main No. 15 salmon fishery contribution, for a variety of reasons.

Project Number	Capital Project Title	Capital Project Description
27-01	Regional Water Master Plan Update	Future update to the Regional Water Master Plan

Project Rationale Placeholder budget for 2027 update to the Regional Master Plan.

Project Number	Capital Project Title	Capital Project Description
23-12	Project Delivery Strategy and Planning Studies	Develop a strategy to deliver the identified projects from the 2022 RWS Master Plan.

Project Rationale Funding for staff and consultant time in the initial efforts toward developing a project delivery strategy for the RWS Master Plan.

Project Number	Capital Project Title	Capital Project Description
23-13	Filtration Plant Planning & Design	Conduct a siting, conceptual design and detailed design for a filtration plant (identified as T2, T4 & M2 in the 2022 Master Plan)

Project Rationale Identified in the 2022 Master Plan, planning, design and future construction of a Filtration Plant is required. Initial steps will include confirming site requirements, overview of integration with other system components, review of current and future technologies and preliminary engineering studies such as geotechnical once a site is confirmed.

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Project Number	23-24	**Capital Project Title**	East-West Connector (Filtration Plant to District of Sooke)	**Capital Project Description**	Planning and Conceptual Design of the East- West Supply Main from the proposed filtration plant to the District of Sooke (identified as M12 in the 2022 Master Plan)
Project Rationale	Identified in the 2022 Master Plan, planning and conceptual design of an East- West Supply Main from the proposed filtration plant to the District of Sooke to maintain level of service and to account for growth.				

Project Number	23-25	**Capital Project Title**	Deep Northern Intake and Sooke Lake Pump Station	**Capital Project Description**	Planning and Design of the Deep Northern Intake and Sooke Lake Pump Station (identified as S3 in the 2022 Master Plan)
Project Rationale	Identified in the 2022 Master Plan, planning and design of the Deep Northern Intake and Sooke Lake Pump Station is required to provide water supply and transmission capability from currently inaccessible parts of Sooke Lake into the water supply and treatment systems.				

Project Number	23-26	**Capital Project Title**	Transmission Main - Sooke Lake Pump Station to Head Tank	**Capital Project Description**	Planning and Design of the Transmission Main from the Sooke Lake Pump Station to Head Tank (identified as M3 in the 2022 Master Plan)
Project Rationale	In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. This item will see the study of the issue in 2016 and 2017 with the anticipated purchase of one or more emergency distribution systems in 2017. Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to continue implementing these additional works and equipment.				

Project Number	23-27	**Capital Project Title**	Gravity Main - Sooke Lake to Head Tank	**Capital Project Description**	Planning and Design of a Gravity Transmission Main (redundancy) from Sooke Lake to Head Tank (identified as M4 in the 2022 Master Plan)
Project Rationale	Identified in the 2022 Master Plan, planning and design of a gravity transmission main from Sooke Lake to the Head Tank to provide redundant water supply to the system.				

Project Number	23-28	**Capital Project Title**	Goldstream Reservoir Connector	**Capital Project Description**	Planning and Design of the Goldstream Reservoir Connector transmission main (identified as M3 & M6 in the 2022 Master Plan)
Project Rationale	Identified in the 2022 Master Plan, planning and design of a transmission main to connect the Goldstream Reservoir to the Sooke system to ensure transmission safety and reliability when using the Goldstream system to supplement flows to the Sooke system.				

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Project Number	Capital Project Title	Capital Project Description
24-09	Agricultural Water Rate Review	Phase 2

Project Rationale Review of agricultural water rates.

Project Number	Capital Project Title	Capital Project Description
18-07	Replacement of UV System and Controls Upgrades	Replacement of the UV system and other electrical upgrades at the Goldstream Water Treatment Plant

Project Rationale Replacement of UV Equipment at the Goldstream Water Treatment Plant with eight (8) new UV trains. Equipment being supplied are 8 TrojanUVSwift units designed for a combined 532 MLD flow rate with one unit out of service, minimum 85% UVT & 3.0-log inactivation of cryptosporidium and giardia. This project also includes electrical equipment replacements and controls upgrades for the entire disinfection facility. Design is complete, UV Equipment delivery is scheduled for Q3/Q4 2024 and installation and implementation works are scheduled to occur in the low demand period between Q4 2024 and Q1 2025, with the option to defer a portion of work to the subsequent winter if necessary.

Project Number	Capital Project Title	Capital Project Description
18-08	Bulk Supply Meter Replacement and Backflow Prevention Program	Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit.

Project Rationale This item is to replace, upgrade and install new bulk water meters and related equipment that measure flow and volumes of water delivered to the wholesale customers. Many of the meter stations are in need of upgrading. Funding is required to replace the flow meter and appurtenances.

Project Number	Capital Project Title	Capital Project Description
18-15	Corrosion Protection Program	Study deficiencies in the current material protection and implement recommendations.

Project Rationale This item is to assess, design and implement cathodic protection for the various infrastructure, including steel pipes, that are susceptible to corrosion. The supply system has various implementations of cathodic protection ranging from interior/exterior coatings for pipe and passive anodes to impressed current systems with variable results and condition. Funding is required for ongoing improvements as recommended by a cathodic protection specialist.

Project Number	Capital Project Title	Capital Project Description
18-18	Main No.3 Segment Replacement	Replacement of segments of Main No. 3 based upon previous studies.

Project Rationale The existing Main No. 3 is approximately 70 years old. Some section of the 22 km main are steel pipe in known potentially corrosive soils. It is proposed to eventually replace a segment or Main #3 on Wale Road, Island Hwy. and Adams Place in Colwood and View Royal. Conceptual design and options analysis will start in 2023 with detailed design and construction commencing in 2024 to 2027. Funding is required to retain a consultant to undertake design and to construct a replacement to Main No. 3.

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Project Number	19-05	**Capital Project Title**	Repairs - Kapoor Shutdown	**Capital Project Description**	Repair items such as defects in the Kapoor tunnel, replacement of critical valves, intake exterior inspection and actuator replacement while the Kapoor tunnel is shutdown
Project Rationale	Project for ongoing inspections and repairs of the Kapoor tunnel. CRD is assessing future options for remove inspections that may reduce the frequency of dewatering the tunnel.				

Project Number	19-23	**Capital Project Title**	Critical Spare Equipment Storage & Pipe Yard	**Capital Project Description**	Plan, design and construct a critical equipment storage building.
Project Rationale	Additional and accessible storage is required at the pipe yard for critical spare equipment such as repair bands and clamps. Funds are required to pland, design and construct an equipment storage building accessible by loading vehicles.				

Project Number	20-16	**Capital Project Title**	Cecelia Meter Replacement	**Capital Project Description**	Replacement of the Cecelia billing meter as well as its enclosure.
Project Rationale	Project to replace Cecelia Water Meter, which was identified in a previous consultant report as in need of replacement for end of life and accuracy. This is RWS' largest billing meter.				

Project Number	20-17	**Capital Project Title**	Decommission & Conceptual Design of the Smith Hill Site	**Capital Project Description**	Plan for decommission the conceptual design for the replacement of the Smith Hill reservoir site.
Project Rationale	The Smith Hill reservoir has not been in operation for many years. Consideration for decommissioning now has to be factored in with recent suggestions in the 2022 Master Plan.				

Project Number	21-09	**Capital Project Title**	Goldstream Water Chlorination Gas System Removal	**Capital Project Description**	Plan and construct provisions for removal of chlorination system
Project Rationale	The Goldstream Water Treatment Plant has undergone numerous upgrades and updates, both large and small since its initial construction. There are numerous vestigial mechanical and electrical assets that require planned removal. Funds are required to plan and remove unused assets that affect maintenance of the system.				

Project Number	21-10	**Capital Project Title**	SCADA Masterplan and System Upgrades	**Capital Project Description**	Update the SCADA Master Plan in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services
Project Rationale	The SCADA and radio system utilized by the RWS comprises of components ranging from 2-25 years in age. A planned replacement of assets, to be coordinated with the Juan de Fuca Water Distribution and Saanich Peninsula Water & Wastewater Systems is required to create a more resilient and cohesive communications system				

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Project Number	21-11	**Capital Project Title**	RWS Supply Main No. 4 Upgrade & Main No. 1 High Pressurizing	**Capital Project Description**	Upgrade vulnerable sections of the RWS Supply Main No. 4 and Main No. 1 to a resilient system to better able to withstand a seismic event. Vulnerable sections are Concrete Cylinder pipe material which is susceptible to failure during a seismic event. This is part of project partnered with the Saanich Peninsula Water system.
Project Rationale	Sections of RWS Supply Main No. 4 have been identified as being vulnerable due to age and material type during a seismic event and require replacement. To support replacement of the Goldstream section of Main No. 4, improvements to RWS Supply Main No. 1 are required, such as replacement of approximately 40 m of transmission Main #1 at Watkiss Way and upgrade of the Watkiss PRV, upgrade of the Millstream PRV, modifications to the Humpback PRV and construction of five new pressure control stations. This project is part of a project partnered with the Saanich Peninsula Water System to increase the resilience of the water system by replacing vulnerable sections of transmission mains.The budget breakdown of the works: Goldstream section of Main #4 $21,975,000; Watkiss Way section of Main #1 $950,000; Watkiss PRV $1,250,000; Millstream PRV $1,350,000; Humpback PRV improvements $825,000; Five new PRVs $9,050,000.				

Project Number	22-15	**Capital Project Title**	Microwave Radio Upgrades	**Capital Project Description**	To provide a high bandwidth communications backbone to the RWS system, a microwave communications system will be installed.
Project Rationale	To provide a high bandwidth communications backbone to the RWS system, a microwave communications system will be installed. Supports current and future fire detection cameras.				

Project Number	23-16	**Capital Project Title**	Humpback Channel Assessment and Upgrades	**Capital Project Description**	Hydraulically assess the Humpback Overflow channel and conduct a condition assessment of the culverts at the Gatehouse.
Project Rationale	Hydraulically assess the overflow system to determine what upgrades or alterations may be required to avoid system failure in extreme weather events. Previous system failures have resulted in damage to the adjacent roadway and significant erosion at the outlet, exposing main No. 4.				

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Project Number	23-17	**Capital Project Title**	Main No. 4 - Mt Newton to Highway 17 & Bear Hill Trunk Extension (RWS Contribution to SPWS Project)	**Capital Project Description**	Approximately 2.9km of Main No. 4 concrete cylinder tranmission main to replacement from Mt Newton Cross Rd/Central Saanich Rd to Island View Rd and Lochside Drive. This project is also being expanded to partially fund the extension of the Bear Hill Tunk Sewer on East Saanich Road from Wallace Drive to Dean Lower Tank.
Project Rationale	Main No. 4 project portion: Replacement of concrete cylinder pipe on Main No. 4 is deemed critical for resiliency of the water supply to the Saanich Peninsula. A Strategic Priorities Fund grant was approved to fund a portion of this work. CRD have since expanded the scope and adjusted the alignment so that approximately 450meters of additional concrete cylinder pipe can be removed under a single contract private property and environmental impacts can be better mitigated through alignment adjustment. Bear Hill Trunk project portion: This project portion is to be shared with Saanich Peninsula Water Supply but is proposed to be partially funded by RWS, since this will provide better water supply redundancy to the Saanich Peninsula and will also reduce some of the future scope requirements for RWS to proceed with Project M11 as identified in the Master Plan.				

Project Number	28-01	**Capital Project Title**	Transmission Main Upgrade Program	**Capital Project Description**	Identify, conceptually design, detail design and construct transmission main upgrades.
Project Rationale	Transmission mains that are nearing end of life due to long service require condition assessments and then design and construction of replacement mains where needed. Budget is a future placeholder but project details and budgets will be further refined as the delivery year approaches.				

Project Number	24-11	**Capital Project Title**	IT Core Infrastructure Replacement and cyber security upgrades.	**Capital Project Description**	Replacement and upgrades to Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life and cyber security upgrades. Includes IT equipment located at tower sites within the RWS system
Project Rationale	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life. Includes IT equipment located at tower sites within the RWS system.				

Project Number	24-12	**Capital Project Title**	Head Tank Valve & Main No. 4&5 Valve Replacement	**Capital Project Description**	Supply and installation of valves and actuators at Head Tank and Main #4&5. Includes flushing plan and coordination efforts.
Project Rationale	Supply and installation of valves and actuators at Head Tank and Main #4&5. Includes flushing plan and coordination efforts.				

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Project Number	Capital Project Title	Capital Project Description
24-19	Mount Tolmie Tank Improvements	Structural and infiltration improvements, as well as improvements to controls, piping and other deficiencies.

Project Rationale Initial budget for multiple improvements to Mount Tolmie Tank, including structural repairs to address leakage and structural repairs discovered at Mount Tolmie Tank in Q4 2023, control valve and piping upgrades, assessment of adjacent buried pipe work.

Project Number	Capital Project Title	Capital Project Description
25-13	Sooke Lake & Deception Water Supply Area Dams - Regulatory Compliance, Dam Safety Planning & Analyses	Ongoing projects involving studies, dam safety planning and regulatory requirements activities for the various dams within the Sooke Lake Watershed. Outcomes from the various studies will inform future capital improvements.

Project Rationale Capital funding will be used to resolve a prioritized list of issues from the Dam Safety Risk Register, identified during dam surveillance activities, Dam Safety audits, and legislated Dam Safety Reviews. The issues to be resolved relate to dam safety analyses, dam safety planning and program work, and regulatory compliance.

Project Number	Capital Project Title	Capital Project Description
25-14	Sooke Lake & Deception Water Supply Area Dams - Upgrades and Improvements Program	Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through the Sooke Lake Water Supply Area Dams - Regulatory, Planning & Analysis Program.

Project Rationale This is an ongoing program to be adaptable to addressing projects in the Sooke Lake Watershed Dams from the Dam Safety Risk Register. Some key projects in the near term include:

Sooke Lake Dam (SLD) Instrumentation Improvements, SLD Spillway crack repairs (wet side), SLD Spillway crack repairs (Ogee/Wing Walls), Deception Dam Low Level Overflow Replacement, SLD Gate Controls/automation, SLD Stop Logs Replacements, SLD Log Booms (Narrows and Main Dam), future butressing of Deception Dam and various other improvements that may be prioritized based on risk.

Project Number	Capital Project Title	Capital Project Description
25-15	Goldstream Water Supply Area Dams - Regulatory Compliance, Dam Safety Planning & Analyses	Ongoing projects involving studies, dam safety planning and regulatory requirements activities for the various dams within the Goldstream Watershed. Outcomes from the various studies will inform future capital improvements.

Project Rationale Capital funding will be used to resolve a prioritized list of issues from the Dam Safety Risk Register, identified during dam surveillance activities, Dam Safety audits, and legislated Dam Safety Reviews. The issues to be resolved relate to dam safety analyses, dam safety planning and program work, and regulatory compliance.

Service:	2.670	Regional Water Supply

Project Number	25-16	**Capital Project Title**	Goldstream Water Supply Area Dams - Upgrades and Improvements Program	**Capital Project Description**	Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through the Goldstream Water Supply Area Dams - Regulatory, Planning & Analysis Program
Project Rationale	This is an ongoing program to be adaptable to addressing projects in the Goldstream Watershed Dams from the Dam Safety Risk Register. Some key projects in the near term include: Goldstream gates (High Level and 3 Low Level) being assessed and potentially replaced, Concrete repairs, instrumentation implementation and project management efforts at the program level to prioritize capital works as studies are being completed.				

Project Number	25-17	**Capital Project Title**	Charters Dam - Regulatory Compliance, Dam Safety Planning & Analyses	**Capital Project Description**	Ongoing projects involving studies, dam safety planning and regulatory requirements activities for Charters Dam. Outcomes from the various studies will inform future capital improvements.
Project Rationale	Capital funding will be used to resolve a prioritized list of issues from the Dam Safety Risk Register, identified during dam surveillance activities, Dam Safety audits, and legislated Dam Safety Reviews. The issues to be resolved relate to dam safety analyses, dam safety planning and program work, and regulatory compliance.				

Project Number	25-18	**Capital Project Title**	Charters Dam - Upgrades and Improvements Program	**Capital Project Description**	Ongoing program to complete dam upgrades and improvements from the Dam Safety Risk Register, which have been identified through the Charters Dam - Regulatory, Planning & Analysis Program.
Project Rationale	Budget to addredss capital improvements identified through the dam safety risk register.				

Project Number	20-04	**Capital Project Title**	Sooke Lake HyDy Model Development	**Capital Project Description**	Critical data collection, model building+calibration, model utilization for 3 different scenarios
Project Rationale					

Service:	2.670	Regional Water Supply

Project Number	Capital Project Title	Capital Project Description
25-19	WQ Studies and Research Projects	Ongoing program budget for water quality studies and operation of Sooke Lake Hydrodynamic Model.

Project Rationale Managing WQ Studies and Research projects under a program will allow CRD more operational flexibility managing priorities and adapting to changing operational needs.

Project Number	Capital Project Title	Capital Project Description
25-20	Lab and WQ Equipment Maintenance and Replacement	Ongoing program budget for water quality lab equipment and maintenance.

Project Rationale Managing lab and water quality equipment replacements under a program will allow CRD more operational flexibility managing priorities and adapting to changing operational needs.

Project Number	Capital Project Title	Capital Project Description
17-27	Watershed Culvert Replacement	Replacement of small culverts throughout the GVWSA.

Project Rationale This provides annual funding for the replacement of culverts that have reached end of life and/or are undersized given present knowledge of potential peak water flows and anticipated climate change effects. With the completion of peak flow modelling of all major structures in the Sooke and Goldstream WSAs in 2017, additional funds are required beginning in 2018 to upgrade identified structures to current standards. Costs of upgrades have increased significantly in the last 5 years.

Project Number	Capital Project Title	Capital Project Description
17-28	Watershed Security Infrastructure Upgrade & Replacement	New, upgrade and replacement of security infrastructure in the GVWSA.

Project Rationale The outer boundary of the Leech, Sooke and Goldstream Water Supply Areas is approximately 119 kilometers in length. Main access roads are gated and there are 11 kilometers of existing security fencing. A constant effort is needed to maintain a closed watershed. Through monitoring, high incident areas are identified, security plans are developed, and security infrastructure (fencing, gates and signage) is installed or upgraded where required. An uplift in provisional funding is requested due to increased costs of fencing and gates.

Project Number	Capital Project Title	Capital Project Description
17-29	Water Supply Area Equipment & Replacement	Hydrometeorological, fireweather and wildfire suppression equipment replacement.

Project Rationale This provides annual funding for the replacement or upgrading of equipment for wildfire suppression and spill response, fire weather stations, hydro-meteorological monitoring and water quality sampling and monitoring equipment. Given an expansion of the hydrology and meteorology network of stations and sensors, an additional $50,000 per year is added in 2020 and going forward. In 2021 and going forward, funding is reduced by $20,000 as water quality equipment will be funded under a separate line item (21-17). A revised level of funding is requested beginning in 2023 that reflects forecasted needs.

Project Number	Capital Project Title	Capital Project Description
17-30	Transmission Main Repairs	Emergency repairs to the transmission mains.

Project Rationale Each year a visual inspection of this critical supply tunnel is carried out by CRD staff. This capital item allows for minor repairs that are discovered during these inspections. This also allows for annual funding for repair of emergency breaks on large diameter supply mains.

Service:	2.670	Regional Water Supply

Project Number	Capital Project Title	Capital Project Description
17-31	Transmission System Components Replacement	Replacement and repair of transmission components.

Project Rationale This is an annual allowance for the capital costs for the replacement and repair of supply system components that fail under normal operation and maintenance during the year.

Project Number	Capital Project Title	Capital Project Description
17-33	Disinfection Equipment and other Water Treatment Components and Parts Replacement	Replacement of incidental equipment and parts associated with the water treatment facilities.

Project Rationale The annual work includes the replacement of the plastic gas feed piping that has become very brittle, installing air valves on the ammonia solution lines, installing and replacing shut off valves on the booster pumps supply piping, installing indicator stems on UV cooling water valves, relocating the UV cooling water feed pipes, improving the landscaping around the UV building to reduce dust and other minor upgrades.

Project Number	Capital Project Title	Capital Project Description
17-34	Supply System Computer Model Update	Annual update of the regional hydraulic model.

Project Rationale This item is to allow for staff and consultant time each year to keep the hydraulic computer model current.

Project Number	Capital Project Title	Capital Project Description
19-16	Dam Improvements	Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections and Dam Safety Reviews and address items in the dam safety database/risk registry and to support operations

Project Rationale Dam Safety Inspections are carried out throughout the year and result in minor improvements at each dam annually. This budget is intended for smaller scale improvements, typically to be completed by operations staff in a short duration and which are not captured under the larger "Term" programs.

Project Number	Capital Project Title	Capital Project Description
19-22	SCADA Repairs, Equipment Replacement and Comms upgrades	Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System and revenue meter system.

Project Rationale This item is to allow for unplanned SCADA repairs and equipment replacement not covered by the capital projects SCADA Replacement.

Project Number	Capital Project Title	Capital Project Description
21-15	Corrosion Protection	Replace corrosion protection assets, such as coatings, for the transmission system when identified.

Project Rationale There are numerous assets with varying levels of corrosion protection throughout the RWS system. Funds are required to ensure that corrosion protection assets are replaced or rehabilitated when identified.

Service:	2.670	Regional Water Supply

Project Number	21-16	**Capital Project Title**	Valve Chamber Upgrades	**Capital Project Description**	Replace failing valves and appurtenances along the RWS supply system.
Project Rationale	The RWS system has numerous isolation and air valves along the transmission system, usually in underground chambers. Funds are required for replacement of valves and chamber upgrades as they are identified.				

Project Number	21-17	**Capital Project Title**	Water Quality Equipment Replacement	**Capital Project Description**	Replacement of water quality equipment for the water quality lab and water quality operations
Project Rationale	This provides annual funding for the replacement or upgrading of equipment for the water quality lab, sampling, and operations. Of this provisional budget, $20,000 was previously included in item 17-29 (Water Supply Area annual provisional budget)				

Project Number	21-18	**Capital Project Title**	LIMS support	**Capital Project Description**	Support for LIMS database
Project Rationale	Provides for support for the laboratory information management system				

Project Number	23-20	**Capital Project Title**	Land Exchange/Acquisition	**Capital Project Description**	Land surveys, appraisals to support decisions regarding land exchange to increase catchment area, buffer water supply areas and other possible land exchange and acquisition within the RWS system
Project Rationale	There are opportunities to increase the catchment and critical buffer areas of Sooke, Goldstream and the Leech WSA by purchase or land exchange with surrounding land owners. From time to time, the RWS System requires acquisition of lands for infrastructure purposes. Funds will be used when needed to undertake appraisals, legal surveys, and legal fees for work to develop agreements to purchase or exchange lands for the Regional Water Supply Area or System.				

Project Number	17-35	**Capital Project Title**	Vehicle & Equipment Replacement (Funding from Replacement Fund)	**Capital Project Description**	This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system.
Project Rationale	This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system. The Equipment Replacement Fund is used to fund the expenditure. The requests have been adjusted to align with the pricing for electric vehicles.				

Service:	2.670	Regional Water Supply

Project Number	Capital Project Title	Capital Project Description
23-21	EV Charging Stations Electrical Infrastructure	Electrical System upgrades at 479 Island Hwy to power up 44 charging stations

Project Rationale In support of the CRD's Climate Action Strategy to reduce the corporate GHG emissions. The CRD Fleet of vehicles is one of the larger contributors to the generation of GHG's. Integrated Water Services identified 44 of the approx. 100 vehicles that operate out of the 479 Island location for replacement with Electrical Vehicles by 2030. I preparation for providing the proper charging network at 479 an Electric Vehicle Fleet Conversion Study was completed in 2021.The results of the study was to upgrade the electrical infrastructure to accommodate the power needs of 44 charging points. It is proposed that phase 1 is started in 2023 to upgrade the electrical distribution system and provide 17 charging points. The larger portion of the costs will be to upgrade the electrical system. Phase 2 to allow for a further 27 charging points can be planned to accommodate the balance of EV vehicles pending their purchasing and delivery.

Project Number	Capital Project Title	Capital Project Description
23-22	Fuel Truck	Fuel tender truck

Project Rationale New fuel truck.

Project Number	Capital Project Title	Capital Project Description
23-31	Purchase of land	Purchasing of land near 479 for future office space or other land acquisition opportunities relative to Regional Water Supply Service

Project Rationale Land acquisition required to addess future needs for CRD to support the RWS.

Project Number	Capital Project Title	Capital Project Description
24-17	Pool Vehicles	2 new EV Pickups

Project Rationale Two new EV pickups.

Project Number	Capital Project Title	Capital Project Description
24-18	Vehicle for Watershed Hydrology Program	Replacement pickup truck for watershed hydrology program

Project Rationale Replacement pickup truck for watershed hydrology.

Service:	2.670	Regional Water Supply

Project Number	25-22	**Capital Project Title**	New Vehicles - Watershed & Water Operations	**Capital Project Description**	4 New Electric Vehicles for Watershed & Water Operations
Project Rationale	1 New EV AWD SUV for water treatment ops 2 Replacement EV Pickup trucks for Watershed Prot. Ops, Security & Emerg Response 1 New EV Pickup truck for Watershed Prot. Resource Planning, Wildlife Program				

Project Number	25-23	**Capital Project Title**	Enterprise Asset Management System	**Capital Project Description**	Development of EAM system, including software and process implementation, for services to maintain assets and report on asset performance.
Project Rationale	Develop of EAM system, including software and process implementation, for services to maintain assets and report on asset performance.				

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	2.670/2.680 Regional Water Supply & JDF Wate	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$0	$250,000	$80,000	$200,000	$80,000	$80,000	$690,000
Equipment		$380,000	$1,180,000	$435,000	$450,000	$431,000	$425,000	$2,921,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$50,000	$30,000	$20,000	$20,000	$20,000	$140,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$380,000	**$1,480,000**	**$545,000**	**$670,000**	**$531,000**	**$525,000**	**$3,751,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$380,000	$1,480,000	$545,000	$670,000	$531,000	$525,000	$3,751,000
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$380,000	**$1,480,000**	**$545,000**	**$670,000**	**$531,000**	**$525,000**	**$3,751,000**

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 2.670/2.680

Service Name: Regional Water Supply & JDF Water Distribution Combo

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION													$ -
16-01	Renewal	Upgrades to Buildings at 479 Island Highway	Maintenance and changes to buildings, office layouts, meeting rooms, yard improvements, lab improvements and technology upgrades.	$ 1,330,000	B	WU	$ -	$ 250,000	$ 80,000	$ 200,000	$ 80,000	$ 80,000	$ 690,000
17-01	Renewal	Voice Radio Upgrade	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.	$ 2,125,000	E	WU	$ 380,000	$ 430,000	$ -	$ -		$ -	$ 430,000
24-01	Replacement	IT Core Infrastructure Replacement	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life	$ 250,000	E	WU		$ 125,000	$ 10,000	$ 25,000	$ 6,000	$ -	$ 166,000
25-XX	Replacement	Laboratory Upgrades	Improvements to water quality lab facilities	$ 200,000	E	WU	$ -	$ 200,000.00					$ 200,000.00
													$ -
Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution				**$ 3,705,000**				**$ 1,005,000**	**$ 90,000**	**$ 225,000**	**$ 86,000**	**$ 80,000**	**$ 1,486,000**
													$ -
ANNUAL PROVISIONAL CAPITAL ITEMS													$ -
17-03	Replacement	Office Equipment, Upgrades and Replacements	Upgrade and replacement of office equipment as required.	$ 450,000	E	WU	$ -	$ 90,000	$ 90,000	$ 90,000	$ 90,000	$ 90,000	$ 450,000
17-04	Replacement	Computer Upgrades	Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.	$ 950,000	E	WU	$ -	$ 190,000	$ 190,000	$ 190,000	$ 190,000	$ 190,000	$ 950,000
17-05	New	Development of the Maintenance Management Systems	Develop maintenance management system.	$ 150,000	E	WU	$ -	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 150,000
17-06	Replacement	Small Equipment & Tool Replacement (Water Operations)	Replacement of tools and small equipment for Water Operations as required.	$ 500,000	E	WU	$ -	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
17-07	Replacement	Small Equipment & Tool Replacement (Corporate Fleet)	Replacement of tools and small equipment for Fleet as required.	$ 85,000	E	WU	$ -	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 75,000
24-02	Study	Capital Projects Delivery Optimization	Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects.	$ 160,000	S	WU	$ -	$ 50,000	$ 30,000	$ 20,000	$ 20,000	$ 20,000	$ 140,000
													$ -
Sub-Total for Annual Provisional Capital Items				**$ 2,295,000**				**$ 475,000**	**$ 455,000**	**$ 445,000**	**$ 445,000**	**$ 445,000**	**$ 2,265,000**
x			**GRAND TOTAL**	**$ 6,000,000**				**$ 1,480,000**	**$ 545,000**	**$ 670,000**	**$ 531,000**	**$ 525,000**	**$ 3,751,000**
													$ -

Service:	2.670/2.680	Regional Water Supply & JDF Water Distribution Combo

Project Number	16-01	**Capital Project Title**	Upgrades to Buildings at 479 Island Highway	**Capital Project Description**	Maintenance and changes to buildings, office layouts, meeting rooms, yard improvements, lab improvements and technology upgrades.

Project Rationale The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway, including:
- Improvements,Repairs, upgrades and changes to the buildings
- Painting of the buildings
- Repair and replacement of carpets, floors and walls
- Climate Action initiatives and feasibility studies
- Improvements to Meeting Rooms, including technology upgrades

Project Number	17-01	**Capital Project Title**	Voice Radio Upgrade	**Capital Project Description**	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.

Project Rationale Service Life and projected replacement:
- The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005.
- The present radio models used in the system have just been taken out of production by the manufacturer, there will be no new units available for purchase as of July 1, 2015.
- Support for repairs and maintenance of the present radio will continue for the next 3 years at least.
- There are no pressing issues with equipment maintenance or repairs, present repair rates suggest we can maintain the system for the next few years, and perhaps reach a 12-15 year lifespan on the present equipment.

Project Number	20-01	**Capital Project Title**	#N/A	**Capital Project Description**	#N/A

Project Rationale The RWS and JdF operation numerous water mains and pump stations. There are situations, when a pump station fails, construction of a pump station or bypassing a section of pipe, where a portable pump station with a generator is required to maintain the level of service. Portable PS was delivered in 2023 but some deficiencies, including the associated generator remain and may carry into 2024 to fully address.

Service:	2.670/2.680	Regional Water Supply & JDF Water Distribution Combo

Project Number	17-03	**Capital Project Title**	Office Equipment, Upgrades and Replacements	**Capital Project Description**	Upgrade and replacement of office equipment as required.

Project Rationale Funds will be used for the replacement and upgrading of office equipment and furniture, as required.

Project Number	17-04	**Capital Project Title**	Computer Upgrades	**Capital Project Description**	Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.

Project Rationale This is an annual upgrading and replacement program of computers, photocopiers, network, monitoring and associated equipment, as required. This item has been increased from $160,000 to $170,000 annually to reflect actual costs.

Capital Budget
Network Switch Maintenance $10,000
Additional Wireless Access Points and Maintenance $15,000
Photocopier Replacement $20,000
Additional Data Storage $15,000
Replacement Computers $75,000
Equipment Maintenance (contingency) $23,000
Replace Access Control System - Gates/ Video Cameras $12,000
Total Capital $170,000

Project Number	17-05	**Capital Project Title**	Development of the Maintenance Management Systems	**Capital Project Description**	Develop maintenance management system.

Project Rationale The maintenance management system needs further development to meet user needs and to facilitate reporting. It is proposed that funds be approved for the following projects:- Develop and Asset onboarding process and a fault code reporting process for the CMMS.

Service:	2.670/2.680	Regional Water Supply & JDF Water Distribution Combo

Project Number	17-06	**Capital Project Title**	Small Equipment & Tool Replacement (Water Operations)	**Capital Project Description**	Replacement of tools and small equipment for Water Operations as required.
Project Rationale	Funds will be used for replacement of a variety of Operations and Welding equipment such as cutting saws, portable generators, gas detectors, Hilti drills,plasma cutter, wire welder, etc.				

Project Number	17-07	**Capital Project Title**	Small Equipment & Tool Replacement (Corporate Fleet)	**Capital Project Description**	Replacement of tools and small equipment for Fleet as required.
Project Rationale	Funds will be used for replacement of a variety of Fleet small equipment and tools as required. This includes provision to replace the Vehicle OBD reader for reading engine codes and the shop air compressor.				

Project Number	24-01	**Capital Project Title**	IT Core Infrastructure Replacement	**Capital Project Description**	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life
Project Rationale	Ongoing end of life replacement program for IT Core Infrastructure, including servers, network switches, UPS', and other equipment.				

Project Number	24-02	**Capital Project Title**	Capital Projects Delivery Optimization	**Capital Project Description**	Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects.
Project Rationale	Ongoing program for small scale optimization of project delivery methods and tools.				

2.670 Regional Water Supply
Asset/ Reserve Schedule
2025 - 2029 Financial Plan

Asset Profile

Regional Water Supply

System assets include the lands, dams and source water reservoirs within the water supply areas, intake and source conduits, two water treatment plants, pressure regulating facilities, nine supply mains, three balancing reservoirs and revenue water meters in the water transmission system.

Equipment Replacement Reserve Schedule

Reserve Fund: 2.670 Regional Water Supply Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

Fund: 1022 Fund Center: 101454	**Estimated**	**Budget**				
	2024	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	2,647,394	2,572,649	1,980,378	1,912,420	1,786,544	1,978,686
Equipment purchases (Based on Capital Plan)	(670,000)	(1,376,250)	(773,000)	(855,000)	(495,000)	(355,000)
Transfer	-					
Transfer from Operating Budget	479,755	577,541	589,092	600,874	612,892	625,149
Proceeds on disposals	100,500	206,438	115,950	128,250	74,250	53,250
Interest Income*	15,000					
Ending Balance $	**2,572,649**	**1,980,378**	**1,912,420**	**1,786,544**	**1,978,686**	**2,302,085**

General Comments:
Reserve Fund is used for the purpose of replacing fleet vehicles including heavy equipment and associated mobile components, as outlined in the capital plan. Proceeds from disposals are estimated at 15% of replacement equipment purchases. Note not all vehicles are sold within the year in which they are replaced.

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

JDF Water Distribution

COMMITTEE OF THE WHOLE

October 2024

Service: 2.680 **JDF Water Distribution** **Commission: Juan De Fuca Water Distribution**

DEFINITION:

To finance the administration, development, maintenance, and operational expenses, of the Juan de Fuca Water Distribution local service in the Western Communities of the Capital Regional District, as per the Water Distribution Local Service Area Establishment Bylaw No. 2538.

The establishment and operation of a Juan de Fuca water Distribution Commission is done by Bylaw No. 2540.

SERVICE DESCRIPTION:

Juan de Fuca Water Distribution Service provides retail water distribution system to participants within the Western Communities. The service administration and operation is provided by the Integrated Water Services Department.

PARTICIPATION:

City of Colwood
City of Langford
Town of View Royal
Juan de Fuca Electoral Area
District of Metchosin
District of Sooke
District of Highlands

MAXIMUM LEVY:

The maximum amount that may be requisitioned is NIL.

MAXIMUM CAPITAL DEBT:

Authorized:	Pre Consolidated MFA Loan Authorizations - Juan de Fuca Water Distribution Facilities		$19,000,000
Borrowed:			$17,500,000
Remaining:	Expired		$1,500,000
Authorized:	MFA Bylaw No. 3981 - Juan de Fuca Water Distribution Facilities		$14,800,000
Borrowed:			$10,100,000
Remaining:	Expired		$4,700,000
Authorized:	MFA Bylaw No. 3164 - Juan de Fuca Water Distribution Facilities Development-DCC		$10,000,000
Borrowed:			$3,500,000
Remaining:	Expired		$6,500,000
Authorized:	MFA Bylaw No. 4379 - Juan de Fuca Water Distribution Facilities	2021	$14,800,000
Borrowed:			$7,500,000
Remaining:	Active		$7,300,000

FUNDING:

Costs are recovered from Water Sales, and transfer from DCC reserves to service DCC debt.

Change in Budget 2024 to 2025

Service: 2.680 Juan de Fuca Water Distribution	**Total Expenditure**	**Comments**
2024 Budget	**26,026,524**	
Change in Labour:		
Labour charges	257,630	Labour charges: inclusive of collective agreement changes
Utility Operator Team Lead	190,300	IBC 2b-2.1 Utility Operator Team Lead
Total Change in Labour	447,930	
Other Changes:		
Bulk Water Purchase	1,114,320	Increased bulk water rate and increased budgeted demand
Transfers to Capital Fund	889,337	Increase as directed by the 5 year Capital Plan
Principal & Interest Payments	358,530	New Debt Issue $1.5m Fall 2024
Asset and Maintenance Management	145,260	Asset Management transferred from Corporate to IWS
	96,118	Additional maintenance trade support
Contract for Services	81,682	
Supplies-Operating	51,496	
Standard Overhead	24,500	Increase in 2024 operating costs
Other Costs	78,300	
Total Other Changes	2,839,543	
2025 Budget	**29,313,997**	

Summary of % Expense Increase	
Transfer to Capital	3.4%
Increased cost due to bulk water rate	2.0%
Increased bulk water consumption	2.3%
Labour costs	1.7%
Principal and Interest Costs	1.4%
Asset and Maintenance Management	0.9%
Balance of increase	0.9%
% expense increase from 2024:	***12.6%***

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

Favourable revenue and water sales variance of $2.6m due to higher than budgeted water demand largely a result of dry summer weather. The additional revenue will be partially offset by bulk water purchase overages ($800k). The net surplus of $1.7m will be transferred to the Service's Water Capital Fund.

CAPITAL REGIONAL DISTRICT

Program Group: CRD-JDF Water Distribution

SUMMARY	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	**2025** 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	TOTAL (COL 4, 5 & 6)	**FUTURE PROJECTIONS** 2026	2027	2028	2029
1	2	3	4	5	6	7	8	9	10	11
OPERATING EXPENDITURES										
ALLOCATION - OPERATIONS	5,335,968	5,333,436	5,908,795	286,418	-	6,195,213	6,534,051	6,711,894	6,893,466	7,080,083
OPERATING - OTHER COSTS	789,205	743,096	823,799	-	-	823,799	819,323	825,472	860,734	859,637
SALARIES AND WAGES	590,220	539,460	495,089	-	-	495,089	510,248	524,820	539,687	555,088
CONTRACT FOR SERVICES	398,390	403,520	480,072	-	-	480,072	490,348	501,247	512,380	523,819
ALLOCATION - STANDARD OVERHEAD	768,670	768,670	793,173	-	-	793,173	816,968	833,308	849,974	866,974
TOTAL OPERATING EXPENDITURES	7,882,453	7,788,182	8,500,928	286,418	-	8,787,346	9,170,938	9,396,740	9,656,241	9,885,601
Percentage increase over prior year's board budget			7.85%			11.48%	4.37%	2.46%	2.76%	2.38%
BULK WATER PURCHASE	7,689,300	8,498,700	8,803,620	-	-	8,803,620	9,724,230	11,197,680	12,640,950	14,218,840
BULK WATER EXPENDITURES	7,689,300	8,498,700	8,803,620	-	-	8,803,620	9,724,230	11,197,680	12,640,950	14,218,840
			14.49%			14.49%				
CAPITAL EXPENDITURES &TRANSFERS										
TRANSFER TO WATER CAPITAL FUND	7,346,169	9,082,754	8,235,506	-	-	8,235,506	8,820,200	9,620,200	9,730,200	10,200,200
TRANSFER TO DEBT RESERVE FUND	49,280	19,280	55,620	-	-	55,620	49,620	62,620	8,620	18,620
TRANSFER TO EQUIPMENT REPLACEMENT FUND	647,507	647,507	661,564	-	-	661,564	619,796	628,192	636,755	645,490
TOTAL CAPITAL EXPENDITURES & TRANSFERS	8,042,956	9,749,541	8,952,690	-	-	8,952,690	9,489,616	10,311,012	10,375,575	10,864,310
DEBT SERVICING										
DEBT - INTEREST & PRINCIPAL	2,411,815	2,543,707	2,770,341	-	-	2,770,341	3,312,394	3,701,035	3,772,441	3,345,507
TOTAL DEBT EXPENDITURES	2,411,815	2,543,707	2,770,341	-	-	2,770,341	3,312,394	3,701,035	3,772,441	3,345,507
TOTAL EXPENDITURES	26,026,524	28,580,130	29,027,579	286,418	-	29,313,997	31,697,178	34,606,467	36,445,207	38,314,258
SOURCES OF FUNDING										
REVENUE - SALES	(25,580,244)	(28,273,350)	(28,676,549)	(286,418)	-	(28,962,967)	(31,336,730)	(34,233,557)	(36,130,777)	(37,997,026)
REVENUE - OTHER	(223,780)	(306,780)	(351,030)	-	-	(351,030)	(360,448)	(372,910)	(314,430)	(317,232)
TOTAL SOURCE OF FUNDING FROM OPERATIONS	(26,026,524)	(28,580,130)	(29,027,579)	(286,418)	-	(29,313,997)	(31,697,178)	(34,606,467)	(36,445,207)	(38,314,258)
SOURCES OF OTHER FUNDING										
TRANSFER FROM DCC RESERVES TO FUND DCC DEBT	-	-	-	-	-	-	-	-	-	-
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR										
TOTAL SOURCES OF ALL FUNDING	(26,026,524)	(28,580,130)	(29,027,579)	(286,418)	-	(29,313,997)	(31,697,178)	(34,606,467)	(36,445,207)	(38,314,258)
Percentage increase over prior year's board budget			11.53%			12.63%	8.13%	9.18%	5.31%	5.13%
Water Rate $ per cu. m.	$ 2.6927					$ 2.8395				
Percentage increase	5.74%					5.45%				

2025 Demand Estimate

Retail Demand

Years	Actual Demand cu.metre		Budgeted Demand cu.metre	
2019	8,911,315		8,600,000	
2020	9,345,130		8,900,000	
2021	10,270,472		8,900,000	
2022	9,990,739		9,300,000	
2023	10,670,432		9,210,000	**
2024	10,500,000	*	9,500,000	
2025 Demand Estimate	**10,200,000**			

** Projected consumption for 2024*

** 2023 Demand estimate reduction reflects First Nations becoming wholesale customers of Regional Water Supply

Summary of Retail Water Rates

	2021	2022	2023	2024	2025	Change	
Retail (direct) water rate							
Unit cost per cu.m.	$2.3081	$2.4024	$2.5466	$2.6927	$2.8395	$0.1468	5.45%

Retail Water Rate Increase
Impact on Residential Water Bill

Average consumption per 2 month billing cycle: * 40.0 cubic meters (annual = 239.0 cu.m)

Charge for Two Months Consumption	Year	Bi monthly Charge	Annual Charge	2025 Annual Change $
Average Consumption	2024	$ 107.71	$ 646.25	
	2025	$ 113.58	$ 681.48	$ 35.23
Half Average Consumption	2024	$ 53.85	$ 323.12	
	2025	$ 56.79	$ 340.74	$ 17.62
Twice Average Consumption	2024	$ 215.42	$ 1,292.50	
	2025	$ 227.16	$ 1,362.96	$ 70.46

* Average Annual Consumption based on 2.303 people per household, per BC Stats 2024 projection

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No. 2.680 JDF Water Distribution	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$7,485,000	$20,538,000	$13,561,000	$14,431,000	$9,790,000	$11,266,000	$69,586,000
Vehicles	$525,000	$1,515,000	$774,000	$710,000	$750,000	$250,000	$3,999,000
	$8,010,000	**$22,053,000**	**$14,335,000**	**$15,141,000**	**$10,540,000**	**$11,516,000**	**$73,585,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$6,485,000	$14,331,000	$8,504,000	$8,924,000	$9,513,000	$10,159,000	$51,431,000
Debenture Debt (New Debt Only)	$0	$4,700,000	$4,100,000	$5,400,000	$0	$1,000,000	$15,200,000
Equipment Replacement Fund	$525,000	$1,430,000	$774,000	$710,000	$750,000	$250,000	$3,914,000
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$1,000,000	$1,592,000	$957,000	$107,000	$277,000	$107,000	$3,040,000
	$8,010,000	**$22,053,000**	**$14,335,000**	**$15,141,000**	**$10,540,000**	**$11,516,000**	**$73,585,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 2.680

Service Name: JDF Water Distribution

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
INFRASTRUCTURE ENGINEERING AND OPERATIONS													$ -
Planning													$ -
16-03	Renewal	Asset Management Plan	Combine past studies to plan out future capital expenditures.	$ 400,000	S	WU	$ 50,000	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
21-14	Renewal	Fire Storage Analysis	Assess and update the fire flow upgrade program to inform future capital works.	$ 120,000	S	WU	$ 15,000	$ 15,000	$ -	$ -	$ -	$ -	$ 15,000
25-01	Study	Water Meter Strategic Plan	Review of the exisiting meter program and strategic planning including replacement vs repair cost benefit analysis, review of meter technologies, implementation phasing and short term and long term planning.	$ 200,000	S	WU	$ -	$ 200,000	$ 50,000.00	$ -	$ -	$ -	$ 250,000.00
													$ -
Capital													$ -
16-05	Renewal	Comprehensive Pump Station Upgrades	Continue pump station condition assessments, plan and carry out upgrades.	$ 11,300,000	S	WU	$ 750,000	$ 1,601,000	$ 450,000	$ 2,000,000	$ 750,000	$ 2,000,000	$ 6,801,000
18-03	Renewal	JDF Site Decommissioning Program	Decommissioning of facilities that are no longer in use based on preliminary work from Annual Provisional	$ 1,000,000	S	WU	$ 500,000	$ 500,000	$ 80,000	$ 90,000	$ 100,000	$ 100,000	$ 870,000
18-06	New	Post Disaster Emergency Water Distribution	Determine and supply response equipment for disaster response.	$ 600,000	S	WU	$ 70,000	$ 120,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 320,000
20-03	Replacement	AC Pipe Replacement Program	Replacement of aging asbestos cement pipe year over year as outlined in the May 2023 staff report. Replacement is expected to be phased until 2055 to replace all AC pipe in the distribution network.	$ 140,000,000	S	WU	$ 3,000,000	$ 8,600,000	$ 3,600,000	$ 3,800,000	$ 4,000,000	$ 4,200,000	$ 24,200,000
21-02	Replacement	Sooke Road W/M Replacement - VMP to Jacklin	Replacement of aged, large diameter water main and smaller diameter AC from Jacklin Rd to VMP. 1,100m of 600mm Pipe - VMP to Jacklin as well as the asbestos cement distribution main along the same alignment.	$ 8,500,000	S	WU	$ 150,000	$ 400,000	$ 4,000,000	$ 4,050,000	$ -	$ -	$ 8,450,000
21-13	Replacement	SCADA Master Plan Update & Upgrades	Update the SCADA Master Plan in conjunction with the RWS, Saanich Peninsula and Core Area infrastructure.	$ 1,900,000	S	WU	$ 900,000	$ 1,500,000	$ 300,000	$ -	$ -	$ -	$ 1,800,000
22-02	New	Microwave Radio Upgrades	Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure	$ 750,000	S	WU	$ 230,000	$ 330,000	$ 100,000	$ 100,000	$ 100,000	$ -	$ 630,000
24-02	New	Hwy 14 Watermain Relocation	Relocation of CRD watermain in MOTI right of way. Project work to be bundled within MOTI's project.	$ 2,000,000	S	WU	$ 820,000	$ 2,000,000	$ -	$ -	$ -	$ -	$ 2,000,000
25-06	Replacement	Large Meters & Pressure Control Stations Replacement Program	Ongoing program to upgrade billing meters and pressure control stations, including chambers as required.	$ 5,000,000	S	WU	$ -	$ 400,000	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 2,400,000
													$ -
Sub-Total System Infrastructure Engineering and Operations				**$ 171,770,000**			**$ 6,485,000**	**$ 15,716,000**	**$ 9,130,000**	**$ 10,590,000**	**$ 5,500,000**	**$ 6,850,000**	**$ 47,786,000**
													$ -
CORPORATE ASSET AND MAINTENANCE MANAGEMENT (CAMM)													$ -
16-06	Replacement	Vehicle & equipment replacement (funding from replacement fund)	Vehicle and equipment replacement.	$ 2,094,000	V	ERF	$ 525,000	$ 1,430,000	$ 774,000	$ 710,000	$ 750,000	$ 250,000.00	$ 3,914,000
23-02	New	Vehicle to support the meter replacement program	Purchase of a Transit Van equiped with tools and equipment to support the meter replacement program	$ 200,000	V	WU	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25-05	New	New Vehicle - Water System Ops	New EV Truck for Team Lead and expanding operational needs	$ 85,000	V	WU	$ -	$ 85,000	$ -	$ -	$ -	$ -	$ 85,000
													$ -
Sub-Total CAMM				**$ 2,379,000**			**$ 525,000**	**$ 1,515,000**	**$ 774,000**	**$ 710,000**	**$ 750,000**	**$ 250,000**	**$ 3,999,000**
													$ -
ANNUAL PROVISIONAL ITEMS													$ -
													$ -
17-09	Replacement	Emergency Main Replacement	Major main replacement under emergencies.	$ 500,000	S	WU	$ -	$ 100,000	$ 110,000	$ 121,000	$ 134,000	$ 148,000	$ 613,000
17-13	New	Site Security Upgrades	Upgrading and replacement of security systems for sites as required.	$ 200,000	S	WU	$ -	$ 40,000	$ 44,000	$ 49,000	$ 54,000	$ 60,000	$ 247,000
17-15	Renewal	Distribution System Improvements	Unplanned distribution system improvements or decommissioning.	$ 2,250,000	S	WU	$ -	$ 450,000	$ 495,000	$ 545,000	$ 600,000	$ 660,000	$ 2,750,000
17-16	New	Hydraulic Model Yearly Update	Annual hydraulic model update and uni-directional flushing support.	$ 300,000	S	WU	$ -	$ 65,000	$ 72,000	$ 80,000	$ 88,000	$ 97,000	$ 402,000
21-03	Replacement	Hydrant & Flush Replacement, Upgrades and Additions	Upgrade, replacement or installation of flushes and fire hydrants, and fire flow testing.	$ 1,379,000	S	WU	$ -	$ 225,000	$ 248,000	$ 273,000	$ 301,000	$ 332,000	$ 1,379,000
21-04	Replacement	Residential Service & Meter Replacement	Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report.	$ 10,000,000	S	WU	$ -	$ 1,800,000	$ 1,900,000	$ 2,000,000	$ 2,100,000	$ 2,200,000	$ 10,000,000
21-05	Replacement	Pump Station Equipment Replacements	Unplanned pump station repairs and equipment replacement		S	WU	$ -	$ 150,000	$ 165,000	$ 182,000	$ 201,000	$ 222,000	$ 920,000
21-06	Replacement	SCADA Equipment Replacement	Unplanned replacement of SCADA and electrical equipment.	$ 500,000	S	WU	$ -	$ 100,000	$ 110,000	$ 121,000	$ 134,000	$ 148,000	$ 613,000

Service #: 2.680

Service Name: JDF Water Distribution

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
21-07	Renewal	Reservoir Equipment Replacement	Replacement or repairs to components at reservoir sites.		S	WU	$ -	$ 100,000	$ 110,000	$ 121,000	$ 134,000	$ 148,000	$ 613,000
21-09	Replacement	Valve Replacement	Unplanned replacement and repair of isolation and line valves, air valves, and pressure control valves.		S	WU	$ -	$ 200,000	$ 220,000	$ 242,000	$ 267,000	$ 294,000	$ 1,223,000
													$ -
Sub-Total for Annual Provisional Items				**$ 15,129,000**			**$ -**	**$ 3,230,000**	**$ 3,474,000**	**$ 3,734,000**	**$ 4,013,000**	**$ 4,309,000**	**$ 18,760,000**
													$ -
DEVELOPMENT COST CHARGE (DCC)													**$ -**
16-07	New	Update DCC Bylaw (Comprehensive Update in 2028)	Planned update of the DCC Bylaw.	$ 295,000	S	Res	$ -	$ 30,000	$ 30,000	$ 30,000	$ 200,000	$ 30,000	$ 320,000.00
21-01	New	Sooke Henlyn Supply & Distribution Mains	Construction of water mains based upon development predictions from the Helgesen Pump Station westwards.	$ 1,000,000	S	Res	$ 1,000,000	$ 1,000,000	$ -	$ -	$ -	$ -	$ 1,000,000.00
25-02	New	Throup Road Watermain Installation	Future budget to install new watermain along Throup Road when District of Sooke completes connector road.	$ 900,000	S	Res	$ -	$ 50,000	$ 850,000	$ -	$ -	$ -	$ 900,000.00
25-03	New	VMP Pump Upgrades	The increased required capacity at the VMP pump station is driven by the high growth demands expected in the HGL 172 m zone.	$ 435,000	S	Res	$ -	$ 435,000	$ -	$ -	$ -	$ -	$ 435,000.00
25-04	New	Center Mountain	CRD project administation fee as calculated in the 2024 DCC program update	$ 385,000	S	Res	$ -	$ 77,000	$ 77,000	$ 77,000	$ 77,000	$ 77,000	$ 385,000.00
													$ -
Sub-Total for Development Cost Charges (DCC)				**$ 2,630,000**			**$ 1,000,000**	**$ 1,592,000**	**$ 957,000**	**$ 107,000**	**$ 277,000**	**$ 107,000**	**$ 3,040,000.00**
													$ -
			GRAND TOTAL	**$ 191,908,000**			**$ 8,010,000**	**$ 22,053,000**	**$ 14,335,000**	**$ 15,141,000**	**$ 10,540,000**	**$ 11,516,000**	**$ 73,585,000**
													$ -

Service:	2.680	JDF Water Distribution

Project Number	16-03	**Capital Project Title**	Asset Management Plan	**Capital Project Description**	Combine past studies to plan out future capital expenditures.
Project Rationale	Asset Management Planning necessary to effectively manage asset life cycles and plan for future improvement works.				

Project Number	21-14	**Capital Project Title**	Fire Storage Analysis	**Capital Project Description**	Assess and update the fire flow upgrade program to inform future capital works.
Project Rationale	Assessing fire storage in the JDF system to inform future capital improvements.				

Project Number	25-01	**Capital Project Title**	Water Meter Strategic Plan	**Capital Project Description**	Review of the exisiting meter program and strategic planning including replacement vs repair cost benefit analysis, review of meter technologies, implementation phasing and short term and long term planning.
Project Rationale	Review of the exisiting meter program and strategic planning including replacement vs repair cost benefit analysis, review of meter technologies, implementation phasing and short term and long term planning.				

Project Number	16-05	**Capital Project Title**	Comprehensive Pump Station Upgrades	**Capital Project Description**	Continue pump station condition assessments, plan and carry out upgrades.
Project Rationale	A previous capital project was completed by Delcan Corp. in 2012 which assessed each existing pump station and identified building deficiencies. Funds in 2024/2025 are for design of and construction of the Coppermine PS. Subsequently, Bear Mountain PS #1 will be assessed or the prioritization changed based on finalization of the Asset Management Plan (Capital Project # 16-03).				

Service:	2.680	JDF Water Distribution

Project Number	Capital Project Title	Capital Project Description
18-03	JDF Site Decommissioning Program	Decommissioning of facilities that are no longer in use based on preliminary work from Annual Provisional

Project Rationale Numerous pump station and PRV facilities have been made redundant or have been decommissioned within the JDF system. Sites have been identified as part of the annual provisional project and funds are required to decomission of the sites and then demolish them. In 2021 the Treanor pump station demolition was carried out. The Townsview PS and Tank are under review for further decommissioning.

Project Number	Capital Project Title	Capital Project Description
18-06	Post Disaster Emergency Water Distribution	Determine and supply response equipment for disaster response.

Project Rationale Proposed work includes developing a response plan to disasters to the Juan de Fuca water supply or distribution system. Funds are required to procure equipment and carry out works developed the in 2018 plan in conjunction with the Regional Water Supply disaster response Plan.

Project Number	Capital Project Title	Capital Project Description
20-03	AC Pipe Replacement Program	Replacement of aging asbestos cement pipe year over year as outlined in the May 2023 staff report. Replacement is expected to be phased until 2055 to replace all AC pipe in the distribution network.

Project Rationale Asbestos Watermains within the JDF Water Distribution network are approaching end of life and becoming more prone to failure. Asset replacement prioritization is based on a number of factors, such as age, criticality, leak history, coordination with other municipal projects and synergies with development activities. As identified most recently in the May 2023 Staff Report, this AC Replacement Program is anticipated to continue until all AC pipe in the distribution system has been replaced. Current target deadline for complete replacement is 2055.

Service:	2.680	JDF Water Distribution

Project Number	21-02	**Capital Project Title**	Sooke Road W/M Replacement - VMP to Jacklin	**Capital Project Description**	Replacement of aged, large diameter water main and smaller diameter AC from Jacklin Rd to VMP. 1,100m of 600mm Pipe - VMP to Jacklin as well as the asbestos cement distribution main along the same alignment.
Project Rationale	According to corrosion assessment, a 2.2 kilometre section of an existing steel pipe along Sooke Road and Allendale Road (between Wishart to Jacklin) was unprotected and in need of replacement. In 2014, the design of both phases of the water main was completed by a consultant and construction of the main from Wishart to VMP was completed by CRD resources. The remaining 1.1km of 600mm steel pipe from Jacklin to Veterans Memorial Parkway still requires replacement and upgrades should also include replacement of the Asbestos Cement Pipe along this alignment.				

Project Number	21-13	**Capital Project Title**	SCADA Master Plan Update & Upgrades	**Capital Project Description**	Update the SCADA Master Plan in conjunction with the RWS, Saanich Peninsula and Core Area infrastructure.
Project Rationale	The SCADA and radio system utilized by JDF Water System comprises of components ranging from 2-25 years in age. A planned replacement of assets, to be coordinated with the Regional Water Supply and Saanich Peninsula Water & Wastewater Systems is required to create a more resilient and cohesive communications system				

Project Number	22-02	**Capital Project Title**	Microwave Radio Upgrades	**Capital Project Description**	Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure
Project Rationale	Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure				

Project Number	24-02	**Capital Project Title**	Hwy 14 Watermain Relocation	**Capital Project Description**	Relocation of CRD watermain in MOTI right of way. Project work to be bundled within MOTI's project.
Project Rationale	Schedule of project delivery is dictated by Ministry of Transportation project delivery.				

Service:	2.680	JDF Water Distribution

Project Number	25-06	**Capital Project Title**	Large Meters & Pressure Control Stations Replacement Program	**Capital Project Description**	Ongoing program to upgrade billing meters and pressure control stations, including chambers as required.
Project Rationale	This is an ongoing term program for the continued replacement of obsolete and worn out large (typically greater than 2" diameter) meters, adding new meters and upgrading meter vaults as well as for the ongoing replacement of Pressure Control Stations.				

Project Number	16-06	**Capital Project Title**	Vehicle & equipment replacement (funding from replacement fund)	**Capital Project Description**	Vehicle and equipment replacement.
Project Rationale	This is for the replacement of vehicles and equipment used by CRD Integrated Water Services for the day-to-day operation and maintenance of the Juan De Fuca distribution system. These replacements are funded from the Juan De Fuca Vehicle and Equipment Replacement Fund.				

Project Number	23-02	**Capital Project Title**	Vehicle to support the meter replacement program	**Capital Project Description**	Purchase of a Transit Van equiped with tools and equipment to support the meter replacement program
Project Rationale	Purchase of a Transit Van equiped with tools and equipment to support the meter replacement program				

Project Number	25-05	**Capital Project Title**	New Vehicle - Water System Ops	**Capital Project Description**	New EV Truck for Team Lead and expanding operational needs
Project Rationale	New EV Trucks for Team Lead and expanding operational needs.				

Project Number	17-09	**Capital Project Title**	Emergency Main Replacement	**Capital Project Description**	Major main replacement under emergencies.
Project Rationale	This item is to fund the costs of responding to emergency major main breaks and conducting replacements.				

Service:	2.680	JDF Water Distribution

Project Number	17-13	**Capital Project Title**	Site Security Upgrades	**Capital Project Description**	Upgrading and replacement of security systems for sites as required.
Project Rationale	This is an annual allowance for upgrading and maintaining equipment, security and control systems at distribution facilities such as pump stations, PRV chambers and reservoirs. Items such as access hatches, fencing, etc., will be modified to provide a larger degree of security.				

Project Number	17-15	**Capital Project Title**	Distribution System Improvements	**Capital Project Description**	Unplanned distribution system improvements or decommissioning.
Project Rationale	Historically, opportunities to complete work arise during the year which were not specifically identified and budgeted. This item typically relates to coordinating work programs (i.e. JDF water main replacements and municipal paving programs) with the municipalities or development and taking advantage of opportunities during the year that were not specifically identified.				

Project Number	17-16	**Capital Project Title**	Hydraulic Model Yearly Update	**Capital Project Description**	Annual hydraulic model update and uni-directional flushing support.
Project Rationale	This item is required to input the pipes installed that year into the hydraulic computer model, followed by calibration and testing in order to keep the model up to date for design and planning purposes.				

Project Number	21-03	**Capital Project Title**	Hydrant & Flush Replacement, Upgrades and Additions	**Capital Project Description**	Upgrade, replacement or installation of flushes and fire hydrants, and fire flow testing.
Project Rationale	This is an annual provision for replacing old and outdated hydrants, flushes and associated works and access, as well as adding new hydrants to the system where requested by the municipalities or fire departments.				

Project Number	21-04	**Capital Project Title**	Residential Service & Meter Replacement	**Capital Project Description**	Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report.
Project Rationale	This is an annual provision for replacing failed residential services and meters, as well as proactively replacing services and meters in areas with historically large number of breaks.				

Project Number	21-05	**Capital Project Title**	Pump Station Equipment Replacements	**Capital Project Description**	Unplanned pump station repairs and equipment replacement
Project Rationale	This is an annual provision for unplanned pump station repairs and equipment replacement.				

Project Number	21-06	**Capital Project Title**	SCADA Equipment Replacement	**Capital Project Description**	Unplanned replacement of SCADA and electrical equipment.
Project Rationale	This is an annual provision for unplanned SCADA and electrical equipment replacement.				

Service:	2.680	JDF Water Distribution

Project Number	Capital Project Title	Capital Project Description
21-07	Reservoir Equipment Replacement	Replacement or repairs to components at reservoir sites.

Project Rationale This is an annual provisional for unplanned replacement of equipment, such as safety devices and mechanical fittings, at reservoir sites.

Project Number	Capital Project Title	Capital Project Description
21-09	Valve Replacement	Unplanned replacement and repair of isolation and line valves, air valves, and pressure control valves.

Project Rationale This is an annual provisional for unplanned replacement of valves, including air valves and check valves.

Project Number	Capital Project Title	Capital Project Description
16-07	Update DCC Bylaw (Comprehensive Update in 2028)	Planned update of the DCC Bylaw.

Project Rationale This is a provisional item to cover questions that arise and referred to our consultants for advice. Every 5 years a comprehensive update is required and the previous DCC update.

Project Number	Capital Project Title	Capital Project Description
21-01	Sooke Henlyn Supply & Distribution Mains	Construction of water mains based upon development predictions from the Helgesen Pump Station westwards.

Project Rationale Construction of water mains based upon development predictions from the Helgesen Pump Station westwards.

Project Number	Capital Project Title	Capital Project Description
25-02	Throup Road Watermain Installation	Future budget to install new watermain along Throup Road when District of Sooke completes connector road.

Project Rationale Budget allocated for future collaboration works to align with Sooke's Throup Road connector project. Schedule to be driven by District of Sooke project.

Service:	2.680	JDF Water Distribution

Project Number	25-03	**Capital Project Title**	VMP Pump Upgrades	**Capital Project Description**	The increased required capacity at the VMP pump station is driven by the high growth demands expected in the HGL 172 m zone.

Project Rationale This project is to supply the 4th required pump to maximum the existing VMP station's capacity. The VMP pump station pumps out of zone HGL 116m to the Fulton Reservoir and services zone HGL 172m. The current firm capacity of the VMP pump station is 85 L/s, and the future firm capacity is 140 L/s (with proposed additional pump upgrade). An additional, separate, project for a new pump staiton (Pump Station 10) will still be required even with the pump upgrade at VMP to support the modeled required future pumped capacity of 243L/s (140L/s at full build out VMP and another 143L/s at new Pump Station 10). Overall, the increased required capacity at the VMP pump station and a future "new" Pump Station 10 is driven by the high growth demands expected in the HGL 172 m zone.

Project Number	25-04	**Capital Project Title**	Center Mountain	**Capital Project Description**	CRD project administation fee as calculated in the 2024 DCC program update

Project Rationale CRD project management for construction of watermains, pump stations and reservoir being delivered by development community.

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	2.670/2.680 Regional Water Supply & JDF Wate	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$0	$250,000	$80,000	$200,000	$80,000	$80,000	$690,000
Equipment		$380,000	$1,180,000	$435,000	$450,000	$431,000	$425,000	$2,921,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$50,000	$30,000	$20,000	$20,000	$20,000	$140,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$380,000	**$1,480,000**	**$545,000**	**$670,000**	**$531,000**	**$525,000**	**$3,751,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$380,000	$1,480,000	$545,000	$670,000	$531,000	$525,000	$3,751,000
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$380,000	**$1,480,000**	**$545,000**	**$670,000**	**$531,000**	**$525,000**	**$3,751,000**

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 2.670/2.680

Service Name: Regional Water Supply & JDF Water Distribution Combo

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION													$ -
16-01	Renewal	Upgrades to Buildings at 479 Island Highway	Maintenance and changes to buildings, office layouts, meeting rooms, yard improvements, lab improvements and technology upgrades.	$ 1,330,000	B	WU	$ -	$ 250,000	$ 80,000	$ 200,000	$ 80,000	$ 80,000	$ 690,000
17-01	Renewal	Voice Radio Upgrade	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.	$ 2,125,000	E	WU	$ 380,000	$ 430,000	$ -	$ -		$ -	$ 430,000
24-01	Replacement	IT Core Infrastructure Replacement	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life	$ 250,000	E	WU		$ 125,000	$ 10,000	$ 25,000	$ 6,000	$ -	$ 166,000
25-XX	Replacement	Laboratory Upgrades	Improvements to water quality lab facilities	$ 200,000	E	WU	$ -	$ 200,000.00					$ 200,000.00
													$ -
Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution				**$ 3,705,000**				**$ 1,005,000**	**$ 90,000**	**$ 225,000**	**$ 86,000**	**$ 80,000**	**$ 1,486,000**
													$ -
ANNUAL PROVISIONAL CAPITAL ITEMS													$ -
17-03	Replacement	Office Equipment, Upgrades and Replacements	Upgrade and replacement of office equipment as required.	$ 450,000	E	WU	$ -	$ 90,000	$ 90,000	$ 90,000	$ 90,000	$ 90,000	$ 450,000
17-04	Replacement	Computer Upgrades	Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.	$ 950,000	E	WU	$ -	$ 190,000	$ 190,000	$ 190,000	$ 190,000	$ 190,000	$ 950,000
17-05	New	Development of the Maintenance Management Systems	Develop maintenance management system.	$ 150,000	E	WU	$ -	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 150,000
17-06	Replacement	Small Equipment & Tool Replacement (Water Operations)	Replacement of tools and small equipment for Water Operations as required.	$ 500,000	E	WU	$ -	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
17-07	Replacement	Small Equipment & Tool Replacement (Corporate Fleet)	Replacement of tools and small equipment for Fleet as required.	$ 85,000	E	WU	$ -	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 75,000
24-02	Study	Capital Projects Delivery Optimization	Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects.	$ 160,000	S	WU	$ -	$ 50,000	$ 30,000	$ 20,000	$ 20,000	$ 20,000	$ 140,000
													$ -
Sub-Total for Annual Provisional Capital Items				**$ 2,295,000**				**$ 475,000**	**$ 455,000**	**$ 445,000**	**$ 445,000**	**$ 445,000**	**$ 2,265,000**
x			**GRAND TOTAL**	**$ 6,000,000**				**$ 1,480,000**	**$ 545,000**	**$ 670,000**	**$ 531,000**	**$ 525,000**	**$ 3,751,000**
													$ -

Service:	2.670/2.680	Regional Water Supply & JDF Water Distribution Combo

Project Number	16-01	**Capital Project Title**	Upgrades to Buildings at 479 Island Highway	**Capital Project Description**	Maintenance and changes to buildings, office layouts, meeting rooms, yard improvements, lab improvements and technology upgrades.

Project Rationale The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway, including:
- Improvements,Repairs, upgrades and changes to the buildings
- Painting of the buildings
- Repair and replacement of carpets, floors and walls
- Climate Action initiatives and feasibility studies
- Improvements to Meeting Rooms, including technology upgrades

Project Number	17-01	**Capital Project Title**	Voice Radio Upgrade	**Capital Project Description**	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.

Project Rationale Service Life and projected replacement:
- The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005.
- The present radio models used in the system have just been taken out of production by the manufacturer, there will be no new units available for purchase as of July 1, 2015.
- Support for repairs and maintenance of the present radio will continue for the next 3 years at least.
- There are no pressing issues with equipment maintenance or repairs, present repair rates suggest we can maintain the system for the next few years, and perhaps reach a 12-15 year lifespan on the present equipment.

Project Number	20-01	**Capital Project Title**	#N/A	**Capital Project Description**	#N/A

Project Rationale The RWS and JdF operation numerous water mains and pump stations. There are situations, when a pump station fails, construction of a pump station or bypassing a section of pipe, where a portable pump station with a generator is required to maintain the level of service. Portable PS was delivered in 2023 but some deficiencies, including the associated generator remain and may carry into 2024 to fully address.

Service:	2.670/2.680	Regional Water Supply & JDF Water Distribution Combo

Project Number	17-03	**Capital Project Title**	Office Equipment, Upgrades and Replacements	**Capital Project Description**	Upgrade and replacement of office equipment as required.

Project Rationale Funds will be used for the replacement and upgrading of office equipment and furniture, as required.

Project Number	17-04	**Capital Project Title**	Computer Upgrades	**Capital Project Description**	Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.

Project Rationale This is an annual upgrading and replacement program of computers, photocopiers, network, monitoring and associated equipment, as required. This item has been increased from $160,000 to $170,000 annually to reflect actual costs.

Capital Budget
Network Switch Maintenance $10,000
Additional Wireless Access Points and Maintenance $15,000
Photocopier Replacement $20,000
Additional Data Storage $15,000
Replacement Computers $75,000
Equipment Maintenance (contingency) $23,000
Replace Access Control System - Gates/ Video Cameras $12,000
Total Capital $170,000

Project Number	17-05	**Capital Project Title**	Development of the Maintenance Management Systems	**Capital Project Description**	Develop maintenance management system.

Project Rationale The maintenance management system needs further development to meet user needs and to facilitate reporting. It is proposed that funds be approved for the following projects:- Develop and Asset onboarding process and a fault code reporting process for the CMMS.

Service:	2.670/2.680	Regional Water Supply & JDF Water Distribution Combo

Project Number	17-06	**Capital Project Title**	Small Equipment & Tool Replacement (Water Operations)	**Capital Project Description**	Replacement of tools and small equipment for Water Operations as required.
Project Rationale	Funds will be used for replacement of a variety of Operations and Welding equipment such as cutting saws, portable generators, gas detectors, Hilti drills,plasma cutter, wire welder, etc.				

Project Number	17-07	**Capital Project Title**	Small Equipment & Tool Replacement (Corporate Fleet)	**Capital Project Description**	Replacement of tools and small equipment for Fleet as required.
Project Rationale	Funds will be used for replacement of a variety of Fleet small equipment and tools as required. This includes provision to replace the Vehicle OBD reader for reading engine codes and the shop air compressor.				

Project Number	24-01	**Capital Project Title**	IT Core Infrastructure Replacement	**Capital Project Description**	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life
Project Rationale	Ongoing end of life replacement program for IT Core Infrastructure, including servers, network switches, UPS', and other equipment.				

Project Number	24-02	**Capital Project Title**	Capital Projects Delivery Optimization	**Capital Project Description**	Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects.
Project Rationale	Ongoing program for small scale optimization of project delivery methods and tools.				

2.680 Juan de Fuca Water Distribution
Summary Schedule
2025 - 2029 Financial Plan

Asset Profile

Juan de Fuca Water Distribution

Juan de Fuca assets include lands, office buildings, pump stations, pipe lines, meters, equipment, vehicles and other infrastructure.

Reserve/Fund Summary

	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
DCC Reserve Account	16,421,235	17,829,235	19,872,235	22,765,235	25,488,235	28,381,235
Equipment Replacement Fund	704,757	150,821	112,717	137,409	136,664	569,654
Total	**17,203,598**	**18,057,664**	**20,062,562**	**22,980,256**	**25,702,513**	**29,028,505**

2.680 Juan de Fuca Water Distribution
Development Cost Charges
2025 - 2029 Financial Plan

Development Cost Charges Reserve Schedule

Reserve Fund: Development Cost Charges for Juan de Fuca Water Distribution (Bylaw # 2758)

Fund: 1055 Fund Center: 101532	**Estimated**	**Budget**				
	2024	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	13,141,235	16,421,235	17,829,235	19,872,235	22,765,235	25,488,235
Transfer to Cap Fund to fund DCC projects	(20,000)	(1,592,000)	(957,000)	(107,000)	(277,000)	(107,000)
Payment of P&I on LA 3164	-	-		-	-	-
Payment of DCC liability	-					
DCC's received From Member Municipalities	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Interest Income*	300,000					
Ending Balance $	**16,421,235**	**17,829,235**	**19,872,235**	**22,765,235**	**25,488,235**	**28,381,235**

General Comments:
Development Cost Charges Reserve Funds for Juan de Fuca Water Distribution was adopted in year 2000 for the purpose of providing funds for the capital costs of water facilities in the service areas.

These Reserve funds are received from Member Municipalities as Development Cost Charges (DCC's) to provide for the capital costs attributable to water sytem capacity improvements projects specified in the DCC capital expenditure program. Municipalities collect these DCC charges through building permits that are issued to developers for subdivision development.

Future years DCC's received from member municipalities are difficult to predict, due to unknown development activity in the Municipalities, influenced by market conditions. Estimates based on recent annual collections of DCCs, and the cyclical nature of property development.

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

2.680 Juan de Fuca Water Distribution
Equipment Replacement Reserve
2025 - 2029 Financial Plan

Equipment Replacement Reserve Schedule

Reserve Fund: Juan de Fuca Distribution Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

Fund: 1022 Fund Center: 101630	**Estimated**	**Budget**				
	2024	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	596,250	704,757	150,821	112,717	137,409	136,664
Equipment purchases (Based on Capital Plan)	(640,000)	(1,430,000)	(774,000)	(710,000)	(750,000)	(250,000)
Transfer from Operating Budget	647,507	661,564	619,796	628,192	636,755	645,490
Proceeds on disposals	96,000	214,500	116,100	106,500	112,500	37,500
Interest Income*	5,000					
Ending Balance $	**704,757**	**150,821**	**112,717**	**137,409**	**136,664**	**569,654**

General Comments:
Reserve Fund is used for the purpose of replacing fleet vehicles including heavy equipment and associated mobile components, as outlined in the capital plan. Proceeds from disposals are estimated at 15% of replacement equipment purchases. Note not all vehicles are sold within the year in which they are replaced.

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Florence Lake Water System

COMMITTEE OF THE WHOLE

October 2024

Service: **2.681** **Florence Lake Water System** **Commission: Juan De Fuca Water Distribution**

DEFINITION:

Florence Lake Water System is a water distribution local service of the regional district.
Establishment Bylaw No. 4393, July 14, 2021

SERVICE DESCRIPTION:

The service is established for the purpose of upgrading the existing Florence Lake Water System, the operation of a water utility, and assuming responsibility for the administration, operation, and maintenance of the infrastructure providing water to the residences of Savory Road, Langford BC, in the area formerly known as the Florence Lake Improvement District.

PARTICIPATION:

Only the City of Langford includes a participating area for this service

MAXIMUM LEVY:

Greater of $75,000 or $6.3298 per $1,000 of actual assessments

MAXIMUM CAPITAL DEBT:

Authorized:	LA Bylaw No. 4394 Florence Lake Water System	2021	$300,000
Borrowed:		2023	$204,000
Remaining:			$96,000

COMMISSION:

Juan De Fuca Water Distribution

FUNDING:

Parcel Tax

RESERVE FUND:

N/A

2.681 - Florence Lake Water System	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026	2027	2028	2029
DEBT SERVICING										
Debt Reserve Fund	-	-	-	-	-	-	-	-	-	-
Accrued Debt Charges	-	-	-	-	-	-	-	-	-	-
MFA Principal Payment	10,572	10,572	10,572	-	-	10,572	10,572	10,572	10,572	10,572
MFA Interest Payment	8,466	8,466	8,466	-	-	8,466	8,466	8,466	8,466	8,466
Interest income		(153)								
Deficit (Surplus) carryforward	(7,288)	(7,135)	-			-	-			
Grant in Lieu	(37)	(37)	(37)			(37)	(37)	(37)	(37)	(37)
TOTAL DEBT	**11,713**	**11,713**	**19,001**	**-**	**-**	**19,001**	**19,001**	**19,001**	**19,001**	**19,001**
REQUISITION - PARCEL TAX	**11,713**	**11,713**	**19,001**	**-**	**-**	**19,001**	**19,001**	**19,001**	**19,001**	**19,001**
Percentage increase over prior year Requisition			62.2%			62.2%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Seagirt Water System

COMMITTEE OF THE WHOLE

October 2024

Service: 2.682 Seagirt Water System **Commission: Juan De Fuca Water Distribution**

DEFINITION:

Seagirt Water System is a water distribution local service of the regional district.
The establishment and operation of Seagirt Water System is done by Bylaw No. 4487, December 14, 2022

SERVICE DESCRIPTION:

The service is established for the purpose of upgrading the existing Seagirt Water System, the operation of a water utility, and assuming responsibility for the administration, operation, and maintenance of the infrastructure providing water to the residences of the area formerly known as the Seagirt Waterworks District.

PARTICIPATION:

Juan de Fuca Electoral Area

MAXIMUM LEVY:

Greater of $320,000 or $3.4824 per $1,000 of actual assessments

MAXIMUM CAPITAL DEBT:

Authorized: LA Bylaw No. 4488 Seagirt Water System	2022	$2,100,000

COMMISSION:

Juan De Fuca Water Distribution

FUNDING:

Parcel Tax

RESERVE FUND:

N/A

Program Group: **CRD - Seagirt Water System** ***- $2.35M Water System Upgrade***	**2024**		**BUDGET REQUEST**	**2025**			**FUTURE PROJECTIONS**			
	BOARD BUDGET	**ESTIMATED ACTUAL**	**CORE BUDGET**	**ONGOING**	**ONE-TIME**	**TOTAL**	**2026**	**2027**	**2028**	**2029**
DEBT										
Advertising										
Debt Reserve Fund	20,000	-	20,000	-	-	20,000	-	-	-	-
MFA Principal Payment	-	-	-	-	-	-	58,552	58,552	58,552	58,552
MFA Interest Payment	94,767	55,020	94,767	-	-	94,767	88,000	88,000	88,000	88,000
Transfer to Capital Fund		59,747	-			-	-	-		
TOTAL DEBT	**114,767**	**114,767**	**114,767**	**-**	**-**	**114,767**	**146,552**	**146,552**	**146,552**	**146,552**
REQUISITION - PARCEL TAX	**(114,767)**	**(114,767)**	**(114,767)**	**-**	**-**	**(114,767)**	**(146,552)**	**(146,552)**	**(146,552)**	**(146,552)**
Percentage increase over prior year Requisition						0.0%	27.7%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Core Area Wastewater - Combined View

COMMITTEE OF THE WHOLE

October 2024

Change in Budget 2024 to 2025

Service: 3.717 & 3.798C Core Area Wastewater	**Total Expenditure**	**Comments**
2024 Budget	**55,267,326**	
Operation Changes:		
Allocation - IWS Operations	335,974	Labour charge-out rate increased, primarily due to salary benefits increases resulting from a collective agreement
	145,262	Asset Management allocation transferred from Corporate to IWS
	82,478	2025 IBC 2b-2.3 Systems Maintenance Technologist
	5,406	SharePoint transition
Allocation - Standard Overhead	238,249	Allocation based on the percentage of the prior year's budget and the budgeted cost for 2025
Allocation - Other	202,000	2025 IBC 1b-4.2 Innovative Work Unit to support Biosolids Management Strategy
	183,157	Inflationary increases for Enviro Monitoring & Marine Protection, Infrastructure Engineering, Facilities Management
RTF Operations and Biotreatment and Disposal	300,000	Additional legal cost
	(640,759)	A significant reduction due to align with the biosolids strategy commitement
	174,150	Inflation increase
Operating - Other	500,000	One-time and ongoing cleaning backwash tank
	305,310	Recognize growing insurance premiums
	70,000	Annual host community impact to the Township of Esquimalt
	48,385	Inflationary increases for equipment contract services and other ongoing expenses
Repairs & Maintenance	439,127	Increase in cyclical maintenance cost due to inspection, maintenance and replacement of equipment
Electricity & Utilities	37,637	Inflationary increases
Supplies - Chemical & Other	478,120	A 15% increase on chemical increase
Reserve Transfers	100,000	Restore the planned contribution amounts
Capital/ Debt Changes:		
Transfer to Capital Reserve	504,041	Restore the annual capital reserve contribution amount to its original plan
CAWW Debt	1,750,877	Increase debt servicing cost as some debt funded capital projects transition from planning stage to the construction phrase
Other	167,124	Interest expense and debt reserve contribution increase
Total Other Changes	5,426,538	
2025 Budget	**60,693,864**	
% expense increase from 2024:	***9.8%***	*Requisition funding is 96.3% of combined service revenue*
% Requisition increase from 2024 (if applicable):	***9.4%***	

Overall 2025 Budget Performance
(expected variance to budget and surplus treatment)

3.717 - Core Area Wastewater Operations
'A deficit of $800,000 (2.29%) is forecasted due to overspending on wastesludge disposal. The variance will be covered by Operating Reserve Fund

3.798C - Debt - Core Area Wastewater Capital
Breakeven

3.717 & 3.798C - Core Area Wastewater Combined Summary	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026	2027	2028	2029
3.717 - OPERATING COSTS:										
Allocation - IWS Operations	7,348,647	7,348,647	7,829,883	82,478	5,406	7,917,767	8,104,893	8,262,326	8,428,431	8,597,878
Allocation - Overhead	2,441,121	2,441,121	2,679,370	-	-	2,679,370	2,759,752	2,814,947	2,871,246	2,928,670
Allocation - EPRO, Engineer	4,711,501	4,711,501	4,894,658	202,000	-	5,096,658	5,204,906	5,314,665	5,426,692	5,541,052
RTF Operations and Biotreatment and Disposal	7,646,376	8,634,181	7,479,767	-	-	7,479,767	7,323,363	7,469,829	7,619,226	7,771,611
Operating - Other	2,284,275	2,237,883	2,637,970	220,000	350,000	3,207,970	3,340,459	3,482,429	3,634,712	3,798,347
Repairs & Maintenance	1,264,873	1,135,000	1,269,000	-	435,000	1,704,000	1,493,980	2,004,250	1,602,920	2,192,972
Electricity & Utilities	3,436,258	3,321,258	3,473,895	-	-	3,473,895	3,543,373	3,614,238	3,686,516	3,760,243
Supplies - Chemical & Other	4,359,080	4,446,080	4,837,200	-	-	4,837,200	4,933,940	5,032,620	5,133,280	5,235,940
TOTAL OPERATING COSTS	**33,492,131**	**34,275,671**	**35,101,743**	**504,478**	**790,406**	**36,396,627**	**36,704,666**	**37,995,304**	**38,403,024**	**39,826,713**
*Percentage Increase over prior year	29,635,016	2.34%	4.81%	1.51%	2.36%	8.67%	0.85%	3.52%	1.07%	3.71%
3.717 - RESERVE:										
Transfer to Operating Reserve	700,000	700,000	700,000	-	-	700,000	900,000	900,000	1,000,000	1,000,000
Transfer to Equipment Replacement Fund	-	-	100,000	-	-	100,000	400,000	500,000	600,000	600,000
3.798C - CAPITAL OBLIGATION										
Transfer to RTF Capital	5,529,745	5,529,745	5,529,745	-	-	5,529,745	5,529,745	5,529,745	5,529,745	5,529,745
3.798C - RESERVE:										
Transfer to Capital Replacement Reserve	1,617,078	1,617,078	2,121,119	-	-	2,121,119	3,121,119	3,121,119	4,121,119	5,521,119
Transfer to WTP Debt Retirement Reserve	5,346,360	5,346,360	5,418,160	-	-	5,418,160	5,489,960	5,561,760	5,633,560	5,994,778
TOTAL CAPITAL / RESERVES	**13,193,183**	**13,193,183**	**13,869,024**	**-**	**-**	**13,869,024**	**15,440,824**	**15,612,624**	**16,884,424**	**18,645,642**
CAWTP Debt	6,698,640	6,782,582	6,722,164	-	-	6,722,164	6,640,040	6,568,240	6,496,440	4,735,222
CAWW Debt	1,711,709	1,627,678	3,457,939	-	-	3,457,939	4,661,985	5,918,164	6,959,381	8,190,010
3.798C - Total Debt Expenditures	8,410,349	8,410,260	10,180,103	-	-	10,180,103	11,302,025	12,486,404	13,455,821	12,925,232
MFA Debt Reserve	171,663	171,663	248,110	-	-	248,110	104,860	135,110	149,360	60,860
Debt Repayment									10,283,553	41,134,212
TOTAL COSTS	**55,267,326**	**56,050,777**	**59,398,980**	**504,478**	**790,406**	**60,693,864**	**63,552,375**	**66,229,442**	**79,176,181**	**112,592,659**
*Percentage Increase over prior year		1.42%	7.48%	0.91%	1.43%	9.82%	4.71%	4.21%	19.55%	42.21%
Internal Recoveries	(212,240)	(212,240)	(216,480)	-	-	(216,480)	(216,480)	(220,810)	(225,226)	(229,731)
TOTAL COSTS LESS INTERNAL RECOVERIES	55,055,086	55,838,537	59,182,500	504,478	790,406	60,477,384	63,335,895	66,008,632	78,950,955	112,362,928
*Percentage Increase over prior year		1.42%								
FUNDING SOURCES (REVENUE)										
Surplus Balance carry forward	-	-	-	-	-	-	-	-	-	-
Transfer from Own funds	-	-	-	-	-	-	-	-	(10,283,553)	(41,134,212)
Grants in Lieu of Taxes	(1,367,105)	(1,367,016)	(1,367,017)	-	-	(1,367,017)	(1,318,010)	(1,318,010)	(1,318,010)	(1,318,010)
Transfer from Operating Reserve	(420,849)	(420,849)	-	(70,000)	(790,406)	(860,406)	(150,000)	(365,000)	(95,000)	(640,000)
Revenue - Other	(20,870)	(20,870)	(20,870)	-	-	(20,870)	(20,870)	(20,870)	(20,870)	(20,870)
TOTAL REVENUE	**(1,808,824)**	**(1,808,735)**	**(1,387,887)**	**(70,000)**	**(790,406)**	**(2,248,293)**	**(1,488,880)**	**(1,703,880)**	**(11,717,433)**	**(43,113,092)**
REQUISITION	**(53,246,262)**	**(54,029,802)**	**(57,794,613)**	**(434,478)**	**-**	**(58,229,091)**	**(61,847,015)**	**(64,304,752)**	**(67,233,523)**	**(69,249,836)**
*Percentage increase over prior year		1.47%	8.54%	0.82%	0.00%	9.36%	6.21%	3.97%	4.55%	3.00%
PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich, View Royal, Colwood, Langford										

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Core Area Wastewater Operations

COMMITTEE OF THE WHOLE

October 2024

Service: 3.717 Core Area Wastewater Operations **Committee: Core Area Liquid Waste Management**

DEFINITION:

Provision of sewage treatment and disposal through treatment plant facilities and outfalls for member participants.

SERVICE DESCRIPTION:

This program is for the provision of sub-regional wastewater collection and treatment in the Core Area and Western Communities. Although the largest component of the program budget is for the operation and maintenance of the McLoughlin Point Wastewater Treatment and Residuals Treatment Plants and conveyance systems, many other key programs are funded through and support these budgets including engineering (capital projects), odour control, and marine monitoring and protection.

PARTICIPATION:

Operating costs to be recovered by requisition to all participating members based on measured flow from previous year.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

See Debt Budget 3.798C

FUNDING:

Requisition

RESERVE FUND:

Operating Reserve Fund
Equipment Replacement Reserve Fund

Service: 3.717 Core Area Wastewater Operations **Committee: Core Area Liquid Waste Management**

COST SHARING ALLOCATION - ANNUAL WASTEWATER FLOWS

	2021	2022	2023	2024	2025
Colwood	3.72%	3.38%	3.30%	3.74%	
Esquimalt	6.64%	6.75%	6.71%	6.36%	
Langford	8.65%	9.61%	10.10%	11.63%	
Oak Bay	9.24%	8.83%	9.91%	8.30%	
Saanich	29.11%	29.57%	28.06%	28.62%	
Victoria	38.88%	38.39%	38.40%	37.50%	
View Royal	2.61%	2.36%	2.30%	2.61%	
Esquimalt Nation	0.08%	0.08%	0.08%	0.08%	
Songhees Nation	0.67%	0.70%	0.74%	0.74%	
D.N.D.	0.40%	0.33%	0.40%	0.42%	
	100%	**100%**	**100%**	**100%**	**0%**

Bylaw 4304

Change in Budget 2024 to 2025 Service: 3.717 Core Area Wastewater Operations	Total Expenditure	Comments
2024 Budget	**34,192,131**	
Operating Changes:		
	335,974	Labour charge-out rate increased, primarily due to salary benefits increases resulting from a collective agreement
Allocation - IWS Operations	145,262	Asset Management allocation transferred from Corporate to IWS
	82,478	2025 IBC 2b-2.3 Systems Maintenance Technologist
	5,406	SharePoint transition
Allocation - Standard Overhead	238,249	Allocation based on the percentage of the prior year's budget and the budgeted cost for 2025
Allocation - Other	202,000	2025 IBC 1b-4.2 Innovative Work Unit to support Biosolids Management Strategy
	183,157	Inflationary increases for Enviro Monitoring & Marine Protection, Infrastructure Engineering, Facilities Management
	300,000	Additional legal cost
RTF Operations and Biotreatment and Disposal	(640,759)	A significant reduction due to align with the biosolids strategy commitement
	174,150	Inflation increase
	500,000	One-time and ongoing cleaning backwash tank
Operating - Other	305,310	Recognize growing insurance premiums
	70,000	Annual host community impact to the Township of Esquimalt
	48,385	Inflationary increases for equipment contract services and other ongoing expenses
Repairs & Maintenance	439,127	Increase in cyclical maintenance cost due to inspection, maintenance and replacement of equipment
Electricity & Utilities	37,637	Inflationary increases
Supplies - Chemical & Other	478,120	A 15% increase on chemical increase
Reserve Transfers	100,000	Gradually increasing ERF contribution amount
Total Other Changes	3,004,496	
2025 Budget	**37,196,627**	

Summary of % Expense Increase	
2025 IBC Expense	0.8%
Increase reserve transfers	0.3%
Support services	0.7%
Operational expense	8.8%
Balance of increase	0.0%
% expense increase from 2023:	**8.8%**
% Requisition increase from 2024 (if applicable):	***7.8%***

Requisition funding is 95.6% of service revenue

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

A deficit of $800,000 (2.29%) is forecasted due to overspending on wastesludge disposal. The variance will be covered by Operating Reserve Fund

3.717 - Core Area Wastewater Operations	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026	2027	2028	2029
OPERATING COSTS:										
Allocation - IWS Operations	7,348,647	7,348,647	7,829,883	82,478	5,406	7,917,767	8,104,893	8,262,326	8,428,431	8,597,878
Allocation - Standard Overhead	2,441,121	2,441,121	2,679,370	-	-	2,679,370	2,759,752	2,814,947	2,871,246	2,928,670
Allocation - Other	4,711,501	4,711,501	4,894,658	202,000	-	5,096,658	5,204,906	5,314,665	5,426,692	5,541,052
RTF Operations and Biotreatment and Disposal	7,646,376	8,634,181	7,479,767	-	-	7,479,767	7,323,363	7,469,829	7,619,226	7,771,611
Operating - Other	2,284,275	2,237,883	2,637,970	220,000	350,000	3,207,970	3,340,459	3,482,429	3,634,712	3,798,347
Repairs & Maintenance	1,264,873	1,135,000	1,269,000	-	435,000	1,704,000	1,493,980	2,004,250	1,602,920	2,192,972
Electricity & Utilities	3,436,258	3,321,258	3,473,895	-	-	3,473,895	3,543,373	3,614,238	3,686,516	3,760,243
Supplies - Chemical & Other	4,359,080	4,446,080	4,837,200	-	-	4,837,200	4,933,940	5,032,620	5,133,280	5,235,940
TOTAL OPERATING COSTS	**33,492,131**	**34,275,671**	**35,101,743**	**504,478**	**790,406**	**36,396,627**	**36,704,666**	**37,995,304**	**38,403,024**	**39,826,713**
*Percentage Increase over prior year		2.34%	4.81%	1.51%	2.36%	8.67%	0.85%	3.52%	1.07%	3.71%
RESERVE:										
Transfer to Operating Reserve	700,000	700,000	700,000	-	-	700,000	900,000	900,000	1,000,000	1,000,000
Transfer to Equipment Replacement Fund	-	-	100,000	-	-	100,000	400,000	500,000	600,000	600,000
TOTAL RESERVES	**700,000**	**700,000**	**800,000**	**-**	**-**	**800,000**	**1,300,000**	**1,400,000**	**1,600,000**	**1,600,000**
TOTAL COSTS	34,192,131	34,975,671	35,901,743	504,478	790,406	37,196,627	38,004,666	39,395,304	40,003,024	41,426,713
*Percentage Increase over prior year		2.29%	5.00%	1.48%	2.31%	8.79%	2.17%	3.66%	1.54%	3.56%
Internal Recoveries	(212,240)	(212,240)	(216,480)	-	-	(216,480)	(216,480)	(220,810)	(225,226)	(229,731)
OPERATING COSTS LESS INTERNAL RECOVERIES	33,979,891	34,763,431	35,685,263	504,478	790,406	36,980,147	37,788,186	39,174,494	39,777,798	41,196,982
*Percentage Increase over prior year		2.31%	5.02%	1.48%	2.33%	8.83%	2.19%	3.67%	1.54%	3.57%
REVENUE;										
Balance C/F from 2023 to 2024	-	-	-	-	-	-	-	-	-	-
Estimated Balance C/F from 2024 to 2025	-	(783,540)	(0)	-	-	(0)	(0)	0	(0)	0
Grants in Lieu of Taxes	(750,046)	(750,046)	(750,046)	-	-	(750,046)	(700,895)	(700,895)	(700,895)	(700,895)
Transfer from Operating Reserve	(420,849)	(420,849)	-	(70,000)	(790,406)	(860,406)	(150,000)	(365,000)	(95,000)	(640,000)
TOTAL REVENUE	**(1,170,895)**	**(1,954,435)**	**(750,046)**	**(70,000)**	**(790,406)**	**(1,610,452)**	**(850,895)**	**(1,065,895)**	**(795,895)**	**(1,340,895)**
REQUISITION	**(32,808,996)**	**(32,808,996)**	**(34,935,216)**	**(434,478)**	**-**	**(35,369,694)**	**(36,937,291)**	**(38,108,600)**	**(38,981,902)**	**(39,856,087)**
*Percentage increase over prior year		0.00%	6.48%	1.32%	0.00%	7.80%	4.43%	3.17%	2.29%	2.24%
PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich, View Royal, Colwood, Langford										

3.717 Core Area Wastewater Operations Asset and Reserve Summary
Summary Schedule
2025 - 2029 Financial Plan

Asset Profile

Core Area Wastewater Operations

Construction of the Core Area Wastewater Treatment Plant, Residuals Treatment Plant, pump stations and conveyance systems will be completed in 2021. The treatment plants, pump stations and conveyance systems provide tertiary wastewater treatment to the Core Area and Westshore Communities.

Summary

CAWW Reserve/Fund Summary	**Estimate**	**Budget**				
Projected year end balance	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Core Area Operating Reserve Fund	3,336,624	3,246,218	3,996,218	4,531,218	5,436,218	5,796,218
RTF & EPRO Operating Reserve Fund	5,833,571	5,871,880	5,910,188	5,948,497	5,986,806	6,025,115
Host Community Impact Fee till 2045 -Closing CAWTP project	1,463,175	1,393,175	1,323,175	1,253,175	1,183,175	1,113,175
Equipment Replacement Fund	6,019,311	5,619,311	5,619,311	5,619,311	5,619,311	5,919,311
Total	**16,652,681**	**16,130,584**	**16,848,893**	**17,352,202**	**18,225,510**	**18,853,819**

See attached reserve schedules for projected annual cash flows.

Profile

Core Area Wastewater Operations

Bylaw 4144 - Starting in 2021, the operating reserve account is established for operating and maintenance activities that typically do not occur annually. These maintenance activities are large expenses and to avoid large swings in the operating budget, funds are set aside annually to undertake this maintenance.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105543	Estimate 2024	Budget 2025	 2026	 2027	 2028	 2029
Core Area Beginning Balance	3,667,473	3,336,624	3,246,218	3,996,218	4,531,218	5,436,218
Planned Purchase	(350,849)	(790,406)	(150,000)	(365,000)	(95,000)	(640,000)
Transfer from Ops Budget	700,000	700,000	900,000	900,000	1,000,000	1,000,000
Interest Income	120,000					
Deficit/surplus YE	(800,000)					
Year End Balance	**3,336,624**	**3,246,218**	**3,996,218**	**4,531,218**	**5,436,218**	**5,796,218**
Host Community Impact Fee till 2045 -transfer YE 2023	**1,463,175**	1,393,175	1,323,175	1,253,175	1,183,175	1,113,175
RTF & EPRO Beginning Balance	5,633,571	5,833,571	5,871,880	5,910,188	5,948,497	5,986,806
Planned Purchase	-	-	-	-	-	-
Interest Income	200,000	38,309	38,309	38,309	38,309	38,309
Year End Balance	**5,833,571**	**5,871,880**	**5,910,188**	**5,948,497**	**5,986,806**	**6,025,115**
Total projected year end balance	**10,633,370**	**10,511,273**	**11,229,581**	**11,732,890**	**12,606,199**	**12,934,508**

Assumptions/Background:

Cyclical maintenance reserve account with funding for Outfall Inspection, Heat Recovery Exchange System Cleaning, other major non-annual maintenance expenditures. The Operating Reserve fund also includes contributions from Environmental Services and the Residual Treatment Facility

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

ERF Reserve Fund Schedule

ERF: CAWW Fund for Equipment Replacement

In 2021, all remaining funds from old legacy trunk budgets were transferred into the amalgamated Core Area Wastewater service equipment reserve fund.

Equipment Replacement Fund Fund: 1022 Fund Center: 102229	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	6,674,311	6,019,311	5,619,311	5,619,311	5,619,311	5,619,311
Planned Purchase (Based on Capital Plan)	(705,000)	(500,000)	(400,000)	(500,000)	(600,000)	(300,000)
Transfer IN (from Ops Budget)	-	100,000	400,000	500,000	600,000	600,000
Interest Income*	50,000					
Ending Balance $	**6,019,311**	**5,619,311**	**5,619,311**	**5,619,311**	**5,619,311**	**5,919,311**

Assumptions/Background:

ERF Reserve to fund replacement of equipment that lasts less than 15 years in the CAWW System. Example motors, pumps etc.

* The planned purchase amount may differ from the five-year capital plan summary due to carryover from the previous year.

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

I & I Enhancement Program

COMMITTEE OF THE WHOLE

October 2024

Service: 3.709 I & I Enhancement Program **Committee: Core Area Liquid Waste Management**

DEFINITION:

The Inflow and Infiltration (I&I) Program engages with Core area and Peninsula municipalities and First Nations to identify and reduce the amount of rain and ground water that enters the sanitary sewer system

SERVICE DESCRIPTION:

Requirement of the Core Area Liquid Waste Management Plan (LWMP).
Primary program goals include:

- manage and/or reduce Inflow & Infiltration (I&I) and overflows in accordance with LWMP and Municipal Sewage Regulation
- minimize conveyance, treatment and disposal costs

PARTICIPATION:

Core Area Sewer Participants (LWMP)

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Core Area Liquid Waste Committee

FUNDING:

Funded by Core Area Wastewater Treatment Operations Budget

3.709 - I & I ENHANCEMENT PROGRAM	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL	2029 TOTAL
OPERATING COSTS:										
Allocations - RW Eng	267,150	267,150	275,390	-	-	275,390	281,107	286,729	292,463	298,313
Allocations - Epro	5,853	5,853	6,058	-	-	6,058	6,240	6,427	6,619	6,818
Program Development	142,800	142,800	147,084	-	-	147,084	150,026	153,026	156,087	159,208
Contract For Services	-	-	-	-	-	-	-	-	-	-
Operating - Other Costs	2,040	2,040	2,101	-	-	2,101	2,143	2,186	2,230	2,274
TOTAL OPERATING COSTS	417,843	417,843	430,633	-	-	430,633	439,515	448,368	457,399	466,614
*Percentage Increase over prior year		0.0%	3.1%	0.0%	0.0%	3.1%	2.1%	2.0%	2.0%	2.0%
TOTAL COSTS	417,843	417,843	430,633	-	-	430,633	439,515	448,368	457,399	466,614
*Percentage Increase over prior year		0.0%	3.1%	0.0%	0.0%	3.1%	2.1%	2.0%	2.0%	2.0%
Internal Recoveries	(417,843)	(417,843)	(430,633)	-	-	(430,633)	(439,515)	(448,368)	(457,399)	(466,614)
OPERATING COSTS LESS INTERNAL RECOVERIES	-	-	-	-	-	-	-	-	-	-
*Percentage Increase over prior year		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
REQUISITION	**-**	**-**	**-**	**-**	**-**	**-**	**-**	-	-	-
*Percentage Increase over prior year		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
PARTICIPANTS: Saanich, Victoria, Oak Bay, Esquimalt, View Royal,D.N.D, Langford, Colwood										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Debt - Core Area Wastewater Capital

COMMITTEE OF THE WHOLE

October 2024

Service: 3.798C Debt - Core Area Wastewater Capital **Committee: Core Area Liquid Waste Management**

DEFINITION:

Infrastructure improvements and capital work to all wastewater functions of the Capital Regional District.

PARTICIPATION:

Cost apportionment is based on capacity allocated to each participant.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

		Authorized	Borrowed	Remaining
Authorized:	LA Bylaw 3887	$ 100,000,000	$ 6,100,000	93,900,000
	LA Bylaw 4204	665,000,000	95,000,000	570,000,000
	LA Bylaw 4374	22,700,000	10,470,000	12,230,000
	LA Bylaw 4375	34,300,000	-	34,300,000
Remaining:		**$ 822,000,000**	**$ 111,570,000**	**$ 710,430,000**

CORE AREA WASTEWATER TREATMENT PLANT

COST SHARING ALLOCATION - DESIGN CAPACITY BENEFIT:

Location	Allocation of Debt Servicing Costs
Colwood	4.24%
Esquimalt	6.60%
Langford	12.63%
Oak Bay	6.39%
Saanich	30.34%
Victoria	35.95%
View Royal	3.18%
Songhees Nation	0.60%
Esquimalt Nation	0.07%
Total	**100.00%**

Bylaw 4304

FUNDING:

Requisition

Change in Budget 2024 to 2025 Service: 3.798C Debt-Core Area Wastewater Capital	Total Expenditure	Comments
2024 Budget	**21,075,195**	
Changes:		
Transfer to Capital Reserve	504,041	Restore the annual capital reserve contribution amount to its original plan
CAWW Debt	1,750,877	Increase debt servicing cost as some debt funded capital projects transition from planning stage to the construction phrase
Other	167,124	Interest expense and debt reserve contribution increase
Total Other Changes	2,422,042	
2025 Budget	**23,497,237**	
Summary of % Expense Increase		
Capital Reserve Transfer	*2.4%*	
CAWW Debt	*8.3%*	
Other	*0.8%*	
% expense increase from 2024:	***11.5%***	
% Requisition increase from 2024 (if applicable):	***11.9%***	*Requisition funding is 97.3% of service revenue*

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

Breakeven

3.798C - Debt - Core Area Wastewater Capital

	2024		BUDGET REQUEST 2025				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
CAPITAL / RESERVE										
Transfer to RTF Capital	5,529,745	5,529,745	5,529,745	-	-	5,529,745	5,529,745	5,529,745	5,529,745	5,529,745
Transfer to Capital Replacement Reserve	1,617,078	1,617,078	2,121,119	-	-	2,121,119	3,121,119	3,121,119	4,121,119	5,521,119
Transfer to WTP Debt Retirement Reserve	5,346,360	5,346,360	5,418,160	-	-	5,418,160	5,489,960	5,561,760	5,633,560	5,994,778
TOTAL CAPITAL / RESERVES	**12,493,183**	**12,493,183**	**13,069,024**	**-**	**-**	**13,069,024**	**14,140,824**	**14,212,624**	**15,284,424**	**17,045,642**
CAWTP Debt	6,698,640	6,782,582	6,722,164	-	-	6,722,164	6,640,040	6,568,240	6,496,440	4,735,222
CAWW Debt	1,711,709	1,627,678	3,457,939	-	-	3,457,939	4,661,985	5,918,164	6,959,381	8,190,010
Total Debt Expenditures	8,410,349	8,410,260	10,180,103	-	-	10,180,103	11,302,025	12,486,404	13,455,821	12,925,232
MFA Debt Reserve	171,663	171,663	248,110	-	-	248,110	104,860	135,110	149,360	60,860
Debt Repayment	-	-							10,283,553	41,134,212
TOTAL OPERATING COSTS	**21,075,195**	**21,075,106**	**23,497,237**	**-**	**-**	**23,497,237**	**25,547,709**	**26,834,138**	**39,173,158**	**71,165,946**
*Percentage Increase over prior year			11.49%			11.49%	8.73%	5.04%	45.98%	81.67%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Surplus Balance carry forward	-	-	-	-	-	-	-	-	-	-
Transfer from Own funds	-	-	-	-	-	-	-	-	-	-
Transfer from Reserve	-	-	-	-	-	-	-	-	(10,283,553)	(41,134,212)
Grants in Lieu of Taxes	(617,059)	(616,970)	(616,971)	-	-	(616,971)	(617,115)	(617,115)	(617,115)	(617,115)
Revenue - Interest and Debt Reserve	(20,870)	(20,870)	(20,870)	-	-	(20,870)	(20,870)	(20,870)	(20,870)	(20,870)
TOTAL REVENUE	**(637,929)**	**(637,840)**	**(637,841)**	**-**	**-**	**(637,841)**	**(637,985)**	**(637,985)**	**(10,921,538)**	**(41,772,197)**
REQUISITION	**(20,437,266)**	**(20,437,266)**	**(22,859,396)**	**-**	**-**	**(22,859,396)**	**(24,909,724)**	**(26,196,153)**	**(28,251,620)**	**(29,393,749)**
*Percentage increase over prior year			11.85%			11.85%	8.97%	5.16%	7.85%	4.04%

PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich
View Royal, Colwood, Langford

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	3.798C Debt - Core Area Wastewater Treati	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$50,000	$250,000	$0	$0	$0	$300,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$10,399,000	$30,511,000	$11,350,000	$14,175,000	$15,700,000	$6,250,000	$77,986,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$10,399,000	**$30,561,000**	**$11,600,000**	**$14,175,000**	**$15,700,000**	**$6,250,000**	**$78,286,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$375,000	$375,000	$0	$0	$0	$0	$375,000
Debenture Debt (New Debt Only)		$7,763,000	$23,175,000	$8,850,000	$11,875,000	$13,300,000	$4,450,000	$61,650,000
Equipment Replacement Fund		$636,000	$736,000	$800,000	$500,000	$600,000	$300,000	$2,936,000
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$1,625,000	$6,275,000	$1,950,000	$1,800,000	$1,800,000	$1,500,000	$13,325,000
		$10,399,000	**$30,561,000**	**$11,600,000**	**$14,175,000**	**$15,700,000**	**$6,250,000**	**$78,286,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 3.798C

Service Name: Debt - Core Area Wastewater Treatment Program

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
MCLOUGHLIN WASTEWATER TREATMENT PLANT													
25-01	**New**	**Secondary Odour Collection System Upgrade - pre-filter**	**Replacement of existing pre-filter to further optimize odour treatment and extend the life of carbon treatment.**	**$ 750,000**	**S**	**Debt**	**$ -**	**$ 750,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 750,000**
													$ -
PUMP STATIONS													$ -
21-01	Renewal	Lang Cove Electrical and Building Upgrades	Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace PLC, SCADA pack, communications), and building upgrades.	$ 1,200,000	S	Res	$ 400,000	$ 900,000	$ -	$ -	$ -	$ -	$ 900,000
21-02	Renewal	Marigold Electrical and Building Upgrades	Renewals are based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades.	$ 5,850,000	S	Debt	$ 2,000,000	$ 2,000,000	$ -	$ -	$ -	$ -	$ 2,000,000
21-03	Renewal	Currie Major Electrical and Seismic Upgrades	Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace VFDs, PLC, SCADA pack, communications), seismic upgrades and driveway repairs.	$ 2,300,000	S	Debt	$ 1,000,000	$ 1,000,000	$ -	$ -	$ -	$ -	$ 1,000,000
21-05	Replacement	Harling PS - Complete Replacement	Based on Delcan's condition assessment and the age of this facility, replacement of Harling Point PS is required.	$ 2,500,000	S	Debt	$ 200,000	$ 2,290,000	$ -	$ -	$ -	$ -	$ 2,290,000
22-05	Replacement	Lang Cove Discharge Isolation Valves	Replace seized, direct buried isolation valves on at the Lang Cove pump station with new valves in a manhole.	$ 400,000	S	ERF	$ 400,000	$ -	$ 400,000	$ -	$ -	$ -	$ 400,000
25-04	**Renewal**	**Pump Station Mechanical and Electrical Renewal Program**	**Mechanical and electrical upgrades to multiple pump stations based on previous condition assessments and EIC inspections.**	**$ 5,500,000**	**S**	**Debt**	**$ -**	**$ 200,000**	**$ 1,500,000**	**$ 1,000,000**	**$ 2,100,000**	**$ 700,000**	**$ 5,500,000**
25-05	**New**	**Bioxide dosing system upgrade**	**Replacement of bioxide skids at multiple locations, which are at the end of their useful life. Piloting is underway and if successful trials are completed, implementation to follow.**	**$ 350,000**	**S**	**Debt**	**$ -**	**$ 350,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 350,000**
GRAVITY SEWERS AND MANHOLES													
21-06	Renewal	Shoreline Trunk Sewer Upgrade	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet during peak storm events.	**$ 3,400,000**	S	Debt	$ 340,000	$ 2,900,000	$ -	$ -	$ -	$ -	$ 2,900,000
21-07	New	Western Trunk Sewer Twinning	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon during peak storm events.	**$ 25,000,000**	S	Debt	$ 370,000	$ 370,000	$ -	$ -	$ -	$ -	$ 370,000
21-07	New	Western Trunk Sewer Twinning		**$ 400,000**	**S**	**Res**	**$ -**	**$ 400,000**	$ -	$ -	$ -	$ -	$ 400,000
21-09	Renewal	Bowker Sewer Rehabilitation Ph1	Based on results of CCTV inspection about 2,000m of sewer along Shelbourne, Kings and from Trent PS to Newport needs to be relined.	$ 8,600,000	S	Cap	$ 375,000	$ 375,000	$ -	$ -	$ -	$ -	$ 375,000
24-17	Renewal	Sewer Cleaning and Inspection	Core Area sewers should be cleaned and inspected on a 5-year cycle. This program will support that continued cycle.	$ 750,000	S	Debt	$ -	$ 150,000	$ 150,000	$ 150,000	$ -	$ -	$ 450,000
21-11	Renewal	Manhole Repairs and Replacement	Based upon CCTV and staff inspections on manholes, there are a number of deteriorated MH's that require repair or replacement.	**$ 3,600,000**	S	Debt	$ 750,000	$ 2,000,000	$ 600,000	$ 1,000,000	$ -	$ -	$ 3,600,000
23-01	Renewal	Cecelia Ravine Pipe Protection	Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe.	$ 1,000,000	S	Debt	$ -	$ 1,500,000	$ -	$ -	$ -	$ -	$ 1,500,000
24-10	Renewal	East Coast Interceptor and Bowker Sewer Rehabilitation Ph2	Based on results of CCTV inspection about 2,000m of sewer needs to be relined along Beach Dr (from Bowker toWindsor) and along Doncastor Dr., Shelbourne St. and Kings Rd.	$ 8,000,000	S	Debt	$ 150,000	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000
24-11	Renewal	Western Trunk Grit Chamber Repairs	The Western Trunk (Island Highway) Grit Chamber is badly corroded and requires repairs before extensive structural damage occurs.	$ 2,500,000	S	Debt	$ 250,000	$ 1,250,000	$ 1,250,000	$ -	$ -	$ -	$ 2,500,000
26-01	Renewal	NWT Sewer Replacement at Alpha-Terrace	A 5m long section of old concrete pipe downstream of Boundary Transition Chamber is badly corroded and needs to be replaced with new PVC pipe.	$ 1,000,000	S	Debt	$ -	$ -	$ 100,000	$ 900,000	$ -	$ -	$ 1,000,000
PRESSURE PIPES AND APPURTENANCES													$ -
21-12	Renewal	Gorge Siphon Inlet Chamber Upgrade	The concrete chamber is badly corroded and the control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.	$ 3,500,000	S	Res	$ 1,175,000	$ 3,425,000	$ -	$ -	$ -	**$ -**	**$ 3,425,000**
21-13	New	Craigflower Forcemain Twinning	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet during peak storm events.	$ 13,655,000	S	Debt	$ 553,000	$ 450,000	$ -	$ 6,500,000	$ 6,500,000	$ -	$ 13,450,000
24-14	Renewal	Parsons Siphon/Bridge Connection Repairs	The siphon pipe support connections to the Parsons Brdige require repairs.	$ 500,000	S	Res	$ 50,000	$ 50,000	$ 450,000	$ -	$ -	$ -	$ 500,000
25-03	Renewal	Harriet Siphon Inlet Chamber Upgrade	Assess concrete corrosion and replace seized control gates.	$ 2,000,000	S	Debt	$ -	$ 1,000,000	$ 1,000,000	$ -	$ -	$ -	$ 2,000,000
27-01	**Study**	**Forcemain and Siphon Pipe Assessment Study**	**There are several forcemain pipes downstream from each pump station that have never been assessed. A study is proposed to investigate various technologies to evaluate the condition of the pipes.**	**$ 2,250,000**	**S**	**Debt**	**$ -**	**$ -**	**$ -**	**$ 250,000**	**$ 1,000,000**	**$ 1,000,000**	**$ 2,250,000**
FLOW METERS													$ -
21-16	New	Gorge & Chapman Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetered Gorge and Champman catchments. Includes installation of new metering manhole.	$ 400,000	S	Debt	$ 100,000	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000
GENERAL													$ -
21-22	Study	Asset Management Plan Update	Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.	$ 250,000	S	Debt	$ -	$ 250,000	$ -	$ -	$ -	$ -	$ 250,000
21-23	Study	DCC Program Development	With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw.	$ 400,000	S	Debt	$ -	$ 165,000	$ -	$ -	$ -	$ -	$ 165,000
21-24	Renewal	Record Drawing and Wastewater Agreement Updates	The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.	$ 1,100,000	S	Debt	$ -	$ 250,000	$ 250,000	$ -	$ -	$ -	$ 500,000

Service #: 3.798C

Service Name: Debt - Core Area Wastewater Treatment Program

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
21-25	Renewal	SCADA and Radio Assessment	Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements.	$ 3,900,000	S	Debt	$ 2,000,000	$ 750,000	$ 2,000,000	$ 750,000	$ 400,000	$ -	$ 3,900,000
22-03	Renewal	Acquisition of Outstanding Right-of-Ways	Some of the infrastructure is located on privately owned land that do not have rights-of-way. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition.	$ 1,200,000	S	Debt	$ -	$ 500,000	$ 500,000	$ -	$ -	$ -	$ 1,000,000
21-27	New	New Infrastructure Optimization	Unforeseen and unplanned optimization at a number of new facilities to improve operation and health and safety requirements.	$ 500,000	S	Debt	$ 50,000	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
22-04	New	Microwave Radio Upgrades	To provide a high bandwidth communications backbone to the CAWWT system, a microwave communications system will be installed.	**$ 700,000**	S	ERF	$ 236,000	$ 336,000	$ 100,000	$ 100,000	**$ 100,000**	$ -	$ 636,000
23-07	New	Enterprise Data Historian Management System	A data historian is required to store large amounts of data that is required for compliance reporting to regulators, operational performance reports, cost allocation, and engineering analysis.	$ 300,000	E	Debt	$ -	$ 50,000	$ 250,000	$ -	$ -	$ -	$ 300,000
28-01	Decommission	Marigold Surge Tank Deconstruction	**The old Mariogld Surge Tank has been abandond for many years, is becoming a safety concern for youth, a needs to be removed.**	$ 1,800,000	S	Debt	$ -	$ -	$ -	$ -	$ 300,000	$ 1,500,000	$ 1,800,000
24-15	Replacement	IT Core Infrastructure Replacement	**Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life**	$ 455,000	S	ERF	$ -	$ 100,000	$ -	$ 100,000	$ 200,000	$ -	$ 400,000
27-03	Study	Westshore Wastewater Treatment Plant Siting Assessment	Capacity needs, technology review, siting requirements, conceptual layout, Environmental Impact Assessment and other planning efforts.	$ 600,000	S	Res	$ -	$ -	$ -	$ 300,000	$ 300,000	$ -	$ 600,000
ANNUAL PROVISIONAL													$ -
21-26	Replacement	Annual Provisional Emergency Repairs	Unforeseen and unplanned emergency repairs can occur which require immediate attention.	$ 7,500,000	S	Res	$ -	$ 1,500,000	$ 1,500,000	$ 1,500,000	$ 1,500,000	$ 1,500,000	$ 7,500,000
23-06	Replacement	Annual Provisional Equipment Replacement	Replacement of at end of service life, including valves, variable frequency drives, capacitors.	$ 1,500,000	S	ERF	$ -	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 1,500,000
23-08	New	Process & Mechanical Upgrades	Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure in order to optimize operations	$ 4,250,000	S	Debt	$ -	$ 850,000	$ 850,000	$ 850,000	$ 850,000	$ 850,000	$ 4,250,000
23-09	New	Safety & Security Upgrades	Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure to improve worker health and safety	$ 2,400,000	S	Debt	$ -	$ 600,000	$ 400,000	$ 400,000	$ 400,000	$ 400,000	$ 2,200,000
													$ -
OUTFALLS / OVERFLOWS													$ -
24-08	Renewal	Clover Point Outfall Retrofit	The existing Clover outfall is no longer operated on a regular basis since wastewater is now conveyed to McLoughlin WWTP, but it must be ready for operation during peak storm events. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on limited use.	$ 500,000	S	Debt	$ -	$ -	$ -	$ -	$ 500,000	$ -	$ 500,000
25-02	Renewal	Macaulay Point Outfall Retrofit	A section of coating on the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and prepare a plan to maintain the deep outfall based on limited use.	$ 750,000	S	Debt	$ -	$ -	$ -	$ -	$ 750,000	$ -	$ 750,000
27-02	Renewal	Broom Overflow Pipe Rehabilitation	Overflow pipe is cracked and severed in multiple locations and H_2S gases and odours are present.	$ 575,000	S	Debt	$ -	$ -	$ -	$ 75,000	$ 500,000	$ -	$ 575,000
RESIDUAL SOLIDS													$ -
24-16	New	Optimization of Residual Treatment Facility Operations	Installation of additional equipment to enhance beneficial use of biogas and support continued stable operations at the RTF	$ 3,250,000	S	Debt		$ 3,250,000					$ 3,250,000
DCC PROJECTS													$ -
													$ -
			GRAND TOTAL	**$ 127,335,000**			**$ 10,399,000**	**$ 30,561,000**	**$ 11,600,000**	**$ 14,175,000**	**$ 15,700,000**	**$ 6,250,000**	**$ 78,286,000**

Service:	3.798C	Debt - Core Area Wastewater Treatment Program

Project Number	25-01	**Capital Project Title**	Secondary Odour Collection System Upgrade - pre-filter	**Capital Project Description**	Replacement of existing pre-filter to further optimize odour treatment and extend the life of carbon treatment.
Project Rationale	This work will progress the intent to further optimize odour control for poitential benefits to public impacts and life cycle costs.				

Project Number	21-01	**Capital Project Title**	Lang Cove Electrical and Building Upgrades	**Capital Project Description**	Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace PLC, SCADA pack, communications), and building upgrades.
Project Rationale	Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace PLC, SCADA pack, communications), and building upgrades.				

Project Number	21-02	**Capital Project Title**	Marigold Electrical and Building Upgrades	**Capital Project Description**	Renewals are based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades.
Project Rationale	Renewals are based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades. Tendering was conducted in 2023, combined with Currie Major PS (21-03) works but the Marigold portion of the scope far exceeded available budget. Re-tendering will be conducted in 2024 with additional budget added.				

Project Number	21-03	**Capital Project Title**	Currie Major Electrical and Seismic Upgrades	**Capital Project Description**	Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace VFDs, PLC, SCADA pack, communications), seismic upgrades and driveway repairs.
Project Rationale	Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace VFDs, PLC, SCADA pack, communications), seismic upgrades and driveway repairs. A tender was conducted in 2023, combined with Marigold PS (21-02) works but the Marigold component came in well over budget. Re-tendering will be conducted in 2024 with additional budget added for Marigold.				

Service:	3.798C	Debt - Core Area Wastewater Treatment Program

Project Number	21-05	**Capital Project Title**	Harling PS - Complete Replacement	**Capital Project Description**	Based on Delcan's condition assessment and the age of this facility, replacement of Harling Point PS is required.
Project Rationale	Replacement of Harling Point PS is based on Delcan's 2013 condition assessment. The preliminary design was completed in 2018. CRD has progressed a scope of work for a Consultant to provide detailed design and construction support services. Detailed design scope was awarded and initiated in 2024 with Construction expected to commence in 2025.				

Project Number	22-05	**Capital Project Title**	Lang Cove Discharge Isolation Valves	**Capital Project Description**	Replace seized, direct buried isolation valves on at the Lang Cove pump station with new valves in a manhole.
Project Rationale	An isolation valve on the discharge force main of the Lang Cove pump station has failed, with no way of isolating the pump station for maintenance or an emergency. Additionally, there currently is no way to bypass the force main. Funds are required to design a bypass outlet, plan valve replacement, bypass pump the failed valve and replace the valve.				

Project Number	25-04	**Capital Project Title**	Pump Station Mechanical and Electrical Renewal Program	**Capital Project Description**	Mechanical and electrical upgrades to multiple pump stations based on previous condition assessments and EIC inspections.
Project Rationale	Electrical, Mechanical and other ancillary upgrades are required at multiple facilities. Due to similarities in work, there is benefit in managing this work within a single program budget. Pump stations requiring this work include Trent, Hood, Currie Minor, Humber, Rutland and Penrhyn.				

Project Number	25-05	**Capital Project Title**	Bioxide dosing system upgrade	**Capital Project Description**	Replacement of bioxide skids at multiple locations, which are at the end of their useful life. Piloting is underway and if successful trials are completed, implementation to follow.
Project Rationale	Similar bioxide replacement work at multiple locations will benefit from being managed as a program. Some locations being prioritized include Marigold PS, Craigflower PS, Meaford Flow Meter, Highlands and Trent PS.				

Service:	3.798C	Debt - Core Area Wastewater Treatment Program

Project Number	21-06	**Capital Project Title**	Shoreline Trunk Sewer Upgrade	**Capital Project Description**	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet during peak storm events.
Project Rationale	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet.				

Project Number	21-07	**Capital Project Title**	Western Trunk Sewer Twinning	**Capital Project Description**	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon during peak storm events.
Project Rationale	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon. For 2025, approximately $400k will be allocated to twin a section of this main at the new Galloping Goose pedestrian overpass in partnership with the City of Colwood.				

Project Number	21-09	**Capital Project Title**	Bowker Sewer Rehabilitation Ph1	**Capital Project Description**	Based on results of CCTV inspection about 2,000m of sewer along Shelbourne, Kings and from Trent PS to Newport needs to be relined.
Project Rationale	Lining work on phase 1 completed in 2023. Warranty inspections to push into late 2024 and possibly 2025.				

Project Number	24-17	**Capital Project Title**	Sewer Cleaning and Inspection	**Capital Project Description**	Core Area sewers should be cleaned and inspected on a 5-year cycle. This program will support that continued cycle.
Project Rationale	Core Area sewers should be cleaned and inspected on a 5-year cycle. This program will support that continued cycle.				

Service:	3.798C	Debt - Core Area Wastewater Treatment Program

Project Number	21-11	**Capital Project Title**	Manhole Repairs and Replacement	**Capital Project Description**	Based upon CCTV and staff inspections on manholes, there are a number of deteriorated MH's that require repair or replacement.
Project Rationale	Based upon CCTV and staff inspections on manholes, high priority repairs and replacement of deteriorated MH's.				

Project Number	23-01	**Capital Project Title**	Cecelia Ravine Pipe Protection	**Capital Project Description**	Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe.
Project Rationale	Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe. This project is currently being delayed for future coordination with works that CRD Parks is expected to be doing on the Galloping Goose Trail.				

Project Number	24-10	**Capital Project Title**	East Coast Interceptor and Bowker Sewer Rehabilitation Ph2	**Capital Project Description**	Based on results of CCTV inspection about 2,000m of sewer needs to be relined along Beach Dr (from Bowker toWindsor) and along Doncastor Dr., Shelbourne St. and Kings Rd.
Project Rationale	Based on results of CCTV inspection about 2,000m of sewer along Beach Dr (from Bowker to Broom) and along Doncastor and Transit Roads needs to be relined. Lining work anticipated to be completed prior to end of 2024 but some warranty inspection work will carry into 2025.				

Project Number	24-11	**Capital Project Title**	Western Trunk Grit Chamber Repairs	**Capital Project Description**	The Western Trunk (Island Highway) Grit Chamber is badly corroded and requires repairs before extensive structural damage occurs.
Project Rationale	Repairs to Western Trunk Grit Chamber at Island Highway. Chamber is badly corroded and requires repair.				

Service:	3.798C	Debt - Core Area Wastewater Treatment Program

Project Number	26-01	**Capital Project Title**	NWT Sewer Replacement at Alpha-Terrace	**Capital Project Description**	A 5m long section of old concrete pipe downstream of Boundary Transition Chamber is badly corroded and needs to be replaced with new PVC pipe.
Project Rationale	Pipe segment replacement required prior to failure.				

Project Number	21-12	**Capital Project Title**	Gorge Siphon Inlet Chamber Upgrade	**Capital Project Description**	The concrete chamber is badly corroded and the control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.
Project Rationale	The control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.				

Project Number	21-13	**Capital Project Title**	Craigflower Forcemain Twinning	**Capital Project Description**	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet during peak storm events.
Project Rationale	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet.				

Project Number	24-14	**Capital Project Title**	Parsons Siphon/Bridge Connection Repairs	**Capital Project Description**	The siphon pipe support connections to the Parsons Brdige require repairs.
Project Rationale	The siphon pipe support connections to the Parsons Brdige require repairs.				

Project Number	25-03	**Capital Project Title**	Harriet Siphon Inlet Chamber Upgrade	**Capital Project Description**	Assess concrete corrosion and replace seized control gates.
Project Rationale	The concrete chamber is badly corroded and the control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.				

Service:	3.798C	Debt - Core Area Wastewater Treatment Program

Project Number	27-01	**Capital Project Title**	Forcemain and Siphon Pipe Assessment Study	**Capital Project Description**	There are several forcemain pipes downstream from each pump station that have never been assessed. A study is proposed to investigate various technologies to evaluate the condition of the pipes.
Project Rationale	Repairs to Western Trunk Grit Chamber at Island Highway. Chamber is badly corroded and requires repair.				

Project Number	21-16	**Capital Project Title**	Gorge & Chapman Meter	**Capital Project Description**	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetered Gorge and Champman catchments. Includes installation of new metering manhole.
Project Rationale	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetered Gorge and Champman catchments. Includes installation of new metering manhole.				

Project Number	21-22	**Capital Project Title**	Asset Management Plan Update	**Capital Project Description**	Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.
Project Rationale	Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.				

Project Number	21-23	**Capital Project Title**	DCC Program Development	**Capital Project Description**	With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw.
Project Rationale	With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw.				

Service:	3.798C	Debt - Core Area Wastewater Treatment Program

Project Number	21-24	**Capital Project Title**	Record Drawing and Wastewater Agreement Updates	**Capital Project Description**	The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.
Project Rationale	The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.				

Project Number	21-25	**Capital Project Title**	SCADA and Radio Assessment	**Capital Project Description**	Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements.
Project Rationale	Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements.				

Project Number	22-03	**Capital Project Title**	Acquisition of Outstanding Right-of-Ways	**Capital Project Description**	Some of the infrastructure is located on privately owned land that do not have rights-of-way. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition.
Project Rationale	Some of the infrastructure is located on privately owned land that do not have right-of-ways. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition.				

Project Number	21-27	**Capital Project Title**	New Infrastructure Optimization	**Capital Project Description**	Unforeseen and unplanned optimization at a number of new facilities to improve operation and health and safety requirements.
Project Rationale	Unforeseen and unplanned optimization at a number of new facilities to improve operation and health and safety requirements.				

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

Project Number	22-04	**Capital Project Title**	Microwave Radio Upgrades	**Capital Project Description**	To provide a high bandwidth communications backbone to the CAWWT system, a microwave communications system will be installed.
Project Rationale	Multiple facilities throughout the CRD RWS system require additional bandwidth to allow for proper monitoring and control. This project will enable the initial design and preliminary installation of a high bandwidth microwave backbone that will be able to be leveraged by multiple CRD operational groups. The installation of this backbone will be coordinated with the other IWS service areas.				

Project Number	23-07	**Capital Project Title**	Enterprise Data Historian Management System	**Capital Project Description**	A data historian is required to store large amounts of data that is required for compliance reporting to regulators, operational performance reports, cost allocation, and engineering analysis.
Project Rationale	A data historian is required to store large amounts of data that is required for compliance reporting to regulators, operational performance reports, cost allocation, and engineering analysis.				

Project Number	28-01	**Capital Project Title**	Marigold Surge Tank Deconstruction	**Capital Project Description**	The old Mariogld Surge Tank has been abandond for many years, is becoming a safety concern for youth, a needs to be removed.
Project Rationale	Future assessment and decommissioning.				

Project Number	24-15	**Capital Project Title**	IT Core Infrastructure Replacement	**Capital Project Description**	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life
Project Rationale	CAWW portion of Core IT Infrastructure. Program to be managed by CRD IT.				

Project Number	27-03	**Capital Project Title**	Westshore Wastewater Treatment Plant Siting Assessment	**Capital Project Description**	Capacity needs, technology review, siting requirements, conceptual layout, Environmental Impact Assessment and other planning efforts.
Project Rationale	Capacity needs, technology review, siting requirements, conceptual layout, Environmental Impact Assessment and other planning efforts.				

Service:	3.798C	Debt - Core Area Wastewater Treatment Program

Project Number	21-26	**Capital Project Title**	Annual Provisional Emergency Repairs	**Capital Project Description**	Unforeseen and unplanned emergency repairs can occur which require immediate attention.
Project Rationale	Funds are required for unforeseen and unplanned emergency repairs can occur which require immediate attention.				

Project Number	23-06	**Capital Project Title**	Annual Provisional Equipment Replacement	**Capital Project Description**	Replacement of at end of service life, including valves, variable frequency drives, capacitors.
Project Rationale	Replacement of equipment at end of service life, including valves, variable frequency drives, capacitors.				

Project Number	23-08	**Capital Project Title**	Process & Mechanical Upgrades	**Capital Project Description**	Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure in order to optimize operations
Project Rationale	Annual Provisional account for upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure in order to optimize operations in order to improve compliance with regulatory requirements, improve equipment and process efficiency, and reduce risk of pre-mature equipment failure.				

Project Number	23-09	**Capital Project Title**	Safety & Security Upgrades	**Capital Project Description**	Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure to improve worker health and safety
Project Rationale	Annual Provisional Account for upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure to improve worker health and safety. This includes constructing safe access platforms to complete maintenance at equipment that present a fall from heights risk and other items that are flagged as health and safety concerns.				

Project Number	24-08	**Capital Project Title**	Clover Point Outfall Retrofit	**Capital Project Description**	The existing Clover outfall is no longer operated on a regular basis since wastewater is now conveyed to McLoughlin WWTP, but it must be ready for operation during peak storm events. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on limited use.
Project Rationale	The existing outfall will see a significant reduction in usage once the Clover Point Pump Station is commissioned and wastewater flows up to 3 times ADWF are redirected to the McLoughlin WWTP. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on expected limited use instead of current continuous use.				

Service:	3.798C	Debt - Core Area Wastewater Treatment Program

Project Number	25-02	**Capital Project Title**	Macaulay Point Outfall Retrofit	**Capital Project Description**	A section of coating on the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and prepare a plan to maintain the deep outfall based on limited use.
Project Rationale	A section of coating the emergency short outfall has failed, the pipe is corroding, and the long outfall needs to be assessed/modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and modify the deep outfall.				

Project Number	27-02	**Capital Project Title**	Broom Overflow Pipe Rehabilitation	**Capital Project Description**	Overflow pipe is cracked and severed in multiple locations and H2S gases and odours are present.
Project Rationale	A section of coating the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and modify the deep outfall.				

Project Number	24-16	**Capital Project Title**	Optimization of Residual Treatment Facility Operations	**Capital Project Description**	Installation of additional equipment to enhance beneficial use of biogas and support continued stable operations at the RTF
Project Rationale	Installation of additional equipment to enhance beneficial use of biogas and support continued stable operations at the RTF				

3.798C Debt - Core Area Wastewater Capital Asset and Reserve Summary
Summary Schedule
2025 - 2029 Financial Plan

Reserve Schedule Summary

Core Area Wastewater

The Wastewater Treatment Project (WTP) provides tertiary treatment for wastewater from the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood, and the Esquimalt and Songhees Nations. The WTP is built to meet the provincial and federal regulations for treatment at December 31, 2020. The Project consists of three main elements: McLoughlin Point Wastewater Treatment Plant, Residuals Treatment Facility, and the Conveyance System

Reserve/Fund Summary

	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Capital Reserve Fund	17,048,652	14,519,771	15,690,890	17,012,009	19,333,128	23,354,247
Capital Reserve Fund-Western Community	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Debt Reserve Fund	18,584,720	24,652,880	30,892,840	37,404,600	33,954,607	15,173
Total	**37,633,372**	**41,172,651**	**48,583,730**	**56,416,609**	**55,287,735**	**25,369,420**

See attached reserve schedules for projected annual cash flows.

Capital Reserve Fund Schedule Core Area Wastewater

Bylaw 4378 - The capital reserve fund was established to provide funding for capital expenditures in respect of capital projects including but not limited to, land, machinery or equipment necessary for the replacement, extension or renewal of existing capital works and related debt servicing payments

Capital Reserve Schedule

Capital Reserve Fund						
Fund: 1092	**Estimate**	**Budget**				
Fund Centre: 102227	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	17,884,574	17,048,652	14,519,771	15,690,890	17,012,009	19,333,128
Planned Purchase (Based on Capital Plan)	(3,103,000)	(4,650,000)	(1,950,000)	(1,800,000)	(1,800,000)	(1,500,000)
Transfer IN (from Ops Budget)	1,617,078	2,121,119	3,121,119	3,121,119	4,121,119	5,521,119
Transfer IN (North East Trunk CRF)						
Surplus/Deficit						
Interest Income*	650,000					
Ending Balance $	**17,048,652**	**14,519,771**	**15,690,890**	**17,012,009**	**19,333,128**	**23,354,247**

Assumptions/Background:

The funding strategy for the capital reserve fund is based upon the 25 year replacement plan as by Stantec during the construction of the Core Area Wastewater Treatment Project

* The planned purchase amount may differ from the five-year capital plan summary due to carryover from the previous year.

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

Bylaw 4378 - The capital reserve fund was established to serve both the Core Area and Western Communities. The reserve schedule below is committed to advancing studies for a wastewater treatment proposal in Colwood.

Colwood Treatment Project -Capital Reserve Schedule

Capital Reserve Fund **Fund: 1092** **Fund Centre: 102277**	**Estimate** **2024**	**Budget** **2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Interest Income*						
Ending Balance $	**2,000,000**	**2,000,000**	**2,000,000**	**2,000,000**	**2,000,000**	**2,000,000**

Assumptions/Background:

Based on the Colwood news release, on December 15, 2016, CAWTP project board approved the transfer of $2 millions once the project is closed. The funds are to be set aside in a separate reserve fund center.

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

Debt Reserve Fund Schedule Core Area Wastewater

Bylaw 4377 - The debt reserve fund was established for the specified purpose of funding future debt servicing payments or debt retirements. Monies in the debt repayment reserve will fund debt servicing and early repayment of debts issued to fund the Core Area Wastewater Treatment Project

Debt Reserve Schedule

Debt Reserve Fund

Fund: 1093	**Estimate**	**Budget**				
Fund Center: 102228	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	12,738,360	18,584,720	24,652,880	30,892,840	37,404,600	33,954,607
Debt Payment		-	-	-	(10,283,553)	(41,134,212)
Transfer from Ops Budget	5,346,360	5,418,160	5,489,960	5,561,760	5,633,560	5,994,778
Interest Income*	500,000	650,000	750,000	950,000	1,200,000	1,200,000
Ending Balance $	**18,584,720**	**24,652,880**	**30,892,840**	**37,404,600**	**33,954,607**	**15,173**

Assumptions/Background:

The funding strategy for the debt reserve fund is based upon the project's financing plan as approved during the construction of the Core Area Wastewater Treatment Project. Repayment anticipated by 2031.

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Wastewater Operations

COMMITTEE OF THE WHOLE

October 2024

Service: 1.577 Wastewater Operations **Committee: N/A**

DEFINITION:

To provide operations services to wastewater, electrician and technical support to wastewater and water functions of the Capital Regional District. Cost of this service is fully allocated to functions utilizing this Operations Division.

PARTICIPATION:

Method of cost allocation is on an hourly basis for services rendered to water and wastewater functions.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

N/A

COST RECOVERY:

A mixture of allocations and time charges to Water and Wastewater services of the CRD.

Change in Budget 2024 to 2025 Service: 1.577 Wastewater Operations	Total Expenditure	Comments
2024 Budget	**14,549,517**	
Change in Salaries:		
Base salary change	228,780	Inclusive of estimated collective agreement changes
Step increase/paygrade change	36,009	Position reclassification and pay grade change
Overtime/Standby/Auxiliary hours	97,987	Increase in overtime and auxiliaries costs to reflect the actuals
1.0 FTE Systems Maintenance Electronics Technologist	126,485	2025 IBC 2b-2.3 recovers from Core area, Regional Water and Juan de Fuca water operation (9 months)
1.0 FTE Systems Maintenance Electrician	65,752	2025 IBC 2b-2.4 recovers from Regional Water and Juan de Fuca water operation (6 months)
Total Change in Salaries	555,013	
Other Changes:		
Purchase of net new equipment/vehicles	145,000	Net purchase increase primarily due to requirements of two new IBCs': Electronics Technologist and Electrician
Maintenance Management Support	103,241	Increase allocation due to 50% share of the 2025 IBC 13b-2.1 and the addition for three reclassification support roles
Reserve Transfers	110,243	Increase ORF contribution to cover future net new purchases of vehicles and equipment
Staff Training	80,000	Increase frequency training for job requirements
Other Allocations	57,972	Increases included standard overhead allocation, HR allocation, and others
Other	81,091	Inflation and other operational expenses
Total Other Changes	577,547	
2025 Budget	**15,682,077**	

Summary of % Expense Increase	
2025 IBC Expense	3.0%
Salary increase	2.5%
Increase reserve transfers	0.8%
Support Services	0.9%
Balance of increase	0.6%
% expense increase from 2024:	***7.8%***

% Requisition increase from 2024 (if applicable): *No requisition in service*

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

There is an estimated one-time favourable variance of $100,000 (0.69%) due mainly to hiring challenges of vacant positions. This variance will be moved to Operating Reserve.

1.577 - Wastewater Operations	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026	2027	2028	2029
OPERATING COSTS										
Salaries & Wages	10,871,160	10,478,674	11,233,937	192,237	-	11,426,173	11,857,760	12,190,439	12,532,362	12,883,796
Allocation - Standard Overhead	658,478	658,478	678,247	-	-	678,247	698,594	712,566	726,818	741,354
Allocation - Human Resources	380,958	380,958	402,045	-	-	402,045	452,568	492,630	503,743	516,308
Allocation - Operations	553,564	580,570	587,807	73,500	12,614	673,921	691,703	697,361	716,120	731,237
Operating - Other	1,575,780	1,454,166	1,261,871	-	620,000	1,881,871	1,285,290	1,308,990	1,332,960	1,367,210
TOTAL OPERATING COSTS	**14,039,940**	**13,552,846**	**14,163,907**	**265,737**	**632,614**	**15,062,258**	**14,985,915**	**15,401,986**	**15,812,003**	**16,239,905**
*Percentage Increase over prior year		-3.47%	0.88%			7.28%	-0.51%	2.78%	2.66%	2.71%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	492,797	492,796	499,306	-	-	499,306	562,910	586,560	590,270	594,060
Transfer to Operating Reserve Fund	16,780	16,780	120,513	-	-	120,513	250,000	300,000	300,000	300,000
TOTAL CAPITAL / RESERVES	**509,577**	**509,576**	**619,819**	**-**	**-**	**619,819**	**812,910**	**886,560**	**890,270**	**894,060**
TOTAL COSTS	14,549,517	14,062,423	14,783,726	265,737	632,614	15,682,077	15,798,825	16,288,546	16,702,273	17,133,965
*Percentage Increase over prior year		-3.35%	1.61%			7.78%	0.74%	3.10%	2.54%	2.58%
Internal Recoveries	(14,074,517)	(13,996,630)	(14,700,752)	(275,211)	-	(14,975,963)	(15,798,825)	(16,288,546)	(16,702,273)	(17,133,965)
OPERATING COSTS LESS INTERNAL RECOVERIES	475,000	65,792	82,974	(9,474)	632,614	706,114	0	(0)	0	0
*Percentage Increase over prior year		-0.55%	4.45%			6.40%	5.49%	3.10%	2.54%	2.58%
SOURCES OF FUNDING (REVENUE)										
Surplus / (Deficit)										
Funds Carried Forward	-	-	-	-	-	-	-	-	-	-
Transfer from Own Funds	(475,000)	(165,000)	-	(73,500)	(632,614)	(706,114)	-	-	-	-
Recovery other	-	(142)	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(475,000)**	**(165,142)**	**-**	**(73,500)**	**(632,614)**	**(706,114)**	**-**	**-**	**-**	**-**
NET COSTS	**-**	**99,350**	**(82,974)**	**82,974**	**-**	**-**	**-**	**-**	**-**	**-**
*Percentage increase over prior year			4.45%			6.40%	5.49%	3.10%	2.54%	2.58%
PARTICIPANTS: Costs recovered internally										
AUTHORIZATED POSITIONS: IWS Operations	75.00	75.00	75.00	2.00	-	77.00	77.00	77.00	77.00	77.00

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	1.577 Wastewater Operations		Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE									
Buildings		B	$0	$0	$0	$0	$0	$0	$0
Equipment		E	$95,000	$55,000	$70,000	$75,000	$155,000	$500,000	$855,000
Land		L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures		S	$0	$0	$0	$0	$0	$0	$0
Vehicles		V	$1,089,000	$1,537,000	$900,000	$615,000	$436,500	$462,500	$3,951,000
			$1,184,000	**$1,592,000**	**$970,000**	**$690,000**	**$591,500**	**$962,500**	**$4,806,000**
SOURCE OF FUNDS									
Capital Funds on Hand		Cap	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		Debt	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		ERF	$1,184,000	$1,592,000	$970,000	$690,000	$591,500	$962,500	$4,591,000
Grants (Federal, Provincial)		Grant	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund		Res	$0	$0	$0	$0	$0	$0	$0
			$1,184,000	**$1,592,000**	**$970,000**	**$690,000**	**$591,500**	**$962,500**	**$4,806,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 1.577

Service Name: Wastewater Operations

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
18-02	Replacement	Replace Computer Equipment	Computer replacements per IT cycle.	$ 100,000	E	ERF	$ -	$ 30,000	$ 40,000	$ 40,000	$ 50,000		$ 160,000
18-03	Replacement	Replace ERF Equipment	End of life replacement equipment; Gas techs, SCADA/Controls	$ 200,000	E	ERF	$ 40,000.00	$ 5,000	$ 5,000	$ 5,000	$ 40,000		$ 55,000
19-01	Replacement	Replace IWOps Vehicle FQS014	Vehicle replacement - end of life	$ 195,000	V	ERF	$ 195,000.00	$ 195,000	$ -	$ -			$ 195,000
19-02	Replacement	Replace IWOps Vehicle F00932 Dump Truck	Vehicle replacement - end of life	$ 180,000	V	ERF		$ -	$ -	$ -		$ 180,000	$ 180,000
19-03	Replacement	Replace IWOps Vehicle F00994 Bobcat	Vehicle replacement - end of life	$ 90,000	V	ERF	$ 90,000.00	$ -	$ -	$ -	$ 90,000		$ 90,000
19-05	Replacement	Replace IWOps Vehicle FQP081 Renfrew	Vehicle replacement - end of life	$ 100,000	V	ERF		$ 100,000	$ -	$ -			$ 100,000
19-07	Replacement	Furniture and Office Equipment Replacement	End of life replacement of furniture and office equipment	$ 75,000	E	ERF	$ 15,000.00	$ 5,000	$ 5,000	$ 5,000	$ 15,000		$ 30,000
20-02	Replacement	Replace IWOps Vehicle F11030	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ -	$ -			$ -
20-04	Replacement	Replace IWOps Vehicle F12009	Vehicle replacement - end of life	$ 90,000	V	ERF	$ 90,000.00	$ -	$ 90,000	$ -			$ 90,000
20-05	Replacement	Replace IWOps Vehicle F12024	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ -	$ -			$ -
20-06	Replacement	Replace IWOps Vehicle F12002	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ -	$ -			$ -
20-11	Replacement	Replace IWOps Vehicle F01080	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ -	$ -			$ -
21-02	Replacement	Replace IWOps Vehicle F11033	Vehicle replacement - end of life	$ 90,000	V	ERF	$ 90,000.00	$ 90,000	$ -	$ -			$ 90,000
21-03	Replacement	Replace IWOps Vehicle F12029	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ -	$ -			$ -
22-01	Replacement	SPWWTP - Skid Steer F18036	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ -	$ -		$ 90,000	$ 90,000
22-02	Replacement	Burgoyne - Skid Steer F19005	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ -	$ -		$ 90,000	$ 90,000
23-15	Replacement	Replace IWOps Vehicle F19009	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ -	$ -			$ -
22-03	Replacement	Replace IWOps Vehicle , Scissor Lift -F15018	Vehicle replacement - end of life	$ 35,000	V	ERF	$ 35,000.00	$ 96,000	$ -	$ -			$ 96,000
22-05	Replacement	Replace IWOps Vehicle F01028 2007 Kubota Tractor	Vehicle replacement - end of life	$ 50,000	V	ERF	$ 50,000.00	$ -	$ -	$ -		$ 50,000	$ 50,000
22-06	Replacement	Replace F14024 F550 Diesel Service Truck - Crane/Lift truck	Vehicle replacement - end of life	$ 220,000	V	ERF	$ 220,000.00	$ 220,000	$ -	$ -			$ 220,000
22-08	Replacement	Replace Mechanical and Electrical Equipment	End of life replacement of equipment	$ 67,500	E	ERF		$ -	$ -	$ -			$ -
23-01	Replacement	Replace IWOps Vehicle F00444 1991 DDDG46 Generator Trailer Magic Lake	Vehicle replacement - end of life	$ 40,000	V	ERF	$ 40,000.00	$ -	$ -	$ -		$ 40,000	$ 40,000
23-02	Replacement	Replace IWOps Trailer F00753 1997 Generator Trailer	Vehicle replacement - end of life	$ 80,000	V	ERF		$ -	$ -	$ -			$ -
23-03	Replacement	Replace IWOps Trailer F00793 1998 Trailerman Box Trailer	Vehicle replacement - end of life	$ 24,000	V	ERF		$ 24,000	$ -	$ -			$ 24,000
23-05	Replacement	Replace IWOps Trailer F00953 2004 Trailtech Tandem Trailer	Vehicle replacement - end of life	$ 12,000	V	ERF		$ 12,000	$ -	$ -			$ 12,000
23-06	Replacement	Replace IWOps Trailer F00976 2006 EZ Loader Boat Trailer	Vehicle replacement - end of life	$ 7,500	V	ERF		$ -	$ -	$ -			$ -
23-07	Replacement	Replace IWOps Trailer F00981 2006 Trailtech Flat Deck trailer	Vehicle replacement - end of life	$ 6,500	V	ERF	$ 6,500.00	$ -	$ -	$ -	$ 6,500		$ 6,500
23-08	Replacement	Replace IWOps Trailer F01052 2008 Pace American Trailer	Vehicle replacement - end of life	$ 12,500	V	ERF	$ 12,500.00	$ -	$ -	$ -		$ 12,500	$ 12,500
23-09	Replacement	Replace IWOps Vehicle F13009	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ 90,000	$ -			$ 90,000
23-10	Replacement	Replace IWOps Vehicle F13010	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ 90,000	$ -			$ 90,000
23-11	Replacement	F11027 2010 Mercedes Sprinter 25C144 Van	Vehicle replacement - end of life	$ 80,000	V	ERF	$ 80,000.00	$ 80,000	$ -	$ -			$ 80,000
23-12	Replacement	FWP076 2010 Ford F250 Super Duty	Vehicle replacement - end of life	$ 90,000	V	ERF	$ 90,000.00	$ 90,000	$ -	$ -			$ 90,000
23-13	Replacement	Replace EIC and Machine Shop Equipment	End of life replacement of equipment; EIC and Machine Shop	$ 250,000	E	ERF	$ 40,000.00	$ 15,000	$ 20,000	$ 25,000	$ 50,000		$ 110,000
23-14	New	Electric Vehicle Charger - Ganges WWTP	Ganges WWTP Level II Vehicle Charging Station	$ 10,000	E	Grant		$ -	$ -	$ -			$ -
23-16	New	Electric Vehicle Charger - McLoughlin WWTP	McLoughlin WWTP Level II Vehicle Charging Station	$ 10,000	E	Grant		$ -	$ -	$ -			$ -
24-01	Replacement	Replace IWOps Vehicle F13012	Vehicle replacement - end of life	$ 90,000	V	ERF	$ 90,000.00	$ 90,000	$ -	$ -			$ 90,000
25-02	Replacement	Replace IWOps Vehicle F17021 2017 Ford Transit 350 Cube Van	Vehicle replacement - end of life	$ 100,000	V	ERF		$ 100,000	$ -	$ -			$ 100,000

Service #: 1.577

Service Name: Wastewater Operations

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
25-03	Replacement	Replace IWOps Vehicle F17008 2017 Ford F150	Vehicle replacement - end of life	$ 90,000	V	ERF		$ 90,000	$ -	$ -			$ 90,000
25-04	Replacement	Replace IWOps Vehicle F17009 2017 Ford F150	Vehicle replacement - end of life	$ 90,000	V	ERF		$ 90,000	$ -	$ -			$ 90,000
25-05	Replacement	Replace IWOps Vehicle FQ7010 2017 Ford F150	Vehicle replacement - end of life	$ 90,000	V	ERF		$ 90,000	$ -	$ -			$ 90,000
25-07	Replacement	Replace IWOps Vehicle F17022 2017 Chev Silverado 3500 W/Crane	Vehicle replacement - end of life	$ 80,000	V	ERF		$ 80,000	$ -	$ -			$ 80,000
25-08	Replacement	Replace IWOps Vehicle F17019 2017 Toyota Rav4 Hybrid AWD	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ 90,000	$ -			$ 90,000
26-01	Replacement	F17027 2018 Chevrolet Silverado 2500	Vehicle replacement - end of life	$ 90,000	V	ERF		$ 90,000	$ -	$ -			$ 90,000
26-02	Replacement	F17029 2018 Chevrolet Silverado 3500	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ 90,000	$ -			$ 90,000
26-03	Replacement	F18003 2018 Ford F150	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ 90,000	$ -			$ 90,000
26-04	Replacement	F18012 2018 Chevrolet Colorado	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ 90,000	$ -			$ 90,000
26-05	Replacement	F18010 2018 Ford Transit 250 Cargo Van	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ 90,000	$ -			$ 90,000
26-06	Replacement	F18011 2018 Ford Transit 250 Cargo Van	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ 90,000	$ -			$ 90,000
26-07	Replacement	F18014 2018 GMC Sierra 1500	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ 90,000	$ -			$ 90,000
27-01	Replacement	F19006 Crane Truck	Vehicle replacement - end of life	$ 250,000	V	ERF		$ -	$ -	$ 250,000			$ 250,000
27-02	Replacement	F19007 Crane Truck	Vehicle replacement - end of life	$ 250,000	V	ERF		$ -	$ -	$ 250,000			$ 250,000
27-03	Replacement	F19008 2019 F350	Vehicle replacement - end of life	$ 90,000	V	ERF		$ -	$ -	$ 90,000			$ 90,000
27-04	Replacement	F19019 Pressure Washer Trailer	Vehicle replacement - end of life	$ 25,000	V	ERF		$ -	$ -	$ 25,000			$ 25,000
28-01	Replacement	F14024 F550 Stiff Arm Crane Truck	Vehicle replacement - end of life	$ 250,000	V	ERF					$ 250,000		$ 250,000
28-02	Replacement	F16012 All wheel drive Van	Vehicle replacement - end of life	$ 90,000	V	ERF					$ 90,000		$ 90,000
28-03	Replacement	F01065 Load Bank		$ 500,000	E	ERF						$ 500,000.00	$ 500,000
													$ -
			Grand Total	**$ 5,730,000**			**$ 1,184,000.00**	**$ 1,592,000**	**$ 970,000**	**$ 690,000**	**$ 591,500**	**$ 962,500**	**$ 4,806,000**

Service:	1.577	Wastewater Operations

Project Number	18-02	**Capital Project Title**	Replace Computer Equipment	**Capital Project Description**	Computer replacements per IT cycle.
Project Rationale	Replace Computer Equipment - Computer replacements per IT cycle.				

Project Number	18-03	**Capital Project Title**	Replace ERF Equipment	**Capital Project Description**	End of life replacement equipment; Gas techs, SCADA/Controls
Project Rationale	Replace ERF Equipment - Gas Tech Replacements Core and Saan Pen				

Project Number	19-01	**Capital Project Title**	Replace IWOps Vehicle FQS014	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	Replace IWOps Vehicle FQS014 - Vehicle replacement - end of life				

Project Number	19-02	**Capital Project Title**	Replace IWOps Vehicle F00932 Dump Truck	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	Replace IWOps Vehicle F00932 - Vehicle replacement - end of life				

Service:	**1.577**	**Wastewater Operations**

Project Number	19-03	**Capital Project Title**	Replace IWOps Vehicle F00994 Bobcat	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	Replace IWOps Vehicle F00994 - Vehicle replacement - end of life				

Project Number	19-05	**Capital Project Title**	Replace IWOps Vehicle FQP081 Renfrew	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	Replace IWOps Vehicle F01081 - Vehicle replacement - end of life				

Project Number	19-07	**Capital Project Title**	Furniture and Office Equipment Replacement	**Capital Project Description**	End of life replacement of furniture and office equipment
Project Rationale	End of life replacement of furniture and office equipment				

Project Number	20-02	**Capital Project Title**	Replace IWOps Vehicle F11030	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	Replace IWOps Vehicle F11030 - Vehicle replacement - end of life				

Service:	**1.577**	**Wastewater Operations**

Project Number	20-04	**Capital Project Title**	Replace IWOps Vehicle F12009	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	Replace IWOps Vehicle F12009 - Vehicle replacement - end of life				

Project Number	20-05	**Capital Project Title**	Replace IWOps Vehicle F12024	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	Replace IWOps Vehicle F12024 - Vehicle replacement - end of life				

Project Number	20-06	**Capital Project Title**	Replace IWOps Vehicle F12002	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	20-11	**Capital Project Title**	Replace IWOps Vehicle F01080	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Service:	1.577	Wastewater Operations

Project Number	21-02	**Capital Project Title**	Replace IWOps Vehicle F11033	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	21-03	**Capital Project Title**	Replace IWOps Vehicle F12029	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	22-01	**Capital Project Title**	SPWWTP - Skid Steer F18036	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	22-02	**Capital Project Title**	Burgoyne - Skid Steer F19005	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	23-15	**Capital Project Title**	Replace IWOps Vehicle F19009	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Service:	1.577	Wastewater Operations

Project Number	22-03	**Capital Project Title**	Replace IWOps Vehicle - Scissor Lift - F15018	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	22-05	**Capital Project Title**	Replace IWOps Vehicle F01028 2007 Kubota Tractor	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	22-06	**Capital Project Title**	Replace F14024 F550 Diesel Service Truck - Crane/Lift truck	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	22-08	**Capital Project Title**	Replace Mechanical and Electrical Equipment	**Capital Project Description**	End of life replacement of equipment
Project Rationale	End of life replacement				

Project Number	23-01	**Capital Project Title**	Replace IWOps Vehicle F00444 1991 DDDG46 Generator Trailer Magic Lake	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	23-02	**Capital Project Title**	Replace IWOps Trailer F00753 1997 Generator Trailer	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Service:	1.577	Wastewater Operations

Project Number	23-03	**Capital Project Title**	Replace IWOps Trailer F00793 1998 Trailerman Box Trailer	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	23-05	**Capital Project Title**	Replace IWOps Trailer F00953 2004 Trailtech Tandem Trailer	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	23-06	**Capital Project Title**	Replace IWOps Trailer F00976 2006 EZ Loader Boat Trailer	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	23-07	**Capital Project Title**	Replace IWOps Trailer F00981 2006 Trailtech Flat Deck trailer	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	23-08	**Capital Project Title**	Replace IWOps Trailer F01052 2008 Pace American Trailer	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	23-09	**Capital Project Title**	Replace IWOps Vehicle F13009	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Service:	1.577	Wastewater Operations

Project Number	23-10	**Capital Project Title**	Replace IWOps Vehicle F13010	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	23-11	**Capital Project Title**	F11027 2010 Mercedes Sprinter 25C144 Van	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	23-12	**Capital Project Title**	FWP076 2010 Ford F250 Super Duty	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	23-13	**Capital Project Title**	Replace EIC and Machine Shop Equipment	**Capital Project Description**	End of life replacement of equipment; EIC and Machine Shop
Project Rationale	End of life replacement of equipment; EIC and Machine Shop				

Project Number	23-14	**Capital Project Title**	Electric Vehicle Charger - Ganges WWTP	**Capital Project Description**	Ganges WWTP Level II Vehicle Charging Station
Project Rationale	Ganges WWTP Level II Vehicle Charging Station				

Project Number	23-16	**Capital Project Title**	Electric Vehicle Charger - McLoughlin	**Capital Project Description**	McLoughlin WWTP Level II Vehicle Charging
Proiect Rationale					

Project Number	24-01	**Capital Project Title**	Replace IWOps Vehicle F13012	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Service:	1.577	Wastewater Operations

Project Number	25-02	**Capital Project Title**	Replace IWOps Vehicle F17021 2017 Ford Transit 350 Cube Van	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	25-03	**Capital Project Title**	Replace IWOps Vehicle F17008 2017 Ford F150	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	25-04	**Capital Project Title**	Replace IWOps Vehicle F17009 2017 Ford F150	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	25-05	**Capital Project Title**	Replace IWOps Vehicle FQ7010 2017 Ford F150	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	25-07	**Capital Project Title**	Replace IWOps Vehicle F17022 2017 Chev Silverado 3500 W/Crane	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	25-08	**Capital Project Title**	Replace IWOps Vehicle F17019 2017 Toyota Rav4 Hybrid AWD	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	26-01	**Capital Project Title**	F17027 2018 Chevrolet Silverado 2500	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Service: **1.577** **Wastewater Operations**

Project Number	26-02	**Capital Project Title**	F17029 2018 Chevrolet Silverado 3500	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	26-03	**Capital Project Title**	F18003 2018 Ford F150	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	26-04	**Capital Project Title**	F18012 2018 Chevrolet Colorado	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	26-05	**Capital Project Title**	F18010 2018 Ford Transit 250 Cargo Van	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	26-06	**Capital Project Title**	F18011 2018 Ford Transit 250 Cargo Van	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	26-07	**Capital Project Title**	F18014 2018 GMC Sierra 1500	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	27-01	**Capital Project Title**	F19006 Crane Truck	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Service:	**1.577**	**Wastewater Operations**

Project Number	27-02	**Capital Project Title**	F19007 Crane Truck	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	27-03	**Capital Project Title**	F19008 2019 F350	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	27-04	**Capital Project Title**	F19019 Pressure Washer Trailer	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	28-01	**Capital Project Title**	F14024 F550 Stiff Arm Crane Truck	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	28-02	**Capital Project Title**	F16012 All wheel drive Van	**Capital Project Description**	Vehicle replacement - end of life
Project Rationale	End of life replacement				

Project Number	28-03	**Capital Project Title**	F01065 Load Bank	**Capital Project Description**	Load Bank - end of life
Project Rationale	End of life replacement				

1.577 Wastewater Operations Asset and Reserve Summary
Summary Schedule
2025 - 2029 Financial Plan

Reserve Schedule Summary

Wastewater Operations

Assets held by the IW Wastewater Operations consist of vehicles and equipment including mechanical, electronic, gas detectors, flow monitors, radio equipment, SCADA hardware and computers.

Reserve/Fund Summary

	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Equipment Replacement Fund	2,727,955	1,635,261	1,228,171	1,124,731	1,123,501	755,061
Operating Reserve Fund	1,028,057	442,456	692,456	992,456	1,292,456	1,592,456
Total	**3,756,012**	**2,077,717**	**1,920,627**	**2,117,187**	**2,415,957**	**2,347,517**

See attached reserve schedules for projected annual cash flows.

ERF Reserve Fund Schedule Wastewater Operations

Assets held by the Wastewater Operations consist of vehicles and equipment including mechanical, electronic, gas detectors, flow monitors, radio equipment, SCADA hardware and computers. ent

Equipment Reserve Wastewater Schedule

Equipment Replacement Fund Fund: 1022 Fund Center: 101451	Estimate 2024	Budget 2025	 2026	 2027	 2028	 2029
Beginning Balance	2,662,138	2,727,955	1,635,261	1,228,171	1,124,731	1,123,501
Planned Purchase (Based on Capital Plan)	(555,000)	(1,592,000)	(970,000)	(690,000)	(591,500)	(962,500)
Transfer IN (from Ops Budget)	492,797	499,306	562,910	586,560	590,270	594,060
Proceeds of Disposal	108,020					
Interest Income*	20,000					
Ending Balance $	**2,727,955**	**1,635,261**	**1,228,171**	**1,124,731**	**1,123,501**	**755,061**

Assumptions/Background:

ERF Reserve to fund replacement of equipment, and vehicles of the Wastewater Operations Division.

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

ORF Reserve Fund Schedule IWS Operations

Wastewater Operations

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

Operating Reserve Schedule

Operating Reserve Schedule	Estimate	Budget				
Fund: 1500 Fund Center: 105516	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	1,036,927	1,028,057	442,456	692,456	992,456	1,292,456
Planned Purchase	(165,000)	(706,114)	-	-	-	-
Transfer from Ops Budget	16,780	120,513	250,000	300,000	300,000	300,000
Interest Income*	40,000					
Surplus	99,350					
Ending Balance $	**1,028,057**	**442,456**	**692,456**	**992,456**	**1,292,456**	**1,592,456**

Assumptions/Background:

Funds are retained in the reserve for charge-out rate stabilization

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Saanich Peninsula Water Supply

COMMITTEE OF THE WHOLE

October 2024

Service: 2.610 Saanich Peninsula Water Supply **Committee: Saanich Peninsula Water**

DEFINITION:

To purchase water and to acquire, design, construct, reconstruct, purchase, maintain and operate facilities and to acquire property easements, licences and authorities for the supply of water to Central Saanich, North Saanich, and Sidney, for distribution by the municipalities. Letters Patent, December 22, 1976; revised Sept. 27, 1984. Amended SLP April 27, 1978 and March 19, 1986.

SERVICE DESCRIPTION:

This service provides for the purchase of bulk water for supply to Central Saanich, North Saanich, and Sidney, for distribution within their municipalities. Included in the program is the responsibility to provide design, construction, operation and maintenance, licenses, and water quality monitoring to the service area.

PARTICIPATION:

Central Saanich / North Saanich / Sidney

MAXIMUM LEVY:

MAXIMUM CAPITAL DEBT:

As established by Inspector of Municipalities.

COMMISSION:

Saanich Peninsula Water Commission established by Letters Patent to advise the Board with respect to this function.

FUNDING:

Costs are recovered through the sale of bulk water.

CAPITAL DEBT:

Authorized:	$12,900,000	2021 - (MFA Bylaw No. 4411 - Saanich Peninsula Water Supply Water Works)
Borrowed:	$0	
Remaining:	$12,900,000	

Change in Budget 2024 to 2025

Service: 2.610 Saanich Peninsula Water Supply	**Total Expenditure**	**Comments**
2024 Budget	**7,892,266**	
Change in Labour:		
	52,300	Labour charges (salaries and overhead)
Total Change in Labour	52,300	
Other Changes:		
Bulk Water Purchase	343,680	
Principal and Interest Costs	117,700	
Transfers to ERF	50,000	
Asset and Maintenance Management	24,210	
Insurance Costs	19,000	
Standard Overhead Allocation	13,900	
Electricity	7,000	
Transfer to Capital Reserve	(200,000)	
Other Costs	5,305	
Total Other Changes	380,795	
2025 Budget	**8,325,361**	

Summary of % Expense Increase	
Additional cost due to increased bulk water rate	4.4%
Principal and Interest costs	1.5%
Balance of increase	-0.4%
% expense increase from 2022:	***5.5%***

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

Favourable water sales variance of $120,000 (2%) due to higher than budgeted water demand largely a result of dry summer weather. This additional revenue will be used to offset bulk water purchase overages. Labour cost savings of $125,000 and Debt Service Cost savings of $42,000 contribute further towards a net surplus of $180,000, which will be transferred to the Capital Reserve Fund.

Program Group: CRD-Saanich Peninsula Water Supply

SUMMARY	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	2025 BUDGET REQUEST: 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	TOTAL (COL 4, 5 & 6)	FUTURE PROJECTIONS: 2026	2027	2028	2029
1	2	3	4	5	6	7	8	9	10	11
OPERATING EXPENDITURES:										
ALLOCATION - OPERATIONS	1,171,082	1,045,952	1,224,190	-	-	1,224,190	1,248,690	1,273,685	1,299,173	1,325,173
UTILITIES	231,205	224,100	238,150	-	-	238,150	242,191	247,035	251,976	257,016
OPERATING - OTHER COSTS	189,748	191,370	213,660	-	-	213,660	220,841	230,725	241,353	252,793
ALLOCATION - STANDARD OVERHEAD	168,071	168,071	206,221	-	-	206,221	212,287	216,656	221,117	225,670
TOTAL OPERATING EXPENDITURES	1,760,106	1,629,493	1,882,221	-	-	1,882,221	1,924,009	1,968,101	2,013,619	2,060,652
*Percentage increase over prior year board budget			6.94%			6.94%	2.22%	2.29%	2.31%	2.34%
TOTAL BULK WATER EXPENDITURES	5,180,160	5,261,100	5,523,840	-	-	5,523,840	6,089,445	6,998,550	7,885,545	8,853,240
CAPITAL EXPENDITURES & TRANSFERS										
TRANSFER TO CAPITAL RESERVE FUND	800,000	983,625	600,000	-	-	600,000	400,000	400,000	400,000	400,000
TRANSFER TO EQUIPMENT REPLACEMENT FUND	50,000	50,000	100,000	-	-	100,000	150,000	150,000	200,000	200,000
TOTAL CAPITAL EXPENDITURES & TRANSFERS	850,000	1,033,625	700,000	-	-	700,000	550,000	550,000	600,000	600,000
DEBT SERVICING										
DEBT-INTEREST & PRINCIPAL	102,000	-	219,300	-	-	219,300	1,210,343	1,210,343	1,210,343	1,210,343
TOTAL DEBT EXPENDITURES	102,000	-	219,300	-	-	219,300	1,210,343	1,210,343	1,210,343	1,210,343
TOTAL EXPENDITURES	7,892,266	7,924,218	8,325,361	-	-	8,325,361	9,773,797	10,726,994	11,709,507	12,724,235
SOURCES OF FUNDING-OPERATIONS										
REVENUE -WATER SALES	(7,665,966)	(7,785,700)	(8,048,251)	-	-	(8,048,251)	(9,622,841)	(10,573,135)	(11,552,686)	(12,564,394)
REVENUE -OTHER	(226,300)	(138,518)	(277,110)	-	-	(277,110)	(150,956)	(153,859)	(156,821)	(159,841)
TOTAL SOURCES OF FUNDING FROM OPERATIONS	(7,892,266)	(7,924,218)	(8,325,361)	-	-	(8,325,361)	(9,773,797)	(10,726,994)	(11,709,507)	(12,724,235)
SOURCES OF FUNDING-REQUISITION										
PROPERTY TAX REQUSITION FOR DEBT	-	-	-	-	-	-	-	-	-	-
TOTAL REQUSITION	-	-	-	-	-	-	-	-	-	-
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR										
TOTAL CARRY FORWARD (SURPLUS)/ DEFICIT	-	-	-	-	-	-	-	-	-	-
TOTAL SOURCES OF ALL FUNDING	(7,892,266)	(7,924,218)	(8,325,361)	-	-	(8,325,361)	(9,773,797)	(10,726,994)	(11,709,507)	(12,724,235)
Percentage increase over prior year's board budget			5.49%			5.49%	17.40%	9.75%	9.16%	8.67%
Water Rate $ per cu. m.	$ 1.1978					$ 1.2575				
Percentage increase	4.71%					4.99%				

SAANICH PENINSULA WATER SUPPLY

2025 Demand Estimate

Retail Demand

Years	Actual Demand cu.metre		Budgeted Demand cu.metre	
2019	6,928,173		6,500,000	
2020	6,860,322		6,800,000	
2021	7,556,244		6,800,000	
2022	7,239,389		6,900,000	
2023	7,422,128		6,335,000	**
2024	6,480,000	*	6,400,000	

2025 Demand Estimate **6,400,000**

** Projected consumption for 2024*

** 2023 Demand estimate reduction reflects First Nations becoming wholesale customers of Regional Water Supply

SAANICH PENINSULA WATER SUPPLY

Summary of Supply Water Rates to Participating Municipalities

	2021	2022	2023	2024	2025	Change	% change
Retail (direct) water rate							
Sannich Peninsula Retail cost per cu.m.	$1.0536	$1.0886	$1.1439	$1.1978	$1.2575	$0.0597	5.0%
Agricultural Research Station cost per cu.m.	$1.0888	$1.1238	$1.1791	$1.2330	$1.2927	$0.0597	4.8%

Summary of Bulk Water Purchase Rates from Regional Water Supply

	2021	2022	2023	2024	2025	Change	% change
CRD Bulk water purchase cost per cu.m.	$0.7148	$0.7332	$0.7698	$0.8094	$0.8631	$0.0537	6.63%

SAANICH PENINSULA WATER SUPPLY

Summary of Supply Water Rates to Participating Municipalities

	2021	2022	2023	2024	2025	Change	% change
Retail (direct) water rate							
Unit cost per cu.m.	$ 1.0536	$ 1.0886	$ 1.1439	$ 1.1978	1.2575	$ 0.0597	4.98%

Retail Water Rate Increase
Impact on Participating Municipalities Water Bill

Average consumption: 235.0 cubic meters

Charge for Twelve Months Consumption	Year	Annual charge	2025 Annual Change $
Average Consumption	2024	$ 281.48	
	2025	$ 295.51	$ 14.03
Half Average Consumption	2024	$ 140.74	
	2025	$ 147.76	$ 7.01
Twice Average Consumption	2024	$ 562.97	
	2025	$ 591.03	$ 28.07

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No. 2.610 Saanich Peninsula Water Supply	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$690,000	$490,000	$300,000	$300,000	$300,000	$100,000	$1,490,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$2,665,000	$15,510,000	$1,569,000	$1,950,000	$1,100,000	$525,000	$20,654,000
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$3,355,000	**$16,000,000**	**$1,869,000**	**$2,250,000**	**$1,400,000**	**$625,000**	**$22,144,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$12,900,000	$0	$0	$0	$0	$12,900,000
Equipment Replacement Fund	$40,000	$240,000	$200,000	$200,000	$200,000	$200,000	$1,040,000
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$3,315,000	$2,860,000	$1,669,000	$2,050,000	$1,200,000	$425,000	$8,204,000
	$3,355,000	**$16,000,000**	**$1,869,000**	**$2,250,000**	**$1,400,000**	**$625,000**	**$22,144,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 2.610

Service Name: Saanich Peninsula Water Supply

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
SYSTEM UPGRADES AND REPLACEMENTS													
18-04	New	Post Disaster Emergency Water Supply	Identify and procure emergency systems for post disaster preparedeness	$ 1,645,000	S	Res	$ 140,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 750,000
20-02	New	Hamsterly Pump Station Backup Power Generator	Addition of a backup power generator at the Hamsterly Pump Station	$ 1,100,000	S	Res	$ 990,000	$ -	$ 190,000	$ 800,000	$ -	$ -	$ 990,000
21-01	New	Level of Service Agreement	Determine and develop appropriate level of service agreements with the participating municipalities for water supply.	$ 75,000	S	Res	$ 75,000	$ 25,000	$ 50,000	$ -	$ -	$ -	$ 75,000
21-04	Renewal	SCADA Upgrades	SCADA upgrades and planning in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.	$ 1,150,000	E	Res	$ 500,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 100,000	$ 900,000
21-05	Renewal	SPW System Upgrade and Expansion	Upgrade vulnerable sections of the SPWS system to a more resilient system and increase operational flexibility.	$ 14,700,000	S	Res	$ 800,000	$ 800,000	$ -	$ -	$ -	$ -	$ 800,000
21-05	Renewal				S	Debt	$ -	$ 12,900,000	$ -	$ -	$ -	$ -	$ 12,900,000
22-01	Study	Water Strategic Plan Update	Update the strategic plan to inform future works and identify hydraulic deficiencies.	$	S	Res	$ 100,000	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000
22-02	New	Microwave Radio Upgrades	To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.	$ 116,972 550,000	E	Res	$ 150,000	$ 250,000	$ 100,000	$ 100,000	$ 100,000	$ -	$ 550,000
23-01	Study	DCC Program Update	5-year update of the DCC program.	$ 500	S	Res	$ 500	$ 500	$ -	$ -	$ -	$ -	$ 500
23-04	Renewal	RTU & PLC Upgrade and Replacement	Upgrade RTU programming within the SPWS service, upgrade the PLC at the Deep Cove pump station, and upgrade the telecommunications from the Hamsterly PS.	$ 140,000	E	ERF	$ 40,000	$ 40,000	$ -	$ -	$ -	$ -	$ 40,000
25-01	New	Hamsterly Pump Station Capacity Upgrade	Increase the capacity of the Hamsterly Pump Station to address increased water demand. This is the service's contribution to the DCC project.	$ 6,040	S	Res	$ -	$ -	$ 6,040	$ -	$ -	$ -	$ 6,040
24-01	Decommission	Dean Park Road Well Decommissioning	Decommissioning of a groundwater well(s) on Dean Park Road.	$ 250,000	S	Res	$ 30,000	$ 130,000	$ 100,000	$ -	$ -	$ -	$ 230,000
24-02	New	Reservoir Seismic Isolation Valves	Addition of seismic isolation valves at various Saanich Peninsula tanks.	$ 800,000	S	Res	$ 200,000	$ 600,000	$ -	$ -	$ -	$ -	$ 600,000
26-01	Decommission	Decommissioning of Various Sites/Components	Various existing facilities within SPWS have redundant valves and piping that require removal.	$ 150,000	S	Res	$ -	$ -	$ 50,000	$ 50,000	$ 50,000	$ -	$ 150,000
25-02	Study	Asset Management Plan	Update the asset management plan with recent study information.	$ 300,000	S	Res	$ 250,000	$ 250,000	$ -	$ -	$ -	$ -	$ 250,000
25-03	Study	Operational Optimization Review	Review the SPWS system from an operational perspective to investigate operational efficiencies and improvements.	$ 200,000	S	Res	$ -	$ 100,000	$ 50,000	$ 50,000	$ -	$ -	$ 200,000
25-04	Study	Cloake Hill/Deep Cove Hydraulic Assessment	Detailed analysis of Cloake Hill Tank and Deep Cove Pump Station. Driven by the 2021 heat dome event and results of the DCC program and Strategic Plan Update	$ 100,000	S	Res	$ -	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000
27-01	Replacement	Cloake Hill/Deep Cove Upgrades	Potential Construction Upgrades	$ 1,000,000	S	Res	$ -	$ -	$ -	$ 500,000	$ 500,000	$ -	$ 1,000,000
25-05	Renewal	Asset Capital Improvement/Replacement Program	Ongoing program to continually address multiple, small to mid-scale capital improvements to the Saanich Peninsula Water System.	$ 1,500,000	S	Res	$ -	$ 75,000	$ 175,000	$ 200,000	$ 200,000	$ 175,000	$ 825,000
													$ -
Sub-Total System Upgrades and Replacements				**$ 23,783,512**			**$ 3,275,500**	**$ 15,720,500**	**$ 1,071,040**	**$ 2,050,000**	**$ 1,200,000**	**$ 425,000**	**$ 20,466,540**
ANNUAL PROVISIONAL ITEMS													**$ -**
24-03	Renewal	Pump Station, Meter Station, Valve Repair, Transmission Main & Storage Tank Repairs, Replacements and decommissioning.	Planned and unplanned infrastructure and equipment renewal.	$ 1,200,000	S	ERF	$ -	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	**$ 1,000,000**
Sub-Total Annual Provisional Items				**$ 1,200,000**			**$ -**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 1,000,000.00**
													$ -
DEVELOPMENT COST CHARGE (DCC) PROGRAM													$ -
22-01	Study	Water Strategic Plan Update	Update the strategic plan to inform future works and identify hydraulic deficiencies.	$	S	Res	$ 30,000	$ 30,000	$ -	$ -	$ -	$ -	$ 30,000
23-01	Study	DCC Program Update	5-year update of the DCC program.	$ 49,500 33,028	S	Res	$ 49,500	$ 49,500	$ -	$ -	$ -	$ -	$ 49,500
25-01	New	Hamsterly Pump Station Capacity Upgrade	Increase the capacity of the Hamsterly Pump Station to address increased water demand.	$ 597,960	S	Res	$ -	$ -	$ 597,960	$ -	$ -	$ -	$ 597,960
Sub-Total Development Cost Charge (DCC) Program				**$ 680,488**			**$ 79,500**	**$ 79,500**	**$ 597,960**	**$ -**	**$ -**	**$ -**	**$ 677,460**
x			**GRAND TOTAL**	**$ 25,664,000**			**$ 3,355,000**	**$ 16,000,000**	**$ 1,869,000**	**$ 2,250,000**	**$ 1,400,000**	**$ 625,000**	**$ 22,144,000**

Service:	2.610	Saanich Peninsula Water Supply

Project Number	18-04	**Capital Project Title**	Post Disaster Emergency Water Supply	**Capital Project Description**	Identify and procure emergency systems for post disaster preparedeness
Project Rationale	In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to start implementing these additional works.				

Project Number	20-02	**Capital Project Title**	Hamsterly Pump Station Backup Power Generator	**Capital Project Description**	Addition of a backup power generator at the Hamsterly Pump Station
Project Rationale	Addition of a backup power generator at the Hamsterly Pump Station. Project is temporary being deferred due to market escallation and considerations for combining with future Capacity upgrades.				

Project Number	21-01	**Capital Project Title**	Level of Service Agreement	**Capital Project Description**	Determine and develop appropriate level of service agreements with the participating municipalities for water supply.
Project Rationale	Determine and develop appropriate level of service agreements with the participating municipalities for water supply.				

Project Number	21-04	**Capital Project Title**	SCADA Upgrades	**Capital Project Description**	SCADA upgrades and planning in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.
Project Rationale	The existing SCADA system is nearing end of life for equipment. The SCADA system provides vital operational monitoring and control information for the Saanich Peninsula Water System. Additionally, the Juan de Fuca Water Distribution, Saanich Peninsula Wastewater, Regional Water System, and Core Area Wastewater services require similar upgrades and integration. This project will be carried out with the other services so that an fully integrated system can be implemented.				

Service:	2.610	Saanich Peninsula Water Supply

Project Number	21-05	**Capital Project Title**	SPW System Upgrade and Expansion	**Capital Project Description**	Upgrade vulnerable sections of the SPWS system to a more resilient system and increase operational flexibility.
Project Rationale	This project is for expansion and replacement of watermains and appurtenances within the Saanich Peninsula Water Supply system for infrastructure renewal and improved resiliency.Funds are required for detailed design and construction of the Bear Hill Trunk extension section of transmission main from Mt Newton to the Dean Park Lower tank along East Saanich Road, preliminary design of the transmission main from McTavish Tank to Mills Road, and preliminary design of the Dean Park Feeder Main between Dean Lower and Dean Middle Tanks. Additional funding will be required to complete construction of all three project components but the design delivery and construction of the Bear Hill Trunk component are being delivered in partner with similar projects in the RWS system.				

Project Number	22-01	**Capital Project Title**	Water Strategic Plan Update	**Capital Project Description**	Update the strategic plan to inform future works and identify hydraulic deficiencies.
Project Rationale	A water distribution system changes with development demand. A periodic update of the strategic plan to identify hydraulic deficiencies and inform future works is periodically required to ensure the level of service.				

Project Number	22-02	**Capital Project Title**	Microwave Radio Upgrades	**Capital Project Description**	To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.
Project Rationale	Multiple facilities throughout the CRD RWS system require additional bandwidth to allow for proper monitoring and control. This project will enable the initial design and preliminary installation of a high bandwidth microwave backbone that will be able to be leveraged by multiple CRD operational groups. The installation of this backbone will be coordinated with the other IWS service areas.				

Project Number	25-01	**Capital Project Title**	Hamsterly Pump Station Capacity Upgrade	**Capital Project Description**	Increase the capacity of the Hamsterly Pump Station to address increased water demand. This is the service's contribution to the DCC project.
Project Rationale	In the 2018 KWL DCC Update report, the Hamsterly Pump Station was identified to require addition of a third pump to meet increased water demand. Increase the capacity of the Hamsterly Pump Station to address increased water demand. This project will be reassessed in the subsequent DCC update prior to progressing.				

Service:	2.610	Saanich Peninsula Water Supply

Project Number	Capital Project Title	Capital Project Description
24-01	Dean Park Road Well Decommissioning	Decommissioning of a groundwater well(s) on Dean Park Road.

Project Rationale Decommissioning of a former groundwater well at 1557 Dean Park Road. Initial decommissioning may only including well sealing for compliance with provincial regulations but eventually the electrical and concrete structure will also need to be decommissioned.

Project Number	Capital Project Title	Capital Project Description
24-02	Reservoir Seismic Isolation Valves	Addition of seismic isolation valves at various Saanich Peninsula tanks.

Project Rationale Seismic valve upgrades at Cloake Hill, Bear Hill, Dawson and Lower Dean Tanks.

Project Number	Capital Project Title	Capital Project Description
26-01	Decommissioning of Various Sites/Components	Various existing facilities within SPWS have redundant valves and piping that require removal.

Project Rationale Various decommissioning of old assets that are no longer required in the system.

Project Number	Capital Project Title	Capital Project Description
25-02	Asset Management Plan	Update the asset management plan with recent study information.

Project Rationale Update the strategic asset management plan based upon recent studies such as the DCC Program Update. The update will inform future capital works.

Service:	2.610	Saanich Peninsula Water Supply

Project Number	25-03	**Capital Project Title**	Operational Optimization Review	**Capital Project Description**	Review the SPWS system from an operational perspective to investigate operational efficiencies and improvements.
Project Rationale	Engineering and Operations coordination and assessment of the SPWS system to better document operational procedures and assess opportunities for improvement.				

Project Number	25-04	**Capital Project Title**	Cloake Hill/Deep Cove Hydraulic Assessment	**Capital Project Description**	Detailed analysis of Cloake Hill Tank and Deep Cove Pump Station. Driven by the 2021 heat dome event and results of the DCC program and Strategic Plan Update
Project Rationale	Detailed analysis of Cloake Hill Tank and Deep Cove Pump Station. Driven by the 2021 heat dome event and results of the DCC program and Strategic Plan Update.				

Project Number	27-01	**Capital Project Title**	Cloake Hill/Deep Cove Upgrades	**Capital Project Description**	Potential Construction Upgrades
Project Rationale	Potential upgrades to be further scoped following completion of the Assessment in Project #25-04.				

Project Number	25-05	**Capital Project Title**	Asset Capital Improvement/Replacement Program	**Capital Project Description**	Ongoing program to continually address multiple, small to mid-scale capital improvements to the Saanich Peninsula Water System.
Project Rationale	This program will fund items such as replacement of valves (line, air, check, PRV, etc), replacement and addition of instrumentation, decommissioning infrastructure and other mid sized improvements. This program will primarily address items that are more complex than can be delivered under the Annual Provisional account (24-03) but will comprise of smaller projects than those listed in the SPW System Upgrade and Expansion Program (21-05). Budget forecasts will be further influenced by asset management plans and operational coordination.				

Project Number	24-03	**Capital Project Title**	Pump Station, Meter Station, Valve Repair, Transmission Main & Storage Tank Repairs, Replacements and decommissioning.	**Capital Project Description**	Planned and unplanned infrastructure and equipment renewal.
Project Rationale	Annual Provisional Account to address planned and unplanned infrastructure and equipment renewals.				

2.610 Saanich Peninsula Water
Summary Schedule
2025 - 2029 Financial Plan

Asset Profile

Saanich Peninsula Water

One of the 16 CRD drinking water systems across the region, Saanich Peninsula Water Supply obtains treated drinking water from the Regional Water Supply System and is responsible for the bulk trunk water supply systems for Central Saanich, Sidney & North Saanich. Assets include land, 46 kilometres of water supply mains, nine balancing reservoirs, nine pumping stations, two pressure reducing stations, nine supply meters and two rechlorination stations.

Reserve/Fund Summary

	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
DCC Reserve Account	2,145,815	1,547,855	1,547,855	1,547,855	1,547,855	1,547,855
Equipment Replacement Fund	1,710,050	1,570,050	1,520,050	1,470,050	1,470,050	1,470,050
Capital Reserve	3,664,382	4,264,382	2,995,382	1,345,382	545,382	520,382
Total	**7,520,247**	**7,382,287**	**6,063,287**	**4,363,287**	**3,563,287**	**3,538,287**

2.610 Saanich Peninsula Water
Development Cost Charges
2025 - 2029 Financial Plan

Development Cost Charges Reserve Schedule

Reserve Fund: Saanich Peninsula Water Development Cost Charges (Bylaw # 3208)

Fund: 1009 Fund Center: 101353- DCC Water System only	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
Beginning Balance	2,100,815	2,145,815	1,547,855	1,547,855	1,547,855	1,547,855
Transfers to Reserve	-					
Transfers from Reserve based on DCC-capital plan	-	(597,960)		-		-
DCC's received from Member Municipalities						
Interest Income*	45,000					
Ending Balance $	**2,145,815**	**1,547,855**	**1,547,855**	**1,547,855**	**1,547,855**	**1,547,855**

General Comments:
Saanich Peninsula Water Development Cost Charges (DCC's) was adopted in 2005 for the purpose of providing funds to assist with the capital costs of providing, constructing, altering or expanding the Districts water & wastewater systems that services the Member Municipalites.

The above cash flow only reflects DCC Reserve information for Water System only (Wastewater's information will be provided in the Wastewater budgets). These Reserve funds are received from member municipalities as Development Cost Charges (DCC's) to provide for the capital costs of water capacity system improvements within the service areas.

In December 2018 the bylaw was ammended to remove Develoment Cost Charges on new projects to recognize that the fund's balance exceeded the total of current development projects.

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

2.610 Saanich Peninsula Water
Equipment Replacement Reserve Schedule
2025 - 2029 Financial Plan

Equipment Replacement Reserve Schedule

Reserve Fund: Saanich Peninsula Water-Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

Fund: 1022 Fund Center: 101452	**Estimated**	**Budget**				
	2024	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	1,807,050	1,710,050	1,570,050	1,520,050	1,470,050	1,470,050
Equipment purchases (Based on Capital Plan)	(160,000)	(240,000)	(200,000)	(200,000)	(200,000)	(200,000)
Transfer from Operating Budget	50,000	100,000	150,000	150,000	200,000	200,000
Interest Income*	13,000					
Ending Balance $	**1,710,050**	**1,570,050**	**1,520,050**	**1,470,050**	**1,470,050**	**1,470,050**

General Comments: The fund is used to replace water system infrastructure throughout the system as failing components are identified and not funded through operating budgets.

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

2.610 Saanich Peninsula Water
Capital Reserve Fund
2025 - 2029 Financial Plan

Capital Reserve Fund Schedule

Reserve Fund: Saanich Peninsula Water Capital Reserve Fund (Bylaw #1397)

Fund: 1009 Fund Center: 102159	**Estimated**	**Budget**				
	2024	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	3,724,382	3,664,382	4,264,382	2,995,382	1,345,382	545,382
Transfers from Reserve based on capital plan	(950,000)	-	(1,669,000)	(2,050,000)	(1,200,000)	(425,000)
Transfer from Capital Reserve (Unspent)	-	-	-	-	-	-
Transfer from Other (MFA etc.)	-	-	-	-	-	-
Transfer unspent capital funds from LA funds						
Transfer from Operating Budget	800,000	600,000	400,000	400,000	400,000	400,000
Interest Income*	90,000					
Ending Balance $	**3,664,382**	**4,264,382**	**2,995,382**	**1,345,382**	**545,382**	**520,382**

General Comments:
Saanich Peninsula Water Capital Reserve Fund was adopted in 1985 for the purpose of capital payments including planning, engineering and legal costs for providing, latering or expanding water system infrastructure related to the Saanich Peninsula Water Supply System.

The fund is used for the purpose of funding the Service Capital infrastructure related directly or indirectly to water facilities, (excluding DCC) capital expenditures.

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

CAPITAL REGIONAL DISTRICT

2025 BUDGET

Saanich Peninsula Wastewater

COMMITTEE OF THE WHOLE

October 2024

Service: 3.718 Saanich Peninsula Wastewater **Committee: Environmental Services**

DEFINITION:

Provision of sewage treatment and disposal through treatment plant facilities and outfall for member participants.

SERVICE DESCRIPTION:

This program is for the provision of wastewater collection and treatment to the Saanich Peninsula municipalities of Central Saanich, North Saanich, and Sidney. Although the largest component of the program budget is for the operation and maintenance of the systems, many other key programs are funded through and support these budgets including engineering (capital projects), odour control, and marine monitoring and protection.

PARTICIPATION:

Operating costs to be recovered by requisition to all participating members based on measured flow from previous year.

MAXIMUM LEVY:

Establishment Bylaw No. 2388/2439 - Greater of $5,663,000 or $1.56 / $1,000 of actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

		Authorized	Borrowed	Remaining
Authorized:	LA Bylaw 4596	$ 7,720,000	$ -	7,720,000

SPWWS SEWER SYSTEM:

Location	Cost Sharing Allocation: Annual Wastewater Flows
Airport	1.65%
Sidney	39.19%
Pauquachin	1.10%
Central Saanich	41.47%
North Saanich	16.02%
Tseycum	0.44%
IOS	0.13%
Total	100.00%

FUNDING:

Requisition

RESERVE FUND:

Saanich Peninsula Wastewater Commission approved that operating surpluses be transferred to capital reserve fund, starting with 2009 budget (approved Nov 6, 2008).

Change in Budget 2024 to 2025

Service: 3.718 Saanich Peninsula Wastewater	**Total Expenditure**	**Comments**
2024 Budget	**4,993,970**	
Operating Changes:		
Operating	(8,753)	Less cyclical maintenance required, offset by inflation-related increases in operating costs
Laboratory	7,052	Inflation cost
Heat Recovery	23,870	Heat exchanger dismantle and cleaning
Biosolids Mgmt.	(1,323)	Waste sludge hauling budget reduced
Allocation - Standard Overhead	(4,064)	Calculation based on prior year's budget
Reserve Transfers	6,003	Increase in capital reserve transfers for future capital projects
Debt Serving	98,250	New debt cost related to capital projects for replacement of aged infrastructure
Total Other Changes	121,036	
2025 Budget	**5,115,006**	
Summary of % Expense Increase		
Debt servicing cost	***2.0%***	
Balance of increase	***0.5%***	
% expense increase from 2024:	***2.4%***	
% Requisition increase from 2024 (if applicable):	***5.95%***	*Requisition funding is 99.4% of service revenue*

Overall 2025 Budget Performance
(expected variance to budget and surplus treatment)

There is a one-time favorable variance forecasted at $190,000, primarily due to savings from labour consumption. This amount will be split into two funds: the Operating Reserve Fund and Capital Reserve Fund, with each fund receiving $95,000.

3.718 - Saanich Peninsula Wastewater	2024 BOARD BUDGET	2024 ESTIMATED ACTUAL	BUDGET REQUEST 2025 CORE BUDGET	2025 ONGOING	2025 ONE-TIME	2025 TOTAL	FUTURE PROJECTIONS 2026	2027	2028	2029
OPERATING COSTS										
Operating	2,996,881	2,795,211	2,968,128	-	20,000	2,988,128	3,158,223	3,119,671	3,288,065	3,228,576
Laboratory	179,180	179,180	186,232	-	-	186,232	189,952	193,744	197,608	201,557
Heat Recovery	125,753	123,580	149,623	-	-	149,623	152,600	155,654	158,750	161,917
Biosolids Mgmt.	621,700	574,300	620,377	-	-	620,377	1,023,188	1,026,064	1,029,005	1,032,034
Allocation - Standard Overhead	84,219	82,890	80,155	-	-	80,155	82,559	84,210	85,895	87,613
TOTAL OPERATING COSTS	**4,007,733**	**3,755,161**	**4,004,516**	**-**	**20,000**	**4,024,516**	**4,606,522**	**4,579,342**	**4,759,323**	**4,711,698**
*Percentage Increase over prior year		-6.30%	-0.08%	0.00%	0.50%	0.42%	14.46%	-0.59%	3.93%	-1.00%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	75,690	75,690	74,940	-	-	74,940	75,240	85,550	95,860	106,170
Transfer to Equipment Replacement Fund	530,274	530,274	531,300	-	-	531,300	201,930	212,570	216,820	221,150
Transfer to Capital Reserve Fund	380,273	380,273	386,000	-	-	386,000	396,720	407,450	418,200	428,960
Debt Reserve Fund	-	-	30,000	-	-	30,000	20,700	5,500	4,000	17,000
MFA Principal Payment	-	-	-	-	-	-	155,475	262,753	291,257	311,987
MFA Interest Payment	-	-	68,250	-	-	68,250	159,270	233,630	256,180	288,080
TOTAL CAPITAL / RESERVES	**986,237**	**986,237**	**1,090,490**	**-**	**-**	**1,090,490**	**1,009,335**	**1,207,453**	**1,282,317**	**1,373,347**
TOTAL COSTS	4,993,970	4,741,398	5,095,006	-	20,000	5,115,006	5,615,857	5,786,795	6,041,640	6,085,045
*Percentage Increase over prior year		-5.06%	2.02%	0.00%	0.40%	2.42%	9.79%	3.04%	4.40%	0.72%
Internal Recovery - Other	(154,483)	(175,683)	(158,602)	-	-	(158,602)	(161,770)	(165,000)	(168,300)	(171,660)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	4,839,487	4,565,715	4,936,404	-	20,000	4,956,404	5,454,087	5,621,795	5,873,340	5,913,385
*Percentage Increase over prior year		-5.66%	2.00%	0.00%	0.41%	2.42%	10.04%	3.07%	4.47%	0.68%
SOURCES OF FUNDING (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current Year										
Grants in Lieu of Taxes	(8,582)	(8,582)	(8,582)	-	-	(8,582)	(5,295)	(5,295)	(5,295)	(5,295)
Transfer from Own Funds	(180,000)	(100,000)	-	-	(20,000)	(20,000)	(135,000)	(30,000)	(130,000)	-
TOTAL REVENUE	**(188,582)**	**(108,582)**	**(8,582)**	**-**	**(20,000)**	**(28,582)**	**(140,295)**	**(35,295)**	**(135,295)**	**(5,295)**
REQUISITION	**(4,650,905)**	**(4,457,133)**	**(4,927,822)**	**-**	**-**	**(4,927,822)**	**(5,313,792)**	**(5,586,500)**	**(5,738,045)**	**(5,908,090)**
*Percentage increase over prior year		-4.17%	5.95%	0.00%	0.00%	5.95%	7.83%	5.13%	2.71%	2.96%
PARTICIPANTS: C. Saanich, N. Saanich, Sidney, Airport										

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029

Service No.	3.718 Saanich Peninsula Wastewater	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$255,000	$935,000	$1,755,000	$1,580,000	$530,000	$50,000	$4,850,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$1,940,000	$4,590,000	$1,100,000	$950,000	$850,000	$2,400,000	$9,890,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$2,195,000	**$5,525,000**	**$2,855,000**	**$2,530,000**	**$1,380,000**	**$2,450,000**	**$14,740,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$3,000,000	$2,070,000	$550,000	$400,000	$1,700,000	$7,720,000
Equipment Replacement Fund		$590,000	$820,000	$415,000	$200,000	$380,000	$200,000	$2,015,000
Grants (Federal, Provincial)		$0	$0	$0	$1,080,000	$0	$0	$1,080,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$1,605,000	$1,705,000	$370,000	$700,000	$600,000	$550,000	$3,925,000
		$2,195,000	**$5,525,000**	**$2,855,000**	**$2,530,000**	**$1,380,000**	**$2,450,000**	**$14,740,000**

Definitions for the 5-year Capital Plan

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

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2025 - 2029

Service #: 3.718

Service Name: Saanich Peninsula Wastewater

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2024	2025	2026	2027	2028	2029	5 - Year Total
WASTEWATER TREATMENT PLANT													
23-03	Renewal	Odour Control Upgrade Construction	Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks.	$ 1,000,000	S	Res	$ 1,000,000	$ 1,000,000	$ -	$ -	$ -	$ -	$ 1,000,000
23-03	Renewal	Odour Control Upgrade Construction	Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks.	**$ 2,500,000**	**S**	**Debt**	**$ -**	**$ 2,300,000**	**$ 200,000**	$ -	$ -	$ -	$ 2,500,000
26-01	**Renewal**	**Replace Covers on Primary Clarifiers**	**Replace covers over clarifiers to more easily removable geomembrane cover system.**	**$ 200,000**	**E**	**ERF**	**$ -**	**$ -**	**$ 200,000**	$ -	$ -		$ 200,000
23-04	Replacement	Replace SCADA Servers and Ethernet Upgrades	Existing servers are EOL and need to be replaced to meet current CRD specifications and standards	$ 250,000	S	ERF	$ 250,000	$ 250,000	$ -	$ -	$ -	$ -	$ 250,000
24-01	Renewal	Sludge Tanks and Process Sump Cleaning and Repairs	Detailed Structural assessment of the primary clarifier No. 2 and sludge tanks to determine whether repairs are required. Cleaning, repair and apply protective coating on concrete surfaces inside of the sludge tanks and process sump is required to prevent ongoing corrosion and extensive structural damage.	$ 500,000	S	Debt	$ -	$ 100,000	$ 400,000	$ -	$ -	$ -	$ 500,000
27-01	Renewal	SPWWTP Road Upgrades	Construct drainage and pavement replacement on the SPWWTP access road.	$ 300,000	S	Res	$ -	$ -	$ -	$ 300,000	$ -	$ -	$ 300,000
28-01	Study	Bazan Bay Outfall Inspection	Follow-up inspection of Bazan Bay Outfall	$ 250,000	S	Res	$ -	$ -	$ -	$ -	$ 250,000	$ -	$ 250,000
24-02	Replacement	Standby Power Assessment and Replacement	Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.	$ 30,000	E	Res	$ 15,000	$ 15,000	$ -	$ -	$ -	$ -	$ 15,000
24-02	Replacement	Standby Power Assessment and Replacement	Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.	$ 920,000	E	Debt	$ -	$ 150,000	$ 620,000	$ 150,000	$ -	$ -	$ 920,000
24-03	Replacement	SCADA Equipment Replacement	Project to review and address the maturation of SCADA hardware throughout the service areas.	$ 1,000,000	E	Debt	$ -	$ 200,000	$ 250,000	$ 250,000	$ 250,000	$ 50,000	$ 1,000,000
24-04	Replacement	SPWWTP PLC Replacement	PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and will no longer be supported as of 2026.	$ 500,000	E	Debt	$ -	$ 200,000	$ 300,000	$ -	$ -	$ -	$ 500,000
26-02	**Study**	**Wastewater Treatment Plant Model Development**	**Initial assessment and plant modelling exercise to help assess future plant optimization.**	**$ 150,000**	**E**	**Res**	**$ -**	**$ -**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ 150,000**
26-03	**Renewal**	**Decarbonization Improvements at SPWWTP**	**Project to carry out decarbonization improvement recommendations as developed through the 2024 Low Carbon Electrification Study.**	**$ 120,000**	**E**	**Res**	**$ -**	**$ -**	**$ 120,000**	**$ -**	**$ -**	**$ -**	**$ 120,000**
26-03	**Renewal**	**Decarbonization Improvements at SPWWTP**		**$ 1,080,000**	**E**	**Grant**	**$ -**	**$ -**	**$ -**	**$ 1,080,000**	**$ -**	**$ -**	**$ 1,080,000**
PUMP STATIONS											$ -		$ -
24-05	Replacement	Keating Pump Station - Pump Replacement	The existing pumps are nearing end of life and are becoming more difficult to maintain.	$ 300,000	S	ERF	$ 250,000	$ 250,000	$ -	$ -	$ -	$ -	$ 250,000
GENERAL											$ -	$ -	$ -
19-06	Renewal	Odour Control Upgrades	Continuing on from the 2018 Odour Control Program study, a consultant has been retained to complete the detailed design and construction services for the odour control upgrades at SPWWTP.	$ 575,000	S	Res	$ 340,000	$ 340,000	$ -	$ -	$ -	$ -	$ 340,000
21-04	Replacement	Voice Radio Replacement	Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.	$ 85,000	E	ERF	$ 30,000	$ 30,000	$ -	$ -	$ -	$ -	$ 30,000
18-10	Replacement	Equipment Replacement - Annual Provisional	Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.	$ 1,200,000	S	ERF	$ -	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 1,000,000
22-02	New	Microwave Radio Upgrades	To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.	**$ 550,000**	E	Res	$ 150,000	$ 250,000	$ 100,000	**$ 100,000**	**$ 100,000**	$ -	$ 550,000
23-02	Renewal	Electrical & Control Upgrades	Electrical and Controls upgrades in the SPWW system, including facilities Sidney PS and WWTP.	$ 275,000	E	ERF	$ 55,000	$ 55,000	$ -	$ -	$ -	$ -	$ 55,000
24-06	Replacement	IT Core Infrastructure Replacement	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life	**$ 240,000**	**E**	ERF	$ 5,000	**$ 35,000**	**$ 15,000**	**$ -**	$ 180,000	**$ -**	$ 230,000
29-01	**Study**	**Inflow and Infiltration (I&I) Management Plan Update**	**Future update to the Saanich Peninsula Wastewater I&I Plan**	**$ 50,000**	**S**	**Res**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 50,000**	**$ 50,000**
GRAVITY SEWERS & MANHOLES													$ -
20-04	Renewal	Manhole Repairs and Replacement	Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years.	$ 50,000	S	Res	$ 50,000	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
20-04	Renewal	Manhole Repairs and Replacement	Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years.	$ 850,000	S	Debt	$ -	$ 50,000	$ 300,000	$ 150,000	$ 150,000	$ 200,000	$ 850,000
27-02	Renewal	Trunk Sewer Relining - Ph2	Based upon CCTV inspection, about another 1600m of 500mm dia asbestos cement sewer should be lined in 2029.	$ 1,450,000	S	Debt	$ -	$ -	$ -	$ -	$ -	$ 1,450,000	$ 1,450,000
27-02	Renewal	Trunk Sewer Relining - Ph2		$ 750,000	S	Res	$ -	$ -	$ -	$ -	$ 250,000	$ 500,000	$ 750,000
27-03	Renewal	Flushing and CCTV Inspection	SPWW sewers should be cleaned and inspected on a 5-basis. The next 5-year inspection is planned for 2027.	$ 150,000	S	Res	$ -	$ -	$ -	$ 150,000	$ -	$ -	$ 150,000
27-04	**Renewal**	**I&I Flow Monitoring**	**Flow Monitoring leading up to I&I Plan Updates**	**$ 150,000**	**S**	**Res**	**$ -**	**$ -**	**$ -**	**$ 150,000**	**$ -**	**$ -**	**$ 150,000**
PRESSURE PIPES & APPERTUNANCES													$ -
DEVELOPMENT COST CHARGE (DCC) PROJECTS													$ -
23-01	Renewal	DCC Program - 5-year Update	5-year update of the DCC program.	$ 75,000	S	Res	$ 50,000	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
													$ -
			GRAND TOTAL	**$ 15,550,000**			**$ 2,195,000**	**$ 5,525,000**	**$ 2,855,000**	**$ 2,530,000**	**$ 1,380,000**	**$ 2,450,000**	**$ 14,740,000**

Service:	3.718	Saanich Peninsula Wastewater

Project Number	23-03	**Capital Project Title**	Odour Control Upgrade Construction	**Capital Project Description**	Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks.
Project Rationale	Construction improvements to be implemented based on recommendations made in the KWL report. Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks.				

Project Number	26-01	**Capital Project Title**	Replace Covers on Primary Clarifiers	**Capital Project Description**	Replace covers over clarifiers to more easily removable geomembrane cover system.
Project Rationale	The existing aluminum checker plate covers on the clarifiers are difficult to remove. A more easily removeable geomembrane cover system will allow for better operation and maintenance of the clarifiers and prolong carbon life in the odour control system.				

Project Number	23-04	**Capital Project Title**	Replace SCADA Servers and Ethernet Upgrades	**Capital Project Description**	Existing servers are EOL and need to be replaced to meet current CRD specifications and standards
Project Rationale	Existing servers are EOL and need to be replaced to meet current CRD specifications and standards				

Service:	3.718	Saanich Peninsula Wastewater

Project Number	24-01	**Capital Project Title**	Sludge Tanks and Process Sump Cleaning and Repairs	**Capital Project Description**	Detailed Structural assessment of the primary clarifier No. 2 and sludge tanks to determine whether repairs are required. Cleaning, repair and apply protective coating on concrete surfaces inside of the sludge tanks and process sump is required to prevent ongoing corrosion and extensive structural damage.
Project Rationale	Primary Clarifier No. 1 and the oxidation tanks have had detailed structural assessments, funds are required to conduct a detailed assessment of primary clarifier No. 2 and the sludge tanks to determine whether concrete repairs are required similar to the oxidation tanks and primary clarifier No. 1.				

Project Number	27-01	**Capital Project Title**	SPWWTP Road Upgrades	**Capital Project Description**	Construct drainage and pavement replacement on the SPWWTP access road.
Project Rationale	The access road to the SPWWTP will be 27 years old and is showing localized pavement failure. Additionally, the road drainage system requires some rehabilitation to maintain its function. Funds are required to design the drainage improvements and pavement repairs, and carry out the improvements.				

Project Number	28-01	**Capital Project Title**	Bazan Bay Outfall Inspection	**Capital Project Description**	Follow-up inspection of Bazan Bay Outfall
Project Rationale	Follow up 2028 inspection of Bazan Bay outfall to meet MWR requirements for 5-years inspection frequencies following the 2023 inspection. Considerations for ROV, Electromagnetic and dye tracing.				

Service:	3.718	Saanich Peninsula Wastewater

Project Number	24-02	**Capital Project Title**	Standby Power Assessment and Replacement	**Capital Project Description**	Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.
Project Rationale	Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.				

Project Number	24-03	**Capital Project Title**	SCADA Equipment Replacement	**Capital Project Description**	Project to review and address the maturation of SCADA hardware throughout the service areas.
Project Rationale	Project to review and address the maturation of SCADA hardware throughout the service areas.				

Project Number	24-04	**Capital Project Title**	SPWWTP PLC Replacement	**Capital Project Description**	PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and will no longer be supported as of 2026.
Project Rationale	PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and all support will be terminated in 2026.				

Service:	3.718	Saanich Peninsula Wastewater

Project Number	26-02	**Capital Project Title**	Wastewater Treatment Plant Model Development	**Capital Project Description**	Initial assessment and plant modelling exercise to help assess future plant optimization.
Project Rationale	Model development will better help to fine tune processes andbetter analyze and optimize current and future operations.				

Project Number	26-03	**Capital Project Title**	Decarbonization Improvements at SPWWTP	**Capital Project Description**	Project to carry out decarbonization improvement recommendations as developed through the 2024 Low Carbon Electrification Study.
Project Rationale	Saanich Peninsula WWTP is within the top 5 GHG emitters in the CRD portfolio. Supported by the Government of Canada and Provinc eof BC through the CleanBC Custom Program, a low carbon electrification report was carried out by Prism Engineering in 2024 which recommends improvements that will reduce reliance on natural gas, including a water source heat pump and domestic hot water pre-heating				

Project Number	24-05	**Capital Project Title**	Keating Pump Station - Pump Replacement	**Capital Project Description**	The existing pumps are nearing end of life and are becoming more difficult to maintain.
Project Rationale	Replacement of existing pumps at existing facility.				

Project Number	19-06	**Capital Project Title**	Odour Control Upgrades	**Capital Project Description**	Continuing on from the 2018 Odour Control Program study, a consultant has been retained to complete the detailed design and construction services for the odour control upgrades at SPWWTP.
Project Rationale					

Service:	3.718	Saanich Peninsula Wastewater

Project Number	21-04	**Capital Project Title**	Voice Radio Replacement	**Capital Project Description**	Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.
Project Rationale	Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.				

Project Number	18-10	**Capital Project Title**	Equipment Replacement - Annual Provisional	**Capital Project Description**	Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.
Project Rationale	Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.				

Project Number	22-02	**Capital Project Title**	Microwave Radio Upgrades	**Capital Project Description**	To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.
Project Rationale	Multiple facilities throughout the CRD RWS system require additional bandwidth to allow for proper monitoring and control. This project will enable the initial design and preliminary installation of a high bandwidth microwave backbone that will be able to be leveraged by multiple CRD operational groups. The installation of this backbone will be coordinated with the other IWS service areas.				

Service:	3.718	Saanich Peninsula Wastewater

Project Number	23-02	**Capital Project Title**	Electrical & Control Upgrades	**Capital Project Description**	Electrical and Controls upgrades in the SPWW system, including facilities Sidney PS and WWTP.
Project Rationale	Replacement of the Sidney PS PLC and RTUs before failure, and updating programming of facilities to supported hardware and operating systems. WWTP Capacitor replacement also required. This program was underway in 2024 but anticipated to carry into 2025.				

Project Number	24-06	**Capital Project Title**	IT Core Infrastructure Replacement	**Capital Project Description**	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life
Project Rationale	Project for IT Core Infrastructure Replacement associated with SPWWS. Program to be managed by IT.				

Project Number	29-01	**Capital Project Title**	Inflow and Infiltration (I&I) Management Plan Update	**Capital Project Description**	Future update to the Saanich Peninsula Wastewater I&I Plan
Project Rationale	Continual improvements I&I Management reduce the impact on limiting capacity on conveyance and treatment infrastructure.				

Project Number	20-04	**Capital Project Title**	Manhole Repairs and Replacement	**Capital Project Description**	Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years.
Project Rationale	During the trunk sewer main inspections in 2018-2019, the manholes were inspected as well. A number of manholes were identified with major defects requiring repairs or relining, mostly in Central Saanich and Sidney. Funds are required to retain a contractor to carry out manhole repairs.				

Service:	3.718	Saanich Peninsula Wastewater

Project Number	Capital Project Title	Capital Project Description
27-02	Trunk Sewer Relining - Ph2	Based upon CCTV inspection, about another 1600m of 500mm dia asbestos cement sewer should be lined in 2029.

Project Rationale The trunk sewer mains were inspected in 2018-2019 resulting in approximately 800 m of 500 mm diameter asbestos cement sewer pipe requiring relining to maintain integrity. Funds are required to retain a contractor to conduct the pipe relining starting where Phase 1 left.

Project Number	Capital Project Title	Capital Project Description
27-03	Flushing and CCTV Inspection	SPWW sewers should be cleaned and inspected on a 5-basis. The next 5-year inspection is planned for 2027.

Project Rationale Flushing and CCTV inspection program for pipe condition of SPWW sewers.

Project Number	Capital Project Title	Capital Project Description
27-04	I&I Flow Monitoring	Flow Monitoring leading up to I&I Plan Updates

Project Rationale Monitoring to facilitate future plan updates.

Project Number	Capital Project Title	Capital Project Description
23-01	DCC Program - 5-year Update	5-year update of the DCC program.

Project Rationale Update to DCC will better align Developer Cost Charges with upgrades to the system required for growth.

Summary Schedule
2025 - 2029 Financial Plan

Asset Profile

Saanich Peninsula Wastewater Assets

Construction of the Saanich Peninsula Wastewater Treatment Plant (SPWWTP) was completed in January 2000 to provide wastewater service for Central Saanich, North Saanich and Sidney, as well as the local First Nations, Victoria Airport Authority, and the Institute of Ocean Sciences Centre. Annually, the SPWWTP produces on average 3,600 tonnes of sludge which is currently hauled being treated at the Residuals Treatment Facility at Hartland. The SPWWTP heat recovery system was commissioned in February 2011 and has supplied treatment plant effluent waste heat to the Panorama Recreation Center for heating its swimming pools since then. Assets in the Saanich Peninsula Wastewater System include land, the SPWWTP and a secondary treatment plant, three pumping stations, thermal recovery and other buildings, 14 kilometres of collections and conveyance (gravity & pressure) mains, and a marine outfalls.

Reserve/Fund Summary

	Estimate	Budget				
	2024	2025	2026	2027	2028	2029
Capital Reserve Funds	1,313,101	1,719,101	1,915,821	1,793,271	1,781,471	1,830,431
Equipment Replacement Fund	1,336,021	1,637,321	1,424,251	1,436,821	1,273,641	1,294,791
Operating Reserve Fund	1,188,828	1,243,768	1,184,008	1,239,558	1,205,418	1,311,588
Total	**3,837,949**	**4,600,189**	**4,524,079**	**4,469,649**	**4,260,529**	**4,436,809**

See attached reserve schedules for projected annual cash flows.

Capital Reserve Fund Schedule - SPWWTP

Capital Reserve Fund SPWWTP - DCC Portion and Capital Reserve Portion

Bylaw 2760 established a Reserve Fund for the Saanich Peninsula Wastewater System. There are two portions in the Reserve Fund: Development Cost Charges is deposited in the DCC portion and expenditures are restricted. Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.

DCC Portion

Fund: 1012	**Estimate**	**Budget**				
Fund Center: 101356	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	162,155	322,155	292,155	262,155	282,155	302,155
Planned Capital Expenditure (Based on Capital Plan)	-	(50,000)	(50,000)	-	-	-
Transfer OUT - To Capital Reserve		(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
Fund Return						
Transfer IN - DCC Funding	170,000	170,000	170,000	170,000	170,000	170,000
Interest Income	- 10,000	-	-	-	-	-
Ending Balance $	**322,155**	**292,155**	**262,155**	**282,155**	**302,155**	**322,155**

Assumptions/Background:

Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.
Approved capital expenditures to be funded by DCC to be determined, as under review.

Capital Reserve Portion

Fund: 1012	**Estimate**	**Budget**				
Fund Center: 102022	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	748,787	990,945	1,426,945	1,653,665	1,511,115	1,479,315
Planned Capital Expenditure	(230,000)	(100,000)	(320,000)	(700,000)	(600,000)	(550,000)
Transfer from Ops Budget	380,273	386,000	396,720	407,450	418,200	428,960
Planned transfer from DCC Funds		150,000	150,000	150,000	150,000	150,000
Estimated Surplus	96,886					
Interest Income*	- 5,000	-	-	-	-	-
Ending Balance $	**990,945**	**1,426,945**	**1,653,665**	**1,511,115**	**1,479,315**	**1,508,275**

Saanich Peninsula Commission approved that operating surpluses be transferred to capital reserve fund each year, starting with 2009 budget.

The planned purchase amount may differ from the five-year capital plan summary due to carryover from the previous year.

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

Total both funds	1,313,101	1,719,101	1,915,821	1,793,271	1,781,471	1,830,431

ERF Reserve Fund Schedule SPWWTP

ERF: SPWWTP ERF or PERS Fund for Equipment

ERF Reserve to fund replacement of equipment that lasts less than 15 years in the NWT System. Also called PERS (Priority Equipment Replacement). Example motors, pumps… There are 2 PERS, Trunks and Treatment Plant; and 1 ERF for SPWWTP Lab Equipment

Equipment Replacement Fund- SPWWTP **Fund: 1022** **Fund Center: 101700**	**Estimate**	**Budget**				
	2024	**2025**	**2026**	**2027**	**2028**	**2029**
Beginning Balance	1,486,717	1,336,021	1,637,321	1,424,251	1,436,821	1,273,641
Planned Purchase (Based on Capital Plan)	(690,000)	(230,000)	(415,000)	(200,000)	(380,000)	(200,000)
Estimated Surplus						
Transfer IN (from Ops Budget)	530,274	531,300	201,930	212,570	216,820	221,150
Interest Income*	9,030					
Ending Balance $	**1,336,021**	**1,637,321**	**1,424,251**	**1,436,821**	**1,273,641**	**1,294,791**

The ERF funds the replacement or repair of equipment with a service life of 15 years or less. In the past the ERF has also been referred to as a Priority Equipment Replacement Strategy (PERS). There are three individual ERF funds; Wastewater Treatment Plant (E00561), Trunk Sewers (E00562) and Saanich Peninsula Laboratory Equipment (E00586)

The planned purchase amount may differ from the five-year capital plan summary due to carryover from the previous year.

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

Profile

Saanich Peninsula Wastewater

Starting in 2003, maintenance reserve accounts were established for operating and maintenance activities that typically do not occur annually. These maintenance activities are large expense and to and to avoid large swings in the operating budget, funds are set aside annually to undertake this maintenance. The maintenance activities are the replacement and disposal of the odour control carbon at the treatment plant approximately every 2 years, replacement and disposal of the odour control carbon at Keating Pump Station every 5 years, the regulatory inspection of the Bazan Bay marine outfall every 5 years and the cleaning and rebuild of the District Energy Sharing System heat exchanger every 5-8 years.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105204	Estimate 2024	Budget 2025	 2026	 2027	 2028	 2029
Beginning Balance	1,091,252	1,188,828	1,243,768	1,184,008	1,239,558	1,205,418
Transfer In						
Planned Purchase	(100,000)	(20,000)	(135,000)	(30,000)	(130,000)	-
Estimated Surplus	96,886					
Transfer from Ops Budget	75,690	74,940	75,240	85,550	95,860	106,170
Interest Income*	25,000	-	-	-	-	-
Ending Balance $	**1,188,828**	**1,243,768**	**1,184,008**	**1,239,558**	**1,205,418**	**1,311,588**

Assumptions/Background:

Maintenance Reserve Account: Outfall Inspection, Odour Control Carbon Replacement, Heat Recovery Exchange System Cleaning

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