



Making a difference...together

## SAANICH PENINSULA WASTEWATER COMMISSION

Notice of Meeting on **Thursday, September 22, 2022 at 9:30 am**

Meeting Room #6 Greenglade Community Centre, 2151 Lannon Way, Sidney BC

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

D. Kelbert (Chair)

M. Doehnel (Vice Chair)

S. Duncan

D. Halldorson

Z. King

T. Lomas

C. McNeil-Smith

G. Orr

M. Weisenberger

R. Windsor

## AGENDA

### 1. TERRITORIAL ACKNOWLEDGEMENT

### 2. APPROVAL OF AGENDA

### 3. ADOPTION OF MINUTES .....3

*Recommendation: That the minutes of the May 19, 2022 meeting be adopted.*

### 4. CHAIR'S REMARKS

### 5. PRESENTATIONS/DELEGATIONS

*The public are welcome to attend Commission meetings in-person.*

*Delegations will have the option to participate electronically. Please complete the [online](#) application for "Addressing the Board" on our website and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the Saanich Peninsula Wastewater Commission at [iwsadministration@crd.bc.ca](mailto:iwsadministration@crd.bc.ca). Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.*

### 6. GENERAL MANAGER'S REPORT

### 7. COMMISSION BUSINESS

#### 7.1. Saanich Peninsula Wastewater Service 2023 Capital and Operating Budget .....6

*The Saanich Peninsula Wastewater Commission recommends that the Capital Regional District Board:*

- 1. Approve the 2023 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2023 Saanich Peninsula Liquid Waste Management Plan (LWMP) program budgets including the LWMP administration budget, the Saanich Peninsula Stormwater Quality Management Program budget and the Saanich Peninsula Stormwater*

*To ensure quorum, advise **Denise Dionne**, [ddionne@crd.bc.ca](mailto:ddionne@crd.bc.ca) if you cannot attend.*

**Saanich Peninsula Wastewater Commission  
Agenda – September 22, 2022**

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*Source Control budget, and the Harbours Environmental Action Service (Peninsula) budget;*

2. *Direct staff to update carry forward balances in the 2023 Capital Budget for changes after year end; and*
3. *Direct staff to balance the 2022 actual revenue and expense on the transfer to capital reserve fund.*

## **8. COMMISSION MEMBERSHIP**

### **8.1. Expiring Terms – December 31, 2022**

***2-year appointments – appointed by municipalities:***

- *Sara Duncan, Councillor, Sidney (ending second term)*
- *Zeb King, Councillor, Central Saanich (ending second term)*

***CRD Board Directors – appointed by municipalities for a 4-year term***

- *Cliff McNeill-Smith, CRD Board Director, Sidney*
- *Geoff Orr, CRD Board Director, North Saanich*
- *Ryan Windsor, CRD Board Director, Central Saanich*

## **9. NEW BUSINESS**

## **10. ADJOURNMENT**

**Next Meeting:** Thursday, January 26, 2023 Inaugural Meeting (TBC)



Making a difference...together

**MINUTES OF A MEETING OF THE SAANICH PENINSULA WASTEWATER COMMISSION**  
**held Thursday, May 19, 2022 at immediately following the Open Meeting, Meeting Room #6**  
**Greenglade Community Centre, 2151 Lannon Way, Sidney BC**

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**PRESENT: Commissioners:** D. Kelbert (Chair); M. Doehnel (Vice Chair); S. Duncan (EP); D. Halldorson; T. Lomas (EP); B. Fallot for C. McNeil-Smith; G. Orr; M. Weisenberger  
**Staff:** T. Robbins, General Manager; I. Jesney, Senior Manager, Infrastructure Engineering; D. Dionne, Administrative Coordinator, Recording Secretary  
**Also in attendance:** Wayne Helgason, Saanich Peninsula Water Commission

**REGRETS:** Z. King; R. Windsor

EP = Electronic Participation

The meeting was called to order at 9:30 am.

**1. TERRITORIAL ACKNOWLEDGEMENT**

The Chair provided the acknowledgement.

**2. APPROVAL OF AGENDA**

**MOVED** by Commissioner Weisenberger, **SECONDED** by Alternate Commissioner Fallot,  
 That the agenda be approved.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by Commissioner Orr, **SECONDED** by Commissioner Weisenberger,  
 That the minutes of the January 20, 2022 meeting be adopted.

**CARRIED**

**4. CHAIR'S REMARKS**

The Chair provided the following remarks:

- The Capital Regional District (CRD) Board has approved new best practices for meetings. One of these new best practices is to not vote on items that are for information only.
- The Chair thanked commissioners and staff for participating in the Commission. He noted that staff go above and beyond in providing information that can at times seem like a lot but urged everyone to read the information and to never feel like we are just moving through an agenda, never leave a meeting feeling like you have something that was unsaid. We want to ensure we hear from everyone.

**5. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

## 6. GENERAL MANAGER'S REPORT

There was no report.

## 7. COMMISSION BUSINESS

### 7.1. Residuals Treatment Facility – Update [verbal]

G. Harris provided the following updates:

- The Residuals Treatment Facility (RTF) is up and working although it has not received its formal acceptance test so is still not in compliance but is producing Class A Biosolids.
- The facility receives between 1,400 and 1,500 cubic meters of effluent each day from the McLoughlin Point wastewater treatment plant.
- Approximately 2,000 cubic meters per day of centrate is then returned to McLoughlin for treatment.
- The RTF has been consistently producing Class A Biosolids since June of 2021, treating about 10 to 11 tonnes per day.
- There has been a challenge with LaFarge Canada, which has gone through some planned and unplanned shutdowns for maintenance leading to beneficial use of biosolids at the landfill or some landfilling.
- At this time the RTF is set up to receive other municipal solids (OMS), some trial runs have been completed successfully. There have been some minor modifications and repairs to the OMS receiving bay, which still need to be completed before there can be a seamless receipt of the OMS from other facilities. There is no timeline for that. The RTF has not achieved completion by not having a successful acceptance test and signoff. Under the Project Agreement, they are not obligated to receive any OMS. There will be a financial incentive down the road for them to receive OMS. Currently there is no opportunity to take the sludge from Saanich Peninsula wastewater treatment plant up to the RTF.

Staff responded to questions from the Commission regarding:

- The continued landfilling of the sludge from the Saanich Peninsula wastewater treatment plant which is supported under the wastewater annual budget for sludge disposal. Staff are optimistic that OMS sludge will be accepted at the RTF facility sooner.
- Staff anticipate that as the RTF gets closer to completion the Province will likely seek to have the Liquid Waste Management Plan amended and expect that beneficial use will begin.
- The likelihood of the RTF not accepting OMS is low. There will be a financial incentive through the Project Agreement to receive OMS.
- Depending on whether the repairs can be completed in the next few months, there is a good chance that they will be in a good position to accept the OMS by the end of the year.

Discussion ensued and staff were requested to provide the following updates:

- Replacement of the Rotary Press. Construction and installation was complete in February, there was a six week commissioning phase, which is now complete. The Old press has been removed. There is an odour issue and there are some modifications being done to the odour capture system.
- Impact on K'enes Trucking's transportation of biosolids to LaFarge. Staff noted that the K'enes contract was initially to deal with the biosolids from the Saanich Peninsula wastewater treatment plant but was extended to include hauling of all the screenings from CRD wastewater pumpstations and treatment plants, so the screenings are hauled twice a week from the Saanich Peninsula wastewater treatment plant.

## 8. NEW BUSINESS

There was no new business.

## 9. ADJOURNMENT

**MOVED** by Commissioner Weisenberger, **SECONDED** by Commissioner Halldorson,  
That the May 19, 2022 meeting be adjourned at 9:53 am.

**CARRIED**

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**CHAIR**

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**SECRETARY**

**REPORT TO SAANICH PENINSULA WASTEWATER COMMISSION  
MEETING OF THURSDAY, SEPTEMBER 22, 2022**

**SUBJECT**     **Saanich Peninsula Wastewater Service 2023 Operating and Capital Budget**

**ISSUE SUMMARY**

To provide an overview of the 2023 Saanich Peninsula Wastewater Service operating and capital budget, highlighting the changes from the 2022 budget and the proposed 2023 budget figures. The report generally follows the sequence of information provided in the attached draft budget document (Appendix A).

**BACKGROUND**

The draft 2023 Saanich Peninsula Wastewater Service budget has been prepared for the Saanich Peninsula Wastewater Commission's (the Commission) consideration. Although the Capital Regional District (CRD) Board received the 2023 provisional budget on September 21, 2022, the Commission will make budget recommendations to the CRD Board for final budget approval in March 2023. As in previous years, the draft 2023 budget has been prepared considering the CRD Board's 2023 service planning and financial expectations, which include identifying opportunities to realign or reallocate resources and seek potential efficiencies between departments and services, reviewing of service levels and adjustments related to regulatory compliance, and undertaking infrastructure improvements to maintain service levels across the service area. The following sets out the key components of the budget.

**2022 Year-end Financial Projections**

The estimated actual 2022 overall expense for trunk sewer and treatment plant operations is projected to be \$506,289 under budget primarily due to lower biosolids management expenditures resulting from Hartland Residuals Treatment Facility commissioning activities and operational challenges with transport and biosolids receiving at the Lafarge facility on the lower mainland. This operating expense variance is offset by a shortfall in anticipated revenue from Panorama Recreation Center (PRC) due to equipment downtime resulting from storm damage in late 2021. The District Energy System (DES) is projected to generate about \$46,500 in revenue from the sale of energy to the PRC for the year. This revenue is \$34,310 below the budgeted revenue of \$80,810. The net impact of these expense and revenue differences is \$451,979 and as such, the 2022 capital reserve fund transfer is projected to increase to \$569,999 to balance the year-end budget.

**Operating Budget**

A net decrease in the 2023 operating expenses in the amount of \$98,580 is planned for trunk sewer and treatment plant operations which includes \$30,000 in cyclical maintenance expenses to undertake an outfall inspection and odour control system media replacement; the cyclical maintenance expenses are funded from a transfer from the Maintenance Reserve Fund. The balance of the results from non-discretionary expense adjustments such as wage/salary increases, departmental support service allocations, and adjustments to other operating expenses such as equipment repairs, electricity costs and chemical costs.

**Saanich Peninsula Wastewater Commission – September 22, 2022**  
**Saanich Peninsula Wastewater Service 2023 Operating and Capital Budget**

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The 2023 Saanich Peninsula Liquid Waste Management Plan (LWMP) program budgets have also been prepared, and include the LWMP administration budget, the Saanich Peninsula Stormwater Quality Management Program budget, the Saanich Peninsula Stormwater Source Control budget, and the Peninsula Harbour Environmental Action budget. The budgets are reflecting a 3% requisition increase, except for the LWMP program budget which has removal of one-time Inflow and Infiltration study costs of \$65,000. The marine monitoring program costs are included in the overall conveyance and treatment operating budget.

The planned transfer to the maintenance reserve fund in 2023 is \$50,640. At year-end 2022, the maintenance reserve fund balance is estimated to be \$415,354, which is available to fund significant maintenance tasks that do not occur annually, such as odour control system carbon replacement, outfall inspections, and DES heat exchanger cleaning.

### Operating Revenue

Although the operating expenses are almost entirely funded through requisition based on each participant's percentage of total wastewater input, the DES system is budgeted to generate \$61,200 in revenue in 2023 from the sale of energy to the PRC. This level of revenue is determined by annual energy rate adjustments based on prior year natural gas market rates and projected energy consumption. The rate used to determine the 2023 revenue is based on the 2022 natural gas rate and anticipated reduced demand.

2023 cost sharing percentages based on prior year flows will be finalized in October and are not expected to change significantly from the 2022 cost sharing figures. The overall requisition for Saanich Peninsula trunk sewers, treatment and disposal for 2023 has been set at \$4,412,900 which is a 1.81% increase over 2022.

### Capital Budget

The planned capital expenditures for 2023 total \$2,770,000 and are funded from reserves. This includes \$1,370,000 in projects initiated in 2022 or prior, most of which are instream, multi-year projects. The 2023 capital program consists of instream projects and new projects related to replacement of equipment that is at the end of the service life and projects required to address operational issues. The major projects included in the 2023 budget are relining segments of the asbestos cement trunk sewer main and manhole replacements beginning with the Sidney Trunk Main, and, at the wastewater treatment plant, concrete tank repairs and replacement of the odour control system biofilter.

The planned transfer to the capital reserve fund in 2023 is \$367,930. At year-end 2022, the capital reserve fund balance is estimated to be \$680,358, which is available to fund major capital projects. The planned transfer to the equipment replacement fund in 2023 is \$118,020. At year-end 2022, the equipment replacement fund balance is estimated to be \$1,007,222 which is available to fund minor capital and operating machinery and equipment replacements.

The value of the five-year (2023 to 2027) capital plan is \$9,315,000. With the current capital reserve and equipment replacement fund balances, planned contributions, transfers, and expenditures, there is insufficient funding available for the five-year capital plan. Although there are projected funds remaining in the capital reserve after the application of the five-year plan, there is a limited balance available for unplanned expenditures. Therefore, the budget assumes

capital financing will be required beginning in 2024. A loan authorization process is anticipated in 2023, for a loan in the amount of approximately \$10 million to fund the 2024 to 2028 capital plan. There is currently no debt associated with the Saanich Peninsula Wastewater Service.

The Development Cost Charges (DCC) program represents \$75,000 of the capital plan which reflects the projects included in the 2024 DCC program update. At year-end in 2022 the DCC reserve fund balance is estimated to be \$253,488.

## **ALTERNATIVES**

### *Alternative 1*

The Saanich Peninsula Wastewater Commission recommends that the Capital Regional District Board:

1. Approve the 2023 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2023 Saanich Peninsula Liquid Waste Management Plan (LWMP) program budgets including the LWMP administration budget, the Saanich Peninsula Stormwater Quality Management Program budget and the Saanich Peninsula Stormwater Source Control budget, and the Harbours Environmental Action Service (Peninsula) budget;
2. Direct staff to update carry forward balances in the 2023 Capital Budget for changes after year end; and
3. Direct staff to balance the 2022 actual revenue and expense on the transfer to capital reserve fund.

### *Alternative 2*

The Saanich Peninsula Wastewater Commission recommends that the Capital Regional District Board:

1. Approve as amended, the 2023 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2023 Saanich Peninsula Liquid Waste Management Plan (LWMP) program budgets including the LWMP administration budget, the Saanich Peninsula Stormwater Quality Management Program budget and the Saanich Peninsula Stormwater Source Control budget, and the Harbours Environmental Action Service (Peninsula) budget;
2. Direct staff to update carry forward balances in the 2023 Capital Budget for changes after year end; and
3. Direct staff to balance the 2022 actual revenue and expense on the transfer to capital reserve fund.

## **IMPLICATIONS**

If the proposed budget is amended, the implications could vary depending on how the budget is amended and the impact on specific programs, on-going operations, or the capital work program. 'One-time' reductions in reserve fund contributions could be considered by the Commission to help mitigate the budget and rate increases, but additional capital financing could result in the longer term.



## **CONCLUSION**

This 2023 Saanich Peninsula Wastewater Service budget has been prepared for the Saanich Peninsula Wastewater Commission's consideration. The Commission will make budget recommendations to the Capital Regional District Board for final budget approval in March 2023. The 2023 budget reflects the operating costs of the Saanich Peninsula Wastewater Treatment Plant and the conveyance system, as well as the environmental program and capital costs. The financial implications of the 2023 operating and capital budget vary by participant, depending on the operating and capital cost apportionments associated with annual flow and allocated treatment capacity.

## **RECOMMENDATION**

The Saanich Peninsula Wastewater Commission recommends that the Capital Regional District Board:

1. Approve the 2023 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2023 Saanich Peninsula Liquid Waste Management Plan (LWMP) program budgets including the LWMP administration budget, the Saanich Peninsula Stormwater Quality Management Program budget and the Saanich Peninsula Stormwater Source Control budget, and the Harbours Environmental Action Service (Peninsula) budget;
2. Direct staff to update carry forward balances in the 2023 Capital Budget for changes after year end; and
3. Direct staff to balance the 2022 actual revenue and expense on the transfer to capital reserve fund.

Submitted by:	Ted Robbins, BSc., CTech., General Manager, Integrated Water Services
Concurrence:	Larisa Hutcheson, PEng., General Manager, Parks & Environmental Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

## **ATTACHMENT**

Appendix A: 2023 Saanich Peninsula Wastewater Service Budget

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Saanich Peninsula Wastewater**

#### **Commission Review**

SEPTEMBER 2022

**Service:** 3.718 Saanich Peninsula Wastewater

**Commission:** Saanich Peninsula Wastewater

**DEFINITION:**

Provision of sewage treatment and disposal through treatment plant facilities and outfall for member participants.

**SERVICE DESCRIPTION:**

This program is for the provision of wastewater collection and treatment to the Saanich Peninsula municipalities of Central Saanich, North Saanich, and Sidney. Although the largest component of the program budget is for the operation and maintenance of the systems, many other key programs are funded through and support these budgets including engineering (capital projects), odour control, and marine monitoring and protection.

**PARTICIPATION:**

Operating costs to be recovered by requisition to all participating members based on measured flow from previous year.

**MAXIMUM LEVY:**

Establishment Bylaw No. 2388/2439 - Greater of \$5,663,000 or \$1.56 / \$1,000 of actual assessed value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

See Debt Budget 3.775 - debt fully retired in 2016

**SPWWS SEWER SYSTEM:**

<u>Location</u>	<u>Allocation for 2022</u>
Airport	1.92%
Sidney	39.04%
Pauquachin	0.86%
Central Saanich	42.23%
North Saanich	15.39%
Tseycum	0.44%
IOS	0.11%
Total	100.0%

**FUNDING:**

Requisition

**RESERVE FUND:**

Saanich Peninsula Wastewater Commission approved that operating surpluses be transferred to capital reserve fund, starting with 2009 budget (approved Nov 6, 2008).

## 3.718 - Saanich Peninsula Wastewater

OPERATING COSTS

Operating  
Labour Charges  
Heat Recovery  
Biosolids Mgmt.  
Allocation - Standard Overhead

**TOTAL OPERATING COSTS**

\*Percentage Increase over prior year

CAPITAL / RESERVE

Transfer to Operating Reserve Fund  
Transfer to Equipment Replacement Fund  
Transfer to Capital Reserve Fund  
Debt Reserve Fund  
MFA Principal Payment  
MFA Interest Payment

**TOTAL CAPITAL / RESERVES****TOTAL COSTS**

\*Percentage Increase over prior year

Internal Recovery - Other  
Recovery - Other

**OPERATING COSTS LESS INTERNAL RECOVERIES**

\*Percentage Increase over prior year

**SOURCES OF FUNDING (REVENUE)****Surplus / (Defecit)**

Balance C/F from Prior to Current Year  
Grants in Lieu of Taxes  
Transfer from Own Funds

**TOTAL REVENUE****REQUISITION**

\*Percentage increase over prior year

PARTICIPANTS: C. Saanich, N. Saanich, Sidney, Airport,  
Pauquachin, Tseycum

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<b>OPERATING COSTS</b>										
Operating	2,728,416	2,681,355	2,647,580	-	-	2,647,580	2,850,885	2,745,334	2,915,925	2,867,751
Labour Charges	189,264	189,264	178,305	-	-	178,305	181,867	185,493	189,186	192,957
Heat Recovery	113,742	103,540	117,080	-	-	117,080	119,410	121,790	124,200	126,690
Biosolids Mgmt.	1,035,026	586,000	1,020,070	-	-	1,020,070	1,022,470	1,024,922	1,027,416	1,029,962
Allocation - Standard Overhead	78,057	78,057	82,890	-	-	82,890	84,548	86,239	87,964	89,723
<b>TOTAL OPERATING COSTS</b>	<b>4,144,505</b>	<b>3,638,216</b>	<b>4,045,925</b>	<b>-</b>	<b>-</b>	<b>4,045,925</b>	<b>4,259,180</b>	<b>4,163,778</b>	<b>4,344,691</b>	<b>4,307,083</b>
*Percentage Increase over prior year		-12.22%	-2.38%	0.00%	0.00%	-2.38%	5.27%	-2.24%	4.34%	-0.87%
<b>CAPITAL / RESERVE</b>										
Transfer to Operating Reserve Fund	50,640	50,640	50,640	-	-	50,640	51,650	52,680	53,740	54,810
Transfer to Equipment Replacement Fund	118,020	569,999	118,020	-	-	118,020	120,390	122,800	125,260	127,760
Transfer to Capital Reserve Fund	367,930	367,930	367,930	-	-	367,930	375,290	355,460	336,170	386,890
Debt Reserve Fund	-	-	-	-	-	-	14,500	17,500	2,500	12,500
MFA Principal Payment	-	-	-	-	-	-	-	58,206	128,455	138,490
MFA Interest Payment	-	-	-	-	-	-	47,850	83,050	143,550	165,550
<b>TOTAL CAPITAL / RESERVES</b>	<b>536,590</b>	<b>988,569</b>	<b>536,590</b>	<b>-</b>	<b>-</b>	<b>536,590</b>	<b>609,680</b>	<b>689,696</b>	<b>789,675</b>	<b>886,000</b>
<b>TOTAL COSTS</b>	<b>4,681,095</b>	<b>4,626,785</b>	<b>4,582,515</b>	<b>-</b>	<b>-</b>	<b>4,582,515</b>	<b>4,868,860</b>	<b>4,853,474</b>	<b>5,134,366</b>	<b>5,193,083</b>
*Percentage Increase over prior year		-1.16%	-2.11%	0.00%	0.00%	-2.11%	6.25%	-0.32%	5.79%	1.14%
Internal Recovery - Other	(156,380)	(122,070)	(134,320)	-	-	(134,320)	(137,000)	(139,740)	(142,540)	(145,380)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>4,524,715</b>	<b>4,504,715</b>	<b>4,448,195</b>	<b>-</b>	<b>-</b>	<b>4,448,195</b>	<b>4,731,860</b>	<b>4,713,734</b>	<b>4,991,826</b>	<b>5,047,703</b>
*Percentage Increase over prior year		-0.44%	-1.69%	0.00%	0.00%	-1.69%	6.38%	-0.38%	5.90%	1.12%
<b>SOURCES OF FUNDING (REVENUE)</b>										
<b>Surplus / (Defecit)</b>										
Balance C/F from Prior to Current Year										
Grants in Lieu of Taxes	(5,295)	(5,295)	(5,295)	-	-	(5,295)	(5,295)	(5,295)	(5,295)	(5,295)
Transfer from Own Funds	(185,000)	(165,000)	(30,000)	-	-	(30,000)	(180,000)	(20,000)	(135,000)	(30,000)
<b>TOTAL REVENUE</b>	<b>(190,295)</b>	<b>(170,295)</b>	<b>(35,295)</b>	<b>-</b>	<b>-</b>	<b>(35,295)</b>	<b>(185,295)</b>	<b>(25,295)</b>	<b>(140,295)</b>	<b>(35,295)</b>
<b>REQUISITION</b>	<b>(4,334,420)</b>	<b>(4,334,420)</b>	<b>(4,412,900)</b>	<b>-</b>	<b>-</b>	<b>(4,412,900)</b>	<b>(4,546,565)</b>	<b>(4,688,439)</b>	<b>(4,851,531)</b>	<b>(5,012,408)</b>
*Percentage increase over prior year		0.00%	1.81%	0.00%	0.00%	1.81%	3.03%	3.12%	3.48%	3.32%
PARTICIPANTS: C. Saanich, N. Saanich, Sidney, Airport, Pauquachin, Tseycum										

**CAPITAL REGIONAL DISTRICT**

**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027**

<b>Service No.</b>	<b>3.718</b>	<b>Carry</b>						
	<b>Saanich Peninsula Wastewater</b>	<b>Forward from</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
		<b>2022</b>						

## EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$50,000	\$200,000	\$1,120,000	\$1,100,000	\$350,000	\$250,000	\$3,020,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$1,320,000	\$2,570,000	\$1,225,000	\$900,000	\$150,000	\$1,450,000	\$6,295,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$1,370,000</b>	<b>\$2,770,000</b>	<b>\$2,345,000</b>	<b>\$2,000,000</b>	<b>\$500,000</b>	<b>\$1,700,000</b>	<b>\$9,315,000</b>

## SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$1,450,000	\$1,750,000	\$250,000	\$1,250,000	\$4,700,000
Equipment Replacement Fund	\$130,000	\$430,000	\$170,000	\$150,000	\$150,000	\$150,000	\$1,050,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$1,240,000	\$2,340,000	\$725,000	\$100,000	\$100,000	\$300,000	\$3,565,000
	<b>\$1,370,000</b>	<b>\$2,770,000</b>	<b>\$2,345,000</b>	<b>\$2,000,000</b>	<b>\$500,000</b>	<b>\$1,700,000</b>	<b>\$9,315,000</b>



Service #:

3.718

Service Name:

Saanich Peninsula Wastewater

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
19-06	Renewal	Odour Control Upgrades	Based upon the 2018 KWL Odour Control Program study, upgrades are being completed at a number of facilities and the detailed design will be completed at SPWWTP.	\$575,000	S	Res	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$150,000
21-04	Replacement	Voice Radio Replacement	Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.	\$85,000	E	ERF	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
18-10	Replacement	Equipment Replacement - Annual Provisional	Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.	\$750,000	S	ERF	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
22-02	New	Microwave Radio Upgrades	To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.	\$350,000	E	Res	\$0	\$0	\$150,000	\$100,000	\$100,000	\$0	\$350,000
23-02	Renewal	Electrical & Control Upgrades	Replacement of the Sidney PS PLC and RTUs before failure, and updating programming of facilities to supported hardware and operating systems. WWTP Capacitor replacement is planned for 2024.	\$120,000	E	ERF	\$0	\$100,000	\$20,000	\$0	\$0	\$0	\$120,000
GRAVITY SEWERS & MANHOLES													
20-03	Renewal	Trunk Sewer Relining	Based upon CCTV inspection, high priority relining of about 1,300m of 500mm dia asbestos cement sewer will start in 2022. Another 800m may need to be relined within the next 5 years.	\$1,100,000	S	Res	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
20-04	Renewal	Manhole Repairs and Replacement	Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney 2020. Other repairs/relining will be scheduled in the next 5 years.	\$500,000	S	Debt	\$0	\$0	\$250,000	\$250,000	\$0	\$0	\$500,000
27-02	Renewal	Trunk Sewer Relining - Ph2	Based upon CCTV inspection, about another 800m of 500mm dia asbestos cement sewer should be lined in 2027.	\$1,000,000	S	Debt	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$1,000,000
PRESSURE PIPES & APPERTUNANCES													
DEVELOPMENT COST CHARGE (DCC) PROJECTS													
23-01	Renewal	DCC Program - 5-year Update	5-year update of the DCC program.	\$75,000	S	Res	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000
GRAND TOTAL				\$10,455,000			\$1,370,000	\$2,770,000	\$2,345,000	\$2,000,000	\$500,000	\$1,700,000	\$9,315,000

Service:	3.718	Saanich Peninsula Wastewater
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Project Number	20-02	Capital Project Title	Replace Aerators in Oxidation Ditches	Capital Project Description	The WWTP was getting low dissolved oxygen during low flow, high load periods. As assessment of the aerators is required with recommendations on process improvements or aerator replacement.
Project Rationale	The current aerators appear to be underperforming and need to be assessed to improve performance to maintain proper dissolved oxygen or to confirm if new aerators are required.				

Project Number	21-05	Capital Project Title	SPWWTP HVAC Fan Assessments	Capital Project Description	The HVAC fans in the MCC room, washrooms, and pump room were identified as requiring replacement. Facilities Management will the fans and upgrade/replace if required.
Project Rationale	The HVAC Fan's were identified in Stantec's condition assessment as requiring replacement, funds are required to reassess the fans, design replacement and carry out replacement.				

Project Number	23-03	Capital Project Title	Odour Control Upgrade Construction	Capital Project Description	Upon completion of the KWL assessment and proposed design in 2021, odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health
Project Rationale	Odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks.				

Project Number	23-04	Capital Project Title	Replace SCADA Servers and Ethernet Upgrades	Capital Project Description	Existing servers are EOL and need to be replaced to meet current CRD specifications and standards
Project Rationale	Existing servers are EOL and need to be replaced to meet current CRD specifications and standards				



Service: 3.718 Saanich Peninsula Wastewater			
Project Number	24-01	Capital Project Title	Sludge Tanks and Process Sump Cleaning and Repairs
Capital Project Description	Detailed Structural assessment of the primary clarifier No. 2 and sludge tanks to determine whether repairs are required. Cleaning, repair and apply protective coating on concrete surfaces inside of the		
Project Rationale	Primary Clarifier No. 1 and the oxidation tanks have had detailed structural assessments, funds are required to conduct a detailed assessment of primary clarifier No. 2 and the sludge tanks to determine whether concrete repairs are required similar to the oxidation tanks and primary clarifier No. 1.		
Project Number	27-01	Capital Project Title	SPWWTP Road Upgrades
Capital Project Description	Construct drainage and pavement replacement on the SPWWTP access road.		
Project Rationale	The access road to the SPWWTP will be 27 years old and is showing localized pavement failure. Additionally, the road drainage system requires some rehabilitation to maintain its function. Funds are required to design the drainage improvements and pavement repairs, and carry out the improvements.		
Project Number	28-01	Capital Project Title	Bazan Bay Outfall Inspection
Capital Project Description	Follow-up electromagnetic inspection of Bazan Bay Outfall based upon the 2018 inspection.		
Project Rationale	The Bazan Bay outfall was electromagnetically inspected in 2018 after past dive inspections found holes in the outfall. The electromagnetic inspection found that the outfall was generally in good shape. A follow up electromagnetic inspection is required to ensure that the cathodic protection system is functioning as designed to protect the outfall pipe.		
Project Number	24-02	Capital Project Title	Standby Power Assessment and Replacement
Capital Project Description	Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole		
Project Rationale	Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.		

Service:	3.718	Saanich Peninsula Wastewater
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Project Number	24-03	Capital Project Title	SCADA Equipment Replacement	Capital Project Description	Project to review and address the maturation of SCADA hardware throughout the service areas.
Project Rationale	Project to review and address the maturation of SCADA hardware throughout the service areas.				

Project Number	24-04	Capital Project Title	SPWWTP PLC Replacement	Capital Project Description	PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and all support will be terminated in 2026.
Project Rationale	PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and all support will be terminated in 2026.				

Project Number	21-02	Capital Project Title	Sidney Pump Station Wet Well Upgrades	Capital Project Description	The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion.
Project Rationale	The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion.				

Project Number	19-06	Capital Project Title	Odour Control Upgrades	Capital Project Description	Based upon the 2018 KWL Odour Control Program study, upgrades are being completed at a number of facilities and the detailed design will be completed at SPWWTP.
Project Rationale	In 2017 KWL was retained to conduct an audit of the odour control systems in the Core Area and Saanich Peninsula Wastewater systems. KWL made recommendations on remediation, works include: SPWWTP odour control management study and Sidney and Keating PS ventilation study (2019); SPWWTP Odour Control Improvements Design ; SPWWTP Odour Control Improvements Construction .				

Service: 3.718 Saanich Peninsula Wastewater					
Project Number	21-04	Capital Project Title	Voice Radio Replacement	Capital Project Description	Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.
Project Rationale	End of life replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.				

Project Number	18-10	Capital Project Title	Equipment Replacement - Annual Provisional	Capital Project Description	Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.
Project Rationale	Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.				

Project Number	22-02	Capital Project Title	Microwave Radio Upgrades	Capital Project Description	To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.
Project Rationale	Multiple facilities throughout the CRD RWS system require additional bandwidth to allow for proper monitoring and control. This project will enable the initial design and preliminary installation of a high bandwidth microwave backbone that will be able to be leveraged by multiple CRD operational groups. The installation of this backbone will be coordinated with the other IWS service areas.				

Project Number	23-02	Capital Project Title	Electrical & Control Upgrades	Capital Project Description	Replacement of the Sidney PS PLC and RTUs before failure, and updating programming of facilities to supported hardware and operating systems. WWTP Capacitor replacement is planned for
Project Rationale	The Sidney PS PLC and RTU have been discontinued by the manufacturer, leaving no support if they fail. Additionally, the Sidney PS, Keating PS and SPWWTP have control systems on outdated control software no longer supported by current hardware and operating systems. Funds are required to replace the Sidney PS PLC and RTU and update the programming of the control software to a supported hardware and operating system.				

Service: 3.718 Saanich Peninsula Wastewater				
Project Number	20-03	Capital Project Title	Trunk Sewer Relining	Capital Project Description
Project Rationale	Based upon CCTV inspection, high priority relining of about 1,300m of 500mm dia asbestos cement sewer will start in 2022. Another 800m may need to be relined within the next 5 years. The trunk sewer mains were inspected in 2018-2019 resulting in approximately 1,300 m of 500 mm diameter asbestos cement sewer pipe requiring relining to maintain integrity. Funds are required to retain a contractor to conduct the pipe relining starting at the most northern section of the Sidney Trunk main.			
Project Number	20-04	Capital Project Title	Manhole Repairs and Replacement	Capital Project Description
Project Rationale	Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney 2020. Other repairs/relining will be scheduled in the next 5 years. During the trunk sewer main inspections in 2018-2019, the manholes were inspected as well. A number of manholes were identified with major defects requiring repairs or relining, mostly in Central Saanich and Sidney. Funds are required to retain a contractor to carry out manhole repairs.			
Project Number	27-02	Capital Project Title	Trunk Sewer Relining - Ph2	Capital Project Description
Project Rationale	Based upon CCTV inspection, about another 800m of 500mm dia asbestos cement sewer should be lined in 2027. The trunk sewer mains were inspected in 2018-2019 resulting in approximately 800 m of 500 mm diameter asbestos cement sewer pipe requiring relining to maintain integrity. Funds are required to retain a contractor to conduct the pipe relining starting where Phase 1 left.			
Project Number	23-01	Capital Project Title	DCC Program - 5-year Update	Capital Project Description
Project Rationale	5-year update of the DCC program. This item is for a planned review and update of the DCC Program.			

Summary Schedule  
2023 - 2027 Financial Plan

Asset Profile
<b>Saanich Peninsula Wastewater Assets</b>
Construction of the Saanich Peninsula Wastewater Treatment Plant (SPWWTP) was completed in January 2000 to provide wastewater service for Central Saanich, North Saanich and Sidney, as well as the local First Nations, Victoria Airport Authority, and the Institute of Ocean Sciences Centre. Annually, the SPWWTP produces on average 3,600 tonnes of sludge which is currently hauled being treated at the Residuals Treatment Facility at Hartland. The SPWWTP heat recovery system was commissioned in February 2011 and has supplied treatment plant effluent waste heat to the Panorama Recreation Center for heating its swimming pools since then. Assets in the Saanich Peninsula Wastewater System include land, the SPWWTP and a secondary treatment plant, three pumping stations, thermal recovery and other buildings, 14 kilometres of collections and conveyance (gravity & pressure) mains, and a marine outfalls.

Reserve/Fund Summary						
	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Sewer Capital Reserve Funds	933,846	371,776	192,066	617,526	1,023,696	1,280,586
Equipment Replacement Fund	1,007,222	695,242	645,632	618,432	593,692	571,452
Maintenance Reserve Fund	415,354	435,994	307,644	340,324	259,064	283,874
<b>Total</b>	<b>2,356,422</b>	<b>1,503,012</b>	<b>1,145,342</b>	<b>1,576,282</b>	<b>1,876,452</b>	<b>2,135,912</b>

See attached reserve schedules for projected annual cash flows.

## Capital Reserve Fund Schedule - SPWWTP

## Capital Reserve Fund SPWWTP - DCC Portion and Capital Reserve Portion

Bylaw 2760 established a Reserve Fund for the Saanich Peninsula Wastewater System. There are two portions in the Reserve Fund: Development Cost Charges is deposited in the DCC portion and expenditures are restricted. Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.

## DCC Portion

Fund: 1012

Fund Center: 101356

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	278,488	253,488	123,488	18,488	38,488	58,488
Planned Capital Expenditure (Based on Capital Plan)	-	-	(75,000)	-	-	-
Transfer OUT - To Capital Reserve	(200,000)	(300,000)	(200,000)	(150,000)	(150,000)	(150,000)
Transfer IN - DCC Funding	170,000	170,000	170,000	170,000	170,000	170,000
Interest Income	5,000	-	-	-	-	-
Ending Balance \$	253,488	123,488	18,488	38,488	58,488	78,488

Assumptions/Background:

Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.

Approved capital expenditures to be funded by DCC to be determined, as under review.

## Capital Reserve Portion

Fund: 1012

Fund Center: 102022

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	1,534,428	680,358	248,288	173,578	579,038	965,208
Planned Capital Expenditure	(1,450,000)	(1,100,000)	(650,000)	(100,000)	(100,000)	(300,000)
Transfer from Ops Budget	367,930	367,930	375,290	355,460	336,170	386,890
Planned transfer from DCC Funds	200,000	300,000	200,000	150,000	150,000	150,000
Funding return	-	-	-	-	-	-
Interest Income*	28,000	-	-	-	-	-
Ending Balance \$	680,358	248,288	173,578	579,038	965,208	1,202,098

Saanich Peninsula Commission approved that operating surpluses be transferred to capital reserve fund each year, starting with 2009 budget.

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

## ERF Reserve Fund Schedule SPWWTP

## ERF: SPWWTP ERF or PERS Fund for Equipment

ERF Reserve to fund replacement of equipment that lasts less than 15 years in the NWT System. Also called PERS (Priority Equipment Replacement). Example motors, pumps... There are 2 PERS, Trunks and Treatment Plant; and 1 ERF for SPWWTP Lab Equipment

## Equipment Replacement Fund- SPWWTP

Fund: 1022

Fund Center: 101700

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	646,793	1,007,222	695,242	645,632	618,432	593,692
Planned Purchase (Based on Capital Plan)	(213,570)	(430,000)	(170,000)	(150,000)	(150,000)	(150,000)
Transfer IN (from Ops Budget)	569,999	118,020	120,390	122,800	125,260	127,760
Interest Income*	4,000					
<b>Ending Balance \$</b>	<b>1,007,222</b>	<b>695,242</b>	<b>645,632</b>	<b>618,432</b>	<b>593,692</b>	<b>571,452</b>

The ERF funds the replacement or repair of equipment with a service life of 15 years or less. In the past the ERF has also been referred to as a Priority Equipment Replacement Strategy (PERS). There are three individual ERF funds; Wastewater Treatment Plant (E00561), Trunk Sewers (E00562) and Saanich Peninsula Laboratory Equipment (E00586)

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

### Profile

#### Saanich Peninsula Wastewater

Starting in 2003, maintenance reserve accounts were established for operating and maintenance activities that typically do not occur annually. These maintenance activities are large expense and to and to avoid large swings in the operating budget, funds are set aside annually to undertake this maintenance. The maintenance activities are the replacement and disposal of the odour control carbon at the treatment plant approximately every 2 years, replacement and disposal of the odour control carbon at Keating Pump Station every 5 years, the regulatory inspection of the Bazan Bay marine outfall every 5 years and the cleaning and rebuild of the District Energy Sharing System heat exchanger every 5-8 years.

### Operating Reserve Schedule

#### Operating Reserve Schedule

Fund: 1500 Fund Center: 105204

	Estimated	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	517,714	415,354	435,994	307,644	340,324	259,064
<b>Planned Purchase</b>	(165,000)	(30,000)	(180,000)	(20,000)	(135,000)	(30,000)
<b>Transfer from Ops Budget</b>	50,640	50,640	51,650	52,680	53,740	54,810
<b>Interest Income*</b>	12,000	-	-	-	-	-
<b>Ending Balance \$</b>	<b>415,354</b>	<b>435,994</b>	<b>307,644</b>	<b>340,324</b>	<b>259,064</b>	<b>283,874</b>

#### Assumptions/Background:

Maintenance Reserve Account: Outfall Inspection, Odour Control Carbon Replacement, Heat Recovery Exchange System Cleaning

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



# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **L.W.M.P. (Peninsula)**

#### **Commission Review**

SEPTEMBER 2022

<b>Service:</b> 3.720    L.W.M.P. (Peninsula)	<b>Committee:</b> Environmental Services
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**DEFINITION:**

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

**SERVICE DESCRIPTION:**

- To manage the Saanich Peninsula Liquid Waste Management Plan (SPLWMP) and implement the commitments approved under the plan as required:
- planning, reporting, amendment preparation, implementation of commitments, biosolids management program, resource recovery development and inflow/infiltration enhancement program

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Parks & Environment

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

Service: 3.720 L.W.M.P. (Peninsula)	Committee: Environmental Services
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	<u>Operating</u>
Central Saanich	43.69%
North Saanich (*see note below)	15.92%
Sidney	40.39%
<b>Total</b>	<u><u>100.00%</u></u>

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

## APPENDIX A

3.720 - LWMP (PENINSULA)			BUDGET REQUEST							
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	99,766	84,981	36,262	-	-	36,262	36,992	37,730	38,481	39,246
<b>TOTAL OPERATING COSTS</b>	<b>99,766</b>	<b>84,981</b>	<b>36,262</b>	<b>-</b>	<b>-</b>	<b>36,262</b>	<b>36,992</b>	<b>37,730</b>	<b>38,481</b>	<b>39,246</b>
*Percentage Increase over prior year		-14.8%	-63.7%	0.0%	0.0%	-63.7%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	20,141	34,926	18,645	-	-	18,645	18,993	19,356	19,727	20,106
TOTAL CAPITAL / RESERVES	20,141	34,926	18,645	-	-	18,645	18,993	19,356	19,727	20,106
<b>TOTAL COSTS</b>	<b>119,907</b>	<b>119,907</b>	<b>54,907</b>	<b>-</b>	<b>-</b>	<b>54,907</b>	<b>55,985</b>	<b>57,086</b>	<b>58,208</b>	<b>59,352</b>
*Percentage Increase over prior year		0.0%	-54.2%	0.0%	0.0%	-54.2%	2.0%	2.0%	2.0%	2.0%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(980)	(980)	(980)	-	-	(980)	(980)	(980)	(980)	(980)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(980)	(980)	(980)	-	-	(980)	(980)	(980)	(980)	(980)
<b>REQUISITION</b>	<b>(118,927)</b>	<b>(118,927)</b>	<b>(53,927)</b>	<b>-</b>	<b>-</b>	<b>(53,927)</b>	<b>(55,005)</b>	<b>(56,106)</b>	<b>(57,228)</b>	<b>(58,372)</b>
*Percentage Increase over prior year		0.0%	-54.7%	0.0%	0.0%	-54.7%	2.0%	2.0%	2.0%	2.0%
PARTICIPANTS: Central Saanich, North Saanich, Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3.720 L.W.M.P. Peninsula  
Operating Reserve Summary  
2023 - 2027 Financial Plan

Profile

L.W.M.P. Peninsula

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

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105527	Estimate	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	54,632	90,258	108,903	127,896	147,252	166,979
Planned Purchase		-	-	-	-	-
Transfer from Ops Budget	34,926	18,645	18,993	19,356	19,727	20,106
Interest Income*	700	-	-	-	-	-
Total projected year end balance	90,258	108,903	127,896	147,252	166,979	187,085

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

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Saanich Peninsula - Stormwater Quality Management**

#### **Commission Review**

SEPTEMBER 2022

**Service:** 1.537 Saanich Peninsula - Stormwater Quality Management

**Commission:** Saanich Peninsula Waste Water

**DEFINITION:**

Establishment Bylaw No. 3642 (2009), as amended by Bylaw No. 4141 (2017), to identify pollution in stormwater run-off from land in the service area.

**SERVICE DESCRIPTION:**

The service provides a stormwater quality program in the Saanich Peninsula to coordinate and provide information for management of stormwater quality and surface water resources. The program identifies levels of contaminants in stormwater discharges and prioritizes the level of public health and environmental concern posed by the discharges and then works to reduce/eliminate the contaminants.

**PARTICIPATION:**

Districts of Central Saanich, North Saanich and Town of Sidney.

**MAXIMUM LEVY:**

Greater of \$106,017 or \$0.0103/\$1,000 of actual assessments.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater Commission

**FUNDING:**

The apportionment of annual operating costs among the participating areas shall be on the basis of one-sixth in proportion to the population of the participating areas, one-sixth in proportion to the land area of the participating areas, one-sixth in proportion to the length of shoreline in each of the participating areas, and one-half in proportion to the number of high and medium priority discharges of stormwater to the environment in the prior year within the boundaries of each of the participating areas, as determined by the Capital Regional District Board.

**USER CHARGE:**

N/A

Service:	1.537	Saanich Peninsula - Stormwater Quality Management	Commission:	Saanich Peninsula Waste Water
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	<u>Stormwater</u>
Central Saanich	27.69%
North Saanich	35.84%
Sidney	27.38%
Tsawout Band	2.26%
Tsartlip Band	2.59%
Pauquachin Band	2.47%
Tseycum Band	1.77%
	<hr/>
<b>Total</b>	<b><u><u>100.00%</u></u></b>

Note:

\* Service established effective 2010; previously provided by agreement



## APPENDIX A

1.537 Saanich Peninsula - Stormwater Quality Mgmt	2022	2022	BUDGET REQUEST				2024	2025	2026	2027
	BOARD BUDGET	ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	80,701	79,785	81,256	-	-	81,256	82,882	84,537	86,226	87,963
Contract For Services	22,106	22,106	20,273	-	-	20,273	20,597	20,928	21,264	21,600
Consultant Expenses	15,300	16,217	20,000	-	-	20,000	20,400	20,810	21,230	21,650
<b>TOTAL OPERATING COSTS</b>	<b>118,107</b>	<b>118,108</b>	<b>121,529</b>	<b>-</b>	<b>-</b>	<b>121,529</b>	<b>123,879</b>	<b>126,275</b>	<b>128,720</b>	<b>131,213</b>
*Percentage Increase over prior year		0.0%	2.9%	0.0%	0.0%	2.9%	1.9%	1.9%	1.9%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>118,107</b>	<b>118,108</b>	<b>121,529</b>	<b>-</b>	<b>-</b>	<b>121,529</b>	<b>123,879</b>	<b>126,275</b>	<b>128,720</b>	<b>131,213</b>
*Percentage Increase over prior year		0.0%	2.9%	0.0%	0.0%	2.9%	1.9%	1.9%	1.9%	1.9%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(4,051)	(4,051)	(4,051)	-	-	(4,051)	(4,051)	(4,051)	(4,051)	(4,051)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(4,051)	(4,051)	(4,051)	-	-	(4,051)	(4,051)	(4,051)	(4,051)	(4,051)
<b>REQUISITION</b>	<b>(114,056)</b>	<b>(114,057)</b>	<b>(117,478)</b>	<b>-</b>	<b>-</b>	<b>(117,478)</b>	<b>(119,828)</b>	<b>(122,224)</b>	<b>(124,669)</b>	<b>(127,162)</b>
*Percentage Increase over prior year	0.00%	0.00%	3.00%	0.00%	0.00%	3.00%	2.00%	2.00%	2.00%	2.00%
PARTICIPANTS: Central Saanich, North Saanich, Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

1.537 Saanich Peninsula - Stormwater Quality Mgmt  
Operating Reserve Summary  
2023 - 2027 Financial Plan

Profile

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

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105520 Projected year end balance	Estimate	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	25,101	25,301	25,301	25,301	25,301	25,301
Planned Purchase		-	-	-	-	-
Transfer from/to Ops Budget	-	-	-	-	-	-
Interest Income*	200	-	-	-	-	-
Total projected year end balance	25,301	25,301	25,301	25,301	25,301	25,301

\* 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**

## **2023 BUDGET**

### **Saanich Peninsula - Source Control Stormwater**

#### **Commission Review**

SEPTEMBER 2022

**Service:** 1.538 Saanich Peninsula - Source Control Stormwater

**Commission:** Saanich Peninsula Waste Water

**DEFINITION:**

To regulate, prohibit and impose requirements in respect of discharges to the municipal stormwater system and water courses  
Bylaw No. 3906 (adopted August, 2013), amended by Bylaw No. 4140 (2016).

**SERVICE DESCRIPTION:**

The service provides a regulatory stormwater source control program in the Saanich Peninsula to manage stormwater quality in the municipal drainage systems.

**PARTICIPATION:**

Districts of Central Saanich, North Saanich and Town of Sidney.

**MAXIMUM LEVY:**

Maximum Levy: Greater of \$51,715 or \$0.005/\$1,000 of actual assessments.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater

**FUNDING:**

The annual costs for the service, net of grants and other revenues, shall be apportioned on the basis of:

- a) The population of the participating areas; and
- b) The population estimate as determined annually by the Regional Planning Services department of the Capital Regional District.

**USER CHARGE:**

N/A

Service:	1.538	Saanich Peninsula - Source Control Stormwater	Commission:	Saanich Peninsula Waste Water
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	<u>2022</u>
Central Saanich	42.77%
North Saanich	28.87%
Sidney	28.36%
<b>Total</b>	<u><u>100.00%</u></u>

Note:  
Bylaw No. 3906 (adopted August, 2013).

## APPENDIX A

1.538 San Pen - Source Control Stormwater			BUDGET REQUEST							
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	50,724	50,738	52,720	-	-	52,720	52,396	53,454	54,516	55,601
Contract For Services	5,132	4,000	5,820	-	-	5,820	6,860	6,957	7,066	7,200
<b>TOTAL OPERATING COSTS</b>	<b>55,856</b>	<b>54,738</b>	<b>58,540</b>	<b>-</b>	<b>-</b>	<b>58,540</b>	<b>59,256</b>	<b>60,411</b>	<b>61,582</b>	<b>62,801</b>
*Percentage Increase over prior year		-2.0%	4.8%	0.0%	0.0%	4.8%	1.2%	1.9%	1.9%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	1,118	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	1,118	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>55,856</b>	<b>55,856</b>	<b>58,540</b>	<b>-</b>	<b>-</b>	<b>58,540</b>	<b>59,256</b>	<b>60,411</b>	<b>61,582</b>	<b>62,801</b>
*Percentage Increase over prior year		0.0%	4.8%	0.0%	0.0%	4.8%	1.2%	1.9%	1.9%	2.0%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,646)	(1,646)	(1,646)	-	-	(1,646)	(1,646)	(1,646)	(1,646)	(1,646)
Transfer From Operating Reserve	-	-	(1,058)	-	-	(1,058)	(657)	(673)	(682)	(716)
TOTAL REVENUE	(1,646)	(1,646)	(2,704)	-	-	(2,704)	(2,303)	(2,319)	(2,328)	(2,362)
<b>REQUISITION</b>	<b>(54,210)</b>	<b>(54,210)</b>	<b>(55,836)</b>	<b>-</b>	<b>-</b>	<b>(55,836)</b>	<b>(56,953)</b>	<b>(58,092)</b>	<b>(59,254)</b>	<b>(60,439)</b>
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	2.0%	2.0%	2.0%	2.0%
PARTICIPANTS: Central Saanich, North Saanich, and Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**1.538 San Pen - Source Control Stormwater**  
**Operating Reserve Summary**  
**2023 - 2027 Financial Plan**

**Profile**

**San Pen - Source Control Stormwater**

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

**Operating Reserve Schedule**

Operating Reserve Schedule (Fund: 1500 / FC: 105521)	Estimate	Budget				
	2022	2023	2024	2025	2026	2027
Projected year end balance						
Beginning Balance	45,322	46,800	45,742	45,085	44,412	43,730
Planned Purchase	-	(1,058)	(657)	(673)	(682)	(716)
Transfer from/to Ops Budget	1,118	-	-	-	-	-
Interest Income*	360	-	-	-	-	-
<b>Total projected year end balance</b>	<b>46,800</b>	<b>45,742</b>	<b>45,085</b>	<b>44,412</b>	<b>43,730</b>	<b>43,014</b>

\* 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**

## **2023 BUDGET**

### **Harbours Environmental Actions Service - Peninsula**

#### **Commission Review**

SEPTEMBER 2022



Service:	3.756 Harbours Environmental Actions Service - Peninsula	Committee:	Saanich Peninsula Wastewater Commission
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DEFINITION:

Harbours Environmental Action Service for Saanich Peninsula support environmental stewardship on the Peninsula in response to increasing stressors on the marine environment. Establishment Bylaw No. 4391, March 10th, 2021

SERVICE DESCRIPTION:

The service coordinates and implement harbours, waterbodies, and watercourses environmental protection and improvement initiatives on and surrounding the Saanich Peninsula, namely Sidney, North Saanich, and Central Saanich

PARTICIPATION:

	2022
Sidney	28.36%
District of North Saanich	28.87%
District of Central Saanich	42.77%
TOTAL	100.00%

MAXIMUM LEVY:

Greater of \$75,000 or \$0.0049 per \$1,000 of actual assessments

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Saanich Peninsula Wastewater Commission

FUNDING:

Requisition

RESERVE FUND:

N/A

## APPENDIX A

3.756 - HABOUR ENVIRONMENTAL ACTION PENINSULA			BUDGET REQUEST							
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Allocations	46,856	34,016	47,834	-	-	47,834	48,791	49,767	50,762	51,778
Consultant Expenses	13,026	13,000	13,850	-	-	13,850	14,130	14,410	14,700	14,990
Contract For Services	4,300	4,300	4,429	-	-	4,429	4,520	4,610	4,700	4,790
Operating - other costs	4,440	17,306	4,500	-	-	4,500	4,590	4,680	4,770	4,860
<b>TOTAL OPERATING COSTS</b>	<b>68,622</b>	<b>68,622</b>	<b>70,613</b>	<b>-</b>	<b>-</b>	<b>70,613</b>	<b>72,031</b>	<b>73,467</b>	<b>74,932</b>	<b>76,418</b>
*Percentage Increase over prior year		0.0%	2.9%	0.0%	0.0%	2.9%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>68,622</b>	<b>68,622</b>	<b>70,613</b>	<b>-</b>	<b>-</b>	<b>70,613</b>	<b>72,031</b>	<b>73,467</b>	<b>74,932</b>	<b>76,418</b>
*Percentage Increase over prior year		0.0%	2.9%	0.0%	0.0%	2.9%	2.0%	2.0%	2.0%	2.0%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(2,026)	(2,026)	(2,026)	-	-	(2,026)	(2,026)	(2,026)	(2,026)	(2,026)
TOTAL REVENUE	(2,026)	(2,026)	(2,026)	-	-	(2,026)	(2,026)	(2,026)	(2,026)	(2,026)
<b>REQUISITION</b>	<b>(66,596)</b>	<b>(66,596)</b>	<b>(68,587)</b>	<b>-</b>	<b>-</b>	<b>(68,587)</b>	<b>(70,005)</b>	<b>(71,441)</b>	<b>(72,906)</b>	<b>(74,392)</b>
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	2.1%	2.1%	2.1%	2.0%
PARTICIPANTS: Sidney, District of North Saanich, District of Central Saanich										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-