

Electoral Area Committee Package

Electoral Area Committee Budget Package was presented October 28, 2020 and is the preliminary budget. The final budget is presented to the Board each year and accounts for yearly surpluses and deficits by service area and also new initiatives. The preliminary budget contains the full detail for each service which includes the following:

1. Service Description/ Overview
 2. Bridging document detailing major changes from 2020-2021
 3. Operating Committee Summary
 4. Capital Plan Summary
 5. Reserve Schedules
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Electoral Areas Committee - October 14, 2020
2021 Preliminary Electoral Area Budget Review

Appendix A-1: Requisition Summary (JDF)

Electoral Area Juan de Fuca	Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Difference Increase/ (Decrease)	Change in cost per avg household/Parcel	
	2021	2020	2021	2020		\$	%
1.010 Legislative & General Government	140,927	32.98	135,196	31.64	5,731	1.34	4.24%
1.101 G.I.S.	1,056	0.25	1,038	0.24	18	0.00	1.74%
1.224 Community Health - Homeless Sec.	9,998	2.34	10,012	2.34	(14)	(0.00)	-0.14%
1.280 Regional Parks	179,691	42.05	176,647	41.34	3,044	0.71	1.72%
1.280A Regional Parks - Land Acquisition	62,896	14.72	62,896	14.72	-	-	0.00%
1.309 Climate Action and Adaptation	6,723	1.57	6,610	1.55	112	0.03	1.70%
1.310 Land Banking & Housing	21,795	5.10	20,897	4.89	898	0.21	4.30%
1.324 Regional Planning Service	19,360	4.53	19,036	4.45	324	0.08	1.70%
1.335 Geo-Spatial Referencing System	2,653	0.62	2,642	0.62	12	0.00	0.44%
1.374 Regional Emergency Program Support	1,896	0.44	1,896	0.44	-	-	0.00%
1.375 Hazardous Material Incident Response	4,649	1.09	4,586	1.07	64	0.01	1.39%
1.911 Call Answer	1,999	0.47	1,968	0.46	31	0.01	1.55%
1.921 Regional CREST Contribution	21,235	4.97	20,893	4.89	342	0.08	1.64%
21.ALL Feasibility Study Reserve Fund - ALL	-	-	654	0.15	(654)	(0.15)	-100.00%
Total Regional	\$474,877	\$111.13	\$464,970	\$108.82	\$9,907	\$2.32	2.13%
1.126 Victoria Family Court Committee	224	0.05	224	0.05	-	-	0.00%
1.128 Greater Victoria Police Victim Services	708	1.55	691	1.51	17	0.04	2.44%
1.230 Traffic Safety Commission	1,209	0.28	1,209	0.28	-	-	0.00%
1.313 Animal Care Services	64,622	15.12	63,755	14.92	867	0.20	1.36%
1.330 Regional Growth Strategy	5,101	1.19	5,078	1.19	23	0.01	0.46%
1.912A Call Answer - RCMP	-	-	(824)	(0.19)	824	0.19	-100.00%
1.913 Fire Dispatch	44,571	10.43	43,462	10.17	1,109	0.26	2.55%
3.701 Millstream Remediation	7,237	1.69	13,086	3.06	(5,849)	(1.37)	-44.70%
Total Sub-Regional	\$123,672	\$30.33	\$126,681	\$31.00	(\$3,009)	(\$0.67)	-2.16%
1.103 Elections	5,686	1.33	4,549	1.06	1,137	0.27	25.00%
1.104 U.B.C.M.	2,055	0.48	3,215	0.75	(1,161)	(0.27)	-36.10%
1.318 Building Inspection	101,282	23.70	94,657	22.15	6,625	1.55	7.00%
1.320 Noise Control	9,017	2.11	8,875	2.08	141	0.03	1.59%
1.322 Nuisances & Unightly Premises	11,976	2.80	11,773	2.76	203	0.05	1.72%
1.372 Electoral Area Emergency Program	33,575	7.86	33,053	7.74	522	0.12	1.58%
Total Joint Electoral Area	\$163,590	\$38.28	\$156,123	\$36.54	\$7,468	\$1.75	4.78%
1.109 Electoral Area Admin Exp-JDF	56,695	13.27	58,034	13.58	(1,339)	(0.31)	-2.31%
1.114 Grants in Aid - Juan de Fuca	-	-	9,859	2.31	(9,859)	(2.31)	-100.00%
1.317 JDF Building Numbering	12,850	3.01	12,639	2.96	211	0.05	1.67%
1.319 Soil Deposit Removal	5,621	1.32	5,534	1.30	87	0.02	1.57%
1.325 Electoral Area Services - Planning	684,090	160.10	672,654	157.42	11,436	2.68	1.70%
1.370 Juan de Fuca Emergency Program	86,605	20.27	85,204	19.94	1,401	0.33	1.64%
1.377 JDF Search and Rescue	64,579	15.11	63,603	14.88	976	0.23	1.53%
1.405 JDF EA - Community Parks	190,193	44.51	186,996	43.76	3,197	0.75	1.71%
1.924 Emergency Comm - Crest - J.D.F.	106,974	25.03	105,475	24.68	1,499	0.35	1.42%
Total JDF Electoral Area	\$1,207,607	\$282.61	\$1,199,998	\$280.83	\$7,609	\$1.78	0.63%
Total Capital Regional District	\$1,969,747	\$462.36	\$1,947,772	\$457.18	\$21,975	\$5.18	1.13%
Cost/average residential property	\$462.36		\$457.18		\$5.18		
CRHD Capital Regional Hospital District	460,822	107.84	478,790	112.05	(17,968)	(4.21)	-3.75%
Total CRD and CRHD	\$2,430,569	\$570.20	\$2,426,562	\$569.23	\$4,007	\$0.97	0.17%

Average residential assessment (2019/2020)

\$571,443

\$571,443

Major Impacts

Change in Cost per Average Household

	\$ Change	% of Total Increase
REGIONAL		
Legislative & General Government	1.34	0.24%
Regional Parks	0.71	0.13%
SUB-REGIONAL		
Millstream Remediation	(1.37)	-0.24%
JOINT EA		
Building Inspection	1.55	0.27%
JDF EA		
Grants in Aid - Juan de Fuca	(2.31)	-0.41%
Electoral Area Services - Planning	2.68	0.47%
Juan de Fuca Emergency Program	0.33	0.06%
JDF EA - Community Parks	0.75	0.13%
Emergency Comm - Crest - J.D.F.	0.35	0.06%
Capital Regional Hospital District	(4.21)	-0.74%
Other	1.14	0.20%
Total	\$0.97	0.17%

Juan de Fuca Local/Specified/Defined Services		Cost per Avg.		Cost per Avg.		Difference Increase/ (Decrease)	Change in cost per avg	
		2021	Res Asst/ Parcel	2020	Res Asst/ Parcel		\$	%
1.119	Vancouver Island Regional Library	308,702	80.66	304,078	79.45	4,624	1.21	1.52%
1.121	Sooke Regional Museum	73,158	19.12	71,925	18.79	1,234	0.32	1.72%
1.133	Langford E.A. - Greater Victoria Public Library	31,006	67.89	30,589	66.98	417	0.91	1.36%
1.232	Port Renfrew Street Lighting	3,825	45.75	3,763	45.01	62	0.74	1.65%
1.350	Willis Point Fire Protection	136,394	586.46	132,660	570.41	3,734	16.06	2.81%
1.353	Otter Point Fire Protection	485,161	394.67	520,563	423.47	(35,402)	(28.80)	-6.80%
1.354	Malahat Fire Protection	62,872	683.05	61,430	667.38	1,442	15.67	2.35%
1.355	Durrance Road Fire Protection	2,990	349.66	2,939	343.70	51	5.96	1.74%
1.357	East Sooke Fire Protection	435,783	502.19	430,286	495.86	5,497	6.33	1.28%
1.358	Port Renfrew Fire Protection	93,219	243.76	91,513	239.30	1,706	4.46	1.86%
1.360	Shirley Fire Protection	164,964	499.69	161,440	489.01	3,524	10.67	2.18%
1.40X	SEAPARC	700,855	183.12	700,197	182.95	658	0.17	0.09%
1.408	JDF EA - Community Recreation	68,316	17.85	67,301	17.58	1,015	0.27	1.51%
1.523	Port Renfrew Refuse Disposal	33,438	87.25	32,855	85.73	583	1.52	1.77%
2.650	Port Renfrew Water	59,209	316.21	58,327	311.50	882	4.71	1.51%
2.655	Snuggery Cove Water	-	-	(8,034)	(43.36)	8,034	43.36	-100.00%
2.691	Wilderness Mountain	68,150	874.73	63,859	819.65	4,291	55.08	6.72%
3.700	Septage Disposal - JDF Service Area	394	0.10	388	0.10	7	0.00	1.70%
3.755	Regional Source Control - Port Renfrew Sewer	735	7.93	722	7.80	12	0.13	1.70%
3.850	Port Renfrew Sewer	57,309	686.17	48,210	577.23	9,099	108.94	18.87%
Total JDF Local/Specified/Defined Requisition		\$2,786,481		\$2,775,011		\$11,470		

Average residential assessment (2019/2020)

\$571,443

\$571,443

Appendix A-2

Juan de Fuca - Operating Budget Highlights - Gross Expenditure (+/- 1.7% and +/- \$20,000)

JDF Services +/- 1.7% and +/- \$20,000	Gross Expenditure 2021	Gross Expenditure 2020	Changes \$	Changes %	Main Budget Driver
1.325 Juan de Fuca Community Planning	854,606	782,922	71,684	9.2%	<ul style="list-style-type: none"> • 50k one-time cost for Port Renfrew OCP funded by CWF grant • 10k air photos (done every other year) funded by operating reserve fund • 13k for core inflationary increase
Total Juan de Fuca Electoral Area	854,606	782,922	71,684	9.2%	
1.350 - Willis Point Fire Protect & Recreation	161,817	204,256	(42,439)	-21%	• (46k) reduction in surplus carryforward in 2020, pending for 2020 YE result and final budget submission by the fire commission
1.353 - Otter Point Fire Protection	462,245	497,637	(35,392)	-7.1%	• (40k) reduction in one time capital reserve transfer in 2020, pending for final budget submission by the fire commission
Total Local/Specified/Defined Area	624,062	701,893	(77,831)	-11.1%	
Other (Services not meeting criteria above)	3,384,471.50	3,338,249.77	46,222	1.4%	
Total Juan de Fuca	4,863,139	4,823,065	40,075	0.8%	

Appendix A-3

Juan de Fuca 2021 Major Capital Projects \geq \$100,000

SERVICE AREA	\$('000)	FUNDING SOURCE
Protective Services		
1.357 East Sooke Fire Protection		
Squad Car Replacement	160	Reserves

Total Projects \geq \$100K	160
Total Projects $<$ \$100K	463
Total 2021 Capital Projects	623

Electoral Areas Committee - October 14, 2020
 2021 Preliminary Electoral Area Budget Review

Appendix A-4

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - JDF													Schedule B - Extract		
2021															
Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other		
1.318	Building Inspection	2,320	10,440				12,760			12,760					12,760
1.325	Community Planning	11,830					11,830			11,830					11,830
1.350	Willis Point Fire	65,000		18,000			83,000			65,000		18,000			83,000
1.353	Otter Point Fire	40,000					40,000			10,000		30,000			40,000
1.357	East Sooke Fire	13,800	160,000				173,800			173,800					173,800
1.358	Port Renfrew Fire	28,000					28,000			28,000					28,000
1.360	Shirley Fire Department	10,000					10,000			10,000					10,000
1.369	Electoral Area Fire Services	73,461					73,461					73,461			73,461
1.370	JDF Emergency Program	4,970					4,970			4,970					4,970
1.372	Emergency Planning Coordination	580					580			580					580
1.405	JDF EA Community Parks & Recreation					100,000	100,000					100,000			100,000
2.650	Port Renfrew Water	10,000					10,000					10,000			10,000
2.691	Wilderness Mountain Water Service				25,000		25,000					25,000			25,000
3.850	Port Renfrew Sewer				50,000		50,000				30,000	20,000			50,000
TOTAL		259,961	170,440	18,000	75,000	100,000	623,401	-	-	316,940	130,000	176,461	-	-	623,401

Appendix A-5: JDF Service Budgets

JOINTLY FUNDED SERVICES

[1.103 Elections](#)

[1.104 UBCM](#)

[1.318 Building Inspection](#)

[1.320 Noise Control](#)

[1.322 Nuisance & Unsightly Premises](#)

[1.369 Electoral Area Fire Services](#)

[1.372 EA Emergency Coordination](#)

JUAN DE FUCA

[1.109 Administration](#)

[1.114 Grants in Aid](#)

[1.119 Vancouver Island Regional Library](#)

[1.121 Sooke Museum](#)

[1.133 Greater Victoria Public Library](#)

[1.232 Port Renfrew Street Lighting](#)

[1.317 JDF Building Numbering](#)

[1.319 Soil Deposit and Removal](#)

[1.325 Community Planning](#)

Appendix A-5: JDF Service Budgets

[1.350 Willis Point Fire](#)

[1.353 Otter Point Fire](#)

[1.354 Malahat Fire](#)

[1.355 Durrance Road Fire](#)

[1.357 East Sooke Fire](#)

[1.358 Port Renfrew Fire](#)

[1.360 Shirley Fire](#)

[1.370 Emergency Program](#)

[1.377 Search and Rescue](#)

[1.405 Community Parks](#)

[1.408 Community Recreation](#)

[1.523 Port Renfrew Refuse Disposal](#)

[1.924 Emergency Communications – CREST](#)

[2.650 Port Renfrew Water](#)

[2.691 Wilderness Mountain Water](#)

[3.850 Port Renfrew Sewer](#)

CAPITAL REGIONAL DISTRICT

2021 Budget

Elections

EAC Review

Service: 1.103 Elections

Committee: Electoral Area

DEFINITION:

To maintain voters lists for electoral areas and to undertake elections as required (Sec. 787(b) Municipal Act - SLP February 1, 1966).

PARTICIPATION:

All electoral areas on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and contribution from Islands Trust.

1.103 - Elections	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Electoral Area Elections	-	520	-	-	-	-	122,500	-	-	-
Islands Trust	-	-	-	-	-	-	74,900	-	-	-
Allocations and Insurance	166	166	37	-	-	37	38	39	39	39
TOTAL OPERATING COSTS	166	686	37	-	-	37	197,438	39	39	39
*Percentage Increase over prior year						-77.7%	533516.2%	-100.0%	0.0%	0.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	19,992	19,902	25,033	-	-	25,033	29,863	32,031	34,031	36,031
TOTAL COSTS	20,158	20,588	25,070	-	-	25,070	227,301	32,070	34,070	36,070
<u>FUNDING SOURCES (REVENUE)</u>										
Recovery from Islands Trust	-	(500)	-	-	-	-	(74,900)	-	-	-
Transfer from Operating Reserve Fund	-	-	-	-	-	-	(122,331)	-	-	-
Other Income	(158)	(88)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	(158)	(588)	(70)	-	-	(70)	(197,301)	(70)	(70)	(70)
REQUISITION	(20,000)	(20,000)	(25,000)	-	-	(25,000)	(30,000)	(32,000)	(34,000)	(36,000)
*Percentage increase over prior year Requisition						25.0%	20.0%	6.7%	6.3%	5.9%

Reserve Schedule

Reserve Fund: 1.103 Elections - Operating Reserve Fund

To stabilize requisition for Electoral Area Elections held every 4th year

Reserve Cash Flow

Fund: Fund Centre:	1500 105515	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		46,620	76,493	101,526	9,058	41,089	75,120
Transfer from Op Budget		19,992	25,033	29,863	32,031	34,031	36,031
Transfer from ERF		9,170					
Planned Spending		-	-	(122,331)	-	-	-
Interest Income		710	-	-	-	-	-
Ending Balance \$		76,493	101,526	9,058	41,089	75,120	111,151

Assumptions/Background:

Budgeted transfers to reserve will provide funding for elections in 2022 at an estimated cost of \$120,000 - \$140,000

CAPITAL REGIONAL DISTRICT

2021 Budget

UBCM

EAC Review

Service: 1.104 Union of B.C. Municipalities

Committee: Electoral Area

DEFINITION:

To provide for membership dues and convention expenses. Section 787 (b) - SLP - February 1, 1966.

PARTICIPATION:

All electoral areas and those municipalities not maintaining their own membership (currently electoral areas only) on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

GENERAL INFORMATION:

Association of Vancouver Island and Coastal Communities (AVICC)

Commencing 1982 costs relating to AVICC, which are incurred solely on behalf of the electoral areas, are included in the UBCM budget rather than Legislative and General Government.

1.104 - UBCM	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Convention Expenses	16,805	12,875	12,893	-	-	12,893	13,157	13,414	13,682	13,950
TOTAL COSTS	16,805	12,875	12,893	-	-	12,893	13,157	13,414	13,682	13,950
*Percentage Increase over prior year						-23.3%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	3,930	(3,930)	-	-	(3,930)	-	-	-	-
Balance c/fwd from 2019 to 2020	(2,832)	(2,832)	-	-	-	-	-	-	-	-
Other Revenue	(87)	(87)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	(2,919)	1,011	(4,020)	-	-	(4,020)	(90)	(90)	(90)	(90)
REQUISITION	(13,886)	(13,886)	(8,873)	-	-	(8,873)	(13,067)	(13,324)	(13,592)	(13,860)
*Percentage increase over prior year Requisition						-36.1%	47.3%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Building Inspection

EAC Review

Service: 1.318 Building Inspection

Committee: Electoral Area

DEFINITION:

To carry out the Building Regulations function as specified by Section 818 of the Local Government Act (Letters Patent - January 1, 1970).

SERVICE DESCRIPTION:

The building inspection department provides building inspection services to homeowners, builders and contractors in compliance with both the BC Building Code and CRD Building Bylaw 3741 (2010) and 3780 Amendment (2011). The Building inspection service includes receiving, reviewing and advising on building permit applications, processing of the applications including code analysis and referrals to other agencies, issuing building permits and verifying conditional requirements, arranging and carrying out site and construction inspections and granting final approval for occupancy. Staff also provides inspection services to other CRD departments on a cost recovery basis.

PARTICIPATION:

All Electoral Areas on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

Change in Budget 2020 to 2021
Service: 1.318 Building Inspection

Total Expenditure

Comments

2020 Budget

1,561,459

Change in Salaries:

Base salary change	20,370	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(3,384)	New hires at lower pay step
Other (explain as necessary)	7,993	Vacant 0.1 FTE (Admin Clerk) salary added in 2021 budget (not in 2020)
Total Change in Salaries	24,979	

Other Changes:

Allocations	21,360	Standard OH Allocation increase is the combination of 2020 operating cost increase and 3rd year new model implementation. Increases also are in HR and Building Occupancy allocations.
Vehicles / Travel Costs	16,203	Cost associated with travel to Eas and vehicle operating and maintenance costs
Real Estate Labour Charge	14,720	In alignment with historical actual costs
Other	14,569	Staff training, membership fees, courier
Total Other Changes	66,852	

2021 Budget

1,653,290

% expense increase from 2020:	5.9%
% Requisition increase from 2020 (if applicable):	7.0%

Requisition funding is 28% of service revenue.

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

Fee revenues are projected at 117K (11.7%) lower than budget as we experience low permit fee revenue since May. The total expenditures are projected at 115K(7.4%) lower than budget manily due to the vacancies and lower pay step for new hire. The estimated overall deficit of 2K will be covered by operating reserve fund.

1.318 - Building Inspection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	1,124,275	989,600	1,151,316	-	-	1,151,316	1,156,103	1,180,806	1,206,044	1,231,829
Telecommunications	35,290	34,455	35,890	-	-	35,890	36,610	37,340	38,090	38,850
Legal Expenses	10,220	4,327	10,390	-	-	10,390	10,600	10,810	11,030	11,250
Building Rent	33,706	33,706	34,450	-	-	34,450	35,210	35,980	36,770	37,510
Supplies	16,108	13,832	16,380	-	-	16,380	16,700	17,040	17,380	17,720
Allocations	188,554	209,518	225,494	-	-	225,494	240,721	245,480	250,332	255,284
Other Operating Expenses	120,006	127,138	146,070	-	-	146,070	149,210	152,160	155,160	158,229
TOTAL OPERATING COSTS	1,528,159	1,412,576	1,619,990	-	-	1,619,990	1,645,154	1,679,616	1,714,806	1,750,672
*Percentage Increase over prior year						6.0%	1.6%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
TOTAL COSTS	1,561,459	1,445,876	1,653,290	-	-	1,653,290	1,678,454	1,712,916	1,748,106	1,783,972
Internal Recoveries	(29,362)	(29,362)	(29,486)	-	-	(29,486)	(30,076)	(30,677)	(31,291)	(31,920)
TOTAL COSTS LESS INTERNAL RECOVERIES	1,532,097	1,416,514	1,623,804	-	-	1,623,804	1,648,378	1,682,239	1,716,815	1,752,052
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Fees Charged	(970,610)	(857,905)	(1,019,141)	-	-	(1,019,141)	(1,067,671)	(1,089,030)	(1,110,810)	(1,133,030)
Contract Revenue	(35,000)	(30,000)	(36,781)	-	-	(36,781)	(37,510)	(38,250)	(39,020)	(39,800)
Transfer from Operating Reserve	(114,247)	(116,369)	(126,400)	-	-	(126,400)	(37,409)	(4,000)	-	-
Grants in Lieu of Taxes	(1,443)	(1,443)	(1,510)	-	-	(1,510)	(1,540)	(1,570)	(1,600)	(1,630)
Revenue - Other	(2,000)	(2,000)	(2,562)	-	-	(2,562)	(2,672)	(2,796)	(2,921)	(2,880)
TOTAL REVENUE	(1,123,300)	(1,007,717)	(1,186,394)	-	-	(1,186,394)	(1,146,802)	(1,135,646)	(1,154,351)	(1,177,340)
REQUISITION	(408,797)	(408,797)	(437,411)	-	-	(437,411)	(501,576)	(546,593)	(562,464)	(574,712)
*Percentage increase over prior year Requisition						7.0%	14.7%	9.0%	2.9%	2.2%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.318	Carry	2021	2022	2023	2024	2025	TOTAL
	Building Inspection	Forward from						
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$0	\$5,000	\$0	\$0	\$0	\$15,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$45,000	\$0	\$0	\$45,000	\$0	\$0	\$90,000
	\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$0	\$105,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$0	\$105,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$0	\$105,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.318

Service Name: Building Inspection

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	\$90,000	V	ERF	\$0	\$45,000	\$0	\$0	\$45,000	\$0	\$90,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	\$5,000	E	ERF	\$0	\$0	\$0	\$5,000	\$0	\$0	\$5,000
21-01	Replacement	Furniture Replacement	Salt Spring Island furniture replacement	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
GRAND TOTAL				\$105,000			\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$105,000

Building Inspection
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	168,538	42,138	4,729	729	729	729
Equipment Replacement Fund	73,457	28,457	38,457	43,457	8,457	18,457
Total	241,995	70,595	43,186	44,186	9,186	19,186

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund

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

Reserve Cash Flow

Fund: Fund Centre:	1500 to be created	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		281,907	168,538	42,138	4,729	729	729
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		(116,369)	(126,400)	(37,409)	(4,000)	-	-
Interest Income		3,000	-	-	-	-	-
Ending Balance \$		168,538	42,138	4,729	729	729	729

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund

ERF Group: BLDINS.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101425	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		148,457	73,457	28,457	38,457	43,457	8,457
Transfer from Ops Budget		10,000	10,000	10,000	10,000	10,000	10,000
Planned Purchase		(85,000)	(55,000)	-	(5,000)	(45,000)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		73,457	28,457	38,457	43,457	8,457	18,457

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

2021 Budget

Noise control

EAC Review

Service: 1.320 Noise Control

Committee: Electoral Area

DEFINITION:

To provide noise control to member electoral areas of the Capital Regional District (Letter Patent - September 3, 1981; amended January 18, 1984; Supplementary Letters Patent - January 22, 1987). This function is performed by Bylaw officers from the CRD's Langford and Salt Spring Island offices.

SERVICE DESCRIPTION:

Administration and enforcement of the Noise Bylaws for the three Electoral Areas.

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed \$1.00 / \$1,000 overall.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

FUNDING:

Requisition

1.320 - NOISE CONTROL	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Legal	7,340	7,340	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Allocations	1,953	1,953	2,304	-	-	2,304	2,607	2,656	2,706	2,757
Internal Time Charges	29,208	29,208	29,876	-	-	29,876	30,047	30,614	31,208	31,814
Other Operating Expenses	60	60	60	-	-	60	60	60	60	60
TOTAL OPERATING COSTS	38,561	38,561	39,140	-	-	39,140	39,754	40,510	41,294	42,101
*Percentage Increase over prior year						1.5%	1.6%	1.9%	1.9%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(231)	(231)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(231)	(231)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
REQUISITION	(38,330)	(38,330)	(38,940)	-	-	(38,940)	(39,554)	(40,310)	(41,094)	(41,901)
*Percentage increase over prior year Requisition						1.6%	1.6%	1.9%	1.9%	2.0%

Reserve Schedule

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

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

Reserve Cash Flow

Fund: Fund Centre:	1500 105406	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		2,494	2,532	2,532	2,532	2,532	2,532
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income*		38	-	-	-	-	-
Ending Balance \$		2,532	2,532	2,532	2,532	2,532	2,532

Assumptions/Background:
 Maintain balance at reasonable level to cover unexpected operating expenses such as legal.
 * 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

2021 BUDGET

Nuisance & Unsightly Premises

EAC Review

Service: 1.322 Nuisance & Unsightly Premises

Committee: Electoral Area

DEFINITION:

To provide regulation of nuisances and unsightly premises to the participating electoral areas (Letters Patent - May 19, 1977). This function is performed by Bylaw Officers from the CRD's Langford and Salt Spring Island offices.

SERVICE DESCRIPTION:

Enforce the Nuisance and Unsightly Premises Bylaw for the three Electoral Areas as in accordance with procedures and provisions of the Local Government Act.

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed \$1.00 / \$1,000 overall.

FUNDING:

Requisition

1.322 - Nuisance & Unsightly Premises	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Legal	2,152	2,152	2,085	-	-	2,085	2,130	2,170	2,210	2,250
Allocations	2,384	2,384	2,825	-	-	2,825	3,247	3,309	3,373	3,437
Internal Time Charges	46,257	46,257	46,750	-	-	46,750	47,017	47,905	48,835	49,782
Other Operating Expenses	330	330	330	-	-	330	340	350	360	370
TOTAL OPERATING COSTS	51,123	51,123	51,990	-	-	51,990	52,734	53,734	54,778	55,839
*Percentage Increase over prior year						1.7%	1.4%	1.9%	1.9%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(178)	(178)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(278)	(278)	(270)	-	-	(270)	(270)	(270)	(270)	(270)
REQUISITION	(50,845)	(50,845)	(51,720)	-	-	(51,720)	(52,464)	(53,464)	(54,508)	(55,569)
*Percentage increase over prior year Requisition						1.7%	1.4%	1.9%	2.0%	1.9%

Reserve Schedule

Reserve Fund: 1.322 Nuisances & Unsightly Premises - Operating Reserve Fund

For unforeseen legal expenses

Reserve Cash Flow

Fund: Fund Centre:	1500 105403	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		15,264	15,494	15,494	15,494	15,494	15,494
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		230	-	-	-	-	-
Ending Balance \$		15,494	15,494	15,494	15,494	15,494	15,494

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Electoral Area Fire Services

EAC Review

Service: 1.369 Electoral Area Fire Services

Committee: Electoral Area

DEFINITION:

Service may undertake or cause to be undertaken for one or more electoral areas or defined areas thereof a program of fire regulation and may fix the terms and conditions under which the program will be provided, and, without limiting the generality of the foregoing, may, by bylaw, undertake different programs for different electoral areas or defined areas thereof (Juan de Fuca and Southern Gulf Islands).

PARTICIPATION:

Fire Service Areas within Juan de Fuca and Southern Gulf Islands Electoral Areas

CAPITAL DEBT:

N/A

COMMISSION:

N/A

MAXIMUM LEVY:

Supplementary LP's dated July 7, 1983 provide a maximum levy of \$0.246 per \$1,000.

FUNDING:

Requisition

1.369 - Electoral Area Fire Services

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Consulting	15,330	13,000	15,330	-	-	15,330	15,640	15,950	16,270	16,600
Staff Training & Development	5,110	5,110	5,110	-	-	5,110	5,210	5,310	5,420	5,530
Software Licenses	15,930	11,000	11,607	-	-	11,607	11,840	12,080	12,320	12,570
Allocation to Finance & Corp	12,392	12,392	9,244	-	-	9,244	6,287	6,413	6,541	6,672
Allocation to Emergency Coordination	67,401	67,401	74,862	-	-	74,862	76,359	78,039	79,756	81,352
Contingency	4,060	4,060	4,060	-	-	4,060	4,140	4,220	4,300	4,390
Operating - Other	3,050	2,980	3,060	-	-	3,060	3,120	3,180	3,240	3,300
TOTAL OPERATING COSTS	123,273	115,943	123,273	-	-	123,273	122,596	125,192	127,847	130,414
*Percentage Increase over prior year						0.0%	-0.5%	2.1%	2.1%	2.0%
<u>CAPITAL / RESERVE</u>										
Equipment Purchases	7,370	7,370	7,370	-	-	7,370	7,520	7,670	7,820	7,980
Transfer to Equipment Replacement Fund (ERF & Op Rsv)	11,647	18,977	11,647	-	-	11,647	15,014	15,168	15,323	15,616
TOTAL CAPITAL / RESERVE	19,017	26,347	19,017	-	-	19,017	22,534	22,838	23,143	23,596
TOTAL COSTS	142,290	142,290	142,290	-	-	142,290	145,130	148,030	150,990	154,010
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Other Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
REQUISITION	(142,190)	(142,190)	(142,190)	-	-	(142,190)	(145,030)	(147,930)	(150,890)	(153,910)
*Percentage increase over prior year Requisition						0.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.369	Carry						
	Electoral Area Fire Services	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300
		\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300
		\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300
		\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.369

Service Name: Electoral Area Fire Services

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Study	Structure Protection Unit (Sprinkler trailer)	Provision of capacity to protect infrastructure and structures from wildfire	\$156,300	E	Res	\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300
			GRAND TOTAL	\$156,300			\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300

Reserve Schedule

Reserve Fund: 1.369 Electoral Area Fire Services - Operating Reserve Fund

For Consulting, FDM Upgrades, Training

Reserve Cash Flow

Fund: Fund Centre:	1500 105404	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		257,382	272,929	128,276	143,290	158,458	173,781
Transfer from Ops Budget		11,647	11,647	15,014	15,168	15,323	15,616
Planned Expenditures		-	(156,300)	-	-	-	-
Interest Income		3,900	-	-	-	-	-
Ending Balance \$		272,929	128,276	143,290	158,458	173,781	189,397

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Planning Coordination

EAC Review

Service: 1.372 Emergency Planning Coordination

Committee: Planning, Transportation & Protective Services

DEFINITION:

No establishment bylaw. Service is provided by CRD staff for coordination of emergency operations for the CRD.

SERVICE DESCRIPTION:

This service provides support to a range of Protective Services responsibilities and to carry out the responsibilities legislated under the *Emergency Program Act*. Costs for staff are placed in this budget and allocated based on percentages to the other services, such as 911, hazmat, and emergency management.

FUNDING:

Allocations from protection services and requisition.

1.372 - Emergency Planning Coordination

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries	509,587	482,000	532,583	-	-	532,583	534,073	545,559	557,295	569,275
Contract for Services	63,000	63,000	-	-	-	-	-	-	-	-
Travel Expenses	1,790	1,790	1,820	-	-	1,820	1,860	1,900	1,940	1,980
Telecommunications	6,700	6,700	6,810	-	-	6,810	6,950	7,090	7,230	7,370
Staff Training & Development	2,130	2,130	1,620	-	-	1,620	1,650	1,680	1,710	1,740
Supplies	14,300	1,560	2,010	-	-	2,010	2,050	2,090	2,130	2,170
Allocations	56,596	56,596	59,170	-	-	59,170	59,064	60,243	61,450	62,675
Other Operating Expenses	10,720	8,896	8,630	-	-	8,630	8,790	8,970	9,150	9,330
TOTAL OPERATING COSTS	664,823	622,672	612,643	-	-	612,643	614,437	627,532	640,905	654,540
*Percentage Increase over prior year						-7.8%	0.3%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	15,425	7,324	-	-	7,324	7,470	7,620	7,770	7,930
TOTAL COSTS	664,823	638,097	619,967	-	-	619,967	621,907	635,152	648,675	662,470
Internal Recoveries	(413,859)	(413,859)	(459,671)	-	-	(459,671)	(468,864)	(479,179)	(489,721)	(499,520)
OPERATING COSTS LESS INTERNAL RECOVERIES	250,964	224,238	160,296	-	-	160,296	153,043	155,973	158,954	162,950
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	14,486	(14,486)	-	-	(14,486)	-	-	-	-
Balance c/fwd from 2019 to 2020	(29,307)	(29,307)	-	-	-	-	-	-	-	-
Grants Revenue	(78,120)	(65,880)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(491)	(491)	(500)	-	-	(500)	(510)	(520)	(530)	(540)
Revenue - Other	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	(108,218)	(81,492)	(15,296)	-	-	(15,296)	(830)	(850)	(870)	(890)
REQUISITION	(142,746)	(142,746)	(145,000)	-	-	(145,000)	(152,213)	(155,123)	(158,084)	(162,060)
*Percentage increase over prior year Requisition						1.6%	5.0%	1.9%	1.9%	2.5%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.372	Carry						
	Emergency Planning Coordination	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000

Reserve Schedule

Reserve Fund: 1.327 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101985	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		2,646	646	5,470	12,940	20,560	25,830
Transfer from Op Budget		-	7,324	7,470	7,620	7,770	7,930
Planned Purchase		(2,000)	(2,500)	-	-	(2,500)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		646	5,470	12,940	20,560	25,830	33,760

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2021 Budget

Admin. Expenditures (JDF)

EAC Review

Service: 1.109 JDF Admin. Expenditures

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition

1.109 - Admin. Expenditures (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Director's Remuneration	46,045	46,045	46,978	-	-	46,978	47,920	48,880	49,860	50,860
Travel	1,650	1,000	1,680	-	-	1,680	1,710	1,740	1,770	1,810
Allocations	8,217	8,217	5,819	-	-	5,819	3,028	3,089	3,150	3,213
Contingency	-	-	1,000	-	-	1,000	1,020	1,040	1,060	1,080
Other Operating Expenses	3,460	2,158	3,290	-	-	3,290	3,360	3,440	3,520	3,600
TOTAL OPERATING COSTS	59,372	57,420	58,767	-	-	58,767	57,038	58,189	59,360	60,563
*Percentage Increase over prior year						-1.0%	-2.9%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	1,952	(1,952)	-	-	(1,952)	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,216)	(1,216)	-	-	-	-	-	-	-	-
Revenue - Other	(122)	(122)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
TOTAL REVENUE	(1,338)	614	(2,072)	-	-	(2,072)	(120)	(120)	(120)	(120)
REQUISITION	(58,034)	(58,034)	(56,695)	-	-	(56,695)	(56,918)	(58,069)	(59,240)	(60,443)
*Percentage increase over prior year Requisition						-2.3%	0.4%	2.0%	2.0%	-41.5%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.109	Carry						
	JDF Admin. Expenditures	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

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

SOURCE OF FUNDS

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

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #:

1.109

Service Name:

JDF Admin. Expenditures

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Computer	Computer Replacement	\$2,000	E	ERF	\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000
			GRAND TOTAL	\$2,000			\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000

Reserve Schedule

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

ERF Group: JDFADMIN.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101839	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		4,498	4,498	4,498	2,498	2,498	2,498
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	(2,000)	-	-	-
Actual Purchase		-	-	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		4,498	4,498	2,498	2,498	2,498	2,498

Assumptions/Background:
Fund Balance should remain between \$5,000 and \$10,000.

CAPITAL REGIONAL DISTRICT

2021 Budget

Grant-in-Aid (JDF)

EAC Review

Service: 1.114 JDF Grants in Aid

Committee: Electoral Area

DEFINITION:

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

* (District of Sooke incorporated from Sooke Electoral Area and Juan de Fuca Electoral Area created from the remainder along with addition of Langford Electoral Area).

SERVICE DESCRIPTION:

Provide Grants to support organizations that are outside the existing services in an electoral area. Each electoral area budgets their anticipated requirements separately.

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

\$0.05 / \$1,000 on basis of converted hospital assessed value of land and improvements, to maximum of \$102,989.

COMMISSION:

Committee: Electoral Areas Committee

FUNDING:

Requisition

1.114 - Grant-in-Aid (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Grants in Aid	40,000	18,300	20,000	-	-	20,000	20,000	20,000	20,000	20,000
Allocations	1,626	1,626	1,858	-	-	1,858	2,123	2,165	2,209	2,253
TOTAL OPERATING COSTS	41,626	19,926	21,858	-	-	21,858	22,123	22,165	22,209	22,253
*Percentage Increase over prior year						-47.5%	1.2%	0.2%	0.2%	0.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	21,550	(21,550)	-	-	(21,550)	-	-	-	-
Balance c/fwd from 2019 to 2020	(31,545)	(31,345)	-	-	-	-	-	-	-	-
Other Income	(222)	(272)	(308)	-	-	(308)	(310)	(320)	(330)	(340)
TOTAL REVENUE	(31,767)	(10,067)	(21,858)	-	-	(21,858)	(310)	(320)	(330)	(340)
REQUISITION	(9,859)	(9,859)	-	-	-	-	(21,813)	(21,845)	(21,879)	(21,913)
*Percentage increase over prior year Requisition						-100.0%	N/A	0.1%	0.2%	0.2%

CAPITAL REGIONAL DISTRICT

2021 Budget

Vancouver Island Regional Library

EAC Review

Service: 1.119 Van. Island Regional Library

Committee: Electoral Area

2020 Budget

A local service within the Juan de Fuca Electoral Area under Part 3 of the Library Act Bylaw No. 2248 (November 23, 1994). Amended by Bylaw No. 2346 (February 12, 1997)

SERVICE DESCRIPTION:

This service provides the services of the Vancouver Island Regional Library (VIRL) to the westerly portion of Juan de Fuca Electoral Area (JDFEA). The VIRL delivers service to the JDFEA through its Sooke and Port Renfrew Branches. Under the Library Act, S.B.C. 1994 the CRD was required to take over the library responsibilities belonging to School District No. 62 (Sooke) to participate in the regional library district. The library district is the Vancouver Island Regional Library District (VIRL), headquartered in Nanaimo. The CRD provides the service by funding a budget set by the VIRL and appointing a member to the library board. Service began in 1994.

PARTICIPATION:

Westerly portion of Juan de Fuca Electoral Area.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

1.119 - Vancouver Island Regional Library	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payments to Vancouver Island Regional Library	297,374	297,374	302,430	-	-	302,430	308,480	314,650	320,940	327,360
Allocations	5,147	5,147	5,562	-	-	5,562	6,196	6,320	6,447	6,576
Other Operating Expenses	1,220	1,220	1,240	-	-	1,240	1,260	1,290	1,320	1,350
TOTAL COSTS	303,741	303,741	309,232	-	-	309,232	315,936	322,260	328,707	335,286
*Percentage Increase over prior year						1.8%	2.2%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2019 to 2020	867	867	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(280)	(280)	(280)	-	-	(280)	(290)	(300)	(310)	(320)
Other Revenue	(250)	(250)	(250)	-	-	(250)	(250)	(250)	(250)	(250)
TOTAL REVENUE	337	337	(530)	-	-	(530)	(540)	(550)	(560)	(570)
REQUISITION	(304,078)	(304,078)	(308,702)	-	-	(308,702)	(315,396)	(321,710)	(328,147)	(334,716)
*Percentage increase over prior year Requisition						1.5%	2.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Sooke Regional Museum

EAC Review

Service: 1.121

Sooke Regional Museum

Committee: Electoral Area

DEFINITION:

A specified area established to provide annual financial assistance to the Sooke Regional 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 on actual assessed value of land and improvements. To a maximum of \$ 312,732.

FUNDING:

Requisition

1.121 - Sooke Regional Museum	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payments to Sooke Regional Museum	189,410	189,410	192,630	-	-	192,630	196,480	200,410	204,420	208,510
Allocations	3,861	3,861	3,903	-	-	3,903	3,944	4,023	4,103	4,185
Other Operating Expenses	60	60	60	-	-	60	60	60	60	60
TOTAL COSTS	193,331	193,331	196,593	-	-	196,593	200,484	204,493	208,583	212,755
*Percentage Increase over prior year						1.7%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(53)	(53)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(315)	(315)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(368)	(368)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
REQUISITION	(192,963)	(192,963)	(196,273)	-	-	(196,273)	(200,154)	(204,153)	(208,233)	(212,395)
*Percentage increase over prior year Requisition						1.7%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Langford EA - GVPL

EAC Review

Service: 1.133 Langford EA - GVPL

Committee: Electoral Area

DEFINITION:

To establish a local service for the purpose of contributing to the cost of library services that are provided within the service area by the Greater Victoria Public Library District. Bylaw No. 2357 adopted February 1997.

SERVICE DESCRIPTION:

This service, established in 1997, provides the services of the Greater Victoria Public Library Board (GVPLB) to the Willis Point and Malahat areas within the Juan de Fuca Electoral Area. The service is on a contract basis because the service area is so small. The contract is annually renewed. Payment to the GVPLB is made in the form of a contribution to the GVLPB's budget. This service is one a number of services in which the CRD makes an annual contribution to a public library service.

PARTICIPATION:

A portion of the Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

Greater of \$183,000 or \$0.33 / \$1,000 on actual assessed value of land and improvements.

FUNDING:

Requisition

1.133 - Langford EA - GVPL	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payments to Greater Victoria Public Library	29,840	29,840	30,350	-	-	30,350	30,960	31,580	32,210	32,850
Allocations	825	825	726	-	-	726	626	638	651	664
Other Operating Expenses	10	10	10	-	-	10	10	10	10	10
TOTAL OPERATING COSTS	30,675	30,675	31,086	-	-	31,086	31,596	32,228	32,871	33,524
*Percentage Increase over prior year						1.3%	1.6%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2019 to 2020	(4)	(4)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(82)	(82)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
Interest Income	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(86)	(86)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
REQUISITION	(30,589)	(30,589)	(31,006)	-	-	(31,006)	(31,516)	(32,148)	(32,791)	(33,444)
*Percentage increase over prior year Requisition						1.4%	1.6%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Street Lighting

EAC Review

Service: 1.232 Port Renfrew Street Lighting

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Greater of \$7,500 or \$3.42 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$97,515.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

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

USER CHARGE:

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

PARCEL TAX:

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

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

CAPITAL REGIONAL DISTRICT

Budget

JDF Building Numbering

EAC Review

Service: 1.317 JDF Building Numbering

Committee: Electoral Area

DEFINITION:

To provide the extended service of implementing a civic addressing system for the Juan de Fuca Electoral Area. Establishment Bylaw No. 2010, adopted September 1992. Amendment Bylaw No. 2093 (February 1993).

SERVICE DESCRIPTION:

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

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

No limit.

FUNDING:

Requisition

1.317 - JDF Building Numbering	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Building Inspection	11,589	11,589	11,797	-	-	11,797	12,033	12,274	12,519	12,769
Allocations	713	713	673	-	-	673	649	662	675	689
Other Operating Expenses	420	420	430	-	-	430	440	450	460	470
TOTAL COSTS	12,722	12,722	12,900	-	-	12,900	13,122	13,386	13,654	13,928
*Percentage Increase over prior year						1.4%	1.7%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(46)	(46)	-	-	-	-	-	-	-	-
Other Income	(37)	(37)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(83)	(83)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
REQUISITION	(12,639)	(12,639)	(12,850)	-	-	(12,850)	(13,072)	(13,336)	(13,604)	(13,878)
*Percentage increase over prior year Requisition						1.7%	1.7%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Soil Deposit and Removal

EAC Review

Service: 1.319 Soil Deposit and Removal

Committee: Electoral Area

DEFINITION:

The regulation of the deposit or removal of soil, sand, gravel, rock or other material on land in the municipality or in any area in the municipality (see 930(d)(e) of the Municipal Act). Authority received under SLP issued February 12, 1973, and as amended by SLP August 25, 1986. This function is performed by Bylaw Officers from the CRD's Langford and Salt Spring Island offices, who ensure that permits are purchased by any person who deposits or removes said materials.

SERVICE DESCRIPTION:

Administration and enforcement of the Soil Deposit and Removal Bylaw for the Juan de Fuca Electoral Area (JdF EA).

PARTICIPATION:

Participants consist solely of the Juan de Fuca Electoral Area. Requisition to all participants on the basis of prior year caseload.

Participants Electoral Area	2000 est	Percentage
JDF EA	1	100%

MAXIMUM LEVY:

Net cost of this function not to exceed \$50,000.

FUNDING:

Requisition

1.319 - Soil Deposit and Removal	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Allocations	1,257	1,257	1,233	-	-	1,233	1,207	1,228	1,249	1,271
Internal Time Charges	4,267	4,267	4,398	-	-	4,398	4,423	4,506	4,594	4,683
Other Operating Expenses	30	30	30	-	-	30	30	30	30	30
TOTAL COSTS	5,554	5,554	5,661	-	-	5,661	5,660	5,764	5,873	5,984
*Percentage Increase over prior year						1.9%	0.0%	1.8%	1.9%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Income - Other	(20)	(20)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	(20)	(20)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
REQUISITION	(5,534)	(5,534)	(5,621)	-	-	(5,621)	(5,620)	(5,724)	(5,833)	(5,944)
*Percentage increase over prior year Requisition						1.6%	0.0%	1.9%	1.9%	1.9%

Reserve Schedule

Reserve Fund: 1.319 Soil Deposit and Removal - Operating Reserve Fund

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105405	2020	2021	2022	2023	2024	2025
Beginning Balance		62,948	63,898	63,898	63,898	63,898	63,898
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		950	-	-	-	-	-
Ending Balance \$		63,898	63,898	63,898	63,898	63,898	63,898

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Community Planning (JDF)

EAC Review

Service: 1.325 Community Planning

Committee: Electoral Area

DEFINITION:

To provide land use planning services at the community level for the JDF electoral area (Supplementary Letters Patent - January 1, 1970).

SERVICE DESCRIPTION:

Community Planning service involves preparation, review and amendment of five official community plans and two comprehensive community development plans.

Development Services involves preparation and administration of Land Use Bylaws, subdivision Bylaw, and process zoning amendments, development permits, development variance permits, soil deposit/removal permits, and review land and water referrals, subdivisions referrals, and ALR exclusions.

Administrative Services involves preparation of agendas, minutes and providing administrative support for the Juan de Fuca (JdF) Land Use Committee (LUC), six advisory planning commissions (APC), three board of variances, the Agricultural Advisory Planning Commission (AAPC), and the Economic Development Commission (EDC).

PARTICIPATION:

JDF Electoral Area on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition and user fees.

Change in Budget 2020 to 2021

Service: 1.325 JDF Community Planning

Total Expenditure**Comments****2020 Budget****782,922****Change in Salaries:**

Base salary change

14,048

Inclusive of estimated collective agreement changes

Step increase/paygrade change

Other (explain as necessary)

Total Change in Salaries

14,048**Other Changes:**

Contract for Services

50,000

One-time (Port Renfrew OCP)

Program Development

10,550

One-time (air photos purchased every odd year)

Allocations

3,751

Transfer to ORF

(7,245)

Other

580

Total Other Changes

57,636**2021 Budget****854,606**

% expense increase from 2020:

9.2%

% Requisition increase from 2020 (if applicable):

1.7%*Requisition funding is 80% of service revenue.***Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

Service is expected to have incurred lower than budgeted expenditures from reduced legal expenses, conference costs, and postage fees as a result of postage meter purchase. Staff recovery offsets lower revenues from processing fees. Reduced transfer in from ORF is a result of surplus.

1.325 - Community Planning (JDF)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	445,935	440,635	460,293	-	-	460,293	461,669	471,589	481,714	492,057
Consultants	5,000	5,000	5,080	-	50,000	55,080	5,180	5,280	5,380	5,480
Legal Expenses	10,000	5,000	10,000	-	-	10,000	10,200	10,400	10,610	10,820
LIDAR Photography	-	-	-	-	10,550	10,550	-	11,020	-	11,240
Supplies	9,000	7,500	8,840	-	-	8,840	9,020	9,200	9,390	9,580
Land Use and Advisory Planning Cttees	13,628	8,990	13,808	-	-	13,808	21,940	14,370	14,660	14,960
Allocations	146,884	146,884	150,425	-	-	150,425	151,599	154,607	157,687	160,828
Labour Charges	12,120	12,120	12,330	-	-	12,330	12,580	12,830	13,090	13,350
Other Operating Expenses	57,340	47,018	57,510	-	-	57,510	57,040	58,180	59,330	60,490
TOTAL OPERATING COSTS	699,907	673,147	718,286	-	60,550	778,836	729,228	747,476	751,861	778,805
*Percentage Increase over prior year						11.3%	-6.4%	2.5%	0.6%	3.6%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Transfer to Operating Reserve Fund	7,245	7,245	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	12,245	12,245	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Building Borrowing Repayment to Facilities Reserve	70,770	70,770	70,770	-	-	70,770	70,770	70,770	70,770	70,770
TOTAL COSTS	782,922	756,162	794,056	-	60,550	854,606	804,998	823,246	827,631	854,575
Internal Recoveries	(17,418)	(17,418)	(17,798)	-	-	(17,798)	(18,150)	(18,510)	(18,880)	(19,260)
OPERATING COSTS LESS INTERNAL RECOVERIES	765,504	738,744	776,258	-	60,550	836,808	786,848	804,736	808,751	835,315
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Processing Fee Revenue	(45,000)	(29,000)	(32,000)	-	-	(32,000)	(32,640)	(33,290)	(33,960)	(34,640)
Community Works Funding	-	-	-	-	(50,000)	(50,000)	-	-	-	-
Grants in Lieu of Taxes	(887)	(887)	(900)	-	-	(900)	(920)	(940)	(960)	(980)
Transfer from Operating Reserve Fund	(45,423)	(5,485)	(57,698)	-	(10,550)	(68,248)	(33,398)	(21,856)	(10,211)	(20,805)
Revenue - Other	(1,540)	(30,718)	(1,570)	-	-	(1,570)	(1,600)	(1,630)	(1,660)	(1,690)
TOTAL REVENUE	(92,850)	(66,090)	(92,168)	-	(60,550)	(152,718)	(68,558)	(57,716)	(46,791)	(58,115)
REQUISITION	(672,654)	(672,654)	(684,090)	-	-	(684,090)	(718,290)	(747,020)	(761,960)	(777,200)
*Percentage increase over prior year Requisition						1.7%	5.0%	4.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.325 Community Planning	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$10,000	\$11,830	\$35,000	\$2,410	\$3,910	\$0	\$0	\$53,150
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$10,000	\$11,830	\$35,000	\$2,410	\$3,910	\$0	\$0	\$53,150
	\$10,000	\$11,830	\$35,000	\$2,410	\$3,910	\$0	\$0	\$53,150

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$10,000	\$11,830	\$35,000	\$2,410	\$3,910	\$0	\$0	\$53,150
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$10,000	\$11,830	\$35,000	\$2,410	\$3,910	\$0	\$0	\$53,150
	\$10,000	\$11,830	\$35,000	\$2,410	\$3,910	\$0	\$0	\$53,150

Community Planning (JDF)
 Reserve Summary Schedule
 2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	189,430	121,182	87,784	65,928	55,717	34,912
Equipment Replacement Fund	62,666	55,836	25,836	28,426	29,516	34,516
Total	252,097	177,019	113,621	94,355	85,234	69,429

Reserve Schedule

Reserve Fund: 1.325 Community Planning - Operating Reserve Fund

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	105408						
Beginning Balance		224,178	189,430	121,182	87,784	65,928	55,717
Transfer from Ops Budget		7,245	-	-	-	-	-
Transfer to Ops Budget		(45,423)	(68,248)	(33,398)	(21,856)	(10,211)	(20,805)
Interest Income		3,430	-	-	-	-	-
Ending Balance \$		189,430	121,182	87,784	65,928	55,717	34,912

Assumptions/Background:
 For unforeseen legal expenses; ongoing air photo updates; election expenses

Reserve Schedule

Reserve Fund: 1.325 Community Planning - Equipment Replacement Fund

ERF Group: CMPLAN.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101428	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		76,576	62,666	55,836	25,836	28,426	29,516
Transfer from Ops Budget		5,000	5,000	5,000	5,000	5,000	5,000
Planned Purchase		(18,910)	(11,830)	(35,000)	(2,410)	(3,910)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		62,666	55,836	25,836	28,426	29,516	34,516

Assumptions/Background:
 Maintain balance sufficient to fund required asset replacements

CAPITAL REGIONAL DISTRICT

2021 Budget

Willis Point Fire Protection & Recreation

EAC Review

Service: 1.350 Willis Point Fire

Committee: Electoral Area

DEFINITION:

A service area for the purposes of constructing a fire hall/community centre and to provide fire protection and emergency response services and recreational facilities in the Willis Point Section of the Juan de Fuca Electoral Area.

Local Service Establishment Bylaw No. 1951 (January 15, 1992). Amended by Bylaw 2296 (1995) & 3214 (2004)

PARTICIPATION:

Based on converted hospital assessments - Willis Point Local Service Area #15 - A(763).

COMMISSION:

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

MAXIMUM LEVY:

Bylaw No. 1951 states "Greater of \$41,000 or \$1.71 / \$1,000" to a maximum of \$331,628.

FUNDING:

Requisition

1.350 - Willis Point Fire Protection & Recreation	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
<u>Fire Protection Costs</u>										
Travel - Vehicles	12,030	12,030	12,230	-	-	12,230	12,470	12,720	12,970	13,230
Insurance	7,085	7,085	7,470	-	-	7,470	7,620	7,770	7,920	8,080
Utilities	11,947	11,947	12,150	-	-	12,150	12,390	12,640	12,890	13,150
Staff Development	24,005	24,005	24,410	-	-	24,410	24,900	25,400	25,900	26,420
Allocations	4,889	4,889	6,487	-	-	6,487	6,991	7,131	7,274	7,419
Operating - Other	29,001	29,001	29,510	-	-	29,510	30,110	30,710	31,320	31,930
TOTAL FIRE PROTECTION COSTS	88,957	88,957	92,257	-	-	92,257	94,481	96,371	98,274	100,229
<u>Recreation Costs:</u>										
Recreation Expenses	48,129	48,129	14,790	-	-	14,790	15,090	15,390	15,700	16,020
TOTAL OPERATING COSTS	137,086	137,086	107,047	-	-	107,047	109,571	111,761	113,974	116,249
*Percentage Increase over prior year						3.7%	2.4%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Capital Equipment Purchases	6,170	6,170	6,270	-	-	6,270	6,400	6,530	6,660	6,790
Transfer to Equipment Replacement Fund	41,000	41,000	41,000	-	-	41,000	41,000	41,000	41,000	41,000
Transfer to Reserve Fund	20,000	20,000	7,500	-	-	7,500	7,500	7,500	7,500	7,500
TOTAL CAPITAL / RESERVES	67,170	67,170	54,770	-	-	54,770	54,900	55,030	55,160	55,290
TOTAL COSTS	204,256	204,256	161,817	-	-	161,817	164,471	166,791	169,134	171,539
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(46,183)	(46,183)	-	-	-	-	-	-	-	-
Other Revenue	(32,865)	(32,865)	(32,875)	-	-	(32,875)	(32,895)	(32,915)	(32,935)	(32,955)
TOTAL REVENUE	(79,048)	(79,048)	(32,875)	-	-	(32,875)	(32,895)	(32,915)	(32,935)	(32,955)
REQUISITION	(125,208)	(125,208)	(128,942)	-	-	(128,942)	(131,576)	(133,876)	(136,199)	(138,584)
*Percentage increase over prior year Requisition						3.0%	2.0%	1.7%	1.7%	1.8%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.350	Carry						
	Willis Point Fire	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	B	\$0	\$18,000	\$12,000	\$5,000	\$8,500	\$0	\$43,500
Equipment	E	\$0	\$65,000	\$20,000	\$6,000	\$20,000	\$0	\$111,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$83,000	\$32,000	\$11,000	\$28,500	\$0	\$154,500

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$65,000	\$20,000	\$6,000	\$20,000	\$0	\$111,000
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	\$18,000	\$12,000	\$5,000	\$8,500	\$0	\$43,500
		\$0	\$83,000	\$32,000	\$11,000	\$28,500	\$0	\$154,500

**Willis Point Fire Protection & Recreation
Reserves Summary Schedule
2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	89,768	79,268	74,768	77,268	76,268	83,768
Equipment Replacement Fund	449,928	425,928	446,928	481,928	502,928	543,928
Total	539,696	505,196	521,696	559,196	579,196	627,696

Reserve Schedule

Reserve Fund: 1.350 Willis Point Fire Protection & Creation - Capital Reserve Fund

Bylaw 2189

Reserve Cash Flow

Fund:	1014	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101358						
Beginning Balance		123,888	89,768	79,268	74,768	77,268	76,268
Transfer from Ops Budget		20,000	7,500	7,500	7,500	7,500	7,500
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(56,000)	(18,000)	(12,000)	(5,000)	(8,500)	-
Interest Income		1,880	-	-	-	-	-
Ending Balance \$		89,768	79,268	74,768	77,268	76,268	83,768

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.350 Willis Point Fire Protection & Creation - Equipment Replacement Fund

For replacement of firefighting equipment, fire trucks, tenders and pumpers.
ERF Group: WILLISPT.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101429	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		413,928	449,928	425,928	446,928	481,928	502,928
Transfer from Ops Budget		41,000	41,000	41,000	41,000	41,000	41,000
Expenditures		(5,000)	(65,000)	(20,000)	(6,000)	(20,000)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		449,928	425,928	446,928	481,928	502,928	543,928

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Otter Point Fire

EAC Review

Service: 1.353 Otter Point Fire

Committee: Electoral Area

DEFINITION:

A service area established to provide fire protection and emergency response on a volunteer basis in the Otter Point district of the Juan de Fuca Electoral Area. Fire department is operated by a Commission. Local Service Bylaw No. 2042 (September 9, 1992). Amended by Bylaws 2720, 3171 and 3215.

PARTICIPATION:

On taxable school assessments, excluding property that is taxable for school purposes only by Special Act.

Local Service Area #17 - G (762).

COMMISSION:

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

MAXIMUM LEVY:

Bylaw No. 2042 states "Greater of \$125,000 or \$2.50 / \$1,000" to a maximum of \$1,390,122.

FUNDING:

Requisition

1.353 - Otter Point Fire	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Fire Chief Salary and Honorariums	76,000	76,000	77,290	-	-	77,290	78,830	80,400	82,000	83,640
Travel & Vehicles	21,700	21,700	22,070	-	-	22,070	22,510	22,960	23,420	23,890
Contract for Services	109,840	109,840	111,710	-	-	111,710	113,940	116,220	118,540	120,910
Insurance	9,570	9,570	3,650	-	-	3,650	3,720	3,790	3,870	3,950
Staff Training	22,000	22,000	22,370	-	-	22,370	22,820	23,280	23,750	24,230
Recruiting and Retention	10,000	10,000	10,170	-	-	10,170	10,370	10,580	10,790	11,010
Maintenance	18,840	18,840	19,160	-	-	19,160	19,540	19,930	20,320	20,720
Internal Allocations	10,787	10,787	13,715	-	-	13,715	16,336	16,663	16,996	17,336
Operating - Supplies	14,480	14,480	14,730	-	-	14,730	15,020	15,320	15,630	15,940
Operating - Other	27,100	27,100	27,570	-	-	27,570	28,120	28,690	29,270	29,870
TOTAL OPERATING COSTS	320,317	320,317	322,435	-	-	322,435	331,206	337,833	344,586	351,496
*Percentage Increase over prior year						0.7%	2.7%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Capital Equipment Purchases	5,000	5,000	5,090	-	-	5,090	5,190	5,290	5,400	5,510
Transfer to Capital Reserve Fund	70,660	70,660	31,330	-	-	31,330	31,960	32,600	33,250	33,920
Transfer to Equipment Replacement Fund	101,660	101,660	103,390	-	-	103,390	105,460	107,570	109,720	111,910
TOTAL CAPITAL / RESERVES	177,320	177,320	139,810	-	-	139,810	142,610	145,460	148,370	151,340
TOTAL COSTS	497,637	497,637	462,245	-	-	462,245	473,816	483,293	492,956	502,836
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(300)	(300)	(310)	-	-	(310)	(310)	(310)	(310)	(320)
TOTAL REVENUE	(300)	(300)	(310)	-	-	(310)	(310)	(310)	(310)	(320)
REQUISITION	(497,337)	(497,337)	(461,935)	-	-	(461,935)	(473,506)	(482,983)	(492,646)	(502,516)
*Percentage increase over prior year Requisition						-7.1%	2.5%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.353	Carry						
	Otter Point Fire	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$40,000	\$40,000	\$40,000	\$10,000	\$0	\$0	\$130,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$40,000	\$40,000	\$40,000	\$10,000	\$0	\$0	\$130,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$0	\$40,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$30,000	\$30,000	\$30,000	\$0	\$0	\$0	\$90,000
	\$0	\$40,000	\$40,000	\$40,000	\$10,000	\$0	\$0	\$130,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.353
Service Name: Otter Point Fire

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (cont)
Res = Reserve Fund
STLoan = Short Term Loans
WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
17-02	Replacement	Turnout Gear/Pagers/Hose	Turnout Gear/Pagers/Hose	\$40,000	E	ERF	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$40,000
18-01	Replacement	Replace hall siding	Replace hall siding	\$30,000	E	Res	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
19-01	Replacement	Vehicle F00620 Tender complete	Vehicle F00620 Tender complete	\$400,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19-02	Replacement	Replace driveway pavement	Replace driveway pavement	\$30,000	E	Res	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
20-01	Replacement	Replace roof	Replace roof	\$30,000	E	Res	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000
20-02	Replacement	Building expansion construction	Building expansion construction	\$190,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
			GRAND TOTAL	\$720,000			\$0	\$40,000	\$40,000	\$40,000	\$10,000	\$0	\$130,000

Otter Point Fire
 Summary Schedule
 2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	5,026	6,356	8,316	10,916	44,166	78,086
Equipment Replacement Fund	6,970	100,360	195,820	293,390	393,110	505,020
Total	11,996	106,716	204,136	304,306	437,276	583,106

Reserve Schedule

Reserve Fund: 1.353 Otter Point Fire Protection - Capital Reserve Fund - Bylaw 3995

For improvements, repairs and replacement of Firehall and training centre

Reserve Cash Flow

Fund:	1090	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	102164						
Beginning Balance		98,836	5,026	6,356	8,316	10,916	44,166
Transfer from Ops Budget		70,660	31,330	31,960	32,600	33,250	33,920
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(165,000)	(30,000)	(30,000)	(30,000)	-	-
Interest Income		530	-	-	-	-	-
Ending Balance \$		5,026	6,356	8,316	10,916	44,166	78,086

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.353 Otter Point Fire Protection - Equipment Replacement Fund

ERF Group: OTTERFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101432						
Beginning Balance		305,310	6,970	100,360	195,820	293,390	393,110
Transfer from Ops Budget		101,660	103,390	105,460	107,570	109,720	111,910
Expenditures		(400,000)	(10,000)	(10,000)	(10,000)	(10,000)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		6,970	100,360	195,820	293,390	393,110	505,020

Assumptions/Background:
 Transfer as much of operating budget will allow in order to provide sufficient funding for vehicles.

CAPITAL REGIONAL DISTRICT

2021 Budget

Malahat Fire Protection

EAC Review

Service: 1.354 Malahat Fire

Committee: Electoral Area

DEFINITION:

A specified area established to provide fire protection and emergency response in the Malahat district of the Juan de Fuca Electoral Area through an agreement with the Cowichan Valley Regional District:

Bylaw No. 1368 (July 24, 1985) (Repealed). Amended Bylaw No. 1375 (September 23, 1985) (Repealed)
Bylaw No. 2731 (November 24, 1999) as amended by Bylaw No. 3226.

ANNUAL LEVY:

On all lands and improvements on the basis of Section 794 of the Municipal Act within the Specified Area # 23 (F-762).

MAXIMUM LEVY:

Greater of \$22,400 or \$1.28 / \$1,000 to a maximum of \$84,553.

FUNDING:

Requisition

1.354 - Malahat Fire Protection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payment to Cowichan Valley Regional District	59,221	59,221	60,230	-	-	60,230	61,430	62,660	63,910	65,190
Other Operating Expenses	2,348	2,348	2,642	-	-	2,642	3,150	3,213	3,277	3,342
TOTAL COSTS	61,569	61,569	62,872	-	-	62,872	64,580	65,873	67,187	68,532
*Percentage Increase over prior year						2.1%	2.7%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(139)	(139)	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(139)	(139)	-	-	-	-	-	-	-	-
REQUISITION	(61,430)	(61,430)	(62,872)	-	-	(62,872)	(64,580)	(65,873)	(67,187)	(68,532)
*Percentage increase over prior year Requisition						2.3%	2.7%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Durrance Road Fire Protection

EAC Review

Service: 1.355 Durrance Road Fire

Committee: Electoral Area

DEFINITION:

A local service area established by Bylaw No. 2506 (July 9, 1997) to provide fire protection and emergency response to Durrance Road Fire Protection Area. Amended by Bylaw No. 3033 (2002) to increase rate and Bylaw No. 3216 (2004).

MAXIMUM LEVY:

Greater of \$1,350 or \$0.70 / \$1,000 to maximum of \$4,117.

FUNDING:

Parcel Tax

1.355 - Durrance Road Fire Protection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payment to District of Saanich	2,500	2,500	2,500	-	-	2,500	2,500	2,500	2,500	2,500
Other Operating Expenses	319	319	270	-	-	270	230	233	236	239
TOTAL OPERATING COSTS	2,819	2,819	2,770	-	-	2,770	2,730	2,733	2,736	2,739
*Percentage Increase over prior year						-1.7%	-1.4%	0.1%	0.1%	0.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve	120	120	220	-	-	220	320	377	434	491
TOTAL COSTS	2,939	2,939	2,990	-	-	2,990	3,050	3,110	3,170	3,230
*Percentage Increase over prior year						1.7%	2.0%	2.0%	1.9%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance Carry Forward	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
REQUISITION - PARCEL TAX	(2,939)	(2,939)	(2,990)	-	-	(2,990)	(3,050)	(3,110)	(3,170)	(3,230)
*Percentage increase over prior year Requisition						1.7%	2.0%	2.0%	2.0%	1.9%

Reserve Schedule

Reserve Fund: 1.355 Durrance road Fire Protection - Operating Reserve Fund

Bylaw 4146

Reserve Cash Flow

Fund: Fund Centre:	1500 105400	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		2,002	2,152	2,372	2,692	3,069	3,503
Transfer from Op Budget		120	220	320	377	434	491
Planned Payments		-	-	-	-	-	-
Interest Income		30	-	-	-	-	-
Ending Balance \$		2,152	2,372	2,692	3,069	3,503	3,994

Assumptions/Background:
 To set aside funds for reimbursing District of Saanich for incident response, as per agreement between the CRD and Saanich

CAPITAL REGIONAL DISTRICT

2021 Budget

East Sooke Fire Protection

EAC Review

Service: 1.357 East Sooke Fire

Committee: Electoral Area

DEFINITION:

A service area established by Bylaw No. 3390 (January 10, 2007) to provide fire protection and emergency response on a volunteer basis in the East Sooke district of the Juan de Fuca Electoral Area. Fire department is operated by a committee.

PARTICIPATION:

On net taxable value of land and improvements on the basis of hospital district assessments.

MAXIMUM LEVY:

Bylaw No. 3390 (amended by Bylaw 3862, 2014) states "greater of \$550,000 or \$1.310 / \$1,000" to a maximum of \$802,494.

COMMISSION:

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

MAXIMUM CAPITAL DEBT:

Maximum Authorized: (Bylaw 3863)	\$ 2,120,000
Borrowed: 2014, 3.0%	\$ 1,800,000
Borrowed: 2016, 2.1%	\$ 150,000
Remaining	\$ 170,000

1.357 - East Sooke Fire Protection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries and Wages	15,078	15,078	15,330	-	-	15,330	15,640	15,950	16,270	16,600
Travel - Vehicles	30,337	30,337	30,850	-	-	30,850	31,470	32,100	32,740	33,400
Insurance	7,362	7,362	7,170	-	-	7,170	7,310	7,450	7,590	7,740
Contract for Service/Legal Expenses	6,206	6,206	6,320	-	-	6,320	6,440	6,570	6,710	6,850
Maintenance	6,000	6,000	6,110	-	-	6,110	6,230	6,350	6,480	6,610
Staff Training	23,460	23,460	23,860	-	-	23,860	24,340	24,830	25,330	25,840
Internal Allocations	7,945	7,945	9,603	-	-	9,603	11,233	11,458	11,687	11,921
Operating - Supplies	31,060	31,060	31,590	-	-	31,590	32,220	32,860	33,510	34,190
Contingency	15,000	15,000	15,260	-	-	15,260	15,570	15,880	16,200	16,520
Operating - Other	40,438	40,438	41,130	-	-	41,130	41,950	42,780	43,640	44,510
TOTAL FIRE DEP OPERATING COSTS	182,886	182,886	187,223	-	-	187,223	192,403	196,228	200,157	204,181
*Percentage Increase over prior year						2.4%	2.8%	2.0%	2.0%	2.0%
TOTAL COMMUNITY HALL OPERATING COSTS	29,200	29,200	24,620	-	-	24,620	25,110	25,610	26,120	26,640
TOTAL OPERATING COSTS	212,086	212,086	211,843	-	-	211,843	217,513	221,838	226,277	230,821
Percentage Increase over prior year										
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	124,850	124,850	126,970	-	-	126,970	129,510	132,100	134,740	137,430
TOTAL CAPITAL / RESERVES	124,850	124,850	126,970	-	-	126,970	129,510	132,100	134,740	137,430
<u>DEBT SERVICING</u>										
Interest & Fees	57,600	57,600	57,650	-	-	57,650	57,650	57,650	57,650	57,650
Principal	97,959	97,959	97,959	-	-	97,959	97,959	97,959	97,959	97,959
TOTAL DEBT SERVICING	155,559	155,559	155,609	-	-	155,609	155,609	155,609	155,609	155,609
TOTAL COSTS	492,495	492,495	494,422	-	-	494,422	502,632	509,547	516,626	523,860
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance Carry Forward	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(5,120)	(5,120)	-	-	-	-	-	-	-	-
District of Sooke (for Silver Spray)	(55,070)	(55,070)	(56,010)	-	-	(56,010)	(57,130)	(58,270)	(59,440)	(60,630)
Rental Revenue	(24,080)	(24,080)	(24,620)	-	-	(24,620)	(25,110)	(25,610)	(26,120)	(26,640)
Other Income	(1,470)	(1,470)	(1,540)	-	-	(1,540)	(1,560)	(1,580)	(1,600)	(1,620)
TOTAL REVENUE	(85,740)	(85,740)	(82,170)	-	-	(82,170)	(83,800)	(85,460)	(87,160)	(88,890)
REQUISITION	(406,755)	(406,755)	(412,252)	-	-	(412,252)	(418,832)	(424,087)	(429,466)	(434,970)
*Percentage increase over prior year Requisition						1.4%	1.6%	1.3%	1.3%	1.3%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.357	Carry						
	East Sooke Fire	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$13,800	\$13,900	\$14,100	\$14,300	\$49,420	\$105,520	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Vehicles	\$0	\$160,000	\$300,000	\$0	\$0	\$0	\$460,000	
	\$0	\$173,800	\$313,900	\$14,100	\$14,300	\$49,420	\$565,520	

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Equipment Replacement Fund	\$0	\$173,800	\$313,900	\$14,100	\$14,300	\$49,420	\$565,520	
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	\$173,800	\$313,900	\$14,100	\$14,300	\$49,420	\$565,520	

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.357

Service Name: East Sooke Fire

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Turn out Gear	Turn out Gear	\$38,100	E	ERF	\$0	\$8,800	\$8,900	\$9,100	\$9,300	\$9,500	\$45,600
22-01	Replacement	Tender 2	Replace Tender 2 1996 Vehicle	\$80,000	V	ERF	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000
21-01	Replacement	Squad Car	Replace Squad Car 1999 Vehicle	\$160,000	V	ERF	\$0	\$160,000	\$0	\$0	\$0	\$0	\$160,000
20-01	Replacement	Equipment	Fire Equipment Replacement	\$25,000	E	ERF	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
25-01	Replacement	Hose	Replace firefighting hoses	\$25,900	E	ERF	\$0	\$0	\$0	\$0	\$0	\$25,900	\$25,900
25-02	Replacement	Pager	Replace pager equipment	\$9,020	E	ERF	\$0	\$0	\$0	\$0	\$0	\$9,020	\$9,020
			GRAND TOTAL	\$338,020			\$0	\$173,800	\$313,900	\$14,100	\$14,300	\$49,420	\$565,520

East Sooke Fire Protection
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	44,563	44,563	44,563	44,563	44,563	44,563
Equipment Replacement Fund	385,687	338,857	154,467	272,467	392,907	480,917
Total	44,563	44,563	199,030	317,030	437,470	525,480

Reserve Schedule

Reserve Fund: 1.357 East Sooke Fire Protection - Capital Reserve Fund

Bylaw 3400

Reserve Cash Flow

Fund: Fund Centre:	1079 101309	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		43,893	44,563	44,563	44,563	44,563	44,563
Transfer from Ops Budget		-	-	-	-	-	-
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		670	-	-	-	-	-
Ending Balance \$		44,563	44,563	44,563	44,563	44,563	44,563

Assumptions/Background:

New hall in under construction. Funding of reserve will resume when building is complete.

Reserve Schedule

Reserve Fund: 1.357 East Sooke Fire Protection - Equipment Replacement Fund

ERF Group: ESOKFIRE.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101948	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		270,037	385,687	338,857	154,467	272,467	392,907
Transfer from Ops Budget		124,850	126,970	129,510	132,100	134,740	137,430
Planned Purchase		(9,200)	(173,800)	(313,900)	(14,100)	(14,300)	(49,420)
Interest Income		-	-	-	-	-	-
Ending Balance \$		385,687	338,857	154,467	272,467	392,907	480,917

Assumptions/Background:

New hall in under construction. Funding of reserve will resume when building is complete.

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Fire

EAC Review

Service: 1.358 Port Renfrew Fire

Committee: Electoral Area

DEFINITION:

To provide, operate and maintain a Fire Protection Service for local service area in the Port Renfrew District of the Juan de Fuca Electoral Area Establishment Bylaw No. 1743 (November, 1989). Amended by Bylaw 3223 (2005)

MAXIMUM LEVY:

Greater of \$10,000 or \$2.52 / \$1,000 to a maximum of \$256,235.

COMMISSION:

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

MAXIMUM CAPITAL DEBT:

Bylaw 3456 (Nov 2007) - Authorized to borrow \$40,000 - \$0 issued

AUTHORIZED:	LA Bylaw No. 3456 (Nov. 2007)	\$	40,000
BORROWED:	Bylaw 3456 - 106 (2009 - 4.13%)		(40,000)
REMAINING AUTHORIZATION		<u>\$</u>	<u>-</u>

FUNDING:

User fee and requisition.

1.358 - Port Renfrew Fire	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries, Wages, Benefits	35,200	35,200	35,800	-	-	35,800	36,510	37,240	37,980	38,740
Materials and Supplies	16,960	16,960	17,250	-	-	17,250	17,600	17,950	18,300	18,670
Repairs and Maintenance	3,280	3,280	3,340	-	-	3,340	3,400	3,470	3,540	3,610
Utilities	13,240	13,240	13,470	-	-	13,470	13,750	14,030	14,310	14,600
Allocations	4,364	4,364	5,401	-	-	5,401	6,050	6,171	6,295	6,421
Other Operating Expense	45,580	45,580	46,330	-	-	46,330	47,260	48,210	49,170	50,160
TOTAL OPERATING COSTS	118,624	118,624	121,591	-	-	121,591	124,570	127,071	129,595	132,201
*Percentage Increase over prior year						2.5%	2.5%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	24,663	24,663	24,660	-	-	24,660	24,660	24,660	24,660	24,660
TOTAL CAPITAL / RESERVES	24,663	24,663	24,660	-	-	24,660	24,660	24,660	24,660	24,660
TOTAL FIRE OPERATING COSTS	143,287	143,287	146,251	-	-	146,251	149,230	151,731	154,255	156,861
Debt Charges	2,908	2,908	2,908	-	-	2,908	2,908	2,908	2,908	10
TOTAL COSTS	146,195	146,195	149,159	-	-	149,159	152,138	154,639	157,163	156,871
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(862)	(862)	(880)	-	-	(880)	(900)	(920)	(940)	(960)
User Charge	(57,990)	(57,990)	(59,230)	-	-	(59,230)	(60,410)	(61,620)	(62,850)	(64,110)
Other Revenue	(210)	(210)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
TOTAL REVENUE	(59,062)	(59,062)	(60,320)	-	-	(60,320)	(61,520)	(62,750)	(64,000)	(65,280)
REQUISITION	(87,133)	(87,133)	(88,839)	-	-	(88,839)	(90,618)	(91,889)	(93,163)	(91,591)
*Percentage increase over prior year Requisition						2.0%	2.0%	1.4%	1.4%	-1.7%

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.358

Service Name: Port Renfrew Fire

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-02	Replacement	Firefighting equipment	Turnout gear, hoses, and other equipment	\$28,000	E	ERF	\$0	\$28,000	\$0	\$0	\$0	\$0	\$28,000
			GRAND TOTAL	\$28,000			\$0	\$28,000	\$0	\$0	\$0	\$0	\$28,000

Port Renfrew Fire
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	46,504	46,504	46,504	46,504	46,504	46,504
Equipment Replacement Fund	80,931	77,591	102,251	126,911	151,571	176,231
Total	127,436	124,096	148,756	173,416	198,076	222,736

Reserve Schedule

Reserve Fund: 1.358 Port Renfrew Fire - Capital Reserve Fund

Bylaw 2702

Reserve Cash Flow

Fund: Fund Centre:	1089 102161	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		45,814	46,504	46,504	46,504	46,504	46,504
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		690	-	-	-	-	-
Ending Balance \$		46,504	46,504	46,504	46,504	46,504	46,504

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.358 Port Renfrew Fire - Equipment Replacement Fund

ERF Group: PTRENFIRE.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101434	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		84,268	80,931	77,591	102,251	126,911	151,571
Transfer from Ops Budget		24,663	24,660	24,660	24,660	24,660	24,660
Planned Purchase		(28,000)	(28,000)	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		80,931	77,591	102,251	126,911	151,571	176,231

Assumptions/Background:
 Transfer as much as operating budget will allow in order to have funds sufficient to replace vehicles

CAPITAL REGIONAL DISTRICT

2021 Budget

Shirley Fire Protection

EAC Review

Service: 1.360 Shirley Fire Department

Committee: Electoral Area

DEFINITION:

A Specified Area to provide Fire Protection Service and Emergency Response on a volunteer basis in the Shirley District of the Juan de Fuca Electoral Areas local service. Establishment Bylaw No. 1927 (September 11, 1991). Amended by Bylaw 3220 (Feb 9, 2005).

MAXIMUM LEVY:

Greater of \$18,200 or \$1.31 / \$1,000 to a maximum of \$269,424.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

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

FUNDING:

Requisition

1.360 - Shirley Fire Protection

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	2021 ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Honoraria	8,430	8,430	8,620	-	-	8,620	8,810	9,000	9,200	9,400
Travel - Vehicles	5,910	5,910	6,040	-	-	6,040	6,170	6,310	6,450	6,590
Insurance	7,070	7,070	7,380	-	-	7,380	7,530	7,690	7,850	8,010
Maintenance	9,560	9,560	9,780	-	-	9,780	10,000	10,220	10,440	10,660
Staff Development	6,870	6,870	7,020	-	-	7,020	7,170	7,330	7,490	7,650
Internal Allocations	3,619	3,619	3,973	-	-	3,973	4,270	4,356	4,443	4,532
Operating - Supplies	21,500	21,500	21,980	-	-	21,980	22,460	22,950	23,450	23,960
Contingency	3,000	3,000	3,000	-	-	3,000	3,000	3,000	3,000	3,000
Purchases - Equipment	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Operating - Other	17,770	17,770	18,150	-	-	18,150	18,540	18,930	19,320	19,730
TOTAL OPERATING COSTS	93,729	93,729	95,943	-	-	95,943	97,950	99,786	101,643	103,532
*Percentage Increase over prior year						2.4%	2.1%	1.9%	1.9%	1.9%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	35,140	35,140	35,910	-	-	35,910	36,700	37,510	38,340	39,180
Transfer to Capital Reserve Fund	24,520	24,520	25,060	-	-	25,060	25,610	26,170	26,750	27,340
TOTAL CAPITAL / RESERVES	59,660	59,660	60,970	-	-	60,970	62,310	63,680	65,090	66,520
TOTAL COSTS	153,389	153,389	156,913	-	-	156,913	160,260	163,466	166,733	170,052
<u>FUNDING SOURCES (REVENUE)</u>										
Other Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
REQUISITION	(153,189)	(153,189)	(156,713)	-	-	(156,713)	(160,060)	(163,266)	(166,533)	(169,852)
*Percentage increase over prior year Requisition						2.3%	2.1%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.360

Service Name: Shirley Fire Department

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
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 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Firefighting Equipment	Firefighting Equipment	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
			GRAND TOTAL	\$10,000			\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

Shirley Fire Protection
Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	77,537	102,597	128,207	154,377	181,127	208,467
Equipment Replacement Fund	186,482	212,392	249,092	286,602	324,942	364,122
Total	264,018	314,988	377,298	440,978	506,068	572,588

Reserve Schedule

Reserve Fund: 1.360 Shirley Fire Protection - Capital Reserve Fund

Bylaw 2938

Reserve Cash Flow

Fund:	1062	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101701						
Beginning Balance		52,217	77,537	102,597	128,207	154,377	181,127
Transfer from Ops Budget		24,520	25,060	25,610	26,170	26,750	27,340
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		800	-	-	-	-	-
Ending Balance \$		77,537	102,597	128,207	154,377	181,127	208,467

Assumptions/Background:
 Transfers in accordance with long term capital plan

Reserve Schedule

Reserve Fund: 1.360 Shirley Fire Protection - Equipment Replacement Fund

ERF Group: SHIRFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101436						
Beginning Balance		161,342	186,482	212,392	249,092	286,602	324,942
Transfer from Ops Budget		35,140	35,910	36,700	37,510	38,340	39,180
Planned Purchase		(10,000)	(10,000)	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		186,482	212,392	249,092	286,602	324,942	364,122

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Program (JDF)

EAC Review

Service: 1.370 JDF Emergency Program

Committee: Electoral Area

DEFINITION:

To provide an Emergency Program as an Extended Service under the Emergency Program Act.
Establishment Bylaw No. 2109 (April 28, 1993). Repealed and replaced by Bylaw No. 2268 (December 14, 1994).
Order in Council #287 provides the CRD with the same powers as a local authority under the Emergency Program Act.

SERVICE DESCRIPTION:

Governed by Bylaw #3444, this service provides planning and management of an emergency response plan for the Juan de Fuca (JdF) Electoral Area, including Port Renfrew, Willis Point and the Malahat. The emergency response plan involves response to, and recovery from, a community disaster or emergency.

The Planning and Protective Services department has administrative responsibility for the service and the Senior Manager of Protective Services has immediate operational responsibility. The Juan de Fuca Emergency Management Commission (JDFEMC) administers the service.

PARTICIPATION:

Electoral Area of Juan de Fuca.

LEVY:

The annual costs of providing the Extended Service of Emergency Program, net of grants and other revenue, shall be recovered by requisition of money under Section 809.1 of the Municipal Act under Section 809.1 of the Municipal Act to be collected by a property value tax to be levied and collected under Section 810.1 (1) of the Municipal Act.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.370 - Emergency Program (JDF)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Travel Expense	4,870	4,870	4,970	-	-	4,970	5,070	5,170	5,270	5,380
Contract for Services	21,650	21,650	22,080	-	-	22,080	22,520	22,970	23,430	23,900
Neighbourhood Program	1,420	1,420	1,450	-	-	1,450	1,480	1,510	1,540	1,570
Emergency Social Services	5,120	5,020	5,160	-	-	5,160	5,270	5,380	5,490	5,610
Staff Training & Development	2,920	2,920	2,980	-	-	2,980	3,040	3,100	3,160	3,220
Supplies	4,000	4,000	4,080	-	-	4,080	4,160	4,240	4,320	4,410
Allocations	11,638	11,638	12,935	-	-	12,935	13,675	13,949	14,228	14,513
Other Operating Expenses	16,930	16,930	17,290	-	-	17,290	17,620	17,960	18,310	18,660
TOTAL OPERATING COSTS	68,548	68,448	70,945	-	-	70,945	72,835	74,279	75,748	77,263
*Percentage Increase over prior year						3.5%	2.7%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	5,110	5,110	4,000	-	-	4,000	4,080	4,160	4,240	4,320
TOTAL CAPITAL / RESERVE	5,110	5,110	4,000	-	-	4,000	4,080	4,160	4,240	4,320
Building Borrowing Repayment to Facilities Reserve	11,880	11,880	11,880	-	-	11,880	11,880	11,880	11,880	11,880
TOTAL COSTS	85,538	85,438	86,825	-	-	86,825	88,795	90,319	91,868	93,463
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(114)	(114)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
Revenue - Other	(220)	(120)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(334)	(234)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
REQUISITION	(85,204)	(85,204)	(86,605)	-	-	(86,605)	(88,575)	(90,099)	(91,648)	(93,243)
*Percentage increase over prior year Requisition						1.6%	2.3%	1.7%	1.7%	1.7%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.370 JDF Emergency Program	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$4,970	\$11,710	\$7,470	\$0	\$0	\$0	\$24,150
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$4,970	\$11,710	\$7,470	\$0	\$0	\$0	\$24,150

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$4,970	\$11,710	\$7,470	\$0	\$0	\$0	\$24,150
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$4,970	\$11,710	\$7,470	\$0	\$0	\$0	\$24,150

Reserve Schedule

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

ERF Group: JDFEMERG.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101785	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		63,006	63,246	62,276	54,646	51,336	55,576
Transfer from Ops Budget		5,110	4,000	4,080	4,160	4,240	4,320
Expenditures		(4,870)	(4,970)	(11,710)	(7,470)	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		63,246	62,276	54,646	51,336	55,576	59,896

Assumptions/Background:

Balance of \$15 - \$20k required for maintenance of equipment inventory

CAPITAL REGIONAL DISTRICT

2021 Budget

Search and Rescue (JDF)

EAC Review

Service: 1.377 JDF Search and Rescue

Committee: Electoral Area

DEFINITION:

To establish the operation of a search and rescue service in the Juan de Fuca Electoral Area.
Establishment Bylaw No. 3101 (October 24, 2003).

SERVICE DESCRIPTION:

Governed by Bylaw #3128, the service provides Search and Rescue (SAR) for the Juan de Fuca (JdF) Electoral Area.

The Planning and Protective Services department has administrative responsibility for the service and the Senior Manager of Protective Services has immediate operational responsibility. The Juan de Fuca Search and Rescue Committee administrates the service.

PARTICIPATION:

The Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

Greater of \$62,000 or \$0.102 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$210,098.

FUNDING:

Requisition

1.377 - Search and Rescue (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services	8,190	8,190	8,190	-	-	8,190	8,350	8,520	8,690	8,860
Building Rent	23,080	23,080	23,470	-	-	23,470	23,940	24,420	24,910	25,410
Staff Training & Development	16,420	15,211	16,420	-	-	16,420	16,750	17,090	17,430	17,780
Supplies	11,700	11,700	11,700	-	-	11,700	11,930	12,160	12,410	12,660
Allocations	3,087	3,087	3,689	-	-	3,689	4,298	4,384	4,472	4,561
Other Operating Expenses	21,800	23,009	21,790	-	-	21,790	22,230	22,680	23,130	23,590
TOTAL OPERATING COSTS	84,277	84,277	85,259	-	-	85,259	87,498	89,254	91,042	92,861
*Percentage Increase over prior year						1.2%	2.6%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(84)	(84)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
Revenue - Other	(20,590)	(20,590)	(20,590)	-	-	(20,590)	(21,000)	(21,420)	(21,850)	(22,280)
TOTAL REVENUE	(20,674)	(20,674)	(20,680)	-	-	(20,680)	(21,090)	(21,510)	(21,940)	(22,370)
REQUISITION	(63,603)	(63,603)	(64,579)	-	-	(64,579)	(66,408)	(67,744)	(69,102)	(70,491)
*Percentage increase over prior year Requisition						1.5%	2.8%	2.0%	2.0%	2.0%

Reserve Schedule

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

ERF Group: JDFSAR.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101986						
Beginning Balance		26,875	26,875	26,875	26,875	26,875	26,875
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		26,875	26,875	26,875	26,875	26,875	26,875

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

EA - Community Parks (JDF)

EAC Review

Service: 1.405 JDF EA Community Parks & Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

To acquire, develop, operate and maintain community parks in the JDF Electoral Area.
(Letters Patent - August 28, 1975).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for the Juan de Fuca Electoral Area. The services provide for ocean and lake beach/foreshore access, trails, right-of-ways, easements, playgrounds, sports fields, a tennis court and skate park.

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

Greater of \$227,173 or \$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$308,968.
(Bylaw 4087, Amend bylaw 245, March, 2016)

COMMISSION:

Continuation Bylaw #3763 (May 2011), an advisory commission for Community Parks and Recreation in the Juan de Fuca Electoral Area.
Original establishment Bylaw for this commission Dec 2004.

AUTHORITY:

Requires written approval of electoral area Director. Participating electoral areas must be designated by bylaw.

FUNDING:

Requisition

1.405 - EA - Community Parks (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	93,167	93,167	96,264	-	-	96,264	97,184	99,214	101,290	103,413
Contract for Services	20,000	18,000	20,340	-	-	20,340	20,750	21,170	21,590	22,020
Vehicles	5,000	7,802	5,090	-	-	5,090	5,190	5,290	5,400	5,510
Supplies	8,000	8,000	8,140	-	-	8,140	8,300	8,470	8,640	8,810
Allocations	29,339	29,339	30,109	-	-	30,109	30,843	31,463	32,093	32,733
Other Operating Expenses	9,850	6,150	11,010	-	-	11,010	11,230	11,450	11,670	11,890
TOTAL OPERATING COSTS	165,356	162,458	170,953	-	-	170,953	173,497	177,057	180,683	184,376
*Percentage Increase over prior year						3.4%	1.5%	2.1%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	12,389	14,197	12,000	-	-	12,000	12,240	12,480	12,730	12,980
Transfer to Equipment Replacement Fund	10,000	11,500	8,000	-	-	8,000	8,160	8,320	8,490	8,660
TOTAL CAPITAL / RESERVES	22,389	25,697	20,000	-	-	20,000	20,400	20,800	21,220	21,640
TOTAL COSTS	187,745	188,155	190,953	-	-	190,953	193,897	197,857	201,903	206,016
<u>FUNDING SOURCES (REVENUE)</u>										
Grant Revenue	(249)	(249)	(250)	-	-	(250)	(260)	(270)	(280)	(290)
Grants in Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(500)	(910)	(510)	-	-	(510)	(520)	(530)	(540)	(550)
TOTAL REVENUE	(749)	(1,159)	(760)	-	-	(760)	(780)	(800)	(820)	(840)
REQUISITION	(186,996)	(186,996)	(190,193)	-	-	(190,193)	(193,117)	(197,057)	(201,083)	(205,176)
*Percentage increase over prior year Requisition						1.7%	1.5%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.405	Carry						
	JDF EA Community Parks & Recreation	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$0	\$180,000
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$0	\$180,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$0	\$180,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$0	\$180,000

EA - Community Parks (JDF)
 Reserve Summary Schedule
 2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	492,665	504,665	516,905	529,385	542,115	555,095
Equipment Replacement Fund	85,397	93,397	101,557	109,877	118,367	127,027
Total	578,063	598,063	618,463	639,263	660,483	682,123

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Capital Reserve Fund

Bylaw 1133

Reserve Cash Flow

Fund: Fund Centre:	1034 101378	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		556,126	492,665	504,665	516,905	529,385	542,115
Transfer from Ops Budget		12,389	12,000	12,240	12,480	12,730	12,980
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(84,000)	-	-	-	-	-
Interest Income		8,150	-	-	-	-	-
Ending Balance \$		492,665	504,665	516,905	529,385	542,115	555,095

Assumptions/Background:

\$100,000 was received from Orveas Bay Subdivision in 2011.

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

Reserve Schedule

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

ERF Group: JDFEAPRK.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 102158	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		84,397	85,397	93,397	101,557	109,877	118,367
Transfer from Parks Ops Budget		10,000	8,000	8,160	8,320	8,490	8,660
Transfer from Rec Ops Budget		1,000	-	-	-	-	-
Expenditures		(10,000)	-	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		85,397	93,397	101,557	109,877	118,367	127,027

Assumptions/Background:
 Transfers limited by maximum requisition level. Transfer as much as operating budget will allow.

CAPITAL REGIONAL DISTRICT

2021 Budget

EA - Community Recreation (JDF)

EAC Review

Service: 1.408 JDF EA Community Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

Supplementary Letters Patent - October 3, 1975, established to provide recreational programs in the JDF Electoral Area.

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs for the Juan de Fuca Electoral Area.

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

\$0.063 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$109,196.

COMMISSION:

Continuation Bylaw #3763 (May 2011), an advisory commission for Community Parks and Recreation in the Juan de Fuca Electoral Area.
Original establishment Bylaw for this commission Dec 2004.

FUNDING:

Requisition

1.408 - EA - Community Recreation (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	42,347	42,347	43,722	-	-	43,722	44,157	45,075	46,023	46,983
Recreation Programs	15,000	6,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Maintenance	4,000	4,000	4,070	-	-	4,070	4,150	4,230	4,310	4,400
Utilities & fuel	6,000	6,000	6,100	-	-	6,100	6,220	6,340	6,460	6,590
Supplies	900	650	910	-	-	910	930	950	970	990
Allocations	10,363	10,363	11,424	-	-	11,424	12,386	12,634	12,889	13,150
Other Operating Expenses	7,900	4,950	7,300	-	-	7,300	7,450	7,600	7,750	7,900
TOTAL OPERATING COSTS	86,510	74,310	88,526	-	-	88,526	90,593	92,439	94,322	96,253
*Percentage Increase over prior year						2.3%	2.3%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	1,000	3,200	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	1,000	3,200	-	-	-	-	-	-	-	-
TOTAL COSTS	87,510	77,510	88,526	-	-	88,526	90,593	92,439	94,322	96,253
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Rentals	(20,000)	(10,000)	(20,000)	-	-	(20,000)	(20,400)	(20,810)	(21,230)	(21,650)
Revenue - Other	(209)	(209)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
TOTAL REVENUE	(20,209)	(10,209)	(20,210)	-	-	(20,210)	(20,610)	(21,020)	(21,440)	(21,860)
REQUISITION	(67,301)	(67,301)	(68,316)	-	-	(68,316)	(69,983)	(71,419)	(72,882)	(74,393)
*Percentage increase over prior year Requisition						1.5%	2.4%	2.1%	2.0%	2.1%

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Refuse Disposal

EAC Review

Service: 1.523 Port Renfrew Refuse Disposal

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

\$15.18 / \$1,000 on actual assessed value of land and improvements. To a maximum of **\$1,551,391**.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Bylaw No. 3280, continues Port Renfrew Local Services Committee (September 14, 2005).
Bylaw No. 3707, discontinues Local Services Committee (June 9, 2010).
Bylaw No. 3745, continues under Port Renfrew Utility Committee (December 8, 2010).

RESERVE FUND:

Bylaw No. 2665 - Port Renfrew Solid Waste Removal and Disposal Capital Reserve Fund.

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

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

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	58,088	62,088	66,088	70,088	74,088	78,088
Equipment Replacement Fund	20,851	22,851	24,851	26,851	28,851	30,891
Total	78,939	84,939	90,939	96,939	102,939	108,979

Reserve Schedule

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

Bylaw 2665

Reserve Cash Flow

Fund:	1021	Estimated	Budget				
Fund Centre:	101365	2020	2021	2022	2023	2024	2025
Beginning Balance		67,364	58,088	62,088	66,088	70,088	74,088
Transfer from Ops Budget		4,704	4,000	4,000	4,000	4,000	4,000
Transfer from Cap Fund		-	-	-	-	-	
Transfer to Cap Fund		(15,000)	-	-	-	-	-
Interest Income		1,020					
Ending Balance \$		58,088	62,088	66,088	70,088	74,088	78,088

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Equipment Replacement Fund

ERF Group: PTRENREF.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget					
		2020	2021	2022	2023	2024	2025	
Fund Centre:	101448							
Beginning Balance		33,851	20,851	22,851	24,851	26,851	28,851	
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,040	
Transfer from Cap Fund		-	-	-	-	-	-	
Planned Purchase		(15,000)	-	-	-	-	-	
Interest Income		-						
Ending Balance \$		20,851	22,851	24,851	26,851	28,851	30,891	

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Comm - CREST (JDF)

EAC Review

Service: 1.924 JDF Emergency Comm. - CREST

Committee: Governance & Finance

DEFINITION:

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

PARTICIPATION:

The Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.924 - Emergency Comm - CREST (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payments to CREST	97,172	97,172	98,830	-	-	98,830	100,810	102,830	104,890	106,990
Allocations	2,000	2,000	2,064	-	-	2,064	2,150	2,193	2,236	2,281
Other Operating Expenses	6,200	6,200	6,290	-	-	6,290	6,400	6,510	6,630	6,750
TOTAL OPERATING COSTS	105,372	105,372	107,184	-	-	107,184	109,360	111,533	113,756	116,021
*Percentage Increase over prior year						1.7%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance C/fwd from 2019 to 2020	313	313	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(140)	(140)	(140)	-	-	(140)	(140)	(140)	(140)	(140)
Other Income	(70)	(70)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	103	103	(210)	-	-	(210)	(210)	(210)	(210)	(210)
REQUISITION	(105,475)	(105,475)	(106,974)	-	-	(106,974)	(109,150)	(111,323)	(113,546)	(115,811)
*Percentage increase over prior year Requisition						1.4%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Water

EAC Review

Service: 2.650 Port Renfrew Water

Committee: Electoral Area

DEFINITION:

To establish, acquire, operate and maintain a water supply system for the Port Renfrew Water Area. The service is to supply, treat, convey, store and distribute water. Local Service Area Bylaw No.1747 (Nov 8, 1989). Amended Bylaw No. 1960 (Jan. 29, 1992).

PARTICIPATION:

Local Service Area #5, E(762)

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$1,527,866.

COMMISSION:

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

FUNDING:

Any deficiencies after user charge are to be levied on taxable hospital assessments.

User Charge:

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

Parcel Tax:

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

Connection Charges:

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

RESERVE FUND:

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

2.650 - Port Renfrew Water	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Repairs & Maintenance	8,416	8,348	8,560	-	-	8,560	8,730	8,900	9,070	9,250
Allocations - Operations	76,424	70,000	77,724	-	-	77,724	79,278	80,864	82,481	84,131
Allocations - Other	8,759	8,759	9,054	-	-	9,054	9,033	9,191	9,361	9,533
Electricity	7,160	4,500	7,280	-	-	7,280	7,430	7,580	7,730	7,880
Supplies	3,041	3,001	3,090	-	-	3,090	3,150	3,210	3,270	3,330
Other Operating Expenses	3,938	3,561	4,000	-	-	4,000	4,060	4,120	4,190	4,260
TOTAL OPERATING COSTS	107,738	98,169	109,708	-	-	109,708	111,681	113,865	116,102	118,384
*Percentage Increase over prior year						1.8%	1.8%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,040
Transfer to Capital Reserve Fund	8,000	17,569	8,000	-	-	8,000	8,000	8,000	8,000	8,160
MFA Debt Contribution	-	-	-	-	-	-	-	20,550	-	2,000
Interest Payments	-	-	-	-	-	-	-	13,358	53,430	54,730
Principal Payments	-	-	-	-	-	-	-	-	64,158	64,158
TOTAL DEBT / RESERVES	10,000	19,569	10,000	-	-	10,000	10,000	43,908	127,588	131,088
TOTAL COSTS	117,738	117,738	119,708	-	-	119,708	121,681	157,773	243,690	249,472
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(58,334)	(58,334)	(59,409)	-	-	(59,409)	(60,487)	(78,323)	(121,270)	(124,146)
Other Revenue	(1,077)	(1,077)	(1,090)	-	-	(1,090)	(1,110)	(1,130)	(1,150)	(1,180)
Recovery	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(59,411)	(59,411)	(60,499)	-	-	(60,499)	(61,597)	(79,453)	(122,420)	(125,326)
REQUISITION - PARCEL TAX	(58,327)	(58,327)	(59,209)	-	-	(59,209)	(60,084)	(78,320)	(121,270)	(124,146)
*Percentage increase over prior year										
User Fees						1.8%	1.8%	29.5%	54.8%	2.4%
Requisition						1.5%	1.5%	30.4%	54.8%	2.4%
Combined						1.7%	1.6%	29.9%	54.8%	2.4%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.650	Carry						
	Port Renfrew Water	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$10,000	\$110,000	\$10,000	\$10,000	\$10,000	\$150,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$25,000	\$1,955,000	\$0	\$200,000	\$200,000	\$2,180,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$10,000	\$35,000	\$2,065,000	\$10,000	\$210,000	\$210,000	\$2,330,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$2,055,000	\$0	\$200,000	\$200,000	\$2,255,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$10,000	\$35,000	\$10,000	\$10,000	\$10,000	\$10,000	\$75,000
	\$0	\$10,000	\$35,000	\$2,065,000	\$10,000	\$210,000	\$210,000	\$2,330,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 2.650

Service Name: Port Renfrew Water

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	Replacement	Hydrant Replacement Program	Hydrants are reaching their end of life and require replacement.	\$60,000	E	Res	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
22-01	Replacement	Referendum	Referendum to fund Supply System Replacement and AC Pipe Replacement Program	\$25,000	S	Res	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
23-01	Replacement	Supply System Replacement	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.	\$1,755,000	S	Debt	\$0	\$0	\$0	\$1,755,000	\$0	\$0	\$1,755,000
23-02	Replacement	AC Pipe Replacement Program	Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.	\$400,000	S	Debt	\$0	\$0	\$0	\$200,000	\$0	\$200,000	\$400,000
23-03	Replacement	Miscellaneous Repairs & Replacements	Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof	\$100,000	E	Debt	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
GRAND TOTAL				\$2,340,000			\$0	\$10,000	\$35,000	\$2,065,000	\$10,000	\$210,000	\$2,330,000

Service: 2.650

Port Renfrew Water

Proj. No. 20-01

Capital Project Title Hydrant Replacement Program

Capital Project Description Hydrants are reaching their end of life and require replacement.

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale The hydrants in the water system are nearing their end of life. To maintain fire protection planned hydrant replacement is required.

Proj. No. 22-01

Capital Project Title Referendum

Capital Project Description Referendum to fund Supply System Replacement and AC Pipe Replacement Program

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale A referendum is required to seek elector consent to borrow to fund the supply system replacement, AC pipe replacement, and SCADA replacements.

Proj. No. 23-01

Capital Project Title Supply System Replacement

Capital Project Description Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale The 2017 project to replace a section of the aging asbestos supply pipe from the water treatment plant to the distribution system was complete. Funds are required to replace the remaining approximately 1.4 km of pipe so that service is maintained.

Proj. No. 23-02

Capital Project Title AC Pipe Replacement Program

Capital Project Description Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale There have been frequent pipe breaks with the existing asbestos cement pipe, replacement is required to maintain the level of service. Funds are required to design and develop a replacement program and replace priority pipe, starting with pipe in the Beach Camp area and Queesto Drv and Tsonoqua Drv,

Proj. No. 23-03

Capital Project Title Miscellaneous Repairs & Replacements

Capital Project Description Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof

Asset Class E

Board Priority Area 0

Corporate Priority Area

0

Project Rationale The SCADA equipment is nearing its end of life and requires replacement before the equipment fails. The water treatment roof has had some minor repairs to address leaks, but requires replacement.

Port Renfrew Water
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	72,065	70,065	43,065	41,065	39,065	37,225
Operating Reserve Fund	2,000	4,000	6,000	8,000	10,000	12,040
Total	74,065	74,065	49,065	49,065	49,065	49,265

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Capital Reserve Fund

Bylaw 2577

Reserve Cash Flow

Fund:	1026	Estimated	Budget				
Fund Centre:	101370	2020	2021	2022	2023	2024	2025
Beginning Balance		72,955	72,065	70,065	43,065	41,065	39,065
Transfer from Ops Budget		8,000	8,000	8,000	8,000	8,000	8,160
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(10,000)	(10,000)	(35,000)	(10,000)	(10,000)	(10,000)
Interest Income		1,110					
Ending Balance \$		72,065	70,065	43,065	41,065	39,065	37,225

Assumptions/Background:

-Transfer as much as operating budget will allow.

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

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Operating Reserve Fund

Bylaw 4242

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105536	2020	2021	2022	2023	2024	2025
Beginning Balance		-	2,000	4,000	6,000	8,000	10,000
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,040
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		-					
Ending Balance \$		2,000	4,000	6,000	8,000	10,000	12,040

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

CAPITAL REGIONAL DISTRICT

2021 Budget

Wilderness Mountain Water

EAC Review

Service: 2.691 Wilderness Mountain Water Service

Committee: Electoral Area

DEFINITION:

To finance, operate and maintain the supply, conveyance, treatment, storage and distribution of water to the Wilderness Mountain Local Service area that is within the JDF Electoral Area. The service was established by Bylaw No. 3503, adopted on May 14, 2008.

PARTICIPATION:

Wilderness Mountain Local Service Area

MAXIMUM LEVY:

Greater of \$130,000 or \$3.27/ \$1,000 on actual assessed value of land and improvements. To a maximum of \$212,161.

MAXIMUM CAPITAL DEBT:

Maximum Authorized:	\$281,000 (MFA Bylaw No.3504, Wilderness Mountain Water Service adopted on May 14, 2008)
Borrowed:	\$281,000 (MFA Bylaw No.3504, Wilderness Mountain Water Service)

COMMISSION:

Wilderness Mountain Water Service Commission established by Bylaw No. 3511 (July 9, 2008).

FUNDING:

Consumption Charge:

Water Consumption charge will be collected from each Single Family Equivalent connected to the water system based on the rates defined in Bylaw No. 4274 (December 2018).

User Charge:

Collected as a fixed user fee charged quarterly to each Single Family Equivalent connected to the system

Parcel Tax:

Charged to each taxable parcel in the service area whether connected or not.

RESERVE FUND # 1075:

Approved by Bylaw No. 3535 adopted on November 12, 2008.

2.691 - Wilderness Mountain Water	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services	900	500	900	-	-	900	920	940	960	980
Allocations	13,450	13,450	16,187	-	-	16,187	16,731	17,069	17,411	17,736
Electricity	6,360	6,360	6,470	-	-	6,470	6,600	6,730	6,860	7,000
Supplies	14,901	17,290	17,580	-	-	17,580	17,940	18,300	18,670	19,050
Labour Charges	68,470	68,470	69,970	-	-	69,970	71,520	72,740	73,980	75,240
Insurance	1,230	1,230	1,250	-	-	1,250	1,270	1,290	1,310	1,330
Other Operating Expenses	10,910	10,910	10,940	-	-	10,940	11,150	11,360	11,580	11,800
TOTAL OPERATING COSTS	116,221	118,210	123,297	-	-	123,297	126,131	128,429	130,771	133,136
*Percentage Increase over prior year						6.1%	2.3%	1.8%	1.8%	1.8%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	1,640	1,640	5,000	-	-	5,000	5,000	5,000	5,000	5,000
MFA Debt Reserve Fund	70	70	80	-	-	80	8,580	80	80	80
MFA Debt Principal	14,033	14,033	14,033	-	-	14,033	14,033	63,185	63,185	63,185
MFA Debt Interest	9,554	9,554	9,554	-	-	9,554	13,592	25,704	25,704	25,704
TOTAL DEBT / RESERVES	25,297	25,297	28,667	-	-	28,667	41,205	93,969	93,969	93,969
TOTAL COSTS	141,518	143,507	151,964	-	-	151,964	167,336	222,398	224,740	227,105
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	(1,989)	1,989	-	-	1,989	-	-	-	-
Balance c/fwd from 2019 to 2020	5,639	5,639	-	-	-	-	-	-	-	-
User Charges	(65,658)	(65,658)	(68,153)	-	-	(68,153)	(74,843)	(102,374)	(103,545)	(104,728)
Sale - Water	(17,520)	(17,520)	(17,520)	-	-	(17,520)	(17,520)	(17,520)	(17,520)	(17,520)
Other Revenue	(120)	(120)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
TOTAL REVENUE	(77,659)	(79,648)	(83,814)	-	-	(83,814)	(92,493)	(120,024)	(121,195)	(122,378)
REQUISITION - PARCEL TAX	(63,859)	(63,859)	(68,150)	-	-	(68,150)	(74,843)	(102,374)	(103,545)	(104,727)
*Percentage increase over prior year										
User Fee						3.8%	9.8%	36.8%	1.1%	1.1%
Water Sale						0.0%	0.0%	0.0%	0.0%	0.0%
Requisition						6.7%	9.8%	36.8%	1.1%	1.1%
Combined						4.6%	9.8%	36.8%	1.1%	1.1%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.691 Wilderness Mountain Water Service	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$25,000	\$850,000	\$0	\$0	\$0	\$0	\$875,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$25,000	\$850,000	\$0	\$0	\$0	\$0	\$875,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$850,000	\$0	\$0	\$0	\$0	\$850,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
	\$0	\$25,000	\$850,000	\$0	\$0	\$0	\$0	\$875,000

Service: 2.691

Wilderness Mountain Water Service

Proj. No. 21-01

Capital Project Title Referendum

Capital Project Description Referendum is required to seek elector consent to borrow funds for treatment improvements.

Asset Class S

Board Priority Area 0

Corporate Priority Area Water

Project Rationale A referendum is required to seek elector consent to borrow to fund Treatment Improvements.

Proj. No. 20-01

Capital Project Title Treatment Improvements

Capital Project Description Based upon Island Health requirements, treatment improvements will be carried out.

Asset Class S

Board Priority Area 0

Corporate Priority Area Water

Project Rationale Based upon Island Health requirements and Public Engagement & Referendum, treatment improvements will be designed and implemented. Improvements will be based upon feedback from the public engagement. Funds are required to carry out detailed design and construction.

**Wilderness Mountain Reserves
 Summary Schedule
 2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	41,352	16,352	16,352	16,352	16,352	16,352
Operating Reserve Fund	1,640	6,640	11,640	16,640	21,640	26,640
Total	42,992	22,992	27,992	32,992	37,992	42,992

Reserve Schedule

Reserve Fund: 2.691 Wilderness Mountain Water Capital Reserve Fund

Bylaw 3535

Reserve Cash Flow

Fund: Fund Centre:	1075 101994	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		40,732	41,352	16,352	16,352	16,352	16,352
Transfer from Ops Budget		-	-	-	-	-	-
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund			(25,000)	-	-	-	-
Interest Income*		620	-	-	-	-	-
Ending Balance \$		41,352	16,352	16,352	16,352	16,352	16,352

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 2.691 Wilderness Mountain Operating Reserve Fund - Bylaw 4242

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

Reserve Cash Flow

Fund: Fund Centre:	1500 105540	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		-	1,640	6,640	11,640	16,640	21,640
Transfer from Ops Budget		1,640	5,000	5,000	5,000	5,000	5,000
Transfer to Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income*		-	-	-	-	-	-
Ending Balance \$		1,640	6,640	11,640	16,640	21,640	26,640

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

2021 Budget

Port Renfrew Sewer

EAC Review

Service: 3.850 Port Renfrew Sewer

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

Local Service Area C(762) LSA#2.

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$521,223.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

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

FUNDING:

Any deficiencies after user charge to be levied on taxable hospital assessments.

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

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

Connection Charge: Based on actual cost.

RESERVE FUND:

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

3.850 - Port Renfrew Sewer

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Grit Disposal	9,100	8,500	9,250	-	-	9,250	9,440	9,630	9,820	10,020
Electricity	6,708	6,700	6,820	-	-	6,820	6,960	7,100	7,240	7,380
Supplies	2,388	2,388	2,440	-	-	2,440	2,490	2,540	2,590	2,640
Allocations - Operations	55,114	55,114	56,791	-	-	56,791	57,927	59,085	60,266	61,472
Allocations - Other	15,202	15,202	16,097	-	-	16,097	16,788	17,103	17,426	17,754
Other Operating Expenses	4,129	8,111	9,430	-	-	9,430	9,610	9,790	9,970	10,160
TOTAL OPERATING COSTS	92,641	96,015	100,828	-	-	100,828	103,215	105,248	107,312	109,426
*Percentage Increase over prior year						8.8%	2.4%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve	3,000	1,626	13,000	-	-	13,000	13,000	10,000	10,000	10,000
Transfer to Operating Reserve	2,000	-	2,000	-	-	2,000	2,000	2,000	2,000	2,040
MFA Debt Principal	-	-	-	-	-	-	-	1,500	18,180	50,830
MFA Debt Interest	-	-	-	-	-	-	-	975	12,675	41,600
TOTAL DEBT / RESERVES	5,000	1,626	15,000	-	-	15,000	15,000	14,475	42,855	104,470
TOTAL COSTS	97,641	97,641	115,828	-	-	115,828	118,215	119,723	150,167	213,896
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(48,226)	(48,226)	(57,309)	-	-	(57,309)	(58,495)	(59,238)	(74,452)	(106,306)
Grants in Lieu of Taxes	(1,055)	(1,055)	(1,060)	-	-	(1,060)	(1,080)	(1,100)	(1,120)	(1,140)
Other Revenue	(150)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	(49,431)	(49,431)	(58,519)	-	-	(58,519)	(59,725)	(60,488)	(75,722)	(107,596)
REQUISITION	(48,210)	(48,210)	(57,309)	-	-	(57,309)	(58,490)	(59,235)	(74,445)	(106,300)
*Percentage increase over prior year						18.8%	2.1%	1.3%	25.7%	42.8%
User Fees						18.9%	2.1%	1.3%	25.7%	42.8%
Requisition						18.9%	2.1%	1.3%	25.7%	42.8%
Combined						18.9%	2.1%	1.3%	25.7%	42.8%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	3.850	Carry						
	Port Renfrew Sewer	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$50,000	\$85,000	\$150,000	\$1,350,000	\$400,000	\$2,035,000	
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$50,000	\$85,000	\$150,000	\$1,350,000	\$400,000	\$2,035,000	

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$150,000	\$1,350,000	\$400,000	\$1,900,000	
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$30,000	\$60,000	\$0	\$0	\$0	\$90,000	
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$20,000	\$25,000	\$0	\$0	\$0	\$45,000	
	\$0	\$50,000	\$85,000	\$150,000	\$1,350,000	\$400,000	\$2,035,000	

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 3.850

Service Name: Port Renfrew Sewer

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

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

Service: 3.850

Port Renfrew Sewer

Proj. No. 21-01

Capital Project Title Structural Upgrades at WWTP

Capital Project Description Structural assessment completed by Sorenson in 2020 revealed several structural support issues that are a safety issue and need to be addressed including upgrades to stairs and catwalks.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Structural assessment completed by Sorenson in 2020 revealed several structural support issues that are a safety issue and need to be addressed including upgrades to stairs and catwalks.

Proj. No. 21-02

Capital Project Title Review Options for Phased Capital Plan Upgrade

Capital Project Description Plan phased upgrades of the wastewater system.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale The existing treatment plant and outfall are over 60 years old and require improvements to meet regulatory requirements. This Plan will look at Options to Phase the upgrades and look for grant funding opportunities.

Proj. No. 22-01

Capital Project Title Genset Upgrade

Capital Project Description A new genset is required to provide standby power for the whole WWTP.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale The existing genset only provides standby power for the influent pumps. During a power outage the blowers do not operate and this is out of compliance with the regulations. A new genset is required to provide standby power for the whole WWTP.

Proj. No. 22-02

Capital Project Title Referendum for System Renewal

Capital Project Description Based on information in the Options Study (21-02), carry out public consultation and a referendum in order to borrow funds for required system renewal (one or multiple phases).

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Based on information in the Options Study (21-02), carry out public consultation and a referendum in order to borrow funds for required system renewal (one or multiple phases).

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

Proj. No. 25-01	Capital Project Title Phase 2 - System Renewal - New WWTP and Pump Station	Capital Project Description Install a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Install a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP. The plant is to be designed so that additional modules can be added for increased capacity as the septic systems are converted into the sewer service and the community grows. Commence with design in 2025 and construction in 2026 or when grants and funds from developers are received.</i>		

Port Renfrew Sewer
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	21,754	14,754	2,754	12,754	22,754	32,754
Operating Reserve Fund	-	2,000	4,000	6,000	8,000	10,040
Total	21,754	16,754	6,754	18,754	30,754	42,794

Reserve Schedule

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

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

Reserve Cash Flow

Fund: Fund Centre:	1044 101388	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		19,828	21,754	14,754	2,754	12,754	22,754
Transfer from Ops Budget		1,626	13,000	13,000	10,000	10,000	10,000
Transfer to Cap Fund		-	(20,000)	(25,000)	-	-	-
Interest Income		300	-	-	-	-	-
Ending Balance \$		21,754	14,754	2,754	12,754	22,754	32,754

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

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer - Operating Reserve Fund

Bylaw 4242

Reserve Cash Flow

Fund: Fund Centre:	1500 105537	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		-	-	2,000	4,000	6,000	8,000
Transfer from Ops Budget		-	2,000	2,000	2,000	2,000	2,040
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		-	2,000	4,000	6,000	8,000	10,040

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

Electoral Areas Committee - October 14, 2020
2021 Preliminary Electoral Area Budget Review

Appendix B-1: Requisition Summary (SSI)

Electoral Area	Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Difference (Decrease)	Change in cost per avg household/Parcel		
	2021	2020	2021	2020		\$	%	
Salt Spring Island								
1.010	Legislative & General Government	269,742	39.92	258,772	38.30	10,970	1.62	4.24%
1.101	G.I.S.	2,021	0.30	1,987	0.29	35	0.01	1.74%
1.224	Community Health - Homeless Sec.	19,137	2.83	19,163	2.84	(27)	(0.00)	-0.14%
1.280	Regional Parks	343,937	50.90	338,112	50.04	5,826	0.86	1.72%
1.280A	Regional Parks - Land Acquisition	120,385	17.82	120,385	17.82	-	-	0.00%
1.309	Climate Action and Adaptation	13,340	1.97	13,117	1.94	223	0.03	1.70%
1.310	Land Banking & Housing	41,717	6.17	39,999	5.92	1,718	0.25	4.30%
1.324	Regional Planning Service	37,055	5.48	36,436	5.39	619	0.09	1.70%
1.335	Geo-Spatial Referencing System	5,078	0.75	5,056	0.75	22	0.00	0.44%
1.374	Regional Emergency Program Support	3,762	0.56	3,762	0.56	-	-	0.00%
1.375	Hazardous Material Incident Response	9,226	1.37	9,100	1.35	126	0.02	1.39%
1.911	Call Answer	4,142	0.61	4,079	0.60	63	0.01	1.55%
1.921	Regional CREST Contribution	44,008	6.51	43,298	6.41	709	0.10	1.64%
21.ALL	Feasibility Study Reserve Fund - ALL	-	-	1,251	0.19	(1,251)	(0.19)	-100.00%
Total Regional		\$913,551	\$135.19	\$894,517	\$132.38	\$19,034	\$2.82	2.13%
Sub-Regional								
1.230	Traffic Safety Commission	2,314	0.34	2,314	0.34	-	-	0.00%
1.311	Regional Housing Trust Fund	34,408	5.09	34,408	5.09	-	-	0.00%
1.313	Animal Care Services	123,690	18.30	122,029	18.06	1,660	0.25	1.36%
1.912A	Call Answer - RCMP	-	-	(1,708)	(0.25)	1,708	0.25	-100.00%
1.913	Fire Dispatch	92,370	13.67	90,072	13.33	2,299	0.34	2.55%
Total Sub-Regional		\$252,782	\$37.41	\$247,115	\$36.57	\$5,667	\$0.84	2.29%
Joint Electoral Area								
1.103	Elections	10,884	1.61	8,707	1.29	2,177	0.32	25.00%
1.104	U.B.C.M.	3,932	0.58	6,154	0.91	(2,222)	(0.33)	-36.10%
1.318	Building Inspection	193,859	28.69	181,178	26.81	12,681	1.88	7.00%
1.320	Noise Control	17,258	2.55	16,988	2.51	270	0.04	1.59%
1.322	Nuisances & Unightly Premises	22,922	3.39	22,534	3.33	388	0.06	1.72%
1.372	Electoral Area Emergency Program	64,264	9.51	63,265	9.36	999	0.15	1.58%
Total Joint Electoral Area		\$313,120	\$46.34	\$298,827	\$44.22	\$14,293	\$2.12	4.78%
SSI Electoral Area								
1.111	Electoral Area Admin Exp-SSI	521,375	77.16	512,280	75.81	9,095	1.35	1.78%
1.116	Grants in Aid - Salt Spring Island	50,087	7.41	45,397	6.72	4,690	0.69	10.33%
1.124	SSI Economic Development Commission	77,028	11.40	77,028	11.40	-	-	0.00%
1.141	Salt Spring Island Public Library	660,235	97.71	660,235	97.71	-	-	0.00%
1.236	Salt Spring Island Fernwood Dock	31,283	5.64	31,283	5.64	-	-	0.00%
1.238A	Community Transit (S.S.I.)	240,847	35.64	232,253	34.37	8,594	1.27	3.70%
1.238B	Community Transportation (S.S.I.)	170,052	25.17	167,496	24.79	2,556	0.38	1.53%
1.299	Salt Spring Island Arts	118,407	17.52	116,005	17.17	2,402	0.36	2.07%
1.316	SSI House Numbering	9,420	1.39	9,266	1.37	154	0.02	1.66%
1.371	S.S.I. Emergency Program	127,920	18.93	111,308	16.47	16,612	2.46	14.92%
1.378	SSI Search and Rescue	23,336	3.45	22,034	3.26	1,302	0.19	5.91%
1.455	Salt Spring Island Community Parks	417,807	61.83	380,308	56.28	37,499	5.55	9.86%
1.458	Salt Spring Island Community Rec	53,511	7.92	49,918	7.39	3,593	0.53	7.20%
1.459	Salt Spring Island Park, Land & Rec Prog	1,500,046	221.99	1,541,158	228.07	(41,112)	(6.08)	-2.67%
1.535	Stormwater Quality Management - S.S.I.	27,500	4.07	22,502	3.33	4,998	0.74	22.21%
1.925	Emergency Comm - Crest - S.S.I.	90,551	13.40	88,573	13.11	1,978	0.29	2.23%
3.705	S.S.I. Liquid Waste Disposal	356,696	64.50	348,805	63.07	7,891	1.43	2.26%
Total SSI Electoral Area		\$4,476,101	\$675.13	\$4,415,849	\$665.96	\$60,252	\$9.18	1.38%
Total Capital Regional District		\$5,955,555	\$894.07	\$5,856,308	\$879.13	\$99,246	\$14.95	1.70%
						1.7%		
Cost/average residential property		\$894.07		\$879.13		\$14.95		
CRHD	Capital Regional Hospital District	882,036	130.53	916,428	\$135.62	(34,392)	(5.09)	-3.75%
Total CRD and CRHD		\$6,837,590	\$1,024.60	\$6,772,736	\$1,014.75	\$64,855	\$9.86	0.97%

Average residential assessment (2019/2020)

\$691,653

\$691,653

Major Impacts

Change in Cost per Average Household

REGIONAL	\$ Change	% of Total Increase
Legislative & General Government	1.62	0.16%
Regional Parks	0.86	0.08%
JOINT EA		
Building Inspection	1.88	0.18%
SSI EA		
Electoral Area Admin Exp-SSI	1.35	0.13%
Grants in Aid - Salt Spring Island	0.69	0.07%
Community Transit (S.S.I.)	1.27	0.13%
S.S.I. Emergency Program	2.46	0.24%
Stormwater Quality Management - S.S.I.	0.74	0.07%
S.S.I. Liquid Waste Disposal**	1.43	0.14%
Capital Regional Hospital District	(5.09)	-0.50%
Other	2.65	0.26%
Total	\$9.86	0.97%

Salt Spring Island Local/Specified/Defined Services		Cost per Avg.		Cost per Avg.		Difference Increase/ (Decrease)	Change in cost per avg	
		2021	Res Asst/ Parcel	2020	Res Asst/ Parcel		\$	%
1.234	Salt Spring Island Street Lighting	23,508	3.56	25,401	3.85	(1,893)	(0.29)	-7.45%
2.620	SSI Highland Water System	31,152	129.08	30,514	126.44	638	2.64	2.09%
2.621	Highland / Fernwood Water - SSI	75,000	237.06	56,822	179.60	18,178	57.46	31.99%
2.624	Beddis Water	77,576	595.97	72,240	554.98	5,336	40.99	7.39%
2.626	Fulford Water	60,405	623.33	66,359	684.77	(5,954)	(61.44)	-8.97%
2.628	Cedar Lane Water	12,024	342.04	11,951	339.96	73	2.08	0.61%
2.660	Fernwood Water	14,693	195.75	16,138	215.00	(1,445)	(19.25)	-8.95%
3.755	Regional Source Control - Maliview Estates / Ganges Sewer	7,404	16.07	7,280	15.80	124	0.27	1.70%
3.810	Ganges Sewer	57,000	143.86	54,128	136.61	2,872	7.25	5.31%
Total Local/Specified/Defined Services		\$358,762		\$340,833		\$17,929		

Average residential assessment (2019/2020)

\$691,653

\$691,653

Appendix B-2

Salt Spring Island - Operating Budget Highlights - Gross Expenditure (+/- 1.7% and +/- \$20,000)

SSI Services +/- 1.7% and +/- \$20,000	Gross Expenditure 2021	Gross Expenditure 2020	Changes \$	Changes %	Main Budget Driver
1.238A - Community Transit (S.S.I.)	492,124.00	462,938.00	29,186	6.3%	<ul style="list-style-type: none"> •15k transit service expansion, pending final budget submission from BC Transit •13k existing transit service cost increase, pending final budget submission from BC Transit
1.371 - S.S.I. Emergency Program	133,100.00	111,595.00	21,505	19.3%	<ul style="list-style-type: none"> • 18k increase in contract for servcie related to mutiple contractual agreements
1.455 - Salt Spring Island - Community Parks	919,677.00	856,149.00	63,528	7.4%	<ul style="list-style-type: none"> • 20k net increase in CRD labour related to Bylaw enforcement and parks maintenance • 40k increase related to internal allocations including HR, SSI Parc Admin and standard OH • 5k increase to reserve fund transfer
1.458 - Salt Spring Is.- Community Rec	274,338.00	231,954.00	42,384	18.3%	<ul style="list-style-type: none"> • 13k increase in salaries and wages per collective agreement • 24k increase in auxiliary wages for preschool operations • 4k for core inflationary increase
1.459 - Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	1,750,579.00	1,949,320.00	(198,741)	-10.2%	<ul style="list-style-type: none"> • (185K) reduction in auxiliary staffing cost for pool operation reflecting lower service level planned due to COVID • (144K) reduction in debt servicing cost due to debt retirement in 2020 • 19k increase in salary and wages per collective agreement • 51k increase related to parks maintenance and repair in alignment with actual hostrical cost • 35k Increase in reserve transfers to support future capital program • 25k increase in other operating costs
3.705 - S.S.I. Liquid Waste Disposal	896,826.00	812,276.00	84,550	10.4%	<ul style="list-style-type: none"> • 89k increase in contract for services related to sludge hauling rate • (18k) reduction in debt servicing cost due to debt refinancing at lower rate in April 2020 •13k for core inflationary increase
Total Salt Spring Island Electoral Area	4,466,644	4,424,232	42,412	1.0%	
2.621 - Highland / Fernwood Water - S.S.I.	531,903.00	420,636.00	111,267	26.5%	<ul style="list-style-type: none"> • 6k increase in CRD labour from IWS operations and SSI engineering • 4k for core inflationary increase • 100k deficit carry forward due to number of emergency responses to watermain breaks, pending 2020 YE actual result
3.810 - Ganges Sewer	1,059,373.00	978,061.00	81,312	8.3%	<ul style="list-style-type: none"> •40k increase in contribution to operating reserve fund to support future cyclical maintenance program cost •20k increase in contrinbution to capital reserve fund to support future capital program •12k increase related to labour cost from IWS operation and SSI engineering •8k for core inflationary increase
3.820 - Maliview Estates Sewer System	212,778.00	154,900.00	57,878	37.4%	<ul style="list-style-type: none"> • 20k increase related to sludge hauling and disposal cost • 3k increase in contributions to reserves • 5k increase related to new debt borrowing for system upgrade, pending referendum • 27k deficit carry forward dut to emergency response related to outfall failure, pending 2020 YE actual result
Total Local/Specified/Defined Area	1,804,054	1,553,597	250,457	16.1%	
Other (Services not meeting criteria above)	3,818,454.92	3,743,127.26	75,328	2.0%	
Total Salt Spring Island	10,089,153	9,720,956	368,197	3.8%	

Appendix B-3

Salt Spring Islands 2021 Major Capital Projects ≥ \$100,000

SERVICE AREA	\$('000)	FUNDING SOURCE
Planning & Development		
1.238B SSI Community Transportation		
Pathway Booth Canal to Vesuvius - Phase 2	700	Capital Funds on Hand, Grants
Recreation & Cultural Services		
1.455 SSI Community Parks		
Centennial Park upgrades	200	Reserves, Grants
1.459 SSI Park Land & Rec		
Expand or upgrade Trail Network and parking	100	Reserves, Grants
Pool electrical equipment repair and replacement	277	Reserves, Grants
Purchase additional parkland	800	Reserves
Water		
2.621 Highland/Fernwood Water		
Construct new intake and screen	100	Debt
Highland upper reservoir replacement	390	Debt
Water main replacement strategy and detailed design	100	Reserves, Grants
2.624 Beddis Water		
Construct and install intake screen and pipe improvements	132	Reserves, Grants
Sewer		
3.810 Ganges Sewer		
Construction of WWTP Chemical storage, lab, crew room facilities	200	Reserves
3.820 Maliview Estates Sewer		
Upgrade current RBC process WWTP to MBBR process	300	Debt

Total Projects ≥ \$100K	3,299
Total Projects < \$100K	1,672
Total 2021 Capital Projects	4,971

**Electoral Areas Committee - October 14, 2020
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Appendix B-4

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - SSI														
2021														
Schedule B - Extract														
Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.111	SSI Admin. Expenditures	6,210					6,210			6,210			6,210	
1.141	SSI Public Library			80,000			80,000				50,000	30,000	80,000	
1.236	SSI Small Craft Harbour (Fernwood Dock)				5,500		5,500					5,500	5,500	
1.238A	Community Transit (SSI)				45,000		45,000				5,000	40,000	45,000	
1.238B	Community Transportation (SSI)				760,000		760,000	210,000			490,000	60,000	760,000	
1.318	Building Inspection	4,430	19,935				24,365			24,365			24,365	
1.372	Emergency Planning Coordination				1,108		1,108			1,108			1,108	
1.455	SSI Community Parks	5,000	65,000		285,000		355,000			5,000	125,000	225,000	355,000	
1.458	SSI Community Recreation	5,000		15,000			20,000			5,000		15,000	20,000	
1.459	SSI Park Land & Rec Programs	27,500		481,500	50,000	910,000	1,469,000			27,500	246,500	1,195,000	1,469,000	
2.620	Highland Water (SSI)				79,365		79,365	79,365					79,365	
2.621	Highland & Fernwood Water (SSI)	74,000			620,000		694,000	50,000	490,000		85,000	69,000	694,000	
2.622	Cedars of Tuam Water (SSI)	36,000					36,000				30,000	6,000	36,000	
2.624	Beddis Water (SSI)	132,000			36,000		168,000				150,000	18,000	168,000	
2.626	Fulford Water (SSI)				120,000		158,000				80,000	78,000	158,000	
2.628	Cedar Lane Water (SSI)				105,000		105,000				50,000	55,000	105,000	
3.705	SSI Septage / Composting				175,000		175,000	30,000			70,000	75,000	175,000	
3.810	Ganges Sewer Utility (SSI)	106,500			357,500		464,000				140,000	324,000	464,000	
3.820	Maliview Sewer Utility (SSI)				325,000		325,000		300,000			25,000	325,000	
TOTAL		435,748	84,935	576,500	2,963,365	910,000	4,970,548	369,365	790,000	69,183	1,521,500	2,220,500	-	4,970,548

Appendix B-5: SSI Service Budgets

JOINTLY FUNDED SERVICES

[1.103 Elections](#)

[1.104 UBCM](#)

[1.318 Building Inspection](#)

[1.320 Noise Control](#)

[1.322 Nuisance & Unsightly Premises](#)

[1.372 EA Emergency Coordination](#)

SALT SPRING ISLANDS

[1.111 Administration](#)

[1.116 Grants in Aid](#)

[1.124 Economic Development](#)

[1.141 SSI Public Library](#)

[1.234 Street Lighting](#)

[1.236 Fernwood Dock](#)

[1.238A Community Transit](#)

[1.238B Community Transportation](#)

[1.299 Arts](#)

[1.316 Building Numbering](#)

[1.371 Emergency Program](#)

Appendix B-5: SSI Service Budgets

1.378 Search and Rescue

1.455 SSI Parks

1.458 SSI Recreation

1.459 SSI Pool & Parks Land

1.535 Stormwater Quality Management

1.925 SSI Emergency Comm-CREST

2.620 Highland Water

2.621 Highland/Fernwood Water

2.622 Cedars of Tuam Water

2.624 Beddis Water

2.626 Fulford Water

2.628 Cedar Lane Water

2.660 Fernwood Water

3.705 Septage/Composting

3.810 Ganges Sewer

3.820 Maliview Sewer

CAPITAL REGIONAL DISTRICT

2021 Budget

Elections

EAC Review

Service: 1.103 Elections

Committee: Electoral Area

DEFINITION:

To maintain voters lists for electoral areas and to undertake elections as required (Sec. 787(b) Municipal Act - SLP February 1, 1966).

PARTICIPATION:

All electoral areas on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and contribution from Islands Trust.

1.103 - Elections	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Electoral Area Elections	-	520	-	-	-	-	122,500	-	-	-
Islands Trust	-	-	-	-	-	-	74,900	-	-	-
Allocations and Insurance	166	166	37	-	-	37	38	39	39	39
TOTAL OPERATING COSTS	166	686	37	-	-	37	197,438	39	39	39
*Percentage Increase over prior year						-77.7%	533516.2%	-100.0%	0.0%	0.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	19,992	19,902	25,033	-	-	25,033	29,863	32,031	34,031	36,031
TOTAL COSTS	20,158	20,588	25,070	-	-	25,070	227,301	32,070	34,070	36,070
<u>FUNDING SOURCES (REVENUE)</u>										
Recovery from Islands Trust	-	(500)	-	-	-	-	(74,900)	-	-	-
Transfer from Operating Reserve Fund	-	-	-	-	-	-	(122,331)	-	-	-
Other Income	(158)	(88)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	(158)	(588)	(70)	-	-	(70)	(197,301)	(70)	(70)	(70)
REQUISITION	(20,000)	(20,000)	(25,000)	-	-	(25,000)	(30,000)	(32,000)	(34,000)	(36,000)
*Percentage increase over prior year Requisition						25.0%	20.0%	6.7%	6.3%	5.9%

Reserve Schedule

Reserve Fund: 1.103 Elections - Operating Reserve Fund

To stabilize requisition for Electoral Area Elections held every 4th year

Reserve Cash Flow

Fund: Fund Centre:	1500 105515	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		46,620	76,493	101,526	9,058	41,089	75,120
Transfer from Op Budget		19,992	25,033	29,863	32,031	34,031	36,031
Transfer from ERF		9,170					
Planned Spending		-	-	(122,331)	-	-	-
Interest Income		710	-	-	-	-	-
Ending Balance \$		76,493	101,526	9,058	41,089	75,120	111,151

Assumptions/Background:

Budgeted transfers to reserve will provide funding for elections in 2022 at an estimated cost of \$120,000 - \$140,000

CAPITAL REGIONAL DISTRICT

2021 Budget

UBCM

EAC Review

Service: 1.104 Union of B.C. Municipalities

Committee: Electoral Area

DEFINITION:

To provide for membership dues and convention expenses. Section 787 (b) - SLP - February 1, 1966.

PARTICIPATION:

All electoral areas and those municipalities not maintaining their own membership (currently electoral areas only) on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

GENERAL INFORMATION:

Association of Vancouver Island and Coastal Communities (AVICC)

Commencing 1982 costs relating to AVICC, which are incurred solely on behalf of the electoral areas, are included in the UBCM budget rather than Legislative and General Government.

1.104 - UBCM	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Convention Expenses	16,805	12,875	12,893	-	-	12,893	13,157	13,414	13,682	13,950
TOTAL COSTS	16,805	12,875	12,893	-	-	12,893	13,157	13,414	13,682	13,950
*Percentage Increase over prior year						-23.3%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	3,930	(3,930)	-	-	(3,930)	-	-	-	-
Balance c/fwd from 2019 to 2020	(2,832)	(2,832)	-	-	-	-	-	-	-	-
Other Revenue	(87)	(87)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	(2,919)	1,011	(4,020)	-	-	(4,020)	(90)	(90)	(90)	(90)
REQUISITION	(13,886)	(13,886)	(8,873)	-	-	(8,873)	(13,067)	(13,324)	(13,592)	(13,860)
*Percentage increase over prior year Requisition						-36.1%	47.3%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Building Inspection

EAC Review

Service: 1.318 Building Inspection

Committee: Electoral Area

DEFINITION:

To carry out the Building Regulations function as specified by Section 818 of the Local Government Act (Letters Patent - January 1, 1970).

SERVICE DESCRIPTION:

The building inspection department provides building inspection services to homeowners, builders and contractors in compliance with both the BC Building Code and CRD Building Bylaw 3741 (2010) and 3780 Amendment (2011). The Building inspection service includes receiving, reviewing and advising on building permit applications, processing of the applications including code analysis and referrals to other agencies, issuing building permits and verifying conditional requirements, arranging and carrying out site and construction inspections and granting final approval for occupancy. Staff also provides inspection services to other CRD departments on a cost recovery basis.

PARTICIPATION:

All Electoral Areas on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

Change in Budget 2020 to 2021
Service: 1.318 Building Inspection

Total Expenditure

Comments

2020 Budget

1,561,459

Change in Salaries:

Base salary change	20,370	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(3,384)	New hires at lower pay step
Other (explain as necessary)	7,993	Vacant 0.1 FTE (Admin Clerk) salary added in 2021 budget (not in 2020)
Total Change in Salaries	24,979	

Other Changes:

Allocations	21,360	Standard OH Allocation increase is the combination of 2020 operating cost increase and 3rd year new model implementation. Increases also are in HR and Building Occupancy allocations.
Vehicles / Travel Costs	16,203	Cost associated with travel to Eas and vehicle operating and maintenance costs
Real Estate Labour Charge	14,720	In alignment with historical actual costs
Other	14,569	Staff training, membership fees, courier
Total Other Changes	66,852	

2021 Budget

1,653,290

% expense increase from 2020:	5.9%
% Requisition increase from 2020 (if applicable):	7.0%

Requisition funding is 28% of service revenue.

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

Fee revenues are projected at 117K (11.7%) lower than budget as we experience low permit fee revenue since May. The total expenditures are projected at 115K(7.4%) lower than budget manily due to the vacancies and lower pay step for new hire. The estimated overall deficit of 2K will be covered by operating reserve fund.

1.318 - Building Inspection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	1,124,275	989,600	1,151,316	-	-	1,151,316	1,156,103	1,180,806	1,206,044	1,231,829
Telecommunications	35,290	34,455	35,890	-	-	35,890	36,610	37,340	38,090	38,850
Legal Expenses	10,220	4,327	10,390	-	-	10,390	10,600	10,810	11,030	11,250
Building Rent	33,706	33,706	34,450	-	-	34,450	35,210	35,980	36,770	37,510
Supplies	16,108	13,832	16,380	-	-	16,380	16,700	17,040	17,380	17,720
Allocations	188,554	209,518	225,494	-	-	225,494	240,721	245,480	250,332	255,284
Other Operating Expenses	120,006	127,138	146,070	-	-	146,070	149,210	152,160	155,160	158,229
TOTAL OPERATING COSTS	1,528,159	1,412,576	1,619,990	-	-	1,619,990	1,645,154	1,679,616	1,714,806	1,750,672
*Percentage Increase over prior year						6.0%	1.6%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
TOTAL COSTS	1,561,459	1,445,876	1,653,290	-	-	1,653,290	1,678,454	1,712,916	1,748,106	1,783,972
Internal Recoveries	(29,362)	(29,362)	(29,486)	-	-	(29,486)	(30,076)	(30,677)	(31,291)	(31,920)
TOTAL COSTS LESS INTERNAL RECOVERIES	1,532,097	1,416,514	1,623,804	-	-	1,623,804	1,648,378	1,682,239	1,716,815	1,752,052
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Fees Charged	(970,610)	(857,905)	(1,019,141)	-	-	(1,019,141)	(1,067,671)	(1,089,030)	(1,110,810)	(1,133,030)
Contract Revenue	(35,000)	(30,000)	(36,781)	-	-	(36,781)	(37,510)	(38,250)	(39,020)	(39,800)
Transfer from Operating Reserve	(114,247)	(116,369)	(126,400)	-	-	(126,400)	(37,409)	(4,000)	-	-
Grants in Lieu of Taxes	(1,443)	(1,443)	(1,510)	-	-	(1,510)	(1,540)	(1,570)	(1,600)	(1,630)
Revenue - Other	(2,000)	(2,000)	(2,562)	-	-	(2,562)	(2,672)	(2,796)	(2,921)	(2,880)
TOTAL REVENUE	(1,123,300)	(1,007,717)	(1,186,394)	-	-	(1,186,394)	(1,146,802)	(1,135,646)	(1,154,351)	(1,177,340)
REQUISITION	(408,797)	(408,797)	(437,411)	-	-	(437,411)	(501,576)	(546,593)	(562,464)	(574,712)
*Percentage increase over prior year Requisition						7.0%	14.7%	9.0%	2.9%	2.2%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.318	Carry						
	Building Inspection	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$0	\$5,000	\$0	\$0	\$0	\$15,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$45,000	\$0	\$0	\$45,000	\$0	\$0	\$90,000
	\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$0	\$105,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$0	\$105,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$0	\$105,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.318

Service Name: Building Inspection

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	\$90,000	V	ERF	\$0	\$45,000	\$0	\$0	\$45,000	\$0	\$90,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	\$5,000	E	ERF	\$0	\$0	\$0	\$5,000	\$0	\$0	\$5,000
21-01	Replacement	Furniture Replacement	Salt Spring Island furniture replacement	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
GRAND TOTAL				\$105,000			\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$105,000

Building Inspection
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	168,538	42,138	4,729	729	729	729
Equipment Replacement Fund	73,457	28,457	38,457	43,457	8,457	18,457
Total	241,995	70,595	43,186	44,186	9,186	19,186

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund

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

Reserve Cash Flow

Fund: Fund Centre:	1500 to be created	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		281,907	168,538	42,138	4,729	729	729
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		(116,369)	(126,400)	(37,409)	(4,000)	-	-
Interest Income		3,000	-	-	-	-	-
Ending Balance \$		168,538	42,138	4,729	729	729	729

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund

ERF Group: BLDINS.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101425	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		148,457	73,457	28,457	38,457	43,457	8,457
Transfer from Ops Budget		10,000	10,000	10,000	10,000	10,000	10,000
Planned Purchase		(85,000)	(55,000)	-	(5,000)	(45,000)	-
Interest Income*		-	-	-	-	-	-
Ending Balance \$		73,457	28,457	38,457	43,457	8,457	18,457

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

2021 Budget

Noise control

EAC Review

Service: 1.320 Noise Control

Committee: Electoral Area

DEFINITION:

To provide noise control to member electoral areas of the Capital Regional District (Letter Patent - September 3, 1981; amended January 18, 1984; Supplementary Letters Patent - January 22, 1987). This function is performed by Bylaw officers from the CRD's Langford and Salt Spring Island offices.

SERVICE DESCRIPTION:

Administration and enforcement of the Noise Bylaws for the three Electoral Areas.

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed \$1.00 / \$1,000 overall.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

FUNDING:

Requisition

1.320 - NOISE CONTROL	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Legal	7,340	7,340	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Allocations	1,953	1,953	2,304	-	-	2,304	2,607	2,656	2,706	2,757
Internal Time Charges	29,208	29,208	29,876	-	-	29,876	30,047	30,614	31,208	31,814
Other Operating Expenses	60	60	60	-	-	60	60	60	60	60
TOTAL OPERATING COSTS	38,561	38,561	39,140	-	-	39,140	39,754	40,510	41,294	42,101
*Percentage Increase over prior year						1.5%	1.6%	1.9%	1.9%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(231)	(231)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(231)	(231)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
REQUISITION	(38,330)	(38,330)	(38,940)	-	-	(38,940)	(39,554)	(40,310)	(41,094)	(41,901)
*Percentage increase over prior year Requisition						1.6%	1.6%	1.9%	1.9%	2.0%

Reserve Schedule

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

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

Reserve Cash Flow

Fund: Fund Centre:	1500 105406	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		2,494	2,532	2,532	2,532	2,532	2,532
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income*		38	-	-	-	-	-
Ending Balance \$		2,532	2,532	2,532	2,532	2,532	2,532

Assumptions/Background:
 Maintain balance at reasonable level to cover unexpected operating expenses such as legal.
 * 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

2021 BUDGET

Nuisance & Unsightly Premises

EAC Review

Service: 1.322 Nuisance & Unsightly Premises

Committee: Electoral Area

DEFINITION:

To provide regulation of nuisances and unsightly premises to the participating electoral areas (Letters Patent - May 19, 1977). This function is performed by Bylaw Officers from the CRD's Langford and Salt Spring Island offices.

SERVICE DESCRIPTION:

Enforce the Nuisance and Unsightly Premises Bylaw for the three Electoral Areas as in accordance with procedures and provisions of the Local Government Act.

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed \$1.00 / \$1,000 overall.

FUNDING:

Requisition

1.322 - Nuisance & Unsightly Premises	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Legal	2,152	2,152	2,085	-	-	2,085	2,130	2,170	2,210	2,250
Allocations	2,384	2,384	2,825	-	-	2,825	3,247	3,309	3,373	3,437
Internal Time Charges	46,257	46,257	46,750	-	-	46,750	47,017	47,905	48,835	49,782
Other Operating Expenses	330	330	330	-	-	330	340	350	360	370
TOTAL OPERATING COSTS	51,123	51,123	51,990	-	-	51,990	52,734	53,734	54,778	55,839
*Percentage Increase over prior year						1.7%	1.4%	1.9%	1.9%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(178)	(178)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(278)	(278)	(270)	-	-	(270)	(270)	(270)	(270)	(270)
REQUISITION	(50,845)	(50,845)	(51,720)	-	-	(51,720)	(52,464)	(53,464)	(54,508)	(55,569)
*Percentage increase over prior year Requisition						1.7%	1.4%	1.9%	2.0%	1.9%

Reserve Schedule

Reserve Fund: 1.322 Nuisances & Unsightly Premises - Operating Reserve Fund

For unforeseen legal expenses

Reserve Cash Flow

Fund: Fund Centre:	1500 105403	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		15,264	15,494	15,494	15,494	15,494	15,494
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		230	-	-	-	-	-
Ending Balance \$		15,494	15,494	15,494	15,494	15,494	15,494

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Planning Coordination

EAC Review

Service: 1.372 Emergency Planning Coordination

Committee: Planning, Transportation & Protective Services

DEFINITION:

No establishment bylaw. Service is provided by CRD staff for coordination of emergency operations for the CRD.

SERVICE DESCRIPTION:

This service provides support to a range of Protective Services responsibilities and to carry out the responsibilities legislated under the *Emergency Program Act*. Costs for staff are placed in this budget and allocated based on percentages to the other services, such as 911, hazmat, and emergency management.

FUNDING:

Allocations from protection services and requisition.

1.372 - Emergency Planning Coordination

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries	509,587	482,000	532,583	-	-	532,583	534,073	545,559	557,295	569,275
Contract for Services	63,000	63,000	-	-	-	-	-	-	-	-
Travel Expenses	1,790	1,790	1,820	-	-	1,820	1,860	1,900	1,940	1,980
Telecommunications	6,700	6,700	6,810	-	-	6,810	6,950	7,090	7,230	7,370
Staff Training & Development	2,130	2,130	1,620	-	-	1,620	1,650	1,680	1,710	1,740
Supplies	14,300	1,560	2,010	-	-	2,010	2,050	2,090	2,130	2,170
Allocations	56,596	56,596	59,170	-	-	59,170	59,064	60,243	61,450	62,675
Other Operating Expenses	10,720	8,896	8,630	-	-	8,630	8,790	8,970	9,150	9,330
TOTAL OPERATING COSTS	664,823	622,672	612,643	-	-	612,643	614,437	627,532	640,905	654,540
*Percentage Increase over prior year						-7.8%	0.3%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	15,425	7,324	-	-	7,324	7,470	7,620	7,770	7,930
TOTAL COSTS	664,823	638,097	619,967	-	-	619,967	621,907	635,152	648,675	662,470
Internal Recoveries	(413,859)	(413,859)	(459,671)	-	-	(459,671)	(468,864)	(479,179)	(489,721)	(499,520)
OPERATING COSTS LESS INTERNAL RECOVERIES	250,964	224,238	160,296	-	-	160,296	153,043	155,973	158,954	162,950
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	14,486	(14,486)	-	-	(14,486)	-	-	-	-
Balance c/fwd from 2019 to 2020	(29,307)	(29,307)	-	-	-	-	-	-	-	-
Grants Revenue	(78,120)	(65,880)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(491)	(491)	(500)	-	-	(500)	(510)	(520)	(530)	(540)
Revenue - Other	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	(108,218)	(81,492)	(15,296)	-	-	(15,296)	(830)	(850)	(870)	(890)
REQUISITION	(142,746)	(142,746)	(145,000)	-	-	(145,000)	(152,213)	(155,123)	(158,084)	(162,060)
*Percentage increase over prior year Requisition						1.6%	5.0%	1.9%	1.9%	2.5%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.372	Carry						
	Emergency Planning Coordination	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000

Reserve Schedule

Reserve Fund: 1.327 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101985	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		2,646	646	5,470	12,940	20,560	25,830
Transfer from Op Budget		-	7,324	7,470	7,620	7,770	7,930
Planned Purchase		(2,000)	(2,500)	-	-	(2,500)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		646	5,470	12,940	20,560	25,830	33,760

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2021 Budget

Admin Expenditures (SSI)

EAC Review

Service: 1.111 SSI Admin. Expenditures

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition and internal allocation

1.111 - Admin Expenditures (SSI) Director & Management	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Director Admin	90,202	78,952	86,718	-	15,000	101,718	92,146	94,003	95,899	97,824
Management Services	874,225	857,373	885,380	-	-	885,380	890,175	909,016	928,246	947,919
TOTAL OPERATING COSTS	964,427	936,325	972,098	-	15,000	987,098	982,321	1,003,019	1,024,145	1,045,743
*Percentage Increase over prior year						2.4%	-0.5%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES / SHORT TERM LOAN</u>										
Transfer to Equipment Replacement Fund	7,750	5,500	5,500	-	-	5,500	5,500	5,500	5,500	5,500
Transfer to Capital Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Feasibility Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES / SHORT TERM LOAN	7,750	5,500	5,500	-	-	5,500	5,500	5,500	5,500	5,500
TOTAL COSTS	972,177	941,825	977,598	-	15,000	992,598	987,821	1,008,519	1,029,645	1,051,243
Labour Recovery	(216,038)	(216,038)	(240,769)	-	-	(240,769)	(262,527)	(268,124)	(273,838)	(279,677)
Internal Allocations	(206,427)	(206,427)	(199,482)	-	-	(199,482)	(200,191)	(204,344)	(208,585)	(212,931)
TOTAL RECOVERIES	(422,465)	(422,465)	(440,251)	-	-	(440,251)	(462,718)	(472,468)	(482,423)	(492,608)
COSTS LESS INTERNAL RECOVERIES	549,712	519,360	537,347	-	15,000	552,347	525,103	536,051	547,222	558,635
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from 2020 to 2021	-	30,352	(19,102)	-	(11,250)	(30,352)	-	-	-	-
Balance C/F from 2018 to 2019	(36,730)	(36,730)	-	-	-	-	-	-	-	-
Transfer from Feasibility Fund Account	-	-	-	-	-	-	-	-	-	-
Grants in Lieu	(402)	(402)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
Other Income	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	(37,432)	(7,080)	(19,722)	-	(11,250)	(30,972)	(640)	(660)	(680)	(700)
REQUISITION	(512,280)	(512,280)	(517,625)	-	(3,750)	(521,375)	(524,463)	(535,391)	(546,542)	(557,935)
*Percentage increase over prior year Requisition						1.8%	0.6%	2.1%	2.1%	2.1%
FTE's	5.8	5.8	5.8			5.8	5.8	5.8	5.8	5.8

1.111 - Admin Expenditures (SSI) Director Admin	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries and Wages	54,617	54,617	55,772	-	-	55,772	56,681	57,836	59,016	60,211
Contract for Services	8,000	-	-	-	15,000	15,000	5,000	5,100	5,200	5,300
Allocations	12,195	12,195	11,936	-	-	11,936	11,075	11,297	11,523	11,753
Travel & Training	3,000	1,500	5,550	-	-	5,550	5,660	5,770	5,890	6,010
Building Rental	6,730	6,730	6,840	-	-	6,840	6,980	7,120	7,260	7,410
Operating - Other	5,660	3,910	6,620	-	-	6,620	6,750	6,880	7,010	7,140
TOTAL OPERATING COSTS	90,202	78,952	86,718	-	15,000	101,718	92,146	94,003	95,899	97,824
*Percentage Increase over prior year						12.8%	-9.4%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	500	500	500	-	-	500	500	500	500	500
TOTAL CAPITAL / RESERVES	500	500	500	-	-	500	500	500	500	500
TOTAL COSTS	90,702	79,452	87,218	-	15,000	102,218	92,646	94,503	96,399	98,324
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	11,250	-	-	(11,250)	(11,250)	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,730)	(1,730)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(62)	(62)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Other Income	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	(2,092)	9,158	(330)	-	(11,250)	(11,580)	(340)	(350)	(360)	(370)
REQUISITION	(88,610)	(88,610)	(86,888)	-	(3,750)	(90,638)	(92,306)	(94,153)	(96,039)	(97,954)
*Percentage increase over prior year Requisition						2.3%	1.8%	2.0%	2.0%	2.0%

1.111 - Admin Expenditures (SSI) Management Services	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries and Wages	665,774	665,774	705,780	-	-	705,780	707,672	722,902	738,452	754,337
Allocations	45,101	45,101	46,720	-	-	46,720	45,063	45,964	46,884	47,822
Vehicles & Travel	49,000	47,000	9,000	-	-	9,000	11,120	11,340	11,560	11,790
Legal Expenses	5,000	-	5,000	-	-	5,000	5,100	5,200	5,300	5,410
Staff Training, Moving & Dues	13,000	500	13,700	-	-	13,700	13,970	14,240	14,520	14,820
Operating - Other	96,350	98,998	105,180	-	-	105,180	107,250	109,370	111,530	113,740
TOTAL OPERATING COSTS	874,225	857,373	885,380	-	-	885,380	890,175	909,016	928,246	947,919
*Percentage Increase over prior year						1.3%	0.5%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES / SHORT TERM LOAN</u>										
Transfer to Equipment Replacement Fund	7,250	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
TOTAL CAPITAL / RESERVES / SHORT TERM LOAN	7,250	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
TOTAL COSTS	881,475	862,373	890,380	-	-	890,380	895,175	914,016	933,246	952,919
Labour Recovery	(216,038)	(216,038)	(240,769)	-	-	(240,769)	(262,527)	(268,124)	(273,838)	(279,677)
Internal Allocations	(206,427)	(206,427)	(199,482)	-	-	(199,482)	(200,191)	(204,344)	(208,585)	(212,931)
TOTAL RECOVERIES	(422,465)	(422,465)	(440,251)	-	-	(440,251)	(462,718)	(472,468)	(482,423)	(492,608)
COSTS LESS INTERNAL RECOVERIES	459,010	439,908	450,129	-	-	450,129	432,457	441,548	450,823	460,311
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	19,102	(19,102)	-	-	(19,102)	-	-	-	-
Balance c/fwd from 2019 to 2020	(35,000)	(35,000)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(340)	(340)	(290)	-	-	(290)	(300)	(310)	(320)	(330)
Other revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(35,340)	(16,238)	(19,392)	-	-	(19,392)	(300)	(310)	(320)	(330)
REQUISITION	(423,670)	(423,670)	(430,737)	-	-	(430,737)	(432,157)	(441,238)	(450,503)	(459,981)
*Percentage increase over prior year Requisition						1.7%	0.3%	2.1%	2.1%	2.1%
FTE's	5.8	5.8	5.8	0.0	0.0	5.8	5.8	5.8	5.8	5.8

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.111	Carry						
	SSI Admin. Expenditures	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$6,210	\$9,890	\$1,200	\$1,200	\$0	\$0	\$18,500
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$6,210	\$9,890	\$1,200	\$1,200	\$0	\$0	\$18,500

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$6,210	\$9,890	\$1,200	\$1,200	\$0	\$0	\$18,500
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$6,210	\$9,890	\$1,200	\$1,200	\$0	\$0	\$18,500

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.111
Service Name: SSI Admin. Expenditures

CAPITAL BUDGET FORM
 2021 & Forecast 2022 to 2025

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Computer	Computer Replacement - Admin 1.11	\$14,760	E	ERF	\$0	\$6,210	\$7,410	\$1,200	\$1,200	\$0	\$16,020
21-01	Replacement	Computer	Computer Replacement - Director	\$2,480	E	ERF	\$0	\$0	\$2,480	\$0	\$0	\$0	\$2,480
			GRAND TOTAL	\$17,240			\$0	\$6,210	\$9,890	\$1,200	\$1,200	\$0	\$18,500

Admin Expenditures (SSI)
 Reserve Summary Schedule
 2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Equipment Replacement Funds	17,639	16,929	12,539	16,839	21,139	26,639
Total	17,639	16,929	12,539	16,839	21,139	26,639

Reserve Schedule

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

ERF Group: EASSIMGMT.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 102119	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		8,507	10,279	9,069	6,659	10,459	14,259
Transfer from Ops Budget		7,250	5,000	5,000	5,000	5,000	5,000
Planned Purchase		(5,478)	(6,210)	(7,410)	(1,200)	(1,200)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		10,279	9,069	6,659	10,459	14,259	19,259

Assumptions/Background:

Office equipment, computers, and vehicle replacement

Reserve Schedule

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

ERF Group: SSIADMIN.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget					
		2020	2021	2022	2023	2024	2025	
Fund Centre:	101837							
Beginning Balance		6,860	7,360	7,860	5,880	6,380	6,880	
Transfer from Ops Budget		500	500	500	500	500	500	
Planned Purchase		-	-	(2,480)	-	-	-	
Interest Income		-	-	-	-	-	-	
Ending Balance \$		7,360	7,860	5,880	6,380	6,880	7,380	

Assumptions/Background:
Office equipment, computers, and vehicle replacement

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Grant-in-Aid

EAC Review

Service: 1.116 SSI Grants in Aid

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

Provide Grants to support organizations that are outside the existing services in an electoral area. Each electoral area budgets their anticipated requirements separately.

PARTICIPATION:

Salt Spring Island Electoral Area.

MAXIMUM LEVY:

\$0.05 / \$1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of \$220,147.

COMMISSION:

Committee: Electoral Areas Committee

FUNDING:

Requisition

1.116 - SSI Grant-in-Aid	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Grants in Aid	43,000	43,000	48,000	-	-	48,000	53,000	58,000	63,000	64,260
Finance Allocation	2,357	2,357	2,287	-	-	2,287	2,313	2,359	2,407	2,455
TOTAL COSTS	45,357	45,357	50,287	-	-	50,287	55,313	60,359	65,407	66,715
*Percentage Increase over prior year						10.9%	10.0%	9.1%	8.4%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2019 to 2020	271	271	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(31)	(31)	-	-	-	-	-	-	-	-
Other Revenue	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	40	40	(200)	-	-	(200)	(200)	(200)	(200)	(200)
REQUISITION	(45,397)	(45,397)	(50,087)	-	-	(50,087)	(55,113)	(60,159)	(65,207)	(66,515)
*Percentage increase over prior year Requisition						10.3%	10.0%	9.2%	8.4%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Economic Development Commission

EAC Review

Service: 1.124 SSI Economic Development

Committee: Electoral Area

DEFINITION:

Economic Development Commission Establishing Bylaw No. 3727, with authority to offer an economic development service under Section 774.2 of the Local Government Act.

SERVICE DESCRIPTION:

To promote, provide information and assist local service agencies with economic development initiatives.

PARTICIPATION:

Levy on basis of converted hospital assessed value of land and improvements for the Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

\$0.063 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$294,443.

COMMISSION:

Not less than 7 and no more than 9 members.

FUNDING:

Requisition

1.124 - SSI Economic Development Commission

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services	10,000	10,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Website Maintenance	15,000	15,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Project Costs	49,000	42,250	30,286	-	20,000	50,286	30,490	30,700	30,910	31,130
Internal Allocations	9,059	9,059	9,992	-	-	9,992	10,649	10,865	11,086	11,314
Operating - Other	4,540	1,441	4,750	-	-	4,750	4,840	4,930	5,020	5,110
TOTAL OPERATING COSTS	87,599	77,750	75,028	-	20,000	95,028	76,579	77,715	78,856	80,034
*Percentage Increase over prior year						8.5%	-19.4%	1.5%	1.5%	1.5%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	9,849	2,560	-	-	2,560	2,561	3,005	3,474	3,936
TOTAL COSTS	87,599	87,599	77,588	-	20,000	97,588	79,140	80,720	82,330	83,970
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(10,000)	(10,000)	-	-	(20,000)	(20,000)	-	-	-	-
Grants in Lieu of Taxes	(61)	(61)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
Other Income	(510)	(510)	(520)	-	-	(520)	(530)	(540)	(550)	(560)
TOTAL REVENUE	(10,571)	(10,571)	(560)	-	(20,000)	(20,560)	(570)	(580)	(590)	(600)
REQUISITION	(77,028)	(77,028)	(77,028)	-	-	(77,028)	(78,570)	(80,140)	(81,740)	(83,370)
*Percentage increase over prior year Requisition						0.0%	2.0%	2.0%	2.0%	2.0%

Reserve Schedule

Reserve Fund: 1.124 SSI Economic Development - Operating Reserve Fund - Bylaw 4243

To help offset fluctuations in operating revenues, special projects, and cover operational expenditures as required

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105534	2020	2021	2022	2023	2024	2025
Beginning Balance		31,284	31,553	14,113	16,674	19,679	23,153
Transfer from Ops Budget		9,849	2,560	2,561	3,005	3,474	3,936
Planned Purchase		(10,000)	(20,000)	-	-	-	-
Planned Maintenance Activity		Island Comeback	Phase 2: Regulatory Road Map				
Interest Income		420	-	-	-	-	-
Ending Balance \$		31,553	14,113	16,674	19,679	23,153	27,089

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Public Library

EAC Review

Service: 1.141 SSI Public Library

Committee: Electoral Area

DEFINITION:

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the Salt Spring Island Public Library service by Bylaw No. 2725 adopted November 1999 and amended December 2009.

SERVICE DESCRIPTION:

This service makes an annual contribution to the Salt Spring Island Public Library Association to provide public library service for Salt Spring Island Electoral Area. In recent years in response to a drive for a new library, the CRD has passed loan authorization bylaws – one for the purchase of land (2006), the other for construction of a building (2009). Both transactions are supported by referendums. SSI Library was grandfathered in being allowed to own its own library, but under provincial legislation cannot build or acquire a new building. The new library building construction, completed in 2013, is owned by the CRD, and was funded two thirds by federal/provincial infrastructure grants.

PARTICIPATION:

The Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

Greater of \$600,000 or \$0.186 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$818,945.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3308 (2005)	\$ 600,000
AUTHORIZED:	LA Bylaw No. 3613 (2006)	2,100,000
BORROWED:	S.I. Bylaw No. 3308 (2006, 4.43%)	(350,000)
	S.I. Bylaw No. 3613 (2011, 3.25%)	(2,000,000)
	S.I. Bylaw No. 3613 (2013, 3.85%)	(100,000)
EXPIRED:	LA Bylaw No. 3308 (2005)	(250,000)
REMAINING AUTHORIZATION		<u>\$ -</u>

FUNDING:

Requisition

1.141 - SSI Public Library	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contribution to Library	418,730	418,730	425,850	-	-	425,850	434,370	443,060	451,920	460,960
Allocations	15,737	19,757	20,217	-	-	20,217	24,866	25,364	25,871	26,388
Insurance	5,910	5,910	5,840	-	-	5,840	5,960	6,080	6,210	6,340
Other Operating Expenses	16,530	4,240	9,788	-	-	9,788	9,950	10,118	10,288	10,460
Contingency	-	-	2,520	-	-	2,520	2,550	2,600	2,650	2,700
TOTAL OPERATING COSTS	456,907	448,637	464,215	-	-	464,215	477,696	487,222	496,939	506,848
*Percentage Increase over prior year						1.6%	2.9%	2.0%	2.0%	2.0%
<u>DEBT / RESERVE</u>										
Transfer to Capital Reserve Fund	6,500	14,770	-	-	-	-	15,000	15,000	15,000	15,000
MFA Principal Payment	122,355	122,355	122,355	-	-	122,355	104,876	104,876	104,876	104,876
MFA Interest Payment	74,975	74,975	74,975	-	-	74,975	68,850	68,850	68,850	68,850
MFA Debt Reserve Fund	660	660	730	-	-	730	730	730	730	730
TOTAL DEBT / RESERVE	204,490	212,760	198,060	-	-	198,060	189,456	189,456	189,456	189,456
TOTAL COSTS	661,397	661,397	662,275	-	-	662,275	667,152	676,678	686,395	696,304
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(502)	(502)	(510)	-	-	(510)	(520)	(530)	(540)	(550)
MFA Debt reserve fund earnings	(660)	(660)	(730)	-	-	(730)	(730)	(730)	(730)	(730)
Other Income	-	-	(800)	-	-	(800)	(820)	(840)	(860)	(880)
TOTAL REVENUE	(1,162)	(1,162)	(2,040)	-	-	(2,040)	(2,070)	(2,100)	(2,130)	(2,160)
REQUISITION	(660,235)	(660,235)	(660,235)	-	-	(660,235)	(665,082)	(674,578)	(684,265)	(694,144)
*Percentage increase over prior year Requisition						0.0%	0.7%	1.4%	1.4%	1.4%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.141 SSI Public Library	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$80,000	\$10,000	\$0	\$0	\$0	\$90,000
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	\$80,000	\$10,000	\$0	\$0	\$0	\$90,000

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	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$30,000	\$10,000	\$0	\$0	\$0	\$40,000
	\$0	\$80,000	\$10,000	\$0	\$0	\$0	\$90,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.141

Service Name: SSI Public Library

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	New	Library Interior Renovation	Library Interior Renovation	\$50,000	B	Grant	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-02	New	Emergency Repairs	Unforseen Emergency Repairs	\$10,000	B	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-03	New	Asset Management Plan	Asset Management Plan	\$10,000	B	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-04	New	Roof Repairs	Resloping & Access Ladder	\$20,000	B	Res	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$20,000
			GRAND TOTAL	\$90,000			\$0	\$80,000	\$10,000	\$0	\$0	\$0	\$90,000

Reserve Schedule

Reserve Fund: 1.141 SSI Public Library - Capital Reserve Fund - Bylaw 3940

-Capital Reserve Fund for SSI Library was established in 2014 under Bylaw No. 3940.
 -Surplus monies from the operation of the service may be paid from time to time into the reserve fund.
 -Monies in the reserve fund will be used to provide for new capital works and extension or renewal of existing capital works, including the planning, study, design, construction of facilities, land acquisition, as well as machinery or equipment necessary for capital works and related debt servicing payments.

Reserve Cash Flow

Fund:	1084	Estimated	Budget				
Fund Centre:	102136	2020	2021	2022	2023	2024	2025
Beginning Balance		72,279	59,849	29,849	34,849	49,849	64,849
Transfer from Ops Budget		6,500	-	15,000	15,000	15,000	15,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(20,000)	(30,000)	(10,000)	-	-	-
Interest Income		1,070					
Ending Balance \$		59,849	29,849	34,849	49,849	64,849	79,849

Assumptions/Backgrounds:

Building and capital reserve fund are new. Fund should be maintained at level required to pay for capital improvements and repairs.

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Street Lighting

EAC Review

Service: 1.234 SSI Street Lighting

Committee: Electoral Area

DEFINITION:

To provide street lighting on Salt Spring Island.
Bylaw No. 3746, December 14, 2011.

PARTICIPATION:

Salt Spring Island Electoral Area # 65, 2(764).
Order in Council No. 444, September 16, 2011.

MAXIMUM LEVY:

Greater of \$24,370 or \$0.0075 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$32,309.

FUNDING:

Requisition

1.234 - SSI Street Lighting	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Electricity	26,447	24,000	24,648	-	-	24,648	25,140	25,640	26,150	26,670
Allocations	1,257	1,257	1,347	-	-	1,347	1,413	1,441	1,470	1,499
Interest Expense	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	27,704	25,257	25,995	-	-	25,995	26,553	27,081	27,620	28,169
*Percentage Increase over prior year						-6.2%	2.1%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	2,447	(2,447)	-	-	(2,447)	-	-	-	-
Balance c/fwd from 2019 to 2020	(2,262)	(2,262)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(21)	(21)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Revenue - Other	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
TOTAL REVENUE	(2,303)	144	(2,487)	-	-	(2,487)	(40)	(40)	(40)	(40)
REQUISITION	(25,401)	(25,401)	(23,508)	-	-	(23,508)	(26,513)	(27,041)	(27,580)	(28,129)
*Percentage increase over prior year Requisition						-7.5%	12.8%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Fernwood Dock (SSI)

EAC Review

Service: 1.236 SSI Small Craft Harbour (Fernwood Dock)

Committee: Salt Spring Island Parks and Recreation

DEFINITION:

A local service area to establish, acquire and operate a service of small craft harbour facilities.
Bylaw No. 3030, November 27, 2002.

SERVICE DESCRIPTION:

This is a service for funding and operating the Fernwood Dock, a small craft harbour facility on Salt Spring Island. This dock was divested to the CRD from the Department of Transportation in 2002. The Federal Government provided one-time funding of approximately \$280,000 for dock rehabilitation. This service is administered by the Salt Spring Island Parks and Recreation Commission.

PARTICIPATION:

Salt Spring Island Electoral Area.

MAXIMUM LEVY:

Greater of \$162,800 or \$0.05 / \$1,000 on hospital assessments for the Electoral Area of Salt Spring Island. To a maximum of \$220,147.

COMMISSION:

Fernwood Dock Management Commission (Bylaw # 3030, Nov 2002, Amendment Bylaw # 3762, Feb 2011).
Salt Spring Island Parks and Recreation Commission (Bylaw 4293 No.1, 2019)

FUNDING:

Parcel Tax

1.236 - Fernwood Dock (SSI)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Repairs & Maintenance	9,000	5,000	9,150	-	-	9,150	9,330	9,520	9,710	9,900
Insurance	3,276	3,276	3,244	-	-	3,244	3,310	3,370	3,430	3,490
Supplies	830	-	745	-	-	745	760	770	780	790
Allocations	3,925	3,925	3,846	-	-	3,846	3,663	3,737	3,813	3,890
Other Operating Expenses	2,320	1,652	2,158	-	-	2,158	2,190	2,230	2,270	2,310
TOTAL OPERATING COSTS	19,351	13,853	19,143	-	-	19,143	19,253	19,627	20,003	20,380
*Percentage Increase over prior year						-1.1%	0.6%	1.9%	1.9%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	12,103	17,601	12,310	-	-	12,310	12,560	12,810	13,070	13,330
TOTAL CAPITAL / RESERVE	12,103	17,601	12,310	-	-	12,310	12,560	12,810	13,070	13,330
TOTAL COSTS	31,454	31,454	31,453	-	-	31,453	31,813	32,437	33,073	33,710
<u>FUNDING SOURCES (REVENUE)</u>										
Interest Income	(130)	(130)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
Grants in Lieu of Taxes	(41)	(41)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	(171)	(171)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
REQUISITION - PARCEL TAX	(31,283)	(31,283)	(31,283)	-	-	(31,283)	(31,643)	(32,267)	(32,903)	(33,540)
*Percentage increase over prior year Requisition						0.0%	1.2%	2.0%	2.0%	1.9%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.236 SSI Small Craft Harbour (Fernwood Dock)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$2,500	\$5,500	\$0	\$191,500	\$0	\$0	\$0	\$197,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$2,500	\$5,500	\$0	\$191,500	\$0	\$0	\$0	\$197,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$44,500	\$0	\$0	\$0	\$44,500
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$2,500	\$5,500	\$0	\$147,000	\$0	\$0	\$0	\$152,500
	\$2,500	\$5,500	\$0	\$191,500	\$0	\$0	\$0	\$197,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.236

Service Name: SSI Small Craft Harbour (Fernwood Dock)

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	New	Ladders	Install 2 yellow ladders for safe exiting of water (1 each side of float)	\$2,500	S	Res	\$2,500	\$3,000	\$0	\$0	\$0	\$0	\$3,000
21-01	Renewal	Rub Boards	Replace rub boards as identified in 2019 condition assessment	\$2,500	S	Res	\$0	\$2,500	\$0	\$0	\$0	\$0	\$2,500
22-01	New	Anticipated work from 2019 inspection	Replace and repair damaged sections	\$147,000	S	Res	\$0	\$0	\$0	\$147,000	\$0	\$0	\$147,000
22-01	Renewal	Anticipated work from 2019 inspection	Replace and repair damaged sections	\$44,500	S	Grant	\$0	\$0	\$0	\$44,500	\$0	\$0	\$44,500
			GRAND TOTAL	\$196,500			\$2,500	\$5,500	\$0	\$191,500	\$0	\$0	\$197,000

Service: 1.236

SSI Small Craft Harbour (Fernwood Dock)

Proj. No. 20-01

Capital Project Title Ladders

Capital Project Description Install 2 yellow ladders for safe exiting of water (1 each side of float)

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Installation of safety ladders as recommended in 2019 assessment report

Proj. No. 21-01

Capital Project Title Rub Boards

Capital Project Description Replace rub boards as identified in 2019 condition assessment

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Replacement of rub boards as recommended in 2019 assessment report

Proj. No. 22-01

Capital Project Title Anticipated work from 2019 inspection

Capital Project Description Replace and repair damaged sections

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Anticipated work from 2019 condition assessment report

Reserve Schedule

Reserve Fund: 1.236 Fernwood Dock (SSI) - Capital Reserve Fund

Bylaw 3808

Reserve Cash Flow

Fund:	1080	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	102111						
Beginning Balance		146,911	158,744	165,554	178,114	43,924	56,994
Transfer from Ops Budget		12,103	12,310	12,560	12,810	13,070	13,330
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(2,500)	(5,500)	-	(147,000)	-	-
Interest Income		2,230	-	-	-	-	-
Ending Balance \$		158,744	165,554	178,114	43,924	56,994	70,324

Assumptions/Background:

Require sufficient funds to replace dock within X years.

CAPITAL REGIONAL DISTRICT

2021 Budget

Community Transit (SSI)

EAC Review

Service: 1.238 SSI Community Transit & Transportation
1.238A Community Transit (SSI)

Commission: SSI Community Transit & Transportation

SERVICE DESCRIPTION:

Established by Bylaw #3438 the Salt Spring Island Transit and Transportation Service provides a public transportation system on Salt Spring Island, carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs.

PARTICIPATION:

The Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$245,000 or \$0.076 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$334,623.

COMMISSION:

Salt Spring Island Community Transit & Transportation Commission.

FUNDING:

The transit service is funded by Transit Fare Revenue and requisition.

Change in Budget 2020 to 2021
Service: 1.238A SSI Transit

Total Expenditure

Comments

2020 Budget

462,938

Change in Salaries:

Base salary change

-

Inclusive of estimated collective agreement changes

Step increase/paygrade change

-

Other (explain as necessary)

-

Total Change in Salaries

-

Other Changes:

Contract for Services

28,516

Increased service on Salt Spring Island

Other

670

-

Total Other Changes

29,186

2021 Budget

492,124

% expense increase from 2020:

6.3%

% Requisition increase from 2020 (if applicable):

3.7%

Requisition funding is 51% of service revenue

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

Lower transit revenues have required a transfer in from ORF of \$121k, cancellation of CRF transfer.

1.238A - Community Transit (SSI)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Gross Municipal Obligation	431,572	352,572	444,913	15,175	-	460,088	539,633	595,810	607,727	619,881
Allocations	21,496	21,536	21,216	-	-	21,216	23,661	24,134	24,617	25,109
Other Operating Expenses	870	870	820	-	-	820	830	840	850	860
TOTAL OPERATING COSTS	453,938	374,978	466,949	15,175	-	482,124	564,124	620,784	633,194	645,850
*Percentage Increase over prior year						6.2%	17.0%	10.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	9,000	-	10,000	-	-	10,000	10,000	5,000	5,000	5,000
TOTAL CAPITAL / RESERVES	9,000	-	10,000	-	-	10,000	10,000	5,000	5,000	5,000
TOTAL COSTS	462,938	374,978	476,949	15,175	-	492,124	574,124	625,784	638,194	650,850
<u>FUNDING SOURCES (REVENUE)</u>										
Transit Pass Revenue	(220,009)	(100,000)	(218,374)	(6,460)	-	(224,834)	(263,021)	(283,066)	(268,282)	(273,647)
Other Income	(500)	(500)	(510)	-	-	(510)	(520)	(530)	(540)	(550)
Grants in Lieu of Taxes	(176)	(176)	(160)	-	-	(160)	(160)	(160)	(160)	(160)
Transfer from Operating Reserve Fund	(10,000)	(42,049)	(25,773)	-	-	(25,773)	(50,308)	(55,902)	(54,473)	(41,870)
TOTAL REVENUE	(230,685)	(142,725)	(244,817)	(6,460)	-	(251,277)	(314,009)	(339,658)	(323,455)	(316,227)
REQUISITION	(232,253)	(232,253)	(232,132)	(8,715)	-	(240,847)	(260,115)	(286,126)	(314,739)	(334,623)
*Percentage increase over prior year Requisition						3.7%	8.0%	10.0%	10.0%	6.3%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.238A Community Transit (SSI)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
Vehicles	V	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
		\$0	\$45,000	\$15,000	\$0	\$0	\$0	\$60,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$40,000	\$15,000	\$0	\$0	\$0	\$55,000
		\$0	\$45,000	\$15,000	\$0	\$0	\$0	\$60,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.238A

Service Name: Community Transit (SSI)

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	New	Bus Shelter	Bus shelters	\$45,000	S	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
18-01	New	Bus Shelter	Bus shelters	\$0	S	Grant	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
21-01	Study	Referendum - Transit Expansion	Referendum - Transit Expansion	\$15,000	V	Res	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
			GRAND TOTAL	\$60,000			\$0	\$45,000	\$15,000	\$0	\$0	\$0	\$60,000

Service: 1.238A **Community Transit (SSI)**

Proj. No. 18-01	Capital Project Title Bus Shelter	Capital Project Description Bus shelters
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Design build public art inspired bus shelters</i>		

Proj. No. 21-01	Capital Project Title Referendum - Transit Expansion	Capital Project Description Referendum - Transit Expansion
Asset Class V	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Referendum to increase maximum requisition to fund future transit expansion plans.</i>		

Community Transit (SSI)
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	235,223	209,450	159,142	103,240	48,767	6,897
Capital Reserve Fund	43,330	13,330	8,330	13,330	18,330	23,330
Total	278,553	222,780	167,472	116,570	67,097	30,227

Reserve Schedule

Reserve Fund: 1.238 SSI Transit - Operating Reserve Fund

Reserve Cash Flow

Fund: Fund Centre:	1500 105409	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		273,132	235,223	209,450	159,142	103,240	48,767
Expenditure		(42,049)	(25,773)	(50,308)	(55,902)	(54,473)	(41,870)
Interest Income		4,140					
Ending Balance \$		235,223	209,450	159,142	103,240	48,767	6,897

Assumptions/Background:

To fund service expansions & bus leasing costs

Reserve Schedule

Reserve Fund: SSI Transit - Capital Reserve Fund - Bylaw 4214

Monies in the reserve fund will be used to provide for new capital works and extension or renewal of existing capital works, including the planning, study, design, construction of facilities, land acquisition, as well as machinery or equipment necessary for capitalworks and related debt servicing payments.

Reserve Cash Flow

Fund: Fund Centre:	1091 102201	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		42,680	43,330	13,330	8,330	13,330	18,330
Transfer from Ops Budget		-	10,000	10,000	5,000	5,000	5,000
Planned Purchase		-	(40,000)	(15,000)	-	-	-
Interest Income		650					
Ending Balance \$		43,330	13,330	8,330	13,330	18,330	23,330

Assumptions/Background:

Capital Reserve Fund for new capital works, extension or renewal of capital works, planning, study, design, construction of facilities, land acquisition as well as machinery or equipment necessary for capital works and related dept servicing.

CAPITAL REGIONAL DISTRICT

2021 Budget

Community Transportation (SSI)

EAC Review

Service: 1.238 SSI Community Transit & Transportation
1.238B Community Transportation (SSI)

Commission: SSI Community Transit & Transportation

SERVICE DESCRIPTION:

Established by Bylaw #3438 the Salt Spring Island Transit and Transportation Service provides a public transportation system on Salt Spring Island, carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs.

PARTICIPATION:

The Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$146,250 or \$0.044 / \$1,000 on actual assesses value of land and improvements. To a maximum of \$193,729.

COMMISSION:

Salt Spring Island Community Transit & Transportation Commission.

FUNDING:

Requisition

1.238B - Community Transportation (SSI)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services	5,000	2,000	-	-	-	-	-	-	-	-
Pathway Maintenance	6,000	-	6,000	-	-	6,000	6,000	6,000	6,000	6,000
Allocations	60,691	60,691	59,637	-	-	59,637	58,873	60,095	61,344	62,621
Other Operating Expenses	1,590	9,905	9,628	-	-	9,628	9,828	10,034	10,244	10,457
TOTAL OPERATING COSTS	73,281	72,596	75,265	-	-	75,265	74,701	76,129	77,588	79,078
*Percentage Increase over prior year						2.7%	-0.7%	1.9%	1.9%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	90,350	91,035	91,117	-	-	91,117	89,000	83,000	69,000	56,000
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	-	-	-
Debt Servicing Costs	-	-	-	-	-	-	4,850	18,315	33,680	49,045
TOTAL CAPITAL / RESERVES	95,350	96,035	96,117	-	-	96,117	98,850	101,315	102,680	105,045
TOTAL COSTS	168,631	168,631	171,382	-	-	171,382	173,551	177,444	180,268	184,123
OPERATING COSTS	168,631	168,631	171,382	-	-	171,382	173,551	177,444	180,268	184,123
<u>FUNDING SOURCES (REVENUE)</u>										
Other Income	(1,000)	(1,000)	(1,020)	-	-	(1,020)	(1,040)	(1,060)	(1,080)	(1,100)
Grants in Lieu of Taxes	(135)	(135)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	(1,135)	(1,135)	(1,330)	-	-	(1,330)	(1,360)	(1,390)	(1,420)	(1,450)
REQUISITION	(167,496)	(167,496)	(170,052)	-	-	(170,052)	(172,191)	(176,054)	(178,848)	(182,673)
*Percentage increase over prior year Requisition						1.5%	1.3%	2.2%	1.6%	2.1%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.238B	Carry						
	Community Transportation	Forward from	2021	2022	2023	2024	2025	TOTAL
	(SSI)	2020						

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$700,000	\$760,000	\$265,000	\$240,000	\$240,000	\$240,000	\$1,745,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$700,000	\$760,000	\$265,000	\$240,000	\$240,000	\$240,000	\$1,745,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$210,000	\$210,000	\$0	\$0	\$0	\$0	\$210,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$800,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$490,000	\$490,000	\$0	\$0	\$0	\$0	\$490,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$60,000	\$65,000	\$40,000	\$40,000	\$40,000	\$245,000
		\$700,000	\$760,000	\$265,000	\$240,000	\$240,000	\$240,000	\$1,745,000

Service: 1.238B **Community Transportation (SSI)**

Proj. No. 20-01	Capital Project Title Pathway Booth Canal to Vesuvius - Phase 2	Capital Project Description Pathway Booth Canal to Vesuvius - Phase 2
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale Complete second phase of Booth Canal to Vesuvius Pathway project. Contingent on electorate approval		

Proj. No. 21-01	Capital Project Title 2021 Annual Pathway Detailed Design and Permitting Program	Capital Project Description Develop a long term strategy and program to design and construct pathway networks on SSI. Carry out first annual program to develop detailed design and obtain permits and regulatory approvals for pathway project for construction the following year
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 22-01	Capital Project Title Referendum or Alternative Approval Process - Funding for Future Projects	Capital Project Description Referendum - annual pathway network construction
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 22-02	Capital Project Title Public Engagement for Future Projects	Capital Project Description Public Engagement - annual pathway network construction
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 22-03	Capital Project Title 2022 Construction Program for Pathway Network on SSI	Capital Project Description Construction of pathway network sections that has been designed in the previous year
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 22-04	Capital Project Title 2022 Annual Pathway Detailed Design and Permitting Program	Capital Project Description Annual program to develop detailed design and obtain permits and regulatory approvals for pathway project for the next year
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 23-01	Capital Project Title 2023 Construction Program for Pathway Network on SSI	Capital Project Description Construction of pathway network sections that has been designed in the previous year
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 23-02	Capital Project Title 2023 Annual Pathway Detailed Design and Permitting Program	Capital Project Description Annual program to develop detailed design and obtain permits and regulatory approvals for pathway project for the next year
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 24-01	Capital Project Title 2024 Construction Program for Pathway Network on SSI	Capital Project Description Construction of pathway network sections that has been designed in the previous year
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 24-02	Capital Project Title 2024 Annual Pathway Detailed Design and Permitting Program	Capital Project Description Annual program to develop detailed design and obtain permits and regulatory approvals for pathway project for the next year
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 25-01	Capital Project Title 2025 Construction Program for Pathway Network on SSI	Capital Project Description Construction of pathway network sections that has been designed in the previous year
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 25-02	Capital Project Title 2025 Annual Pathway Detailed Design and Permitting Program	Capital Project Description Annual program to develop detailed design and obtain permits and regulatory approvals for pathway project for the next year
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

**Community Transportation (SSI)
Reserve Summary Schedule
2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	10,080	15,080	20,080	20,080	20,080	20,080
Pathways CRF	20,455	51,572	75,572	118,572	147,572	163,572
Sidewalks CRF	26,926	26,926	26,926	26,926	26,926	26,926
North Ganges Transportation Plan	12,773	12,773	12,773	12,773	12,773	12,773
Total	70,234	106,351	135,351	178,351	207,351	223,351

Reserve Schedule

Reserve Fund: 1.238B Transportation (SSI) - Operating Reserve Fund - Bylaw 4146

For non-recurring repairs and maintenance on paths and trails

Reserve Cash Flow

Fund:	1500	Estimated	Budget					
		2020	2021	2022	2023	2024	2025	
Fund Centre:	105539							
Beginning Balance		5,000	10,080	15,080	20,080	20,080	20,080	
Transfer from Ops Budget		5,000	5,000	5,000	-	-	-	
Interest Income		80						
Ending Balance \$		10,080	15,080	20,080	20,080	20,080	20,080	

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.238B Transit (SSI) - Capital Reserve Fund - Bylaw 3943

For Pathway and Bike Lane infrastructure

Reserve Cash Flow

Fund: Fund Centre:	1086 102142	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		187,265	20,455	51,572	75,572	118,572	147,572
Transfer from Ops Budget		40,350	91,117	89,000	83,000	69,000	56,000
Planned Purchase		(210,000)	(60,000)	(65,000)	(40,000)	(40,000)	(40,000)
Interest Income		2,840					
Ending Balance \$		20,455	51,572	75,572	118,572	147,572	163,572

Assumptions/Background:

Fund balance to provide for capital expenditures for or in respect of capital projects, land, machinery or equipment for them and extension or renewal of existing capital works and related debt servicing payments. Should allow for CRD to participate in partnership with Island Pathways on planned projects

Reserve Schedule

Reserve Fund: 1.238B Transit (SSI) - Capital Reserve Fund

Bylaw 3943

Reserve Cash Flow

Fund: Fund Centre:	1086 102147	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		26,526	26,926	26,926	26,926	26,926	26,926
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		400					
Ending Balance \$		26,926	26,926	26,926	26,926	26,926	26,926

Assumptions/Background:

Funds received from property owners for sidewalks in front of their properties
 100 Rainbow Road \$16,000; 127 Rainbow Road \$4,900; 125 Rainbow Road \$4,900

Reserve Schedule

Reserve Fund: 1.238B Transit (SSI) - Capital Reserve Fund

Bylaw 3943

Reserve Cash Flow

Fund: Fund Centre:	1086 102148	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		1,180,373	12,773	12,773	12,773	12,773	12,773
Transfer from Ops Budget		50,000	-	-	-	-	-
Planned Purchase		(365,000)	-	-	-	-	-
Amended Planned Purchase		(870,500)	-	-	-	-	-
Interest Income		17,900					
Ending Balance \$		12,773	12,773	12,773	12,773	12,773	12,773

Assumptions/Background:

\$250,000 per year transferred from requisition in accordance with Bylaw 3956 (four years 2015-2018)

CAPITAL REGIONAL DISTRICT

2021 Budget

Salt Spring Island Arts

EAC Review

Service: 1.299 SSI Arts

Committee: Electoral Area

DEFINITION:

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the ArtSpring Theatre and contributing to arts programming through the Gulf Islands Community Arts Council (Bylaw No. 3116, January 29, 2004).

SERVICE DESCRIPTION:

This is a service for the contribution to the operation of the ArtSpring Theatre and the arts programs on Salt Spring Island. ArtSpring Theatre is operated by the Island Arts Centre Society. The arts programs are run by the Gulf Islands Community Arts Council. The CRD owns the land that the ArtSpring Theatre is situated on and there is a 10 year license of occupation with the Island Arts Society. Funds provided to ArtSpring Theatre are for maintaining, equipping and operating the facility. Funds provided to the Community Arts Council are for arts programming.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$93,050 or \$0.031 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$136,491.

FUNDING:

Requisition

1.299 - Salt Spring Island Arts	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Art Centre Society	79,934	79,934	81,130	-	-	81,130	82,348	83,580	85,253	86,961
Gulf Islands Community Arts Council	34,257	34,257	34,770	-	-	34,770	35,292	35,820	36,537	37,269
Allocations	1,957	1,957	2,377	-	-	2,377	2,373	2,421	2,469	2,519
Other Operating Expenses	200	200	200	-	-	200	200	200	200	200
TOTAL COSTS	116,348	116,348	118,477	-	-	118,477	120,213	122,021	124,459	126,949
*Percentage Increase over prior year						1.8%	1.5%	1.5%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(267)	(267)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(76)	(76)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
Revenue - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(343)	(343)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
REQUISITION	(116,005)	(116,005)	(118,407)	-	-	(118,407)	(120,143)	(121,951)	(124,389)	(126,879)
*Percentage increase over prior year Requisition						2.1%	1.5%	1.5%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Building Numbering

EAC Review

Service: 1.316 SSI Building Numbering

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

The Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.316 - SSI Building Numbering	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Building Inspection	8,636	8,636	8,916	-	-	8,916	9,094	9,276	9,462	9,651
Allocations	573	573	514	-	-	514	471	480	490	499
Other Operating Expenses	20	20	20	-	-	20	20	20	20	20
TOTAL COSTS	9,229	9,229	9,450	-	-	9,450	9,585	9,776	9,972	10,170
*Percentage Increase over prior year						2.4%	1.4%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	57	57	-	-	-	-	-	-	-	-
Other Revenue	(20)	(20)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	37	37	(30)	-	-	(30)	(30)	(30)	(30)	(30)
REQUISITION	(9,266)	(9,266)	(9,420)	-	-	(9,420)	(9,555)	(9,746)	(9,942)	(10,140)
*Percentage increase over prior year Requisition						1.7%	1.4%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Emergency Program

EAC Review

Service: 1.371 SSI Emergency Program

Committee: Electoral Area

DEFINITION:

To provide an Emergency Program as an Extended Service in preparation for emergencies.

Establishment Bylaw No. 2084 (December 16, 1992). Bylaw No. 2094 (February 1993), establishes the mode of operation and administration of the program.

Bylaw No. 2204 (April 27, 1994) and Bylaw No. 2205 (April 27, 1994) repeal and replace Bylaws 2084 and 2094 respectively.

Bylaw No. 2486 (March 26, 1997) establishes guidelines for the operation and administration of the SSI Program and repeals Bylaw No. 2205.

Order in Council #287 provides the CRD with the same powers as a local authority under the Emergency Program Act.

SERVICE DESCRIPTION:

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

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

PARTICIPATION:

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

LEVY:

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

FUNDING:

Requisition

1.371 - SSI Emergency Program

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Travel Expense	1,270	1,500	1,500	-	-	1,500	1,530	1,560	1,590	1,620
Contract for Services	62,190	62,190	76,969	-	3,000	79,969	76,969	76,969	76,969	76,969
Neighbourhood Program	8,890	4,350	4,400	-	-	4,400	4,490	4,580	4,670	4,760
Emergency Social Services	5,100	2,013	100	-	-	100	100	100	100	100
Building Rent	10,190	10,190	17,100	-	-	17,100	17,440	17,790	18,150	18,510
Staff Training & Development	2,000	1,000	2,000	-	-	2,000	2,040	2,080	2,120	2,160
Supplies	2,880	5,250	5,250	-	-	5,250	5,360	5,470	5,580	5,700
Allocations	3,935	3,935	4,821	-	-	4,821	5,691	5,805	5,921	6,040
Other Operating Expenses	15,140	13,570	15,960	-	2,000	17,960	16,270	16,590	16,910	17,230
TOTAL OPERATING COSTS	111,595	103,998	128,100	-	5,000	133,100	129,890	130,944	132,010	133,089
*Percentage Increase over prior year						19.3%	-2.4%	0.8%	0.8%	0.8%
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	-	7,497	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	7,497	-	-	-	-	-	-	-	-
TOTAL COSTS	111,595	111,495	128,100	-	5,000	133,100	129,890	130,944	132,010	133,089
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve	-	-	-	-	(5,000)	(5,000)	-	-	-	-
Grants in Lieu of Taxes	(87)	(87)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
Revenue - Other	(200)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(287)	(187)	(180)	-	(5,000)	(5,180)	(180)	(180)	(180)	(180)
REQUISITION	(111,308)	(111,308)	(127,920)	-	-	(127,920)	(129,710)	(130,764)	(131,830)	(132,909)
*Percentage increase over prior year Requisition						14.9%	1.4%	0.8%	0.8%	0.8%

SSI Emergency Program
 Reserve Summary Schedule
 2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	41,769	41,769	41,769	41,769	41,769	41,769
Operating Reserve Fund	23,539	18,539	18,539	18,539	18,539	18,539
Equipment Replacement Fund	3,452	3,452	3,452	3,452	3,452	3,452
Total	68,760	63,760	63,760	63,760	63,760	63,760

Reserve Schedule

Reserve Fund: 1.371 SSI Emergency Program - Capital Reserve Fund

Bylaw 3389

Reserve Cash Flow

Fund: Fund Centre:	1073 101949	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		41,149	41,769	41,769	41,769	41,769	41,769
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		620	-	-	-	-	-
Ending Balance \$		41,769	41,769	41,769	41,769	41,769	41,769

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.371 SSI Emergency Program - Operating Reserve Fund

Bylaw 4146

Reserve Cash Flow

Fund: Fund Centre:	1500 105402	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		23,189	23,539	18,539	18,539	18,539	18,539
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		-	(5,000)	-	-	-	-
Interest Income		350	-	-	-	-	-
Ending Balance \$		23,539	18,539	18,539	18,539	18,539	18,539

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.371 SSI Emergency Program - Equipment Replacement Fund

ERF Group: SSIEMERG.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget					
			2020	2021	2022	2023	2024	2025
Fund Centre:	101437							
Beginning Balance		4,161	3,452	3,452	3,452	3,452	3,452	
Transfer from Ops Budget		-	-	-	-	-	-	
Planned Purchase		(709)	-	-	-	-	-	
Interest Income		-	-	-	-	-	-	
Ending Balance \$		3,452	3,452	3,452	3,452	3,452	3,452	

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Search and Rescue

EAC Review

Service: 1.378 SSI Search and Rescue

Committee: Electoral Area Services

DEFINITION:

To establish a contribution to a search and rescue service in the Salt Spring Island Electoral Area.
Establishment Bylaw No. 3494 (Nov. 14, 2007).

SERVICE DESCRIPTION:

Governed by Bylaw #3494, the service provides cost coverage for overhead expenses for the Salt Spring Island Search and Rescue Society.

The CRD has no operational responsibility beyond payment for overhead.

PARTICIPATION:

The Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$15,000 or \$0.0053 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$23,336.

FUNDING:

Requisition

1.378 - SSI Search and Rescue	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Transfers to SSI SAR Society	23,054	23,054	22,113	-	-	22,113	22,194	22,169	22,144	22,118
Allocations	1,298	1,298	1,323	-	-	1,323	1,242	1,267	1,292	1,318
TOTAL COSTS	24,352	24,352	23,436	-	-	23,436	23,436	23,436	23,436	23,436
*Percentage Increase over prior year						-3.8%	0.0%	0.0%	0.0%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2019 to 2020	(2,220)	(2,220)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(18)	(18)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Revenue - Other	(80)	(80)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
TOTAL REVENUE	(2,318)	(2,318)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
REQUISITION	(22,034)	(22,034)	(23,336)	-	-	(23,336)	(23,336)	(23,336)	(23,336)	(23,336)
*Percentage increase over prior year Requisition						5.9%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Salt Spring Island - Community Parks

EAC Review

Service: 1.455 SSI Community Parks

Committee: Salt Spring Island Parks and Recreation

DEFINITION:

Supplementary Letters Patent - August, 1975 grants the power of acquiring, developing, operating and maintaining community parks. Bylaw No. 245 (Nov. 26, 1975); amended by Bylaw No. 461 (March 8, 1978) to add Salt Spring Island as a participant.

SERVICE DESCRIPTION:

This is a service for the provision of, parks, trails, Saturday market, disc golf course and playgrounds on Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$498,297 or \$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$660,440.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Parks and Recreation Advisory Commission
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

FUNDING:

Requisition

Change in Budget 2020 to 2021

Service: 1.455 SSI Parks

Total Expenditure**Comments****2020 Budget****856,149****Change in Salaries:**

Base salary change

11,609

Inclusive of estimated collective agreement changes

Other (explain as necessary)

(14,116)

Decrease of OT and Auxiliary budgets

Total Change in Salaries

(2,507)**Other Changes:**

Internal Allocations

40,896

Standard OH, HR, SSI PARC Admin

Labour Consumption

20,114

24k Bylaw, (4k) Parks Maintenance Workers

Reserve Transfers

5,000

Transfer to CRF

Other

(2,482)

Total Other Changes

63,528**2021 Budget****919,677**

% expense increase from 2020:

7.4%

% Requisition increase from 2020 (if applicable):

9.9%

Requisition funding is 75% of service revenue

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

Minor deficit to be covered by removal of \$5k ERF transfers. Higher parks maintenance labour along with relatively stable salary costs, and lower rental income have resulted in minor deficit for service.

1.455 - Salt Spring Island Recreation - Community Parks	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Salaries	432,537	333,495	430,030	-	-	430,030	431,565	440,811	450,251	459,899
Maintenance, Security & Insurance	43,405	46,308	43,920	-	-	43,920	44,810	45,710	46,630	47,570
Internal Allocations	76,587	76,587	117,483	-	-	117,483	128,164	129,489	130,838	132,197
Utilities & Operating - Supplies	33,550	34,533	35,070	-	-	35,070	35,740	36,420	37,110	37,840
Contract for Services	35,500	23,000	33,100	-	-	33,100	33,760	34,430	35,110	35,800
Travel - Vehicles	17,500	17,500	17,800	-	-	17,800	18,160	18,520	18,890	19,270
Parks Maintenance Labour	190,304	208,436	186,207	-	-	186,207	189,929	193,730	197,602	201,555
Bylaw Labour	21,766	34,500	34,827	11,150	-	45,977	46,268	47,144	48,059	48,989
TOTAL OPERATING COSTS	851,149	774,359	898,437	11,150	-	909,587	928,396	946,254	964,490	983,120
*Percentage Increase						6.9%	2.1%	1.9%	1.9%	1.9%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	5,000	-	5,090	-	-	5,090	5,290	5,490	5,600	5,710
Transfer to Reserve Fund	-	-	5,000	-	-	5,000	5,000	5,000	5,000	5,100
TOTAL CAPITAL / RESERVES	5,000	-	10,090	-	-	10,090	10,290	10,490	10,600	10,810
Debt	-	-	-	-	-	-	24,250	76,825	76,825	76,825
TOTAL COST	856,149	774,359	908,527	11,150	-	919,677	962,936	1,033,569	1,051,915	1,070,755
Internal Time Recovery	(350,735)	(350,735)	(356,700)	-	-	(356,700)	(363,830)	(371,110)	(378,530)	(386,100)
TOTAL COSTS NET OF RECOVERIES	505,414	423,624	551,827	11,150	-	562,977	599,106	662,459	673,385	684,655
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Rental Income	(119,800)	(37,510)	(115,170)	-	-	(115,170)	(117,470)	(119,820)	(122,210)	(124,660)
Revenue-Other	(5,306)	(5,806)	(30,000)	-	-	(30,000)	(30,600)	(31,210)	(31,830)	(32,470)
Grant in Lieu - Federal	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(125,106)	(43,316)	(145,170)	-	-	(145,170)	(148,070)	(151,030)	(154,040)	(157,130)
REQUISITION	(380,308)	(380,308)	(406,657)	(11,150)	-	(417,807)	(451,036)	(511,429)	(519,345)	(527,525)
*Percentage increase over prior year requisition						9.9%	8.0%	13.4%	1.5%	1.6%
AUTHORIZED POSITIONS:										
Salaried	4.6	4.6	4.6			4.6	4.6	4.6	4.6	4.6
User Funding	23.70%					20.46%	19.61%	18.09%	18.15%	18.21%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.455 SSI Community Parks	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$5,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$255,000	\$255,000	\$1,000,000	\$110,000	\$0	\$10,000	\$10,000	\$1,375,000
Vehicles	\$0	\$65,000	\$40,000	\$0	\$0	\$55,000	\$55,000	\$160,000
	\$260,000	\$355,000	\$1,075,000	\$145,000	\$35,000	\$100,000	\$100,000	\$1,710,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
Equipment Replacement Fund	\$5,000	\$5,000	\$45,000	\$5,000	\$5,000	\$60,000	\$60,000	\$120,000
Grants (Federal, Provincial)	\$125,000	\$125,000	\$0	\$0	\$0	\$0	\$0	\$125,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$130,000	\$225,000	\$30,000	\$140,000	\$30,000	\$40,000	\$40,000	\$465,000
	\$260,000	\$355,000	\$1,075,000	\$145,000	\$35,000	\$100,000	\$100,000	\$1,710,000

Service: 1.455

SSI Community Parks

Proj. No.	20-08	Capital Project Title	Centennial Park Upgrades	Capital Project Description	Upgrades or replacement of park features and amenities
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale <i>Upgrades based on the 2016 Centennial Park Master Plan</i>					

Proj. No.	20-06	Capital Project Title	Construction of Ganges Boardwalk	Capital Project Description	The construction of the Ganges boardwalk to connect the village core to the harbours end has been a long standing project. A feasibility study of existing features is currently underway.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale <i>Project is dependant on securing tenure along the foreshore</i>					

Proj. No.	19-07	Capital Project Title	Improve Beach Accesses	Capital Project Description	Upgrades and improvements required for existing beach accesses on MOTI right of ways. 2021 replace stairs at Baker Beach.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale <i>0</i>					

Proj. No.	20-04	Capital Project Title	Rotary Dock Replacement	Capital Project Description	Replace rotary dock
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale <i>Project is dependant on securing grant funding or donations.</i>					

Proj. No.	20-05	Capital Project Title	Boardwalk Gazebo	Capital Project Description	Repair existing boardwalk gazebo
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale <i>Gazebo is closed to the public while assesment is completed.</i>					

Proj. No.	21-05	Capital Project Title	Vehicle Replacement	Capital Project Description	Replace maintenance truck
Asset Class	V	Board Priority Area	0	Corporate Priority Area	0
Project Rationale <i>New vehicle to replace 2011 Chevy Colorado</i>					

Proj. No. 19-09	Capital Project Title ERF for maintenance equipment	Capital Project Description Replace maintenance equipment
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale Replacement of equipment that has reached its end of life.		

Proj. No. 21-06	Capital Project Title New mower	Capital Project Description New mower for parks
Asset Class V	Board Priority Area 0	Corporate Priority Area 0
Project Rationale New mower required for park maintenance. Green or electric options are to be considered.		

Proj. No. 21-08	Capital Project Title New park maintenance truck	Capital Project Description Additional vehicle needed for park maintenance
Asset Class V	Board Priority Area 0	Corporate Priority Area 0
Project Rationale Additional vehicle required for park maintenance		

Proj. No. 21-01	Capital Project Title Linear Park Development	Capital Project Description Trail and parking upgrades or development
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale Upgrade existing trail network, develop new trails, improve or expand parking		

**1.45X SSI Pool, Parks, Recreation and Parkland
Reserves Summary
2021 - 2025 Financial Plan**

Reserve/Fund Summary

Reserve/Fund Summary	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
1.45X - Equipment Replacement Funds	120,512	138,102	97,882	96,722	127,404	109,594
1.459 - Land Acquisition Reserve Fund	834,104	34,104	34,104	34,104	34,104	34,104
1.459 - Pool Facility Capital Reserve Fund	185,398	30,398	30,398	25,398	26,498	28,618
1.455 - Community Parks Reserve Fund	174,472	89,472	69,572	49,772	30,072	10,582
1.455/458 - Parks & Rec Reserve Funds	357,782	258,782	58,867	77,981	110,461	235,237
1.459 - 2nd Land Reserve Fund	1,361	1,361	1,361	1,361	1,361	1,361
Total projected year end balance	1,673,629	552,219	292,184	285,338	329,900	419,496

ERF Summary

Fund: 1022 Fund Center: 101412/44/45 ERF Group: SSIPARC.ERF	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	103,752	120,512	138,102	97,882	96,722	127,404
Planned Purchase	45,000	55,090	72,280	73,840	75,682	77,190
Transfer from Operating Budget	(28,240)	(37,500)	(112,500)	(75,000)	(45,000)	(95,000)
Interest Income	-	-	-	-	-	-
Ending Balance \$	120,512	138,102	97,882	96,722	127,404	109,594

Equipment Replacement Reserve Schedule

Reserve Fund: 1.455 SSI Parks

For replacement of equipment and vehicles belonging to SSI Parks.

Reserve Cash Flow

Fund: 1022 Fund Centre: 101444	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	72,562	82,562	92,652	63,162	74,092	85,704
Transfer from Ops Budget	15,000	15,090	15,510	15,930	16,612	16,940
Expenditures (Based on Capital Plan)	(5,000)	(5,000)	(45,000)	(5,000)	(5,000)	(60,000)
Interest Income	-	-	-	-	-	-
Ending Balance \$	82,562	92,652	63,162	74,092	85,704	42,644

Assumptions/Background:

Maintain adequate funding for lifecycle replacement of maintenance equipment, machinery and vehicles.

Reserve Schedule

1.455 - Community Parks

Bylaw 3085

Reserve Cash Flow

Fund: Fund Centre:	1064 101792	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		118,536	174,472	89,472	69,572	49,772	30,072
Transfer from Ops Budget		55,320	10,000	10,100	10,200	10,300	10,510
Expenditures (Based on Capital Plan)		-	(95,000)	(30,000)	(30,000)	(30,000)	(30,000)
Interest Income*		616					
Ending Balance \$		174,472	89,472	69,572	49,772	30,072	10,582

Assumptions/Background:

Fund balance to provide for community park capital expenditures or in respect of capital projects, land, machinery or equipment and extension or renewal of existing capital works.

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

Reserve Schedule

1.455 - Community Park Facilities

Bylaw 2859

Reserve Cash Flow

Fund: Fund Centre:	1060 102030	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		36,238	41,426	16,426	21,536	17,756	24,116
Transfer from Ops Budget		5,000	5,000	5,110	6,220	6,360	6,490
Expenditures (Based on Capital Plan)		-	(30,000)	-	(10,000)	-	(10,000)
Interest Income*		188	-	-	-	-	-
Ending Balance \$		41,426	16,426	21,536	17,756	24,116	20,606

Assumptions/Background:

Fund balance to provide for community park facilities capital expenditures or in respect of capital projects and extension or renewal of existing facilities capital works.

* Interest 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

2021 Budget

Salt Spring Island - Community Recreation

EAC Review

Service: 1.458 SSI Community Recreation

Committee: Salt Spring Island Parks & Recreation

DEFINITION:

Supplementary Letters Patent, Division XV, October 3, 1975 established to provide recreational programs for any Electoral Area. Bylaw No. 462 (March 8, 1978) to add Salt Spring Island as a participant.

SERVICE DESCRIPTION:

This is a service for the provision of recreation programs and day camps for youth on Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

\$0.063 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$277,385.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Parks and Recreation Advisory Commission
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

FUNDING:

Change in Budget 2020 to 2021
Service: 1.458 SSI Recreation

Total Expenditure

Comments

2020 Budget

231,954

Change in Salaries:

Base salary change

12,824

Inclusive of estimated collective agreement changes

Other (explain as necessary)

23,964

Auxiliary for Preschool operations

Total Change in Salaries

36,788

Other Changes:

Internal Allocations

10,012

Standard OH, HR, SSI PARC Admin

Contract for Services

(6,442)

Reduced program offerings

Other

2,026

Total Other Changes

5,596

2021 Budget

274,338

% expense increase from 2020:

18.3%

% Requisition increase from 2020 (if applicable):

7.2%

Requisition funding is 18% of service revenue

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

Year end surplus to be carried forward \$10k into 2021. Drivers are lower salary and recreation program costs. Savings partially offset by lower fee revenue.

1.458 - SALT SPRING ISLAND - COMMUNITY RECREATION PROGRAMS	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Salaries and Wages	99,459	48,371	136,993	-	-	136,993	155,497	158,701	161,973	165,302
Recreation Programs	90,450	26,753	84,928	-	-	84,928	87,567	89,477	91,428	93,176
Internal Allocations	26,275	8,881	36,287	-	-	36,287	39,320	39,686	40,059	40,434
Travel and Insurance	6,290	1,530	6,500	-	-	6,500	6,630	6,760	6,890	7,020
Other Operating	9,480	4,640	9,630	-	-	9,630	9,830	10,030	10,230	10,430
TOTAL OPERATING COSTS	231,954	90,175	274,338	-	-	274,338	298,844	304,654	310,580	316,362
*Percentage Increase						18.3%	8.9%	1.9%	1.9%	1.9%
TOTAL COSTS	231,954	90,175	274,338	-	-	274,338	298,844	304,654	310,580	316,362
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	10,057	(10,057)	-	-	(10,057)	-	-	-	-
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Revenue - Fees	(182,000)	(47,578)	(210,770)	-	-	(210,770)	(228,020)	(232,780)	(237,640)	(242,390)
Payments in Lieu	(36)	(36)	-	-	-	-	-	-	-	-
Revenue - Other	-	(2,700)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(182,036)	(40,257)	(220,827)	-	-	(220,827)	(228,020)	(232,780)	(237,640)	(242,390)
REQUISITION	(49,918)	(49,918)	(53,511)	-	-	(53,511)	(70,824)	(71,874)	(72,940)	(73,972)
*Percentage increase over prior year requisition						7.2%	32.4%	1.5%	1.5%	1.4%
AUTHORIZED POSITIONS:										
Salaried	0.7	0.7	0.7			0.7	0.7	0.7	0.7	0.7
User Funding %						76.8%	76.3%	76.4%	76.5%	76.6%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.458	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
	SSI Community Recreation							

EXPENDITURE

Buildings	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Equipment	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$20,000	\$305,000	\$5,000	\$5,000	\$5,000	\$5,000	\$340,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Grants (Federal, Provincial)	\$0	\$0	\$175,000	\$0	\$0	\$0	\$0	\$175,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$15,000	\$125,000	\$0	\$0	\$0	\$0	\$140,000
	\$0	\$20,000	\$305,000	\$5,000	\$5,000	\$5,000	\$5,000	\$340,000

Service: 1.458

SSI Community Recreation

Proj. No.	21-09	Capital Project Title	Replace Tennis Court #2,3,4	Capital Project Description	Tennis court replacement required to mediate drainage issues and replace cracked pads
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale <i>The existing court seface is at the end of its life and needs to be replaced. Court fencing has already been removed for safety reasons.</i>					

Proj. No.	19-09	Capital Project Title	Office and computer equipment	Capital Project Description	Upgrade and replace office and computer equipment
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
Project Rationale <i>0</i>					

Proj. No.	21-07	Capital Project Title	Tennis Court Upgrades	Capital Project Description	Resurface tennis courts
Asset Class	B	Board Priority Area	0	Corporate Priority Area	0
Project Rationale <i>Cracks in tennis courts need to be filled and resurfaced</i>					

**1.45X SSI Pool, Parks, Recreation and Parkland
Reserves Summary
2021 - 2025 Financial Plan**

Reserve/Fund Summary

Reserve/Fund Summary	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
1.45X - Equipment Replacement Funds	120,512	138,102	97,882	96,722	127,404	109,594
1.459 - Land Acquisition Reserve Fund	834,104	34,104	34,104	34,104	34,104	34,104
1.459 - Pool Facility Capital Reserve Fund	185,398	30,398	30,398	25,398	26,498	28,618
1.455 - Community Parks Reserve Fund	174,472	89,472	69,572	49,772	30,072	10,582
1.455/458 - Parks & Rec Reserve Funds	357,782	258,782	58,867	77,981	110,461	235,237
1.459 - 2nd Land Reserve Fund	1,361	1,361	1,361	1,361	1,361	1,361
Total projected year end balance	1,673,629	552,219	292,184	285,338	329,900	419,496

ERF Summary

Fund: 1022 Fund Center: 101412/44/45 ERF Group: SSIPARC.ERF	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	103,752	120,512	138,102	97,882	96,722	127,404
Planned Purchase	45,000	55,090	72,280	73,840	75,682	77,190
Transfer from Operating Budget	(28,240)	(37,500)	(112,500)	(75,000)	(45,000)	(95,000)
Interest Income	-	-	-	-	-	-
Ending Balance \$	120,512	138,102	97,882	96,722	127,404	109,594

Equipment Replacement Reserve Schedule

Reserve Fund: 1.458 SSI Recreation

For replacement of equipment and vehicles belonging to SSI Recreation services.

Reserve Cash Flow

Fund: Fund Centre:	1022 101445	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		12,136	12,136	12,136	12,246	12,466	12,796
Transfer from Ops Budget		5,000	5,000	5,110	5,220	5,330	5,440
Expenditures (Based on Capital Plan)		(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Interest Income		-	-	-	-	-	-
Ending Balance \$		12,136	12,136	12,246	12,466	12,796	13,236

Assumptions/Background:

Maintain adequate funding for lifecycle replacement of computer equipment, furnishings, program supplies and equipment

Reserve Schedule

1.458 - Community Recreation Facilities

Bylaw 2859

Reserve Cash Flow

Fund: Fund Centre:	1060 101786	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		133,135	139,827	130,827	11,957	18,217	24,617
Transfer from Ops Budget		6,000	6,000	6,130	6,260	6,400	6,530
Expenditures (Based on Capital Plan)		-	(15,000)	(125,000)	-	-	-
Interest Income*		692					
Ending Balance \$		139,827	130,827	11,957	18,217	24,617	31,147

Assumptions/Background:

Fund balance to provide for community recreation facilities capital expenditures or in respect of capital projects and extension or renewal of existing capital works.

* Interest 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

2021 Budget

Salt Spring Island - Pool and Park Land

EAC Review

Service: 1.459 SSI Pool & Park Land

Committee: Salt Spring Island Parks & Recreation

DEFINITION:

A specified area established in 1972 to provide parks, recreation and related community programs, equipment, facilities and acquisition of real property. Bylaw No. 91(February 23, 1972). Since repealed, Bylaw No. 2422 (1996) and Bylaw No. 3183 (2004). Bylaw 4002 (2015) repeals bylaw 2422 and 3206.

SERVICE DESCRIPTION:

This is a service for the provision of general administrative services, water access points, active parks (playing fields) and overseeing facility upgrades, leisure brochures for Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of \$1,861,432 or \$0.6325 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$2,784,855.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Parks and Recreation Advisory Commission
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

FUNDING:

Requisition

Change in Budget 2020 to 2021

Service: 1.459 SSI Pool and Park Land

Total Expenditure

Comments

2020 Budget

1,949,320

Change in Salaries:

SSI Pool

Base salary change

12,757

Inclusive of estimated collective agreement changes

Other (explain as necessary)

(185,458)

Reduction in Auxiliary staffing

SSI Park Land

Base salary change

6,144

Inclusive of estimated collective agreement changes

Other (explain as necessary)

-

Total Change in Salaries

(166,557)

Other Changes:

SSI Pool

Debt

(144,138)

Debt retirement in 2020

Labour Consumption

35,800

Parks Maintenance Worker labour in alignment with historical actuals costs

Reserve Transfers

35,000

25k CRF, 10k ERF

Repairs and Maintenance

15,500

Based on budget overages in 2018/2019 for increase in maintenance costs.

Other

1,633

SSI Park Land

Internal Allocation

11,976

Standard OH, HR, SSI Admin

Land Rentals

5,545

Increase in lease payment for Fulford Ball Park

Utilities

2,160

Increased water charges

Maintenance & Disposal

3,140

Parking Lot dust suppressant spray

Others

1,200

Total Other Changes

(32,184)

2021 Budget

1,750,579

% expense increase from 2020:

-10.2%

% Requisition increase from 2020 (if applicable):

-2.7%

Requisition funding is 91% of service revenue

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

Closure of pool resulted in lower salary expenses. These savings were offset by lower fee revenue and internal recoveries. Overall performance was a surplus primarily from greater salary savings than lower fee revenue. Estimated overall surplus of 13K from Park Land budget will be transferred to CRF and 20K from Pool budget will be transferred to ERF.

1.459 - Salt Spring Island - Pool & Park Land	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Pool	920,539	696,960	800,771	-	-	800,771	1,007,761	1,028,422	1,049,543	1,071,090
Park Land	647,477	632,498	686,787	(6,005)	-	680,782	692,730	705,099	719,166	734,021
TOTAL OPERATING COSTS	1,568,016	1,329,458	1,487,558	(6,005)	-	1,481,553	1,700,491	1,733,521	1,768,709	1,805,111
*Percentage Increase						-5.5%	14.8%	1.9%	2.0%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Pool CRF	40,000	40,000	65,000	-	-	65,000	50,000	50,000	51,100	52,120
Transfer to Pool ERF	25,000	45,000	35,000	-	-	35,000	51,660	52,690	53,740	54,810
Transfer to Park, Land & Recreation CRF	129,140	142,399	126,000	-	-	126,000	130,185	134,314	137,780	140,186
Transfer to Park, Land & Recreation ERF	15,000	15,000	15,000	-	-	15,000	15,330	15,660	16,342	16,670
TOTAL CAPITAL / RESERVES	209,140	242,399	241,000	-	-	241,000	247,175	252,664	258,962	263,786
DEBT CHARGES	172,164	172,164	28,026	-	-	28,026	1,050	133,050	458,814	458,814
TOTAL COSTS	1,949,320	1,744,021	1,756,584	(6,005)	-	1,750,579	1,948,716	2,119,235	2,486,485	2,527,711
Internal Recoveries	(112,958)	(92,498)	(96,138)	-	-	(96,138)	(98,254)	(98,559)	(98,870)	(99,163)
OPERATING LESS RECOVERIES	1,836,362	1,651,523	1,660,446	(6,005)	-	1,654,441	1,850,462	2,020,676	2,387,615	2,428,548
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Pool Fees	(285,535)	(99,600)	(149,045)	-	-	(149,045)	(283,065)	(288,740)	(294,530)	(300,410)
Payments in Lieu	(3,169)	(3,169)	(2,050)	-	-	(2,050)	(2,090)	(2,110)	(2,130)	(2,150)
Revenue - Other	(6,500)	(7,596)	(3,300)	-	-	(3,300)	(6,000)	(6,940)	(7,090)	(7,230)
TOTAL REVENUE	(295,204)	(110,365)	(154,395)	-	-	(154,395)	(291,155)	(297,790)	(303,750)	(309,790)
REQUISITION	(1,541,158)	(1,541,158)	(1,506,051)	6,005	-	(1,500,046)	(1,559,307)	(1,722,886)	(2,083,865)	(2,118,758)
*Percentage increase over prior year requisition						-2.7%	4.0%	10.5%	21.0%	1.7%
AUTHORIZED POSITIONS:										
Salaried	6.1	6.1	6.1	-	-	6.1	6.1	6.1	6.1	6.1
User Funding %	14.6%					8.5%	14.5%	13.6%	11.8%	11.9%

1.459 - Salt Spring Island Recreation - Swimming Pool	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Salaries & Wages	624,965	374,563	452,264	-	-	452,264	643,271	656,655	670,314	684,262
Contract for Services	4,000	2,500	4,070	-	-	4,070	4,150	4,230	4,310	4,400
Utilities	124,900	129,160	128,060	-	-	128,060	131,230	133,860	136,540	139,270
Supplies - Chemicals	55,000	49,500	50,940	-	-	50,940	55,000	56,100	57,220	58,360
Programs and Other Operating	61,120	40,183	59,701	-	-	59,701	64,320	65,600	66,940	68,300
Maintenance & Insurance	30,500	46,000	46,000	-	-	46,000	46,920	47,850	48,810	49,780
Internal Allocations	15,054	15,054	18,936	-	-	18,936	21,254	21,679	22,112	22,555
Parks Maintenance Labour	5,000	40,000	40,800	-	-	40,800	41,616	42,448	43,297	44,163
TOTAL OPERATING COSTS	920,539	696,960	800,771	-	-	800,771	1,007,761	1,028,422	1,049,543	1,071,090
*Percentage Increase						-13.0%	25.8%	2.1%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Capital Reserve Fund	40,000	40,000	65,000	-	-	65,000	50,000	50,000	51,100	52,120
Transfer to Equipment Replacement Fund	25,000	45,000	35,000	-	-	35,000	51,660	52,690	53,740	54,810
TOTAL CAPITAL / RESERVES	172,164	172,164	28,026	-	-	28,026	1,050	133,050	458,814	458,814
TOTAL COSTS	1,157,703	954,124	928,797	-	-	928,797	1,110,471	1,264,162	1,613,197	1,636,834
Internal Recoveries	(20,000)	(2,606)	(20,440)	-	-	(20,440)	(20,890)	(21,350)	(21,820)	(22,260)
OPERATING LESS RECOVERIES	1,137,703	951,518	908,357	-	-	908,357	1,089,581	1,242,812	1,591,377	1,614,574
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Revenue - Fees	(277,535)	(96,400)	(141,150)	-	-	(141,150)	(275,000)	(280,500)	(286,110)	(291,830)
Payments in Lieu	(2,640)	(2,640)	(2,050)	-	-	(2,050)	(2,090)	(2,110)	(2,130)	(2,150)
Revenue - Other	(6,500)	(1,450)	(3,300)	-	-	(3,300)	(6,000)	(6,940)	(7,090)	(7,230)
TOTAL REVENUE	(286,675)	(100,490)	(146,500)	-	-	(146,500)	(283,090)	(289,550)	(295,330)	(301,210)
REQUISITION	(851,028)	(851,028)	(761,857)	-	-	(761,857)	(806,491)	(953,262)	(1,296,047)	(1,313,364)
*Percentage increase over prior year requisition						-10.5%	5.9%	18.2%	36.0%	1.3%
User Funding %	24.0%					15.2%	24.8%	22.2%	17.7%	17.8%
User Funding excluding debt %	28.2%					15.7%	24.8%	24.8%	24.8%	24.8%

1.459 - Salt Spring Island - Park Land	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Salaries & Wages	250,446	240,719	256,590	-	-	256,590	257,221	262,764	268,425	274,206
Allocation to SSI Admin	128,324	128,324	132,744	-	-	132,744	133,214	135,979	138,802	141,695
Maintenance, Disposal & Security	21,060	18,618	24,200	-	-	24,200	24,390	22,910	23,270	23,730
Utilities	25,730	21,730	27,890	-	-	27,890	28,440	29,010	29,210	29,780
Contract for Services, Rent & Legal	25,355	32,765	25,895	5,145	-	31,040	31,660	32,290	32,930	33,580
Advertising, Promotion & Planning	12,200	9,200	7,250	-	-	7,250	7,390	7,530	7,680	7,830
Internal Allocations	67,882	58,382	75,438	-	-	75,438	82,307	83,952	85,631	87,343
Travel & Training	6,250	4,000	6,360	-	-	6,360	6,490	6,620	6,750	6,880
Licences, Fees & Insurance	12,080	12,608	15,510	-	-	15,510	15,830	16,150	16,470	16,790
Supplies & Other	9,900	20,402	13,620	-	-	13,620	13,880	14,150	14,380	14,660
Parks Maintenance Labour	74,710	84,250	87,750	-	-	87,750	89,504	91,295	93,121	94,982
Bylaw Labour	13,540	1,500	13,540	(11,150)	-	2,390	2,404	2,449	2,497	2,545
TOTAL OPERATING COSTS	647,477	632,498	686,787	(6,005)	-	680,782	692,730	705,099	719,166	734,021
*Percentage Increase						5.1%	1.8%	1.8%	2.0%	2.1%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	15,000	15,000	15,000	-	-	15,000	15,330	15,660	16,342	16,670
Transfer to Reserve Fund - Pool	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund - Parkland	129,140	142,399	126,000	-	-	126,000	130,185	134,314	137,780	140,186
TOTAL CAPITAL / RESERVES	144,140	157,399	141,000	-	-	141,000	145,515	149,974	154,122	156,856
Debt Servicing	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	791,617	789,897	827,787	(6,005)	-	821,782	838,245	855,073	873,288	890,877
Internal Recoveries	(92,958)	(89,892)	(75,698)	-	-	(75,698)	(77,364)	(77,209)	(77,050)	(76,903)
OPERATING LESS RECOVERIES	698,659	700,005	752,089	(6,005)	-	746,084	760,881	777,864	796,238	813,974
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Rental Income	(8,000)	(3,200)	(7,895)	-	-	(7,895)	(8,065)	(8,240)	(8,420)	(8,580)
Payments in Lieu	(529)	(529)	-	-	-	-	-	-	-	-
Revenue - Other	-	(6,146)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(8,529)	(9,875)	(7,895)	-	-	(7,895)	(8,065)	(8,240)	(8,420)	(8,580)
REQUISITION	(690,130)	(690,130)	(744,194)	6,005	-	(738,189)	(752,816)	(769,624)	(787,818)	(805,394)
*Percentage increase over prior year requisition						7.0%	2.0%	2.2%	2.4%	2.2%
User Funding %	1.0%					1.0%	1.0%	1.0%	1.0%	1.0%

1.455 / 1.458 / 1.459

Salt Spring Island Recreation -
All Service Areas

OPERATING COSTS

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
Swimming Pool	920,539	696,960	800,771	-	-	800,771	1,007,761	1,028,422	1,049,543	1,071,090
Park Land	647,477	632,498	686,787	(6,005)	-	680,782	692,730	705,099	719,166	734,021
Community Recreation	231,954	90,175	274,338	-	-	274,338	298,844	304,654	310,580	316,362
Community Parks	851,149	774,359	898,437	11,150	-	909,587	928,396	946,254	964,490	983,120
TOTAL OPERATING COSTS	2,651,119	2,193,992	2,660,333	5,145	-	2,665,478	2,927,731	2,984,429	3,043,779	3,104,593

*Percentage Increase

CAPITAL / RESERVE

						0.5%	9.8%	1.9%	2.0%	2.0%
Swimming Pool	65,000	85,000	100,000	-	-	100,000	101,660	102,690	104,840	106,930
Park Land	144,140	157,399	141,000	-	-	141,000	145,515	149,974	154,122	156,856
Community Parks	5,000	-	10,090	-	-	10,090	10,290	10,490	10,600	10,810
DEBT CHARGES	172,164	172,164	28,026	-	-	28,026	25,300	209,875	535,639	535,639
TOTAL CAPITAL / RESERVES	386,304	414,563	279,116	-	-	279,116	282,765	473,029	805,201	810,235

TOTAL COSTS

Internal Recoveries

OPERATING LESS RECOVERIES

FUNDING SOURCES (REVENUE)

Estimated Balance c/fwd from 2020 to 2021	-	10,057	(10,057)	-	-	(10,057)	-	-	-	-
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Swimming Pool	(286,675)	(100,490)	(146,500)	-	-	(146,500)	(283,090)	(289,550)	(295,330)	(301,210)
Park Land	(8,529)	(9,875)	(7,895)	-	-	(7,895)	(8,065)	(8,240)	(8,420)	(8,580)
Community Recreation	(182,036)	(40,257)	(220,827)	-	-	(220,827)	(228,020)	(232,780)	(237,640)	(242,390)
Community Parks	(125,106)	(43,316)	(145,170)	-	-	(145,170)	(148,070)	(151,030)	(154,040)	(157,130)
TOTAL REVENUE	(602,346)	(193,938)	(520,392)	-	-	(520,392)	(667,245)	(681,600)	(695,430)	(709,310)

REQUISITION

*Percentage increase over prior year requisition

AUTHORIZED POSITIONS:

Salaried	10.7	10.7	10.7			10.7	10.7	10.7	10.7	10.7
Hourly	0.7	0.7	0.7			0.7	0.7	0.7	0.7	0.7

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.459	Carry	2021	2022	2023	2024	2025	TOTAL
	SSI Park Land & Rec Programs	Forward from						
		2020						

EXPENDITURE

Buildings	\$336,500	\$481,500	\$175,000	\$8,205,000	\$2,445,000	\$75,000	\$11,381,500
Equipment	\$0	\$27,500	\$62,500	\$60,000	\$35,000	\$30,000	\$215,000
Land	\$90,000	\$910,000	\$0	\$0	\$100,000	\$0	\$1,010,000
Engineered Structures	\$0	\$50,000	\$400,000	\$100,000	\$30,000	\$0	\$580,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$426,500	\$1,469,000	\$637,500	\$8,365,000	\$2,610,000	\$105,000	\$13,186,500

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$8,000,000	\$0	\$0	\$8,000,000
Equipment Replacement Fund	\$0	\$27,500	\$62,500	\$60,000	\$35,000	\$30,000	\$215,000
Grants (Federal, Provincial)	\$176,500	\$246,500	\$325,000	\$150,000	\$2,425,000	\$25,000	\$3,171,500
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$250,000	\$1,195,000	\$250,000	\$155,000	\$150,000	\$50,000	\$1,800,000
	\$426,500	\$1,469,000	\$637,500	\$8,365,000	\$2,610,000	\$105,000	\$13,186,500

Service: 1.459 **SSI Park Land & Rec Programs**

Proj. No. 20-10	Capital Project Title Sport Field Development	Capital Project Description Develop additional sports fields for youth and adults
Asset Class L	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Limited playing field options on Salt Spring Island</i>		

Proj. No. 19-12	Capital Project Title Expand or upgrade Trail Network and parking	Capital Project Description Upgrade Drake Road to Bishops walk Trail
Asset Class L	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Upgrades to existing trail required to address drainage issues</i>		

Proj. No. 19-13	Capital Project Title Purchase Additional Parkland	Capital Project Description The purchase of additional parkland (10-15 acres) is required to develop additional sports fields for youth and adults.
Asset Class L	Board Priority Area Climate Action & Environmental	Corporate Priority Area Recreation
Project Rationale <i>Additional parkland required to build additional sports fields</i>		

Proj. No. 19-14	Capital Project Title Portlock Park Upgrades	Capital Project Description Community consultation, conceptual designs, detailed designs and construction
Asset Class L	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Upgrades to existing infrastructure that is at or near its end of life</i>		

Proj. No. 18-01	Capital Project Title Repairs to Pool Building	Capital Project Description Repairs to doors, windows, pipes, fencing and other building components as the facility reaches its tenth year.
Asset Class B	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Capital improvements to pool building</i>		

Proj. No. 20-01	Capital Project Title Pool site master plan	Capital Project Description A site master plan is required prior to a facility expansion
Asset Class B	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Master plan to inform future capital improvements</i>		

Proj. No. 20-02	Capital Project Title Pool Electrical Equipment Repair and Replacement	Capital Project Description A condition assessment of the Rainbow Road pool found the electrical infrastructure in a state of urgent repair and replacement.
Asset Class B	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>A condition assessment of the Rainbow Road pool found the electrical infrastructure in a state of urgent repair and replacement.</i>		

Proj. No. 21-01	Capital Project Title Recreation Centre Expansion	Capital Project Description Facility expansion to include a leisure therapy pool and multipurpose room
Asset Class B	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Facility expansion to meet growing community needs</i>		

Proj. No. 21-02	Capital Project Title Referendum Facility Expansion	Capital Project Description Funding for public referendum for pool expansion
Asset Class B	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 20-03	Capital Project Title Replace Pool Flooring	Capital Project Description Replacement of pool lobby flooring and re-grouting of pool tile bottom
Asset Class B	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Lobby flooring is reaching end of useful life</i>		

Proj. No. 22-04	Capital Project Title Upgrade Pool Parking Lot	Capital Project Description Upgrade existing gravel lot to capped, paved or permeable surface.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 19-15	Capital Project Title Pool equipment replacements	Capital Project Description Replace pool office and mechanical equipment including pumps, filters, boilers, fans, strantrol, chlorinator
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 21-04	Capital Project Title Accessible ramp and EV Charger	Capital Project Description community works funds needed to fund an accessibility ramp and EV charger at the pool
Asset Class B	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 25-01	Capital Project Title Replace pool expansion joints	Capital Project Description New caulking in pool basin
Asset Class B	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 25-02	Capital Project Title Rainbow Road Dog Park	Capital Project Description Upgrade or relocate dog park
Asset Class B	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 22-05	Capital Project Title Pool Changeroom Lockers	Capital Project Description Replace lockers in mens and family changerrooms
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

**1.45X SSI Pool, Parks, Recreation and Parkland
Reserves Summary
2021 - 2025 Financial Plan**

Reserve/Fund Summary

Reserve/Fund Summary Projected year end balance	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
1.45X - Equipment Replacement Funds	120,512	138,102	97,882	96,722	127,404	109,594
1.459 - Land Acquisition Reserve Fund	834,104	34,104	34,104	34,104	34,104	34,104
1.459 - Pool Facility Capital Reserve Fund	185,398	30,398	30,398	25,398	26,498	28,618
1.455 - Community Parks Reserve Fund	174,472	89,472	69,572	49,772	30,072	10,582
1.455/458 - Parks & Rec Reserve Funds	357,782	258,782	58,867	77,981	110,461	235,237
1.459 - 2nd Land Reserve Fund	1,361	1,361	1,361	1,361	1,361	1,361
Total projected year end balance	1,673,629	552,219	292,184	285,338	329,900	419,496

ERF Summary

Fund: 1022 Fund Center: 101412/44/45 ERF Group: SSIPARC.ERF	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	103,752	120,512	138,102	97,882	96,722	127,404
Planned Purchase	45,000	55,090	72,280	73,840	75,682	77,190
Transfer from Operating Budget	(28,240)	(37,500)	(112,500)	(75,000)	(45,000)	(95,000)
Interest Income	-	-	-	-	-	-
Ending Balance \$	120,512	138,102	97,882	96,722	127,404	109,594

Equipment Replacement Reserve Schedule

Reserve Fund: 1.459 SSI Pool

Maintain adequate funding for lifecycle replacement of maintenance equipment, machinery and vehicles.

Reserve Cash Flow

Fund: 1022 Fund Centre: 101412	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	19,053	25,813	33,313	22,473	10,163	28,903
Transfer from Ops Budget	25,000	35,000	51,660	52,690	53,740	54,810
Expenditures (Based on Capital Plan)	(18,240)	(27,500)	(62,500)	(65,000)	(35,000)	(30,000)
Interest Income	-	-	-	-	-	-
Ending Balance \$	25,813	33,313	22,473	10,163	28,903	53,713

Assumptions/Background:

Maintain adequate funding for lifecycle replacement of computer equipment, furnishings, pool mechanical, machinery and vehicles.

Reserve Schedule

1.459 - Parkland Acquisition

Bylaw 2110

Reserve Cash Flow

Fund: 1035 Fund Centre: 101379	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	829,789	834,104	34,104	34,104	34,104	34,104
Transfer from Ops Budget	-	-	-	-	-	-
Expenditures (Based on Capital Plan)	-	(800,000)	-	-	-	-
Interest Income*	4,315					
Ending Balance \$	834,104	34,104	34,104	34,104	34,104	34,104

Assumptions/Background:

Fund balance to provide for the purchase of land for the purpose of community parks, trails or beach accesses.

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

Reserve Schedule

1.459 - Salt Spring Island Pool

Bylaw 3686

Reserve Cash Flow

Fund:	1078	Estimated		Budget			
Fund Centre:	102045	2020	2021	2022	2023	2024	2025
Beginning Balance		294,023	185,398	30,398	30,398	25,398	26,498
Transfer from Ops Budget		40,000	65,000	50,000	50,000	51,100	52,120
Expenditures (Based on Capital Plan)		(150,000)	(220,000)	(50,000)	(55,000)	(50,000)	(50,000)
Interest Income*		1,375					
Ending Balance \$		185,398	30,398	30,398	25,398	26,498	28,618

Assumptions/Background:

Fund balance to provide for capital expenditures or in respect of capital projects, pool mechanical, machinery or equipment and extension or renewal of existing capital works.

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

Reserve Schedule

1.459 - Park Land

Bylaw 2859

Reserve Cash Flow

		Estimated	Budget				
Fund:	1060	2020	2021	2022	2023	2024	2025
Fund Centre:	101603						
Beginning Balance		112,852	176,528	111,528	25,373	42,007	61,727
Transfer from Ops Budget		62,820	110,000	113,845	116,634	119,720	121,756
Expenditures (Based on Capital Plan)		-	(175,000)	(200,000)	(100,000)	(100,000)	-
Interest Income*		856					
Ending Balance \$		176,528	111,528	25,373	42,007	61,727	183,483

Assumptions/Background:

Fund balance to provide for capital expenditures or in respect of capital projects, land, machinery or equipment and extension or renewal of existing capital works.

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

Reserve Schedule

Capital Reserve Fund - Bylaw 3286

Fund 1071 was created as a CRF for the 2nd SSI Parks service established by Bylaw 2809 for the purpose of buying real estate, servicing debt and contributing to a CRF. That Bylaw expired on Dec 31, 2010.

Reserve Cash Flow

Fund: Fund Centre:	1071 101898	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		1,354	1,361	1,361	1,361	1,361	1,361
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures (Based on Capital Plan)		-	-	-	-	-	-
Interest Income		7					
Ending Balance \$		1,361	1,361	1,361	1,361	1,361	1,361

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Storm Water Quality Management (SSI)

EAC Review

Service: 1.535 SSI Stormwater Quality Management

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

The Electoral Area of the Salt Spring Island.

MAXIMUM LEVY:

\$27,500

FUNDING:

Requisition

1.535 - Storm Water Quality Management (SSI)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services & Consulting	5,000	12,000	16,500	-	-	16,500	16,830	17,160	17,510	17,860
Allocations	17,171	5,630	10,390	-	-	10,390	10,050	9,710	9,350	8,990
Other Operating Expenses	690	190	640	-	-	640	650	660	670	680
TOTAL OPERATING COSTS	22,861	17,820	27,530	-	-	27,530	27,530	27,530	27,530	27,530
*Percentage Increase over prior year						20.4%	0.0%	0.0%	0.0%	0.0%
Transfer from Operating Reserve Fund	(331)	-	-	-	-	-	-	-	-	-
NET OPERATING COSTS	22,530	17,820	27,530	-	-	27,530	27,530	27,530	27,530	27,530
*Percentage Increase over prior year						22.2%	0.0%	0.0%	0.0%	0.0%
<u>CAPITAL/RESERVE</u>										
Transfer to Operating Reserve Fund	-	4,710	-	-	-	-	-	-	-	-
TOTAL COSTS	22,530	22,530	27,530	-	-	27,530	27,530	27,530	27,530	27,530
*Percentage Increase over prior year						22.2%	0.0%	0.0%	0.0%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(18)	(18)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Other Revenue	(10)	(10)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
TOTAL REVENUE	(28)	(28)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
REQUISITION	(22,502)	(22,502)	(27,500)	-	-	(27,500)	(27,500)	(27,500)	(27,500)	(27,500)
*Percentage increase over prior year Requisition						22.2%	0.0%	0.0%	0.0%	0.0%

Reserve Schedule

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

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

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105529	2020	2021	2022	2023	2024	2025
Beginning Balance		47,729	48,118	48,118	48,118	48,118	48,118
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		(331)	-	-	-	-	-
Interest Income*		720	-	-	-	-	-
Ending Balance \$		48,118	48,118	48,118	48,118	48,118	48,118

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

2021 Budget

Emergency Comm - CREST (SSI)

EAC Review

Service: 1.925 SSI Emergency Comm. - CREST

Committee: Governance & Finance

DEFINITION:

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

PARTICIPATION:

The Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.925 - Emergency Comm - CREST (SSI)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payments to CREST	86,785	86,785	88,260	-	-	88,260	90,030	91,830	93,670	95,540
Allocations	1,771	1,771	1,811	-	-	1,811	1,819	1,855	1,892	1,930
Other Operating Expenses	600	600	600	-	-	600	600	600	600	600
TOTAL COSTS	89,156	89,156	90,671	-	-	90,671	92,449	94,285	96,162	98,070
*Percentage Increase over prior year						1.7%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(463)	(463)	-	-	-	-	-	-	-	-
Interest Income	(70)	(70)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
Grants in Lieu of Taxes	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(583)	(583)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
REQUISITION	(88,573)	(88,573)	(90,551)	-	-	(90,551)	(92,329)	(94,165)	(96,042)	(97,950)
*Percentage increase over prior year Requisition						2.2%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Highland Water System (SSI)

EAC Review

Service: 2.620 Highland Water (SSI)

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

Local Service Area #13, H(764)

MAXIMUM LEVY:

Greater of \$120,000 or \$5.50 / \$1,000 of actual assessed value of land and improvements. To maximum of \$749,821.

MAXIMUM CAPITAL DEBT:

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

COMMITTEE:

Highland Water Committee established by Resolution No. 675.

FUNDING:

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

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

RESERVE FUND:

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

2.620 - Highland Water System (SSI)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Allocations	876	876	394	-	-	394	201	205	209	213
TOTAL OPERATING COSTS	876	876	394	-	-	394	201	205	209	213
*Percentage Increase over prior year						-55.0%	-49.0%	2.0%	2.0%	1.9%
<u>DEBT</u>										
MFA Debt Principal	20,010	20,010	20,010	-	-	20,010	20,010	20,010	20,010	7,525
MFA Debt Interest	10,858	10,858	10,868	-	-	10,868	10,868	10,868	10,868	5,243
TOTAL DEBT	30,868	30,868	30,878	-	-	30,878	30,878	30,878	30,878	12,768
TOTAL COSTS	31,744	31,744	31,272	-	-	31,272	31,079	31,083	31,087	12,981
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,120)	(1,120)	-	-	-	-	-	-	-	-
Other Income	(110)	(110)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
TOTAL REVENUE	(1,230)	(1,230)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
REQUISITION - PARCEL TAX	(30,514)	(30,514)	(31,152)	-	-	(31,152)	(30,959)	(30,963)	(30,967)	(12,861)
*Percentage increase over prior year Requisition						2.1%	-0.6%	0.0%	0.0%	-58.5%

Service: 2.620

Highland Water (SSI)

Proj. No. 16-01

Capital Project Title Infrastructure Upgrades (Valve Distribution)

Capital Project Description Infrastructure upgrades

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale *These funds are reserved for Highland only upgrades as it was collected from Highland customers prior to the merging of the Highland and Fernwood systems. The agreed to projects are as follows: 1) Replacement of failed piping at Middle reservoir, 2) Demolition of old intake pump station; 3) Replacement of failed standpipes; 4) Replacement of failing services from the main to the property line in strategic locations; and 5) the Upper Reservoir assessment and repairs requires the reprioritizing of the Middle Reservoir project as reported in the 2018 Annual General Meeting.*

Proj. No. 16-01

Capital Project Title Infrastructure Upgrades (Valve Distribution)

Capital Project Description Infrastructure upgrades

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale *Currently the Upper Reservoir is leaking profoundly which significantly affects the storage capacity of the service as well as wastes precious portable water resources. The reservoir was built in 1980s and has reached the end of its life. The project scope includes demolition of existing reservoir, construction of a new steel bolted reservoir and engineering supervisor/project management.*

CAPITAL REGIONAL DISTRICT

2021 Budget

Highland/Fernwood Water (SSI)

EAC Review

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

Committee: **Electoral Area**

DEFINITION:

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

PARTICIPATION:

Local Service Area #63, 3(764)

MAXIMUM LEVY:

Greater of \$350,000 or \$2.572 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$492,501.

MAXIMUM CAPITAL DEBT:

Authorized:	LA3754 (April 13, 2011)	\$500,000
Borrowed:	SI Bylaw 3800 (Aug 10, 2011)	(\$500,000) 3.25%
Remaining:		\$0

COMMITTEE:

Highland Water Committee established by Resolution No. 675 and Fernwood Local Service Committee established by Bylaw No. 1774.
Highland Fernwood Water Services Commission Established by Bylaw 3911, March 2015

FUNDING:

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

User Charge: Annual Fixed Fee per single family dwelling unit or equivalent.
The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic metres at the following rate: (BL4311, June 2019)

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

Water Connection Charge: Actual cost for the connection.

RESERVE FUND:

Established by Bylaw #3907 (April 16, 2014)

2.621 - Highland/Fernwood Water (SSI)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Sludge Hauling Contract	9,000	8,100	9,150	-	-	9,150	9,330	9,520	9,710	9,900
Waste Sludge Disposal	9,000	12,970	12,500	-	-	12,500	12,750	13,010	13,270	13,540
Repairs & Maintenance	28,720	31,570	23,880	-	-	23,880	29,060	30,240	10,850	11,070
Allocations	23,987	23,987	20,944	-	-	20,944	20,472	20,857	21,249	21,647
Water Testing	13,240	14,200	13,470	-	-	13,470	13,740	14,010	14,290	14,580
Electricity	20,050	20,500	20,390	-	-	20,390	20,800	21,220	21,640	22,070
Supplies	22,340	23,380	22,720	-	-	22,720	23,170	23,630	24,100	24,580
Labour Charges	166,617	245,000	172,553	-	-	172,553	176,195	179,723	183,322	186,992
Other Operating Expenses	18,310	25,640	22,440	-	-	22,440	35,270	18,220	18,570	18,920
TOTAL OPERATING COSTS	311,264	405,347	318,047	-	-	318,047	340,787	330,430	317,001	323,299
*Percentage Increase over prior year						2.2%	7.1%	-3.0%	-4.1%	2.0%
Transfer from Operating Reserve Fund	(20,000)	(20,000)	(15,000)	-	-	(15,000)	(20,000)	(20,000)	-	-
NET OPERATING COSTS	291,264	385,347	303,047	-	-	303,047	320,787	310,430	317,001	323,299
Percentage Increase over prior year										
DEBT / RESERVES										
Transfer to Operating Reserve Fund	19,380	19,380	19,710	-	-	19,710	20,100	20,500	20,910	21,330
Transfer to Capital Reserve Fund	47,210	47,210	48,250	-	-	48,250	49,310	50,390	51,500	52,530
MFA Debt Principal	24,971	24,971	24,971	-	-	24,971	53,305	96,196	96,196	96,196
MFA Debt Interest	17,811	17,812	18,445	-	-	18,445	36,380	70,310	70,310	70,310
TOTAL DEBT / RESERVES	109,372	109,372	111,376	-	-	111,376	159,095	237,396	238,916	240,366
TOTAL COSTS	400,636	494,719	414,423	-	-	414,423	479,882	547,826	555,917	563,665
FUNDING SOURCES (REVENUE)										
Balance Carry Forward from 2020 to 2021	-	(102,480)	102,480	-	-	102,480	-	-	-	-
Sales - Water	(60,000)	(47,000)	(61,020)	-	-	(61,020)	(62,240)	(63,480)	(64,750)	(66,050)
User Charges	(283,084)	(283,084)	(380,133)	-	-	(380,133)	(336,882)	(398,576)	(400,387)	(401,825)
Other Revenue	(730)	(5,333)	(750)	-	-	(750)	(760)	(770)	(780)	(790)
TOTAL REVENUE	(343,814)	(437,897)	(339,423)	-	-	(339,423)	(399,882)	(462,826)	(465,917)	(468,665)
REQUISITION - PARCEL TAX	(56,822)	(56,822)	(75,000)	-	-	(75,000)	(80,000)	(85,000)	(90,000)	(95,000)
*Percentage increase over prior year										
Sales						1.7%	2.0%	2.0%	2.0%	2.0%
User Fee						34.3%	-11.4%	18.3%	0.5%	0.4%
Requisition						32.0%	6.7%	6.3%	5.9%	5.6%
Combined						29.1%	-7.2%	14.2%	1.5%	1.4%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.621 Highland & Fernwood Water (SSI)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$50,000	\$74,000	\$280,000	\$20,000	\$25,000	\$40,000	\$439,000	\$439,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$20,000	\$620,000	\$1,500,000	\$0	\$0	\$0	\$2,120,000	\$2,120,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$70,000	\$694,000	\$1,780,000	\$20,000	\$25,000	\$40,000	\$2,559,000	\$2,559,000

SOURCE OF FUNDS

Capital Funds on Hand	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$50,000
Debenture Debt (New Debt Only)	\$0	\$490,000	\$1,740,000	\$0	\$0	\$0	\$2,230,000	\$2,230,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$85,000	\$0	\$0	\$0	\$0	\$85,000	\$85,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$20,000	\$69,000	\$40,000	\$20,000	\$25,000	\$40,000	\$194,000	\$194,000
	\$70,000	\$694,000	\$1,780,000	\$20,000	\$25,000	\$40,000	\$2,559,000	\$2,559,000

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

Proj. No. 19-01	Capital Project Title Replace intake	Capital Project Description Construct new intake and screen
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale Tender and construct intake		

Proj. No. 19-02	Capital Project Title DAF Float Waste Pump Design and Const	Capital Project Description Design and construct waste pump
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale To design and install a system to pump DAF Float Waste, to replace the existing failing pumps.		

Proj. No. 19-05	Capital Project Title Referendum or Alternative Approval Process - Funding for Future Projects	Capital Project Description Undertake a referendum or AAP to borrow funds to carry out the intake, back up power and upper reservoir projects
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 21-01	Capital Project Title Public Engagement for Future Projects	Capital Project Description public engagement for the intake and upper reservoir projects
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 21-02	Capital Project Title Power generation equipment	Capital Project Description Back-Up Power Detailed Design
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 21-03	Capital Project Title Highland Upper Reservoir Replacement	Capital Project Description Replace existing leaky upper reservoir
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 21-04	Capital Project Title Water main replacement strategy and detailed design	Capital Project Description Conduct watermain replacement assessment and develop a phased replacement strategy and design drawings and specs
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 22-01	Capital Project Title Power generation equipment	Capital Project Description Back-Up Power Construction
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 22-03	Capital Project Title Safety Improvements for the WTF	Capital Project Description Design and installation of eyewash, safe access platform, roof access hatch
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 24-01	Capital Project Title Fernwood PS Haz Assess and Demolition	Capital Project Description Assessment of hazard and demolition
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 24-02	Capital Project Title Strainer installation for PRV	Capital Project Description Install strainer for North End and Maliview PRV
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 25-01	Capital Project Title Fence installation around storage reservoirs	Capital Project Description Install fencing around all reservoirs and WTP
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Highland/Fernwood Water (SSI)
 Reserve Summary Schedule
 2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	25,260	4,510	13,820	44,210	70,710	83,240
Operating Reserve Fund	17,055	21,765	21,865	22,365	43,275	64,605
Total	42,314	26,274	35,684	66,574	113,984	147,844

Reserve Schedule

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

For capital repairs, additions and improvements to sewage system infrastructure

Reserve Cash Flow

Fund:	1088	Estimated	Budget				
Fund Centre:	102156	2020	2021	2022	2023	2024	2025
Beginning Balance		55,892	25,260	4,510	13,820	44,210	70,710
Transfer from Ops Budget		47,210	48,250	49,310	50,390	51,500	52,530
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(80,000)	(69,000)	(40,000)	(20,000)	(25,000)	(40,000)
Interest Income*		2,158	-	-	-	-	-
Ending Balance \$		25,260	4,510	13,820	44,210	70,710	83,240

Assumptions/Background:

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

Reserve Schedule

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

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance etc. Optimum minimum balance of \$30,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105205	2020	2021	2022	2023	2024	2025
Beginning Balance		17,345	17,055	21,765	21,865	22,365	43,275
Transfer from Ops Budget		19,380	19,710	20,100	20,500	20,910	21,330
Transfer to Ops Budget		-	-	-	-	-	-
Expenditures		(20,000)	(15,000)	(20,000)	(20,000)	-	-
Planned Maintenance Activity		Reservoir cleaning and inspection (Ph2) and Arc Flash Study	Hydrant maintenance	Filter media replacement	Reservoir cleaning and inspection		
Interest Income		330	-	-	-	-	-
Ending Balance \$		17,055	21,765	21,865	22,365	43,275	64,605

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Cedars of Tuam Water (SSI)

EAC Review

Service: 2.622 Cedars of Tuam Water (SSI)

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

Local Service Area #45, T(764).

MAXIMUM LEVY:

Greater of \$25,425 or \$6.75 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$72,162.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3024 (October 10, 2002)		24,000
BORROWED:	SI Bylaw No. 3050 (March 12, 2003)	5.5%	(24,000) (Rate reduced to 2.1% June 2013)
REMAINING:			<u><u>\$0</u></u>

COMMITTEE:

Cedars of Tuam Water Service Committee established by bylaw No 3055 (March 12, 2003).

FUNDING:

User Charge

- Annual Fixed Fee per per single family dwelling unit or equivalent plus consumption charge
- The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate: (BL4311 June 2019)
 - First 38 cubic metres or portion - \$0.90 / cubic metre
 - Greater than 38 cubic metres - \$7.70 / cubic metre

Water Connection Charge

- Actual cost for the connection. See rates and regulations Bylaw No 4311 (June 2019).

RESERVE FUND:

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

2.622 - Cedars of Tuam Water (SSI)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Repairs & Maintenance	13,060	12,500	2,060	-	-	2,060	560	560	560	10,560
Allocations	2,582	2,582	3,314	-	-	3,314	3,154	3,212	3,273	3,334
Water Testing	2,030	1,800	2,060	-	-	2,060	2,100	2,140	2,180	2,220
Electricity	630	670	640	-	-	640	650	660	670	680
Supplies	710	490	720	-	-	720	730	740	750	760
Labour Charges	19,613	23,000	20,369	-	-	20,369	20,802	21,219	21,644	22,078
Other Operating Expenses	1,380	1,290	1,400	-	-	1,400	1,410	1,420	1,430	1,440
TOTAL OPERATING COSTS	40,005	42,332	30,563	-	-	30,563	29,406	29,951	30,507	41,072
*Percentage Increase over prior year						-23.6%	-3.8%	1.9%	1.9%	34.6%
Transfer from Operating Reserve Fund	(12,500)	(12,500)	(1,500)	-	-	(1,500)	-	-	-	(10,000)
NET OPERATING COSTS	27,505	29,832	29,063	-	-	29,063	29,406	29,951	30,507	31,072
DEBT / RESERVES										
Transfer to Capital Reserve Fund	3,000	1,372	5,000	-	-	5,000	6,000	6,000	6,000	6,000
Transfer to Operating Reserve Fund	2,750	2,750	2,800	-	-	2,800	2,860	2,920	2,980	3,040
MFA Debt Principal	-	-	-	-	-	-	-	867	19,756	19,756
MFA Debt Interest	1,058	1,058	-	-	-	-	221	10,268	16,015	16,015
TOTAL DEBT / RESERVES	6,808	5,180	7,800	-	-	7,800	9,081	20,055	44,751	44,811
TOTAL COSTS	34,313	35,012	36,863	-	-	36,863	38,487	50,006	75,258	75,883
FUNDING SOURCES (REVENUE)										
Sales - Water	(1,100)	(1,800)	(1,120)	-	-	(1,120)	(1,140)	(1,160)	(1,180)	(1,200)
User Charges	(33,163)	(33,162)	(35,693)	-	-	(35,693)	(37,297)	(48,796)	(74,028)	(74,633)
Other Revenue	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(34,313)	(35,012)	(36,863)	-	-	(36,863)	(38,487)	(50,006)	(75,258)	(75,883)
REQUISITION - PARCEL TAX	-	-	-	-	-	-	-	-	-	-
*Percentage increase over prior year										
Sales						1.8%	1.8%	1.8%	1.7%	1.7%
User Charge						7.6%	4.5%	30.8%	51.7%	0.8%
Requisition						0.0%	0.0%	0.0%	0.0%	0.0%
Combined						7.4%	4.4%	29.9%	50.5%	0.8%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.622	Carry						
	Cedars of Tuam Water (SSI)	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$36,000	\$35,000	\$600,000	\$0	\$0	\$0	\$671,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$77,000	\$5,000	\$0	\$0	\$0	\$82,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$36,000	\$112,000	\$605,000	\$0	\$0	\$0	\$753,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$15,000	\$605,000	\$0	\$0	\$0	\$620,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$30,000	\$79,000	\$0	\$0	\$0	\$0	\$109,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$6,000	\$18,000	\$0	\$0	\$0	\$0	\$24,000
	\$0	\$36,000	\$112,000	\$605,000	\$0	\$0	\$0	\$753,000

Service: 2.622 Cedars of Tuam Water (SSI)

Proj. No. 18-01 **Capital Project Title** Abandon unused wells **Capital Project Description** Decommission wells
Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0
Project Rationale Abandon unused wells

Proj. No. 21-01 **Capital Project Title** Public Engagement for Future Projects **Capital Project Description** Inform and engage public within service area on upcoming works that will require borrowing to fund.
Asset Class E **Board Priority Area** 0 **Corporate Priority Area** 0
Project Rationale Designs for power generation equipment for emergency back up power

Proj. No. 21-02 **Capital Project Title** Referendum or Alternative Approval Process - Funding for Future Projects **Capital Project Description** Undertake a referendum or AAP to borrow funds to carry out the new well design and construction
Asset Class E **Board Priority Area** 0 **Corporate Priority Area** 0
Project Rationale 0

Proj. No. 21-03 **Capital Project Title** New well detailed designs **Capital Project Description** Detailed designs, IHA application, construction documents
Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0
Project Rationale 0

Proj. No. 21-04 **Capital Project Title** Construct new well and dist system **Capital Project Description** Construction of new infrastructure for future needs
Asset Class E **Board Priority Area** 0 **Corporate Priority Area** 0
Project Rationale 0

Proj. No. 21-05	Capital Project Title Chlorinator, level transducer and flow meter replacement	Capital Project Description replace chlorinator and chlorine analyzer, install well level transducer and replace raw water flow meter
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 22-01	Capital Project Title Power generation equipment	Capital Project Description Back up power detailed designs
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 22-02	Capital Project Title Power generation equipment	Capital Project Description Back up power construction
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale Construct and install power generation equipment for emergency back up power.		

**Cedars of Tuam Water (SSI)
Reserve Summary Schedule
2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	1,397	2,697	5,557	8,477	11,457	4,497
Capital Reserve Fund	14,727	13,727	1,727	7,727	13,727	19,727
Total	16,124	16,424	7,284	16,204	25,184	24,224

Reserve Schedule

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

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant teardowns and ground water well maintenance. Optimum minimum balance of \$2,500 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105532	2020	2021	2022	2023	2024	2025
Beginning Balance		10,977	1,397	2,697	5,557	8,477	11,457
Transfer from Op Budget		2,750	2,800	2,860	2,920	2,980	3,040
Expenditures		(12,500)	(1,500)	-	-	-	(10,000)
Planned Maintenance Activity		Reservoir cleaning and inspection/ Well inspection	Hydrant/Standpipe maintenance/ System Flush				Reservoir cleaning and inspection
Interest Income*		170	-	-	-	-	-
Ending Balance \$		1,397	2,697	5,557	8,477	11,457	4,497

Assumptions/Background:

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

Reserve Schedule

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

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

Reserve Cash Flow

Fund:	1057	Estimated	Budget				
Fund Centre:	101843	2020	2021	2022	2023	2024	2025
Beginning Balance		13,155	14,727	13,727	1,727	7,727	13,727
Transfer from Ops Budget		1,372	5,000	6,000	6,000	6,000	6,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		-	(6,000)	(18,000)	-	-	-
Interest Income*		200	-	-	-	-	-
Ending Balance \$		14,727	13,727	1,727	7,727	13,727	19,727

Assumptions/Background:

Transfer as much as operating budget will allow.

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

CAPITAL REGIONAL DISTRICT

2021 Budget

Beddis Water

EAC Review

DEFINITION:

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

PARTICIPATION:

Order in Council No 176, February 24, 2005.

MAXIMUM LEVY:

Greater of \$133,000 or \$2.71 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$286,057.

MAXIMUM CAPITAL DEBT:

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

COMMITTEE:

Beddis Water Service committee established by Bylaw No. 3247 (Dec 15, 2004)

FUNDING:

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

- User Charge:** Fixed user charge + variable consumption charge to all metered properties
- Parcel Tax:** Annual, only on properties capable of being connected to the system, starting 2006
- User Charge:**
 - Annual Fixed Fee per per single family dwelling unit or equivalent
 - The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate: (BL4311 June 2019)
 - First 38 cubic metres or portion - \$3.10 / cubic metre
 - Next 68 cubic metres or portion - \$6.30 / cubic metre
 - Greater than 106 cubic metres - \$8.50 / cubic metre
- Water Connection Charge:** The connection charge for a service shall be the actual cost for the connection

RESERVE FUND:

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

2.624 - Beddis Water

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Operations Contracts	48,270	43,000	49,090	-	-	49,090	50,070	51,070	52,090	53,130
Grit & Waste Sludge Disposal	11,940	11,940	12,140	-	-	12,140	12,390	12,640	12,890	13,140
Repairs & Maintenance	13,540	12,540	5,650	-	-	5,650	5,760	5,870	6,000	21,120
Allocations	13,076	13,076	12,042	-	-	12,042	12,021	12,262	12,497	12,746
Water Testing	9,680	7,500	9,840	-	-	9,840	10,040	10,240	10,440	10,650
Electricity	11,230	11,230	11,420	-	-	11,420	11,650	11,880	12,120	12,360
Supplies	10,360	15,040	10,550	-	-	10,550	10,760	10,970	11,180	11,400
Labour Charges	33,640	32,000	36,008	-	-	36,008	36,840	37,578	38,332	39,101
Other Operating Expenses	18,310	27,370	18,590	-	-	18,590	18,950	19,320	19,700	20,080
Contingency	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	170,046	173,696	165,330	-	-	165,330	168,481	171,830	175,249	193,727
*Percentage Increase over prior year						-2.8%	1.9%	2.0%	2.0%	10.5%
Transfer from Operating Reserve Fund	(8,000)	(8,000)	-	-	-	-	-	-	-	(15,000)
NET OPERATING COSTS	162,046	165,696	165,330	-	-	165,330	168,481	171,830	175,249	178,727
*Percentage Increase over prior year						2.0%	1.9%	2.0%	2.0%	2.0%
DEBT / RESERVES										
Transfer to Capital Reserve Fund	8,140	8,140	29,000	-	-	29,000	29,000	29,000	29,000	29,000
Transfer to Operating Reserve Fund	5,100	5,100	5,190	-	-	5,190	5,290	5,400	5,510	5,620
MFA Debt Principal	48,290	48,290	30,817	-	-	30,817	30,817	39,491	26,021	26,021
MFA Debt Interest	18,004	18,004	12,145	-	-	12,145	15,070	16,120	8,550	8,550
TOTAL DEBT / RESERVES	79,534	79,534	77,152	-	-	77,152	80,177	90,011	69,081	69,191
TOTAL COSTS	241,580	245,230	242,482	-	-	242,482	248,658	261,841	244,330	247,918
FUNDING SOURCES (REVENUE)										
Estimated Balance C/FW from 2020 to 2021	-	(23,650)	23,650	-	-	23,650	-	-	-	-
Sales - Water	(82,000)	(62,000)	(70,000)	-	-	(70,000)	(81,470)	(83,260)	(85,090)	(86,790)
User Charges	(87,240)	(87,240)	(118,456)	-	-	(118,456)	(92,760)	(94,770)	(96,840)	(98,780)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(169,340)	(172,990)	(164,906)	-	-	(164,906)	(174,330)	(178,130)	(182,030)	(185,670)
REQUISITION - PARCEL TAX	(72,240)	(72,240)	(77,576)	-	-	(77,576)	(74,328)	(83,711)	(62,300)	(62,248)
*Percentage increase over prior year							16.4%	2.2%	2.2%	2.0%
Sales						-14.6%	-21.7%	2.2%	2.2%	2.0%
User Fee						35.8%	-4.2%	12.6%	-25.6%	-0.1%
Requisition						7.4%	-6.6%	5.3%	-6.7%	1.5%
Combined						10.2%				

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.624 Beddis Water (SSI)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$132,000	\$150,000	\$0	\$0	\$30,000	\$312,000	\$312,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$36,000	\$85,000	\$300,000	\$50,000	\$0	\$471,000	\$471,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$168,000	\$235,000	\$300,000	\$50,000	\$30,000	\$783,000	\$783,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$150,000	\$300,000	\$0	\$0	\$450,000	\$450,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$150,000	\$50,000	\$0	\$0	\$0	\$200,000	\$200,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$18,000	\$35,000	\$0	\$50,000	\$30,000	\$133,000	\$133,000
	\$0	\$168,000	\$235,000	\$300,000	\$50,000	\$30,000	\$783,000	\$783,000

Service: 2.624

Beddis Water (SSI)

Proj. No. 17-01

Capital Project Title Lautman reservoir

Capital Project Description Dismantle and remove Lautman reservoir

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Lautman reservoir has been decommissioned and requires dismantling and removal to mitigate risk. Tank was not designed to withstand seismic loading and would likely fail in a seismic event.

Proj. No. 20-02

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

Capital Project Description Seek service area electors approval to fund projects

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale As per Commission request (Dec. 15/2015), capital construction projects greater than \$50,000 are to be funded thru debt, in which case a referendum may be required.

Proj. No. 20-04

Capital Project Title Beddis Intake and screen

Capital Project Description Construct and install intake screen and pipe improvements

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale To resolve the intermittent operation issue where the Cusheion Lake raw water intake pumps lose their prime (become air-locked) and either pump erratically or completely stop pumping raw water into treatment. 2019 GreatPacific evaluation and optimization of raw water intake system at the Beddis WTP.

Proj. No. 20-06

Capital Project Title Power generation equipment

Capital Project Description Back up power detailed designs

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Back up power

Proj. No. 21-01

Capital Project Title Power generation equipment

Capital Project Description Back up power construction

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Back up power

Proj. No. 21-02	Capital Project Title Public Engagement for Future Projects	Capital Project Description Undertake a referendum or AAP to borrow funds to carry out the
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 22-02	Capital Project Title Detailed design of booster pump and second reservoir at Sky Valley lower reservoir and dcomission of upper reservoir and Lautman reservoir	Capital Project Description Detailed design of booster pump and second reservoir at Sky Valley lower reservoir
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 25-01	Capital Project Title Decommission of Sky Valley Upper Reservoir	Capital Project Description Decommission and removal of Sky Valley Upper Reservoir
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 25-02	Capital Project Title Construction of booster pump and second reservoir at Sky Valley lower reservoir	Capital Project Description Construction of booster pump and second reservoir at Sky Valley lower reservoir
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale Back up power		

**Beddis Water Reserves
 Summary Schedule
 2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	7,959	12,969	18,279	23,709	29,259	14,369
Capital Reserve Fund	7,018	18,018	12,018	41,018	20,018	19,018
Total	14,977	30,987	30,297	64,727	49,277	33,387

Reserve Schedule

Reserve Fund: 2.624 Beddis Water - Operating Reserve Fund

Reserve fund used for unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance. Optimum minimum balance of \$14,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: Fund Centre:	1500 105206	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		10,679	7,959	13,149	18,439	23,839	29,349
Transfer from Ops Budget		5,100	5,190	5,290	5,400	5,510	5,620
Transfer to Ops Budget		-	-	-	-	-	-
Expenditures		(8,000)	-	-	-	-	(15,000)
Planned Maintenance Activity		Hydrant maintenance					Reservoir cleaning and inspection
Interest Income		180	-	-	-	-	-
Ending Balance \$		7,959	13,149	18,439	23,839	29,349	19,969

Reserve Schedule

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

For capital repairs, additions and improvements to water system infrastructure

Reserve Cash Flow

Fund: Fund Centre:	1069 101894	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		50,868	7,018	18,018	12,018	41,018	20,018
Transfer from Ops Budget		8,140	29,000	29,000	29,000	29,000	29,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(52,500)	(18,000)	(35,000)	-	(50,000)	(30,000)
Interest Income		510	-	-	-	-	-
Ending Balance \$		7,018	18,018	12,018	41,018	20,018	19,018

Assumptions/Background:

Debt costs will be reduced by \$22k in 2021. Transfers to CRF may increase at that time

CAPITAL REGIONAL DISTRICT

2021 Budget

Fulford Water (SSI)

EAC Review

Service: 2.626 Fulford Water (SSI)

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

Order In Council No 177, Feb 24, 2005.

MAXIMUM LEVY:

Greater of \$156,000 or \$5.46 / \$1,000 to a maximum of \$362,147.

MAXIMUM CAPITAL DEBT:

COMMITTEE:

Fulford Water Service committee established by Bylaw No 3248 (Dec 15, 2004).

FUNDING:

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

User Charge: Fixed user charge + metered commercial properties.

Parcel Tax: Annual, levied only on properties capable of being connected to the system, starting 2006.
Parcel charge in lieu of parcel tax in 2005 only.

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

Consumption Charge: Single Family Residential: No Consumption Charge
Other: \$3.27 per cubic metre
Minimum charge per three months is \$312.75 per service connection

MAXIMUM OPERATING EXPENDITURE:

RESERVE FUND BYLAW:

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

2.626 - Fulford Water (SSI)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Operations Contract	50,810	47,800	51,670	-	-	51,670	52,700	53,750	54,820	55,920
Grit & Waste Sludge Disposal	7,380	7,800	7,510	-	-	7,510	7,660	7,810	7,970	8,130
Repairs & Maintenance	7,860	2,500	28,000	-	-	28,000	8,610	8,790	8,970	9,160
Allocations	9,653	9,653	8,622	-	-	8,622	8,207	8,367	8,530	8,696
Water Testing	5,680	4,200	5,780	-	-	5,780	5,900	6,020	6,140	6,260
Electricity	10,190	10,400	10,360	-	-	10,360	10,570	10,780	11,000	11,220
Supplies	7,520	11,240	7,650	-	-	7,650	7,800	7,950	8,100	8,250
Labour Charges	20,990	20,990	22,821	-	-	22,821	23,368	23,836	24,315	24,803
Other Operating Expenses	19,270	30,780	19,550	-	-	19,550	19,940	20,340	20,750	21,160
TOTAL OPERATING COSTS	139,353	145,363	161,963	-	-	161,963	144,755	147,643	150,595	153,599
*Percentage Increase over prior year						16.2%	-10.6%	2.0%	2.0%	2.0%
Transfer from Operating Reserve Fund	-	-	(20,000)	-	-	(20,000)	-	-	-	-
NET OPERATING COSTS	139,353	145,363	141,963	-	-	141,963	144,755	147,643	150,595	153,599
Percentage Increase over prior year										
DEBT / RESERVES										
Transfer to Operating Reserve Fund	7,280	7,280	7,400	-	-	7,400	7,550	7,700	7,850	8,010
Transfer to Capital Reserve Fund	10,900	7,097	46,000	-	-	46,000	46,000	28,306	27,080	27,620
MFA Debt Principal	39,250	39,250	8,490	-	-	8,490	8,490	18,899	43,875	43,875
MFA Debt Interest	16,209	16,209	5,915	-	-	5,915	8,570	22,535	30,135	30,135
TOTAL DEBT / RESERVES	73,639	69,836	67,805	-	-	67,805	70,610	77,440	108,940	109,640
TOTAL COSTS	212,992	215,199	209,768	-	-	209,768	215,365	225,083	259,535	263,239
FUNDING SOURCES (REVENUE)										
Sales - Water	(15,000)	(16,400)	(15,260)	-	-	(15,260)	(15,570)	(15,880)	(16,200)	(16,520)
User Charges	(130,793)	(131,600)	(133,233)	-	-	(133,233)	(135,855)	(138,573)	(141,345)	(144,179)
Other Revenue	(840)	(840)	(870)	-	-	(870)	(880)	(890)	(900)	(910)
TOTAL REVENUE	(146,633)	(148,840)	(149,363)	-	-	(149,363)	(152,305)	(155,343)	(158,445)	(161,609)
REQUISITION - PARCEL TAX	(66,359)	(66,359)	(60,405)	-	-	(60,405)	(63,060)	(69,740)	(101,090)	(101,630)
*Percentage increase over prior year										
Sales						1.73%	2.03%	1.99%	2.02%	1.98%
User Fee						1.9%	2.0%	2.0%	2.0%	2.0%
Requisition						-9.0%	4.4%	10.6%	45.0%	0.5%
Combined						-1.5%	2.7%	4.5%	15.4%	1.4%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.626 Fulford Water (SSI)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$38,000	\$180,000	\$806,000	\$10,000	\$0	\$0	\$1,034,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$120,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$158,000	\$180,000	\$806,000	\$10,000	\$0	\$0	\$1,154,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$180,000	\$800,000	\$0	\$0	\$0	\$980,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$78,000	\$0	\$6,000	\$10,000	\$0	\$0	\$94,000
	\$0	\$158,000	\$180,000	\$806,000	\$10,000	\$0	\$0	\$1,154,000

Service: 2.626

Fulford Water (SSI)

Proj. No.	20-01	Capital Project Title	WTP, Reservoir, PST Sunnyside Site Security	Capital Project Description	Security fencing to secure assests
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale <i>Perimeter fencing is required to secure assets.</i>					

Proj. No.	20-02	Capital Project Title	Power generation equipment	Capital Project Description	Back up power detailed designs
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
Project Rationale <i>Back up power designs.</i>					

Proj. No.	21-01	Capital Project Title	Power generation equipment	Capital Project Description	Back up power construction
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
Project Rationale <i>Back up power construction.</i>					

Proj. No.	21-02	Capital Project Title	Public Engagement for Future Projects	Capital Project Description	Inform and engage public within service area on upcoming works that will require borrowing to fund.
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
Project Rationale <i>Referendum to secure borrowing.</i>					

Proj. No.	22-01	Capital Project Title	Replacement of Flocculation mixer motor	Capital Project Description	Replace two flocculation mixer motors
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
Project Rationale 0					

Proj. No.	22-02	Capital Project Title	Installation of turbidity meter on influent line	Capital Project Description	Installation of turbidity meter on influent line
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
Project Rationale 0					

Proj. No. 22-01	Capital Project Title Replacement of Flocculation mixer motor	Capital Project Description Replace two flocculation mixer motors
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 22-02	Capital Project Title Installation of turbidity meter on influent line	Capital Project Description Installation of turbidity meter on influent line
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 22-03	Capital Project Title Water main assessment and replacement strategy and initial phase detailed design	Capital Project Description Develop a strategy and phase program to replace aging AC water mains in the system and perform detailed design for water mains
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 23-01	Capital Project Title Replacement of impellers of pumps at Sunnyside Pumpstation	Capital Project Description Replacement of impellers of pumps at Sunnyside Pumpstation
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 24-01	Capital Project Title Electrical service improvement at Fulford WTP	Capital Project Description Replacement of panel board directory and address issues with regard to resetting motor overload
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 25-01	Capital Project Title Initial phase of water main replacement	Capital Project Description Water main replacement detailed design and construction for priority sections
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Fulford Water (SSI)
 Reserve Summary Schedule
 2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	74,828	42,828	88,828	111,134	128,214	155,834
Operating Reserve Fund	24,516	11,916	19,466	27,166	35,016	43,026
Total	99,344	54,744	108,294	138,300	163,230	198,860

Reserve Schedule

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

Bylaw 3275

Reserve Cash Flow

Fund:	1070	Estimated	Budget				
Fund Centre:	101897	2020	2021	2022	2023	2024	2025
Beginning Balance		89,131	74,828	42,828	88,828	111,134	128,214
Transfer from Ops Budget		7,097	46,000	46,000	28,306	27,080	27,620
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(22,750)	(78,000)	-	(6,000)	(10,000)	-
Interest Income		1,350	-	-	-	-	-
Ending Balance \$		74,828	42,828	88,828	111,134	128,214	155,834

Assumptions/Background:

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

Reserve Schedule

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

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance. Optimum minimum balance of \$14,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105207	2020	2021	2022	2023	2024	2025
Beginning Balance		16,956	24,516	11,916	19,466	27,166	35,016
Transfer from Ops Budget		7,280	7,400	7,550	7,700	7,850	8,010
Expenditures		-	(20,000)	-	-	-	-
Planned Maintenance Activity			Reservoir cleaning and inspection				
Interest Income		280	-	-	-	-	-
Ending Balance \$		24,516	11,916	19,466	27,166	35,016	43,026

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Cedar Lane Water (SSI)

EAC Review

Service: 2.628 Cedar Lane Water (SSI)

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

Local Service Area #31, P(764)

MAXIMUM LEVY:

Greater of \$54,000 or \$4.76/ \$1,000 on actual assessed value of land and improvements. To a maximum of \$100,581.

MAXIMUM CAPITAL DEBT:

Authorized:	LA Bylaw No. 3425 (Oct 10, 2007)	\$168,000	
Borrowed:	SI Bylaw 3514 (Feb 13, 2008)	(\$60,000)	Repaid April 23, 2018
	SI Bylaw 3634 (Aug 12, 2009)	(\$108,000)	Matures 2024 (4.13%)
Remaining:		<u>\$0</u>	

COMMISSION:

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

FUNDING:

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

User Charge: Annual Fixed Fee per single family dwelling unit or equivalent.
The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate: (BL4311 June 2019)

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

RESERVE FUND BYLAW:

Cedar Lane Water Service Capital Reserve Fund, Bylaw #3582 (Nov 12, 2008).

2.628 - Cedar Lane Water (SSI)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Operations Contract	21,180	18,000	21,540	-	-	21,540	21,970	22,410	22,860	23,320
Repairs & Maintenance	21,070	20,000	6,080	-	-	6,080	1,110	1,140	1,170	21,200
Allocations	3,761	3,761	4,786	-	-	4,786	4,512	4,599	4,688	4,779
Water Testing	2,990	2,990	3,040	-	-	3,040	3,100	3,160	3,220	3,280
Electricity	4,500	4,200	4,580	-	-	4,580	4,670	4,760	4,860	4,960
Supplies	1,660	2,950	1,540	-	-	1,540	1,570	1,600	1,630	1,660
Labour Charges	10,329	10,500	11,231	-	-	11,231	11,500	11,730	11,966	12,207
Contingency	2,990	2,670	3,070	-	-	3,070	3,130	3,190	3,250	3,310
TOTAL OPERATING COSTS	68,480	65,071	55,867	-	-	55,867	51,562	52,589	53,644	74,716
*Percentage Increase over prior year						-18.4%	-7.7%	2.0%	2.0%	39.3%
Transfers from Operations Reserve Fund	(20,000)	(20,000)	(5,000)	-	-	(5,000)	-	-	-	(20,000)
NET OPERATING COSTS	48,480	45,071	50,867	-	-	50,867	51,562	52,589	53,644	54,716
DEBT / RESERVES										
Transfer to Capital Reserve Fund	4,096	6,406	4,170	-	-	4,170	4,250	5,000	5,000	5,000
Transfer to Operating Reserve Fund	1,000	1,000	4,200	-	-	4,200	4,280	4,370	4,460	4,550
MFA Debt Principal	5,394	5,394	5,394	-	-	5,394	5,394	5,394	5,394	-
MFA Debt Interest	2,460	2,460	2,460	-	-	2,460	2,460	2,460	2,460	30
TOTAL DEBT / RESERVES	12,950	15,260	16,224	-	-	16,224	16,384	17,224	17,314	9,580
TOTAL COSTS	61,430	60,331	67,091	-	-	67,091	67,946	69,813	70,958	64,296
FUNDING SOURCES (REVENUE)										
Sales - Water	(12,600)	(11,500)	(11,500)	-	-	(11,500)	(11,730)	(11,960)	(12,200)	(12,440)
User Charges	(36,699)	(36,700)	(43,387)	-	-	(43,387)	(43,932)	(44,819)	(45,724)	(46,646)
Other Revenue	(180)	(180)	(180)	-	-	(180)	(180)	(180)	(180)	(180)
TOTAL REVENUE	(49,479)	(48,380)	(55,067)	-	-	(55,067)	(55,842)	(56,959)	(58,104)	(59,266)
REQUISITION - PARCEL TAX	(11,951)	(11,951)	(12,024)	-	-	(12,024)	(12,104)	(12,854)	(12,854)	(5,030)
*Percentage increase over prior year										
Sales						-8.7%	2.0%	2.0%	2.0%	2.0%
User Charge						18.2%	1.3%	2.0%	2.0%	2.0%
Requisition						0.6%	0.7%	6.2%	0.0%	-60.9%
Combined						11.3%	1.4%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.628	Carry						
	Cedar Lane Water	Forward from	2021	2022	2023	2024	2025	TOTAL
	(SSI)	2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$35,000	\$105,000	\$10,000	\$30,000	\$15,000	\$0	\$160,000	
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$35,000	\$105,000	\$10,000	\$30,000	\$15,000	\$0	\$160,000	

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000	
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$35,000	\$55,000	\$10,000	\$30,000	\$15,000	\$0	\$110,000	
	\$35,000	\$105,000	\$10,000	\$30,000	\$15,000	\$0	\$160,000	

Service: 2.628 Cedar Lane Water (SSI)

Proj. No. 18-01 Capital Project Title Abandon unused wells Capital Project Description Decommission wells
 Asset Class S Board Priority Area 0 Corporate Priority Area 0
 Project Rationale The original system drilled five wells, and two (well #1 and #5) are in production and operate separately. Wells that are no longer in use must be closed to avoid potential future aquifer contamination. Abandoning a well must be in accordance with Groundwater Protection Regulations

Proj. No. 20-01 Capital Project Title WTP Manganese removal Capital Project Description Review and carry out a design to address manganese removal
 Asset Class S Board Priority Area 0 Corporate Priority Area 0
 Project Rationale Health Canada has changed manganese limits. Maximum acceptable concentration (MAC) for total manganese in drinking water is 0.12 mg/L (120 µg/L).

Proj. No. 20-02 Capital Project Title Power generation equipment Capital Project Description Back up power designs and specifications
 Asset Class S Board Priority Area 0 Corporate Priority Area 0
 Project Rationale Back up power equipment

Proj. No. 21-01 Capital Project Title Power generation equipment Capital Project Description Back up power construction
 Asset Class S Board Priority Area 0 Corporate Priority Area 0
 Project Rationale Back up power equipment

Proj. No. 21-02 Capital Project Title Detailed Hydrogeological Assessment Capital Project Description Conduct a detailed hydrogeological assessment of the Cedar Lane water system
 Asset Class S Board Priority Area 0 Corporate Priority Area 0
 Project Rationale 0

Proj. No. 23-01 Capital Project Title Investigation for new groundwater sources Capital Project Description Conduct study and site investigation to identify groundwater sources and new well location
 Asset Class S Board Priority Area 0 Corporate Priority Area 0
 Project Rationale 0

Proj. No. 24-01 Capital Project Title Fencing for WTP, pump station and the reservoir Capital Project Description Conduct study and site investigation to identify groundwater sources and new well location
 Asset Class S Board Priority Area 0 Corporate Priority Area 0
 Project Rationale 0

**Cedar Lane Water (SSI)
Reserve Summary Schedule
2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	5,295	4,495	8,775	13,145	17,605	2,155
Capital Reserve Fund	92,830	42,000	36,250	11,250	1,250	6,250
Total	98,125	46,495	45,025	24,395	18,855	8,405

Reserve Schedule

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

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance and ground water well maintenance. Optimum minimum balance of \$4,500 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105208	2020	2021	2022	2023	2024	2025
Beginning Balance		23,935	5,295	4,495	8,775	13,145	17,605
Transfer from Ops Budget		1,000	4,200	4,280	4,370	4,460	4,550
Expenditures		(20,000)	(5,000)	-	-	-	(20,000)
Planned Maintenance Activity		Reservoir cleaning and inspection	Distribution system flush and hydrant maintenance				Reservoir cleaning and inspection
Interest Income		360	-	-	-	-	-
Ending Balance \$		5,295	4,495	8,775	13,145	17,605	2,155

Assumptions/Background:

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

Reserve Schedule

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

Bylaw 3582

Reserve Cash Flow

Fund:	1076	Estimated	Budget				
Fund Centre:	102020	2020	2021	2022	2023	2024	2025
Beginning Balance		92,334	92,830	42,000	36,250	11,250	1,250
Transfer from Ops Budget		4,096	4,170	4,250	5,000	5,000	5,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(5,000)	(55,000)	(10,000)	(30,000)	(15,000)	-
Interest Income		1,400	-	-	-	-	-
Ending Balance \$		92,830	42,000	36,250	11,250	1,250	6,250

Assumptions/Background:

Transfer as much as operating budget will allow.

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

CAPITAL REGIONAL DISTRICT

2021 Budget

Fernwood Water (SSI)

EAC Review

Service: 2.660 Fernwood Water (SSI)

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Greater of \$56,000 or \$5.07 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$279,482.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3581 (April 8, 2009)	\$195,000
BORROWED:	SI Bylaw 3634 (Nov 2009)	\$ (100,000)
	SI Bylaw 3677 (Feb 2010)	\$ (50,000)
	SI Bylaw 3817 (May 2012)	\$ (45,000)
REMAINING:		<hr/> \$0

COMMISSION:

Fernwood Local Services Committee established by Bylaw No. 1774.

FUNDING:

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

MAXIMUM OPERATING EXPENDITURE:

Under Bylaw No. 2187 - Maximum requisition greater of \$56,000 or \$5.07 / \$1,000 of actual assessments for land and improvements.

RESERVE FUND BYLAW:

Bylaw No. 1832.

2.660 - Fernwood Water (SSI)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Allocations	821	821	348	-	-	348	178	181	185	189
TOTAL OPERATING COSTS	821	821	348	-	-	348	178	181	185	189
*Percentage Increase over prior year						-57.6%	-48.9%	1.7%	2.2%	2.2%
<u>DEBT</u>										
MFA Debt Principal	9,738	9,738	9,925	-	-	9,925	9,925	9,925	9,925	4,931
MFA Debt Interest	6,080	6,080	4,480	-	-	4,480	4,480	4,480	4,480	1,910
TOTAL DEBT	15,818	15,818	14,405	-	-	14,405	14,405	14,405	14,405	6,841
TOTAL COSTS	16,639	16,639	14,753	-	-	14,753	14,583	14,586	14,590	7,030
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/f from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/f from 2019 to 2020	(451)	(451)	-	-	-	-	-	-	-	-
Othere Revenue	(50)	(50)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
TOTAL REVENUE	(501)	(501)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
REQUISITION - PARCEL TAX	(16,138)	(16,138)	(14,693)	-	-	(14,693)	(14,523)	(14,526)	(14,530)	(6,970)
*Percentage increase over prior year Requisition						-9.0%	-1.2%	0.0%	0.0%	-52.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Septage

EAC Review

Service: 3.705 SSI Liquid Waste Disposal

Committee: Electoral Area

DEFINITION:

To provide, operate, collect, treat and dispose of septage and sewage sludge and co-compost septage and sewage sludge with wood waste for the local service area on Salt Spring Island under Bylaw No. 2118 (April 1993).

PARTICIPATION:

The additional local service area is co-terminus with the boundaries of the electoral area of Salt Spring Island. The electoral area of Salt Spring Island is the only participating area for this additional local service.

MAXIMUM LEVY:

Greater of \$126,650 or \$0.10 / \$1,000 on actual assessments for land and improvements. To a maximum of \$440,293.

COMMITTEE:

Salt Spring Island Liquid Waste Disposal Local Services Committee established by Bylaw No. 2119 (May, 1993).

FUNDING:

Parcel Tax:	Annual, levied on all properties in the Electoral Area
Tipping Fee:	\$0.415 per imperial gallon (Bylaw No. 4311, Jun 12, 2019)
Connection Charge:	N/A

RESERVE FUND:

Bylaw No. 2274 (Feb 22, 1995)

Change in Budget 2020 to 2021

Service: 3.705 SSI Septage

Total Expenditure**Comments****2020 Budget****802,935****Change in Salaries:**

Base salary change

-

Inclusive of estimated collective agreement changes

Step increase/paygrade change

-

Other (explain as necessary)

-

Total Change in Salaries

-

Other Changes:

Contracts for Services

88,900

Sludge hauling rates increased

Debt

(18,439)

Debt refinancing occurred April 2020, lower rate

Labour allocations

8,675

Increased operations and SSI Engineering

Standard Overhead

5,287

Electricity

3,200

Alignment with estimated costs in 2020

Other

1,268

Total Other Changes

88,891

2021 Budget**891,826**

% expense increase from 2020:

11.1%

% Requisition increase from 2020 (if applicable):

2.3%

Requisition funding is 40% of service revenue

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

Increased sludge hauling costs were offset by revenue associated with sludge disposal. Minor overspend from operational labour was offset by higher sewage and septage sales.

3.705 - SSI Septage	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Sludge Hauling Contract	388,500	463,795	477,400	-	-	477,400	405,790	414,720	423,840	432,320
Grit & Waste Sludge Disposal	8,000	5,200	6,000	-	-	6,000	6,120	6,240	6,360	6,490
Repairs & Maintenance	5,820	7,450	12,490	-	-	12,490	7,690	16,800	7,910	8,070
Allocations	23,743	23,743	29,030	-	-	29,030	32,564	33,171	33,789	34,420
Electricity	4,600	7,600	7,800	-	-	7,800	7,960	8,120	8,280	8,450
Supplies	7,400	8,200	7,530	-	-	7,530	7,680	7,830	7,990	8,150
Labour Charges	145,330	151,598	154,073	-	-	154,073	157,536	160,695	163,916	167,203
Other Operating Expenses	10,640	13,600	11,970	-	-	11,970	12,220	12,470	12,720	12,980
TOTAL OPERATING COSTS	594,033	681,186	706,293	-	-	706,293	637,560	660,046	664,805	678,083
*Percentage Increase over prior year						18.9%	-9.7%	3.5%	0.7%	2.0%
Transfer from Operating Reserve Fund	-	-	(5,000)	-	-	(5,000)	-	(9,000)	-	-
NET OPERATING COSTS	594,033	681,186	701,293	-	-	701,293	637,560	651,046	664,805	678,083
*Percentage Increase over prior year						18.1%	-9.1%	2.1%	2.1%	2.0%
<u>DEBT / RESERVES</u>										
MFA Debt Reserve	560	560	620	-	-	620	620	20,620	620	620
MFA Debt Principal	104,877	104,877	107,308	-	-	107,308	107,308	107,308	222,959	189,000
MFA Debt Interest	74,195	74,195	53,265	-	-	53,265	53,265	62,765	88,115	71,805
Transfer to Operating Reserve Fund	3,200	8,063	3,270	-	-	3,270	3,340	3,410	3,490	3,560
Transfer to Capital Reserve Reserve Fund	26,070	26,070	26,070	-	-	26,070	40,000	40,000	40,000	40,000
TOTAL DEBT / RESERVES	208,902	213,765	190,533	-	-	190,533	204,533	234,103	355,184	304,985
TOTAL COSTS	802,935	894,951	891,826	-	-	891,826	842,093	885,149	1,019,989	983,068
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	9,341	9,341	-	-	-	-	-	-	-	-
Sale - Septage Sludge	(286,000)	(355,080)	(356,000)	-	-	(356,000)	(291,930)	(298,350)	(304,910)	(311,010)
Sale - Sewage Sludge	(176,000)	(196,460)	(178,000)	-	-	(178,000)	(179,650)	(183,600)	(187,640)	(191,390)
Grants in Lieu of Taxes	(411)	(411)	-	-	-	-	-	-	-	-
Recoveries	-	(2,476)	-	-	-	-	-	-	-	-
Other Revenue	(1,060)	(1,060)	(1,130)	-	-	(1,130)	(1,140)	(1,150)	(1,160)	(1,170)
TOTAL REVENUE	(454,130)	(546,146)	(535,130)	-	-	(535,130)	(472,720)	(483,100)	(493,710)	(503,570)
REQUISITION	(348,805)	(348,805)	(356,696)	-	-	(356,696)	(369,373)	(402,049)	(526,279)	(479,498)
*Percentage increase over prior year Requisition						2.3%	3.6%	8.8%	30.9%	-8.9%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	3.705	Carry						
	SSI Septage / Composting	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$30,000	\$145,000	\$210,000	\$2,000,000	\$0	\$0	\$0	\$2,355,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$30,000	\$145,000	\$210,000	\$2,000,000	\$0	\$0	\$0	\$2,355,000

SOURCE OF FUNDS

Capital Funds on Hand	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$40,000	\$100,000	\$0	\$0	\$0	\$0	\$140,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$75,000	\$110,000	\$0	\$0	\$0	\$0	\$185,000
	\$30,000	\$145,000	\$210,000	\$2,000,000	\$0	\$0	\$0	\$2,355,000

Service: 3.705

SSI Septage / Composting

Proj. No. 16-03

Capital Project Title Options Analysis

Capital Project Description Options for treatment and disposal and public consultation

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Review options for the treatment and disposal of the septage sludge. Do complete life cycle analysis. Public engagement and referendum to borrow. Estimates to date indicate it will not be possible to construct the treatment and disposal facilities without additional money. While this may change once the septage receiving and storage phase is complete and preferred treatment and disposal option selected, it is prudent to assume a referendum and significant public engagement will be required.

Proj. No. 18-01

Capital Project Title Treatment and Disposal

Capital Project Description Engineering design of treatment and disposal-gas tax

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale This is the design and construction of the preferred treatment and disposal chosen through the options analysis.

Proj. No. 19-01

Capital Project Title Groundwater Monitoring

Capital Project Description Groundwater monitoring preliminary site investigation 1 & 2

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale As part of the long term impact analysis of the old lagoons, groundwater monitoring may be required. Groundwater monitoring may also be required for onsite disposal of the treated sludge.

Proj. No. 20-01

Capital Project Title Lagoon Closure

Capital Project Description Lagoon Closure

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale The old lagoons have not been officially closed. Additional tests and reports are required.

SSI Septage
 Reserve Summary Schedule
 2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	142,773	93,843	23,843	63,843	103,843	143,843
Operating Reserve Fund	4,618	2,888	6,228	638	4,128	7,688
Total	147,392	96,732	30,072	64,482	107,972	151,532

Reserve Schedule

Reserve Fund: 3.705 SSI Septage - Capital Reserve Fund

Bylaw 2274

Reserve Cash Flow

Fund:	1087	Estimated	Budget				
Fund Centre:	102146	2020	2021	2022	2023	2024	2025
Beginning Balance		154,793	142,773	93,843	23,843	63,843	103,843
Transfer from Ops Budget		26,070	26,070	40,000	40,000	40,000	40,000
Transfer to Cap Fund		(40,000)	(75,000)	(110,000)	-	-	-
Interest Income		1,910					
Ending Balance \$		142,773	93,843	23,843	63,843	103,843	143,843

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 3.705 SSI Septage - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as access road maintenance, power line maintenance and septage holding tank maintenance etc. Optimum minimum balance of \$50,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 Fund Centre: 105209	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,398	4,618	2,888	6,228	638	4,128
Transfer from Ops Budget	3,200	3,270	3,340	3,410	3,490	3,560
Expenditures	-	(5,000)	-	(9,000)	-	-
Planned Maintenance Activity		Access Road Maintenance		Power Line Maintenance		
Interest Income	20					
Ending Balance \$	4,618	2,888	6,228	638	4,128	7,688

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CAPITAL REGIONAL DISTRICT

2021 Budget

Ganges Sewer (SSI)

EAC Review

Service: 3.810 Ganges Sewer Utility (SSI)

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

Ganges - C(764) LSA#10

MAXIMUM LEVY:

Greater of \$270,000 or \$7.46 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$2,353,884.

MAXIMUM CAPITAL DEBT:

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

COMMISSION:

Ganges Sewer Local Services Committee established by Bylaw No. 1906, April 24, 1991

FUNDING:

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

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

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

Connection Charge: Based on actual cost.

RESERVE FUND:

Bylaw No. 3125 (November 26, 2003)

Change in Budget 2020 to 2021
Service: 3.810 SSI Ganges Sewer

Total Expenditure

Comments

2020 Budget

978,061

Change in Salaries:

Base salary change	-	Inclusive of estimated collective agreement changes
Step increase/paygrade change	-	
Other (explain as necessary)	-	
Total Change in Salaries	-	

Other Changes:

Operating Reserve	40,470	Increased contribution for cyclical maintenance
Capital Reserve	20,000	To cover future capital spending
Labour Consumption	12,571	Operations and SSI Engineering
Sludge Disposal	2,020	
Standard Overhead	2,809	
Other	3,442	
Total Other Changes	81,312	

2021 Budget

1,059,373

<i>% expense increase from 2020:</i>	8.3%	
<i>% Requisition increase from 2020 (if applicable):</i>	5.3%	<i>Requisition funding is 5% of service revenue</i>

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

Higher labour consumption and costs associated with sludge hauling and disposal are offset with a transfer in from the operating reserve.

3.810 - Ganges Sewer (SSI)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Sludge Hauling Contracts	29,000	33,000	29,490	-	-	29,490	30,080	30,680	31,290	31,920
Screenings, Grit & Waste Sludge Disposal	122,300	134,100	124,380	-	-	124,380	126,870	129,400	131,980	134,620
Repairs & Maintenance	12,900	11,800	13,140	-	-	13,140	23,410	93,680	43,960	14,240
Allocations	39,677	39,677	39,332	-	-	39,332	40,960	41,665	42,385	43,119
Electricity	62,000	59,000	63,050	-	-	63,050	64,310	65,600	66,910	68,250
Water	4,850	7,500	7,600	-	-	7,600	7,750	7,910	8,070	8,230
Supplies	15,630	17,085	15,890	-	-	15,890	16,210	16,540	16,870	17,210
Labour Charges	358,591	374,796	373,688	-	-	373,688	381,601	389,242	397,035	404,986
Other Operating Expenses	29,060	43,510	27,940	-	-	27,940	28,470	29,020	29,590	30,160
TOTAL OPERATING COSTS	674,008	720,468	694,510	-	-	694,510	719,661	803,737	768,090	752,735
*Percentage Increase over prior year						3.0%	3.6%	11.7%	-4.4%	-2.0%
Transfer from Operating Reserve Fund	-	(45,761)	-	-	-	-	(10,000)	(80,000)	(30,000)	-
NET OPERATING COSTS	674,008	674,707	694,510	-	-	694,510	709,661	723,737	738,090	752,735
Percentage Increase over prior year										
DEBT / RESERVES										
Transfer to Operating Reserve Fund	27,700	27,000	28,170	40,000	-	68,170	69,530	70,920	72,340	73,790
Transfer to Capital Reserve Fund	30,000	30,000	50,000	-	-	50,000	60,000	60,000	60,000	60,000
MFA Principal Payment	128,013	128,013	128,013	-	-	128,013	128,013	128,013	128,013	128,013
MFA Interest Payment	118,340	118,340	118,680	-	-	118,680	118,680	118,680	118,680	118,680
MFA Debt Reserve/Charges	-	-	-	-	-	-	-	-	-	-
TOTAL DEBT / RESERVES	304,053	303,353	324,863	40,000	-	364,863	376,223	377,613	379,033	380,483
TOTAL COSTS	978,061	978,060	1,019,373	40,000	-	1,059,373	1,085,884	1,101,350	1,117,123	1,133,218
FUNDING SOURCES (REVENUE)										
User Charges	(922,221)	(922,220)	(960,303)	(40,000)	-	(1,000,303)	(1,024,794)	(1,037,240)	(1,049,993)	(1,060,880)
Other Revenue	(1,712)	(1,712)	(2,070)	-	-	(2,070)	(2,090)	(2,110)	(2,130)	(2,150)
TOTAL REVENUE	(923,933)	(923,932)	(962,373)	(40,000)	-	(1,002,373)	(1,026,884)	(1,039,350)	(1,052,123)	(1,063,030)
REQUISITION	(54,128)	(54,128)	(57,000)	-	-	(57,000)	(59,000)	(62,000)	(65,000)	(70,188)
*Percentage increase over prior year										
User Fee						8.5%	2.4%	1.2%	1.2%	1.0%
Requisition						5.3%	3.5%	5.1%	4.8%	8.0%
Combined						8.3%	2.5%	1.4%	1.4%	1.4%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	3.810 Ganges Sewer Utility (SSI)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$106,500	\$550,000	\$0	\$25,000	\$0	\$0	\$681,500
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$357,500	\$50,000	\$0	\$0	\$0	\$0	\$407,500
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$464,000	\$600,000	\$0	\$25,000	\$0	\$0	\$1,089,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$140,000	\$140,000	\$0	\$0	\$0	\$0	\$280,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$324,000	\$460,000	\$0	\$25,000	\$0	\$0	\$809,000
	\$0	\$464,000	\$600,000	\$0	\$25,000	\$0	\$0	\$1,089,000

Service: 3.810

Ganges Sewer Utility (SSI)

Proj. No. 19-03

Capital Project Title Ganges WWTP Storage

Capital Project Description Concept Design for Storage at Ganges WWTP

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Windows based SCADA computers can fail unexpectedly- this presents a large operational risk to rely on a stand-alone computer to operate a major water/waste water treatment plant.

Proj. No. 20-01

Capital Project Title SCADA upgrade

Capital Project Description Upgrade SCADA to hot-standby system

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Windows based SCADA computers can fail unexpectedly- this presents a large operational risk to rely on a stand-alone computer to operate a major water/waste water treatment plant.

Proj. No. 21-01

Capital Project Title Strategic Asset Management Plan

Capital Project Description Identify condition of assets, develop prioritized list of infrastructure replacement

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale 0

Proj. No. 21-02

Capital Project Title Reclaimed Water Study

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

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale 0

Proj. No. 21-03

Capital Project Title VFD installation for EQ Tank

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

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale 0

Proj. No. 21-04	Capital Project Title Ganges WWTP Lab Room, Crew Room and blower room design	Capital Project Description Detailed Design for lab and crew room/facility and Blower room expansion for Ganges WWTP
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 21-05	Capital Project Title Construction of WWTP Chemical storage, lab, crew room facilities	Capital Project Description Construction of chemical storage, lab, crew room facilities
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 23-01	Capital Project Title Compressor replacment	Capital Project Description Replacement of compressors that are near end of life
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Proj. No. 24-01	Capital Project Title Electrical upgrdes -lighting and HMI	Capital Project Description Installation of additional lighting and HMI upgrade
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 0		

Ganges Sewer (SSI)
 Reserve Summary Schedule
 2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Total Capital Reserve Fund	752,033	478,033	78,033	138,033	173,033	233,033
Operating Reserve Fund	24,028	92,198	151,728	142,648	184,988	258,778
Total	776,061	570,231	229,761	280,681	358,021	491,811

Reserve Schedule

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

For capital repairs, additions and improvements to sewage system infrastructure

Reserve Cash Flow

Fund: Fund Centre:	1056 101836	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		689,759	686,529	412,529	12,529	72,529	107,529
Transfer from Ops Budget		30,000	50,000	60,000	60,000	60,000	60,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(43,500)	(324,000)	(460,000)	-	(25,000)	-
Interest Income*		10,270	-	-	-	-	-
Ending Balance \$		686,529	412,529	12,529	72,529	107,529	167,529

Assumptions/Background:

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

Reserve Schedule

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

For capital repairs, additions and improvements to sewage system infrastructure

Reserve Cash Flow

Fund: Fund Centre:	1056 101900	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		64,524	65,504	65,504	65,504	65,504	65,504
Transfer from Ops Budget		-	-	-	-	-	-
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		980	-	-	-	-	-
Ending Balance \$		65,504	65,504	65,504	65,504	65,504	65,504

Assumptions/Background:
For use only to fund costs resulting from expansion of service

Reserve Schedule

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

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tank cleaning and inspection, collection system flushing and inspection, outfall inspection etc. Optimum minimum balance of \$50,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund:	1500	Estimate	Budget				
Fund Centre:	105210	2020	2021	2022	2023	2024	2025
Beginning Balance Transfer		41,359	24,028	92,198	151,728	142,648	184,988
from Ops Budget		27,700	68,170	69,530	70,920	72,340	73,790
Expenditures		(45,761)	-	(10,000)	(80,000)	(30,000)	-
Planned Maintenance Activity				Outfall Inspection	Sanitary sewer flushing and inspicitons	WWTP tank draining, cleaning and inspection	
Interest Income*		730	-	-	-	-	-
Ending Balance \$		24,028	92,198	151,728	142,648	184,988	258,778

Assumptions/Background:

Membrane replacement at \$500K every 10 years = \$50k/yr

* 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

2021 Budget

Maliview Sewer Utility (SSI)

EAC Review

Service: 3.820 Maliview Sewer Utility (SSI)

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

Maliview Estates - G(764) LSA#12

MAXIMUM LEVY:

Greater of \$20,000 or \$2.50 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$114,344.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 2991	65,500
BORROWED:	Bylaw No. 3196 (Aug 2004)	(40,982)
	Bylaw No. 3364 (Aug 2006)	(24,000)
	Expired	(518)
REMAINING:		<u><u>\$0</u></u>

COMMITTEE:

Highlands Sewer & Water Committee

FUNDING:

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

User Charge: Annual Fixed Fee per water service connection

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

Consumption Charge: \$1.75 per cubic meter of total water provided or delivered to the building served by the sewer connection to the CRD Highland Water System

Connection Charge: Actual cost to connect

RESERVE FUND:

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

3.820 - Maliview Estates Sewer System	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Sludge Hauling Contracts	13,990	23,200	23,000	-	-	23,000	23,460	23,930	24,410	24,900
Screenings, Grit & Waste Sludge Disposal	25,080	35,730	36,000	-	-	36,000	36,720	37,450	38,200	38,960
Repairs & Maintenance	7,760	10,900	2,810	-	-	2,810	9,860	2,910	42,960	3,010
Allocations	11,504	11,503	11,832	-	-	11,832	11,849	12,077	12,311	12,548
Electricity	3,600	3,000	3,200	-	-	3,200	3,260	3,330	3,400	3,470
Water	870	1,330	1,350	-	-	1,350	1,380	1,410	1,440	1,470
Supplies	1,100	1,530	1,120	-	-	1,120	1,140	1,160	1,180	1,200
Labour Charges	44,787	63,025	51,975	-	-	51,975	47,999	48,961	49,941	50,942
Other Operating Expenses	8,570	45,680	8,690	-	-	8,690	8,850	9,020	9,190	9,360
TOTAL OPERATING COSTS	117,261	195,898	139,977	-	-	139,977	144,518	140,248	183,032	145,860
*Percentage Increase over prior year						19.4%	3.2%	-3.0%	30.5%	-20.3%
Transfer from Operating Reserve Fund	(5,000)	(60,000)	-	-	-	-	(7,000)	-	(40,000)	-
NET OPERATING COSTS	112,261	135,898	139,977	-	-	139,977	137,518	140,248	143,032	145,860
*Percentage Increase over prior year						24.7%	-1.8%	2.0%	2.0%	2.0%
DEBT / RESERVES										
Transfer to Capital Reserve Fund	26,000	26,000	26,570	-	-	26,570	27,150	27,750	28,360	28,930
Transfer to Operating Reserve Fund	10,000	10,000	12,000	-	-	12,000	12,000	12,000	12,000	12,000
Debt Reserve Fund	20	20	3,010	-	-	3,010	21,010	10	10	10
MFA Principal Payment	1,199	1,199	1,199	-	-	1,199	9,366	61,131	61,131	61,131
MFA Interest Payment	420	420	2,295	-	-	2,295	21,150	62,100	62,100	62,100
TOTAL DEBT / RESERVES	37,639	37,639	45,074	-	-	45,074	90,676	162,991	163,601	164,171
TOTAL COSTS	149,900	173,537	185,051	-	-	185,051	228,194	303,239	306,633	310,031
FUNDING SOURCES (REVENUE)										
Balance Carry Forward 2020 to 2021	-	(27,727)	27,727	-	-	27,727	-	-	-	-
Sales - Sewer Use	(27,000)	(23,750)	(27,000)	-	-	(27,000)	(27,000)	(27,000)	(27,000)	(27,540)
User Charges	(122,730)	(121,520)	(185,618)	-	-	(185,618)	(201,034)	(276,079)	(279,473)	(282,331)
Other Revenue	(170)	(540)	(160)	-	-	(160)	(160)	(160)	(160)	(160)
TOTAL REVENUE	(149,900)	(173,537)	(185,051)	-	-	(185,051)	(228,194)	(303,239)	(306,633)	(310,031)
REQUISITION - PARCEL TAX	-	-	-	-	-	-	-	-	-	-
*Percentage increase over prior year										
Sales						0.0%	0.0%	0.0%	0.0%	2.0%
User Fees						51.2%	8.3%	37.3%	1.2%	1.0%
Requisition						0.0%	0.0%	0.0%	0.0%	0.0%
Combined						42.0%	7.3%	32.9%	1.1%	1.1%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	3.820							
	Maliview Sewer Utility (SSI)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$325,000	\$2,100,000	\$41,000	\$0	\$0	\$0	\$2,466,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$325,000	\$2,100,000	\$41,000	\$0	\$0	\$0	\$2,466,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$300,000	\$2,100,000	\$0	\$0	\$0	\$0	\$2,400,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$32,000	\$0	\$0	\$0	\$32,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$25,000	\$0	\$9,000	\$0	\$0	\$0	\$34,000
	\$0	\$325,000	\$2,100,000	\$41,000	\$0	\$0	\$0	\$2,466,000

Service: 3.820

Malview Sewer Utility (SSI)

Proj. No.	21-01	Capital Project Title	Referendum for Borrowing	Capital Project Description	Referendum or Alternative Approval Process - Funding for Future Projects
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	Additional primary treatment (ultra-fine screening). The 2011 Stantec Report states that to achieve regulatory compliance requirements, prescreening will be required.				

Proj. No.	21-02	Capital Project Title	Public Engagement	Capital Project Description	Inform and engage public within service area on upcoming works that will require borrowing to fund.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	0				

Proj. No.	21-03	Capital Project Title	Wastewater Treatment Plant Upgrade	Capital Project Description	Upgrading current RBC process WWTP to MBBR process to meet regulatory requirements
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	current RBC system can not consistently meet regulatory requirement and have been warned by both federal and provincial regulators in 2019 regarding effluent noncompliance.				

Proj. No.	22-02	Capital Project Title	Collection system repairs	Capital Project Description	Replacement/repair of collection pipe and manholes
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	the current collection systems are aged and failing need to be replaced. This is the initial phase.				

Proj. No.	23-01	Capital Project Title	SAMP Development	Capital Project Description	Develop an asset management plan for the service
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	this service has no up-to-date asset management plan				

Proj. No.	23-02	Capital Project Title	SAMP Development	Capital Project Description	Develop an asset management plan for the service
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	0				

**Maliview Estates Sewer System
 Summary Schedule
 2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	23,223	24,793	51,943	70,693	99,053	127,983
Operating Reserve Fund	2,324	14,324	19,324	31,324	3,324	15,324
Total	25,547	39,117	71,267	102,017	102,377	143,307

Reserve Schedule

Reserve Fund: 3.820 Maliview Sewer Utility (SSI) - Capital Reserve Fund - Bylaw 1499

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

Reserve Cash Flow

Fund: 1041 Fund Centre: 101385	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	18,933	23,223	24,793	51,943	70,693	99,053
Transfer from Ops Budget	26,000	26,570	27,150	27,750	28,360	28,930
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(22,000)	(25,000)	-	(9,000)	-	-
Interest Income*	290					
Ending Balance \$	23,223	24,793	51,943	70,693	99,053	127,983

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 3.820 Maliview Sewer Utility (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tankage cleaning and inspection, collection system flushing and inspection, outfall inspection etc. Optimum minimum balance of \$10,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500	Estimated	Budget				
Fund Centre: 105211	2020	2021	2022	2023	2024	2025
Beginning Balance	51,504	2,324	14,324	19,324	31,324	3,324
Transfer from Ops Budget	10,000	12,000	12,000	12,000	12,000	12,000
Transfer from Cap Fund	-	-	-	-	-	-
Expenditures	(60,000)	-	(7,000)	-	(40,000)	-
Planned Maintenance Activity	Biofilter media replacement		Outfall inspection		Sanitary sewer system flushing and inspections	
Interest Income*	820					
Ending Balance \$	2,324	14,324	19,324	31,324	3,324	15,324

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.

Electoral Areas Committee - October 14, 2020
2021 Preliminary Electoral Area Budget Review

Appendix C-1: Requisition Summary (SGI)

Electoral Area	Southern Gulf Islands	Cost per Avg. Res Asst Parcel		Cost per Avg. Res Asst Parcel		Difference Increase/ (Decrease)	Change in cost per avg household/Parcel	
		2021	2020	2020	2021		\$	%
1.010	Legislative & General Government	197,956	28.43	189,906	27.28	8,051	1.16	4.24%
1.101	G.I.S.	1,483	0.21	1,458	0.21	25	0.00	1.74%
1.224	Community Health - Homeless Sec.	14,044	2.02	14,063	2.02	20	0.00	-0.14%
1.280	Regional Parks	252,406	36.25	248,131	35.64	4,275	0.61	1.72%
1.280A	Regional Parks - Land Acquisition	88,348	12.69	88,348	12.69	-	-	0.00%
1.309	Climate Action and Adaptation	8,039	1.15	7,904	1.14	134	0.02	1.70%
1.310	Land Banking & Housing	30,615	4.40	29,354	4.22	1,261	0.18	4.30%
1.324	Regional Planning Service	27,194	3.91	26,739	3.84	455	0.07	1.70%
1.335	Geo-Spatial Referencing System	3,727	0.54	3,710	0.53	16	0.00	0.44%
1.374	Regional Emergency Program Support	2,267	0.33	2,267	0.33	-	-	0.00%
1.375	Hazardous Material Incident Response	5,559	0.80	5,483	0.79	76	0.01	1.39%
1.911	Call Answer	1,868	0.27	1,839	0.26	29	0.00	1.55%
1.921	Regional CREST Contribution	19,846	2.85	19,526	2.80	320	0.05	1.64%
21.ALL	Feasibility Study Reserve Fund - AL	-	-	918	0.13	918	0.13	-100.00%
Total Regional		\$653,352	\$93.84	\$639,648	\$91.87	\$13,704	\$1.97	2.14%
1.230	Traffic Safety Commission	1,698	0.24	1,698	0.24	-	-	0.00%
1.297	Grants	21,703	3.12	21,344	3.07	359	0.05	1.68%
1.311	Regional Housing Trust Fund	20,651	2.97	20,651	2.97	-	-	0.00%
1.313	Nursing Care Services	90,773	13.04	89,554	12.86	1,218	0.18	1.36%
1.912A	Call Answer - RCM	-	-	770	0.11	770	0.11	-100.00%
1.913	Fire Dispatch	41,656	5.98	40,619	5.83	1,037	0.15	2.55%
Total Sub-Regional		\$176,481	\$25.35	\$173,097	\$24.86	\$3,385	\$0.49	1.96%
1.103	Elections	7,987	1.15	6,390	0.92	1,597	0.23	25.00%
1.104	U.B.C.M.	2,886	0.41	4,516	0.65	1,630	0.23	-36.10%
1.318	Building Inspection	142,268	20.43	132,962	19.10	9,306	1.34	7.00%
1.320	Noise Control	12,665	1.82	12,467	1.79	198	0.03	1.59%
1.322	Nuisances & Unsuitable Premises	16,822	2.42	16,537	2.38	285	0.04	1.72%
1.372	Electoral Area Emergency Program	47,161	6.77	46,428	6.67	733	0.11	1.58%
Total Joint Electoral Area		\$229,790	\$33.00	\$219,301	\$31.50	\$10,490	\$1.51	4.78%
1.110	Electoral Area Admin Exp-SGI	342,385	49.18	342,385	49.18	-	-	0.00%
1.117	Grants in Aid - Southern Gulf Island	102,609	14.74	62,791	9.02	39,818	5.72	63.41%
1.125	SGI Economic Development Commission	117,326	16.85	90,831	13.05	26,495	3.81	29.17%
1.138	Southern Gulf Islands - Public Library	204,275	29.34	200,278	28.77	3,997	0.57	2.00%
1.235	SGI Small Craft Harbour Facilities*	281,113	47.97	273,347	46.64	7,766	1.33	2.84%
1.314	SGI House Numbering	9,210	1.32	9,059	1.30	151	0.02	1.67%
1.373	Southern Gulf Islands Emergency Program	242,588	34.84	242,888	34.89	300	0.04	-0.12%
1.533	Stormwater Quality Management - Southern Gulf Islands	37,875	5.44	44,488	6.39	6,613	0.95	-14.86%
1.923	Emergency Comm - Crest - S.G.I.	162,607	23.36	159,461	22.90	3,146	0.45	1.97%
Total SGI Electoral Area		\$1,499,988	\$223.03	\$1,425,528	\$212.13	\$74,460	\$10.90	5.14%
Total Capital Regional District		\$2,559,611	\$375.22	\$2,457,573	\$360.36	\$102,038	\$14.87	4.13%
Cost/average residential property		\$375.22		\$360.36		\$14.87		4.2%
CRHD	Capital Regional Hospital District	647,302	92.97	672,541	96.60	25,239	3.63	-3.75%
Total CRD and CRHD		\$3,206,913	\$468.20	\$3,130,114	\$456.96	\$76,799	\$11.24	2.46%

Average residential assessment (2019/2020)

\$492,635

\$492,635

Major Impacts

Change in Cost per Average Household

	\$ Change	% of Total Increase
REGIONAL		
Legislative & General Government	1.16	0.25%
Regional Parks	0.61	0.13%
JOINT EA		
Building Inspection	1.34	0.29%
SGI EA		
Grants in Aid - Southern Gulf Islands	5.72	1.25%
SGI Economic Development Commission	3.81	0.83%
Southern Gulf Islands - Public Library	0.57	0.13%
SGI Small Craft Harbour Facilities**	1.33	0.29%
Stormwater Quality Management - Southern Gulf Islands	(0.95)	-0.21%
Capital Regional Hospital District	(3.63)	-0.79%
Other	1.28	0.28%
Total	\$11.24	2.46%

Southern Gulf Islands Local/Specified/Defined Services		Cost per Avg.		Cost per Avg.		Difference Increase/ (Decrease)	Change in cost per avg household/Parcel	
		2021	Res Asst/ Parcel	2020	Res Asst/ Parcel		\$	%
1.137	Galiano Island Community Use Building	61,718	39.73	60,616	39.02	1,102	0.71	1.82%
1.170	Gossip Island Electric Power Supply	56,927	1,069.92	57,079	1,072.78	(152)	(2.86)	-0.27%
1.227	Saturna Island Medical Clinic	13,838	21.07	5,686	99.75	8,152	(78.68)	-78.88%
1.228	Galiano Health Service	125,080	80.52	122,684	78.98	2,396	1.54	1.95%
1.352	South Galiano Fire Protection	405,009	432.32	397,892	424.73	7,117	7.60	1.79%
1.356	Pender Fire Protection	1,029,018	408.96	1,007,568	400.43	21,450	8.52	2.13%
1.359	N. Galiano Fire Protection	222,730	554.44	210,515	524.03	12,215	30.41	5.80%
1.363	Saturna Is. Fire Protection	165,749	249.91	162,741	245.38	3,008	4.54	1.85%
1.465	Saturna Is Community Parks	23,000	34.84	17,554	26.59	5,446	8.25	31.02%
1.468	Saturna Is Community Recreation	13,368	20.25	11,621	17.60	1,747	2.65	15.03%
1.475	Mayne Is Community Parks	83,214	48.41	81,263	47.27	1,951	1.13	2.40%
1.478	Mayne Is Community Rec	34,207	19.90	32,797	19.08	1,410	0.82	4.30%
1.485	N & S Pender Community Parks	155,642	61.37	153,720	60.61	1,922	0.76	1.25%
1.488	N & S Pender Community Rec	60,847	23.99	58,653	23.13	2,194	0.87	3.74%
1.495	Galiano Parks	92,080	68.16	90,020	66.64	2,060	1.52	2.29%
1.498	Galiano Community Recreation	36,700	27.17	35,894	26.57	806	0.60	2.25%
2.630	Magic Lakes Estate Water System	568,517	497.39	568,517	497.39	-	-	0.00%
2.640	Lyall Harbour/Boot Cove Water	133,257	806.05	131,030	792.58	2,227	13.47	1.70%
2.642	Skana Water	22,885	329.95	23,070	332.62	(185)	(2.67)	-0.80%
2.665	Sticks Allison Water	10,000	276.98	5,000	138.49	5,000	138.49	100.00%
2.667	Surfside Park Estates Water	22,147	221.99	27,843	279.09	(5,696)	(57.10)	-20.46%
3.755	Regional Source Control - Magic Lake Estates	3,833	5.35	3,769	5.26	64	0.09	1.70%
3.830	Magic Lake Estates Sewer System	579,396	855.28	698,611	1,031.26	(119,215)	(175.98)	-17.06%
3.830D	Magic Lake Estates Sewer Debt	93,740	145.42	-	-	93,740	145.42	0.00%
Total Local/Specified/Defined Services		\$4,012,903		\$3,964,144		\$48,759		

Average residential assessment (2019/2020)

\$492,635

\$492,635

Appendix C-2

Southern Gulf Islands - Operating Budget Highlights - Gross Expenditure (+/- 1.7% and +/- \$20,000)

SGI Services +/- 1.7% and +/- \$20,000	Gross Expenditure 2021	Gross Expenditure 2020	Changes \$	Changes %	Main Budget Driver
1.110 - Electoral Area Admin Exp - S.G.I.	396,198.00	420,697.00	(24,499)	-5.8%	• (21k) reduction in surplus carryforward in 2020 funding one-time program cost
1.117 - Grant-in-Aid - Southern Gulf Islands	103,479.00	63,643.00	39,836.00	62.6%	• 40k - additional funding per director's request
1.125 - SGI Economic Development Commission	119,726.00	98,462.00	21,264.00	21.6%	• 30k net increase in contract for services and program development proposed by the SGI Community Economic Sustainability Commission • (8k) reduction in other misc operating cost
Total Southern Gulf Islands Electoral Area	619,403	582,802	36,601	6.3%	
1.356 - Pender Fire Protection	1,107,570.00	1,027,091.00	80,479.00	7.8%	• 58k short term loan payment for purchase of new fire truck funded by reserves • 13k increase in contractual payments to the Pender Fire Society pending final budget submission from the Society
3.830 - Magic Lake Estates Sewer System	950,193.00	974,068.00	(23,875)	-2.5%	• (40k) reduction in debt servicing cost related to the new 6M renewal project with the assumption of 10% of the properties will exercise the one-time lump sum payment option vs long-term debt payment, pending for final confirmation at the end of year. • 6k related to internal allocations including IWS ops, labs and standard OH • 10k related to core inflationary increase
Total Local/Specified/Defined Area	2,057,763	2,001,159	56,604	2.8%	
Other (Services not meeting criteria above)	4,886,218.58	4,832,147.97	54,071	1.1%	
Total Southern Gulf Islands	7,563,385	7,416,109	147,276	2.0%	

Appendix C-3

Southern Gulf Islands 2021 Major Capital Projects ≥ \$100,000

SERVICE AREA	\$('000)	FUNDING SOURCE
Protective Services		
1.352 South Galiano Fire Protection		
South Galiano Fire Hall	600	Debt
Water		
2.630 Magic Lake Estates Water		
Design and construction Buck Lake & Magic Lake adjustable intakes	225	Reserves
Sewer		
3.830 Magic Lake Estates Sewer		
Wastewater improvements - Phase I	5,750	Debt
Other		
1.235 SGI Small Craft Harbour Facilities		
Construction of the Anson Road facility	100	Capital Funds on Hand
Upgrades to Retreat Cove dock facility	185	Reserves
Decommission the Horton Bay dock	100	Capital Funds on Hand
Upgrades to Miners Bay	276	Debt, Reserves
Port Washington dock improvements	195	Debt
Installation of an additional float at the Piers Island dock	135	Reserves

Total Projects ≥ \$100K	7,566
Total Projects < \$100K	604
Total 2021 Capital Projects	8,170

Electoral Areas Committee - October 14, 2020
 2021 Preliminary Electoral Area Budget Review

Appendix C-4

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - SGI														
2021														
Schedule B - Extract														
Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.137	Galiano Island Community Use Building			15,000			15,000					15,000	15,000	
1.235	SGI Small Craft Harbour Facilities				1,091,000		1,091,000	200,000	441,000			400,000	50,000	1,091,000
1.318	Building Inspection	3,250	14,625				17,875			17,875				17,875
1.352	South Galiano Fire			603,000			603,000		600,000	3,000				603,000
1.356	Pender Island Fire	34,000	75,000	18,000			127,000			109,000		18,000		127,000
1.369	Electoral Area Fire Services	82,839					82,839					82,839		82,839
1.372	Emergency Planning Coordination	813					813			813				813
1.465	Saturna Island Community Parks				10,000		10,000					10,000		10,000
1.485	Pender Island Community Parks				10,000		10,000					10,000		10,000
1.495	Galiano Community Parks				13,000		13,000					13,000		13,000
2.630	Magic Lake Estates Water (Pender)	250,000			90,000		340,000					340,000		340,000
2.640	Lyall Harbour Boot Cove Water (Saturna)				15,000		15,000					15,000		15,000
2.642	Skana Water (Mayne)				25,000		25,000					25,000		25,000
2.665	Sticks Allison Water (Galiano)	14,500					14,500					14,500		14,500
2.667	Surfside Park Estates (Mayne)	25,000					25,000					25,000		25,000
3.830	Magic Lake Sewer Utility (Pender)				5,780,000		5,780,000		5,750,000			30,000		5,780,000
TOTAL		410,402	89,625	636,000	7,034,000	-	8,170,027	200,000	6,791,000	130,688	-	998,339	50,000	8,170,027

Appendix C-5: SGI Service Budgets

JOINTLY FUNDED SERVICES

1.103 Elections

1.104 UBCM

1.318 Building Inspection

1.320 Noise Control

1.322 Nuisance & Unsightly Premises

1.369 Electoral Area Fire Services

1.372 EA Emergency Coordination

SOUTHERN GULF ISLANDS

1.110 Administration

1.117 Grants in Aid

1.125 Economic Development

1.137 Galiano Island Library Service

1.138 Southern Gulf Islands Public Library

1.170 Gossip Island Electric Power Supply

1.227 Saturna Health Service

1.228 Galiano Health Service

1.235 Small Craft Harbour Facilities

1.314 SGI House Numbering

Appendix C-5: SGI Service Budgets

[1.352 South Galiano Island Fire](#)

[1.356 Pender Island Fire](#)

[1.359 North Galiano Island Fire](#)

[1.363 Saturna Island Fire](#)

[1.373 Emergency Program](#)

[1.465 Saturna Island Community Parks](#)

[1.468 Saturna Island Community Recreationn](#)

[1.475 Mayne Island Community Parks](#)

[1.476 Mayne Island Community Parks Donations](#)

[1.478 Mayne Island Community Recreation](#)

[1.485 Pender Island Community Parks](#)

[1.488 Pender Island Community Recreation](#)

[1.495 Galiano Island Community Parks](#)

[1.498 Galiano Island Community Recreation](#)

[1.533 Stormwater Quality](#)

[1.923 Emergency Communications – CREST](#)

[2.630 Magic Lake Estates Water \(Pender Island\)](#)

[2.640 Lyall Harbour/Boot Cove Water \(Saturna Island\)](#)

Appendix C-5: SGI Service Budgets

[2.642 Skana Water \(Mayne Island\)](#)

[2.665 Sticks Allison Water \(Galiano Island\)](#)

[2.667 Surfside Water \(Mayne Island\)](#)

[3.830 Magic Lake Estates Sewer System \(Pender Island\)](#)

CAPITAL REGIONAL DISTRICT

2021 Budget

Elections

EAC Review

Service: 1.103 Elections

Committee: Electoral Area

DEFINITION:

To maintain voters lists for electoral areas and to undertake elections as required (Sec. 787(b) Municipal Act - SLP February 1, 1966).

PARTICIPATION:

All electoral areas on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and contribution from Islands Trust.

1.103 - Elections	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Electoral Area Elections	-	520	-	-	-	-	122,500	-	-	-
Islands Trust	-	-	-	-	-	-	74,900	-	-	-
Allocations and Insurance	166	166	37	-	-	37	38	39	39	39
TOTAL OPERATING COSTS	166	686	37	-	-	37	197,438	39	39	39
*Percentage Increase over prior year						-77.7%	533516.2%	-100.0%	0.0%	0.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	19,992	19,902	25,033	-	-	25,033	29,863	32,031	34,031	36,031
TOTAL COSTS	20,158	20,588	25,070	-	-	25,070	227,301	32,070	34,070	36,070
<u>FUNDING SOURCES (REVENUE)</u>										
Recovery from Islands Trust	-	(500)	-	-	-	-	(74,900)	-	-	-
Transfer from Operating Reserve Fund	-	-	-	-	-	-	(122,331)	-	-	-
Other Income	(158)	(88)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	(158)	(588)	(70)	-	-	(70)	(197,301)	(70)	(70)	(70)
REQUISITION	(20,000)	(20,000)	(25,000)	-	-	(25,000)	(30,000)	(32,000)	(34,000)	(36,000)
*Percentage increase over prior year Requisition						25.0%	20.0%	6.7%	6.3%	5.9%

Reserve Schedule

Reserve Fund: 1.103 Elections - Operating Reserve Fund

To stabilize requisition for Electoral Area Elections held every 4th year

Reserve Cash Flow

Fund: Fund Centre:	1500 105515	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		46,620	76,493	101,526	9,058	41,089	75,120
Transfer from Op Budget		19,992	25,033	29,863	32,031	34,031	36,031
Transfer from ERF		9,170					
Planned Spending		-	-	(122,331)	-	-	-
Interest Income		710	-	-	-	-	-
Ending Balance \$		76,493	101,526	9,058	41,089	75,120	111,151

Assumptions/Background:

Budgeted transfers to reserve will provide funding for elections in 2022 at an estimated cost of \$120,000 - \$140,000

CAPITAL REGIONAL DISTRICT

2021 Budget

UBCM

EAC Review

Service: 1.104 Union of B.C. Municipalities

Committee: Electoral Area

DEFINITION:

To provide for membership dues and convention expenses. Section 787 (b) - SLP - February 1, 1966.

PARTICIPATION:

All electoral areas and those municipalities not maintaining their own membership (currently electoral areas only) on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

GENERAL INFORMATION:

Association of Vancouver Island and Coastal Communities (AVICC)

Commencing 1982 costs relating to AVICC, which are incurred solely on behalf of the electoral areas, are included in the UBCM budget rather than Legislative and General Government.

1.104 - UBCM	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Convention Expenses	16,805	12,875	12,893	-	-	12,893	13,157	13,414	13,682	13,950
TOTAL COSTS	16,805	12,875	12,893	-	-	12,893	13,157	13,414	13,682	13,950
*Percentage Increase over prior year						-23.3%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	3,930	(3,930)	-	-	(3,930)	-	-	-	-
Balance c/fwd from 2019 to 2020	(2,832)	(2,832)	-	-	-	-	-	-	-	-
Other Revenue	(87)	(87)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	(2,919)	1,011	(4,020)	-	-	(4,020)	(90)	(90)	(90)	(90)
REQUISITION	(13,886)	(13,886)	(8,873)	-	-	(8,873)	(13,067)	(13,324)	(13,592)	(13,860)
*Percentage increase over prior year Requisition						-36.1%	47.3%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Building Inspection

EAC Review

Service: 1.318 Building Inspection

Committee: Electoral Area

DEFINITION:

To carry out the Building Regulations function as specified by Section 818 of the Local Government Act (Letters Patent - January 1, 1970).

SERVICE DESCRIPTION:

The building inspection department provides building inspection services to homeowners, builders and contractors in compliance with both the BC Building Code and CRD Building Bylaw 3741 (2010) and 3780 Amendment (2011). The Building inspection service includes receiving, reviewing and advising on building permit applications, processing of the applications including code analysis and referrals to other agencies, issuing building permits and verifying conditional requirements, arranging and carrying out site and construction inspections and granting final approval for occupancy. Staff also provides inspection services to other CRD departments on a cost recovery basis.

PARTICIPATION:

All Electoral Areas on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

Change in Budget 2020 to 2021
Service: 1.318 Building Inspection

Total Expenditure

Comments

2020 Budget

1,561,459

Change in Salaries:

Base salary change	20,370	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(3,384)	New hires at lower pay step
Other (explain as necessary)	7,993	Vacant 0.1 FTE (Admin Clerk) salary added in 2021 budget (not in 2020)
Total Change in Salaries	24,979	

Other Changes:

Allocations	21,360	Standard OH Allocation increase is the combination of 2020 operating cost increase and 3rd year new model implementation. Increases also are in HR and Building Occupancy allocations.
Vehicles / Travel Costs	16,203	Cost associated with travel to Eas and vehicle operating and maintenance costs
Real Estate Labour Charge	14,720	In alignment with historical actual costs
Other	14,569	Staff training, membership fees, courier
Total Other Changes	66,852	

2021 Budget

1,653,290

% expense increase from 2020:	5.9%
% Requisition increase from 2020 (if applicable):	7.0%

Requisition funding is 28% of service revenue.

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

Fee revenues are projected at 117K (11.7%) lower than budget as we experience low permit fee revenue since May. The total expenditures are projected at 115K(7.4%) lower than budget manily due to the vacancies and lower pay step for new hire. The estimated overall deficit of 2K will be covered by operating reserve fund.

1.318 - Building Inspection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	1,124,275	989,600	1,151,316	-	-	1,151,316	1,156,103	1,180,806	1,206,044	1,231,829
Telecommunications	35,290	34,455	35,890	-	-	35,890	36,610	37,340	38,090	38,850
Legal Expenses	10,220	4,327	10,390	-	-	10,390	10,600	10,810	11,030	11,250
Building Rent	33,706	33,706	34,450	-	-	34,450	35,210	35,980	36,770	37,510
Supplies	16,108	13,832	16,380	-	-	16,380	16,700	17,040	17,380	17,720
Allocations	188,554	209,518	225,494	-	-	225,494	240,721	245,480	250,332	255,284
Other Operating Expenses	120,006	127,138	146,070	-	-	146,070	149,210	152,160	155,160	158,229
TOTAL OPERATING COSTS	1,528,159	1,412,576	1,619,990	-	-	1,619,990	1,645,154	1,679,616	1,714,806	1,750,672
*Percentage Increase over prior year						6.0%	1.6%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
TOTAL COSTS	1,561,459	1,445,876	1,653,290	-	-	1,653,290	1,678,454	1,712,916	1,748,106	1,783,972
Internal Recoveries	(29,362)	(29,362)	(29,486)	-	-	(29,486)	(30,076)	(30,677)	(31,291)	(31,920)
TOTAL COSTS LESS INTERNAL RECOVERIES	1,532,097	1,416,514	1,623,804	-	-	1,623,804	1,648,378	1,682,239	1,716,815	1,752,052
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Fees Charged	(970,610)	(857,905)	(1,019,141)	-	-	(1,019,141)	(1,067,671)	(1,089,030)	(1,110,810)	(1,133,030)
Contract Revenue	(35,000)	(30,000)	(36,781)	-	-	(36,781)	(37,510)	(38,250)	(39,020)	(39,800)
Transfer from Operating Reserve	(114,247)	(116,369)	(126,400)	-	-	(126,400)	(37,409)	(4,000)	-	-
Grants in Lieu of Taxes	(1,443)	(1,443)	(1,510)	-	-	(1,510)	(1,540)	(1,570)	(1,600)	(1,630)
Revenue - Other	(2,000)	(2,000)	(2,562)	-	-	(2,562)	(2,672)	(2,796)	(2,921)	(2,880)
TOTAL REVENUE	(1,123,300)	(1,007,717)	(1,186,394)	-	-	(1,186,394)	(1,146,802)	(1,135,646)	(1,154,351)	(1,177,340)
REQUISITION	(408,797)	(408,797)	(437,411)	-	-	(437,411)	(501,576)	(546,593)	(562,464)	(574,712)
*Percentage increase over prior year Requisition						7.0%	14.7%	9.0%	2.9%	2.2%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.318	Carry						
	Building Inspection	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$0	\$5,000	\$0	\$0	\$0	\$15,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$45,000	\$0	\$0	\$45,000	\$0	\$0	\$90,000
	\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$0	\$105,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$0	\$105,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$0	\$105,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.318

Service Name: Building Inspection

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	\$90,000	V	ERF	\$0	\$45,000	\$0	\$0	\$45,000	\$0	\$90,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	\$5,000	E	ERF	\$0	\$0	\$0	\$5,000	\$0	\$0	\$5,000
21-01	Replacement	Furniture Replacement	Salt Spring Island furniture replacement	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
GRAND TOTAL				\$105,000			\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$105,000

Building Inspection
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	168,538	42,138	4,729	729	729	729
Equipment Replacement Fund	73,457	28,457	38,457	43,457	8,457	18,457
Total	241,995	70,595	43,186	44,186	9,186	19,186

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund

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

Reserve Cash Flow

Fund: Fund Centre:	1500 to be created	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		281,907	168,538	42,138	4,729	729	729
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		(116,369)	(126,400)	(37,409)	(4,000)	-	-
Interest Income		3,000	-	-	-	-	-
Ending Balance \$		168,538	42,138	4,729	729	729	729

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund

ERF Group: BLDINS.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101425	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		148,457	73,457	28,457	38,457	43,457	8,457
Transfer from Ops Budget		10,000	10,000	10,000	10,000	10,000	10,000
Planned Purchase		(85,000)	(55,000)	-	(5,000)	(45,000)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		73,457	28,457	38,457	43,457	8,457	18,457

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

2021 Budget

Noise control

EAC Review

Service: 1.320 Noise Control

Committee: Electoral Area

DEFINITION:

To provide noise control to member electoral areas of the Capital Regional District (Letter Patent - September 3, 1981; amended January 18, 1984; Supplementary Letters Patent - January 22, 1987). This function is performed by Bylaw officers from the CRD's Langford and Salt Spring Island offices.

SERVICE DESCRIPTION:

Administration and enforcement of the Noise Bylaws for the three Electoral Areas.

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed \$1.00 / \$1,000 overall.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

FUNDING:

Requisition

1.320 - NOISE CONTROL	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Legal	7,340	7,340	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Allocations	1,953	1,953	2,304	-	-	2,304	2,607	2,656	2,706	2,757
Internal Time Charges	29,208	29,208	29,876	-	-	29,876	30,047	30,614	31,208	31,814
Other Operating Expenses	60	60	60	-	-	60	60	60	60	60
TOTAL OPERATING COSTS	38,561	38,561	39,140	-	-	39,140	39,754	40,510	41,294	42,101
*Percentage Increase over prior year						1.5%	1.6%	1.9%	1.9%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(231)	(231)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(231)	(231)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
REQUISITION	(38,330)	(38,330)	(38,940)	-	-	(38,940)	(39,554)	(40,310)	(41,094)	(41,901)
*Percentage increase over prior year Requisition						1.6%	1.6%	1.9%	1.9%	2.0%

Reserve Schedule

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

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

Reserve Cash Flow

Fund: Fund Centre:	1500 105406	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		2,494	2,532	2,532	2,532	2,532	2,532
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income*		38	-	-	-	-	-
Ending Balance \$		2,532	2,532	2,532	2,532	2,532	2,532

Assumptions/Background:
 Maintain balance at reasonable level to cover unexpected operating expenses such as legal.
 * 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

2021 BUDGET

Nuisance & Unsightly Premises

EAC Review

Service: 1.322 Nuisance & Unsightly Premises

Committee: Electoral Area

DEFINITION:

To provide regulation of nuisances and unsightly premises to the participating electoral areas (Letters Patent - May 19, 1977). This function is performed by Bylaw Officers from the CRD's Langford and Salt Spring Island offices.

SERVICE DESCRIPTION:

Enforce the Nuisance and Unsightly Premises Bylaw for the three Electoral Areas as in accordance with procedures and provisions of the Local Government Act.

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed \$1.00 / \$1,000 overall.

FUNDING:

Requisition

1.322 - Nuisance & Unsightly Premises	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Legal	2,152	2,152	2,085	-	-	2,085	2,130	2,170	2,210	2,250
Allocations	2,384	2,384	2,825	-	-	2,825	3,247	3,309	3,373	3,437
Internal Time Charges	46,257	46,257	46,750	-	-	46,750	47,017	47,905	48,835	49,782
Other Operating Expenses	330	330	330	-	-	330	340	350	360	370
TOTAL OPERATING COSTS	51,123	51,123	51,990	-	-	51,990	52,734	53,734	54,778	55,839
*Percentage Increase over prior year						1.7%	1.4%	1.9%	1.9%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(178)	(178)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(278)	(278)	(270)	-	-	(270)	(270)	(270)	(270)	(270)
REQUISITION	(50,845)	(50,845)	(51,720)	-	-	(51,720)	(52,464)	(53,464)	(54,508)	(55,569)
*Percentage increase over prior year Requisition						1.7%	1.4%	1.9%	2.0%	1.9%

Reserve Schedule

Reserve Fund: 1.322 Nuisances & Unsightly Premises - Operating Reserve Fund

For unforeseen legal expenses

Reserve Cash Flow

Fund: Fund Centre:	1500 105403	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		15,264	15,494	15,494	15,494	15,494	15,494
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		230	-	-	-	-	-
Ending Balance \$		15,494	15,494	15,494	15,494	15,494	15,494

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Electoral Area Fire Services

EAC Review

Service: 1.369 Electoral Area Fire Services

Committee: Electoral Area

DEFINITION:

Service may undertake or cause to be undertaken for one or more electoral areas or defined areas thereof a program of fire regulation and may fix the terms and conditions under which the program will be provided, and, without limiting the generality of the foregoing, may, by bylaw, undertake different programs for different electoral areas or defined areas thereof (Juan de Fuca and Southern Gulf Islands).

PARTICIPATION:

Fire Service Areas within Juan de Fuca and Southern Gulf Islands Electoral Areas

CAPITAL DEBT:

N/A

COMMISSION:

N/A

MAXIMUM LEVY:

Supplementary LP's dated July 7, 1983 provide a maximum levy of \$0.246 per \$1,000.

FUNDING:

Requisition

1.369 - Electoral Area Fire Services

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Consulting	15,330	13,000	15,330	-	-	15,330	15,640	15,950	16,270	16,600
Staff Training & Development	5,110	5,110	5,110	-	-	5,110	5,210	5,310	5,420	5,530
Software Licenses	15,930	11,000	11,607	-	-	11,607	11,840	12,080	12,320	12,570
Allocation to Finance & Corp	12,392	12,392	9,244	-	-	9,244	6,287	6,413	6,541	6,672
Allocation to Emergency Coordination	67,401	67,401	74,862	-	-	74,862	76,359	78,039	79,756	81,352
Contingency	4,060	4,060	4,060	-	-	4,060	4,140	4,220	4,300	4,390
Operating - Other	3,050	2,980	3,060	-	-	3,060	3,120	3,180	3,240	3,300
TOTAL OPERATING COSTS	123,273	115,943	123,273	-	-	123,273	122,596	125,192	127,847	130,414
*Percentage Increase over prior year						0.0%	-0.5%	2.1%	2.1%	2.0%
<u>CAPITAL / RESERVE</u>										
Equipment Purchases	7,370	7,370	7,370	-	-	7,370	7,520	7,670	7,820	7,980
Transfer to Equipment Replacement Fund (ERF & Op Rsv)	11,647	18,977	11,647	-	-	11,647	15,014	15,168	15,323	15,616
TOTAL CAPITAL / RESERVE	19,017	26,347	19,017	-	-	19,017	22,534	22,838	23,143	23,596
TOTAL COSTS	142,290	142,290	142,290	-	-	142,290	145,130	148,030	150,990	154,010
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Other Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
REQUISITION	(142,190)	(142,190)	(142,190)	-	-	(142,190)	(145,030)	(147,930)	(150,890)	(153,910)
*Percentage increase over prior year Requisition						0.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.369	Carry						
	Electoral Area Fire Services	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300
		\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300
		\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300
		\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.369

Service Name: Electoral Area Fire Services

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Study	Structure Protection Unit (Sprinkler trailer)	Provision of capacity to protect infrastructure and structures from wildfire	\$156,300	E	Res	\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300
			GRAND TOTAL	\$156,300			\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300

Reserve Schedule

Reserve Fund: 1.369 Electoral Area Fire Services - Operating Reserve Fund

For Consulting, FDM Upgrades, Training

Reserve Cash Flow

Fund: Fund Centre:	1500 105404	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		257,382	272,929	128,276	143,290	158,458	173,781
Transfer from Ops Budget		11,647	11,647	15,014	15,168	15,323	15,616
Planned Expenditures		-	(156,300)	-	-	-	-
Interest Income		3,900	-	-	-	-	-
Ending Balance \$		272,929	128,276	143,290	158,458	173,781	189,397

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Planning Coordination

EAC Review

Service: 1.372 Emergency Planning Coordination

Committee: Planning, Transportation & Protective Services

DEFINITION:

No establishment bylaw. Service is provided by CRD staff for coordination of emergency operations for the CRD.

SERVICE DESCRIPTION:

This service provides support to a range of Protective Services responsibilities and to carry out the responsibilities legislated under the *Emergency Program Act*. Costs for staff are placed in this budget and allocated based on percentages to the other services, such as 911, hazmat, and emergency management.

FUNDING:

Allocations from protection services and requisition.

1.372 - Emergency Planning Coordination

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries	509,587	482,000	532,583	-	-	532,583	534,073	545,559	557,295	569,275
Contract for Services	63,000	63,000	-	-	-	-	-	-	-	-
Travel Expenses	1,790	1,790	1,820	-	-	1,820	1,860	1,900	1,940	1,980
Telecommunications	6,700	6,700	6,810	-	-	6,810	6,950	7,090	7,230	7,370
Staff Training & Development	2,130	2,130	1,620	-	-	1,620	1,650	1,680	1,710	1,740
Supplies	14,300	1,560	2,010	-	-	2,010	2,050	2,090	2,130	2,170
Allocations	56,596	56,596	59,170	-	-	59,170	59,064	60,243	61,450	62,675
Other Operating Expenses	10,720	8,896	8,630	-	-	8,630	8,790	8,970	9,150	9,330
TOTAL OPERATING COSTS	664,823	622,672	612,643	-	-	612,643	614,437	627,532	640,905	654,540
*Percentage Increase over prior year						-7.8%	0.3%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	15,425	7,324	-	-	7,324	7,470	7,620	7,770	7,930
TOTAL COSTS	664,823	638,097	619,967	-	-	619,967	621,907	635,152	648,675	662,470
Internal Recoveries	(413,859)	(413,859)	(459,671)	-	-	(459,671)	(468,864)	(479,179)	(489,721)	(499,520)
OPERATING COSTS LESS INTERNAL RECOVERIES	250,964	224,238	160,296	-	-	160,296	153,043	155,973	158,954	162,950
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	14,486	(14,486)	-	-	(14,486)	-	-	-	-
Balance c/fwd from 2019 to 2020	(29,307)	(29,307)	-	-	-	-	-	-	-	-
Grants Revenue	(78,120)	(65,880)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(491)	(491)	(500)	-	-	(500)	(510)	(520)	(530)	(540)
Revenue - Other	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	(108,218)	(81,492)	(15,296)	-	-	(15,296)	(830)	(850)	(870)	(890)
REQUISITION	(142,746)	(142,746)	(145,000)	-	-	(145,000)	(152,213)	(155,123)	(158,084)	(162,060)
*Percentage increase over prior year Requisition						1.6%	5.0%	1.9%	1.9%	2.5%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.372	Carry						
	Emergency Planning Coordination	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000

Reserve Schedule

Reserve Fund: 1.327 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101985	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		2,646	646	5,470	12,940	20,560	25,830
Transfer from Op Budget		-	7,324	7,470	7,620	7,770	7,930
Planned Purchase		(2,000)	(2,500)	-	-	(2,500)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		646	5,470	12,940	20,560	25,830	33,760

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2021 Budget

Admin Expenditures (SGI)

EAC Review

Service: 1.110 SGI Admin. Expenditures

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Southern Gulf Islands

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition

**1.110 - Admin Expenditures (SGI)
Director & Management**

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Director Admin	129,432	111,356	109,554	-	-	109,554	109,371	111,380	113,465	115,740
Management Services	290,265	250,183	276,069	-	-	276,069	277,159	282,960	288,868	294,885
TOTAL OPERATING COSTS	419,697	361,539	385,623	-	-	385,623	386,530	394,340	402,333	410,625
*Percentage Increase over prior year						-8.1%	0.2%	2.0%	2.0%	2.1%
Transfer from Operating Reserve Fund	-	-	-	-	-	-	(16,724)	(8,817)	(1,251)	(20)
NET OPERATING COSTS	419,697	361,539	385,623	-	-	385,623	369,806	385,523	401,082	410,605
*Percentage Increase over prior year						-8.1%	-4.1%	4.3%	4.0%	2.4%
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	-	18,276	9,575	-	-	9,575	-	-	-	-
Transfer to Equipment Replacement Fund	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,020
Purchases Equipment	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	1,000	19,276	10,575	-	-	10,575	1,000	1,000	1,000	1,020
TOTAL COSTS	420,697	380,815	396,198	-	-	396,198	370,806	386,523	402,082	411,625
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	37,166	(37,166)	-	-	(37,166)	-	-	-	-
Balance c/fwd from 2019 to 2020	(57,835)	(57,835)	-	-	-	-	-	-	-	-
Transfer from Feasibility Fund	-	-	-	-	-	-	-	-	-	-
Cost Recovery	(17,426)	(14,510)	(13,717)	-	-	(13,717)	(13,896)	(14,075)	(14,296)	(14,522)
Grants in Lieu of Taxes	(2,851)	(2,851)	(2,730)	-	-	(2,730)	(2,790)	(2,850)	(2,910)	(2,970)
Other Revenue	(200)	(400)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(78,312)	(38,430)	(53,813)	-	-	(53,813)	(16,886)	(17,125)	(17,406)	(17,692)
REQUISITION	(342,385)	(342,385)	(342,385)	-	-	(342,385)	(353,920)	(369,398)	(384,676)	(393,933)
*Percentage increase over prior year Requisition						0.0%	3.4%	4.4%	4.1%	2.4%

**1.110 - Admin Expenditures (SGI)
Director Admin**

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Director's Remuneration	43,124	43,124	43,987	-	-	43,987	44,870	45,630	46,410	47,340
Contract for Services	30,300	19,850	20,160	-	-	20,160	20,560	20,970	21,390	21,820
Consulting	10,000	6,611	-	-	-	-	-	-	-	-
Travel	5,610	1,510	5,500	-	-	5,500	5,610	5,720	5,830	5,950
Allocations	15,272	15,672	15,042	-	-	15,042	12,997	13,257	13,521	13,790
Other Operating Expenses	25,126	24,589	24,865	-	-	24,865	25,334	25,803	26,314	26,840
TOTAL OPERATING COSTS	129,432	111,356	109,554	-	-	109,554	109,371	111,380	113,465	115,740
*Percentage Increase over prior year						-15.4%	-0.2%	1.8%	1.9%	2.0%
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
NET OPERATING COSTS	129,432	111,356	109,554	-	-	109,554	109,371	111,380	113,465	115,740
*Percentage Increase over prior year						-15.4%	-0.2%	1.8%	1.9%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	-	18,276	9,575	-	-	9,575	12,123	12,183	12,249	12,480
Transfer to Equipment Replacement Fund	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,020
Purchases Equipment	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	1,000	19,276	10,575	-	-	10,575	13,123	13,183	13,249	13,500
TOTAL COSTS	130,432	130,632	120,129	-	-	120,129	122,494	124,563	126,714	129,240
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,445)	(1,445)	-	-	-	-	-	-	-	-
Cost Recovery	(10,826)	(10,826)	(11,005)	-	-	(11,005)	(11,184)	(11,363)	(11,584)	(11,810)
Grants in Lieu of Taxes	(797)	(797)	(800)	-	-	(800)	(820)	(840)	(860)	(880)
Interest Income	(200)	(400)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(13,268)	(13,468)	(12,005)	-	-	(12,005)	(12,204)	(12,403)	(12,644)	(12,890)
REQUISITION	(117,164)	(117,164)	(108,124)	-	-	(108,124)	(110,290)	(112,160)	(114,070)	(116,350)
*Percentage increase over prior year Requisition						-7.7%	2.0%	1.7%	1.7%	2.0%

**1.110 - Admin Expenditures (SGI)
Management Services**

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	139,759	139,759	151,735	-	-	151,735	152,079	155,356	158,703	162,121
Contract for Services	69,000	54,288	68,040	-	-	68,040	69,400	70,790	72,210	73,650
Program Development	15,000	-	-	-	-	-	-	-	-	-
Travel	2,800	2,500	2,850	-	-	2,850	2,910	2,970	3,030	3,090
Memberships & Professional Dues	800	800	810	-	-	810	830	850	870	890
Allocations	20,846	20,846	20,424	-	-	20,424	19,080	19,464	19,855	20,254
Other Operating Expenses	42,060	31,990	32,210	-	-	32,210	32,860	33,530	34,200	34,880
TOTAL OPERATING COSTS	290,265	250,183	276,069	-	-	276,069	277,159	282,960	288,868	294,885
*Percentage Increase over prior year						-4.9%	0.4%	2.1%	2.1%	2.1%
Transfer from Operating Reserve Fund	-	-	-	-	-	-	(28,847)	(21,000)	(13,500)	(12,500)
NET OPERATING COSTS	290,265	250,183	276,069	-	-	276,069	248,312	261,960	275,368	282,385
*Percentage Increase over prior year						-4.9%	-10.1%	5.5%	5.1%	2.5%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	290,265	250,183	276,069	-	-	276,069	248,312	261,960	275,368	282,385
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	37,166	(37,166)	-	-	(37,166)	-	-	-	-
Balance c/fwd from 2019 to 2020	(56,390)	(56,390)	-	-	-	-	-	-	-	-
Sub-lease Recovery	(6,600)	(3,684)	(2,712)	-	-	(2,712)	(2,712)	(2,712)	(2,712)	(2,712)
Grants in Lieu of Taxes	(2,054)	(2,054)	(1,930)	-	-	(1,930)	(1,970)	(2,010)	(2,050)	(2,090)
Other revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(65,044)	(24,962)	(41,808)	-	-	(41,808)	(4,682)	(4,722)	(4,762)	(4,802)
REQUISITION	(225,221)	(225,221)	(234,261)	-	-	(234,261)	(243,630)	(257,238)	(270,606)	(277,583)
*Percentage increase over prior year Requisition						4.0%	4.0%	5.6%	5.2%	2.6%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.110 SGI Admin. Expenditures	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$1,500	\$1,530	\$0	\$0	\$0	\$3,030
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$1,500	\$1,530	\$0	\$0	\$0	\$3,030

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$1,500	\$1,530	\$0	\$0	\$0	\$3,030
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$1,500	\$1,530	\$0	\$0	\$0	\$3,030

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.110

Service Name: SGI Admin. Expenditures

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Computer	Computer Replacements for Director and Manager	\$4,470	E	ERF	\$0	\$0	\$1,500	\$1,530	\$0	\$0	\$3,030
			GRAND TOTAL	\$4,470			\$0	\$0	\$1,500	\$1,530	\$0	\$0	\$3,030

Admin Expenditures (SGI)
 Reserve Summary Schedule
 2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	18,276	27,851	11,127	2,310	1,059	1,039
Equipment Replacement Fund	7,409	8,409	7,909	7,379	8,379	9,399
Total	25,685	36,260	19,036	9,689	9,438	10,438

Reserve Schedule

Reserve Fund: 1.110 Admin Expenditures (SGI) - Operating Reserve Fund

To be created

Reserve Cash Flow

Fund: Fund Centre:	1500 To be created	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		-	18,276	27,851	11,127	2,310	1,059
Transfer from Ops Budget		18,276	9,575	12,123	12,183	12,249	12,480
Transfer to Ops Budget		-	-	(28,847)	(21,000)	(13,500)	(12,500)
Interest Income		-	-	-	-	-	-
Ending Balance \$		18,276	27,851	11,127	2,310	1,059	1,039

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.110 Admin Expenditures (SGI) - Equipment Replacement Fund

ERF Group: SGIADMIN.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101838	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		7,849	7,409	8,409	7,909	7,379	8,379
Transfer from Ops Budget		1,000	1,000	1,000	1,000	1,000	1,020
Planned Purchase		(1,440)	-	(1,500)	(1,530)	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		7,409	8,409	7,909	7,379	8,379	9,399

Assumptions/Background:

Fund Balance should remain between \$5,000 and \$10,000.

CAPITAL REGIONAL DISTRICT

2021 Budget

SIG Grants in Aid

EAC Review

Service: 1.117 SGI Grants in Aid

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

Provide Grants to support organizations that are outside the existing services in an electoral area. Each electoral area budgets their anticipated requirements separately.

PARTICIPATION:

Southern Gulf Islands Electoral Area.

MAXIMUM LEVY:

\$0.05 / \$1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of \$166,212.

COMMISSION:

Committee: Electoral Areas Committee

FUNDING:

Requisition

1.117 - SGI Grants in Aid	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Grants in Aid	60,000	60,000	60,000	40,000	-	100,000	100,000	100,000	100,000	100,000
Allocations	3,026	3,026	2,679	-	-	2,679	3,230	3,294	3,360	3,427
Internal Interest	300	300	800	-	-	800	800	800	800	800
TOTAL COSTS	63,326	63,326	63,479	40,000	-	103,479	104,030	104,094	104,160	104,227
*Percentage Increase over prior year						63.4%	0.5%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2019 to 2020	317	317	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(752)	(752)	(770)	-	-	(770)	(790)	(800)	(820)	(840)
Other Grants	-	-	-	-	-	-	-	-	-	-
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(535)	(535)	(870)	-	-	(870)	(890)	(900)	(920)	(940)
REQUISITION	(62,791)	(62,791)	(62,609)	(40,000)	-	(102,609)	(103,140)	(103,194)	(103,240)	(103,287)
*Percentage increase over prior year Requisition						63.4%	0.5%	0.1%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

SGL Economic Development Commission

EAC Review

Service: 1.125 SGI Economic Development

Committee: Electoral Area

DEFINITION:

Economic Development Commission Establishing Bylaw No. 3803, with authority to offer an economic development service under Section 774.2 of the Local Government Act.

SERVICE DESCRIPTION:

To promote, provide information and assist local service agencies with economic development initiatives.

PARTICIPATION:

Levy on basis of converted hospital assessed value of land and improvements for the Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

None

COMMISSION:

Five members including the Director representing the Southern Gulf Islands Electoral Area, and one individual from each of Galiano Island, Mayne Island, Saturna Island and Pender Islands.

FUNDING:

Requisition

1.125 - SGI Economic Development Commission	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services	20,000	20,000	57,000	15,000	-	72,000	73,440	74,910	76,410	77,940
Program Development	52,012	50,312	29,623	-	-	29,623	29,820	30,020	30,220	30,420
Internal Allocations	2,630	2,630	4,443	-	-	4,443	5,022	5,122	5,224	5,329
Building Rent	13,300	13,300	8,670	-	-	8,670	8,850	9,030	9,190	9,350
Operating - Other	10,520	10,520	4,990	-	-	4,990	5,090	5,190	5,290	5,390
TOTAL COSTS	98,462	96,762	104,726	15,000	-	119,726	122,222	124,272	126,334	128,429
*Percentage Increase over prior year						21.6%	2.1%	1.7%	1.7%	1.7%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	1,700	(1,700)	-	-	(1,700)	-	-	-	-
Balance c/fwd from 2020 to 2021	(6,952)	(6,952)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(579)	(579)	(600)	-	-	(600)	(610)	(620)	(630)	(640)
Interest Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(7,631)	(5,931)	(2,400)	-	-	(2,400)	(710)	(720)	(730)	(740)
REQUISITION	(90,831)	(90,831)	(102,326)	(15,000)	-	(117,326)	(121,512)	(123,552)	(125,604)	(127,689)
*Percentage increase over prior year Requisition						29.2%	3.6%	1.7%	1.7%	1.7%

CAPITAL REGIONAL DISTRICT

2021 Budget

Galiano Island Library Service

EAC Review

Service: 1.137 Galiano Island Community Use Building

Committee: Electoral Area

DEFINITION:

To establish a service for the purpose of constructing and operating a building on Galiano Island that will be used for library, community and local government purposes by Bylaw No. 3792 adopted Dec 2011.

SERVICE DESCRIPTION:

This service provides funding to operate, build and debt service a public use building on Galiano Island. It was started after a successful referendum in 2011. This building is home to the local library run by the Galiano Island Library Society and has a room for public use.

PARTICIPATION:

A portion of the Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

Greater of \$100,100 or \$0.165 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$126,871.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3793 (2013)	\$ 440,000
BORROWED:	LA Bylaw No. 3793A (2014,3.85%)	(310,000)
REMAINING AUTHORIZATION		<u>\$ 130,000</u>

FUNDING:

Requisition

1.137 - Galiano Island Library Service

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Allocations	13,845	12,233	16,711	-	-	16,711	17,006	17,346	17,693	18,046
Insurance	3,020	990	970	-	-	970	990	1,010	1,030	1,050
Building Maintenance	6,190	2,276	5,000	-	-	5,000	5,110	5,220	5,330	5,440
Utilities	4,520	4,470	3,800	-	-	3,800	3,880	3,960	4,040	4,120
Contingency	1,280	-	1,500	-	-	1,500	1,530	1,560	1,590	1,620
Other Operating Expenses	4,510	3,283	4,990	-	-	4,990	5,090	5,200	5,310	5,420
TOTAL OPERATING COSTS	33,365	23,252	32,971	-	-	32,971	33,606	34,296	34,993	35,696
*Percentage Increase over prior year						-1.2%	1.9%	2.1%	2.0%	2.0%
<u>DEBT / RESERVE</u>										
Transfer to Capital Reserve Fund	-	10,113	1,500	-	-	1,500	2,094	2,664	3,250	3,857
MFA Debt Reserve Fund	80	80	80	-	-	80	80	80	80	80
MFA Principal Payment	15,482	15,482	15,482	-	-	15,482	15,482	15,482	15,482	15,482
MFA Interest Payment	11,916	11,916	11,915	-	-	11,915	11,915	11,915	11,915	11,915
TOTAL DEBT / RESERVE	27,478	37,591	28,977	-	-	28,977	29,571	30,141	30,727	31,334
TOTAL COSTS	60,843	60,843	61,948	-	-	61,948	63,177	64,437	65,720	67,030
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
Other Income	(147)	(147)	(150)	-	-	(150)	(147)	(147)	(150)	(150)
MFA Debt Resv FundEarnings	(80)	(80)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
TOTAL REVENUE	(227)	(227)	(230)	-	-	(230)	(227)	(227)	(230)	(230)
REQUISITION	(60,616)	(60,616)	(61,718)	-	-	(61,718)	(62,950)	(64,210)	(65,490)	(66,800)
*Percentage increase over prior year Requisition						1.8%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.137	Carry						
	Galiano Island Community Use Bui	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	B	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000

SOURCE OF FUNDS

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

Reserve Schedule

Reserve Fund: 1.137 Galiano Island Library Service - Capital Reserve Fund

Bylaw 3939

Reserve Cash Flow

Fund:	1083	Estimated	Budget				
Fund Centre:	102135	2020	2021	2022	2023	2024	2025
Beginning Balance		61,990	62,930	49,430	51,524	54,188	57,438
Transfer from Ops Budget		-	1,500	2,094	2,664	3,250	3,857
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		-	(15,000)	-	-	-	-
Interest Income		940	-	-	-	-	-
Ending Balance \$		62,930	49,430	51,524	54,188	57,438	61,295

Assumptions/Background:

New Building. Transfers to reserve should provide for future capital repairs and improvements as well as replacement in long term

CAPITAL REGIONAL DISTRICT

2021 Budget

SGI Regional Library

EAC Review

Service: 1.138 SGI Regional Library

Committee: Electoral Area

DEFINITION:

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the Southern Gulf Islands Library service by Bylaw No. 2880 adopted July 2001.

SERVICE DESCRIPTION:

This is a contribution service to provide funding and advisory support for the operation of the Pender Island Public Library and other 4 reading centres on the Southern Gulf Islands. Each centre is managed by volunteers and each has representation on the commission. Funding is provided under a 5-year agreement.

PARTICIPATION:

The Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

Greater of \$165,391 or \$0.069 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$228,542.

COMMISSION:

Southern Gulf Islands Public Library Commission (Bylaw No. 3523, April 9, 2008)

FUNDING:

Requisition

1.138 - SGI Regional Library	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contribution to Library	197,570	197,570	200,930	-	-	200,930	204,950	209,050	213,230	217,490
Allocations	3,571	3,571	4,065	-	-	4,065	4,141	4,224	4,309	4,395
Insurance	130	130	140	-	-	140	140	140	140	140
Other Operating Expenses	1,730	720	1,760	-	-	1,760	1,790	1,830	1,870	1,910
TOTAL COSTS	203,001	201,991	206,895	-	-	206,895	211,021	215,244	219,549	223,935
*Percentage Increase over prior year						1.9%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	1,010	(1,010)	-	-	(1,010)	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,140)	(1,140)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,553)	(1,553)	(1,580)	-	-	(1,580)	(1,610)	(1,640)	(1,670)	(1,710)
Other Income	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	(2,723)	(1,713)	(2,620)	-	-	(2,620)	(1,640)	(1,670)	(1,700)	(1,740)
REQUISITION	(200,278)	(200,278)	(204,275)	-	-	(204,275)	(209,381)	(213,574)	(217,849)	(222,195)
*Percentage increase over prior year Requisition						2.0%	2.5%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Gossip Island Electric Power Supply

EAC Review

Service: 1.170 Gossip Island Electrical Power Supply

Committee: Electoral Area

DEFINITION:

A service established to provide capital financing for the supply and installation of underwater cabling from Galiano Island to Gossip Island (Bylaw No. 3578 - June 2009).

SERVICE DESCRIPTION:

This is strictly a financial service by which the CRD has agreed to borrow \$770,000 to fund the replacement of electric cabling to Gossip Island, off Galiano Island. CRD Corporate Services Department, Finance Division manages the service which includes annual debt charges and the related recovery from Gossip Island taxpayers. The service was started in June 2009 after a petition by a majority of residents. Electrical cabling to the island is provided by BC Hydro. The Gossip Island Electrification Society provides liaison with BC Hydro on electrical cabling matters.

PARTICIPATION:

56 of 66 parcels on Gossip Island

MAXIMUM LEVY:

Greater of \$85,310 or \$3.76 / \$1,000 on actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3579 (2012)	\$ 770,000
BORROWED:	S.I. Bylaw No. 3579 (2012, 2.9%)	(715,000)
REMAINING AUTHORIZATION		<u>\$ 55,000</u>

FUNDING:

Parcel tax

1.170 - Gossip Island Electric Power Supply

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Allocations	661	661	357	-	-	357	216	221	225	230
Other Operating Expenses	220	220	220	-	-	220	220	220	220	220
TOTAL OPERATING COSTS	881	881	577	-	-	577	436	441	445	450
*Percentage Increase over prior year						-34.5%	-24.4%	1.1%	0.9%	1.1%
<u>DEBT / RESERVE</u>										
MFA Debt Reserve Fund	180	180	200	-	-	200	200	200	200	200
MFA Principal Payment	35,708	35,708	35,708	-	-	35,708	35,708	35,708	35,708	35,708
MFA Interest Payment	20,735	20,735	20,735	-	-	20,735	20,735	20,735	20,735	20,735
TOTAL DEBT / RESERVE	56,623	56,623	56,643	-	-	56,643	56,643	56,643	56,643	56,643
TOTAL COSTS	57,504	57,504	57,220	-	-	57,220	57,079	57,084	57,088	57,093
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(152)	(152)	-	-	-	-	-	-	-	-
Interest Income	(93)	(93)	(93)	-	-	(93)	(93)	(93)	(93)	(90)
MFA Debt Reserve Fund Earnings	(180)	(180)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(425)	(425)	(293)	-	-	(293)	(293)	(293)	(293)	(290)
REQUISITION - PARCEL TAX	(57,079)	(57,079)	(56,927)	-	-	(56,927)	(56,786)	(56,791)	(56,795)	(56,803)
*Percentage increase over prior year Requisition						-0.3%	-0.2%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Saturna Health Service

EAC Review

Service: 1.227 Saturna Health Service

Committee: Electoral Area

DEFINITION:

To establish and operate the service of numbering building for Southern Gulf Islands Electoral Area.
Bylaw No. 4231 Saturna Health Service Establishment Bylaw.

PARTICIPATION:

Southern Gulf Islands

MAXIMUM LEVY:

Greater of \$44,937 or \$0.17 / \$1,000 on actual assessed value of land and improvements.

FUNDING:

Requisition

1.227 - Saturna Health Service	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payment to Saturna Island Meduical Clinic	15,000	15,000	15,260	-	-	15,260	15,570	15,880	16,200	16,520
Other Operating Expenses	387	387	308	-	-	308	314	320	327	333
TOTAL COSTS	15,387	15,387	15,568	-	-	15,568	15,884	16,200	16,527	16,853
*Percentage Increase over prior year						1.2%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(8,000)	(8,000)	-	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes - Federal	(1,701)	(1,701)	(1,730)	-	-	(1,730)	(1,760)	(1,800)	(1,840)	(1,880)
TOTAL REVENUE	(9,701)	(9,701)	(1,730)	-	-	(1,730)	(1,760)	(1,800)	(1,840)	(1,880)
REQUISITION	(5,686)	(5,686)	(13,838)	-	-	(13,838)	(14,124)	(14,400)	(14,687)	(14,973)
*Percentage increase over prior year Requisition						143.4%	2.1%	2.0%	2.0%	1.9%

CAPITAL REGIONAL DISTRICT

2021 Budget

Galiano Health Service

EAC Review

Service: 1.228 Galiano Health Service

Committee: Electoral Area

DEFINITION:

To provide secure and predictable funding for the Galiano Health Care Centre
Bylaw No. 3955 Galiano Health Care Centre Contribution Services Establishment Bylaw

PARTICIPATION:

Galiano Island

MAXIMUM LEVY:

Greater of \$86,550 or \$0.19 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$146,094.

FUNDING:

Requisition

1.228 - Galiano Health Service	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payment to Galiano Health Society	120,750	120,750	122,800	-	-	122,800	125,260	127,770	130,330	132,940
Operating - Other	2,261	2,261	2,470	-	-	2,470	2,609	2,660	2,711	2,763
TOTAL OPERATING COSTS	123,011	123,011	125,270	-	-	125,270	127,869	130,430	133,041	135,703
*Percentage Increase over prior year						1.8%	2.1%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	150	(150)	-	-	(150)	-	-	-	-
Balance c/fwd from 2019 to 2020	(289)	(289)	-	-	-	-	-	-	-	-
Other Revenue	(38)	(188)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	(327.00)	(327)	(190)	-	-	(190)	(40)	(40)	(40)	(40)
REQUISITION	(122,684)	(122,684)	(125,080)	-	-	(125,080)	(127,829)	(130,390)	(133,001)	(135,663)
*Percentage increase over prior year Requisition						2.0%	2.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

SGI Small Craft Harbour Facilities

EAC Review

Service: 1.235 SGI Small Craft Harbour Facilities

Committee: Electoral Area

DEFINITION:

A local service, established by Bylaw No. 2614, October 6, 1998, in the Southern Gulf Islands Electoral Area to establish, acquire and operate a service of small craft harbour facilities.

SERVICE DESCRIPTION:

The SGI Small Craft Harbour Facilities service funds and operates 11 small craft harbour facilities in the Southern Gulf Islands. 9 docks are owned by the CRD and 2 are leased. The docks are located on Mayne, Galiano, North and South Pender, Saturna, Piers and Vancouver Islands. The service was undertaken by the CRD upon the Federal Government of Canada's divestiture of ownership and operation of small craft harbour facilities. The Federal Government provided 1-time funding of \$1.6million to the CRD for dock rehabilitation. The service is administered by the Southern Gulf Islands Harbour Commission.

MAXIMUM LEVY:

Greater of \$112,878 or \$0.10 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$332,424.

COMMISSION:

Southern Gulf Islands Harbour Commission as established by Bylaw No. 2972 in 2002.

FUNDING:

Parcel Tax
Moorage Fees

1.235 - SGI Small Craft Harbour Facilities	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Management Expenditures:										
Contract for Services	10,000	10,000	10,170	-	-	10,170	10,370	10,580	10,790	11,010
Supplies, Advertising	1,060	1,060	1,080	-	-	1,080	1,100	1,120	1,140	1,160
Travel and Training	7,290	2,200	7,420	-	-	7,420	7,570	7,720	7,870	8,030
Internal Allocations	24,028	27,758	25,504	-	-	25,504	27,107	27,648	28,202	28,766
Labour Charges	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	8,970	9,210	11,070	-	-	11,070	11,290	11,510	11,740	11,970
TOTAL MANAGEMENT EXPENDITURES	51,348	50,228	55,244	-	-	55,244	57,437	58,578	59,742	60,936
*Percentage Increase over prior year						7.6%	4.0%	2.0%	2.0%	2.0%
Dock Expenditures:										
Repairs and Maintenance	55,670	42,810	56,640	-	-	56,640	57,770	58,920	60,070	61,230
Wharfinger Compensation and Travel	49,890	42,310	50,770	-	-	50,770	51,800	52,840	53,880	54,950
Insurance	31,160	31,160	28,104	-	-	28,104	28,680	29,280	29,880	30,480
Electricity	3,080	2,730	3,130	-	-	3,130	3,190	3,250	3,310	3,370
Supplies	4,460	5,920	4,460	-	-	4,460	4,570	4,680	4,790	4,900
Operating - Other	4,150	-	4,270	-	-	4,270	4,390	4,510	4,630	4,750
TOTAL DOCK EXPENDITURES	148,410	124,930	147,374	-	-	147,374	150,400	153,480	156,560	159,680
*Percentage Increase over prior year						-0.7%	2.1%	2.0%	2.0%	2.0%
TOTAL OPERATING COSTS	199,758	175,158	202,618	-	-	202,618	207,837	212,058	216,302	220,616
<u>DEBT / RESERVE</u>										
Transfer to Capital Reserve Fund	170,000	188,880	170,000	-	-	170,000	150,000	150,000	150,000	150,000
MFA Interest	-	-	6,395	-	-	6,395	9,266	9,648	9,648	9,648
MFA Principal	-	-	-	-	-	-	25,501	30,705	30,705	30,705
TOTAL DEBT / RESERVE	170,000	188,880	176,395	-	-	176,395	184,767	190,353	190,353	190,353
TOTAL COSTS	369,758	364,038	379,013	-	-	379,013	392,604	402,411	406,655	410,969
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue- Fees	(91,000)	(85,280)	(92,400)	-	-	(92,400)	(94,090)	(95,810)	(97,580)	(99,400)
Grants in Lieu of Taxes	(5,211)	(5,211)	(5,300)	-	-	(5,300)	(5,300)	(5,300)	(5,300)	(5,300)
Other Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(96,411)	(90,691)	(97,900)	-	-	(97,900)	(99,590)	(101,310)	(103,080)	(104,900)
REQUISITION - PARCEL TAX	(273,347)	(273,347)	(281,113)	-	-	(281,113)	(293,014)	(301,101)	(303,575)	(306,069)
*Percentage increase over prior year Requisition						2.8%	4.2%	2.8%	0.8%	0.8%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.235	Carry						
	SGI Small Craft Harbour	Forward from	2021	2022	2023	2024	2025	TOTAL
	Facilities	2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$100,000	\$1,091,000	\$240,000	\$250,000	\$50,000	\$50,000	\$50,000	\$1,681,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$100,000	\$1,091,000	\$240,000	\$250,000	\$50,000	\$50,000	\$50,000	\$1,681,000

SOURCE OF FUNDS

Capital Funds on Hand	\$100,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
Debenture Debt (New Debt Only)	\$0	\$441,000	\$90,000	\$0	\$0	\$0	\$0	\$531,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Reserve Fund	\$0	\$400,000	\$150,000	\$250,000	\$50,000	\$50,000	\$50,000	\$900,000
	\$100,000	\$1,091,000	\$240,000	\$250,000	\$50,000	\$50,000	\$50,000	\$1,681,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.235
 Service Name: SGL Small Craft Harbour Facilities

CAPITAL BUDGET FORM
 2021 & Forecast 2022 to 2025

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	New	Anson Road	Construction of the Anson Road facility - gravel roadway, approach, main float and approximately 720 ft of moorage.	\$575,000	S	Cap	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
19-02	Renewal	Retreat Cove	Upgrades to the Retreat Cove Dock Facility to maintain level of service.	\$185,000	S	Res	\$0	\$185,000	\$0	\$0	\$0	\$0	\$185,000
19-03	Decommission	Horton Bay	Decommission the Horton Bay dock after construction of the Anson Road facility.	\$100,000	S	Cap	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
20-02	Renewal	Spanish Hills	Upgrades to the Spanish Hills Dock Facility to maintain level of service.	\$75,000	S	Other	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-04	Renewal	Miners Bay Upgrades	Upgrades to Miners Bay based on a grant application to fund wharhead and approach upgrades.	\$30,000	S	Res	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
20-04	Renewal	Miners Bay Upgrades	Upgrades to Miners Bay based on a grant application to fund wharhead and approach upgrades.	\$246,000	S	Debt	\$0	\$246,000	\$0	\$0	\$0	\$0	\$246,000
21-01	Renewal	Port Washington	Dock improvements outlined from the 18-01 Inspections project.	\$195,000	S	Debt	\$0	\$195,000	\$0	\$0	\$0	\$0	\$195,000
21-02	Renewal	Inspections	Detailed inspections including underwater inspection.	\$125,000	S	Res	\$0	\$0	\$0	\$125,000	\$0	\$0	\$125,000
21-03	Renewal	ANNUAL PROVISIONAL: Dock Improvements	An annual provisional fund is required to address unplanned dock safety issues.	\$200,000	S	Res	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
21-05	New	Piers Island Additional Float	Installation of an additional float at the Piers Island dock.	\$135,000	S	Res	\$0	\$135,000	\$0	\$0	\$0	\$0	\$135,000
22-01	Renewal	Hope Bay	Dock improvements outlined from the 18-01 Inspections project.	\$90,000	S	Debt	\$0	\$0	\$90,000	\$0	\$0	\$0	\$90,000
22-02	Renewal	Swartz Bay Improvements & Dock Replacement	Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022.	\$175,000	S	Res	\$0	\$0	\$100,000	\$75,000	\$0	\$0	\$175,000
GRAND TOTAL				\$2,131,000			\$100,000	\$1,091,000	\$240,000	\$250,000	\$50,000	\$50,000	\$1,681,000

Service: 1.235

SGI Small Craft Harbour Facilities

Proj. No.	19-01	Capital Project Title	Anson Road	Capital Project Description	Construction of the Anson Road facility - gravel roadway, approach, main float and approximately 720 ft of moorage.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	Construction of a new dock facility at the end of Anson Road. Works include construction of a walkway ramp, gravel road and turnaround, pump out toilet, main float with 6 fingers to provide approximately 720 ft of moorage. Funding to be partially from reserves and partially from the capital reserve and funds from the acquisition of Horton Bay. Funds are required to carry out the required archeological investigation and procure a contractor for construction.				

Proj. No.	19-02	Capital Project Title	Retreat Cove	Capital Project Description	Upgrades to the Retreat Cove Dock Facility to maintain level of service.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	This project includes works to maintain the current level of service as recommended in the Moffatt & Nichol Summary Report for Southern Gulf Islands Harbour Commission (SGIHC) Facilities December 11, 2015 and Stantec's 2018 top-side inspection. Recommended works include repairs to the approach piles, and repairs to the floats. Due to the quickly deteriorating condition of the Sturdies Bay facility, this project has been delayed to 2021.				

Proj. No.	19-03	Capital Project Title	Horton Bay	Capital Project Description	Decommission the Horton Bay dock after construction of the Anson Road facility.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	This project is for decommissioning of the Horton Bay facility after construction of the Anson Road dock. Funds are required to carry out the required archeological investigation and retain a contractor to remove the infrastructure.				

Proj. No.	20-02	Capital Project Title	Spanish Hills	Capital Project Description	Upgrades to the Spanish Hills Dock Facility to maintain level of service.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	This project includes works to maintain the current level of service as recommended in DFO commissioned assessment. Recommended works include preventative maintenance works on piles to extend service life, replace broken pile footing and repairs to the gangway. Funding are required for staff to retain a contractor to carry out the works.				

Proj. No.	20-04	Capital Project Title	Miners Bay Upgrades	Capital Project Description	Upgrades to Miners Bay based on a grant application to fund wharfhead and approach upgrades
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	Additional works were highlighted during the completion of the 2018 upgrade works including the required to replace the wharf head decking, need to replace the electrical system and lighting, repairs and replacements for rails on the approach and additional piles requiring replacement. A grant has been submitted and unsuccessful in 2020.				

Proj. No. 21-01	Capital Project Title Port Washington	Capital Project Description Dock improvements outlined from the 18-01 Inspections project.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works.</i>		

Proj. No. 21-02	Capital Project Title Inspections	Capital Project Description Detailed inspections including underwater inspection.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Dock inspection, repair and maintenance is an iterative process that requires periodic review of the facilities and re-evaluation of proposed work plans and residual life estimates. This budget is for a "Top Side and Underwater " inspection and will be used to re-evaluate the 5 Year capital Program. Due to recent inspections and resulting works this project has been deferred until 2023.</i>		

Proj. No. 21-03	Capital Project Title ANNUAL PROVISIONAL: Dock Improvements	Capital Project Description An annual provisional fund is required to address unplanned dock safety issues.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Funds are required for unplanned & minor repairs such as minor board replacement, painting, emergency repairs, and electrical repairs.</i>		

Proj. No. 21-05	Capital Project Title Piers Island Additional Float	Capital Project Description Installation of an additional float at the Piers Island dock.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>This project is to complete the Piers Island Additional Float replacement. Design, environmental assessment and majority of permitting is complete. Funds are required to retain a contractor to supply and install an additional float.</i>		

Proj. No. 22-01	Capital Project Title Hope Bay	Capital Project Description Dock improvements outlined from the 18-01 Inspections project.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works.</i>		

Proj. No. 22-02	Capital Project Title Swartz Bay Improvements & Dock Replacement	Capital Project Description Dock improvements outlined from the 18-01 Inspection project.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works. In 2020 it was noted that float B had rotting frame indicating requirement to replace the float.</i>		

Reserve Schedule

Reserve Fund: 1.235 SGI Harbour Facilities - Capital Reserve Fund

Bylaw 2719

Reserve Cash Flow

Fund: Fund Centre:	1054 101467	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		466,134	384,894	154,894	154,894	54,894	154,894
Transfer from Ops Budget		170,000	170,000	150,000	150,000	150,000	150,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(269,000)	(400,000)	(150,000)	(250,000)	(50,000)	(50,000)
Interest Income		17,760	-	-	-	-	-
Ending Balance \$		384,894	154,894	154,894	54,894	154,894	254,894

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. Also offset with Realized Loss (Gain).

CAPITAL REGIONAL DISTRICT

2021 Budget

SGI House Numbering

EAC Review

Service: 1.314 SGI Building Numbering

Committee: Electoral Area

DEFINITION:

To establish and operate the service of numbering building for Southern Gulf Islands Electoral Area.
Established by Bylaw No. 3230 (2004).
Southern Gulf Islands Building Numbering Regulation Bylaw No. 3231.

SERVICE DESCRIPTION:

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

PARTICIPATION:

Southern Gulf Islands

MAXIMUM LEVY:

None

FUNDING:

Requisition

1.314 - SGI House Numbering	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Building Inspection	8,564	8,564	8,773	-	-	8,773	8,948	9,127	9,310	9,496
Allocations	539	539	497	-	-	497	468	477	487	496
Other Operating Expenses	70	70	70	-	-	70	70	70	70	70
TOTAL COSTS	9,173	9,173	9,340	-	-	9,340	9,486	9,674	9,867	10,062
*Percentage Increase over prior year						1.8%	1.6%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(22)	(22)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(82)	(82)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
Interest Income	(10)	(10)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
TOTAL REVENUE	(114)	(114)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
REQUISITION	(9,059)	(9,059)	(9,210)	-	-	(9,210)	(9,356)	(9,544)	(9,737)	(9,932)
*Percentage increase over prior year Requisition						1.7%	1.6%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

South Galiano Fire Protection

EAC Review

Service: 1.352 South Galiano Fire

Committee: Electoral Area

DEFINITION:

A local service area established to provide fire protection and emergency response on a volunteer basis to the southern part of Galiano Island. Fire department is operated by the South Galiano Fire Protection Society in accordance with a written agreement between the Society and the CRD. Bylaw No. 70 (January 13, 1971). Repealed and replaced by Bylaw No. 2148 (January 12, 1994) Local Service Area #25 - M-764. Amended by Bylaw No. 3224 to add emergency response.

PARTICIPATION:

On taxable school assessments, excluding property that is taxable for school purposes only by Special Act. Specified Area #1 - A(764).

MAXIMUM LEVY:

Greater of \$269,580 or \$0.8125 / \$11,000.

FUNDING:

Requisition

1.352 - South Galiano Fire Protection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Honorarium and Call Out Pay	110,000	110,000	111,870	-	-	111,870	114,110	116,390	118,720	121,090
Travel - Vehicles	34,900	34,900	31,060	-	-	31,060	31,680	32,320	32,970	33,620
Insurance	1,760	1,760	5,240	-	-	5,240	5,350	5,460	5,570	5,680
Staff Development	30,000	30,000	30,510	-	-	30,510	31,120	31,740	32,370	33,020
Maintenance	9,020	9,020	9,170	-	-	9,170	9,350	9,540	9,730	9,920
Internal Allocations	7,928	7,928	10,655	-	-	10,655	12,624	12,876	13,134	13,397
Operating Supplies and Other	33,820	33,820	34,390	-	-	34,390	35,070	35,770	36,470	37,180
TOTAL OPERATING COSTS	227,428	227,428	232,895	-	-	232,895	239,304	244,096	248,964	253,907
*Percentage Increase over prior year						2.4%	2.8%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Capital Equipment Purchases	5,600	5,600	5,700	-	-	5,700	5,810	5,930	6,050	6,170
Transfer to Equipment Replacement Fund	79,695	79,695	81,050	-	-	81,050	82,430	83,830	85,260	86,710
TOTAL CAPITAL / RESERVE	85,295	85,295	86,750	-	-	86,750	88,240	89,760	91,310	92,880
<u>MFA DEBT</u>										
MFA Debt Reserve Fund	20,100	20,100	23,057	-	-	23,057	-	-	-	-
Principal Payment	-	-	-	-	-	-	71,986	71,986	71,986	71,986
Interest Payment	46,280	46,280	43,528	-	-	43,528	40,350	40,350	40,350	40,350
TOTAL MFA DEBT	66,380	66,380	66,585	-	-	66,585	112,336	112,336	112,336	112,336
TOTAL COSTS	379,103	379,103	386,230	-	-	386,230	439,881	446,192	452,610	459,123
<u>FUNDING SOURCES (REVENUE)</u>										
Parcel Tax	(66,380)	(66,380)	(66,585)	-	-	(66,585)	(112,336)	(112,336)	(112,336)	(112,336)
Other Income	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	(66,680)	(66,680)	(66,895)	-	-	(66,895)	(112,656)	(112,666)	(112,676)	(112,686)
REQUISITION	(312,423)	(312,423)	(319,335)	-	-	(319,335)	(327,224)	(333,526)	(339,934)	(346,437)
*Percentage increase over prior year Requisition						2.2%	2.5%	1.9%	1.9%	1.9%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.352	Carry	2021	2022	2023	2024	2025	TOTAL
	South Galiano Fire	Forward from						
		2020						

EXPENDITURE

Buildings	\$600,000	\$603,000	\$3,000	\$3,000	\$0	\$0	\$609,000
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	\$600,000	\$0	\$600,000
	\$600,000	\$603,000	\$3,000	\$3,000	\$600,000	\$0	\$1,209,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$600,000	\$600,000	\$0	\$0	\$0	\$0	\$600,000
Equipment Replacement Fund	\$0	\$3,000	\$3,000	\$3,000	\$600,000	\$0	\$609,000
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
	\$600,000	\$603,000	\$3,000	\$3,000	\$600,000	\$0	\$1,209,000

Reserve Schedule

Reserve Fund: 1.352 South Galiano Fire Protection - Equipment Replacement Fund

ERF Group: SGALFIRE.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101431	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		232,672	312,367	390,417	469,847	550,677	35,937
Transfer from Ops Budget		79,695	81,050	82,430	83,830	85,260	86,710
Planned Purchase		-	(3,000)	(3,000)	(3,000)	(600,000)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		312,367	390,417	469,847	550,677	35,937	122,647

Assumptions/Background:

Need to transfer as much as operating budget will allow in order to fund replacement of fire vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2021 Budget

Pender Fire Protection

EAC Review

Service: 1.356 Pender Island Fire Protection & Emergency Response Service

Committee: Electoral Area

DEFINITION:

A specified area established to provide fire protection and emergency response on a volunteer basis to Pender Islands. Local Service Bylaw No. 2050 (October 28, 1992). Amended by Bylaw No. 3015 (November 29, 2002) to increase the levy rate to \$1.87. Amended by Bylaw No. 3283 to change the name and geographical area to include both North and South Pender Islands to create one fire service area known as the Pender Islands Fire Protection & Emergency Response Service. This Amendment also decreased the levy to \$0.92.

PARTICIPATION:

On all lands and improvements on the basis of taxable hospital district assessments. Local Service Area #18 - J(764).

MAXIMUM LEVY:

Bylaw No. 3994 states "Greater of \$918,000 or \$0.998 / \$1,000" to a maximum of \$1,204,915.

FUNDING:

Requisition

Change in Budget 2020 to 2021

Service: 1.356 Pender Fire Protection

Total Expenditure**Comments****2020 Budget****1,027,091****Change in Salaries:**

Base salary change

-

Inclusive of estimated collective agreement changes

Step increase/paygrade change

-

Other (explain as necessary)

-

Total Change in Salaries

-

Other Changes:

Debt

58,200

Short term loan for purchase of new fire truck

Payment to 3rd Parties

13,038

Contractual increase to Pender Fire

Internal Allocations

6,123

Contribution to Reserves

2,158

CRF and ERF

Other

960

Total Other Changes

80,479

2021 Budget**1,107,570**

% expense increase from 2020:

7.8%

% Requisition increase from 2020 (if applicable):

2.2%

Requisition funding is 99% of service revenue

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

Service is expected to finish 2020 on budget. Short term borrowing associated with purchase of new fire truck began in 2020.

1.356 - Pender Fire Protection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Travel - Vehicles	12,000	12,000	12,200	-	-	12,200	12,440	12,690	12,940	13,200
Insurance	7,130	7,130	7,720	-	-	7,720	7,870	8,030	8,190	8,350
Payment - Fire Protection Society	766,712	766,712	779,750	-	-	779,750	795,350	811,260	827,490	844,040
Internal Allocations	29,537	29,537	35,660	-	-	35,660	42,074	42,915	43,774	44,649
Operating - Other	9,600	9,600	9,770	-	-	9,770	9,960	10,150	10,370	10,590
TOTAL OPERATING COSTS	824,979	824,979	845,100	-	-	845,100	867,694	885,045	902,764	920,829
*Percentage Increase over prior year						2.4%	2.7%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	71,956	71,956	73,035	-	-	73,035	74,500	75,990	77,510	79,060
Transfer to Capital Reserve Fund	71,956	71,956	73,035	-	-	73,035	74,500	75,990	77,510	79,060
TOTAL CAPITAL / RESERVE	143,912	143,912	146,070	-	-	146,070	149,000	151,980	155,020	158,120
Debt Costs	58,200	58,200	116,400	-	-	116,400	116,400	116,400	116,400	116,400
TOTAL COSTS	1,027,091	1,027,091	1,107,570	-	-	1,107,570	1,133,094	1,153,425	1,174,184	1,195,349
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Reserve Fund	(58,200)	(58,200)	(116,400)	-	-	(116,400)	(116,400)	(116,400)	(116,400)	(116,400)
Grants in Lieu of Taxes	(7,281)	(7,281)	(7,410)	-	-	(7,410)	(7,560)	(7,710)	(7,860)	(8,020)
Other Income	(1,500)	(1,500)	(2,200)	-	-	(2,200)	(2,212)	(2,218)	(2,225)	(2,230)
TOTAL REVENUE	(66,981)	(66,981)	(126,010)	-	-	(126,010)	(126,172)	(126,328)	(126,485)	(126,650)
REQUISITION	(960,110)	(960,110)	(981,560)	-	-	(981,560)	(1,006,922)	(1,027,097)	(1,047,699)	(1,068,699)
*Percentage increase over prior year Requisition						2.2%	2.6%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.356	Carry						
	Pender Island Fire	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$18,000	\$0	\$0	\$0	\$0	\$0	\$18,000
Equipment	\$0	\$34,000	\$4,000	\$25,000	\$0	\$0	\$0	\$63,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000
	\$0	\$127,000	\$4,000	\$25,000	\$0	\$0	\$0	\$156,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$109,000	\$4,000	\$25,000	\$0	\$0	\$0	\$138,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$18,000	\$0	\$0	\$0	\$0	\$0	\$18,000
	\$0	\$127,000	\$4,000	\$25,000	\$0	\$0	\$0	\$156,000

**Pender Fire Protection
Reserve Summary Schedule
2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	220,324	175,359	174,859	175,849	178,359	257,419
Equipment Replacement Fund	148,752	96,387	125,487	135,077	171,187	133,847
Total	369,075	271,745	300,345	310,925	349,545	391,265

Reserve Schedule

Reserve Fund: 1.356 Pender Fire Protection - Capital Reserve Fund

Bylaw 3313

Reserve Cash Flow

Fund:	1013	Estimated	Budget				
Fund Centre:	101357	2020	2021	2022	2023	2024	2025
Beginning Balance		427,093	220,324	175,359	174,859	175,849	178,359
Transfer from Ops Budget		71,956	73,035	74,500	75,990	77,510	79,060
Transfer to Cap Fund		(185,455)	(18,000)	-	-	-	-
Transfer to ERF		(100,000)	(100,000)	(75,000)	(75,000)	(75,000)	-
Interest Income		6,730					
Ending Balance \$		220,324	175,359	174,859	175,849	178,359	257,419

Assumptions/Background:

Maintain fund at level required under long term capital plan. Considered sufficient. Level to resume life cycle funding after ERF replenished

Reserve Schedule

Reserve Fund: 1.356 Pender Fire Protection - Equipment Replacement Fund

For replacement of firefighting equipment and vehicles
ERF Group: NPENDFIRE.ERF & SPENDFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget					
		2020	2021	2022	2023	2024	2025	
Fund Centre:	101433							
Beginning Balance		236,940	148,752	96,387	125,487	135,077	171,187	
Expenditures (Based on Capital Plan)		(201,944)	(109,000)	(4,000)	(25,000)	-	-	
Transfer from Ops Budget		71,956	73,035	74,500	75,990	77,510	79,060	
Transfer from Capital Reserve Fund		100,000	100,000	75,000	75,000	75,000		
Transfer to OPEX to pay ST Loan		(58,200)	(116,400)	(116,400)	(116,400)	(116,400)	(116,400)	
Interest Income		-						
Ending Balance \$		148,752	96,387	125,487	135,077	171,187	133,847	

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

North Galiano Fire Protection

EAC Review

Service: 1.359 North Galiano Fire

Committee: Electoral Area

DEFINITION:

A Specified Area to provide Fire Protection Services for North Galiano Island. Establishment Bylaw No. 1852 (November 17, 1990). Amended by Bylaw No. 2989 (November 27, 2002) to increase the levy rate to \$1.60. amended by Bylaw 3143 (Feb 11, 2004) to change boundaries. Amended by Bylaw 3221 (Feb 9, 2005).

MAXIMUM LEVY:

Greater of \$267,000 or \$1.60 / \$1,000 to a maximum of \$352,614.

COMMISSION:

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

MAXIMUM CAPITAL DEBT:

Authorized:	LA Bylaw No. 3844 (Dec/12)	670,000
Borrowed:	SI Bylaw No. 3910 (July/13)	(290,000)
	SI Bylaw No. 3936 (Feb/14)	(280,000)
Remaining:		<u><u>\$100,000</u></u>

FUNDING:

Requisition and parcel tax.

1.359 - North Galiano Fire Protection

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Honoraria	72,365	72,365	73,600	-	-	73,600	75,070	76,570	78,100	79,660
Travel - Vehicles	19,193	19,193	19,520	-	-	19,520	19,910	20,310	20,710	21,130
Insurance	5,620	5,620	5,800	-	-	5,800	5,920	6,040	6,160	6,290
Maintenance	5,928	5,928	6,030	-	-	6,030	6,150	6,280	6,410	6,540
Staff Training & Development	12,000	12,000	12,200	-	-	12,200	12,440	12,690	12,940	13,200
Internal Allocations	5,451	5,451	6,716	-	-	6,716	8,009	8,169	8,332	8,499
Operating - Supplies	19,296	19,296	13,050	-	-	13,050	13,310	13,580	13,850	14,130
Operating - Other	17,037	17,037	17,330	-	-	17,330	17,670	18,010	18,360	18,710
TOTAL OPERATING COSTS	156,890	156,890	154,246	-	-	154,246	158,479	161,649	164,862	168,159
*Percentage Increase over prior year						-1.7%	2.7%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Capital Equipment Purchases	13,132	13,132	6,270	-	-	6,270	6,400	6,530	6,660	6,790
Transfer to Capital Reserve Fund	5,000	5,000	5,090	-	-	5,090	5,190	5,290	5,400	5,510
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Debt Principal	28,467	28,467	28,467	-	-	28,467	28,467	28,467	28,467	28,467
Debt Interest	20,545	20,545	20,555	-	-	20,555	20,555	20,555	20,555	20,555
TOTAL DEBT / RESERVES	67,144	67,144	60,382	-	-	60,382	60,612	60,842	61,082	61,322
TOTAL COSTS	224,034	224,034	214,628	-	-	214,628	219,091	222,491	225,944	229,481
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(21,654)	(21,654)	-	-	-	-	-	-	-	-
Parcel Tax	(24,440)	(24,440)	(24,440)	-	-	(24,440)	(24,440)	(24,440)	(24,440)	(24,440)
Grants in lieu of Taxes	(277)	(277)	(300)	-	-	(300)	(310)	(320)	(330)	(340)
Other Income	(390)	(390)	(400)	-	-	(400)	(410)	(420)	(430)	(440)
TOTAL REVENUE	(46,761)	(46,761)	(25,140)	-	-	(25,140)	(25,160)	(25,180)	(25,200)	(25,220)
REQUISITION	(177,273)	(177,273)	(189,488)	-	-	(189,488)	(193,931)	(197,311)	(200,744)	(204,261)
*Percentage increase over prior year Requisition						6.9%	2.3%	1.7%	1.7%	1.8%

North Galiano Fire Protection
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	67,039	72,129	77,319	82,609	88,009	93,519
Equipment Replacement Fund	152,966	152,966	152,966	152,966	152,966	152,966
Total	220,004	225,094	230,284	235,574	240,974	246,484

Reserve Schedule

Reserve Fund: 1.359 North Galiano Fire Protection - Capital Reserve Fund

Bylaw 3944

Reserve Cash Flow

Fund: Fund Centre:	1085 102137	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		61,119	67,039	72,129	77,319	82,609	88,009
Transfer from Ops Budget		5,000	5,090	5,190	5,290	5,400	5,510
Planned Purchase		-	-	-	-	-	-
Interest Income		920	-	-	-	-	-
Ending Balance \$		67,039	72,129	77,319	82,609	88,009	93,519

Assumptions/Background:

Gradual increase in fund as per long term plan

Reserve Schedule

Reserve Fund: 1.359 North Galiano Fire Protection - Equipment Replacement Fund

ERF Group: NGALFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101435						
Beginning Balance		152,966	152,966	152,966	152,966	152,966	152,966
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		152,966	152,966	152,966	152,966	152,966	152,966

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Saturna Fire Protection

EAC Review

Service: 1.363 Saturna Fire Protection

Committee: Electoral Area

DEFINITION:

A Specified Area to provide Fire Protection and Emergency Response Services. Establishment Bylaw No.2165 (Nov. 29, 1993); Bylaw No.2575 (Jan. 28, 1998); Amended Bylaw No.2734 (Nov. 24, 1999).

MAXIMUM LEVY:

Greater of \$73,500 or \$0.85 / \$1,000 to a maximum of \$225,912.

FUNDING:

Requisition

1.363 - Saturna Fire Protection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payment - Fire Protection Society	167,000	167,000	169,840	-	-	169,840	173,240	176,700	180,230	183,830
Operating - Other	3,002	3,002	3,269	-	-	3,269	3,468	3,537	3,608	3,680
TOTAL COSTS	170,002	170,002	173,109	-	-	173,109	176,708	180,237	183,838	187,510
*Percentage Increase over prior year						1.8%	2.1%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(20)	(20)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(7,181)	(7,181)	(7,300)	-	-	(7,300)	(7,450)	(7,600)	(7,750)	(7,910)
Interest Income	(60)	(60)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
TOTAL REVENUE	(7,261)	(7,261)	(7,360)	-	-	(7,360)	(7,510)	(7,660)	(7,810)	(7,970)
REQUISITION	(162,741)	(162,741)	(165,749)	-	-	(165,749)	(169,198)	(172,577)	(176,028)	(179,540)
*Percentage increase over prior year Requisition						1.8%	2.1%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Program (SGI)

EAC Review

Service: 1.373 SGI Emergency Program

Committee: Electoral Area

DEFINITION:

To establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness responses and recovery measures for emergencies and disasters for the Electoral Area of Southern Gulf Islands.

Establishment Bylaw No. 2656 (November, 1998).

Order in Council #287 provides the CRD with the same powers as a local authority under the Emergency Program Act.

SERVICE DESCRIPTION:

Governed by Bylaw #3445, this service provides planning and management of an emergency response plan for the Southern Gulf Islands Electoral Area. The service was started in 1998 in response to the *Provincial Emergency Program Act*. The emergency response plan involves response to, and recovery from, a community disaster or emergency.

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

The Southern Gulf Islands Emergency Management Commission (SGIEMC) advises the service.

PARTICIPATION:

The service and participating area shall be coterminous with the Electoral Area of Southern Gulf Islands.

FUNDING:

Requisition

1.373 - Emergency Program (SGI)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Travel Expense	11,480	9,780	11,380	-	-	11,380	11,610	11,840	12,080	12,320
Contract for Services	64,700	64,700	64,700	-	-	64,700	65,990	67,310	68,650	70,030
Staff Training & Development	8,348	6,220	6,220	-	-	6,220	6,350	6,480	6,610	6,740
Educational Material	16,000	16,000	16,000	-	-	16,000	16,320	16,650	16,980	17,320
Payments to 3rd Parties	11,960	9,950	9,960	-	-	9,960	10,160	10,360	10,570	10,780
Supplies	17,270	19,575	19,575	-	-	19,575	19,980	20,390	20,800	21,220
Allocations	6,974	6,974	9,561	-	-	9,561	11,599	11,831	12,068	12,309
Property Taxes	-	677	750	-	-	750	770	790	810	830
Other Operating Expenses	90,705	91,788	90,422	-	-	90,422	92,210	94,020	95,840	97,740
TOTAL OPERATING COSTS	227,437	225,664	228,568	-	-	228,568	234,989	239,671	244,408	249,289
*Percentage Increase over prior year						0.5%	2.8%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	12,500	13,000	9,600	-	-	9,600	9,600	9,600	9,600	9,600
Transfer to Operating Reserve Fund	5,000	6,973	6,500	-	-	6,500	5,000	5,000	5,000	5,000
TOTAL CAPITAL / RESERVES	17,500	19,973	16,100	-	-	16,100	14,600	14,600	14,600	14,600
TOTAL COSTS	244,937	245,637	244,668	-	-	244,668	249,589	254,271	259,008	263,889
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(1,949)	(1,949)	(1,980)	-	-	(1,980)	(2,020)	(2,060)	(2,100)	(2,140)
Revenue - Other	(100)	(800)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(2,049)	(2,749)	(2,080)	-	-	(2,080)	(2,120)	(2,160)	(2,200)	(2,240)
REQUISITION	(242,888)	(242,888)	(242,588)	-	-	(242,588)	(247,469)	(252,111)	(256,808)	(261,649)
*Percentage increase over prior year Requisition						-0.1%	2.0%	1.9%	1.9%	1.9%

Emergency Program (SGI)
 Reserve Summary Schedule
 2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	218,496	228,096	237,696	247,296	256,896	266,496
Operating Reserve Fund	110,900	117,400	122,400	127,400	132,400	137,400
Total	329,397	345,497	360,097	374,697	389,297	403,897

Reserve Schedule

Reserve Fund: 1.373 SGI Emergency Program - Capital Reserve Fund

Bylaw 2965

Reserve Cash Flow

Fund:	1063	Estimated	Budget				
Fund Centre:	101723	2020	2021	2022	2023	2024	2025
Beginning Balance		202,916	218,496	228,096	237,696	247,296	256,896
Transfer from Ops Budget		12,500	9,600	9,600	9,600	9,600	9,600
Planned Expenditures		-	-	-	-	-	-
Interest Income		3,080					
Ending Balance \$		218,496	228,096	237,696	247,296	256,896	266,496

Assumptions/Backgrounds:
 Require sufficient funding to meet long range capital plan

Reserve Schedule

Reserve Fund: 1.373 SGI Emergency Program - Operating Reserve Fund

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105401	2020	2021	2022	2023	2024	2025
Beginning Balance		104,320	110,900	117,400	122,400	127,400	132,400
Transfer from Ops Budget		5,000	6,500	5,000	5,000	5,000	5,000
Transfer to Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		1,580					
Ending Balance \$		110,900	117,400	122,400	127,400	132,400	137,400

Assumptions/Backgrounds:

CAPITAL REGIONAL DISTRICT

2021 Budget

Saturna Island Comm. Parks

EAC Review

Service: 1.465 Saturna Island Community Parks

Committee: Saturna Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Saturna Island (Bylaw No. 2080, December 16, 1992).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Saturna Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds and sports fields.

PARTICIPATION:

Saturna Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

\$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$39,675. (Bylaw 4088 - Amends 2080 - March, 2016)

COMMISSION:

Saturna Island Parks and Recreation Commission (Bylaw No. 3485, November 14, 2007)

FUNDING:

Requisition

1.465 - Saturna Island Comm. Parks	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services	1,500	1,500	1,530	-	-	1,530	1,560	1,590	1,620	1,650
Supplies	400	400	400	-	-	400	400	400	400	400
Repairs & Maintenance	9,500	9,500	9,660	-	-	9,660	9,850	10,050	10,250	10,450
Allocations	1,267	1,267	982	-	-	982	949	968	988	1,007
Contingency	2,938	2,938	2,940	-	-	2,940	3,000	3,060	3,120	3,180
Other Operating Expenses	3,010	3,010	3,070	-	-	3,070	3,130	3,190	3,250	3,310
TOTAL OPERATING COSTS	18,615	18,615	18,582	-	-	18,582	18,889	19,258	19,628	19,997
*Percentage Increase over prior year						-0.2%	1.7%	2.0%	1.9%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	-	-	5,478	-	-	5,478	5,751	5,872	6,012	6,153
TOTAL CAPITAL / RESERVE	-	-	5,478	-	-	5,478	5,751	5,872	6,012	6,153
TOTAL COSTS	18,615	18,615	24,060	-	-	24,060	24,640	25,130	25,640	26,150
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(1,011)	(1,011)	(1,010)	-	-	(1,010)	(1,130)	(1,150)	(1,180)	(1,200)
Revenue - Other	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(1,061)	(1,061)	(1,060)	-	-	(1,060)	(1,180)	(1,200)	(1,230)	(1,250)
REQUISITION	(17,554)	(17,554)	(23,000)	-	-	(23,000)	(23,460)	(23,930)	(24,410)	(24,900)
*Percentage increase over prior year Requisition						31.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.465	Carry						
	Saturna Island Community Parks	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$40,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$40,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$40,000
	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$40,000

Saturna Island Comm. Parks
 Reserve Summary Schedule
 2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	60,765	56,243	51,994	47,866	43,878	50,031
Land Reserve Fund	3,184	3,184	3,184	3,184	3,184	3,184
Total	63,949	59,427	55,178	51,050	47,062	53,215

Reserve Schedule

Reserve Fund: 1.465 Saturna Comm Parks - Capital Reserve Fund

Bylaw 2627

Reserve Cash Flow

Fund: Fund Centre:	1036 101380	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		79,605	60,765	56,243	51,994	47,866	43,878
Transfer from Ops Budget		-	5,478	5,751	5,872	6,012	6,153
Transfer to Cap Fund		(20,000)	(10,000)	(10,000)	(10,000)	(10,000)	-
Interest Income*		1,160	-	-	-	-	-
Ending Balance \$		60,765	56,243	51,994	47,866	43,878	50,031

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 1.465 Saturna Comm Parks - Land Reserve Fund - Bylaw 2398

- Saturna Island Park Land Acquisition Reserve Fund was established in 1996 under bylaw 2398.
- The monies in the reserve fund and interest earned on it, shall be expended only for the purchase of park land.

Reserve Cash Flow

Fund:	1018	Estimated	Budget				
Fund Centre:	101361	2020	2021	2022	2023	2024	2025
Beginning Balance		3,136	3,184	3,184	3,184	3,184	3,184
Transfer from Ops Budget		-	-	-	-	-	-
Interest Income		48	-	-	-	-	-
Ending Balance \$		3,184	3,184	3,184	3,184	3,184	3,184

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

2021 Budget

Saturna Island Comm. Recreation

EAC Review

Service: 1.468 Saturna Island Community Recreation

Committee: Saturna Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Saturna Island (Bylaw No. 1463, June 25, 1986).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Saturna Island.

PARTICIPATION:

Saturna Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

\$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$20,896.

COMMISSION:

Saturna Island Parks and Recreation Commission (Bylaw No. 3485, November 14, 2007)

FUNDING:

Requisition

1.468 - Saturna Island Comm. Recreation	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Recreation Programs	8,660	8,660	8,810	-	-	8,810	8,990	9,170	9,350	9,540
Special Events	2,200	2,200	2,240	-	-	2,240	2,280	2,330	2,380	2,430
Allocations	759	759	778	-	-	778	690	704	718	732
Other Operating Expenses	1,910	1,910	1,920	-	-	1,920	1,960	2,000	2,040	2,080
TOTAL OPERATING COSTS	13,529	13,529	13,748	-	-	13,748	13,920	14,204	14,488	14,782
*Percentage Increase over prior year						1.6%	1.3%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,565)	(1,565)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(323)	(323)	(360)	-	-	(360)	(370)	(380)	(390)	(400)
Revenue - Other	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
TOTAL REVENUE	(1,908)	(1,908)	(380)	-	-	(380)	(390)	(400)	(410)	(420)
REQUISITION	(11,621)	(11,621)	(13,368)	-	-	(13,368)	(13,530)	(13,804)	(14,078)	(14,362)
*Percentage increase over prior year Requisition						15.0%	1.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Mayne Island Community Parks & Rec

EAC Review

Service: 1.475 Mayne Island Community Parks

Committee: Mayne Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Mayne Island (Bylaw No. 1602, January 13, 1988).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Mayne Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds, a Japanese Garden and sports fields.

PARTICIPATION:

Mayne Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

\$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$113,216. (Bylaw 4089 - Amends 1602 - March, 2016)

COMMISSION:

Mayne Island Parks and Recreation Commission (Bylaw No. 3488, November 14, 2007)

FUNDING:

Requisition

1.475 - Mayne Island Community Parks & Rec	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Honoraria, Wages & Benefits	3,280	3,280	3,340	-	-	3,340	3,410	3,480	3,550	3,620
Supplies	3,238	3,238	3,290	-	-	3,290	3,350	3,410	3,480	3,550
Repairs, Maintenance, & Improvements	60,157	60,157	61,180	-	-	61,180	62,400	63,650	64,920	66,220
Allocations	4,847	4,847	5,504	-	-	5,504	6,198	6,321	6,446	6,572
Other Operating Expenses	10,003	10,003	10,170	-	-	10,170	10,370	10,580	10,800	11,020
TOTAL OPERATING COSTS	81,525	81,525	83,484	-	-	83,484	85,728	87,441	89,196	90,982
*Percentage Increase over prior year						2.4%	2.7%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(62)	(62)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
Revenue - Other	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(262)	(262)	(270)	-	-	(270)	(270)	(270)	(270)	(270)
REQUISITION	(81,263)	(81,263)	(83,214)	-	-	(83,214)	(85,458)	(87,171)	(88,926)	(90,712)
*Percentage increase over prior year Requisition						2.4%	2.7%	2.0%	2.0%	2.0%

Reserve Schedule

Reserve Fund: 1.475 Mayne Comm. Parks & Rec - Capital Reserve Fund

Bylaw 2866

Reserve Cash Flow

Fund:	1061	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101611						
Beginning Balance		99,633	70,092	70,092	70,092	70,092	70,092
Transfer from Ops Budget		-	-	-	-	-	-
Transfer from ERF		59	-	-	-	-	-
Transfer to Cap Fund		(31,000)	-	-	-	-	-
Interest Income*		1,400	-	-	-	-	-
Ending Balance \$		70,092	70,092	70,092	70,092	70,092	70,092

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 1.475 Mayne Comm. Parks & Rec - Equipment Replacement Fund

ERF Group: MAYNEPRK.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101921						
Beginning Balance		59	-	-	-	-	-
Transfer to Caps Fund		(59)	-	-	-	-	-
Planned Expenditures		-	-	-	-	-	-
Interest Income*		-	-	-	-	-	-
Ending Balance \$		-	-	-	-	-	-

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

2021 Budget

Mayne Island Community Parks Donations

EAC Review

1.476 - Mayne Island Community Parks Donations	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Japanese Garden	21,627	21,627	3,373	-	-	3,373	3,337	3,306	3,335	3,400
Dinner Bay	400	400	400	-	-	400	400	400	400	410
Putting Green	150	150	150	-	-	150	150	150	150	150
TOTAL COSTS	22,177	22,177	3,923	-	-	3,923	3,887	3,856	3,885	3,960
*Percentage Increase over prior year						-82.3%	-0.9%	-0.8%	0.8%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(18,167)	(18,167)	-	-	-	-	-	-	-	-
Donations & Fees	(3,790)	(3,790)	(3,703)	-	-	(3,703)	(3,667)	(3,636)	(3,665)	(3,740)
Other Income	(220)	(220)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
TOTAL REVENUE	(22,177)	(22,177)	(3,923)	-	-	(3,923)	(3,887)	(3,856)	(3,885)	(3,960)
REQUISITION	-	-	-	-	-	-	-	-	-	-
*Percentage increase over prior year Requisition						0.0%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Mayne Island Community Rec.

EAC Review

Service: 1.478 Mayne Island Community Recreation

Committee: Mayne Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Mayne Island (Bylaw No. 1463, June 25, 1986).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Mayne Island.

PARTICIPATION:

Mayne Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

\$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$59,627. (Bylaw 4153 Sept 13, 2017)

COMMISSION:

Mayne Island Parks and Recreation Commission (Bylaw No. 3488, November 14, 2007)

FUNDING:

Requisition

1.478 - Mayne Island Community Rec.	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Recreation Programs	25,877	25,877	27,600	-	-	27,600	24,500	29,300	26,000	26,520
Special Events	3,624	3,624	3,690	-	-	3,690	3,760	3,840	3,920	4,000
Allocations	1,414	1,414	1,627	-	-	1,627	1,823	1,859	1,897	1,935
Other Operating Expenses	4,830	4,830	1,350	-	-	1,350	4,870	1,390	4,910	1,440
TOTAL OPERATING COSTS	35,745	35,745	34,267	-	-	34,267	34,953	36,389	36,727	33,895
*Percentage Increase over prior year						-4.1%	2.0%	4.1%	0.9%	-7.7%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(2,892)	(2,892)	-	-	-	-	-	-	-	-
Revenue - Other	(26)	(26)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
Grants in Lieu of Taxes	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	(2,948)	(2,948)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
REQUISITION	(32,797)	(32,797)	(34,207)	-	-	(34,207)	(34,893)	(36,329)	(36,667)	(33,835)
*Percentage increase over prior year Requisition						4.3%	2.0%	4.1%	0.9%	-7.7%

CAPITAL REGIONAL DISTRICT

2021 Budget

Pender Parks

EAC Review

Service: 1.485 Pender Island Community Parks

Committee: Pender Islands Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Pender Island (Bylaw No. 1601, January 13, 1988)

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Pender Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds a disc park and sports fields.

PARTICIPATION:

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

\$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$182,638. (Bylaw 4091 - March, 2016)

COMMISSION:

Pender Islands Parks and Recreation Commission (Bylaw No. 3561, September 10, 2008)

FUNDING:

Requisition

1.485 - Pender Parks	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services	19,530	19,530	19,860	-	-	19,860	20,260	20,670	21,080	21,500
Supplies	12,040	12,040	12,250	-	-	12,250	12,490	12,740	12,990	13,240
Repairs, Maintenance, & Improvements	43,210	43,210	43,940	-	-	43,940	44,820	45,720	46,630	47,560
Allocations	8,034	8,034	8,922	-	-	8,922	9,854	10,051	10,250	10,450
Contingency	4,560	4,560	4,000	-	-	4,000	4,080	4,160	4,240	4,320
Other Operating Expenses	17,026	17,026	17,350	-	-	17,350	17,680	18,010	18,360	18,710
TOTAL OPERATING COSTS	104,400	104,400	106,322	-	-	106,322	109,184	111,351	113,550	115,780
*Percentage Increase over prior year						1.8%	2.7%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	50,560	50,560	50,560	-	-	50,560	50,560	50,560	50,560	50,560
TOTAL CAPITAL / RESERVE	50,560	50,560	50,560	-	-	50,560	50,560	50,560	50,560	50,560
TOTAL COSTS	154,960	154,960	156,882	-	-	156,882	159,744	161,911	164,110	166,340
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(1,040)	(1,040)	(1,040)	-	-	(1,040)	(1,060)	(1,080)	(1,100)	(1,120)
Revenue - Other	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(1,240)	(1,240)	(1,240)	-	-	(1,240)	(1,260)	(1,280)	(1,300)	(1,320)
REQUISITION	(153,720)	(153,720)	(155,642)	-	-	(155,642)	(158,484)	(160,631)	(162,810)	(165,020)
*Percentage increase over prior year Requisition						1.3%	1.8%	1.4%	1.4%	1.4%

**Pender Parks
Reserve Summary Schedule
2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	275,230	315,790	356,350	396,910	437,470	488,030
Land Reserve Fund	36,026	36,026	36,026	36,026	36,026	36,026
Total	311,256	351,816	392,376	432,936	473,496	524,056

Reserve Schedule

Reserve Fund: 1.485 PenderParks - Capital Reserve Fund - Bylaw 2236

- Capital Reserve Fund for Pender Island Parks was established in 1994 under Bylaw No. 2236.
- These reserves can only be used to fund capital expenditure.
- Surplus money from the operation of parks, recreational and related community programs and facilities

Reserve Cash Flow

Fund:	1038	Estimated	Budget				
Fund Centre:	101382	2020	2021	2022	2023	2024	2025
Beginning Balance		231,170	275,230	315,790	356,350	396,910	437,470
Transfer from Ops Budget		50,560	50,560	50,560	50,560	50,560	50,560
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	-
Interest Income*		3,500	-	-	-	-	-
Ending Balance \$		275,230	315,790	356,350	396,910	437,470	488,030

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 1.485 Pender Parks - Land Reserve Fund - Bylaw 2399

- Land Reserve Fund for Pender Island Parks was established in 1994 under Bylaw No. 2399.
- These reserves can only be used to fund capital expenditure.
- Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund:	1019	Estimated	Budget				
Fund Centre:	101362	2020	2021	2022	2023	2024	2025
Beginning Balance		35,486	36,026	36,026	36,026	36,026	36,026
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income*		540	-	-	-	-	-
Ending Balance \$		36,026	36,026	36,026	36,026	36,026	36,026

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

2021 Budget

Pender Island Community Rec

EAC Review

Service: 1.488 Pender Island Community Rec

Committee: Pender Islands Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Pender Island (Bylaw No. 1360, June 26, 1985).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Pender Island.

PARTICIPATION:

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

\$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$96,189.

COMMISSION:

Pender Islands Parks and Recreation Commission (Bylaw No. 3561, September 10, 2008)

FUNDING:

Requisition

1.488 - Pender Island Community Rec	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Recreation Programs	57,940	57,940	58,920	-	-	58,920	60,100	61,300	62,530	63,780
Allocations	2,306	2,306	2,667	-	-	2,667	3,079	3,140	3,203	3,267
Other Operating Expenses	120	120	120	-	-	120	120	120	120	120
TOTAL OPERATING COSTS	60,366	60,366	61,707	-	-	61,707	63,299	64,560	65,853	67,167
*Percentage Increase over prior year						2.2%	2.6%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(896)	(896)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(557)	(557)	(600)	-	-	(600)	(610)	(620)	(630)	(640)
Revenue - Other	(260)	(260)	(260)	-	-	(260)	(270)	(280)	(290)	(300)
TOTAL REVENUE	(1,713)	(1,713)	(860)	-	-	(860)	(880)	(900)	(920)	(940)
REQUISITION	(58,653)	(58,653)	(60,847)	-	-	(60,847)	(62,419)	(63,660)	(64,933)	(66,227)
*Percentage increase over prior year Requisition						3.7%	2.6%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Galiano Island Community Parks

EAC Review

Service: 1.495 Galiano Community Parks

Committee: Galiano Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Galiano Island (Bylaw No. 2294, February 22, 1995).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Galiano Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds and sports fields.

PARTICIPATION:

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

\$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$104,083.

COMMISSION:

Galiano Island Parks and Recreation Commission (Bylaw No. 3486, November 14, 2007)

FUNDING:

Requisition

1.495 - Galiano Island Community Parks	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Repairs, Maintenance, & Improvements	67,600	67,600	68,750	-	-	68,750	70,120	71,520	72,950	74,410
Allocations	2,376	2,376	3,259	-	-	3,259	3,850	3,927	4,005	4,085
Contingency	670	670	680	-	-	680	690	700	710	720
Other Operating Expenses	4,840	4,840	4,970	-	-	4,970	5,060	5,160	5,260	5,360
TOTAL OPERATING COSTS	75,486	75,486	77,659	-	-	77,659	79,720	81,307	82,925	84,575
*Percentage Increase over prior year						2.9%	2.7%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	14,594	14,594	14,481	-	-	14,481	14,359	14,661	14,982	15,280
TOTAL CAPITAL / RESERVE	14,594	14,594	14,481	-	-	14,481	14,359	14,661	14,982	15,280
TOTAL COSTS	90,080	90,080	92,140	-	-	92,140	94,079	95,968	97,907	99,855
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
Revenue - Other	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	(60)	(60)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
REQUISITION	(90,020)	(90,020)	(92,080)	-	-	(92,080)	(94,019)	(95,908)	(97,847)	(99,795)
*Percentage increase over prior year Requisition						2.3%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.495	Carry						
	Galiano Community Parks	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$13,000	\$20,000	\$16,900	\$2,000	\$0	\$0	\$51,900
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$13,000	\$20,000	\$16,900	\$2,000	\$0	\$0	\$51,900

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$13,000	\$20,000	\$16,900	\$2,000	\$0	\$0	\$51,900
	\$0	\$13,000	\$20,000	\$16,900	\$2,000	\$0	\$0	\$51,900

Reserve Schedule

Reserve Fund: 1.495 Galiano Island Community Parks - Capital Reserve Fund

Bylaw 2851

Reserve Cash Flow

Fund:	1058	Estimated	Budget				
Fund Centre:	101604	2020	2021	2022	2023	2024	2025
Beginning Balance		80,482	54,746	56,227	50,586	48,347	61,329
Transfer from Ops Budget		14,594	14,481	14,359	14,661	14,982	15,280
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(41,500)	(13,000)	(20,000)	(16,900)	(2,000)	-
Interest Income*		1,170	-	-	-	-	-
Ending Balance \$		54,746	56,227	50,586	48,347	61,329	76,609

Assumptions/Background:

Balance is sufficient. No additional transfers budgeted.

* 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

2021 Budget

Galiano Community Recreation

EAC Review

Service: 1.498 Galiano Community Recreation

Committee: Galiano Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Galiano Island (Bylaw No. 2295, February 22, 1995).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Galiano Island.

PARTICIPATION:

Galiano Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

\$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$54,817.

COMMISSION:

Galiano Island Parks and Recreation Commission (Bylaw No. 3486, November 14, 2007)

FUNDING:

Requisition

1.498 - Galiano Community Recreation	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Recreation Programs	33,870	33,870	34,450	-	-	34,450	35,140	35,840	36,560	37,290
Allocations	1,431	1,431	1,590	-	-	1,590	1,835	1,872	1,909	1,947
Other Operating Expenses	680	680	680	-	-	680	700	720	740	760
TOTAL OPERATING COSTS	35,981	35,981	36,720	-	-	36,720	37,675	38,432	39,209	39,997
*Percentage Increase over prior year						2.1%	2.6%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(71)	(71)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(16)	(16)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
TOTAL REVENUE	(87)	(87)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
REQUISITION	(35,894)	(35,894)	(36,700)	-	-	(36,700)	(37,655)	(38,412)	(39,189)	(39,977)
*Percentage increase over prior year Requisition						2.2%	2.6%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Storm Water Quality Management (SGI)

EAC Review

Service: 1.533 SGI Stormwater Quality Management

Committee: Electoral Area

DEFINITION:

To provide for the control of pollution in stormwater runoff from land. In Bylaw No. 2452 (adopted February, 1997 for the EA of Southern Gulf Islands) "stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses.

SERVICE DESCRIPTION:

The service provides a stormwater quality program in the Southern Gulf Islands Electoral Area to coordinate and provide information for management of stormwater quality and surface water resources. The program identifies levels of contaminants in stormwater discharges and prioritizes the level of public health and environmental concern posed by the discharges and then works to reduce/eliminate the contaminants.

PARTICIPATION:

The Electoral Area of the Southern Gulf Islands.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

1.533 - Storm Water Quality Management (SGI)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services & Consulting	5,224	23,152	5,310	-	-	5,310	5,420	5,530	5,640	5,750
Allocations	39,583	21,655	32,895	-	-	32,895	33,839	34,515	35,202	35,911
Other Operating Expenses	70	70	70	-	-	70	70	70	70	70
TOTAL COSTS	44,877	44,877	38,275	-	-	38,275	39,329	40,115	40,912	41,731
*Percentage Increase over prior year						-14.7%	2.8%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu	(389)	(389)	(400)	-	-	(400)	(410)	(420)	(430)	(440)
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(389)	(389)	(400)	-	-	(400)	(410)	(420)	(430)	(440)
REQUISITION	(44,488)	(44,488)	(37,875)	-	-	(37,875)	(38,919)	(39,695)	(40,482)	(41,291)
*Percentage increase over prior year Requisition						-14.9%	2.8%	2.0%	2.0%	2.0%

Reserve Schedule

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

This service operates on a two-year work cycle with reporting and data analysis every second year. Reserve is also held for special projects (such as spills) and contaminant investigations.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105530	2020	2021	2022	2023	2024	2025
Beginning Balance		6,568	6,668	6,668	6,668	6,668	6,668
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		100	-	-	-	-	-
Ending Balance \$		6,668	6,668	6,668	6,668	6,668	6,668

Assumptions/Background:

Retain about &7,000 for speciall investigations and spill response

CAPITAL REGIONAL DISTRICT

2021 Budget

SGI Emergency Comm. - CREST

EAC Review

Service: 1.923 SGI Emergency Comm. - CREST

Committee: Governance & Finance

923 SGI EMERGENCY COMMUNICATIONS CREST

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

PARTICIPATION:

The Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.923 - SGI Emergency Comm. - CREST	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payments to CREST	157,498	157,498	160,170	-	-	160,170	163,370	166,640	169,970	173,370
Allocations	3,223	3,223	3,247	-	-	3,247	3,295	3,361	3,429	3,497
Other Operating Expenses	820	820	820	-	-	820	820	820	820	820
TOTAL COSTS	161,541	161,541	164,237	-	-	164,237	167,485	170,821	174,219	177,687
*Percentage Increase over prior year						1.7%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(564)	(564)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,416)	(1,416)	(1,530)	-	-	(1,530)	(1,530)	(1,530)	(1,530)	(1,530)
Other Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(2,080)	(2,080)	(1,630)	-	-	(1,630)	(1,630)	(1,630)	(1,630)	(1,630)
REQUISITION	(159,461)	(159,461)	(162,607)	-	-	(162,607)	(165,855)	(169,191)	(172,589)	(176,057)
*Percentage increase over prior year Requisition						2.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Magic Lake Water

EAC Review

Service: 2.630 Magic Lake Estates Water

Committee: Electoral Area

DEFINITION:

LSA -1 To provide and operate water supply and distribution facilities for the Magic Lake Estates Water System. Specified Area on North Pender Island. Bylaw No. 1874 (June 11, 1991).

PARTICIPATION:

Local Service Area # 1 - D(764) LSA #9.

MAXIMUM LEVY:

Greater of \$160,000 or \$3.50 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$1,785,438.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3633 (Nov 2009).	\$	2,560,000
BORROWED:	SI Bylaw 3677 (Feb 2010).	\$	(723,000)
BORROWED:	SI Bylaw 3769 (Feb 2011).	\$	(250,000)
BORROWED:	SI Bylaw 3850 (Aug 2012).	\$	(559,500)
BORROWED:	SI Bylaw 3882 (Apr 2013).	\$	(1,002,500)
BORROWED:	SI Bylaw 3910 (July 2013).	\$	(25,000)
REMAINING AUTHORIZATION:		<u>\$</u>	<u>0</u>

COMMITTEE:

Magic Lake Estates Water & Sewer Committee established by Bylaw No. 1870 (November 28, 1990).

FUNDING:

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

User Charge: Annual charge per single family equivalency unit connected to the system.
The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate: (BL4247 Dec 2018)

- Greater than 50 cubic metres - \$0.50 / cubic metre
- Greater than 80 cubic metres - \$1.00 / cubic metre

Parcel Tax: LSA-1 Annual charge only on properties capable of being connected to the system.

Turn on/Turn Off Fee: \$0 during normal working hours; \$25 outside of normal working hours

Connection Charges: Actual Engineering and Construction costs, plus 15% Administration costs. The minimum charge is \$500 - Bylaw No. 4247 (Dec 2018)

RESERVE FUND:

Magic Lake Estates - Water System Capital Reserve Fund. Bylaw No. 1498

2.630 - Magic Lake Water	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Repairs & Maintenance	42,080	46,830	45,910	-	-	45,910	26,440	27,000	27,560	28,100
Allocations	44,164	44,164	48,363	-	-	48,363	52,280	53,230	54,208	55,183
Water Testing	18,850	14,200	19,170	-	-	19,170	19,550	19,940	20,340	20,750
Electricity	51,380	45,460	48,640	-	-	48,640	49,610	50,600	51,610	52,640
Supplies	45,820	58,090	46,590	-	-	46,590	47,520	48,460	49,430	50,410
Labour Charges	377,009	400,000	383,418	-	-	383,418	391,086	398,908	406,886	415,025
Other Operating Expenses	47,330	43,450	49,190	-	-	49,190	50,150	51,120	52,130	53,160
TOTAL OPERATING COSTS	626,633	652,194	641,281	-	-	641,281	636,636	649,258	662,164	675,268
*Percentage Increase over prior year						2.3%	-0.7%	2.0%	2.0%	2.0%
Transfer from Operating Reserve Fund	(20,000)	(20,000)	(20,000)	-	-	(20,000)	-	-	-	-
NET OPERATING COSTS	606,633	632,194	621,281	-	-	621,281	636,636	649,258	662,164	675,268
Percentage Increase over prior year										
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	10,000	10,000	10,170	-	-	10,170	10,370	10,580	10,790	11,010
Transfer to Capital Reserve Fund	92,390	61,449	100,690	-	-	100,690	94,173	90,471	86,585	87,218
MFA Debt Reserve Fund	670	670	730	-	-	730	730	730	730	730
MFA Debt Principal	127,860	127,860	130,553	-	-	130,553	130,553	130,553	130,553	130,553
MFA Debt Interest	91,810	91,810	68,521	-	-	68,521	68,521	68,521	68,521	63,894
TOTAL DEBT / RESERVES	322,730	291,789	310,664	-	-	310,664	304,347	300,855	297,179	293,405
TOTAL COSTS	929,363	923,983	931,945	-	-	931,945	940,983	950,113	959,343	968,673
<u>FUNDING SOURCES (REVENUE)</u>										
Sales - Water	(18,000)	(11,043)	(18,000)	-	-	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)
Lease Revenue	(8,500)	(8,100)	(8,100)	-	-	(8,100)	(8,100)	(8,100)	(8,100)	(8,100)
User Charges	(332,903)	(335,550)	(335,825)	-	-	(335,825)	(339,180)	(342,570)	(346,000)	(349,460)
Other Revenue	(1,443)	(773)	(1,503)	-	-	(1,503)	(1,503)	(1,503)	(1,503)	(1,513)
TOTAL REVENUE	(360,846)	(355,466)	(363,428)	-	-	(363,428)	(366,783)	(370,173)	(373,603)	(377,073)
REQUISITION - PARCEL TAX	(568,517)	(568,517)	(568,517)	-	-	(568,517)	(574,200)	(579,940)	(585,740)	(591,600)
*Percentage increase over prior year										
Sales - Water						0.0%	0.0%	0.0%	0.0%	0.0%
User Fees						0.9%	1.0%	1.0%	1.0%	1.0%
Requisition						0.0%	1.0%	1.0%	1.0%	1.0%
Combined						0.3%	1.0%	1.0%	1.0%	1.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.630	Carry						
	Magic Lake Estates Water	Forward from	2021	2022	2023	2024	2025	TOTAL
	(Pender)	2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$90,000	\$35,000	\$15,000	\$75,000	\$45,000	\$45,000	\$260,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$340,000	\$35,000	\$15,000	\$75,000	\$45,000	\$45,000	\$510,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$340,000	\$35,000	\$15,000	\$75,000	\$45,000	\$45,000	\$510,000
	\$0	\$340,000	\$35,000	\$15,000	\$75,000	\$45,000	\$45,000	\$510,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 2.630
Service Name: Magic Lake Estates Water (Pender)

CAPITAL BUDGET FORM
 2021 & Forecast 2022 to 2025

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-02	Replacement	Design and Construction Buck Lake and Magic Lake Adjustable Intakes	Detailed design and construction of adjustable intakes to inform future capital works to maintain water quality.	\$225,000	E	Res	\$0	\$225,000	\$0	\$0	\$0	\$0	\$225,000
21-03	Renewal	Safety Improvements	Improve sampling site safety with a pull out.	\$20,000	S	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-04	Renewal	Buck Lake Dam Repairs - Phase 1	Conduct additional inspections, minor repairs, and performance analysis highlighted in the 2019 Dam Safety Review. Phase 2 dam improvements to be completed in the following five years.	\$180,000	S	Res	\$0	\$70,000	\$35,000	\$15,000	\$40,000	\$20,000	\$180,000
21-05	New	WTP SCADA Hot Standby	Provide a second human interface to operate the WTP in the event the single one fails.	\$15,000	E	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
21-06	Replacement	Buck Lake Lighting Replacement	The Buck Lake pump station lighting requires replacement.	\$10,000	E	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
23-01	Renewal	Decommission Magic Lake old Syphon	The old syphon is still in place and will require decommissioning to ensure dam performance.	\$35,000	S	Res	\$0	\$0	\$0	\$0	\$35,000	\$0	\$35,000
25-01	Renewal	Public Engagement and Referendum	Undertake a referendum to borrow funds to carry out water system and dam safety improvements in future years.	\$25,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
GRAND TOTAL				\$510,000			\$0	\$340,000	\$35,000	\$15,000	\$75,000	\$45,000	\$510,000

Service: 2.630

Magic Lake Estates Water (Pender)

Proj. No. 21-02

Capital Project Title Design and Construction Buck Lake and Magic Lake Adjustable Intakes

Capital Project Description Detailed design and construction of adjustable intakes to inform future capital works to maintain water quality.

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Both the Buck and Magic Lake adjustable intakes are unsafe to clean and adjust without the employing divers. Funds are required to design and construct adjustable intakes.

Proj. No. 21-03

Capital Project Title Safety Improvements

Capital Project Description Improve sampling site safety with a pull out.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale A water sampling site is positioned off side from a road, but has inadequate road shoulder for staff to pull over without impeding traffic. Funds are required to widen the shoulder to allow for the pull out.

Proj. No. 21-04

Capital Project Title Buck Lake Dam Repairs - Phase 1

Capital Project Description Conduct additional inspections, minor repairs, and performance analysis highlighted in the 2019 Dam Safety Review. Phase 2 dam improvements to be completed in the following five years.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Resulting from the Hatch 2019 Dam Safety Review, funds are required to conduct additional inspections, minor dam repairs, and performance analysis. Phase 2 dam improvements to be completed in the following five years.

Proj. No. 21-05

Capital Project Title WTP SCADA Hot Standby

Capital Project Description Provide a second human interface to operate the WTP in the event the single one fails.

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale The water treatment plant has only one human interface to operate the treatment plant, in the event of an equipment failure the plant may not be able to be operated. Funds are required to supply and install a second human interface to operate the water treatment plant.

Proj. No. 21-06	Capital Project Title Buck Lake Lighting Replacement	Capital Project Description The Buck Lake pump station lighting requires replacement.
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The lighting at the Buck Lake pump station is failing and requires replacement. Funding is required to supply and install new lighting.</i>		

Proj. No. 23-01	Capital Project Title Decommission Magic Lake old Syphon	Capital Project Description The old syphon is still in place and will require decommissioning to ensure dam performance.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The old syphon at Magic Lake is no longer required, and does not function. Funds are required to remove the overland and underwater pipe, and decommission the underground pipe.</i>		

Proj. No. 25-01	Capital Project Title Public Engagement and Referendum	Capital Project Description Undertake a referendum to borrow funds to carry out water system and dam safety improvements in future years.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Funds are required to conduct a referendum for future funding of water system improvements including major dam improvements.</i>		

**Magic Lake Water
Reserve Summary Schedule
2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	813,431	574,121	633,294	708,765	720,350	762,568
Operating Reserve Fund	98,131	88,301	98,671	109,251	120,041	131,051
Total	911,562	662,422	731,965	818,016	840,391	893,619

Reserve Schedule

Reserve Fund: 2.630 Magic Lakes Estate Water - Capital Reserve Fund

Bylaw 1498

Reserve Cash Flow

Fund: Fund Centre:	1024 101368	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		754,542	813,431	574,121	633,294	708,765	720,350
Transfer from Ops Budget		61,449	100,690	94,173	90,471	86,585	87,218
Transfer to Cap Fund		(14,000)	(340,000)	(35,000)	(15,000)	(75,000)	(45,000)
Interest Income		11,440	-	-	-	-	-
Ending Balance \$		813,431	574,121	633,294	708,765	720,350	762,568

Assumptions/Background:

Reserve Schedule

Reserve Fund: 2.630 Magic Lakes Estate Water - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance etc. Optimum minimum balance of \$50,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund:	1500	Estimated	Budget					
			2020	2021	2022	2023	2024	2025
Fund Centre:	105212							
Beginning Balance		106,481	98,131	88,301	98,671	109,251	120,041	
Transfer from Ops Budget		10,000	10,170	10,370	10,580	10,790	11,010	
Transfer to Ops Budget		(20,000)	(20,000)	-	-	-	-	
Planned Maintenance Activity		Captains Reservoir cleaning & inspection	Frigate Reservoir cleaning & inspection					
Interest Income		1,650	-	-	-	-	-	
Ending Balance \$		98,131	88,301	98,671	109,251	120,041	131,051	

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Lyall Harbour Water

EAC Review

Service: 2.640 Lyall Harbour Boot Cove Water (Saturna)

Committee: Electoral Area

DEFINITION:

To provide and operate and maintain a domestic water supply and distribution system for the Saturna Island Water Supply and Distribution System Specified Area in the Lyall Harbour/Boot Cove district on Saturna Island. Bylaw No. 513 (November 22, 1978)

PARTICIPATION:

Specified Area #14 - G(764)

MAXIMUM LEVY:

Greater of \$150,000 or \$6.90 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$437,335.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3587 (Jan 14, 2009)	\$430,000
BORROWED:	SI Bylaw 3634 (Aug 12, 2009)	\$250,000
BORROWED:	SI Bylaw 3677 (Feb 10, 2010)	\$180,000
REMAINING:		<u>\$0</u>

COMMITTEE:

Lyall Harbour/Boot Cove Water Committee established by Resolution - September 29, 1982
Lyall Harbour/Boot Cove Water Local Services Committee established by Bylaw No. 1875 (December 12, 1990)

FUNDING:

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

User Charge: Annual charge per single family equivalency unit connected to the system
Parcel Tax: Annual charge levied only on properties capable of being connected to the system
Connection Charges: Actual Cost + 15% Admin Fee (Minimum Connection \$400 Bylaw No. 2137, April 28, 1993)

RESERVE FUND:

Bylaw No. 1785 (February 14, 1990)

2.640 - Lyall Harbour Water

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Repairs & Maintenance	5,110	3,210	15,200	-	-	15,200	5,310	20,440	25,780	6,290
Allocations	11,623	11,623	11,820	-	-	11,820	11,787	11,995	12,217	12,442
Water Testing	8,140	8,400	8,280	-	-	8,280	8,450	8,620	8,790	8,970
Electricity	4,160	3,500	4,230	-	-	4,230	4,310	4,400	4,490	4,580
Supplies	2,640	4,850	5,680	-	-	5,680	5,790	5,910	6,030	6,150
Labour Charges	108,375	135,000	110,217	-	-	110,217	112,420	114,670	116,960	119,300
Other Operating Expenses	10,260	10,680	10,460	-	-	10,460	10,660	10,860	11,070	11,290
TOTAL OPERATING COSTS	150,308	177,263	165,887	-	-	165,887	158,727	176,895	185,337	169,022
*Percentage Increase over prior year						10.4%	-4.3%	11.4%	4.8%	-8.8%
Transfer from Operating Reserve Fund	-	-	(10,000)	-	-	(10,000)	-	(15,000)	(20,000)	-
NET OPERATING COSTS	150,308	177,263	155,887	-	-	155,887	158,727	161,895	165,337	169,022
*Percentage Increase over prior year						3.7%	1.8%	2.0%	2.1%	2.2%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	7,500	7,500	15,000	-	-	15,000	22,500	18,000	20,500	23,000
Transfer to Capital Reserve Fund	10,000	10,000	15,000	-	-	15,000	35,000	25,000	25,000	40,000
MFA Debt Reserve Fund	120	120	130	-	-	130	3,240	780	330	130
MFA Debt Principal	21,474	21,474	22,148	-	-	22,148	22,148	40,132	42,161	30,832
MFA Debt Interest	13,725	13,725	7,929	-	-	7,929	9,406	14,261	15,623	9,131
TOTAL DEBT / RESERVES	52,819	52,819	60,207	-	-	60,207	92,294	98,173	103,614	103,093
TOTAL COSTS	203,127	230,082	216,094	-	-	216,094	251,021	260,068	268,951	272,115
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	(26,955)	26,955	-	-	26,955	-	-	-	-
Balance c/fwd from 2019 to 2020	33,573	33,573	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(697)	(697)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
User Charges	(104,753)	(104,753)	(109,462)	-	-	(109,462)	(114,771)	(119,769)	(124,600)	(125,044)
Other Revenue	(220)	(220)	(230)	-	-	(230)	(230)	(230)	(230)	(130)
TOTAL REVENUE	(72,097)	(99,052)	(82,837)	-	-	(82,837)	(115,101)	(120,099)	(124,930)	(125,274)
REQUISITION - PARCEL TAX	(131,030)	(131,030)	(133,257)	-	-	(133,257)	(135,920)	(139,969)	(144,021)	(146,841)
*Percentage increase over prior year										
User Fees						4.5%	4.9%	4.4%	4.0%	0.4%
Requisition						1.7%	2.0%	3.0%	2.9%	2.0%
Combined						2.9%	3.3%	3.6%	3.4%	1.2%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.640 Lyall Harbour Boot Cove Water (Saturna)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$96,000	\$45,000	\$0	\$0	\$0	\$141,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$15,000	\$215,000	\$2,020,000	\$20,000	\$0	\$0	\$2,270,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$15,000	\$311,000	\$2,065,000	\$20,000	\$0	\$0	\$2,411,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$311,000	\$65,000	\$20,000	\$0	\$0	\$396,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
	\$0	\$15,000	\$311,000	\$2,065,000	\$20,000	\$0	\$0	\$2,411,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.640

Service Name: Lyall Harbour Boot Cove Water (Saturna)

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-06	Renewal	Infrastructure Renewal	Renewal of infrastructure based upon the SAMP recommendations	\$60,000	S	Debt	\$0	\$0	\$0	\$20,000	\$20,000	\$0	\$40,000
19-01	Replacement	Air Valve Replacement - Ph 2	Replace aging air valves that are a safety concern.	\$20,000	E	Debt	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
19-02	Replacement	PRV Bypass Assembly Replacement	Construct bypasses on the East Point, Narvaez and Boot Cove PRV stations to maintain system operation while the PRV's undergo maintenance.	\$8,000	E	Debt	\$0	\$0	\$8,000	\$0	\$0	\$0	\$8,000
19-03	Replacement	Standpipe and Valve Replacement	Replace the standpipe valves at 119 and 155 East Point Road that are seized and inoperable	\$8,000	E	Debt	\$0	\$0	\$8,000	\$0	\$0	\$0	\$8,000
19-04	New	Alternative Approval Process	Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds.	\$15,000	S	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
19-05	New	Autoflush Installation	Install 3 autoflushes within the water distribution system to maintain distribution water quality.	\$10,000	E	Debt	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000
19-06	New	Seepage Pit Construction	Construct a new seepage pit to increase ground filtered water production.	\$45,000	E	Debt	\$0	\$0	\$0	\$45,000	\$0	\$0	\$45,000
20-02	New	Raw Water Turbidity Meter	Supply and install a new turbidity meter in the raw water line to aid in operation of the WTP.	\$10,000	E	Debt	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000
21-01	Replacement	Source Water Viability Study	Study to determine vulnerability of the source water and its viability.	\$15,000	S	Debt	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
21-02	Renewal	Dam Safety Review	Conduct an audit type dam safety review.	\$50,000	S	Debt	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
22-01	New	Install Larger Supply Line to Tank	Construct a larger supply line to the tank to improve system reliability and operation.	\$150,000	S	Debt	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
22-02	Renewal	Money Lake Dam Seismic Upgrade	Seismic reinforcement of Money Lake Dam based upon the 2016 Dam Safety Review. To be coordinated with 19-06 Seepage Pit Construction.	\$400,000	S	Grant	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000
22-03	New	Improvements for Water Age Reduction	Upgrades to reduce short circuiting, and include rechlorination station at WTP (also satisfies need for second chlorine pump for high demand period).	\$40,000	E	Debt	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
23-01	New	WTP Upgrades	Upgrades to the water treatment plant to meet IHA requirements.	\$1,600,000	S	Grant	\$0	\$0	\$0	\$1,600,000	\$0	\$0	\$1,600,000
GRAND TOTAL				\$2,431,000			\$0	\$15,000	\$311,000	\$2,065,000	\$20,000	\$0	\$2,411,000

Service: 2.640

Lyall Harbour Boot Cove Water (Saturna)

Proj. No. 18-06

Capital Project Title Infrastructure Renewal

Capital Project Description Renewal of infrastructure based upon the SAMP recommendations

Asset Class S

Board Priority Area No Alignment

Corporate Priority Area Water

Project Rationale A draft Strategic Asset Management Plan was prepared in 2017. Recommendations for infrastructure renewal, replacement and upgrades were made. Funding is required to carry out some of the recommended infrastructure renewals. Project has been deferred to 2022.

Proj. No. 19-01

Capital Project Title Air Valve Replacement - Ph 2

Capital Project Description Replace aging air valves that are a safety concern.

Asset Class E

Board Priority Area No Alignment

Corporate Priority Area Water

Project Rationale The air valves are 35 years old and are corroded, giving rise to safety concerns. Project has been deferred to 2022.

Proj. No. 19-02

Capital Project Title PRV Bypass Assembly Replacement

Capital Project Description Construct bypasses on the East Point, Narvaez and Boot Cove PRV stations to maintain system operation while the PRV's undergo maintenance.

Asset Class E

Board Priority Area No Alignment

Corporate Priority Area Water

Project Rationale The inlet and outlet piping at the East Point, Narvaez and Boot Cove PRV stations are very corroded and there is no way to isolate the stations to replace or maintain the pressure reducing valves. It is proposed that new inlet and outlet piping be installed with 100mm gate valves and bypass piping so that customers are not without water when PRV's are being serviced. Project has been deferred to 2022.

Proj. No. 19-03

Capital Project Title Standpipe and Valve Replacement

Capital Project Description Replace the standpipe valves at 119 and 155 East Point Road that are seized and inoperable

Asset Class E

Board Priority Area No Alignment

Corporate Priority Area Water

Project Rationale The standpipe valves at 119 and 155 East Point Road are seized and inoperable. Therefore, the operators cannot use them for flushing or draining of the mains. It is proposed the valves and corroded 50mm supply line to the standpipe be replaced. The scope of work and material pricing was re-evaluated in 2016. It was determined that the budget needed to be increased from \$5,000 to \$8,000 to accommodate the required works. Project has been deferred to 2022.

Proj. No. 19-04

Capital Project Title Alternative Approval Process

Capital Project Description Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds

Asset Class S

Board Priority Area No Alignment

Corporate Priority Area Water

Project Rationale Future required projects to maintain public safety and level of service require funding in excess of current projected reserve balance. Future funding will be for improvements the Water Treatment Plant to increase reliability and optimize for improved operations, conducting a regulatory requirement for a dam safety review and construct a larger supply line to the storage tank. Funding is required to undertake public consultation to inform borrow strategies and conduct a referendum.

Proj. No. 19-05	Capital Project Title Autoflush Installation	Capital Project Description Install 3 autoflushes within the water distribution system to maintain distribution water quality.
Asset Class E	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale Three watermains require frequent flushing to maintain disinfectant residuals and water quality. Flushing requires operator time which can be utilized conducting other maintenance tasks. Funds are required to construct 3 autoflushes. Project has been deferred to 2022.		

Proj. No. 19-06	Capital Project Title Seepage Pit Construction	Capital Project Description Construct a new seepage pit to increase ground filtered water production.
Asset Class E	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale There have been water quality issues at times when the turbidity in Money Lake increases and water is being directly drawn from the lake. The seepage pit downstream doesn't encounter the same water quality issues. To reduce water quality issues funds are required to construct another seepage pit. Project has been deferred to 2023		

Proj. No. 20-02	Capital Project Title Raw Water Turbidity Meter	Capital Project Description Supply and install a new turbidity meter in the raw water line to aid in operation of the WTP.
Asset Class E	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale Install a new turbidity meter in the raw water line to aid in operation of the WTP.		

Proj. No. 21-01	Capital Project Title Source Water Viability Study	Capital Project Description Study to determine vulnerability of the source water and its viability.
Asset Class S	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale Study to determine the medium to long term vulnerability of the source water (Money Lake) and its viability as a water source (quantity and quality) for the LHBC system in light of pressures such as projected demand changes and climate change. Deferred to 2022.		

Proj. No. 21-02	Capital Project Title Dam Safety Review	Capital Project Description Conduct an audit type dam safety review.
Asset Class S	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale The Dam Safety Regulation (Water Sustainability Act) requires that dams with a "HIGH" failure consequence rating undergo a Dam Safety Review (DSR) at a frequency of every ten years. The previous DSR was conducted in 2011 and the proposed type for the 2021 DSR is a simpler "audit" type.		

Proj. No. 22-01	Capital Project Title Install Larger Supply Line to Tank	Capital Project Description Construct a larger supply line to the tank to improve system reliability and operation.
Asset Class S	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale The supply line to the tank is undersized, installation of a larger supply line will improve operation. Funding is required to construct a larger supply line to the tank.		

Proj. No. 22-02	Capital Project Title Money Lake Dam Seismic Upgrade	Capital Project Description Seismic reinforcement of Money Lake Dam based upon the 2016 Dam Safety Review. To be coordinated with 19-06 Seepage Pit Construction.
Asset Class S	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale This is a continuation of project 18-03, where seismic reinforcement of the Money Lake Dam will commence. Funds are required to retain a contractor to undertake the works. Project deferred to 2023.		

Proj. No. 23-01	Capital Project Title WTP Upgrades	Capital Project Description Upgrades to the water treatment plant to meet IHA requirements.
Asset Class S	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale Funds are required to upgrade the water treatment plant to meet IHA requirements.		

Proj. No. 0.00	Capital Project Title #N/A	Capital Project Description #N/A
Asset Class #N/A	Board Priority Area #N/A	Corporate Priority Area #N/A
Project Rationale 0		

Lyall Harbour Water
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	16,283	16,283	51,283	76,283	101,283	141,283
Operating Reserve Fund	7,512	12,512	35,012	38,012	38,512	61,512
Total	23,795	28,795	86,295	114,295	139,795	202,795

Reserve Schedule

Reserve Fund: 2.640 Lyall Harbour Water System - Capital Reserve Fund - Bylaw 1785

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

Reserve Cash Flow

Fund:	1025	Estimated	Budget				
Fund Centre:	101369	2020	2021	2022	2023	2024	2025
Beginning Balance		6,193	16,283	16,283	51,283	76,283	101,283
Transfer from Ops Budget		10,000	15,000	35,000	25,000	25,000	40,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		-	(15,000)	-	-	-	-
Interest Income*		90					
Ending Balance \$		16,283	16,283	51,283	76,283	101,283	141,283

Assumptions/Background:

To fully fund capital expenditure plan

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

Reserve Schedule

Reserve Fund: 2.640 Lyall Harbour Water System - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, filter media replacement etc. Optimum minimum balance of \$13,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: Fund Centre:	1500 105213	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		12	7,512	12,512	35,012	38,012	38,512
Transfer from Ops Budget		7,500	15,000	22,500	18,000	20,500	23,000
Transfer to Ops Budget		-	(10,000)	-	(15,000)	(20,000)	-
Planned maintenance activity			Chlorine Contact Tank Inspection		Reservoir Cleaning and inspection	Replace filtration Media	
Interest Income		-					
Ending Balance \$		7,512	12,512	35,012	38,012	38,512	61,512

Assumptions/Background:

Set level of transfers in order to avoid spikes in requisition resulting from unforeseen breakdowns in water infrastructure

CAPITAL REGIONAL DISTRICT

2021 Budget

Skana Water (Mayne)

EAC Review

Service: 2.642 Skana Water (Mayne)

Committee: Electoral Area

DEFINITION:

To provide for the construction of water supply and distribution facilities for Skana Water Service Area.
Bylaw No. 3090 (November 12, 2003).

PARTICIPATION:

Southern Gulf Islands Skana Water Service Area #47, U(764)

MAXIMUM LEVY:

Greater of \$54,100 or \$9.65 / \$1,000 to a maximum of \$186,340.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3090 (Nov. 12/03)	157,700	
BORROWED:	S.I. Bylaw No. 3154 (Apr. 22/04)	-78,850	2.40%
	S.I. Bylaw No. 3196	-39,500	2.00%
	S.I. Bylaw No. 3457 (2007)	-29,200	4.82%
	Expired Nov 2008	-10,150	
REMAINING:		<u>0</u>	

COMMISSION:

Skana Water Service committee established by Bylaw # 3133 (Dec 10, 2003).

FUNDING:

User Charge:	Annual charge per single family equivalency unit connected to the system
Parcel Tax:	Annual charge only on properties capable of being connected to the system.
Connection Charges:	At cost or minimum of \$1,000.

RESERVE FUND:

Fund 1067, established by Bylaw # 3192 (July 14, 2004)

2.642 - Skana Water (Mayne)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
JLB Services Contract	11,070	12,700	11,260	-	-	11,260	11,450	11,640	11,840	12,040
Repairs & Maintenance	1,170	2,500	3,180	-	-	3,180	1,180	1,190	1,200	6,210
Allocations	5,890	5,890	5,828	-	-	5,828	5,709	5,824	5,940	6,058
Water Testing	2,790	2,500	2,840	-	-	2,840	2,890	2,940	2,990	3,040
Electricity	2,500	2,750	2,540	-	-	2,540	2,580	2,620	2,660	2,710
Supplies	700	1,000	710	-	-	710	720	730	740	750
Labour Charges	21,165	15,000	21,526	-	-	21,526	21,956	22,395	22,843	23,300
Other Operating Expenses	3,380	3,920	3,440	-	-	3,440	3,490	3,540	3,590	3,640
TOTAL OPERATING COSTS	48,665	46,260	51,324	-	-	51,324	49,975	50,879	51,803	57,748
*Percentage Increase over prior year						5.5%	-2.6%	1.8%	1.8%	11.5%
Transfer from Operating Reserve Fund	-	-	(2,000)	-	-	(2,000)	-	-	-	(5,000)
NET OPERATING COSTS	48,665	46,260	49,324	-	-	49,324	49,975	50,879	51,803	52,748
*Percentage Increase over prior year						1.4%	1.3%	1.8%	1.8%	1.8%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	1,040	1,040	1,060	-	-	1,060	1,080	1,100	1,120	1,140
Transfer to Capital Reserve Fund	15,000	17,405	15,000	-	-	15,000	10,000	10,000	10,000	10,170
MFA Debt Principal	1,458	1,458	1,458	-	-	1,458	1,458	26,021	28,045	28,045
MFA Debt Interest	657	657	657	-	-	657	2,795	9,049	9,215	9,215
MFA Debt Reserve Fund	50	50	10	-	-	10	4,510	360	10	10
TOTAL DEBT / RESERVES	18,205	20,610	18,185	-	-	18,185	19,843	46,530	48,390	48,580
TOTAL COSTS	66,870	66,870	67,509	-	-	67,509	69,818	97,409	100,193	101,328
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(43,650)	(43,650)	(44,514)	-	-	(44,514)	(45,410)	(46,320)	(47,250)	(48,050)
Other Revenue	(150)	(150)	(110)	-	-	(110)	(110)	(110)	(110)	(110)
TOTAL REVENUE	(43,800)	(43,800)	(44,624)	-	-	(44,624)	(45,520)	(46,430)	(47,360)	(48,160)
REQUISITION - PARCEL TAX	(23,070)	(23,070)	(22,885)	-	-	(22,885)	(24,298)	(50,979)	(52,833)	(53,168)
*Percentage increase over prior year										
User Fees						2.0%	2.0%	2.0%	2.0%	1.7%
Requisition						-0.8%	6.2%	109.8%	3.6%	0.6%
Combined						1.0%	3.4%	39.6%	2.9%	1.1%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.642	Carry						
	Skana Water (Mayne)	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$400,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$25,000	\$80,000	\$35,000	\$0	\$0	\$0	\$140,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$25,000	\$480,000	\$35,000	\$0	\$0	\$0	\$540,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$450,000	\$35,000	\$0	\$0	\$0	\$485,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$25,000	\$30,000	\$0	\$0	\$0	\$0	\$55,000
	\$0	\$25,000	\$480,000	\$35,000	\$0	\$0	\$0	\$540,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.642
Service Name: Skana Water (Mayne)

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
17-03	New	Public Engagement/Referendum	Conduct public engage and referendum (or AAP) to seek elector assent to borrow funds for storage tank replacement.	\$25,000	S	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
17-04	Renewal	Well #8 Upgrade	Conduct well improvements including new well liner, replacement of well seal and SCADA automation; relocate first customer service line to achieve proper CT.	\$30,000	S	Res	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
18-01	Replacement	Storage Tank Replacement	Replace the existing storage tanks.	\$400,000	E	Debt	\$0	\$0	\$400,000	\$0	\$0	\$0	\$400,000
20-02	Decommission	Well Decommissioning	Numerous wells are not in use and are required to be decommissioned as per MoE requirements.	\$50,000	S	Debt	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
23-01	Renewal	Well Protection Upgrades	Carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.	\$35,000	S	Debt	\$0	\$0	\$0	\$35,000	\$0	\$0	\$35,000
GRAND TOTAL				\$540,000			\$0	\$25,000	\$480,000	\$35,000	\$0	\$0	\$540,000

Service: 2.642

Skana Water (Mayne)

Proj. No. 17-03

Capital Project Title Public Engagement/Referendum

Capital Project Description Conduct public engage and referendum (or AAP) to seek elector assent to borrow funds for storage tank replacement.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale A loan will be required to fund the storage tank replacement any other capital work which will not be included under the capital reserve fund. The proposed loan will required public engagement and a referendum.

Proj. No. 17-04

Capital Project Title Well #8 Upgrade

Capital Project Description Conduct well improvements including new well liner, replacement of well seal and SCADA automation; relocate first customer service line to achieve proper CT.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale A recent inspection of Well #8 identified a number of deficiencies. Recommended improvements include the installation of new well liner, replacement of the well seal, and other associated minor improvements to protect it from surface runoff.

Proj. No. 18-01

Capital Project Title Storage Tank Replacement

Capital Project Description Replace the existing storage tanks.

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale The existing storage tanks are at the end of their design life and do not meet seismic requirements. It is proposed to replace the existing tanks with a glass fused steel tank.

Proj. No. 20-02

Capital Project Title Well Decommissioning

Capital Project Description Numerous wells are not in use and are required to be decommissioned as per MoE requirements.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale The Skana Water System has numerous wells not in service and are a liability to the service and risk to the aquifer. Funds are required to decommission the wells as per Ministry of Environment requirements.

Proj. No. 23-01

Capital Project Title Well Protection Upgrades

Capital Project Description Carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Funds are required to carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.

Skana Water Reserves
 Summary Schedule
 2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	9,774	8,834	9,914	11,014	12,134	8,274
Capital Reserve Fund	78,192	68,192	48,192	58,192	68,192	78,362
Total	87,966	77,026	58,106	69,206	80,326	86,636

Reserve Schedule

Reserve Fund: 2.642 Skana Water (Mayne) - Capital Reserve Fund - Bylaw 3192

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Reserve Cash Flow

Fund: 1067		Estimated	Budget				
Fund Centre: 101849		2020	2021	2022	2023	2024	2025
Beginning Balance		77,042	78,192	68,192	48,192	58,192	68,192
Transfer from Ops Budget		15,000	15,000	10,000	10,000	10,000	10,170
Transfer to Cap Fund		(15,000)	(25,000)	(30,000)	-	-	-
Transfer from Cap Fund		-	-	-	-	-	-
Interest Income*		1,150					
Ending Balance \$		78,192	68,192	48,192	58,192	68,192	78,362

Assumptions/Backgrounds:

Transfer whatever the operating budget will allow

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

Reserve Schedule

Reserve Fund: 2.642 Skana Water (Mayne) - Operating Reserve Fund

Bylaw 4144

Reserve Cash Flow

Fund: 1500 Fund Centre: 105214	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	8,604	9,774	8,834	9,914	11,014	12,134
Transfer from Ops Budget	1,040	1,060	1,080	1,100	1,120	1,140
Transfer to Ops Budget	-	(2,000)	-	-	-	(5,000)
Planned Maintenance Activity		Reservoir cleaning & inspection				Well inspection
Interest Income	130					
Ending Balance \$	9,774	8,834	9,914	11,014	12,134	8,274

Assumptions/Backgrounds:
Maintain a minimum balance of \$4,000

CAPITAL REGIONAL DISTRICT

2021 Budget

Sticks Allison Water

EAC Review

Service: 2.665 Sticks Allison Water (Galiano)

Committee: Electoral Area

DEFINITION:

To establish, acquire, operate and maintain a water supply system for the Sticks Allison Water Area. The service is to supply, treat convey, store and distribute water. Local Service Area Bylaw No.2556 (January 28, 1998)

PARTICIPATION:

Local Service Area

MAXIMUM LEVY:

Greater of \$18,700 or \$2.27 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$49,511.

MAXIMUM CAPITAL DEBT:

AUTHORIZED TO BORROW:	LA Bylaw No. 2557	148,000		
BORROWED:	SI Bylaw No. 2632 - Mar '99	-20,000	15 Year	ended 2013
	SI Bylaw No. 2684 - Dec '99	-81,260	15 Year	ends 2014
PREPAYMENT:	\$3,895 x 12	-46,740		
REMAINING:		<u> </u>		\$0

COMMISSION:

Sticks Allison Local Service Committee established by Bylaw No. 2558

FUNDING:

Any deficiencies after user charge are to be levied on taxable hospital assessments

User Charge: \$1,321.47 annual user fee per single family equivalent connected to the water system.
Excess consumption fee - for metered water use per service connection in excess of 136 cubic metres per three months: \$2.20 per cubic metre (BL No. 4274, December 2018)

Parcel Tax: Annual parcel tax levied only on properties capable of being connected to the system, and participating in debt servicing

Connection Charges: Actual cost plus 15% administration fee - minimum connection \$400 (Bylaw No. 2559 - January 28, 1998)

RESERVE FUND:

Bylaw No. 2740.

2.665 - Sticks Allison Water	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Repairs & Maintenance	970	970	5,980	-	-	5,980	990	6,000	6,010	1,070
Allocations	35,472	40,100	35,459	-	-	35,459	36,038	36,750	37,476	38,216
Water Testing	2,110	2,110	2,150	-	-	2,150	2,190	2,230	2,270	2,320
Electricity	1,340	1,340	1,360	-	-	1,360	1,390	1,420	1,450	1,480
Supplies	780	620	790	-	-	790	810	830	850	870
Other Operating Expenses	3,230	4,170	3,260	-	-	3,260	3,300	3,340	3,380	3,420
TOTAL OPERATING COSTS	43,902	49,310	48,999	-	-	48,999	44,718	50,570	51,436	47,376
*Percentage Increase over prior year						11.6%	-8.7%	13.1%	1.7%	-7.9%
Transfer from Operating Reserve Fund	-	(4,500)	(5,000)	-	-	(5,000)	-	(5,000)	(5,000)	-
NET OPERATING COSTS	43,902	44,810	43,999	-	-	43,999	44,718	45,570	46,436	47,376
*Percentage Increase over prior year						0.2%	1.6%	1.9%	1.9%	2.0%
<u>CAPITAL/RESERVES</u>										
Transfer to Operating Reserve Fund	3,200	3,200	5,000	-	-	5,000	5,100	5,200	5,300	5,410
Transfer to Capital Reserve Fund	5,000	5,000	10,000	-	-	10,000	10,200	10,400	10,610	10,820
TOTAL CAPITAL / RESERVES	8,200	8,200	15,000	-	-	15,000	15,300	15,600	15,910	16,230
TOTAL COSTS	52,102	53,010	58,999	-	-	58,999	60,018	61,170	62,346	63,606
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(46,902)	(47,310)	(48,799)	-	-	(48,799)	(49,618)	(50,570)	(51,536)	(52,586)
Other Revenue	(200)	(700)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(47,102)	(48,010)	(48,999)	-	-	(48,999)	(49,818)	(50,770)	(51,736)	(52,786)
REQUISITION - PARCEL TAX	(5,000)	(5,000)	(10,000)	-	-	(10,000)	(10,200)	(10,400)	(10,610)	(10,820)
*Percentage increase over prior year										
User Fee						4.0%	1.7%	1.9%	1.9%	2.0%
Requisition						100.0%	2.0%	2.0%	2.0%	2.0%
Combined						13.3%	1.7%	1.9%	1.9%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.665	Carry						
	Sticks Allison Water (Galiano)	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$5,000	\$14,500	\$10,000	\$0	\$0	\$0	\$0	\$24,500
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$5,000	\$14,500	\$10,000	\$0	\$0	\$0	\$0	\$24,500

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$5,000	\$14,500	\$10,000	\$0	\$0	\$0	\$0	\$24,500
	\$5,000	\$14,500	\$10,000	\$0	\$0	\$0	\$0	\$24,500

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.665

Service Name: Sticks Allison Water (Galiano)

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	New	Tank High Level Alarm	Supply and install a high level alarm on the storage tank	\$9,500	E	Res	\$0	\$9,500	\$0	\$0	\$0	\$0	\$9,500
20-02	New	Aquifer Impact Study	Study impacts with adjoining wells on aquifer to review short and long term viability.	\$5,000	E	Res	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$5,000
22-01	New	Supply of Backup Genset	Supply and install required appurtenances of a backup genset.	\$10,000	E	Res	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000
		GRAND TOTAL		\$24,500			\$5,000	\$14,500	\$10,000	\$0	\$0	\$0	\$24,500

Service: 2.665

Sticks Allison Water (Galiano)

Proj. No. 20-01

Capital Project Title Tank High Level Alarm

Capital Project Description Supply and install a high level alarm on the storage tank

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale *The Sticks Allison storage tank does not have a high level alarm and will overflow if filled with no operator notification. Funds are required to supply and install a high level alarm on the storage tank.*

Proj. No. 20-02

Capital Project Title Aquifer Impact Study

Capital Project Description Study impacts with adjoining wells on aquifer to review short and long term viability.

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale *Funds are required to conduct a study with adjoining wells on the impacts to the aquifer to review long and short term viability.*

Proj. No. 22-01

Capital Project Title Supply of Backup Genset

Capital Project Description Supply and install required appurtenances of a backup genset.

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale *Funds are required to supply and install a backup genset with required appurtenances to have in use.*

Sticks Allison Reserves
 Summary Schedule
 2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	7,728	3,228	3,428	13,828	24,438	35,258
Operating Reserve Fund	29	29	5,129	5,329	5,629	11,039
Total	7,757	3,257	8,557	19,157	30,067	46,297

Reserve Schedule

Reserve Fund: 2.665 Sticks Allison Water - Capital Reserve Fund - Bylaw 2740

To provide for capital expenditures or in respect of capital projects and to provide redemption of debentures issued.

Reserve Cash Flow

Fund:	1068	Estimated	Budget				
Fund Centre:	101890	2020	2021	2022	2023	2024	2025
Beginning Balance		2,688	7,728	3,228	3,428	13,828	24,438
Transfer from Ops Budget		5,000	10,000	10,200	10,400	10,610	10,820
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		-	(14,500)	(10,000)	-	-	-
Interest Income*		40	-	-	-	-	-
Ending Balance \$		7,728	3,228	3,428	13,828	24,438	35,258

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 2.665 - Sticks Allison Water - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance and well inspections.
 Optimum minimum balance of \$4,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105215	2020	2021	2022	2023	2024	2025
Beginning Balance		1,299	29	29	5,129	5,329	5,629
Transfer from Ops Budget		3,200	5,000	5,100	5,200	5,300	5,410
Transfer to Ops Budget		(4,500)	-	-	-	-	-
Expenditures		-	(5,000)	-	(5,000)	(5,000)	-
Planned Maintenance Activity			Well and well pump inspection		Reservoir cleaning and inspection	Hydrant maintenance	
Interest Income		30	-	-	-	-	-
Ending Balance \$		29	29	5,129	5,329	5,629	11,039

CAPITAL REGIONAL DISTRICT

2021 Budget

Surfside Park Estates (Mayne)

EAC Review

Service: 2.667 Surfside Park Estates (Mayne)

Committee: Electoral Area

DEFINITION:

To provide for the construction of water supply and distribution facilities for the Surfside Park Estates Water Service Area. Bylaw No. 3088 (November 12, 2003).

PARTICIPATION:

The Southern Gulf Islands Surfside Park Estates Water Service Area #46, V(764).

MAXIMUM LEVY:

Greater of \$79,500 or \$13.97 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$269,738.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3088 (Nov. 12/03)	272,000
BORROWED:	S.I. Bylaw No. 3154 (Apr. 22/04)	(100,000)
	S.I. Bylaw No. 3196	(104,000)
	S.I. Bylaw No. 3258	(48,000)
	S.I. Bylaw No. 3291	(20,000)
REMAINING:		<u><u>\$0</u></u>

COMMISSION:

Surfside Park Estates Water Service committee established by Bylaw No 3131 (June 14, 2004)

FUNDING:

- User charge:** Annual charge per single family equivalency unit connected to the system
- Parcel Tax:** Annual charge only on properties capable of being connected to the system.
- Connection Charge:** Actual Cost + 15% Admin fee (minimum connection \$400)

RESERVE:

Fund 1066, established by Bylaw # 3191 (July 16, 2004)

2.667 - Surfside Park Estates (Mayne)

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
JLB Services Contract	18,650	18,650	18,970	-	-	18,970	19,350	19,740	20,130	20,530
Repairs & Maintenance	9,030	7,980	9,110	-	-	9,110	4,190	5,770	4,400	4,480
Allocations	7,741	7,741	7,982	-	-	7,982	7,893	8,039	8,198	8,359
Water Testing	3,890	3,100	3,960	-	-	3,960	4,040	4,120	4,200	4,280
Electricity	3,950	3,630	4,020	-	-	4,020	4,100	4,180	4,260	4,350
Supplies	7,780	4,690	7,910	-	-	7,910	8,060	8,220	8,390	8,560
Labour Charges	32,851	22,000	33,409	-	-	33,409	34,078	34,759	35,454	36,163
Other Operating Expenses	5,770	5,240	5,890	-	-	5,890	6,000	6,120	6,240	6,360
TOTAL OPERATING COSTS	89,662	73,031	91,251	-	-	91,251	87,711	90,948	91,272	93,082
*Percentage Increase over prior year						1.8%	-3.9%	3.7%	0.4%	2.0%
Transfer from Operating Reserve Fund	(5,000)	(5,000)	(5,000)	-	-	(5,000)	-	(1,500)	-	-
NET OPERATING COSTS	84,662	68,031	86,251	-	-	86,251	87,711	89,448	91,272	93,082
*Percentage Increase over prior year						1.9%	1.7%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	1,880	20,569	1,910	-	-	1,910	1,940	1,970	2,000	2,030
Transfer to Capital Reserve Fund	15,000	15,000	15,000	-	-	15,000	15,000	15,000	15,000	15,000
MFA Debt Principal	3,471	3,471	-	-	-	-	-	-	-	-
MFA Debt Interest	832	832	30	-	-	30	30	30	30	30
TOTAL DEBT / RESERVES	21,183	39,872	16,940	-	-	16,940	16,970	17,000	17,030	17,060
TOTAL COSTS	105,845	107,903	103,191	-	-	103,191	104,681	106,448	108,302	110,142
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(77,802)	(79,860)	(80,914)	-	-	(80,914)	(84,151)	(87,517)	(91,017)	(92,560)
Other Revenue	(200)	(200)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
TOTAL REVENUE	(78,002)	(80,060)	(81,044)	-	-	(81,044)	(84,281)	(87,647)	(91,147)	(92,690)
REQUISITION - PARCEL TAX	(27,843)	(27,843)	(22,147)	-	-	(22,147)	(20,400)	(18,801)	(17,155)	(17,452)
*Percentage increase over prior year										
User Fee						4.0%	4.0%	4.0%	4.0%	1.7%
Requisition						-20.5%	-7.9%	-7.8%	-8.8%	1.7%
Combined						-2.4%	1.4%	1.7%	1.7%	1.7%

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.667

Service Name: Surfside Park Estates (Mayne)

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	System Review	Review the system with tank location and accessibility taken into account.	\$25,000	E	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
				\$25,000			\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

Service: 2.667

Surfside Park Estates (Mayne)

Proj. No. 21-01

Capital Project Title System Review

Capital Project Description

Review the system with tank location and accessibility taken into account.

Asset Class E

Board Priority Area 0

Corporate Priority Area

0

Project Rationale

Review the location and replacement of the existing tanks, with accessibility taken into account, resulting in recommendations for future improvements.

Surfside Park Estates (Mayne)
Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	48,360	38,360	53,360	68,360	83,360	98,360
Operating Reserve Fund	19,827	16,737	18,677	19,147	21,147	23,177
Total	68,187	55,097	72,037	87,507	104,507	121,537

Reserve Schedule

Reserve Fund: Surfside Water - Capital Reserve Fund - Bylaw 3191

To provide for capital expenditures or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works.

Reserve Cash Flow

Fund:	1066	Estimated	Budget				
Fund Centre:	101850	2020	2021	2022	2023	2024	2025
Beginning Balance		35,820	48,360	38,360	53,360	68,360	83,360
Transfer from Ops Budget		15,000	15,000	15,000	15,000	15,000	15,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(3,000)	(25,000)	-	-	-	-
Interest Income*		540	-	-	-	-	-
Ending Balance \$		48,360	38,360	53,360	68,360	83,360	98,360

Assumptions/Background:

Transfer as much as operating budget will allow.

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

Reserve Schedule

Reserve Fund: Surfside Water - Operating Reserve Fund

Bylaw 4144

Reserve Cash Flow

Fund: Fund Centre:	1500 105216	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		4,188	19,827	16,737	18,677	19,147	21,147
Transfer from Ops Budget		20,569	1,910	1,940	1,970	2,000	2,030
Transfer to Ops Budget		-	-	-	-	-	-
Expenditures		(5,000)	(5,000)	-	(1,500)	-	-
Planned Maintenance Activity		Well and well pump inspection	Reservoir cleaning and inspection		Hydrant maintenance		
Interest Income		70	-	-	-	-	-
Ending Balance \$		19,827	16,737	18,677	19,147	21,147	23,177

Assumptions/Background:

Maintain a minimum balance of \$4,000

CAPITAL REGIONAL DISTRICT

2021 Budget

Magic Lake Estates Sewer

EAC Review

Service: 3.830 Magic Lake Sewer Utility (Pender)

Committee: Electoral Area

DEFINITION:

To provide, operate and maintain sewage collection and disposal facilities for the Magic Lake Estates Sewerage System Specified Area on North Pender Island (Local Service Establishment Bylaw No. 1873 - June 26, 1991).

PARTICIPATION:

Specified Area - B(764) SA#8

MAXIMUM LEVY:

Greater of \$200,000 or \$7.10 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$2,201,148.

MAXIMUM CAPITAL DEBT:

AUTHORIZED: LA Bylaw No. 4048 (Dec 2015). Fall Borrowing \$1,530,000 for 10 years

COMMITTEE:

Magic Lake Estates Water & Sewer Committee established by Bylaw No. 1870 (November 28, 1990).

FUNDING:

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

User Charge: Per single family equivalency unit to connected properties only (Bylaw 4274, Dec 12, 2018)

Parcel Tax: Only on properties capable of being connected to system.

Connection Charge: Actual Engineering and Construction costs, plus 15% Administration costs. The minimum charge is \$500 - Bylaw No. 4274 (Dec 2018)

RESERVE FUND:

Magic Lake Estates sewage system capital reserve fund (Dec 17, 1986). Bylaw No. 1497.

3.830 - Magic Lake Estates Sewer

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Sludge Hauling Contracts	87,450	87,450	88,940	-	-	88,940	90,720	92,530	94,380	96,270
Grit & Waste Sludge Disposal	87,450	84,000	88,940	-	-	88,940	90,720	92,530	94,380	96,270
Repairs & Maintenance	23,480	5,760	23,640	-	-	23,640	18,810	8,990	9,180	9,370
Allocations	37,588	37,588	43,961	-	-	43,961	46,557	47,394	48,246	49,115
Electricity	22,810	20,040	23,200	-	-	23,200	23,660	24,130	24,610	25,100
Supplies	21,160	19,880	21,520	-	-	21,520	21,940	22,360	22,800	23,240
Labour Charges	261,136	265,777	264,429	-	-	264,429	269,738	275,133	280,635	286,248
Other Operating Expenses	32,300	30,250	32,500	-	-	32,500	33,140	33,800	34,470	35,150
TOTAL OPERATING COSTS	573,374	550,745	587,130	-	-	587,130	595,285	596,867	608,701	620,763
*Percentage Increase over prior year						2.4%	1.4%	0.3%	2.0%	2.0%
Transfer from Operating Reserve Fund	(15,000)	-	(15,000)	-	-	(15,000)	(10,000)	-	-	-
NET OPERATING COSTS	558,374	550,745	572,130	-	-	572,130	585,285	596,867	608,701	620,763
Percentage Increase over prior year										
DEBT / RESERVES										
Transfer to Capital Reserve Fund	80,000	89,139	81,360	-	-	81,360	82,990	84,650	86,340	88,070
Transfer to Operating Reserve Fund	13,260	13,260	13,490	-	-	13,490	13,760	14,040	14,320	14,610
Debt Reserve Fund	50,260	50,260	370	-	-	370	370	370	370	370
MFA Principal Payment	133,470	133,470	133,463	-	-	133,463	133,463	133,463	133,463	133,463
MFA Interest Payment	123,704	123,704	40,640	-	-	40,640	40,640	40,640	40,640	40,640
TOTAL DEBT / RESERVES	400,694	409,833	269,323	-	-	269,323	271,223	273,163	275,133	277,153
Sludge Disposal Recovery	(10,424)	(10,424)	(10,654)	-	-	(10,654)	(10,888)	(11,128)	(11,372)	(11,600)
TOTAL COSTS NET OF RECOVERIES	948,644	950,154	830,799	-	-	830,799	845,620	858,902	872,462	886,316
FUNDING SOURCES (REVENUE)										
User Charges	(248,230)	(250,000)	(250,203)	-	-	(250,203)	(259,270)	(264,970)	(270,800)	(276,220)
Grants in Lieu	(743)	(743)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
Other Revenue	(1,060)	(800)	(1,190)	-	-	(1,190)	(1,210)	(1,230)	(1,250)	(1,270)
TOTAL REVENUE	(250,033)	(251,543)	(251,403)	-	-	(251,403)	(260,490)	(266,210)	(272,060)	(277,500)
REQUISITION - PARCEL TAX	(698,611)	(698,611)	(579,396)	-	-	(579,396)	(585,130)	(592,692)	(600,402)	(608,816)
*Percentage increase over prior year										
User Fees						0.8%	3.6%	2.2%	2.2%	2.0%
Requisition						-17.1%	1.0%	1.3%	1.3%	1.4%
Combined						-12.4%	1.8%	1.6%	1.6%	1.6%

3.830 - Magic Lake Estates Sewer - Debt Only	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>DEBT</u>										
Debt Reserve Fund	-	-	38,040	-	-	38,040	15,000	-	-	-
MFA Principal Payment	-	-	-	-	-	-	93,768	130,743	130,743	130,743
MFA Interest Payment	-	-	55,700	-	-	55,700	124,350	134,100	134,100	134,100
TOTAL DEBT	-	-	93,740	-	-	93,740	233,118	264,843	264,843	264,843
REQUISITION - PARCEL TAX	-	-	(93,740)	-	-	(93,740)	(233,118)	(264,843)	(264,843)	(264,843)
*Percentage increase over prior year Requisition							148.7%	13.6%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	3.830	Carry						
	Magic Lake Sewer Utility	Forward from	2021	2022	2023	2024	2025	TOTAL
	(Pender)	2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$5,750,000	\$5,780,000	\$0	\$0	\$3,000,000	\$0	\$0	\$8,780,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$5,750,000	\$5,780,000	\$0	\$0	\$3,000,000	\$0	\$0	\$8,780,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$5,750,000	\$5,750,000	\$0	\$0	\$0	\$0	\$0	\$5,750,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$3,000,000	\$0	\$0	\$3,000,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
	\$5,750,000	\$5,780,000	\$0	\$0	\$3,000,000	\$0	\$0	\$8,780,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 3.830
Service Name: Magic Lake Sewer Utility (Pender)

CAPITAL BUDGET FORM
 2021 & Forecast 2022 to 2025

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

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

Funding Source Codes (cont)
 Res = Reserve Fund
 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	Renewal	Wastewater Improvements - Phase I	1. Upgrade Schooner WWTP (add screen & grit removal, EQ tank, access road, electrical upgrades, genset) 2. Renew Buccaneer, Galleon and Schooner PS 3. Replace 4.6 km of failing AC pipe and rehab 84 manholes	\$6,000,000	S	Debt	\$5,750,000	\$5,750,000	\$0	\$0	\$0	\$0	\$5,750,000
21-01	New	Safety Upgrades	Various safety upgrades to address risks identified through safety audit completed in early 2020.	\$30,000	S	Res	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
24-01	Renewal	Wastewater Improvements - Phase II	1. Replace Cannon WWTP with a new pump station 2. Upgrade Schooner WWTP (2nd aeration tank, new clarifiers, electrical)	\$3,000,000	S	Grant	\$0	\$0	\$0	\$0	\$3,000,000	\$0	\$3,000,000
29-01	Renewal	Wastewater Improvements - Phase III	1. Renew Capstan, Cutlass and Masthead Pump Stns 2. Replace 1.8 km of failing AC pipe and rehab 36 manholes 3. Upgrade Sludge Thickening at Schooner WWTP	\$3,150,000	S	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL				\$12,180,000			\$5,750,000	\$5,780,000	\$0	\$0	\$3,000,000	\$0	\$8,780,000

Service: 3.830

Magic Lake Sewer Utility (Pender)

Proj. No.	20-01	Capital Project Title	Wastewater Improvements - Phase I	Capital Project Description	1. Upgrade Schooner WWTP (add screen & grit removal, EQ tank, access road, electrical upgrades, genset) 2. Renew Buccaneer, Galleon and Schooner PS 3. Replace 4.6 km of failing AC pipe and rehab 84 manholes
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale Funding is required to carry out Phase I of wastewater improvements including: 1. Upgrade Schooner WWTP (add screen & grit removal, EQ tank, access road, electrical upgrades, genset) 2. Renew Buccaneer, Galleon and Schooner PS 3. Replace 4.6 km of failing AC pipe and rehab 84 manholes					

Proj. No.	21-01	Capital Project Title	Safety Upgrades	Capital Project Description	Various safety upgrades to address risks identified through safety audit completed in early 2020.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale Funding is required to make safety upgrades, such as replacement of heavy hatches, ventilation of the testing building and access improvements.					

Proj. No.	24-01	Capital Project Title	Wastewater Improvements - Phase II	Capital Project Description	1. Replace Cannon WWTP with a new pump station 2. Upgrade Schooner WWTP (2nd aeration tank, new clarifiers, electrical)
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale 1. Replace Cannon WWTP with a new pump station 2. Upgrade Schooner WWTP (2nd aeration tank, new clarifiers, electrical)					

Proj. No.	29-01	Capital Project Title	Wastewater Improvements - Phase III	Capital Project Description	1. Renew Capstan, Cutlass and Masthead Pump Stns 2. Replace 1.8 km of failing AC pipe and rehab 36 manholes 3. Upgrade Sludge Thickening at Schooner WWTP
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
Project Rationale 1. Renew Capstan, Cutlass and Masthead Pump Stns 2. Replace 1.8 km of failing AC pipe and rehab 36 manholes 3. Upgrade Sludge Thickening at Schooner WWTP					

**Magic Lake Estates Sewer
Reserve Summary Schedule
2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	219,167	270,527	353,517	438,167	524,507	612,577
Operating Reserve Fund	29,513	28,003	31,763	45,803	60,123	74,733
Total	248,681	298,531	385,281	483,971	584,631	687,311

Reserve Schedule

Reserve Fund: 3.830 Magic Lake Sewer System - Capital Reserve Fund

Bylaw 1497

Reserve Cash Flow

Fund:	1042	Estimated	Budget				
Fund Centre:	101386	2020	2021	2022	2023	2024	2025
Beginning Balance		137,087	219,167	270,527	353,517	438,167	524,507
Transfer from Ops Budget		80,000	81,360	82,990	84,650	86,340	88,070
Transfer to Cap Fund		-	(30,000)	-	-	-	-
Interest Income		2,080	-	-	-	-	-
Ending Balance \$		219,167	270,527	353,517	438,167	524,507	612,577

Assumptions/Background:

Reserve Schedule

Reserve Fund: 3.830 Magic Lake Sewer System - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tankage draining/cleaning/inspection etc. Optimum minimum balance of \$50,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: Fund Centre:	1500 105217	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		30,743	29,513	28,003	31,763	45,803	60,123
Transfer from Ops Budget		13,260	13,490	13,760	14,040	14,320	14,610
Planned Expenditures		(15,000)	(15,000)	(10,000)	-	-	-
Planned Maintenance Activity			Clean Schooner aeration ditch	Outfall inspection			
Interest Income		510	-	-	-	-	-
Ending Balance \$		29,513	28,003	31,763	45,803	60,123	74,733

Assumptions/Background: