

# Committee Of The Whole Budget Review Package

Committee of the Whole Budget Package was presented on October 30, 2019 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 details major changes from 2019 to 2020
3. Operating Committee Summary
4. Capital Plan Summary
5. Reserve Schedules

CAPITAL REGIONAL DISTRICT BOARD sitting as  
COMMITTEE OF THE WHOLE

October 30, 2019

Board Room, 625 Fisgard Street, Victoria

**BUDGET REVIEW**

**Part A**

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**1. Introduction/Overview**

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**2. Executive Services**

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2.2 C.A.O. & Executive Office  
2.3 Human Resources  
2.4 Corporate Communications

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3.2 Board Expenditures  
3.3 Real Estate  
3.4 First Nations Relations

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4.1.2 Regional Grant in Aid  
4.1.3 Vic Family Court & Youth Justice Committee  
4.1.4 Greater Victoria Police Victims Services  
4.1.5 Traffic Safety  
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4.1.8 Arts Grants and Development  
4.1.9 Feasibility Study Reserve

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CAPITAL REGIONAL DISTRICT BOARD sitting as  
COMMITTEE OF THE WHOLE

October 30, 2019

Board Room, 625 Fisgard Street, Victoria

**BUDGET REVIEW**

**Part A**

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# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **EXECUTIVE SERVICES**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**COMMITTEE OF THE WHOLE**  
**October 30, 2019**  
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# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Other Legislative & General - Climate**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.012 Other Legislative & General - Climate

Committee: Governance and Finance

**DEFINITION:**

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

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance and Finance

**FUNDING:**

Requisition

OTHER LEGISLATIVE & GENERAL - CLIMATE	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries and Wages	115,770	90,000	106,907	-	-	106,907	113,826	114,087	116,540	119,046
Contributions - projects	-	-	-	-	30,000	30,000	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>115,770</b>	<b>90,000</b>	<b>106,907</b>	<b>-</b>	<b>30,000</b>	<b>136,907</b>	<b>113,826</b>	<b>114,087</b>	<b>116,540</b>	<b>119,046</b>
*Percentage Increase over prior year							-16.9%	0.2%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Climate Action Reserve Fund	100,000	100,000	-	100,000	-	100,000	100,000	100,000	100,000	100,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>TOTAL COSTS</b>	<b>215,770</b>	<b>190,000</b>	<b>106,907</b>	<b>100,000</b>	<b>30,000</b>	<b>236,907</b>	<b>213,826</b>	<b>214,087</b>	<b>216,540</b>	<b>219,046</b>
*Percentage increase over prior year requisition							-9.7%	0.1%	1.1%	1.2%
<b>REVENUE</b>										
Climate Action Grant	(55,000)	(55,000)	(55,000)	-	-	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
Transfer from Operating Project	-	-	-	-	(30,000)	(30,000)	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(55,000)</b>	<b>(55,000)</b>	<b>(55,000)</b>	<b>-</b>	<b>- 30,000</b>	<b>(85,000)</b>	<b>(55,000) -</b>	<b>55,000 -</b>	<b>55,000 -</b>	<b>55,000</b>
<b>NET COST</b>	<b>160,770</b>	<b>135,000</b>	<b>51,907</b>	<b>100,000</b>	<b>-</b>	<b>151,907</b>	<b>158,826</b>	<b>159,087</b>	<b>161,540</b>	<b>164,046</b>
*Percentage increase over prior year requisition							4.6%	0.2%	1.5%	1.6%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	1.0	1.0	1.0	-	-	1.0	1.0	1.0	1.0	1.0



# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **CAO & Executive Office**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.014 CAO & Executive Office

Committee: Governance and Finance

**DEFINITION:**

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

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance and Finance

**FUNDING:**

Requisition

CAO & Executive Office	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries and Wages	602,750	542,899	640,089	-	-	640,089	654,672	656,220	670,380	684,793
Allocations	45,710	45,710	50,897	-	-	50,897	52,020	53,160	54,327	55,523
Legal Expenses	1,730	1,730	1,768	-	-	1,768	1,807	1,847	1,887	1,929
Software Licenses	3,590	13,723	3,669	-	-	3,669	3,750	3,832	3,916	4,003
Other Operating Expenses	33,150	39,418	37,131	-	-	37,131	37,940	38,766	39,619	40,488
<b>TOTAL OPERATING COSTS</b>	<b>686,930</b>	<b>643,479</b>	<b>733,554</b>	<b>-</b>	<b>-</b>	<b>733,554</b>	<b>750,189</b>	<b>753,825</b>	<b>770,129</b>	<b>786,736</b>
*Percentage Increase over prior year						6.8%	2.3%	0.5%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	1,150	1,150	1,175	-	-	1,175	1,201	1,228	1,255	1,282
<b>TOTAL CAPITAL / RESERVES</b>	<b>1,150</b>	<b>1,150</b>	<b>1,175</b>	<b>-</b>	<b>-</b>	<b>1,175</b>	<b>1,201</b>	<b>1,228</b>	<b>1,255</b>	<b>1,282</b>
<b>TOTAL COSTS</b>	<b>688,080</b>	<b>644,629</b>	<b>734,729</b>	<b>-</b>	<b>-</b>	<b>734,729</b>	<b>751,390</b>	<b>755,053</b>	<b>771,384</b>	<b>788,018</b>
Internal Recovery from CAWTP	(26,010)	(26,010)	-	-	-	-	-	-	-	-
Transfer from Internal Reserve	-	-	-	-	-	-	-	-	-	-
<b>NET COST</b>	<b>662,070</b>	<b>618,619</b>	<b>734,729</b>	<b>-</b>	<b>-</b>	<b>734,729</b>	<b>751,390</b>	<b>755,053</b>	<b>771,384</b>	<b>788,018</b>
*Percentage increase over prior year requisition						11.0%	2.3%	0.5%	2.2%	2.2%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	4.0	4.0	4.0	-	-	4.0	4.0	4.0	4.0	4.0

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Human Resources**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.016 Human Resources

Committee: Governance and Finance

**DEFINITION:**

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

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance and Finance

**FUNDING:**

Requisition and internal recoveries

**Change in Budget 2019 to 2020**  
**Service: 1.016 Human Resources**

**Total Expenditure**

**Comments**

**2019 Budget**

**1,896,942**

**Change in Salaries:**

Base salary change	49,869	Inclusive of collective agreement changes
Step Increase/Paygrade change	10,407	
New Safety manager (1.0 FTE)	127,494	IBC 8a-1: Wastewater Management (conversion)
Total Change in Salaries	<u>187,771</u>	

**Other Changes:**

Associated costs for New Safety Manager	8,810	
Other minor changes in Operating Costs	19,528	
Total Other Changes	<u>28,338</u>	

**2020 Budget**

**2,113,051**

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**Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

*There is a one time favourable variance of \$96,700 (21.05%) due largely to temporary staff vacancies.*

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<b>HUMAN RESOURCES</b>										
<u>OPERATING COSTS:</u>										
Salaries and Wages	1,398,240	1,269,721	1,458,516	127,494	-	1,586,010	1,709,583	1,746,449	1,784,105	1,822,569
Allocations	66,900	66,890	63,848	4,000	-	67,848	69,302	70,786	72,303	73,853
Legal Expenses	15,300	10,000	15,640	-	-	15,640	15,984	16,336	16,695	17,062
Staff Training and Membership Dues	98,940	90,494	101,110	1,000	-	102,110	104,356	106,652	108,999	111,397
Contract for Services	174,162	175,652	177,310	-	-	177,310	179,011	180,749	182,526	184,341
Software Licenses	2,550	2,550	2,610	-	-	2,610	2,667	2,726	2,786	2,847
Other Operating Expenses	133,350	177,170	150,210	3,813	-	154,023	157,407	160,865	164,398	168,008
<b>TOTAL OPERATING COSTS</b>	<b>1,889,442</b>	<b>1,792,477</b>	<b>1,969,244</b>	<b>136,307</b>	<b>-</b>	<b>2,105,551</b>	<b>2,238,311</b>	<b>2,284,564</b>	<b>2,331,811</b>	<b>2,380,077</b>
*Percentage Increase over prior year			4.2%			11.4%	6.3%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	7,500	7,500	7,500	-	-	7,500	7,500	7,500	7,500	7,500
<b>TOTAL CAPITAL / RESERVES</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>-</b>	<b>-</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>TOTAL COSTS</b>	<b>1,896,942</b>	<b>1,799,977</b>	<b>1,976,744</b>	<b>136,307</b>	<b>-</b>	<b>2,113,051</b>	<b>2,245,811</b>	<b>2,292,064</b>	<b>2,339,311</b>	<b>2,387,577</b>
Recovery Costs	(20,000)	(20,000)	(20,000)	-	-	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
First Aid Recovery	(4,200)	(4,240)	(5,507)	-	-	(5,507)	(5,628)	(5,751)	(5,878)	(6,007)
Transfer from Internal Reserve	-	-	-	-	-	-	-	-	-	-
Safety Officer Recovery	(140,490)	(140,490)	(140,244)	-	-	(140,244)	(145,883)	(149,036)	(152,257)	(155,547)
Human Resources	(1,271,360)	(1,271,360)	(1,374,731)	(136,307)	-	(1,511,039)	(1,612,093)	(1,645,112)	(1,678,841)	(1,713,301)
<b>TOTAL INTERNAL RECOVERIES</b>	<b>(1,436,050)</b>	<b>(1,436,090)</b>	<b>(1,540,482)</b>	<b>(136,307)</b>	<b>-</b>	<b>(1,676,789)</b>	<b>(1,783,604)</b>	<b>(1,819,899)</b>	<b>(1,856,976)</b>	<b>(1,894,855)</b>
<b>NET COST</b>	<b>460,892</b>	<b>363,887</b>	<b>436,262</b>	<b>-</b>	<b>-</b>	<b>436,262</b>	<b>462,207</b>	<b>472,164</b>	<b>482,334</b>	<b>492,722</b>
<u>AUTHORIZED POSITIONS:</u>										
Salaried	10.0	10.0	10.0	1.0	-	11.0	12.0	12.0	12.0	12.0

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2019 to 2023

Service No.	1.016	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$1,495	\$5,732	\$3,904	\$4,485	\$1,495	\$17,111
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
		<b>\$0</b>	<b>\$1,495</b>	<b>\$5,732</b>	<b>\$3,904</b>	<b>\$4,485</b>	<b>\$1,495</b>	<b>\$17,111</b>

**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	\$1,495	\$5,732	\$3,904	\$4,485	\$1,495	\$17,111
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Short Term Loans	STLoan	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Utility	WU	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$1,495</b>	<b>\$5,732</b>	<b>\$3,904</b>	<b>\$4,485</b>	<b>\$1,495</b>	<b>\$17,111</b>



**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.016

Service Name: Human Resources

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-01	Replacement	1 laptop computer	Computer Replacement	\$1,495	E	ERF	\$0	\$1,495	\$0	\$0	\$0	\$0	\$1,495
21-01	Replacement	3 desktop computers; 2 laptop computer	Computer Replacement	\$5,732	E	ERF	\$0	\$0	\$5,732	\$0	\$0	\$0	\$5,732
22-01	Replacement	1 desktop computers; 2 laptop computer	Computer Replacement	\$3,904	E	ERF	\$0	\$0	\$0	\$3,904	\$0	\$0	\$3,904
23-01	Replacement	3 laptop computer	Computer Replacement	\$4,485	E	ERF	\$0	\$0	\$0	\$0	\$4,485	\$0	\$4,485
24-01	Replacement	1 laptop computer	Computer Replacement	\$1,495	E	ERF	\$0	\$0	\$0	\$0	\$0	\$1,495	\$1,495
<b>GRAND TOTAL</b>				<b>\$17,111</b>			<b>\$0</b>	<b>\$1,495</b>	<b>\$5,732</b>	<b>\$3,904</b>	<b>\$4,485</b>	<b>\$1,495</b>	<b>\$17,111</b>

**Reserve Schedule**

**Reserve Fund: 1.016 Human Resources**

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101419**

ERF Group: HR.ERF

	Estimated	Budget				
	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	14,176	12,276	18,281	20,049	23,645	26,660
<b>Actual Purchases</b>		-	-	-		-
<b>Planned Purchases (Based on Capital Plan)</b>	(9,400)	(1,495)	(5,732)	(3,904)	(4,485)	(1,495)
<b>Transfer from Operating Budget</b>	7,500	7,500	7,500	7,500	7,500	7,500
<b>Interest Income</b>		-	-	-	-	-
<b>Ending Balance \$</b>	<b>12,276</b>	<b>18,281</b>	<b>20,049</b>	<b>23,645</b>	<b>26,660</b>	<b>32,665</b>

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Corporate Communications**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.118 Corporate Communications

Committee: Governance and Finance

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance and Finance

**FUNDING:**

Requisition and internal recoveries

CORPORATE COMMUNICATIONS	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries and Wages	778,530	751,856	805,923	-	50,000	855,923	823,310	841,071	859,212	877,743
Allocations	37,430	37,430	42,877	-	-	42,877	43,820	44,784	45,769	46,776
Contract for Services	26,460	26,460	27,042	-	14,000	41,042	27,637	28,245	28,866	29,502
Printing & Copying	7,200	7,200	7,358	-	-	7,358	7,520	7,686	7,855	8,028
Contribution recovery					(50,000)	(50,000)				
Other Operating Expenses	48,500	51,226	49,469	-	-	49,469	50,561	51,677	52,816	53,981
<b>TOTAL OPERATING COSTS</b>	<b>898,120</b>	<b>874,172</b>	<b>932,670</b>	<b>-</b>	<b>14,000</b>	<b>946,670</b>	<b>952,849</b>	<b>973,463</b>	<b>994,519</b>	<b>1,016,030</b>
*Percentage Increase over prior year						5.4%	0.7%	2.2%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	2,000	2,000	3,000	-	-	3,000	3,070	3,140	3,210	3,280
<b>TOTAL CAPITAL / RESERVES</b>	<b>2,000</b>	<b>2,000</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>3,070</b>	<b>3,140</b>	<b>3,210</b>	<b>3,280</b>
<b>TOTAL COSTS</b>	<b>900,120</b>	<b>876,172</b>	<b>935,670</b>	<b>-</b>	<b>14,000</b>	<b>949,670</b>	<b>955,919</b>	<b>976,603</b>	<b>997,729</b>	<b>1,019,310</b>
Internal Recoveries	-	(21,675)	-	-	-	-	-	-	-	-
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>900,120</b>	<b>854,497</b>	<b>935,670</b>	<b>-</b>	<b>14,000</b>	<b>949,670</b>	<b>955,919</b>	<b>976,603</b>	<b>997,729</b>	<b>1,019,310</b>
<u>REVENUE</u>										
Transfer from Operating Project					(14,000)	(14,000)				
Interest Income	(200)	(200)	(200)	-	-	(200)	(204)	(209)	(213)	(218)
<b>TOTAL REVENUES</b>	<b>(200)</b>	<b>(200)</b>	<b>(200)</b>	<b>-</b>	<b>(14,000)</b>	<b>(14,200)</b>	<b>(204)</b>	<b>(209)</b>	<b>(213)</b>	<b>(218)</b>
<b>NET COST</b>	<b>899,920</b>	<b>854,297</b>	<b>935,470</b>	<b>-</b>	<b>-</b>	<b>935,470</b>	<b>955,715</b>	<b>976,394</b>	<b>997,516</b>	<b>1,019,092</b>
*Percentage increase over prior year requisition						4.0%	2.2%	2.2%	2.2%	2.2%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	6.0	6.0	6.0	-	-	6.0	6.0	6.0	6.0	6.0

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.118	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$2,990	\$7,227	\$5,732	\$1,828	\$2,990	\$20,767
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
		<b>\$0</b>	<b>\$2,990</b>	<b>\$7,227</b>	<b>\$5,732</b>	<b>\$1,828</b>	<b>\$2,990</b>	<b>\$20,767</b>

**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	\$2,990	\$7,227	\$5,732	\$1,828	\$2,990	\$20,767
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$2,990</b>	<b>\$7,227</b>	<b>\$5,732</b>	<b>\$1,828</b>	<b>\$2,990</b>	<b>\$20,767</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.118

Service Name: Corporate Communications

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-01	Replacement	Computer	Computer Replacement	\$2,990	E	ERF	\$0	\$2,990	\$0	\$0	\$0	\$0	\$2,990
21-01	Replacement	Computer	Computer Replacement	\$7,227	E	ERF	\$0	\$0	\$7,227	\$0	\$0	\$0	\$7,227
22-01	Replacement	Computer	Computer Replacement	\$5,732	E	ERF	\$0	\$0	\$0	\$5,732	\$0	\$0	\$5,732
23-01	Replacement	Computer	Computer Replacement	\$1,828	E	ERF	\$0	\$0	\$0	\$0	\$1,828	\$0	\$1,828
24-01	Replacement	Computer	Computer Replacement	\$2,990	E	ERF	\$0	\$0	\$0	\$0	\$0	\$2,990	\$2,990
<b>GRAND TOTAL</b>				<b>\$20,767</b>			<b>\$0</b>	<b>\$2,990</b>	<b>\$7,227</b>	<b>\$5,732</b>	<b>\$1,828</b>	<b>\$2,990</b>	<b>\$20,767</b>

**Reserve Schedule**

**Reserve Fund:** 1.118 Corporate Communications

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

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101518**

ERF Group: COMREL.ERF

	Estimated	Budget				
	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	20,291	7,453	7,463	3,306	714	2,096
<b>Actual Purchases</b>		-	-	-		-
<b>Planned Purchases (Based on Capital Plan)</b>	(15,085)	(2,990)	(7,227)	(5,732)	(1,828)	(2,990)
<b>Transfer from Operating Budget</b>	2,000	3,000	3,070	3,140	3,210	3,280
<b>Interest Income</b>	247	-	-	-	-	-
<b>Ending Balance \$</b>	<b>7,453</b>	<b>7,463</b>	<b>3,306</b>	<b>714</b>	<b>2,096</b>	<b>2,386</b>



# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **CORPORATE SERVICES**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**COMMITTEE OF THE WHOLE**  
**October 30, 2019**  
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*Click on the service area name below to access selected budgets*

**Corporate Services**

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# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Corporate Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**Service: 1.014 Corporate Services**

**Committee: Governance and Finance**

**DEFINITION:**

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

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance and Finance

**FUNDING:**

Requisition and internal recoveries

**Change in Budget 2019 to 2020**

Service: 1.014 CORPORATE SERVICES

**Total Expenditure****Comments****2019 Budget****1,598,590****Change in Salaries:**

Base salary change	36,482	Inclusive of collective agreement changes
Full year budget for Policy Analyst position	29,115	Position budgeted part year 2019
New Records Manager 1.0 FTE	139,760	IBC 15f-1.3 ERDMS IBC
Reduction in auxiliary wage expenses	(60,170)	
Total Change in Salaries	<u>145,187</u>	

**Other Changes:**

Building Occupancy costs	32,000	
Change in Contract for Services	(75,000)	2019 One-time Cost for EDRMS
Change in Other Operating Expenses	3,206	
Total Other Changes	<u>(39,794)</u>	

**2020 Budget****1,703,983****Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

*There is a one time favourable variance of \$203,811 (13.51%) due mainly to temporary staff vacancies.*

CORPORATE SERVICES	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries and Wages	1,394,150	1,184,176	1,399,577	139,760	-	1,539,337	1,599,548	1,644,475	1,679,991	1,716,165
Allocations	47,810	47,810	79,847	-	-	79,847	81,605	83,401	85,236	87,111
Legal Expenses	7,000	7,000	7,154	-	-	7,154	7,311	7,472	7,637	7,805
Contract for Services	75,000	75,000	-	-	-	-	-	-	-	-
Software Licenses	12,000	12,000	12,264	-	-	12,264	12,534	12,810	13,091	13,379
Other Operating Expenses	56,070	64,943	58,676	-	-	58,676	59,967	61,286	62,635	64,013
<b>TOTAL OPERATING COSTS</b>	<b>1,592,030</b>	<b>1,390,929</b>	<b>1,557,519</b>	<b>139,760</b>	<b>-</b>	<b>1,697,279</b>	<b>1,760,965</b>	<b>1,809,444</b>	<b>1,848,590</b>	<b>1,888,472</b>
*Percentage Increase over prior year						6.6%	3.8%	2.8%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	3,850	3,850	3,935	-	-	3,935	4,021	4,110	4,200	4,293
Transfer to Operating Reserve Fund	2,710	-	2,770	-	-	2,770	2,831	2,893	2,956	3,022
Transfer to Climate Action Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>6,560</b>	<b>3,850</b>	<b>6,704</b>	<b>-</b>	<b>-</b>	<b>6,704</b>	<b>6,852</b>	<b>7,003</b>	<b>7,157</b>	<b>7,314</b>
<b>TOTAL COSTS</b>	<b>1,598,590</b>	<b>1,394,779</b>	<b>1,564,223</b>	<b>139,760</b>	<b>-</b>	<b>1,703,983</b>	<b>1,767,817</b>	<b>1,816,446</b>	<b>1,855,746</b>	<b>1,895,786</b>
*Percentage increase over prior year requisition						6.6%	3.7%	2.8%	2.2%	2.2%
<u>REVENUE</u>										
FOI Revenue	-	-	-	-	-	-	-	-	-	-
Climate Action Grant	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	(90,000)	(90,000)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(90,000)</b>	<b>(90,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET COST</b>	<b>1,508,590</b>	<b>1,304,779</b>	<b>1,564,223</b>	<b>139,760</b>	<b>-</b>	<b>1,703,983</b>	<b>1,767,817</b>	<b>1,816,446</b>	<b>1,855,746</b>	<b>1,895,786</b>
*Percentage increase over prior year requisition						13.0%	3.7%	2.8%	2.2%	2.2%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	10.0	10.0	10.0	1.0	-	11.0	11.0	11.0	11.0	11.0

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

<b>Service No.</b>	<b>1.014</b>	<b>Carry Forward from 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$2,742	\$5,151	\$3,656	\$13,625	\$2,742	\$27,916
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
		<b>\$0</b>	<b>\$2,742</b>	<b>\$5,151</b>	<b>\$3,656</b>	<b>\$13,625</b>	<b>\$2,742</b>	<b>\$27,916</b>

**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	\$2,742	\$5,151	\$3,656	\$13,625	\$2,742	\$27,916
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$2,742</b>	<b>\$5,151</b>	<b>\$3,656</b>	<b>\$13,625</b>	<b>\$2,742</b>	<b>\$27,916</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2020 & Forecast 2021 to 2024

**Service #:** 1.014

**Service Name:** CAO / Corporate 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  
 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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-01	Replacement	Computer	Computer Replacement	\$2,742	E	ERF	\$0	\$2,742	\$0	\$0	\$0	\$0	\$2,742
21-01	Replacement	Computer	Computer Replacement	\$5,151	E	ERF	\$0	\$0	\$5,151	\$0	\$0	\$0	\$5,151
22-01	Replacement	Computer	Computer Replacement	\$3,656	E	ERF	\$0	\$0	\$0	\$3,656	\$0	\$0	\$3,656
23-01	Replacement	Computer	Computer Replacement	\$13,625	E	ERF	\$0	\$0	\$0	\$0	\$13,625	\$0	\$13,625
24-01	Replacement	Computer	Computer Replacement	\$2,742	E	ERF	\$0	\$0	\$0	\$0	\$0	\$2,742	\$2,742
<b>GRAND TOTAL</b>				<b>\$27,916</b>			<b>\$0</b>	<b>\$2,742</b>	<b>\$5,151</b>	<b>\$3,656</b>	<b>\$13,625</b>	<b>\$2,742</b>	<b>\$27,916</b>



<b>Reserve Schedule</b>
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<b>Reserve Fund: 1.014 CAO / Corporate Services</b>
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<b>Reserve Cash Flow</b>
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<b>Fund: 1022 Fund Center: 101366</b>	<b>Estimated</b>	<b>Budget</b>				
ERF Group: CAO.ERF	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Beginning Balance</b>	72,959	70,309	72,677	72,749	74,430	66,260
<b>Actual Purchases</b>		-	-	-		-
<b>Planned Purchases (Based on Capital Plan)</b>	(7,650)	(2,742)	(5,151)	(3,656)	(13,625)	(2,742)
<b>Transfer from Operating Budget</b>	5,000	5,110	5,222	5,337	5,455	5,575
<b>Interest Income</b>		-	-	-	-	-
<b>Ending Balance \$</b>	<b>70,309</b>	<b>72,677</b>	<b>72,749</b>	<b>74,430</b>	<b>66,260</b>	<b>69,092</b>

<b>Assumptions/Background:</b>

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Board Expenditures**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.011 Board Expenditures

Committee: Governance and Finance

**DEFINITION:**

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

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Native Bands.

**MAXIMUM LEVY:**

IN/A

**MAXIMUM CAPITAL DEBT:**

IN/A

**COMMITTEE:**

Governance and Finance

**FUNDING:**

Requisition

BOARD EXPENDITURES	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Directors' Remuneration	653,200	653,200	682,303	-	-	682,303	697,313	712,654	728,333	744,356
Allocations	170,230	170,230	142,859	-	-	142,859	136,968	130,784	133,400	136,068
Legal Expenses	36,410	36,410	15,000	-	-	15,000	15,330	15,670	16,010	16,360
Contract for Services	58,030	58,030	59,307	-	-	59,307	60,610	61,940	63,300	64,690
Software Licenses	49,580	49,580	50,671	-	-	50,671	51,790	52,930	54,090	55,280
Meetings & Printing	21,500	18,500	21,973	-	-	21,973	22,460	22,950	23,450	23,960
Scholarship Programs	15,700	15,700	16,045	-	-	16,045	16,400	16,760	17,130	17,510
Other Operating Expenses	53,160	54,812	54,451	-	-	54,451	55,650	56,880	58,130	59,400
<b>TOTAL OPERATING COSTS</b>	<b>1,057,810</b>	<b>1,056,462</b>	<b>1,042,608</b>	-	-	<b>1,042,608</b>	<b>1,056,522</b>	<b>1,070,568</b>	<b>1,093,842</b>	<b>1,117,624</b>
*Percentage Increase over prior year						-1.4%	1.3%	1.3%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Purchases Equipment	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	15,000	15,000	40,000	-	-	40,000	40,000	40,000	40,000	40,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>15,000</b>	<b>15,000</b>	<b>40,000</b>	-	-	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>TOTAL COSTS</b>	<b>1,072,810</b>	<b>1,071,462</b>	<b>1,082,608</b>	-	-	<b>1,082,608</b>	<b>1,096,522</b>	<b>1,110,568</b>	<b>1,133,842</b>	<b>1,157,624</b>
*Percentage increase over prior year requisition						0.9%	1.3%	1.3%	2.1%	2.1%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.011	Carry Forward from 2018	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$90,000	\$105,700	\$37,200	\$95,000	\$21,500	\$0	\$259,400
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
		<b>\$90,000</b>	<b>\$105,700</b>	<b>\$37,200</b>	<b>\$95,000</b>	<b>\$21,500</b>	<b>\$0</b>	<b>\$259,400</b>

**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	\$90,000	\$105,700	\$37,200	\$95,000	\$21,500	\$0	\$259,400
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Short Term Loans	STLoan	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Utility	WU	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$90,000</b>	<b>\$105,700</b>	<b>\$37,200</b>	<b>\$95,000</b>	<b>\$21,500</b>	<b>\$0</b>	<b>\$259,400</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2020 & Forecast 2021 to 2024

**Service #:** 1.011

**Service Name:** Board 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  
 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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Replacement	Boardroom Video Distribution Equipment	Replacement of all existing video switching equipment	\$56,000	E	ERF	\$56,000	\$56,000	\$0	\$0	\$0	\$0	\$56,000
19-02	Replacement	Boardroom Projector and Screen Replacement	Replace projector and screen in Main office boardroom	\$10,000	E	ERF	\$4,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
19-03	Replacement	Boardroom Chairs	Replace boardroom chairs	\$30,000	E	ERF	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
20-01	Replacement	Boardroom Audio System	Replace boardroom audio system	\$21,700	E	ERF	\$0	\$8,200	\$13,500	\$0	\$0	\$0	\$21,700
20-02	Replacement	Boardroom Video Storage and Power Equipment	Replace video storage and power equipment	\$3,000	E	ERF	\$0	\$1,500	\$0	\$0	\$1,500	\$0	\$3,000
21-01	Replacement	Boardroom Control System Equipment Replacement	Replace control system equipment	\$6,200	E	ERF	\$0	\$0	\$6,200	\$0	\$0	\$0	\$6,200
21-02	Replacement	Boardroom Video Streaming Equipment Replacement	Replace video streaming equipment	\$17,500	E	ERF	\$0	\$0	\$17,500	\$0	\$0	\$0	\$17,500
22-01	Replacement	iPad and Tablet Replacements	Replace director iPads and tablets	\$25,000	E	ERF	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000
22-02	Replacement	Boardroom Microphone System Replacement	Replace microphone system	\$70,000	E	ERF	\$0	\$0	\$0	\$70,000	\$0	\$0	\$70,000
23-01	Replacement	Boardroom Video Displays and Switching	Replace video displays and switching	\$20,000	E	ERF	\$0	\$0	\$0	\$0	\$20,000	\$0	\$20,000
<b>GRAND TOTAL</b>				<b>\$259,400</b>			<b>\$90,000</b>	<b>\$105,700</b>	<b>\$37,200</b>	<b>\$95,000</b>	<b>\$21,500</b>	<b>\$0</b>	<b>\$259,400</b>

**Reserve Schedule**

**Reserve Fund: 1.011 Board**

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

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101413**

ERF Group: BOARD.ERF

	<b>Budget</b>					
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Beginning Balance</b>	201,121	227,939	162,239	165,039	110,039	128,539
<b>Actual Purchases</b>	(40,000)	-	-	-	-	-
<b>Planned Purchases (Based on Capital Plan)</b>		(105,700)	(37,200)	(95,000)	(21,500)	
<b>Transfer from Operating Budget</b>	15,000	40,000	40,000	40,000	40,000	40,000
<b>Transfer from Operating Reserve</b>	50,000					
<b>Interest Income</b>	1,818	-	-	-	-	-
<b>Ending Balance \$</b>	<b>227,939</b>	<b>162,239</b>	<b>165,039</b>	<b>110,039</b>	<b>128,539</b>	<b>168,539</b>

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Real Estate**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019



Service: 1.015 Real Estate

Committee: Governance and Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance and Finance

**FUNDING:**

Internal recoveries and requisition

REAL ESTATE SERVICES	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries and Wages	372,310	351,066	389,881	-	-	389,881	398,289	399,457	408,082	416,869
Allocations	56,350	56,350	55,708	-	-	55,708	54,018	52,239	53,340	54,467
Legal Expenses	1,080	1,047	1,104	-	-	1,104	1,128	1,153	1,178	1,204
Software Licenses	2,080	2,080	2,126	-	-	2,126	2,173	2,220	2,269	2,319
Other Operating Expenses	20,080	23,832	20,883	-	-	20,883	21,335	21,798	22,271	22,752
<b>TOTAL OPERATING COSTS</b>	<b>451,900</b>	<b>434,375</b>	<b>469,701</b>	<b>-</b>	<b>-</b>	<b>469,701</b>	<b>476,943</b>	<b>476,866</b>	<b>487,140</b>	<b>497,611</b>
*Percentage Increase over prior year						3.9%	1.5%	0.0%	2.2%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>TOTAL COSTS</b>	<b>452,900</b>	<b>435,375</b>	<b>470,701</b>	<b>-</b>	<b>-</b>	<b>470,701</b>	<b>477,943</b>	<b>477,866</b>	<b>488,140</b>	<b>498,611</b>
Internal Recoveries	(362,320)	(362,320)	(376,269)	-	-	(376,269)	(382,355)	(382,293)	(390,512)	(398,889)
<b>NET COST</b>	<b>90,580</b>	<b>73,055</b>	<b>94,432</b>	<b>-</b>	<b>-</b>	<b>94,432</b>	<b>95,589</b>	<b>95,573</b>	<b>97,628</b>	<b>99,722</b>
*Percentage increase over prior year requisition						4.3%	1.2%	0.0%	2.1%	2.1%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	3.0	3.0	3.0	-	-	3.0	3.0	3.0	3.0	3.0

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

<b>Service No.</b>	<b>1.015</b>	<b>Carry Forward from 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$1,828	\$914	\$0	\$0	\$1,828	\$4,570
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
		<b>\$0</b>	<b>\$1,828</b>	<b>\$914</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,828</b>	<b>\$4,570</b>

**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	\$1,828	\$914	\$0	\$0	\$1,828	\$4,570
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$1,828</b>	<b>\$914</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,828</b>	<b>\$4,570</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2020 & Forecast 2021 to 2024

**Service #:** 1.015

**Service Name:** Real Estate

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-01	Replacement	2 Desktop Computer		\$1,828	E	ERF	\$0	\$1,828	\$0	\$0	\$0	\$0	1828
21-01	Replacement	1 Desktop Computer		\$914	E	ERF	\$0	\$0	\$914	\$0	\$0	\$0	914
22-01	Replacement	0 Desktop Computers		\$0	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	0
23-01	Replacement	0 Desktop Computer		\$0	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	0
24-01	Replacement	2 Desktop Computer		\$1,828	E	ERF	\$0	\$0	\$0	\$0	\$0	\$1,828	1828
<b>GRAND TOTAL</b>				<b>\$4,570</b>			<b>\$0</b>	<b>\$1,828</b>	<b>\$914</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,828</b>	<b>\$4,570</b>

**Reserve Schedule**

**Reserve Fund: 1.015 Real Estate**

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101418**

ERF Group: PRPSRV.ERF

	Budget					
	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	22,626	22,676	21,848	21,934	22,934	23,934
<b>Actual Purchases</b>	-	-	-	-		-
<b>Planned Purchases (Based on Capital Plan)</b>	(950)	(1,828)	(914)	-	-	(1,828)
<b>Transfer from Operating Budget</b>	1,000	1,000	1,000	1,000	1,000	1,000
<b>Interest Income</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>22,676</b>	<b>21,848</b>	<b>21,934</b>	<b>22,934</b>	<b>23,934</b>	<b>23,106</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **First Nations Relations**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.027 First Nations Relations

Committee: Governance and Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

This service is funded through allocations from Planning & Protective Services, Integrated Water Systems, Environmental Sustainability, Regional Parks, and Executive Services. It was created to provide for 1) the management of intergovernmental relations, primarily First Nations, through a process of consultation, and 2) the coordination of various CRD First Nations initiatives to ensure the alignment of interests and to build positive working relationships between the CRD and First Nations communities with the Region.

**PARTICIPATION:**

All CRD departments

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance and Finance

**FUNDING:**

Requisition and internal recoveries

**Change in Budget 2019 to 2020**

**Service: 1.027 FIRST NATIONS RELATIONS**

**Total Expenditure**

**Comments**

**2019 Budget**

**482,780**

**Change in Salaries:**

Base salary change

10,660

Inclusive of collective agreement changes

Step Increase/Paygrade Change

15,424

Other (explain as necessary)

32,656

J11 position in 2019 budgeted for 7 months; now budgeted for full 12 months in 2020

Total Change in Salaries

58,740

**Other Changes:**

Contract for Services

(20,000)

One-time funding for archeology in 2019 was \$60k. 2020 One-time funding is \$40k

Contract for Services

50,000

\$50k ongoing funding for First Nations studies. 2020 funding to be utilized in support of First Nations Regional Planning (IBC3a-3) and Collaboration (IBC 3a-5)

Other minor operating cost changes

18,217

Total Other Changes

48,217

**2020 Budget**

**589,737**

**Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

*Estimated actuals for 2019 are expected to be within 2% of budget*



FIRST NATIONS RELATIONS	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries and Wages	286,670	274,961	345,410	-	-	345,410	364,107	367,757	375,689	383,785
Allocations	15,420	15,420	26,664	-	-	26,664	29,409	32,253	32,913	33,586
Meetings, Programs & Special Events	47,000	32,184	48,034	-	-	48,034	49,091	50,171	51,275	52,403
Contract for Services	122,000	122,000	63,364	50,000	40,000	153,364	114,758	116,183	117,639	119,127
Legal Expenses	1,500	1,500	1,533	-	-	1,533	1,567	1,601	1,636	1,672
Other Operating Expenses	10,190	25,585	14,732	-	-	14,732	15,050	15,373	15,704	16,042
<b>TOTAL OPERATING COSTS</b>	<b>482,780</b>	<b>471,650</b>	<b>499,737</b>	<b>50,000</b>	<b>40,000</b>	<b>589,737</b>	<b>573,981</b>	<b>583,338</b>	<b>594,856</b>	<b>606,614</b>
*Percentage Increase over prior year						22.2%	-2.7%	1.6%	2.0%	2.0%
<b>Internal Recoveries</b>	(239,637)	(239,637)	(240,062)	-	-	(240,062)	(222,570)	(227,450)	(232,460)	(237,570)
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>243,143</b>	<b>232,013</b>	<b>259,675</b>	<b>50,000</b>	<b>40,000</b>	<b>349,675</b>	<b>351,411</b>	<b>355,888</b>	<b>362,396</b>	<b>369,044</b>
<u>SOURCES OF FUNDING</u>										
Transfer from Internal Reserve Account	(126,080)	(100,000)	-	-	(40,000)	(40,000)	-	-	-	-
Other Income	(60)	(12,000)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(126,140)</b>	<b>(112,000)</b>	<b>-</b>	<b>-</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET COST</b>	<b>117,003</b>	<b>120,013</b>	<b>259,675</b>	<b>50,000</b>	<b>-</b>	<b>309,675</b>	<b>351,411</b>	<b>355,888</b>	<b>362,396</b>	<b>369,044</b>
<u>AUTHORIZED POSITIONS:</u>										
Salaried	3.0	3.0	3.0	-	-	3.0	3.0	3.0	3.0	3.0

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **FINANCE & TECHNOLOGY**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**COMMITTEE OF THE WHOLE**  
**October 30, 2019**  
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# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Finance**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.017 Finance

Committee: Governance and Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance and Finance

**FUNDING:**

Requisition and internal recoveries

**Change in Budget 2019 to 2020**

Service: 1.017 Finance

**Total Expenditure**

**Comments**

**2019 Budget: Finance**

**5,214,043**

**Change in Salaries:**

Base salary change	186,518	Inclusive of collective agreement changes
Step Increase	12,165	
2.0 FTE Financial/Business Analysts	260,355	IBC 8a-1: Wastewater Management (conversion)
1.0 FTE Systems Project Manager	140,582	IBC 15f1.9 : Systems and Policies
1.0 FTE Financial Analyst	100,494	IBC 1a-2: CRHC
1.0 FTE Analysts/Accountants (starting July 2020)	63,182	IBC 15b-2 : Asset Management and Risk Analysis (incremental 1 in FS)
Auxiliary staff	60,000	One time 6 month term position for project support
<b>Total Change in Salaries</b>	<b>823,296</b>	

**Other Changes:**

Office Costs	56,500	Office costs associated with new ongoing FTEs
Audit fees	(47,000)	Budget revised to reflect actuals incurred for CRD
Contribution recovery	(60,000)	Reserve funding for auxiliary staff support
Contract for Services	36,750	IBC 15b-2 : Asset Management and Risk Analysis IBC 15b-2 : Asset Management and Risk Analysis
Transfer to General Capital Fund	125,000	capital funding
Other minor operating budget changes	16,113	
<b>Total Other Changes</b>	<b>127,363</b>	

**2020 Budget: Finance subtotal**

**6,164,702**

**Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

*Estimated actuals for 2019 are expected to be \$207,592 (4.32%) under budget, due largely temporary staff vacancies and actual audit fees.*

FINANCE	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries and Wages	4,252,723	4,163,696	4,451,406	564,613	60,000	5,076,019	5,095,940	5,015,609	5,055,822	5,164,875
Allocations	233,070	233,070	236,024	27,000	-	263,024	268,808	274,718	280,768	286,939
Auditing Expense	107,000	57,000	60,000	-	-	60,000	61,320	62,670	64,050	65,460
Contract for Services	77,330	77,330	79,030	36,750	-	115,780	180,550	182,210	200,910	219,650
Consulting	-	-	-	-	-	-	-	-	-	-
Postage & Freight	180,540	180,540	184,510	-	-	184,510	188,570	192,720	196,960	201,290
Supplies	81,890	92,976	83,710	12,000	-	95,710	97,810	99,980	102,180	104,430
Contribution recovery	-	(100,000)	-	-	(60,000)	(60,000)	-	-	-	-
Other Operating Expenses	273,990	294,391	269,990	27,000	-	296,990	303,500	310,170	316,980	323,910
<b>TOTAL OPERATING COSTS</b>	<b>5,206,543</b>	<b>4,999,003</b>	<b>5,364,670</b>	<b>667,363</b>	<b>-</b>	<b>6,032,032</b>	<b>6,196,498</b>	<b>6,138,076</b>	<b>6,217,670</b>	<b>6,366,554</b>
*Percentage Increase over prior year						15.9%	2.7%	-0.9%	1.3%	2.4%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	7,500	7,500	7,670	-	-	7,670	7,840	8,010	8,190	8,370
Transfer to General Capital Fund	-	-	-	-	125,000	125,000	200,000	200,000	100,000	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>7,500</b>	<b>7,500</b>	<b>7,670</b>	<b>-</b>	<b>125,000</b>	<b>132,670</b>	<b>207,840</b>	<b>208,010</b>	<b>108,190</b>	<b>8,370</b>
<b>TOTAL COSTS</b>	<b>5,214,043</b>	<b>5,006,503</b>	<b>5,372,340</b>	<b>667,363</b>	<b>125,000</b>	<b>6,164,702</b>	<b>6,404,338</b>	<b>6,346,086</b>	<b>6,325,860</b>	<b>6,374,924</b>
<u>REVENUE</u>										
US Bank Rebate	(54,840)	(54,840)	(56,050)	-	-	(56,050)	(57,280)	(58,540)	(59,830)	(61,150)
Provincial Grants	(70,000)	(70,000)	(70,000)	-	-	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)
Sales of Services	(208,940)	(208,992)	(213,540)	-	-	(213,540)	(218,230)	(223,030)	(227,930)	(232,940)
Other	(78,740)	(78,740)	(80,470)	-	-	(80,470)	(82,240)	(84,050)	(85,900)	(87,790)
Allocation Recoveries	-	-	-	-	-	-	-	-	-	-
Transfer from Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>(412,520)</b>	<b>(412,572)</b>	<b>(420,060)</b>	<b>-</b>	<b>-</b>	<b>(420,060)</b>	<b>(427,750)</b>	<b>(435,620)</b>	<b>(443,660)</b>	<b>(451,880)</b>
<b>NET COST</b>	<b>4,801,523</b>	<b>4,593,931</b>	<b>4,952,280</b>	<b>667,363</b>	<b>125,000</b>	<b>5,744,642</b>	<b>5,976,588</b>	<b>5,910,466</b>	<b>5,882,200</b>	<b>5,923,044</b>
*Percentage increase over prior year requisition						19.6%	4.0%	-1.1%	-0.5%	0.7%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	35.5	35.5	35.5	5.0	-	40.5	37.5	36.5	36.5	36.5

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.017	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$138,958	\$210,217	\$215,120	\$123,679	\$13,958	\$701,932
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
		<b>\$0</b>	<b>\$138,958</b>	<b>\$210,217</b>	<b>\$215,120</b>	<b>\$123,679</b>	<b>\$13,958</b>	<b>\$701,932</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$125,000	\$200,000	\$200,000	\$100,000	\$0	\$625,000
Debenture Debt ( New Debt Only) Debt		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$13,958	\$10,217	\$15,120	\$23,679	\$13,958	\$76,932
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$138,958</b>	<b>\$210,217</b>	<b>\$215,120</b>	<b>\$123,679</b>	<b>\$13,958</b>	<b>\$701,932</b>



**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**Service #:** 1.017  
**Service Name:** Finance

**CAPITAL BUDGET FORM**  
 2020 & Forecast 2021 to 2024

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-01	Replacement	Computer	Computer Replacement	\$13,958	E	ERF	\$0	\$13,958	\$0	\$0	\$0	\$0	\$13,958
21-01	Replacement	Computer	Computer Replacement	\$10,217	E	ERF	\$0	\$0	\$10,217	\$0	\$0	\$0	\$10,217
22-01	Replacement	Computer	Computer Replacement	\$15,120	E	ERF	\$0	\$0	\$0	\$15,120	\$0	\$0	\$15,120
23-01	Replacement	Computer	Computer Replacement	\$23,679	E	ERF	\$0	\$0	\$0	\$0	\$23,679	\$0	\$23,679
24-01	Replacement	Computer	Computer Replacement	\$13,958	E	ERF	\$0	\$0	\$0	\$0	\$0	\$13,958	\$13,958
20-02	New	Enterprise Asset Management	SAP Software & Hardware costs for IBC 15b-2 "Asset Management and Risk Analysis"	\$625,000	E	Cap	\$0	\$125,000	\$200,000	\$200,000	\$100,000	\$0	\$625,000
<b>GRAND TOTAL</b>				<b>\$701,932</b>			<b>\$0</b>	<b>\$138,958</b>	<b>\$210,217</b>	<b>\$215,120</b>	<b>\$123,679</b>	<b>\$13,958</b>	<b>\$701,932</b>

**Reserve Schedule**

**Reserve Fund: 1.017 Finance**

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101420**  
ERF Group: FIN.ERF

	Estimated	Budget				
	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	133,801	90,263	83,975	81,598	74,488	58,999
<b>Actual Purchases</b>	(51,038)	-	-	-		
<b>Planned Purchases (Based on Capital Plan)</b>		(13,958)	(10,217)	(15,120)	(23,679)	(13,958)
<b>Transfer from Operating Budget</b>	7,500	7,670	7,840	8,010	8,190	8,370
<b>Interest Income</b>		-	-	-	-	-
<b>Ending Balance \$</b>	<b>90,263</b>	<b>83,975</b>	<b>81,598</b>	<b>74,488</b>	<b>58,999</b>	<b>53,411</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Regional Grant in Aid**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.112 Regional Grant in Aid

Committee: Governance and Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All member municipalities and electoral areas.

**MAXIMUM LEVY:**

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

**PRIOR YEAR LEVIES:**

2013	\$	600,000
2014	\$	300,000
2015	\$	300,000
2016	\$	-
2017	\$	-
2018	\$	-

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

GRANTS IN AID - REGIONAL	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Grants in Aid	1,406,070	-	1,442,070	-	-	1,442,070	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>1,406,070</b>	<b>-</b>	<b>1,442,070</b>	<b>-</b>	<b>-</b>	<b>1,442,070</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase						2.6%				
<b><u>FUNDING SOURCES (REVENUE)</u></b>										
Estimated Balance c/fwd from 2019 to 2020	-	1,406,070	(1,406,070)	-	-	(1,406,070)	-	-	-	-
Balance c/fwd from 2018 to 2019	(1,370,070)	(1,370,070)	-	-	-	-	-	-	-	-
Interest Income	(36,000)	(36,000)	(36,000)			(36,000)	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(1,406,070)</b>	<b>-</b>	<b>(1,442,070)</b>	<b>-</b>	<b>-</b>	<b>(1,442,070)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage increase over prior year requisition										

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Victoria Family Court Committee**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.126 Vic Family Court & Youth Justice Committee

Committee: Planning and Protective Services

**DEFINITION:**

To fund the operation of the Victoria Family Court Committee & Juvenile Justice Issues as appointed under the Provincial Court Act. (Division VI, Supplementary Letters Patent issued March 16, 1967, amended September 10, 1987).

**SERVICE DESCRIPTION:**

This service provides funding for the operating of the Victoria Family Court and Youth Justice Committee. The committee has been given authority are under the federal Youth Criminal Justice Act. A family court committee is a requirement of the Provincial Court Act, which states that a municipality operating a family court must have a committee

- to monitor the proceedings of the court and address issues pertaining to resources and legislation concerning families and youth and advocate changes.
- to provide funding for Board-approved committees whose purpose is related to juvenile justice issues. Currently the only Board-approved committee is the Capital Region Action Team (CRAT), which deals with teenagers involved in the sex trade.
- to promote and examine extra-legal options in justice.
- to liaise with governmental and non-governmental bodies around youth justice.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

\$15,000 (Bylaw No. 3048)

**MAXIMUM CAPITAL DEBT:**

Nil

**METHOD OF AUTHORIZATION:**

Supplementary Letters Patent - March 16, 1967; amended September 10, 1987.

**FUNDING:**

Member Municipality	ASSESSMENTS		2016	
	2018 Previous Yr (50%) Converted	Previous Year Actual	(50%) Census Populations	
City of Colwood	413,555,801	3,766,004,015	16,859	3.96%
City of Victoria	3,397,572,932	25,938,617,772	85,792	25.28%
District of Central Saanich	585,075,444	4,917,349,011	16,814	4.63%
District of Highlands	76,515,855	706,756,792	2,225	0.61%
District of Langford	1,094,749,961	8,919,426,360	35,342	9.20%
District of Metchosin	129,871,419	1,268,385,770	4,708	1.16%
District of North Saanich	573,433,132	5,196,950,864	11,249	3.82%
District of Saanich	3,685,500,412	33,373,289,134	114,148	30.31%
District of Sooke	294,839,286	2,702,811,506	13,001	2.96%
District of Oak Bay	914,104,829	8,867,750,409	18,094	6.12%
Town of Sidney	472,321,557	3,950,489,739	11,672	3.48%
Town of View Royal	308,648,403	2,655,917,318	10,408	2.65%
Township of Esquimalt	401,350,752	3,555,193,156	17,655	4.02%
<b>Subtotal</b>	<b>12,347,539,783</b>	<b>105,818,941,846</b>	<b>357,967</b>	<b>98.19%</b>
<b>Electoral Area</b>				
Juan de Fuca EA	204,054,344	1,712,253,632	4,860	1.48%
<b>Subtotal</b>	<b>204,054,344</b>	<b>1,712,253,632</b>	<b>4,860</b>	<b>1.48%</b>
<b>First Nations Taxation</b>				
Songhees	19,001,544	158,461,000	1,842	0.33%
<b>Subtotal</b>	<b>19,001,544</b>	<b>158,461,000</b>	<b>1,842</b>	<b>0.33%</b>
<b>TOTAL</b>	<b>12,570,595,671</b>	<b>107,689,656,478</b>	<b>364,669</b>	<b>100.00%</b>



1.126 Vic Family Court & Youth Justice Committee	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b><u>OPERATING COSTS:</u></b>										
Allocation - Finance & Corp. S	166	166	216	-	-	216	273	331	338	345
Third Party Payments	15,760	15,760	15,700	-	-	15,700	15,643	15,585	15,578	15,571
<b>TOTAL OPERATING COSTS</b>	<b>15,926</b>	<b>15,926</b>	<b>15,916</b>	<b>-</b>	<b>-</b>	<b>15,916</b>	<b>15,916</b>	<b>15,916</b>	<b>15,916</b>	<b>15,916</b>
*Percentage Increase		0.0%	-0.06%			-0.06%	0.0%	0.0%	0.0%	0.0%
<b><u>FUNDING SOURCES (REVENUE)</u></b>										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	(10)	(10)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(916)	(916)	(916)	-	-	(916)	(916)	(916)	(916)	(916)
<b>TOTAL REVENUE</b>	<b>(926)</b>	<b>(926)</b>	<b>(916)</b>	<b>-</b>	<b>-</b>	<b>(916)</b>	<b>(916)</b>	<b>(916)</b>	<b>(916)</b>	<b>(916)</b>
<b>REQUISITION</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>-</b>	<b>-</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>
*Percentage Increase		0.0%	0.00%			0.00%	0.0%	0.0%	0.0%	0.0%

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Greater Victoria Police Victims Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**Service: 1.128 Greater Victoria Police Victims Services**

**Committee: Planning and Protective Services**

**DEFINITION:**

To make Grants-In-Aid to the Greater Victoria Police Victims Services on behalf of participating members.  
Extended service Bylaw No. 1998 (May 27, 1992).

**SERVICE DESCRIPTION:**

Greater Victoria Police Victims Services is contracted by the provincial gov't (Solicitor General who provide partial funding of \$170,000) to provide the following services under the Victims of Crime Act to those impacted by crime or trauma : Emotional support/Service referral including at scene triage and referral to Sexual Assault, Spousal Assault, Child Abuse and Men's Trauma centres; Public Education on victim's rights and support services, justice system and court orientation; Court Support for Crown Counsel in Victoria and West Shore including orientation and ongoing support through judicial process for victims, witnesses, friends and family; Safety planning assistance for ongoing safety following criminal victimization; Emotional support for next-of-kin sudden death notification (police accompaniment); Convicted Criminal updates to victims regarding court dates, sentencing, parole hearings and decisions and release dates/ conditions; Victim Impact Statement guidance on content of statement; Victims of Crime Assistance applications for lost income from criminal victimization.

**PARTICIPATION:**

All municipalities except the District of North Saanich and the District of Sooke and a portion of the electoral Area of Juan de Fuca (former small Langford Electoral Area).

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

Service: 1.128 Greater Victoria Police Victims Services

Committee: Planning and Protective Services

Member Municipality	ASSESSMENTS			ASSESSMENTS		
	2018 Converted		2018 Actual	2019 Converted		2019 Actual
City of Colwood	413,555,801	3.58%	3,766,004,015	467,335,257	3.69%	4,272,694,615
City of Victoria	3,397,572,932	29.42%	25,938,617,772	3,802,392,177	30.04%	28,842,004,286
District of Central Saanich	585,075,444	5.07%	4,917,349,011	630,209,611	4.98%	5,288,501,682
Township of Esquimalt	401,350,752	3.48%	3,555,193,156	441,694,787	3.49%	3,932,409,391
District of Langford	1,094,749,961	9.48%	8,919,426,360	1,238,027,429	9.78%	10,150,926,392
District of Saanich	3,685,500,412	31.91%	33,373,289,134	3,932,790,666	31.07%	35,528,150,269
District of Oak Bay	914,104,829	7.92%	8,867,750,409	969,231,359	7.66%	9,391,617,809
District of Metchosin	129,871,419	1.12%	1,268,385,770	141,352,646	1.12%	1,381,213,441
Town of Sidney	472,321,557	4.09%	3,950,489,739	527,003,806	4.16%	4,442,242,189
Town of View Royal	308,648,403	2.67%	2,655,917,318	350,089,405	2.77%	3,016,691,248
District of Highland	76,515,855	0.66%	706,756,792	82,584,078	0.65%	765,883,689
<b>Subtotal</b>	<b>11,479,267,365</b>	<b>99.40%</b>	<b>97,919,179,476</b>	<b>12,582,711,221</b>	<b>99.40%</b>	<b>107,012,335,011</b>
<b>Electoral Area</b>						
JDF - Langford - R(761) ESA # 36	1,270,226	0.01%	4,124,100	1,310,677	0.01%	4,251,300
JDF - Langford - R(762) ESA # 36	8,310,808	0.07%	82,208,586	8,884,450	0.07%	87,346,786
JDF - Langford - R(763) ESA # 36	19,692,655	0.17%	196,090,300	20,292,775	0.16%	202,009,200
<b>Subtotal</b>	<b>29,273,689</b>	<b>0.25%</b>	<b>282,422,986</b>	<b>30,487,902</b>	<b>0.24%</b>	<b>293,607,286</b>
<b>First Nations Taxation</b>						
Songhees	19,001,544	0.16%	158,461,000	19,001,544	0.15%	158,461,000
Tsawout	20,618,073	0.18%	175,296,300	26,083,283	0.21%	221,937,200
<b>Subtotal</b>	<b>39,619,617</b>	<b>0.34%</b>	<b>333,757,300</b>	<b>45,084,827</b>	<b>0.36%</b>	<b>380,398,200</b>
<b>TOTAL</b>	<b>11,548,160,671</b>	<b>100.00%</b>	<b>98,535,359,762</b>	<b>12,658,283,950</b>	<b>100.00%</b>	<b>107,686,340,497</b>

1.128 Greater Victoria Police Victims Services			BUDGET REQUEST				FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<u>OPERATING COSTS:</u>										
Allocation - Finance & Corp. S	4,557	4,557	4,971	-	-	4,971	5,396	5,836	5,952	6,072
Third Party Payments	275,700	275,700	281,200	-	-	281,200	286,800	292,500	298,350	304,317
Interest Charge	200	200	200	-	-	200	200	200	200	200
<b>TOTAL OPERATING COSTS</b>	<b>280,457</b>	<b>280,457</b>	<b>286,371</b>	<b>-</b>	<b>-</b>	<b>286,371</b>	<b>292,396</b>	<b>298,536</b>	<b>304,502</b>	<b>310,589</b>
*Percentage Increase		0.0%	2.11%			2.11%	2.1%	2.1%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	(722)	(722)	-	-	-	-	-	-	-	-
Grants in Lieu	(14,593)	(14,593)	(14,593)	-	-	(14,593)	(14,593)	(14,593)	(14,593)	(14,593)
Interest Income	(110)	(110)	(110)	-	-	(110)	(110)	(110)	(110)	(110)
<b>TOTAL REVENUE</b>	<b>(15,425)</b>	<b>(15,425)</b>	<b>(14,703)</b>	<b>-</b>	<b>-</b>	<b>(14,703)</b>	<b>(14,703)</b>	<b>(14,703)</b>	<b>(14,703)</b>	<b>(14,703)</b>
<b>REQUISITION</b>	<b>(265,032)</b>	<b>(265,032)</b>	<b>(271,668)</b>	<b>-</b>	<b>-</b>	<b>(271,668)</b>	<b>(277,693)</b>	<b>(283,833)</b>	<b>(289,799)</b>	<b>(295,886)</b>
*Percentage Increase		0.0%	2.50%			2.50%	2.2%	2.2%	2.1%	2.1%

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Traffic Safety**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.230 Traffic Safety

Committee: Governance and Finance

**DEFINITION:**

To establish a Traffic Safety Commission as an extended service to participants.  
Establishment Bylaw No. 1828 (1990) and Bylaw No. 1921 (August 14, 1991).

**SERVICE DESCRIPTION:**

This service provides funding and support for the Traffic Safety Commission, a CRD commission that advises the CRD Board on Traffic Safety problems and puts in place applicable Traffic Safety Programs. Representatives from about 14 organizations concerned with traffic safety, such as the BC Ambulance Service, make up the commission. This service primarily provides funding for advertising which is generally leveraged, resulting in about \$3 worth of advertising for every \$1 actually spent.

**PARTICIPATION:**

Participating municipalities and electoral areas on the basis of converted hospital assessment value of land and improvements.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

**FUNDING:**

Traffic Safety	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2023
<u>OPERATING COSTS:</u>										
Allocation - Finance & Corp. Svc	3,440	3,440	3,222			3,222	3,638	4,070	4,151	4,234
Insurance Costs	380	380	300			300	300	300	300	300
Advertising, Promotion and Meetings	74,360	74,230	68,924			68,924	70,142	71,400	73,039	74,716
Other Expenses	50	20,180	2,184			2,184	2,190	2,190	2,190	2,190
<b>TOTAL OPERATING COSTS</b>	<b>78,230</b>	<b>98,230</b>	<b>74,630</b>	<b>-</b>	<b>-</b>	<b>74,630</b>	<b>76,270</b>	<b>77,960</b>	<b>79,680</b>	<b>81,440</b>
*Percentage Increase over prior year						-4.6%	2.2%	2.2%	2.2%	2.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	-	-			-	-	-	-	-
Balance c/fwd from 2018 to 2019	(5,130)	(5,130)	-			-	-	-	-	-
Other Revenue	(3,620)	(23,620)	(3,620)			(3,620)	(3,700)	(3,790)	(3,880)	(3,970)
<b>TOTAL REVENUE</b>	<b>(8,750)</b>	<b>(28,750)</b>	<b>(3,620)</b>	<b>-</b>	<b>-</b>	<b>(3,620)</b>	<b>(3,700)</b>	<b>(3,790)</b>	<b>(3,880)</b>	<b>(3,970)</b>
<b>REQUISITION</b>	<b>(69,480)</b>	<b>(69,480)</b>	<b>(71,010)</b>	<b>-</b>	<b>-</b>	<b>(71,010)</b>	<b>(72,570)</b>	<b>(74,170)</b>	<b>(75,800)</b>	<b>(77,470)</b>
*Percentage increase over prior year requisition						2.2%	2.2%	2.2%	2.2%	2.2%



# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Royal Theatre**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.290 Royal Theatre

Committee: Administration

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Capital Expenditures	\$480,000
Annual Operating Expenditures	\$100,000

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

**MAXIMUM CAPITAL DEBT:**

NIL

**COMMISSION:**

Royal and McPherson Theatre Society reporting to a sub-committee of the Finance, Corporate and Intergovernmental.

**FUNDING:**

ROYAL THEATRE	BUDGET REQUEST						FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<u>OPERATING COSTS:</u>										
Third Party Payment	18,888	18,888	40,838	-	-	40,838	43,977	47,271	46,141	44,994
Insurance Costs	32,180	32,180	33,330	-	-	33,330	34,070	34,820	35,590	36,370
Internal Allocation	48,332	48,332	25,232	-	-	25,232	21,353	17,309	17,669	18,036
Operating Cost - Other (Interest)	600	600	600	-	-	600	600	600	600	600
<b>TOTAL OPERATING COSTS</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
*Percentage Increase		0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%
<u>CAPITAL / RESERVE</u>										
Capital Equipment Purchase	97,000	97,000	100,000	-	-	100,000	100,000	100,000	100,000	100,000
Transfer to Capital Reserve Fund	383,000	383,000	380,000	-	-	380,000	380,000	380,000	380,000	380,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>-</b>	<b>-</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>
Debt Charges	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>-</b>	<b>-</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year		-								
Balance C/F from Prior to Current year			-	-	-	-				
Revenue - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>-580,000</b>	<b>-580,000</b>	<b>-580,000</b>	<b>-</b>	<b>-</b>	<b>-580,000</b>	<b>-580,000</b>	<b>-580,000</b>	<b>-580,000</b>	<b>-580,000</b>
*Percentage increase over prior year requisition		0.0%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.290 Royal Theatre	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$156,306	\$406,306	\$1,290,000	\$1,540,000	\$500,000	\$1,000,000	\$4,736,306
Equipment	E	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
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
		<b>\$156,306</b>	<b>\$436,306</b>	<b>\$1,290,000</b>	<b>\$1,540,000</b>	<b>\$500,000</b>	<b>\$1,000,000</b>	<b>\$4,766,306</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$96,306	\$96,306	\$0	\$0	\$0	\$0	\$96,306
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	\$500,000	\$0	\$0	\$500,000	\$1,000,000
Donations / Third Party Funding	Other	\$60,000	\$60,000	\$0	\$1,000,000	\$0	\$0	\$1,060,000
Reserve Fund	Res	\$0	\$280,000	\$790,000	\$540,000	\$500,000	\$500,000	\$2,610,000
		<b>\$156,306</b>	<b>\$436,306</b>	<b>\$1,290,000</b>	<b>\$1,540,000</b>	<b>\$500,000</b>	<b>\$1,000,000</b>	<b>\$4,766,306</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.290  
Service Name: Royal Theatre

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-01	Replacement	Replace Theatre Doors	Replacing the theatre doors will soundproof the theatre from the lobby cross over.	\$357,000	B	Other	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$60,000
18-01					B	Res	\$0	\$0	\$290,000	\$0	\$0	\$0	\$290,000
18-02	Replacement	Replace and Add Directional Signage	Replacing and adding directional signage to improve crowd management.	\$30,000	B	Cap	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
18-05	Renewal	Renovate Green Room and Dressing Rooms	Updating the washrooms and dressing rooms.	\$100,000	B	Cap	\$66,306	\$66,306	\$0	\$0	\$0	\$0	\$66,306
19-04	New	Add Mobile Bar	Mobile bar will increase service delivery to patrons.	\$30,000	E	Res	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
20-01	Replacement	Replace House Light System	Replace House Light System with upgraded LED technology.	\$85,000	B	Res	\$0	\$85,000	\$0	\$0	\$0	\$0	\$85,000
20-02	Study	Study Building Envelope	Study to assess necessary repairs of building envelope as per 2017 building assessment	\$40,000	B	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
20-03	New	Add Balcony Railings	Add railings to ensure patron safety and comfort while moving in the balcony area.	\$75,000	B	Res	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
20-04	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-01	Replacement	HVAC Upgrade	Replace 1994 HVAC.	\$2,000,000	B	Res	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
21-01					B	Grant	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
21-01					B	Other	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$1,000,000
22-01	Study	Study and Plan Rebuilding of Orchestra Pit	Study and Develop Plan to Renovate Theatre Floor, Rebuild Orchestra Pit and Add New Pit Railings	\$40,000	B	Res	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000
22-02	Replacement	Replace Seats and Aisle Lights	Replace Seats and Aisle Lights	\$500,000	B	Res	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000
23-01	Renewal	Repair Building Envelope	Repairing building envelope of the 1914 structure.	\$1,500,000	B	Res	\$0	\$0	\$0	\$0	\$500,000	\$500,000	\$1,000,000
23-01					B	Grant	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000
<b>GRAND TOTAL</b>				<b>\$4,807,000</b>			<b>\$156,306</b>	<b>\$436,306</b>	<b>\$1,290,000</b>	<b>\$1,540,000</b>	<b>\$500,000</b>	<b>\$1,000,000</b>	<b>\$4,766,306</b>

Service: 1.290 **Royal Theatre**

Proj. No.	18-01	Capital Project Title	Replace Theatre Doors	Capital Project Description	Replacing the theatre doors will soundproof the theatre from the lobby cross over.
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale	Replace Theatre Doors. Replacing the theatre doors will improve the audience experience by soundproofing the theatre from the lobby cross over. In 2020, consultants will prepare the plan for soundproofing, with the installation in 2021.				

Proj. No.	18-02	Capital Project Title	Replace and Add Directional Signage	Capital Project Description	Replacing and adding directional signage to improve crowd management.
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale	Replace and Add Directional Signage. Replacing and adding directional signage will improve safety, access, audience flow and crowd management.				

Proj. No.	18-05	Capital Project Title	Renovate Green Room and Dressing Rooms	Capital Project Description	Updating the washrooms and dressing rooms.
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale	Renovate Green Room and Dressing Rooms. Renovating the Green Room and dressing rooms will include replacing the aging carpets and updating the washrooms and dressing rooms with low flow, energy efficient toilets.				

Proj. No.	19-04	Capital Project Title	Add Mobile Bar	Capital Project Description	Mobile bar will increase service delivery to patrons.
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale	Add Mobile Bar. Adding a mobile bar will increase service delivery to patrons.				

Proj. No.	20-01	Capital Project Title	Replace House Light System	Capital Project Description	Replace House Light System with upgraded LED technology.
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale	Replacing the House Light System which has reached the end of its lifespan and upgrading the technology to LED will reduce energy consumption and continue to ensure patron safety in the theatre.				

Service: 1.290

Royal Theatre

Proj. No.	20-02	Capital Project Title	Study Building Envelope	Capital Project Description	Study to assess necessary repairs of building envelope as per 2017 building assessment
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale	Study to assess necessary repairs of building envelope as per 2017 building assessment.				

Proj. No.	20-03	Capital Project Title	Add Balcony Railings	Capital Project Description	Add railings to ensure patron safety and comfort while moving in the balcony area.
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale	Add Balcony Railings. The addition of railings will ensure patron safety and comfort while moving to and from seats in the balcony area of the theatre.				

Proj. No.	20-04	Capital Project Title	Emergency Repairs	Capital Project Description	For Unforeseen Emergency Repairs
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale	Contingency amount to cover unforeseen emergency repairs to the building.				

Proj. No.	21-01	Capital Project Title	HVAC Upgrade	Capital Project Description	Replace 1994 HVAC.
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale	Add Balcony Railings. The addition of railings will ensure patron safety and comfort while moving to and from seats in the balcony area of the theatre.				

Proj. No.	22-01	Capital Project Title	Study and Plan Rebuilding of Orchestra Pit	Capital Project Description	Study and Develop Plan to Renovate Theatre Floor, Rebuild Orchestra Pit and Add New Pit Railings
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale	Study to develop plan for renewals which will have the following results: renovating the theatre floor will enhance the in house experience of the patrons; rebuilding the orchestra pit will provide efficiencies in setups and strikes for shows; and adding a new railing will improve safety for patrons and staff.				

Service: 1.290 Royal Theatre

Proj. No.	22-02	Capital Project Title	Replace Seats and Aisle Lights	Capital Project Description	Replace Seats and Aisle Lights
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale	<i>Replacing the seats and lights will make the patron's experience much more comfortable.</i>				

Proj. No.	23-01	Capital Project Title	Repair Building Envelope	Capital Project Description	Repairing building envelope of the 1914 structure.
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale	<i>Repairing building envelope will ensure the 1914 structure will remain stable and will reduce energy consumption.</i>				



**1.290 Royal Theatre  
Asset and Reserve Summary  
2020 - 2024 Financial Plan**

**Asset Profile**

**Royal Theatre**

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

**Capital Reserve Fund Schedule**

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

**Cost Centre: 101607 (PLO)**

**Capital Reserve Fund**

**Projected year end balance**

**Beginning Balance**

**Planned Capital Expenditure (Based on Capital Plan)**

**Transfer from Operating Budget**

**Interest Income\*\***

**Total projected year end balance**

	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	589,351	553,762	802,962	902,962	492,962	332,962	212,962
Planned Capital Expenditure (Based on Capital Plan)	(400,078)	(147,000)	(280,000)	(790,000)	(540,000)	(500,000)	(500,000)
Transfer from Operating Budget	352,000	383,000	380,000	380,000	380,000	380,000	380,000
Interest Income**	12,489	13,200	-	-	-	-	-
<b>Total projected year end balance</b>	<b>553,762</b>	<b>802,962</b>	<b>902,962</b>	<b>492,962</b>	<b>332,962</b>	<b>212,962</b>	<b>92,962</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**

## **2020 BUDGET**

### **McPherson Theatre**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.295 McPherson Theatre

Committee: Administration

**DEFINITION:**

A local service established for the purpose of purchasing, maintaining, equipping and operating the McPherson Playhouse in Victoria, British Columbia.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

The City of Victoria is the only participant.

**MAXIMUM LEVY:**

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

- (a) for capital expenditures including but not limited to, the renovation, reconstruction or rebuilding of a performing arts theatre, machinery and equipment, reserve fund transfer and annual debt servicing payments. The maximum amount will be \$400,000.
- (b) for annual operating expenditures which may also include expenditures of a nature referred to in (a) above, the maximum amount will be \$350,000.

**MAXIMUM CAPITAL DEBT:**

None

**COMMISSION:**

Royal and McPherson Theatre Society reporting to a sub-committee of the Finance, Corporate and Intergovernmental.

**FUNDING:**

McPHERSON THEATRE	BUDGET REQUEST						FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<u>OPERATING COSTS:</u>										
Third Party Payments	293,094	293,094	308,667	-	-	308,667	306,716	304,703	303,823	302,925
Internal Allocations	56,606	56,606	39,355	-	-	39,355	41,306	43,319	44,199	45,097
Interest Charge	300	300	300	-	-	300	300	300	300	300
<b>TOTAL OPERATING COSTS</b>	<b>350,000</b>	<b>350,000</b>	<b>348,322</b>	<b>-</b>	<b>-</b>	<b>348,322</b>	<b>348,322</b>	<b>348,322</b>	<b>348,322</b>	<b>348,322</b>
*Percentage Increase	0.00%	0.00%	-0.48%			-0.48%	0.00%	0.00%	0.00%	0.00%
<u>CAPITAL / RESERVE</u>										
Capital Equipment Purchases	84,000	84,000	84,000	-	-	84,000	88,000	88,000	92,000	92,000
Transfer to Reserve Fund	352,410	352,410	354,088	-	-	354,088	350,088	350,088	346,088	346,088
<b>TOTAL CAPITAL / RESERVES</b>	<b>436,410</b>	<b>436,410</b>	<b>438,088</b>	<b>-</b>	<b>-</b>	<b>438,088</b>	<b>438,088</b>	<b>438,088</b>	<b>438,088</b>	<b>438,088</b>
<b>TOTAL COSTS</b>	<b>786,410</b>	<b>786,410</b>	<b>786,410</b>	<b>-</b>	<b>-</b>	<b>786,410</b>	<b>786,410</b>	<b>786,410</b>	<b>786,410</b>	<b>786,410</b>
<u>FUNDING SOURCES (REVENUE)</u>										
estimated balance C/F from current to Next year		-	-	-	-					
Balance C/F from Prior to Current year		-	-	-	-					
Grants In Lieu of Taxes	-36,410	-36,410	-36,410	-	-	-36,410	-36,410	-36,410	-36,410	-36,410
<b>TOTAL REVENUE</b>	<b>-36,410</b>	<b>-36,410</b>	<b>-36,410</b>	<b>-</b>	<b>-</b>	<b>-36,410</b>	<b>-36,410</b>	<b>-36,410</b>	<b>-36,410</b>	<b>-36,410</b>
<b>REQUISITION</b>	<b>-750,000</b>	<b>-750,000</b>	<b>-750,000</b>	<b>-</b>	<b>-</b>	<b>-750,000</b>	<b>-750,000</b>	<b>-750,000</b>	<b>-750,000</b>	<b>-750,000</b>
*Percentage increase over prior year requisition		0.0%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.295 McPherson Theatre	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$422,646	\$702,646	\$0	\$700,000	\$1,100,000	\$500,000	\$3,002,646
Equipment	E	\$0	\$130,000	\$80,000	\$0	\$0	\$0	\$210,000
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
		<b>\$422,646</b>	<b>\$832,646</b>	<b>\$80,000</b>	<b>\$700,000</b>	<b>\$1,100,000</b>	<b>\$500,000</b>	<b>\$3,212,646</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$422,646	\$422,646	\$0	\$0	\$0	\$0	\$422,646
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	\$100,000	\$0	\$100,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
Reserve Fund	Res	\$0	\$410,000	\$80,000	\$700,000	\$900,000	\$500,000	\$2,590,000
		<b>\$422,646</b>	<b>\$832,646</b>	<b>\$80,000</b>	<b>\$700,000</b>	<b>\$1,100,000</b>	<b>\$500,000</b>	<b>\$3,212,646</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.295

Service Name: McPherson Theatre

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
16-04	Renewal	Refinish Government Street Doors	Refinish 20 years old Government Street doors	\$25,000	B	Cap	\$9,742	\$9,742	\$0	\$0	\$0	\$0	\$9,742
16-04					B	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
17-06	Renewal	Renovate Mezzanine Washrooms	Renovate 1960's Mezzanine Washrooms	\$205,000	B	Cap	\$162,904	\$162,904	\$0	\$0	\$0	\$0	\$162,904
18-01	Replacement	Replace Lobby Windows	Replacing the current single pane leaking windows	\$350,000	B	Cap	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$250,000
18-01					B	Res	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
20-01	Replacement	Replace Wireless Microphones	Current microphones will be illegal to operate after April 2020 due to radio frequency.	\$130,000	E	Res	\$0	\$130,000	\$0	\$0	\$0	\$0	\$130,000
20-02	Replacement	Replace House Light System	Replace House Light System with upgraded LED technology.	\$75,000	B	Res	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
20-03	Study	Study Building Envelope	Study to assess repairs necessary for the building envelope.	\$40,000	B	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
20-04	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-01	Replacement	Replace stage fixtures	Replacing old incandescent stage lighting with LED models.	\$50,000	E	Res	\$0	\$0	\$50,000				\$50,000
21-02	Replacement	Replace Stage Dimmer Rack control Modules	Replaces 20 year old Stage Dimmer rack control modules.	\$30,000	E	Res	\$0	\$0	\$30,000				\$30,000
22-01	New	Add Elevator	Elevator will provide accessibility to the mezzanine for all patrons	\$1,500,000	B	Res	\$0	\$0	\$0	\$700,000	\$600,000	\$0	\$1,300,000
22-01					B	Other					\$100,000		\$100,000
22-01					B	Grant	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
23-01	Renewal	Repair Building Envelope and Restore Façade	Repair building envelope and restore façade	\$800,000	B	Res	\$0	\$0	\$0	\$0	\$300,000	\$500,000	\$800,000
		<b>GRAND TOTAL</b>		<b>\$3,255,000</b>			<b>\$422,646</b>	<b>\$832,646</b>	<b>\$80,000</b>	<b>\$700,000</b>	<b>\$1,100,000</b>	<b>\$500,000</b>	<b>\$3,212,646</b>

Service: 1.295

McPherson Theatre

Proj. No. 16-04

Capital Project Title Refinish Government Street Doors

Capital Project Description Refinish 20 years old Government Street doors

Asset Class Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

**Project Rationale** Refinishing the 20 year old door frames at Government Street is required as the existing finish is perishing. The product used to construct the frames requires refinishing and sealing to stop the weather from further erosion and leakage.

Proj. No. 17-06

Capital Project Title Renovate Mezzanine Washrooms

Capital Project Description Renovate 1960's Mezzanine Washrooms

Asset Class Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

**Project Rationale** Renovate Mezzanine Washrooms. Renovating the mezzanine washrooms will update the 1960's washrooms for improved functionality, health, safety and comfort of patrons. Energy consumption will be improved through LED lighting and water consumption will be reduced with low flow, energy efficient toilets.

Proj. No. 18-01

Capital Project Title Replace Lobby Windows

Capital Project Description Replacing the current single pane leaking windows

Asset Class Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

**Project Rationale** Replace Lobby Windows. Replacing the current single pane leaking windows will reduce energy consumption.

Proj. No. 20-01

Capital Project Title Replace Wireless Microphones

Capital Project Description Current microphones will be illegal to operate after April 2020 due to radio frequency.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

**Project Rationale** Replacing the 10 year old wireless microphones is required due to Industry Canada wireless spectrum auction. Current microphones will be illegal to operate after April 2020.

Service: 1.295

McPherson Theatre

Proj. No. 20-02

Capital Project Title Replace House Light System

Capital Project Description Replace House Light System with upgraded LED technology.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale *Replacing the House Light System which has reached the end of its lifespan and upgrading the technology to LED will reduce energy consumption and continue to ensure patron safety in the theatre.*

Proj. No. 20-03

Capital Project Title Study Building Envelope

Capital Project Description Study to assess repairs necessary for the building envelope.

Asset Class Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale *Study to assess repairs necessary for building envelope as per 2017 building assessment*



Service: 1.295

McPherson Theatre

Proj. No. 21-01

Capital Project Title Replace stage fixtures

Capital Project Description Replacing old incandescent stage lighting with LED models.

Asset Class Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Replacing the 15 plus year old incandescent stage lighting fixtures with high efficiency models will reduce energy consumption.

Proj. No. 21-02

Capital Project Title Replace Stage Dimmer Rack control Modules

Capital Project Description Replaces 20 year old Stage Dimmer rack control modules.

Asset Class Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Replacing the 20 year old Stage Dimmer Rack will ensure that module is operational as failure of this module renders the entire lighting system non-operational.

Proj. No. 22-01

Capital Project Title Add Elevator

Capital Project Description Elevator will provide accessibility to the mezzanine for all patrons

Asset Class Study

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Adding an elevator will provide accessibility to the mezzanine for all patrons. Excavating and prep work will occur in 2022 and hardware and installation in 2023.

Proj. No. 23-01

Capital Project Title Repair Building Envelope and Restore Façade

Capital Project Description Repair building envelope and restore façade

Asset Class Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

Project Rationale Repairing building envelope will ensure the 1913 structure will remain stable and will reduce energy consumption. Restoring the 1913 façade will include point work on the bricks, gutter replacement and refinishing the fiberglass stonework around the historic wooden doors.

**1.295 McPherson Theatre  
Asset and Reserve Summary  
2020 - 2024 Financial Plan**

**Asset Profile**

**McPherson Theatre**

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

**Capital Reserve Fund Schedule**

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

**Cost Centre: 101899 (PLO)**

**Capital Reserve Fund**

**Projected year end balance**

**Beginning Balance**

**Planned Capital Expenditure (Based on Capital Plan)**

**Transfer from Operating Budget**

**Interest Income\***

**Total projected year end balance**

	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>				
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
	1,274,027	1,339,943	1,616,431	1,560,519	1,830,607	1,480,695	926,783
	(297,111)	(110,000)	(410,000)	(80,000)	(700,000)	(900,000)	(500,000)
	334,088	354,088	354,088	350,088	350,088	346,088	346,088
	28,939	32,400	-	-	-	-	-
	<b>1,339,943</b>	<b>1,616,431</b>	<b>1,560,519</b>	<b>1,830,607</b>	<b>1,480,695</b>	<b>926,783</b>	<b>772,871</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**

## **2020 BUDGET**

### **Arts Grants and Development**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.297 Arts Grants and Development

Committee: Arts

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

CRD municipalities invest in the arts for the economic impact and employment they provide, for their contribution to the quality of life, for the provincial and national visibility arts organizations provide to the region, and for providing a wide range of educational, participatory and audience opportunities for citizens and visitors. This service provides grants for NFP arts sector organizations within the CRD. An arms length committee, the CRD Arts Advisory Council, adjudicates grant applications based on parameters and total budget limits set by the CRD Arts Committee. Operating grants provide annual, ongoing assistance to larger arts organizations that meet established criteria for artistic, organizational and financial accountability. Project grants support three types of smaller organizations: those that work on a Project-to-Project basis, new and emerging arts organizations, those undertaking special, one-time initiatives or development projects. IDEA grants encourage the development of arts programming capacity within non-arts mandated not-for-profit organizations.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

**FUNDING:**

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>ARTS GRANTS</b>										
<u>ARTS GRANTS:</u>										
Operating Grants	2,195,350	2,195,350	2,204,399	-	-	2,204,399	2,236,517	2,281,608	2,327,688	2,374,672
Project Grants	270,000	270,000	310,000	-	-	310,000	316,820	323,790	330,913	338,194
<b>Total Grants Payment</b>	<b>2,465,350</b>	<b>2,465,350</b>	<b>2,514,399</b>	-	-	<b>2,514,399</b>	<b>2,553,337</b>	<b>2,605,398</b>	<b>2,658,601</b>	<b>2,712,866</b>
		0.00%	1.99%			1.99%	1.55%	2.04%	2.04%	2.04%
<u>ADMINISTRATION COSTS:</u>										
Salaries and Wages	276,174	277,624	289,616	-	-	289,616	295,988	302,499	309,154	315,956
Internal Allocations	52,998	53,000	60,114	-	-	60,114	66,836	73,803	75,309	76,846
Insurance Cost	680	680	660	-	-	660	670	680	690	700
Operating Cost - Other	28,217	26,764	28,802	-	-	28,802	29,436	30,083	30,745	31,421
<b>Total Administration Costs</b>	<b>358,069</b>	<b>358,068</b>	<b>379,192</b>	-	-	<b>379,192</b>	<b>392,929</b>	<b>407,066</b>	<b>415,899</b>	<b>424,923</b>
		0.00%	5.90%			6%	3.62%	3.60%	2.17%	2.17%
<b>TOTAL OPERATING COSTS</b>	<b>2,823,419</b>	<b>2,823,418</b>	<b>2,893,591</b>	-	-	<b>2,893,591</b>	<b>2,946,266</b>	<b>3,012,464</b>	<b>3,074,500</b>	<b>3,137,788</b>
		0.0%	2.5%			2.5%	1.82%	2.25%	2.06%	2.06%
<u>CAPITAL / RESERVE TRANSFER</u>										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES TRANSFER</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Internal Recoveries	(12,760)	(12,760)	(13,220)	-	-	(13,220)	(13,512)	(13,810)	(14,114)	(14,424)
<b>TOTAL COSTS</b>	<b>2,810,659</b>	<b>2,810,658</b>	<b>2,880,371</b>	-	-	<b>2,880,371</b>	<b>2,932,754</b>	<b>2,998,654</b>	<b>3,060,386</b>	<b>3,123,364</b>
		0.00%	2.48%			2.48%	1.82%	2.25%	2.06%	2.06%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	-	-	(12,000)	-	-	(12,000)	-	-	-	-
Payments In Lieu of Taxes	(188,471)	(188,471)	(188,471)	-	-	(188,471)	(188,471)	(188,471)	(188,471)	(188,471)
<b>TOTAL REVENUE</b>	<b>(188,471)</b>	<b>(188,471)</b>	<b>(200,471)</b>	-	-	<b>(200,471)</b>	<b>(188,471)</b>	<b>(188,471)</b>	<b>(188,471)</b>	<b>(188,471)</b>
		0.00%	6.37%			6.37%	-5.99%	0.00%	0.00%	0.00%
<b>REQUISITION</b>	<b>(2,622,188)</b>	<b>(2,622,187)</b>	<b>(2,679,900)</b>	-	-	<b>(2,679,900)</b>	<b>(2,744,283)</b>	<b>(2,810,183)</b>	<b>(2,871,915)</b>	<b>(2,934,893)</b>
			2.20%			2.20%	2.40%	2.40%	2.20%	2.19%
<u>AUTHORIZED POSITIONS:</u>										
	2.80	2.80	2.80		0.00	2.80	2.80	2.80	2.80	2.80

## 1.297 ARTS DEVELOPMENT

<b>2019</b>	<u>Ongoing Increase Items:</u>	<b>\$ 30,000</b>	<u>One-Time Increase Items:</u>	<b>\$ -</b>
	Idea Grant Program	30,000		
<b>2020</b>	<u>Ongoing Increase Items:</u>	<b>\$ -</b>	<u>One-Time Increase Items:</u>	<b>\$ -</b>
<b>2021</b>	<u>Ongoing Increase Items:</u>	<b>\$ -</b>	<u>One-Time Increase Items:</u>	<b>\$ -</b>
<b>2022</b>	<u>Ongoing Increase Items:</u>	<b>\$ -</b>	<u>One-Time Increase Items:</u>	<b>\$ -</b>

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.297	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$1,890	\$0	\$1,550	\$0	\$0	\$3,440
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
		<b>\$0</b>	<b>\$1,890</b>	<b>\$0</b>	<b>\$1,550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,440</b>

**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	\$1,890	\$0	\$1,550	\$0	\$0	\$3,440
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$1,890</b>	<b>\$0</b>	<b>\$1,550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,440</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

Service #: 1.297  
 Service Name: Arts Grants and Development

CAPITAL BUDGET FORM  
 2020 & Forecast 2021 to 2024

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-01	Replacement	Computer and Printer	IT scheduled Routine Replacement	\$1,890	E	ERF		\$1,890	\$0	\$0	\$0	\$0	\$1,890
22-01	Replacement	Computer and Printer	IT scheduled Routine Replacement	\$1,550	E	ERF				\$1,550			\$1,550
<b>GRAND TOTAL</b>				<b>\$3,440</b>			<b>\$0</b>	<b>\$1,890</b>	<b>\$0</b>	<b>\$1,550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,440</b>



Service: 1.297                      Arts Grants and Development

Proj. No.	18-01	Capital Project Title	Computer and Printer	Capital Project Description	IT scheduled Routine Replacement
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale <i>Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department</i>					

Proj. No.	22-01	Capital Project Title	Computer and Printer	Capital Project Description	IT scheduled Routine Replacement
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Recreation, Arts & Culture
Project Rationale <i>Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department</i>					

1.297 Arts and Cultural Grants  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

**Arts and Cultural Grants**

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

Operating Reserve Schedule - FC 105300

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	188,674	166,844	170,924	158,924	158,924	158,924	158,924
Planned Purchase							
Transfer from Ops Budget	(26,319)	-	(12,000)				
Interest Income*	4,489	4,080					
<b>Total projected year end balance</b>	<b>166,844</b>	<b>170,924</b>	<b>158,924</b>	<b>158,924</b>	<b>158,924</b>	<b>158,924</b>	<b>158,924</b>

Assumptions/Background:

12k in 2020 is to fund the completion of the Incubators Fund. It was a recommendation of the arts implementation 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.

**1.297 Arts grants and Development  
 Asset and Reserve Summary  
 2020 - 2024 Financial Plan**

**Asset Profile**

**Arts grants and Development**

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

**Equipment Replacement Fund Schedule (ERF)**

ERF Fund: 1.297 Arts Grants and Development Equipment Replacement Fund

Equipment Replacement Fund	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	7,563	9,068	9,068	7,178	7,178	5,628	5,628
Planned Purchase (Based on Capital Plan)			(1,890)	-	(1,550)	-	-
Transfer from Ops Budget	1,330						
Interest Income*	174	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>9,068</b>	<b>9,068</b>	<b>7,178</b>	<b>7,178</b>	<b>5,628</b>	<b>5,628</b>	<b>5,628</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**

## **2020 BUDGET**

### **Feasibility Study Reserve**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 21.1 Feasibility Study Reserve

Committee: Governance and Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

**FUNDING:**

FEASIBILITY STUDY	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Regional Studies	22,350	22,350		-	-	-	-	-	-	-
- IBC 12a-1: Study regional art facility needs					40,000	40,000	-	-	-	-
							-	-	-	-
Electoral Area										
Southern Gulf Islands	-	-	-	-	-	-	-	-	-	-
Juan de Fuca	-	-	-	-	-	-	-	-	-	-
Salt Spring Island	-	-	-	-	-	-	-	-	-	-
<b>Total Electoral Area</b>	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>22,350</b>	<b>22,350</b>	-	-	<b>40,000</b>	<b>40,000</b>	-	-	-	-
*Percentage Increase over prior year						79.0%				
<u>REVENUES</u>										
Estimated balance c/fwd	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	(21,850)	(21,850)	-	-	-	-	-	-	-	-
Interest Income	(500)	(500)	-	-	-	-	-	-	-	-
Recovery Cost	-	-	-	-	-	-	-	-	-	-
Feasibility Study Funding	-	-	-	-	-	-	-	-	-	-
Grant Provincial	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
Transfer from Revenue Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>(22,350)</b>	<b>(22,350)</b>	-	-	-	-	-	-	-	-
<b>REQUISITION</b>	-	-	-	-	<b>40,000</b>	<b>40,000</b>	-	-	-	-

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Information Technology**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.022 Information Technology

Committee: Governance and Finance

**DEFINITION:**

Support services to the departments of the Capital Regional District.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All CRD departments, recreation centres, CRD Housing and 9-1-1.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance and Finance

**FUNDING:**

Requisition and internal recoveries



INFORMATION TECHNOLOGY DEPARTMENT	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
INFORMATION TECHNOLOGY	5,023,503	4,808,580	5,290,189	581,273	165,000	6,036,461	6,196,928	6,257,004	6,360,065	6,497,499
GIS	508,160	474,120	535,644	-	-	535,644	554,616	559,337	571,473	583,869
GEOSPATIAL	136,810	137,337	128,538	-	-	128,538	123,574	118,347	120,887	123,478
<b>TOTAL OPERATING COSTS</b>	<b>5,668,473</b>	<b>5,420,037</b>	<b>5,954,371</b>	<b>581,273</b>	<b>165,000</b>	<b>6,700,643</b>	<b>6,875,118</b>	<b>6,934,688</b>	<b>7,052,426</b>	<b>7,204,847</b>
*Percentage Increase over prior year						18.2%	2.6%	0.9%	1.7%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to General Capital Fund	265,300	265,300	425,770	-	-	425,770	435,140	444,710	454,490	464,490
Transfer to Equipment Replacement Fund	166,590	200,703	170,502	-	-	170,502	182,056	194,003	198,323	202,752
<b>TOTAL CAPITAL / RESERVES</b>	<b>431,890</b>	<b>466,003</b>	<b>596,272</b>	<b>-</b>	<b>-</b>	<b>596,272</b>	<b>617,196</b>	<b>638,713</b>	<b>652,813</b>	<b>667,242</b>
<b>TOTAL COSTS</b>	<b>6,100,363</b>	<b>5,886,040</b>	<b>6,550,643</b>	<b>581,273</b>	<b>165,000</b>	<b>7,296,915</b>	<b>7,492,314</b>	<b>7,573,401</b>	<b>7,705,239</b>	<b>7,872,089</b>
<b>Internal Recoveries</b>	<b>(465,890)</b>	<b>(465,890)</b>	<b>(491,222)</b>	<b>-</b>	<b>-</b>	<b>(491,222)</b>	<b>(509,231)</b>	<b>(512,945)</b>	<b>(524,059)</b>	<b>(535,409)</b>
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>5,634,473</b>	<b>5,420,150</b>	<b>6,059,421</b>	<b>581,273</b>	<b>165,000</b>	<b>6,805,693</b>	<b>6,983,083</b>	<b>7,060,456</b>	<b>7,181,180</b>	<b>7,336,680</b>
<u>SOURCES OF FUNDING</u>										
Lease Revenue	(17,000)	(15,000)	(17,340)	-	-	(17,340)	(17,720)	(18,110)	(18,510)	(18,920)
Sale of Services	(7,800)	(8,400)	(7,800)	-	-	(7,800)	(7,970)	(8,150)	(8,330)	(8,510)
PILT Revenue	(12,055)	(12,055)	(12,200)	-	-	(12,200)	(12,460)	(12,720)	(12,990)	(13,270)
Other	(230,275)	(213,475)	(263,735)	-	-	(263,735)	(276,914)	(290,752)	(305,283)	(311,386)
<b>TOTAL REVENUE</b>	<b>(267,130)</b>	<b>(248,930)</b>	<b>(301,075)</b>	<b>-</b>	<b>-</b>	<b>(301,075)</b>	<b>(315,064)</b>	<b>(329,732)</b>	<b>(345,113)</b>	<b>(352,086)</b>
<b>REQUISITION</b>	<b>(5,367,343)</b>	<b>(5,171,220)</b>	<b>(5,758,346)</b>	<b>(581,273)</b>	<b>(165,000)</b>	<b>(6,504,618)</b>	<b>(6,668,019)</b>	<b>(6,730,724)</b>	<b>(6,836,067)</b>	<b>(6,984,594)</b>
*Percentage increase over prior year requisition						21.2%	2.5%	0.9%	1.6%	2.2%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	29.0	29.0	29.0	4.0	-	33.0	33.0	33.0	33.0	33.0

**Change in Budget 2019 to 2020**Service: **1.022 INFORMATION TECHNOLOGY****Total Expenditure****Comments****2019 Budget****5,385,103****Change in Salaries:**

Base salary change	170,011	Inclusive of collective agreement changes
Step Increase	95,000	
2.0 FTE Ongoing IT Analysts	252,727	J19, IBC 8a-1 Wastewater Management
1.0 FTE Ongoing SAP Trainer	126,364	J19, IBC 15f1.09 System & Policies
1.0 FTE Ongoing Systems Analyst/Data Mgmt (start July 2020)	63,182	J19, 15b-2 Aset Management and Risk Analysis
6 month term position for finance project support	60,000	One time 6 month term position for finance project support
<b>Total Change in Salaries</b>	<b>767,284</b>	

**Other Changes:**

Software Licenses	260,000	Includes IBC Systems & Policies - IT Security (IBC 15f1-11)
Capital transfers	160,470	Increased trf to General Capital Fund (for current system infrastructure growth)
Office costs	44,000	Office costs associated with additional ongoing 4.0 FTEs
Consultant fees	21,280	
Human Resources allocation	13,195	
Other inflationary budget changes	68,890	
Contribution recovery	(160,000)	Reserve funding for finance project management
<b>Total Other Changes</b>	<b>407,835</b>	

**2020 Budget****6,560,221****Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

There is a one-time favourable variance of \$196,123 (3.82%) due mainly to temporary vacancies of full time positions.

1.022 INFORMATION TECHNOLOGY	BUDGET REQUEST						FUTURE PROJECTIONS			
	2019 BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries and Wages	3,184,578	2,890,140	3,449,591	442,273	60,000	3,951,863	4,085,674	4,106,879	4,192,228	4,282,502
Allocations	339,745	339,745	395,438	18,000	-	413,438	430,013	447,334	465,427	475,162
Consulting	43,500	42,000	44,370	-	-	44,370	45,340	46,330	47,350	48,390
Contract for Services	483,820	549,775	505,100	-	-	505,100	516,200	527,540	539,130	550,978
Software Licenses & Computer Mtce	696,050	719,250	714,260	95,000	165,000	974,260	905,520	907,860	787,820	805,150
Contribution recovery			(100,000)	-	(60,000)	(160,000)	(100,000)	(100,000)	-	-
Other Operating Expenses	275,810	267,670	281,430	26,000	-	307,430	314,180	321,060	328,110	335,316
<b>TOTAL OPERATING COSTS</b>	<b>5,023,503</b>	<b>4,808,580</b>	<b>5,290,189</b>	<b>581,273</b>	<b>165,000</b>	<b>6,036,461</b>	<b>6,196,928</b>	<b>6,257,004</b>	<b>6,360,065</b>	<b>6,497,499</b>
*Percentage Increase over prior year			5.3%			20.2%	2.7%	1.0%	1.6%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to General Capital Fund	265,300	265,300	425,770	-	-	425,770	435,140	444,710	454,490	464,490
Transfer to Equipment Replacement Fund	96,300	96,300	97,990	-	-	97,990	100,150	102,350	104,600	106,900
<b>TOTAL CAPITAL / RESERVES</b>	<b>361,600</b>	<b>361,600</b>	<b>523,760</b>	<b>-</b>	<b>-</b>	<b>523,760</b>	<b>535,290</b>	<b>547,060</b>	<b>559,090</b>	<b>571,390</b>
<b>TOTAL COSTS</b>	<b>5,385,103</b>	<b>5,170,180</b>	<b>5,813,949</b>	<b>581,273</b>	<b>165,000</b>	<b>6,560,221</b>	<b>6,732,218</b>	<b>6,804,064</b>	<b>6,919,155</b>	<b>7,068,889</b>
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>5,385,103</b>	<b>5,170,180</b>	<b>5,813,949</b>	<b>581,273</b>	<b>165,000</b>	<b>6,560,221</b>	<b>6,732,218</b>	<b>6,804,064</b>	<b>6,919,155</b>	<b>7,068,889</b>
Lease Revenue	(17,000)	(15,000)	(17,340)	-	-	(17,340)	(17,720)	(18,110)	(18,510)	(18,920)
Service Fees	(230,125)	(213,325)	(263,585)	-	-	(263,585)	(276,764)	(290,602)	(305,133)	(311,236)
Other Income	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>(247,125)</b>	<b>(228,325)</b>	<b>(280,925)</b>	<b>-</b>	<b>-</b>	<b>(280,925)</b>	<b>(294,484)</b>	<b>(308,712)</b>	<b>(323,643)</b>	<b>(330,156)</b>
<b>NET COST</b>	<b>5,137,978</b>	<b>4,941,855</b>	<b>5,533,024</b>	<b>581,273</b>	<b>165,000</b>	<b>6,279,296</b>	<b>6,437,734</b>	<b>6,495,352</b>	<b>6,595,512</b>	<b>6,738,733</b>
*Percentage increase over prior year requisition			7.7%			22.2%	2.5%	0.9%	1.5%	2.2%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	26.0	26.0	26.0	4.0	-	30.0	30.0	30.0	30.0	30.0

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.022	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$155,000	\$307,000	\$295,000	\$529,000	\$265,000	\$648,000	\$2,044,000
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
		<b>\$155,000</b>	<b>\$307,000</b>	<b>\$295,000</b>	<b>\$529,000</b>	<b>\$265,000</b>	<b>\$648,000</b>	<b>\$2,044,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$155,000	\$307,000	\$295,000	\$529,000	\$265,000	\$648,000	\$2,044,000
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	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$155,000</b>	<b>\$307,000</b>	<b>\$295,000</b>	<b>\$529,000</b>	<b>\$265,000</b>	<b>\$648,000</b>	<b>\$2,044,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2020 & Forecast 2021 to 2024

**Service #:** 1.022

**Service Name:** Information Technology

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
21-01	Replacement	Data Centre Replacements	Corporate Firewall	\$68,000	E	CAP	\$0	\$0	\$0	\$0	\$0	\$68,000	\$68,000
19-04	Replacement	Data Centre Replacements	Additional Storage	\$455,000	E	CAP	\$25,000	\$75,000	\$20,000	\$40,000	\$20,000	\$300,000	\$455,000
18-06	Replacement	Data Centre Replacements	Replace Backup	\$100,000	E	CAP	\$50,000	\$0	\$50,000	\$0	\$50,000	\$0	\$100,000
18-07	Replacement	Data Centre Replacements	Server Replacements	\$285,000	E	CAP	\$25,000	\$25,000	\$50,000	\$110,000	\$50,000	\$50,000	\$285,000
19-05	Replacement	Data Centre Replacements	Router & Switch Network Data Centre	\$114,000	E	CAP	\$0	\$10,000	\$10,000	\$54,000	\$20,000	\$20,000	\$114,000
19-06	Replacement	Data Centre Replacements	Wi-Fi Network System	\$150,000	E	CAP	\$0	\$50,000	\$0	\$50,000	\$0	\$50,000	\$150,000
22-01	Replacement	Data Centre Replacements	SPAM Email Appliance	\$40,000	E	CAP	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000
20-02	Replacement	Data Centre Replacements	Virtual Server Hosts	\$345,000	E	CAP	\$0	\$40,000	\$90,000	\$135,000	\$40,000	\$40,000	\$345,000
20-03	Replacement	Data Centre Replacements	Application Load Balancer	\$60,000	E	CAP	\$0	\$25,000	\$0	\$0	\$0	\$35,000	\$60,000
20-04	Replacement	Data Centre Replacements	Network Data/Voice Switches (Fisgard)	\$305,000	E	CAP	\$0	\$70,000	\$65,000	\$70,000	\$65,000	\$35,000	\$305,000
20-05	Replacement	Data Centre Replacements	uninterruptible power supply	\$82,000	E	CAP	\$0	\$12,000	\$0	\$20,000	\$0	\$50,000	\$82,000
20-06	Replacement	Data Centre Replacements	Fisgard Phone System	\$40,000	E	CAP	\$0	\$0	\$10,000	\$10,000	\$20,000	\$0	\$40,000
<b>GRAND TOTAL</b>				<b>\$2,044,000</b>			<b>\$155,000</b>	<b>\$307,000</b>	<b>\$295,000</b>	<b>\$529,000</b>	<b>\$265,000</b>	<b>\$648,000</b>	<b>\$2,044,000</b>

**Reserve Schedule**

**Reserve Fund:** 1.022 Information Technology

**Reserve Cash Flow**

Fund: 1022 Fund Center: 101421 ERF Group: ITG.ERF	Budget					
	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	57,262	96,300	194,290	294,440	396,790	501,390
<b>Actual Purchases</b>	(57,262)	-	-	-	-	-
<b>Planned Purchases (Based on Capital Plan)</b>	-	-	-	-	-	-
<b>Transfer from Operating Budget</b>	96,300	97,990	100,150	102,350	104,600	106,900
<b>Interest Income</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>96,300</b>	<b>194,290</b>	<b>294,440</b>	<b>396,790</b>	<b>501,390</b>	<b>608,290</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **GIS Information Systems**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.101 GIS Information Systems

Committee: Governance and Finance

**DEFINITION:**

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

**PARTICIPATION:**

All CRD departments, municipalities and Electoral Areas.

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Governance and Finance

**FUNDING:**

Requisition and internal recoveries



1.101 GIS INFORMATION SYSTEMS	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries and Wages	346,030	314,000	366,342	-	-	366,342	381,611	382,525	390,769	399,189
Allocations	19,820	19,820	21,132	-	-	21,132	21,595	22,073	22,564	23,060
Data Processing Services	86,300	87,900	91,110	-	-	91,110	93,110	95,160	97,250	99,390
Supplies	42,300	42,695	43,080	-	-	43,080	44,020	44,990	45,980	47,000
Other Operating Expenses	13,710	9,705	13,980	-	-	13,980	14,280	14,590	14,910	15,230
<b>TOTAL OPERATING COSTS</b>	<b>508,160</b>	<b>474,120</b>	<b>535,644</b>	<b>-</b>	<b>-</b>	<b>535,644</b>	<b>554,616</b>	<b>559,337</b>	<b>571,473</b>	<b>583,869</b>
*Percentage Increase over prior year			5.4%			5.4%	3.5%	0.9%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	22,530	56,570	22,530	-	-	22,530	23,030	23,540	24,060	24,590
<b>TOTAL CAPITAL / RESERVES</b>	<b>22,530</b>	<b>56,570</b>	<b>22,530</b>	<b>-</b>	<b>-</b>	<b>22,530</b>	<b>23,030</b>	<b>23,540</b>	<b>24,060</b>	<b>24,590</b>
<b>TOTAL COSTS</b>	<b>530,690</b>	<b>530,690</b>	<b>558,174</b>	<b>-</b>	<b>-</b>	<b>558,174</b>	<b>577,646</b>	<b>582,877</b>	<b>595,533</b>	<b>608,459</b>
<b>Internal Recoveries</b>	(465,890)	(465,890)	(491,222)	-	-	(491,222)	(509,231)	(512,945)	(524,059)	(535,409)
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>64,800</b>	<b>64,800</b>	<b>66,952</b>	<b>-</b>	<b>-</b>	<b>66,952</b>	<b>68,415</b>	<b>69,932</b>	<b>71,474</b>	<b>73,050</b>
<u>SOURCES OF FUNDING</u>										
PILT Revenue	(3,250)	(3,250)	(3,250)	-	-	(3,250)	(3,310)	(3,370)	(3,440)	(3,510)
<b>TOTAL REVENUE</b>	<b>(3,250)</b>	<b>(3,250)</b>	<b>(3,250)</b>	<b>-</b>	<b>-</b>	<b>(3,250)</b>	<b>(3,310)</b>	<b>(3,370)</b>	<b>(3,440)</b>	<b>(3,510)</b>
<b>REQUISITION</b>	<b>(61,550)</b>	<b>(61,550)</b>	<b>(63,702)</b>	<b>-</b>	<b>-</b>	<b>(63,702)</b>	<b>(65,105)</b>	<b>(66,562)</b>	<b>(68,034)</b>	<b>(69,540)</b>
*Percentage increase over prior year requisition			3.5%			3.5%	2.2%	2.2%	2.2%	2.2%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	3.0	3.0	3.0	-	-	3.0	3.0	3.0	3.0	3.0

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Geo-Spatial Referencing**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.335 Geo-Spatial Referencing

Committee: Governance and Finance

**DEFINITION:**

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

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

None stated.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Governance and Finance

**FUNDING:**

Requisition

**AUTHORITY:**

General Services under the Municipal Act.

1.335 GEOSPATIAL REFERENCING	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Allocations	52,310	52,310	42,508	-	-	42,508	35,634	28,467	29,037	29,618
Contract for Services	20,530	18,560	20,820	-	-	20,820	21,280	21,750	22,230	22,720
Consulting	13,690	12,225	13,960	-	-	13,960	14,270	14,580	14,900	15,230
Facilities Rental	14,050	15,780	14,330	-	-	14,330	14,650	14,970	15,300	15,640
Software Licenses & Fees	19,750	20,390	20,150	-	-	20,150	20,600	21,060	21,520	21,990
Other Operating Expenses	16,480	18,072	16,770	-	-	16,770	17,140	17,520	17,900	18,280
<b>TOTAL OPERATING COSTS</b>	<b>136,810</b>	<b>137,337</b>	<b>128,538</b>	<b>-</b>	<b>-</b>	<b>128,538</b>	<b>123,574</b>	<b>118,347</b>	<b>120,887</b>	<b>123,478</b>
*Percentage Increase over prior year			-6.0%			-6.0%	-3.9%	-4.2%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	47,760	47,833	49,982	-	-	49,982	58,876	68,113	69,663	71,262
<b>TOTAL CAPITAL / RESERVES</b>	<b>47,760</b>	<b>47,833</b>	<b>49,982</b>	<b>-</b>	<b>-</b>	<b>49,982</b>	<b>58,876</b>	<b>68,113</b>	<b>69,663</b>	<b>71,262</b>
<b>TOTAL COSTS</b>	<b>184,570</b>	<b>185,170</b>	<b>178,520</b>	<b>-</b>	<b>-</b>	<b>178,520</b>	<b>182,450</b>	<b>186,460</b>	<b>190,550</b>	<b>194,740</b>
<u>SOURCES OF FUNDING</u>										
PILT Revenue	(8,805)	(8,805)	(8,950)	-	-	(8,950)	(9,150)	(9,350)	(9,550)	(9,760)
Sale of Services	(7,800)	(8,400)	(7,800)	-	-	(7,800)	(7,970)	(8,150)	(8,330)	(8,510)
Interest Income	(150)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
<b>TOTAL REVENUE</b>	<b>(16,755)</b>	<b>(17,355)</b>	<b>(16,900)</b>	<b>-</b>	<b>-</b>	<b>(16,900)</b>	<b>(17,270)</b>	<b>(17,650)</b>	<b>(18,030)</b>	<b>(18,420)</b>
<b>REQUISITION</b>	<b>(167,815)</b>	<b>(167,815)</b>	<b>(161,620)</b>	<b>-</b>	<b>-</b>	<b>(161,620)</b>	<b>(165,180)</b>	<b>(168,810)</b>	<b>(172,520)</b>	<b>(176,320)</b>
*Percentage increase over prior year requisition			-3.7%			-3.7%	2.2%	2.2%	2.2%	2.2%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

<b>Service No.</b>	<b>1.335</b>	<b>Carry Forward from 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$30,000	\$40,000	\$40,000	\$30,000	\$45,000	\$40,000	\$195,000
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
		<b>\$30,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$30,000</b>	<b>\$45,000</b>	<b>\$40,000</b>	<b>\$195,000</b>

**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	\$30,000	\$40,000	\$40,000	\$30,000	\$45,000	\$40,000	\$195,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$30,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$30,000</b>	<b>\$45,000</b>	<b>\$40,000</b>	<b>\$195,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2020 & Forecast 2021 to 2024

**Service #:** 1.335

**Service Name:** Geo-Spatial Referencing

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-01	Replacement	RTK Monitor Computers	RTK Monitor Computers	\$30,000	E	ERF	\$30,000	\$0	\$0	\$30,000	\$0	\$0	\$30,000
18-01	Replacement	Data Radio Backhaul H/Ware	Data Radio Backhaul H/Ware	\$40,000	E	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
19-01	Replacement	Survey grade rover kit	Survey grade rover kit	\$40,000	E	ERF	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
20-01	Replacement	V10 Rover Receiver	V10 Rover Receiver	\$45,000	E	ERF	\$0	\$0	\$0	\$0	\$45,000	\$0	\$45,000
22-01	Replacement	4 Net R9 ACP site receivers	4 Net R9 ACP site receivers	\$40,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000
<b>GRAND TOTAL</b>				<b>\$195,000</b>			<b>\$30,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$30,000</b>	<b>\$45,000</b>	<b>\$40,000</b>	<b>\$195,000</b>

**Reserve Schedule**

**Reserve Fund:** 1.335 Geospatial

**Reserve Cash Flow**

Fund: 1022 Fund Center: 101726 ERF Group: GEOSPA.ERF	Budget					
	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	11,649	81,939	114,451	156,357	218,010	266,733
<b>Actual Purchases</b>	-	-	-	-	-	-
<b>Planned Purchases (Based on Capital Plan)</b>	-	(40,000)	(40,000)	(30,000)	(45,000)	(40,000)
<b>Transfer from Operating Budget</b>	70,290	72,512	81,906	91,653	93,723	95,852
<b>Interest Income</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>81,939</b>	<b>114,451</b>	<b>156,357</b>	<b>218,010</b>	<b>266,733</b>	<b>322,585</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **PARKS & RECREATION**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019



**COMMITTEE OF THE WHOLE**  
**October 30, 2019**  
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**Parks and Recreation**

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# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Regional Parks**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**DEFINITION:**

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

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All member municipalities and electoral areas participate.

**MAXIMUM LEVY:**

Based on converted hospital assessed values for land and improvements.

**CAPITAL BORROWING:**

Bylaw.4142 for Construction of E&N Trail Phase 3&4	\$ 6,100,000
BORROWED:	<u>\$ (4,560,000)</u>
REMAINING	<u><u>\$ 1,540,000</u></u>

Service: 1.280 Regional Parks

COMMITTEE: REGIONAL PARKS

2019	BASIS FOR COST APPORTIONMENT				BASIS FOR MAXIMUM LEVY ASSESSMENTS	
	Converted 2018		Converted 2019		Actual 2018	Actual 2019
<b>Member Municipality</b>						
City of Colwood	413,555,801	3.11%	467,335,257	3.21%	3,766,004,015	4,272,694,615
City of Victoria	3,397,572,932	25.57%	3,802,392,177	26.10%	25,938,617,772	28,842,004,286
District of Central Saanich	585,075,444	4.40%	630,209,611	4.33%	4,917,349,011	5,288,501,682
Township of Esquimalt	401,350,752	3.02%	441,694,787	3.03%	3,555,193,156	3,932,409,391
District of Langford	1,094,749,961	8.24%	1,238,027,429	8.50%	8,919,426,360	10,150,926,392
District of Saanich	3,685,500,412	27.74%	3,932,790,666	27.00%	33,373,289,134	35,528,150,269
District of Oak Bay	914,104,829	6.88%	969,231,359	6.65%	8,867,750,409	9,391,617,809
District of North Saanich	573,433,132	4.32%	608,873,249	4.18%	5,196,950,864	5,491,012,215
District of Metchosin	129,871,419	0.98%	141,352,646	0.97%	1,268,385,770	1,381,213,441
Town of Sidney	472,321,557	3.55%	527,003,806	3.62%	3,950,489,739	4,442,242,189
Town of View Royal	308,648,403	2.32%	350,089,405	2.40%	2,655,917,318	3,016,691,248
District of Highland	76,515,855	0.58%	82,584,078	0.57%	706,756,792	765,883,689
District of Sooke	294,839,286	2.22%	333,344,380	2.29%	2,702,811,506	3,059,065,366
<b>Subtotal</b>	<b>12,347,539,783</b>	<b>92.92%</b>	<b>13,524,928,850</b>	<b>92.84%</b>	<b>105,818,941,846</b>	<b>115,562,412,592</b>
<b>Electoral Area</b>						
Juan de Fuca EA	204,054,344	1.54%	228,133,680	1.57%	1,712,253,632	1,913,350,223
Salt Spring Island (F)	401,038,363	3.02%	440,155,880	3.02%	3,796,568,376	4,157,391,950
Southern Gulf Islands	295,825,707	2.23%	329,891,049	2.26%	2,863,845,743	3,196,501,906
<b>Subtotal</b>	<b>900,918,414</b>	<b>6.78%</b>	<b>998,180,609</b>	<b>6.85%</b>	<b>8,372,667,751</b>	<b>9,267,244,079</b>
<b>First Nations Taxation</b>						
Songhees	19,001,544	0.14%	19,001,544	0.13%	158,461,000	158,461,000
Tsawout	20,618,073	0.16%	26,083,283	0.18%	175,296,300	221,937,200
<b>Subtotal</b>	<b>39,619,617</b>	<b>0.30%</b>	<b>45,084,827</b>	<b>0.31%</b>	<b>333,757,300</b>	<b>380,398,200</b>
<b>TOTAL</b>	<b>13,288,077,814</b>	<b>100.00%</b>	<b>14,568,194,286</b>	<b>100.00%</b>	<b>114,525,366,897</b>	<b>125,210,054,871</b>

**Change in Budget 2019 to 2020**

Service: 1.280 Regional Parks

**Total Expenditure****Comments****2019 Budget****14,074,433****Change in Salaries:**

Base salary change	265,387	Inclusive of collective agreement changes
Step Increase/paygrade change	17,153	
New operations roles (5 FTE)	429,580	IBC 6b-4 Park operations roles
Reduction of auxiliary	(165,850)	

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Total Change in Salaries	546,270
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**Other Changes:**

Reserve fund transfer	1,011,377
Land Acquisition fund	(925,000)
Capital fund transfer	127,200
Environmental monitoring	(124,760)
Internal Allocations (Corp & HR)	51,120
Other operating costs	68,466

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Total Other Changes	208,403
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**2020 Budget****14,829,106****Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

There is a one time favourable variance of \$383,460 (2.58%) due mainly to reduced operating cost and improved revenues. This variance will be moved to Capital Reserve.

REGIONAL PARKS SUMMARY	BUDGET REQUEST						FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	5,785,630	5,440,338	6,068,170	263,730	-	6,331,900	6,598,748	6,674,766	6,828,818	6,972,952
Internal Allocations	771,450	923,845	699,130		-	699,130	732,571	767,093	782,094	797,119
Insurance Cost	50,110	50,110	49,330	-	-	49,330	50,430	51,550	52,680	53,830
Consultant and Contract for Services	247,840	310,876	266,490	-	-	266,490	398,479	414,857	346,376	373,038
Vehicles and Equipment	318,980	312,320	327,280	-	-	327,280	334,480	341,839	349,359	357,045
Parks Maintenance and Repairs	231,160	229,340	225,350	20,000	-	245,350	325,659	332,730	339,956	347,280
Utilities & Disposal Costs	178,830	173,070	183,660	-	-	183,660	188,183	192,895	197,732	202,472
Operating Supplies	311,860	330,790	328,710	25,000	-	353,710	371,491	384,663	393,126	401,776
Internal Labour Cost	152,780	-	155,391	-	-	155,391	159,194	160,978	164,078	167,524
Legal/Licences/Surveys Cost	62,170	39,170	37,170	-	-	37,170	37,874	38,595	39,331	40,082
Telecommunications&Training	109,710	107,740	116,630	-	-	116,630	119,196	121,817	124,494	127,230
Operating Cost - Other	211,090	260,387	235,590	-	-	235,590	340,771	348,067	355,521	363,130
<b>TOTAL OPERATING COSTS</b>	<b>8,431,610</b>	<b>8,177,986</b>	<b>8,692,901</b>	<b>308,730</b>	<b>-</b>	<b>9,001,631</b>	<b>9,657,076</b>	<b>9,829,850</b>	<b>9,973,566</b>	<b>10,203,478</b>
*Percentage increase over prior year		-3.0%	3.10%			6.76%	7.28%	1.8%	1.5%	2.3%
<u>CAPITAL / TRANSFER RESERVES</u>										
Transfer to Operating Reserve Fund	8,500	8,500	8,500	-	-	8,500	122,000	124,530	122,115	129,758
Transfer to Capital Fund	110,000	110,000	112,200	-	125,000	237,200	114,668	117,191	119,769	122,404
Land Acquisition Levy	3,751,180	3,751,180	3,751,180	(925,000)	-	2,826,180	2,826,180	2,826,180	2,826,180	2,826,180
Transfer to ERF Reserve	25,000	25,000	275,000	-	-	275,000	281,050	287,233	293,552	300,010
Transfer to Capital Reserve Fund	1,329,623	1,713,084	1,166,000	925,000	-	2,091,000	2,132,379	2,174,596	2,217,667	2,261,610
<b>TOTAL CAPITAL / RESERVE TRNSFER</b>	<b>5,224,303</b>	<b>5,607,764</b>	<b>5,312,880</b>	<b>-</b>	<b>125,000</b>	<b>5,437,880</b>	<b>5,476,277</b>	<b>5,529,730</b>	<b>5,579,283</b>	<b>5,639,963</b>
*Percentage increase over prior year		7.3%	1.70%			4.09%	0.71%	1.0%	0.9%	1.1%
DEBT CHARGES	418,520	418,520	389,595	-	-	389,595	399,595	389,595	389,595	389,595
<b>TOTAL COSTS</b>	<b>14,074,433</b>	<b>14,204,270</b>	<b>14,395,376</b>	<b>308,730</b>	<b>125,000</b>	<b>14,829,106</b>	<b>15,532,948</b>	<b>15,749,175</b>	<b>15,942,444</b>	<b>16,233,036</b>
*Percentage increase over prior year			2.28%			5.36%	4.75%	1.4%	1.2%	1.8%
Internal Recoveries	(92,280)	(92,280)	(76,779)	-	-	(76,779)	(77,343)	(77,917)	(78,501)	(79,095)
<b>OPERATING LESS RECOVERIES</b>	<b>13,982,153</b>	<b>14,111,990</b>	<b>14,318,597</b>	<b>308,730</b>	<b>125,000</b>	<b>14,752,327</b>	<b>15,455,605</b>	<b>15,671,258</b>	<b>15,863,943</b>	<b>16,153,941</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Fee Income	(303,610)	(429,610)	(347,060)	-	-	(347,060)	(354,108)	(359,696)	(365,407)	(371,243)
Rental Income	(99,910)	(103,747)	(99,910)	-	-	(99,910)	(102,108)	(104,354)	(106,650)	(108,997)
Transfer from Operating Reserve Fund	(29,930)	(29,930)	(10,500)	-	-	(10,500)	-	-	(20,000)	-
Payments - In Lieu of Taxes	(660,233)	(660,233)	(660,233)	-	-	(660,233)	(660,233)	(660,233)	(660,233)	(660,233)
<b>TOTAL REVENUE</b>	<b>(1,093,683)</b>	<b>(1,223,520)</b>	<b>(1,117,703)</b>	<b>-</b>	<b>-</b>	<b>(1,117,703)</b>	<b>(1,116,449)</b>	<b>(1,124,283)</b>	<b>(1,152,290)</b>	<b>(1,140,472)</b>
<b>REQUISITION</b>	<b>(12,888,470)</b>	<b>(12,888,470)</b>	<b>(13,200,894)</b>	<b>(308,730)</b>	<b>(125,000)</b>	<b>(13,634,624)</b>	<b>(14,339,157)</b>	<b>(14,546,975)</b>	<b>(14,711,653)</b>	<b>(15,013,469)</b>
*Percentage increase over prior year requisition			2.42%			5.79%	5.17%	1.45%	1.13%	2.05%
PARTICIPANTS: Regional. AUTHORIZED POSITIONS:	49.00	49.00	49.00	5.00	-	54.00	55.00	55.00	55.00	55.00

## 1.280 Regional Parks

### 2020

<u>Ongoing Increase Items:</u>	<b>308,730</b>	<u>One-Time Increase Items:</u>	<b>125,000</b>
Jordan River Dam Breach Siren	\$20,000	Purchase 3 Vehicles for operations roles	\$125,000
Dams, Bridges & Trestles Capital Reserve	\$925,000		
Land Acquisition Funds applied to Capital Reserve Transfer	(\$925,000)		
Park operations roles (5 FTEs)	\$454,580		
Auxiliary Wages applied to operations roles	(\$165,850)		
<b>TOTAL</b>		<b>\$433,730</b>	

### 2021

<u>Ongoing Increase Items:</u>	<b>456,960</b>	<u>One-Time Increase Items:</u>	<b>115,000</b>
Parks & Trails Management Planning (1 FTE Planning Assistant)	\$96,960	Systems & Policies - Mobile GIS	\$30,000
Mapping Products (Auxiliary GIS Technician)	\$35,000	Asset Management Program Development	\$35,000
Dust Abatement	\$20,000	Parks Interpretive Plan	\$40,000
E&N Fencing Repair	\$10,000	Elk Lake Remediation Systems Installation	\$10,000
Rock Scaling Operating Reserve	\$50,000		
Regional Parks Paving Repairs	\$65,000		
Mill Farm & St. John Maintenance	\$30,000		
Parks Image Bank	\$35,000		
Pike Lake Operation & Maintenance	\$15,000		
Elk/Beaver Lake Remediation System Operation	\$100,000		
<b>TOTAL</b>		<b>\$571,960</b>	

<b>2022</b>			
<b><u>Ongoing Increase Items:</u></b>	<b>25,000</b>	<b><u>One-Time Increase Items:</u></b>	<b>115,000</b>
Environmental Stewardship Volunteers	\$25,000	Asset Management Program Development	\$35,000
		Parks Interpretive Plan	\$50,000
		Systems & Policies - Mobile GIS	\$30,000
	<b>TOTAL</b>	<b>\$140,000</b>	
<b>2023</b>			
<b><u>Ongoing Increase Items:</u></b>	<b>-</b>	<b><u>One-Time Increase Items:</u></b>	<b>40,000</b>
		Regional Parks Strategy Update	\$40,000
	<b>TOTAL</b>	<b>\$40,000</b>	
<b>2024</b>			
<b><u>Ongoing Increase Items:</u></b>	<b>-</b>	<b><u>One-Time Increase Items:</u></b>	<b>60,000</b>
		Regional Parks Strategy Update	\$60,000
	<b>TOTAL</b>	<b>\$60,000</b>	



1.280 REGIONAL PARKS BY PROGRAM

REGIONAL PARKS - 2020 BUDGET

REGIONAL PARKS SUMMARY	
<b>MISSION:</b>	To establish and protect a network of regional parks in perpetuity that represent and help maintain the diverse range of natural environments in the Capital Regional District. To provide opportunities for outdoor experiences and activities that foster enjoyment of and appreciation and respect for the region's natural environments.

FINANCIAL SUMMARY:	2019	2019	2020	2020	2020	2020	2021	2022	2023	2024
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOATL	TOTAL	TOTAL	TOTAL	TOTAL
Headquarters and Admin Services	1,342,270	1,271,901	1,358,315	-	-	1,358,315	1,406,353	1,445,291	1,476,441	1,508,212
Visitor Information Services	196,600	169,058	197,630	-	-	197,630	236,905	239,023	244,210	249,502
Environmental Interpretative Prgm	427,760	382,620	449,060	-	-	449,060	498,682	510,907	470,784	480,869
Partnership Development	125,410	123,850	129,620	-	-	129,620	132,408	158,020	161,389	164,825
Social Science Research Program	154,250	145,720	158,300	-	-	158,300	161,688	162,401	165,878	169,427
Planning & Facility Development	916,450	907,077	811,905	-	-	811,905	1,126,324	1,136,315	1,134,019	1,177,192
Resource Management	224,360	202,090	233,990	-	-	233,990	244,567	251,080	263,069	268,771
Parks Operations North	899,090	895,510	944,470	-	-	944,470	980,042	988,829	1,010,376	1,032,394
Parks Operations West	1,014,600	952,834	892,980	20,000	-	912,980	953,272	960,093	981,415	1,003,203
Regional Trails & Gulf Islands	691,210	755,419	725,520	-	-	725,520	781,055	786,853	803,722	820,952
HQ Maintenance, Eqmpt & Fire	1,671,330	1,583,336	1,941,907	-	-	1,941,907	1,983,283	2,012,930	2,055,464	2,099,007
Security and New Initiatives	539,000	580,290	633,604	288,730	-	922,334	941,501	959,890	979,370	999,403
Mount McDonald	71,700	71,827	83,561	-	-	83,561	71,692	73,449	74,087	74,168
<b>TOTAL OPERATING COST</b>	<b>8,274,030</b>	<b>8,041,532</b>	<b>8,560,862</b>	<b>308,730</b>		<b>8,869,592</b>	<b>9,517,772</b>	<b>9,685,081</b>	<b>9,820,222</b>	<b>10,047,923</b>
Percentage change over prior year			3.47%			7.20%	7.31%	1.76%	1.40%	2.32%
Land Acquisition Levy	3,751,181	3,751,181	3,751,180	(925,000.00)	-	2,826,180	2,826,180	2,826,180	2,826,180	2,826,180
Land Acquisition (planning costs)	65,300	44,174	55,260	-	-	55,260	61,961	66,852	74,843	76,460
Debt Servicing Cost	418,520	418,520	389,595	-	-	389,595	399,595	389,595	389,595	389,595
Transfer to Operating Reserves Fund	8,500	8,500	8,500	-	-	8,500	122,000	124,530	122,115	129,758
Transfer to ERF and Capital	1,464,622	1,464,622	1,553,200	925,000	125,000	2,603,200	2,528,097	2,579,020	2,630,988	2,684,025
<b>TOTAL LAND, RESERVE AND DEBT</b>	<b>5,708,123</b>	<b>5,686,997</b>	<b>5,757,735</b>		<b>125,000</b>	<b>5,882,735</b>	<b>5,937,833</b>	<b>5,986,177</b>	<b>6,043,721</b>	<b>6,106,018</b>
Percentage change over prior year			0.87%			3.06%	0.94%	0.81%	0.96%	1.03%
Balance C/F		383,460							(20,000)	
Transfer from Operating Reserve	(29,930)	(29,930)	(10,500)			(10,500)				
Fee and Rental Revenue	(384,890)	(494,427)	(412,890)			(412,890)	(421,409)	(428,501)	(435,748)	(443,156)
Other Revenue	(18,630)	(38,930)	(34,080)			(34,080)	(34,807)	(35,549)	(36,309)	(37,084)
Payments - In Lieu of Taxes	(660,233)	(660,233)	(660,233)			(660,233)	(660,233)	(660,233)	(660,233)	(660,233)
<b>TOTAL REVENUE</b>	<b>(1,093,683)</b>	<b>(840,060)</b>	<b>(1,117,703)</b>			<b>(1,117,703)</b>	<b>(1,116,449)</b>	<b>(1,124,283)</b>	<b>(1,152,290)</b>	<b>(1,140,472)</b>
<b>TOTAL REQUISITION</b>	<b>(12,888,470)</b>	<b>(12,888,469)</b>	<b>(13,200,894)</b>	<b>(308,730)</b>	<b>(125,000)</b>	<b>(13,634,624)</b>	<b>(14,339,157)</b>	<b>(14,546,975)</b>	<b>(14,711,653)</b>	<b>(15,013,469)</b>
Percentage change over prior year requisition			2.42%			5.79%	5.17%	1.45%	1.13%	2.05%
Participants: All municipalities and electoral areas										
AUTHORIZED POSITIONS:										
Salaried	49.00	49.00	49.00	-	-	49.00	49.00	49.00	49.00	49.00
Converted	-	-	-	-	-	-	-	-	-	-

**REGIONAL PARKS - 2020 BUDGET**

<b>PROGRAM:</b>	<b>HEADQUARTERS AND ADMINISTRATIVE SERVICES</b>									
<b>DESCRIPTION:</b>	Headquarters and Administrative Services provide management leadership, general division coordination, administrative and financial support services to Regional Parks.									

FINANCIAL SUMMARY:	2019	2019	2020	2020	2020	2020	2021	2022	2023	2024
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	602,130	493,354	546,580	-	-	546,580	558,332	559,867	571,922	584,205
Other Operating Expenditures	740,140	778,547	811,735	-	-	811,735	848,021	885,424	904,519	924,007
<b>TOTAL EXPENDITURES</b>	<b>1,342,270</b>	<b>1,271,901</b>	<b>1,358,315</b>	<b>-</b>	<b>-</b>	<b>1,358,315</b>	<b>1,406,353</b>	<b>1,445,291</b>	<b>1,476,441</b>	<b>1,508,212</b>
<b>Requisition</b>	<b>(1,342,270)</b>	<b>(1,271,901)</b>	<b>(1,358,315)</b>	<b>-</b>	<b>-</b>	<b>(1,358,315)</b>	<b>(1,406,353)</b>	<b>(1,445,291)</b>	<b>(1,476,441)</b>	<b>(1,508,212)</b>
Percentage Change			1.20%			1.20%	3.54%	2.77%	2.16%	2.15%

<b>PROGRAM:</b>	<b>LAND ACQUISITION</b>									
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FINANCIAL SUMMARY:	2019	2019	2020	2020	2020	2020	2021	2022	2023	2024
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Capital	3,751,181	3,751,181	3,751,180	(925,000)	-	2,826,180	2,826,180	2,826,180	2,826,180	2,826,180
Salaries & Wages	48,280	27,000	38,040	-	-	38,040	44,363	48,865	56,461	57,674
Other Operating Expenditures	17,020	17,174	17,220	-	-	17,220	17,598	17,987	18,382	18,786
<b>TOTAL EXPENDITURES</b>	<b>3,816,481</b>	<b>3,795,355</b>	<b>3,806,440</b>	<b>(925,000)</b>	<b>-</b>	<b>2,881,440</b>	<b>2,888,141</b>	<b>2,893,032</b>	<b>2,901,023</b>	<b>2,902,640</b>
Other Revenue										
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requisition</b>	<b>(3,816,481)</b>	<b>(3,795,355)</b>	<b>(3,806,440)</b>	<b>925,000</b>	<b>-</b>	<b>(2,881,440)</b>	<b>(2,888,141)</b>	<b>(2,893,032)</b>	<b>(2,901,023)</b>	<b>(2,902,640)</b>
Percentage Change			-0.26%			-24.50%	0.23%	0.17%	0.28%	0.06%

Participants: All municipalities and electoral areas

**REGIONAL PARKS - 2020 BUDGET**

<b>PROGRAM: TRANSFER TO RESERVES AND DEBT SERVICING</b>										
<b>FINANCIAL SUMMARY:</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>	<b>2020</b>	<b>2020</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Debt Servicing	418,520	418,520	389,595	-	-	389,595	399,595	389,595	389,595	389,595
Transfer to Capital Reserve Fund	809,622	809,622	891,500	925,000	-	1,816,500	1,852,830	1,889,887	1,927,684	1,966,238
<b>Total Expenditures</b>	<b>1,228,142</b>	<b>1,228,142</b>	<b>1,281,095</b>	<b>925,000</b>	<b>-</b>	<b>2,206,095</b>	<b>2,252,425</b>	<b>2,279,482</b>	<b>2,317,279</b>	<b>2,355,833</b>
<b>REVENUE</b>										
Transfer from Operating Reserve	(29,930)	(29,930)	-	-	-	-	-	-	-	-
MFA Debt Reserve Fund Earning	(830)	(830)	(780)	-	-	(780)	(780)	(780)	(780)	(780)
<b>Requisition</b>	<b>(1,197,382)</b>	<b>(1,197,382)</b>	<b>(1,280,315)</b>	<b>(925,000)</b>		<b>(2,205,315)</b>	<b>(2,251,645)</b>	<b>(2,278,702)</b>	<b>(2,316,499)</b>	<b>(2,355,053)</b>
Percentage Change			6.93%			84.18%	2.10%	1.20%	1.66%	1.66%

Participants: All municipalities and electoral areas

## REGIONAL PARKS - 2020 BUDGET

<b>PROGRAM:</b>	<b>VISITOR INFORMATION SERVICES</b>
<b>DESCRIPTION:</b>	Develops, coordinates and delivers strategic communications to inform, promote and educate visitors about regional parks and trails, and to provide internal communications support to the CRD board, committees and staff.

FINANCIAL SUMMARY:	2019	2019	2020	2020	2020	2020	2021	2022	2023	2024
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	152,340	125,000	153,370	-	-	153,370	156,671	157,028	160,414	163,869
Other Operating Expenditures	44,260	44,058	44,260	-	-	44,260	80,234	81,994	83,796	85,633
<b>TOTAL EXPENDITURES</b>	<b>196,600</b>	<b>169,058</b>	<b>197,630</b>	<b>-</b>	<b>-</b>	<b>197,630</b>	<b>236,905</b>	<b>239,023</b>	<b>244,210</b>	<b>249,502</b>
Other Revenue										
<b>TOTAL REVENUE</b>										
<b>Requisition</b>	<b>(196,600)</b>	<b>(169,058)</b>	<b>(197,630)</b>	<b>-</b>	<b>-</b>	<b>(197,630)</b>	<b>(236,905)</b>	<b>(239,023)</b>	<b>(244,210)</b>	<b>(249,502)</b>
Percentage Change			0.52%			0.52%	19.87%	0.89%	2.17%	2.17%

<b>PROGRAM:</b>	<b>ENVIRONMENTAL INTERPRETIVE PROGRAM</b>
<b>DESCRIPTION:</b>	Environmental Interpretation provides a variety of educational experiences and opportunities for visitors to learn about regional parks and trails, park values and issues, and conservation.

FINANCIAL SUMMARY:	2019	2019	2020	2020	2020	2020	2021	2022	2023	2024
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	406,120	365,980	427,420	-	-	427,420	436,566	438,304	447,684	457,261
Other Operating Expenditures	21,640	16,640	21,640	-	-	21,640	62,116	72,603	23,100	23,608
Internal Recoveries										
<b>TOTAL EXPENDITURES</b>	<b>427,760</b>	<b>382,620</b>	<b>449,060</b>	<b>-</b>	<b>-</b>	<b>449,060</b>	<b>498,682</b>	<b>510,907</b>	<b>470,784</b>	<b>480,869</b>
Program Fees and Donations	(14,400)	(13,400)	(14,400)	-	-	(14,400)	(14,717)	(15,041)	(15,371)	(15,710)
<b>TOTAL REVENUE</b>	<b>(14,400)</b>	<b>(13,400)</b>	<b>(14,400)</b>	<b>-</b>	<b>-</b>	<b>(14,400)</b>	<b>(14,717)</b>	<b>(15,041)</b>	<b>(15,371)</b>	<b>(15,710)</b>
<b>Requisition</b>	<b>(413,360)</b>	<b>(369,220)</b>	<b>(434,660)</b>	<b>-</b>	<b>-</b>	<b>(434,660)</b>	<b>(483,965)</b>	<b>(495,866)</b>	<b>(455,412)</b>	<b>(465,159)</b>
Percentage Change			5.15%			5.15%	11.34%	2.46%	-8.16%	2.14%

Participants: All municipalities and electoral areas

## REGIONAL PARKS - 2020 BUDGET

<b>PROGRAM:</b>	<b>PARTNERSHIP DEVELOPMENT AND VOLUNTEER SERVICES PROGRAM</b>
<b>DESCRIPTION:</b>	The partnership development and volunteer services program provide opportunities for residents and community organizations of the Capital Regional District to become involved in the stewardship of regional parks and trails.

FINANCIAL SUMMARY:	2019	2019	2020	2020	2020	2020	2021	2022	2023	2024
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	117,590	118,310	121,600	-	-	121,600	124,212	144,643	147,717	150,853
Other Operating Expenditures	7,820	5,540	8,020	-	-	8,020	8,196	13,377	13,672	13,972
<b>TOTAL EXPENDITURES</b>	<b>125,410</b>	<b>123,850</b>	<b>129,620</b>	<b>-</b>	<b>-</b>	<b>129,620</b>	<b>132,408</b>	<b>158,020</b>	<b>161,389</b>	<b>164,825</b>
Other Revenue										
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
<b>Requisition</b>	<b>(125,410)</b>	<b>(123,850)</b>	<b>(129,620)</b>	<b>-</b>	<b>-</b>	<b>(129,620)</b>	<b>(132,408)</b>	<b>(158,020)</b>	<b>(161,389)</b>	<b>(164,825)</b>
Percentage Change			3.36%			3.36%	2.15%	19.34%	2.13%	2.13%

<b>PROGRAM:</b>	<b>SOCIAL SCIENCE RESEARCH PROGRAM</b>
<b>DESCRIPTION:</b>	Social Science Research Program would lead the research and analysis of data related to regional parks and trails, residents and visitors, and contributes to the understanding of visitors' needs and views.

FINANCIAL SUMMARY:	2019	2019	2020	2020	2020	2020	2021	2022	2023	2024
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	147,530	139,400	155,160	-	-	155,160	158,479	159,121	162,526	166,001
Other Operating Expenditures	6,720	6,320	3,140	-	-	3,140	3,209	3,280	3,352	3,426
<b>TOTAL EXPENDITURES</b>	<b>154,250</b>	<b>145,720</b>	<b>158,300</b>	<b>-</b>	<b>-</b>	<b>158,300</b>	<b>161,688</b>	<b>162,401</b>	<b>165,878</b>	<b>169,427</b>
Transfer to Operating Reserve	5,000	5,000	5,000	-	-	5,000	5,000	5,000	-	5,000
Recovery Cost	(2,900)	(5,700)	(2,900)	-	-	(2,900)	(2,958)	(3,017)	(3,078)	(3,139)
Transfer From Own Funds	-	-	-	-	-	-	-	-	(20,000)	-
TOTAL REVENUE	(2,900)	(5,700)	(2,900)	-	-	(2,900)	(2,958)	(3,017)	(23,078)	(3,139)
<b>Requisition</b>	<b>(156,350)</b>	<b>(145,020)</b>	<b>(160,400)</b>	<b>-</b>	<b>-</b>	<b>(160,400)</b>	<b>(163,730)</b>	<b>(164,384)</b>	<b>(142,800)</b>	<b>(171,288)</b>
Percentage Change			2.59%			2.59%	2.08%	0.40%	-13.13%	19.95%

Participants: All municipalities and electoral areas

## REGIONAL PARKS - 2020 BUDGET

<b>PROGRAM:</b>	<b>PLANNING &amp; FACILITY DEVELOPMENT</b>
<b>DESCRIPTION:</b>	The goal of planning is to address the protection of a park and trail's natural environment and to identify appropriate outdoor recreational activities and experiences and the facilities for these services.

FINANCIAL SUMMARY:	2019	2019	2020	2020	2020	2020	2021	2022	2023	2024
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	624,700	600,913	642,910	-	-	642,910	778,714	782,792	799,460	816,470
Other Operating Expenditures	291,750	306,164	168,995	-	-	168,995	347,610	353,523	334,559	360,722
<b>TOTAL OPS EXPENDITURES</b>	<b>916,450</b>	<b>907,077</b>	<b>811,905</b>	<b>-</b>	<b>-</b>	<b>811,905</b>	<b>1,126,324</b>	<b>1,136,315</b>	<b>1,134,019</b>	<b>1,177,192</b>
Transfer to Capital Reserve Fund	200,000	200,000	204,000	-	-	204,000	208,488	213,075	217,762	222,553
<b>TOTAL TRANSFERS</b>	<b>200,000</b>	<b>200,000</b>	<b>204,000</b>	<b>-</b>	<b>-</b>	<b>204,000</b>	<b>208,488</b>	<b>213,075</b>	<b>217,762</b>	<b>222,553</b>
Other Revenue	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requisition</b>	<b>(1,116,450)</b>	<b>(1,107,077)</b>	<b>(1,015,905)</b>	<b>-</b>	<b>-</b>	<b>(1,015,905)</b>	<b>(1,334,812)</b>	<b>(1,349,389)</b>	<b>(1,351,781)</b>	<b>(1,399,745)</b>
Percentage Change			-9.01%			-9.01%	31.39%	1.09%	0.18%	3.55%

<b>PROGRAM:</b>	<b>RESOURCE MANAGEMENT</b>
<b>DESCRIPTION:</b>	Resource management provides leadership, guidance and information to Regional Parks staff on the conservation of the natural environment in regional parks and trails and works with other CRD departments, other levels of government, and non-governmental organizations. Resource management is responsible for scientific and technical work related to environmental management, conservation and restoration in regional parks and trails. The key areas of responsibility are; (1) environmental conservation policy; (2) conservation and restoration plans, programs and projects; (3) ecological inventories and assessments; and (4) environmental impact assessments.

FINANCIAL SUMMARY:	2019	2019	2020	2020	2020	2020	2021	2022	2023	2024
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	147,550	125,280	157,180	-	-	157,180	166,067	170,853	181,077	184,975
Other Operating Expenditures	76,810	76,810	76,810	-	-	76,810	78,500	80,227	81,992	83,796
<b>TOTAL EXPENDITURES</b>	<b>224,360</b>	<b>202,090</b>	<b>233,990</b>	<b>-</b>	<b>-</b>	<b>233,990</b>	<b>244,567</b>	<b>251,080</b>	<b>263,069</b>	<b>268,771</b>
Grant Revenue	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requisition</b>	<b>(224,360)</b>	<b>(202,090)</b>	<b>(233,990)</b>	<b>-</b>	<b>-</b>	<b>(233,990)</b>	<b>(244,567)</b>	<b>(251,080)</b>	<b>(263,069)</b>	<b>(268,771)</b>
Percentage Change			4.29%			4.29%	4.52%	2.66%	4.77%	2.17%

Participants: All municipalities and electoral areas

## REGIONAL PARKS - 2020 BUDGET

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

FINANCIAL SUMMARY:	2019	2019	2020	2020	2020	2020	2021	2022	2023	2024
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	1,142,990	1,118,002	1,379,500			1,379,500	1,408,012	1,425,434	1,454,894	1,484,939
Other Operating Expenditures	528,340	465,334	562,407			562,407	575,271	587,496	600,570	614,068
<b>TOTAL OPS EXPENDITURES</b>	<b>1,671,330</b>	<b>1,583,336</b>	<b>1,941,907</b>			<b>1,941,907</b>	<b>1,983,283</b>	<b>2,012,930</b>	<b>2,055,464</b>	<b>2,099,007</b>
Transfer to Capital and ERF	410,000	410,000	412,700		125,000	537,700	421,779	431,058	440,542	450,234
<b>TOTAL CAP EXPENDITURES</b>	<b>410,000</b>	<b>410,000</b>	<b>412,700</b>		<b>125,000</b>	<b>537,700</b>	<b>421,779</b>	<b>431,058</b>	<b>440,542</b>	<b>450,234</b>
Other Revenue	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requisition</b>	<b>(2,081,330)</b>	<b>(1,993,336)</b>	<b>(2,354,607)</b>		<b>(125,000)</b>	<b>(2,479,607)</b>	<b>(2,405,062)</b>	<b>(2,443,989)</b>	<b>(2,496,006)</b>	<b>(2,549,240)</b>
Percentage Change			13.13%			19.14%	-3.01%	1.62%	2.13%	2.13%

<b>PROGRAM:</b>	<b>PARK SECURITY AND NEW INITIATIVES</b>								
<b>DESCRIPTION:</b>	This program is made up of two functions: (1) Security, (2) Bylaw Enforcement. Security includes emergency responses in the parks. The major part of this program is Regional Parks' response to fire, liaising with local fire departments, CRD Water Services and the Ministry of Forests to provide fire protection for Regional Parks. Bylaw Enforcement provides park resource protection and public safety. This is carried out with the cooperation of CRD Bylaw and local police departments.								

FINANCIAL SUMMARY:	2019	2019	2020	2020	2020	2020	2021	2022	2023	2024
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	332,230	305,340	434,380	263,730.00	-	698,110	712,073	726,313	740,840	755,656
Bylaw Enforcement	56,400	98,580	57,854		-	57,854	59,398	59,806	60,936	62,246
Other Operating Expenditures	150,370	176,370	141,370	25,000.00	-	166,370	170,030	173,771	177,594	181,501
<b>TOTAL OPS EXPENDITURES</b>	<b>539,000</b>	<b>580,290</b>	<b>633,604</b>	<b>288,730</b>	<b>-</b>	<b>922,334</b>	<b>941,501</b>	<b>959,890</b>	<b>979,370</b>	<b>999,403</b>
Transfer to Operating Reserve	-	-	-	-	-	-	115,000	117,530	120,115	122,758
<b>TOTAL CAP EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>115,000</b>	<b>117,530</b>	<b>120,115</b>	<b>122,758</b>
Other Revenue	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requisition</b>	<b>(539,000)</b>	<b>(580,290)</b>	<b>(633,604)</b>	<b>(288,730)</b>		<b>(922,334)</b>	<b>(1,056,501)</b>	<b>(1,077,420)</b>	<b>(1,099,485)</b>	<b>(1,122,161)</b>
Percentage Change			17.55%			71.12%	14.55%	1.98%	2.05%	2.06%

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

FINANCIAL SUMMARY:	2019	2019	2020	2020	2020	2020	2021	2022	2023	2024
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	-	3,141.00	-	-	-	-	-	-	-	-
Other Operating Expenditures	99,000	95,986	111,350	-	-	111,350	99,975	102,236	103,388	103,993
Internal Recoveries	(27,300)	(27,300)	(27,789)	-	-	(27,789)	(28,283)	(28,787)	(29,301)	(29,825)
<b>TOTAL OPS EXPENDITURES</b>	<b>71,700</b>	<b>71,827</b>	<b>83,561</b>			<b>83,561</b>	<b>71,692</b>	<b>73,449</b>	<b>74,087</b>	<b>74,168</b>
Transfer to Operating Reserve	3,500	3,500	3,500	-	-	3,500	2,000	2,000	2,000	2,000
Transfer to Capital Reserve	45,000	45,000	45,000	-	-	45,000	45,000	45,000	45,000	45,000
<b>TOTAL CAP EXPENDITURES</b>	<b>48,500</b>	<b>48,500</b>	<b>48,500</b>			<b>48,500</b>	<b>47,000</b>	<b>47,000</b>	<b>47,000</b>	<b>47,000</b>
Lease Revenue	(97,480)	(97,480)	(97,480)	-	-	(97,480)	(99,060)	(99,060)	(99,060)	(99,060)
Transfer from Operating Reserve	-	-	(10,500)	-	-	(10,500)	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(97,480)</b>	<b>(97,480)</b>	<b>(107,980)</b>			<b>(107,980)</b>	<b>(99,060)</b>	<b>(99,060)</b>	<b>(99,060)</b>	<b>(99,060)</b>
<b>Requisition</b>	<b>(22,720)</b>	<b>(22,847)</b>	<b>(24,081)</b>			<b>(24,081)</b>	<b>(19,632)</b>	<b>(21,389)</b>	<b>(22,027)</b>	<b>(22,108)</b>
Percentage Change			5.99%			5.99%	-18.48%	8.95%	2.98%	0.37%

Participants: All municipalities and electoral areas



## REGIONAL PARKS - 2020 BUDGET

<b>PROGRAM:</b>	<b>PARKS OPERATIONS WEST &amp; NORTH</b>
<b>DESCRIPTION:</b>	Regional Parks operates and maintains parks to a standard consistent with good park practice, protecting the natural environment while ensuring that outdoor activities take place in a relatively safe environment. Parks are grouped into sectors for reasons of efficiency and geography. A major focus distinct to the North Sector is the provision of significant fresh water public beach access including Elk Lake, Beaver Lake and Thetis Lake. A major focus unique to the West Sector is the development and maintenance of the rural section of the Galloping Goose Regional Trail and Sooke Potholes Regional Park.

PARKS OPERATIONS NORTH										
FINANCIAL SUMMARY:	2019	2019	2020	2020	2020	2020	2021	2022	2023	2024
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	630,120	628,700	666,610	-	-	666,610	680,933	682,998	697,669	712,654
Other Operating Expenditures	268,970	266,810	277,860	-	-	277,860	299,109	305,831	312,707	319,740
<b>TOTAL EXPENDITURES</b>	<b>899,090</b>	<b>895,510</b>	<b>944,470</b>	<b>-</b>	<b>-</b>	<b>944,470</b>	<b>980,042</b>	<b>988,829</b>	<b>1,010,376</b>	<b>1,032,394</b>
Fee and Rental Revenue	(153,520)	(253,564)	(183,520)	-	-	(183,520)	(187,557)	(191,684)	(195,901)	(200,211)
<b>TOTAL REVENUE</b>	<b>(153,520)</b>	<b>(253,564)</b>	<b>(183,520)</b>	<b>-</b>	<b>-</b>	<b>(183,520)</b>	<b>(187,557)</b>	<b>(191,684)</b>	<b>(195,901)</b>	<b>(200,211)</b>
<b>Requisition</b>	<b>(745,570)</b>	<b>(641,946)</b>	<b>(760,950)</b>	<b>-</b>	<b>-</b>	<b>(760,950)</b>	<b>(792,485)</b>	<b>(797,146)</b>	<b>(814,475)</b>	<b>(832,183)</b>
Percentage Change			2.06%			2.06%	4.14%	0.59%	2.17%	2.17%

PARKS OPERATIONS WEST										
FINANCIAL SUMMARY:	2019	2019	2020	2020	2020	2020	2021	2022	2023	2024
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	876,450	804,230	755,150			755,150	771,384	773,613	790,239	807,224
Other Operating Expenditures	160,980	171,434	160,660	20,000		180,660	204,718	209,310	214,006	218,809
Internal Recoveries	(22,830)	(22,830)	(22,830)			(22,830)	(22,830)	(22,830)	(22,830)	(22,830)
<b>TOTAL EXPENDITURES</b>	<b>1,014,600</b>	<b>952,834</b>	<b>892,980</b>	<b>20,000</b>		<b>912,980</b>	<b>953,272</b>	<b>960,093</b>	<b>981,415</b>	<b>1,003,203</b>
Fee and Rental Revenue	(101,390)	(109,683)	(101,390)			(101,390)	(103,621)	(105,900)	(108,230)	(110,611)
<b>TOTAL REVENUE</b>	<b>(101,390)</b>	<b>(109,683)</b>	<b>(101,390)</b>			<b>(101,390)</b>	<b>(103,621)</b>	<b>(105,900)</b>	<b>(108,230)</b>	<b>(110,611)</b>
<b>Requisition</b>	<b>(913,210)</b>	<b>(843,151)</b>	<b>(791,590)</b>	<b>(20,000)</b>		<b>(811,590)</b>	<b>(849,652)</b>	<b>(854,193)</b>	<b>(873,185)</b>	<b>(892,592)</b>
Percentage Change			-13.32%			-11.13%	4.69%	0.53%	2.22%	2.22%

Participants: All municipalities and electoral areas

## REGIONAL PARKS - 2020 BUDGET

<b>PROGRAM:</b>	<b>REGIONAL TRAILS AND GULF ISLANDS</b>
<b>MISSION:</b>	To establish, where feasible, non-motorized trails that provide a range of trail use opportunities in a natural setting. These trails are designed to connect the region's communities and national, provincial, regional and major municipal parks, and connect the CRD to other parts of Vancouver Island. To create natural corridors that link park areas and provide habitat for wildlife and plants.

FINANCIAL SUMMARY:	2019	2019	2020	2020	2020	2020	2021	2022	2023	2024
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Regional Trails										
Salaries & Wages	504,320	539,479	533,920			533,920	545,382	547,195	558,935	570,925
Other Operating Expenditures	118,370	152,370	118,370			118,370	130,861	133,627	136,453	139,342
	622,690	691,849	652,290	-	-	652,290	676,243	680,822	695,388	710,267
Gulf Islands										
Salaries & Wages	53,280	49,350	56,350	-	-	56,350	57,560	57,740	58,980	60,246
Other Operating Expenditures	15,240	14,220	16,880			16,880	47,252	48,291	49,354	50,439
	68,520	63,570	73,230	-	-	73,230	104,812	106,031	108,334	110,685
E&N Trail										
Salaries				-	-					
Other Operating Expenditures				-	-					
				-	-					
<b>TOTAL EXPENDITURES</b>	<b>691,210</b>	<b>755,419</b>	<b>725,520</b>	<b>-</b>	<b>-</b>	<b>725,520</b>	<b>781,055</b>	<b>786,853</b>	<b>803,722</b>	<b>820,952</b>
Other Revenue										
<b>TOTAL REVENUE</b>										
<b>Requisition</b>	<b>(691,210)</b>	<b>(755,419)</b>	<b>(725,520)</b>	<b>-</b>	<b>-</b>	<b>(725,520)</b>	<b>(781,055)</b>	<b>(786,853)</b>	<b>(803,722)</b>	<b>(820,952)</b>
Percentage Change			4.96%			4.96%	7.65%	0.74%	2.14%	2.14%

Participants: All municipalities and electoral areas

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.280 Regional Parks	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	-	-	600,000	-	-	-	600,000
Equipment	E	-	114,000	1,469,000	68,000	102,000	74,000	1,827,000
Land	L	-	20,000	20,000	20,000	20,000	20,000	100,000
Engineered Structures	S	7,059,740	9,165,740	2,486,000	2,585,000	1,895,000	1,584,000	17,715,740
Vehicles	V	-	375,000	140,000	225,000	238,500	555,000	1,533,500
		<b>\$7,059,740</b>	<b>\$9,674,740</b>	<b>\$4,715,000</b>	<b>\$2,898,000</b>	<b>\$2,255,500</b>	<b>\$2,233,000</b>	<b>\$21,776,240</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	5,555,000	6,179,000	-	-	-	-	6,179,000
Debenture Debt ( New Debt Only)	Debt	-	540,000	-	-	-	-	540,000
Equipment Replacement Fund	ERF	-	364,000	209,000	293,000	280,500	629,000	1,775,500
Grants (Federal, Provincial)	Grant	1,000,000	1,000,000	2,700,000	2,000,000	675,000	575,000	6,950,000
Donations / Third Party Funding	Other	-	-	-	-	-	-	-
Reserve Fund	Res	504,740	1,591,740	1,806,000	605,000	1,300,000	1,029,000	6,331,740
		<b>\$7,059,740</b>	<b>\$9,674,740</b>	<b>\$4,715,000</b>	<b>\$2,898,000</b>	<b>\$2,255,500</b>	<b>\$2,233,000</b>	<b>\$21,776,240</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

Service #: 1.280

Service Name: Regional Parks

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
09-01	Renewal	Engineering - Todd Creek Trestle	Engineering Todd Creek Trestle structural upgrades.	\$1,768,000	S	Cap	\$875,000	\$875,000	\$0	\$0	\$0	\$0	\$875,000
14-01	Replacement	Install/Replace Signs	Install/ replace signs by replacing wayfinding & regulatory signs and updating trail data and park maps.	\$350,000	S	Res	\$0	\$25,000	\$25,000	\$0	\$0	\$0	\$50,000
16-02	Renewal	Upgrade Durrance Lake Dam	Upgrade Durrance Lake Dam for seismic stability and flow control.	\$1,125,290	S	Res	\$504,740	\$504,740	\$0	\$0	\$0	\$0	\$504,740
					S	Cap	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$250,000
17-01	New	Construct E&N Rail Trail Phases 3 & 4	Construct E&N Rail Trail Phases 3 & 4 to design & construct a new trail from Atkins Rd. to Savory School & from Esquimalt Rd. to Tyee Rd.	\$6,100,000	S	Debt	\$0	\$540,000	\$0	\$0	\$0	\$0	\$540,000
					S	Cap	\$3,908,500	\$4,383,500	\$0	\$0	\$0	\$0	\$4,383,500
					S	Grant	\$1,000,000	\$1,000,000					\$1,000,000
18-01	New	Develop Visitor Facilities for Sea to Sea and Sooke Hills Wilderness Regional Parks	Plan, design and construct visitor facilities for the Sea to Sea and Sooke Hills Wilderness Regional Parks.	\$910,038	S	Cap	\$370,000	\$370,000	\$0	\$0	\$0	\$0	\$370,000
18-02	Replacement	Implement Kiosk Strategy	Implement kiosk strategy for the purpose of replacing ageing information kiosks.	\$175,000	S	Res	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
19-04	New	Develop Jordan River Regional Park	Develop Jordan River Regional Park by removing buildings and developing new facilities at the campground.	\$191,500	S	Cap	\$131,500	\$131,500	\$0	\$0	\$0	\$0	\$131,500
19-05	Renewal	Repair Veitch Creek Bridge	Undertake slope protection, footing armouring and pier reinforcement for bridge on Galloping Goose Trail.	\$139,000	S	Cap	\$0	\$24,000	\$0	\$0	\$0	\$0	\$24,000
					S	Res	\$0	\$0	\$0	\$0	\$0	\$85,000	\$85,000
19-07	Study	Geotechnical Assessment & Inflow Design for 6 Dams	Complete geotechnical investigations and inflow design studies as required for Dam Safety Review for dams at Thetis and Elk/Beaver Lakes.	\$75,000	S	Cap	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
20-01	New	Design & Construct E&N Rail Trail Phase 5	Design & construct E&N Rail Trail Phase 5 to create 4 kms of new trail between Jacklin Rd. and Humpback Reservoir.	\$4,400,000	S	Res	\$0	\$200,000	\$100,000	\$100,000	\$0	\$0	\$400,000
					S	Grant	\$0	\$0	\$2,000,000	\$2,000,000	\$0	\$0	\$4,000,000
20-02	Study	Upgrade Humpback Reservoir - OMS/EP Update	Upgrade Humpback Reservoir - OM/EP Update requires updated Operations/Surveillance/Maintenance Plan and Emergency Plan per provincial regulations.	\$40,000	S	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
20-03	New	Construct Park Facilities at St. John Point and Mill Farm	Construct new facilities identified in management plans for these two parks.	\$170,000	S	Res	\$0	\$170,000	\$0	\$0	\$0	\$0	\$170,000
20-04	New	Assess and Implement Rock Scaling on Lochside Regional Trail at Ravine Way		\$150,000	S	Res	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
20-05	Replacement	Replace Two Bridges on Bilston Creek		\$150,000	S	Res	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
20-06	Renewal	Repair Interurban Bridge - Galloping Goose Trail	Replace retaining wall and grade embankment.	\$37,000	S	Res	\$0	\$37,000	\$0	\$0	\$0	\$0	\$37,000

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

Service #: 1.280  
 Service Name: Regional Parks

CAPITAL BUDGET FORM  
 2020 & Forecast 2021 to 2024

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-07	Renewal	Paint the Exterior of Gonzales Observatory		\$65,000	S	Res	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000
20-08	New	Develop Matthew's Point Facilities	Develop visitor facilities at Matthews Point Regional Park as identified in the management plan.	\$55,000	S	Res	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000
20-09	Replacement	Vehicle Replacement	Vehicle replacement based on a schedule for fleet vehicles.	N/A	V	ERF	\$0	\$250,000	\$140,000	\$225,000	\$238,500	\$555,000	\$1,408,500
20-10	Replacement	Equipment Replacement	Equipment replacement of outdoor and indoor equipment and furniture.	N/A	E	ERF	\$0	\$114,000	\$69,000	\$68,000	\$42,000	\$74,000	\$367,000
20-11	New	Potential Land Acquisition Transactions	Potential land acquisition transactions for appraisals, environmental assessments and surveys.	N/A	L	Res	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
20-12	Renewal	Pave at Bear Hill Road in Elk/Beaver Lake Regional Park		\$150,000	S	Res	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
20-13	New	Purchase Three Vehicles for Regional Park Ranger Program		\$125,000	V	Cap	\$0	\$125,000	\$0	\$0	\$0	\$0	\$125,000
21-01	Study	Implement Humpback Reservoir Dam Safety Review	Implement Humpback Reservoir Dam safety review as per provincial regulations.	\$75,000	S	Res	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000
21-02	Renewal	Repair Ayum Creek Bridge - Galloping Goose Trail	Repair bridge footings.	\$110,000	S	Res	\$0	\$0	\$36,000	\$0	\$0	\$74,000	\$110,000
21-03	Replacement	Construct Hamsterly Beach Washroom	Construct Hamsterly Beach washroom to replace the current washroom at Hamsterly Beach in Elk/Beaver Lake Regional Park, which is at end of service life.	\$600,000	B	Res	\$0	\$0	\$600,000	\$0	\$0	\$0	\$600,000
21-04	Study	Repairs to Dam at Elk/Beaver Lake	Design & implement improvements at south dam on Beaver Lake.	\$600,000	S	Res	\$0	\$0	\$200,000	\$400,000	\$0	\$0	\$600,000

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

Service #: 1.280

Service Name: Regional Parks

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
21-05	Renewal	Repair Mattheson Bridge - Galloping Goose Trail	Improve protection for bridge abutments.	\$25,000	S	Res	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
21-06	New	Purchase and Install Elk Lake Remediation Systems		\$1,400,000	E	Res	\$0	\$0	\$700,000	\$0	\$0	\$0	\$700,000
					E	Grant	\$0	\$0	\$700,000	\$0	\$0	\$0	\$700,000
22-01	New	Design & Connect Regional Parks HQ to Municipal Sewer	Sewer connection to eliminate reliance on septic field	\$335,000	S	Res	\$0	\$0	\$0	\$60,000	\$275,000	\$0	\$335,000
23-01	New	Purchase of New Genset for Mt. McDonald	New backup power supply required for emergency communication equipment on Mt. McDonald.	\$60,000	E	Res	\$0	\$0	\$0	\$0	\$60,000	\$0	\$60,000
23-02	New	Design & Construct Mary Lake Trail	Design and construct Mary Lake Trail to connect Thetis Lake Regional Park with Gowlland Tod Provincial Park.	\$50,000	S	Res	\$0	\$0	\$0	\$0	\$20,000	\$30,000	\$50,000
23-03	Study	Selkirk Trestle Condition Assessment	Assess condition of Selkirk Trestle to enable future capital planning	\$75,000	S	Res	\$0	\$0	\$0	\$0	\$75,000	\$0	\$75,000
23-04	Renewal	Upgrade Thetis Lake Trail Phase 3	Upgrade Thetis Lake Trail Phase 3 to improve the trail at Upper Thetis Lake.	\$150,000	S	Res	\$0	\$0	\$0	\$0	\$150,000	\$0	\$150,000
23-05	Study	Design Salt Spring Island Regional Trail	Engineering design and cost estimate for 5 km of regional trail on Salt Spring Island	\$200,000	S	Res	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
					S	Grant	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
23-06	New	Construct Mayne Island Demonstration Trail	Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.	\$2,300,000	S	Res	\$0	\$0	\$0	\$0	\$575,000	\$575,000	\$1,150,000
					S	Grant	\$0	\$0	\$0	\$0	\$575,000	\$575,000	\$1,150,000
24-01	Renewal	Upgrade Humpback Dam Spalling	Upgrade Humpback Dam spalling with repairs to the concrete face of the dam to arrest deterioration.	\$200,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
24-02	Renewal	Repair Charters Creek Bridge Phase 2	Replace subdeck and deckboards; undertake vegetation removal as recommended in condition assessment.	\$20,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000
<b>GRAND TOTAL</b>				<b>\$19,855,828</b>			<b>\$7,059,740</b>	<b>\$9,674,740</b>	<b>\$4,715,000</b>	<b>\$2,898,000</b>	<b>\$2,255,500</b>	<b>\$2,233,000</b>	<b>\$21,776,240</b>

**Service:** 1.280 **Regional Parks**

**Proj. No.** 09-01 **Capital Project Title** Engineering - Todd Creek Trestle **Capital Project Description** Engineering Todd Creek Trestle structural upgrades.

**Asset Class** S - Engineering Structure **Board Priority Area** Community Wellbeing – Transportation **Corporate Priority Area** Recreation

**Project Rationale** This project is to assess and implement a spanning of Todd Creek on The Galloping Goose Regional Trail (GGRT). It includes an assessment of the current Todd Creek Trestle and either a repair of the trestle, a modification of the trestle, or the construction of a new structure to span Todd Creek. The goal of the project is to connect the GGRT from the south side of Todd Creek to the north side of Todd Creek. During the project, a bypass route will be upgraded to provide continuity of the GGRT. Repairs will commence fall 2019 and be completed in spring 2020.

**Proj. No.** 14-01 **Capital Project Title** Install/Replace Signs **Capital Project Description** Install/replace signs by replacing wayfinding & regulatory signs and updating trail data and park maps.

**Asset Class** S - Engineering Structure **Board Priority Area** Community Wellbeing – Transportation **Corporate Priority Area** Recreation

**Project Rationale** The Sign Implementation Project commenced in 2014 to replace all way-finding and regulatory signs in regional parks. The project includes updating all the GIS trail data and producing new park maps for visitors. Funding in 2020 and 2021 will continue the initiative through to completion of all parks including road signs

**Proj. No.** 16-02 **Capital Project Title** Upgrade Durrance Lake Dam **Capital Project Description** Upgrade Durrance Lake Dam for seismic stability and flow control

**Asset Class** S - Engineering Structure **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Recreation

**Project Rationale** A site characterization study by TetraTech Engineers for this dam indicated that upgrades to the dam are recommended to improve the seismic stability of the structure and to improve the functionality of the spillway to ensure it is able to adequately discharge water from Durrance Lake during periods of high inflows. This project is divided into phases, engineering and environmental assessment options for the structure and potential design in 2019, and implementation of

**Service: 1.280** **Regional Parks**

<b>Proj. No.</b> 17-01	<b>Capital Project Title</b> Construct E&N Rail Trail Phases 3 & 4	<b>Capital Project Description</b> Construct E&N Rail Trail Phases 3 & 4 to design & construct a new trail from Atkins Rd. to Savory School & from Esquimalt Rd. to Tyee Rd.
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Community Wellbeing – Transportation	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> The CRD is in the midst of building a 17 km paved pedestrian & cycling trail from the Johnson St. bridge in Victoria to Humpback Road in Langford. This project is being constructed in phases as funding is identified. Construction of Phase 3 between Atkins Avenue/E & N Railway Crossing and Savory School in Langford (approximately 1 km in length) will begin in 2019. Design and construction of Phase 4 from Esquimalt Road to the Blue Bridge in Victoria is targeted to occur in 2019-20.		

<b>Proj. No.</b> 18-01	<b>Capital Project Title</b> Develop Visitor Facilities for Sea to Sea and Sooke Hills Wilderness Regional Parks	<b>Capital Project Description</b> Plan, design and construct visitor facilities for the Sea to Sea and Sooke Hills Wilderness Regional Parks.
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Plan, design and construct visitor facilities in these two parks, including trails, bridges, washrooms, parking, information kiosks, directional signs and mapping as appropriate to accommodate visitor use.		

<b>Proj. No.</b> 18-02	<b>Capital Project Title</b> Implement Kiosk Strategy	<b>Capital Project Description</b> Implement kiosk strategy for the purpose of replacing ageing information kiosks.
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Community Wellbeing – Transportation	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> This is a continuing project to replace ageing information kiosk structures in Regional Parks, project is anticipated to continue through to 2023.		

<b>Proj. No.</b> 19-04	<b>Capital Project Title</b> Develop Jordan River Regional Park	<b>Capital Project Description</b> Develop Jordan River Regional Park by removing buildings and developing new facilities at the campground.
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> This project is to remove old buildings that are not required for park purposes and to develop new facilities at the campground and at Sandcut Beach.		

<b>Proj. No.</b> 19-05	<b>Capital Project Title</b> Repair Veitch Creek Bridge	<b>Capital Project Description</b> Undertake slope protection, footing armouring and pier reinforcement for bridge on Galloping Goose Trail.
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Community Wellbeing – Transportation	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> 2018 condition assessment completed by consulting engineers recommends slope protection, footing armouring and pier reinforcement for Veitch Creek bridge on the Galloping Goose Trail.		



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<b>Proj. No.</b> 19-07	<b>Capital Project Title</b> Geotechnical Assessment & Inflow Design for 6 Dams	<b>Capital Project Description</b> Complete geotechnical investigations and inflow design studies as required for Dam Safety Review for dams at Thetis and Elk/Beaver Lakes.	
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> A dam safety review for 6 dams at Thetis and Elk/Beaver Lake regional parks resulted in recommendations to complete additional geotechnical investigations and inflow design analyses to comply with provincial dam safety regulations.			
<b>Proj. No.</b> 20-01	<b>Capital Project Title</b> Design & Construct E&N Rail Trail Phase 5	<b>Capital Project Description</b> Design & construct E&N Rail Trail Phase 5 to create 4 kms of new trail between Jacklin Rd. and Humpback Reservoir.	
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Community Wellbeing – Transportation	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> The CRD is in the midst of building a 17 km, paved, pedestrian & cycling trail from the Johnson St. bridge in Victoria to Humpback Road in Langford. Phase 5 consists of approximately 4 km of trail from Jacklin Road to Humpback Reservoir in Langford. Completion of this project will be dependent on securing funding.			
<b>Proj. No.</b> 20-02	<b>Capital Project Title</b> Humpback Reservoir - OMS/EP Update	<b>Capital Project Description</b> Humpback Reservoir requires updated Operations/Surveillance/Maintenance Plan and Emergency Plan per provincial regulations.	
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> Maintaining an up to date Operations, Maintenance and Surveillance Plan and an Emergency Plan is a provincial regulatory requirement for "high" consequence dams. This work will support the planned Dam Safety Review in 2021.			
<b>Proj. No.</b> 20-03	<b>Capital Project Title</b> Construct Park Facilities at St. John Point and Mill Farm	<b>Capital Project Description</b> Construct new facilities identified in management plans for these two parks.	
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> Management plans are scheduled to be completed for these two parks by 2020. Facilities need to be developed to accommodate visitor use and protect the environment, including trails, washrooms, parking and signage.			
<b>Proj. No.</b> 20-04	<b>Capital Project Title</b> Assess and Implement Rock Scaling on Lochside Regional Trail at Ravine Way	<b>Capital Project Description</b> 0	
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> This project is to address loose rock that could impact the Lochside Trail at Ravine Way (near the Saanich Municipal Hall). The project will improve the safety of public and staff using the trail.			

Service: 1.280 Regional Parks			
<b>Proj. No.</b> 20-05	<b>Capital Project Title</b> Replace Two Bridges on Bilston Creek	<b>Capital Project Description</b> 0	
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Community Wellbeing – Transportation	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> The condition assessment completed by consulting engineers in 2017 recommended extensive repairs and replacement of bridge elements including:			
<b>Proj. No.</b> 20-06	<b>Capital Project Title</b> Repair Interurban Bridge - Galloping Goose Trail	<b>Capital Project Description</b>	Replace retaining wall and grade embankment.
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Community Wellbeing – Transportation	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> The condition assessment completed by consulting engineers in 2018 recommended replacement of a retaining wall and re-grading the embankment at this bridge.			
<b>Proj. No.</b> 20-07	<b>Capital Project Title</b> Paint the Exterior of Gonzales Observatory	<b>Capital Project Description</b> 0	
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> Exterior paint on the Gonzales Observatory is deteriorating. With the heritage values associated with the building, this project seeks to prepare and re-paint the building in order to maintain the heritage look of the building and to protect its structural integrity.			
<b>Proj. No.</b> 20-08	<b>Capital Project Title</b> Develop Matthew's Point Facilities	<b>Capital Project Description</b>	Develop visitor facilities at Matthews Point Regional Park as identified in the management plan.
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> This project is to install facilities at Matthews Point including trail work, signs, kiosk, and toilet building.			
<b>Proj. No.</b> 20-09	<b>Capital Project Title</b> Vehicle Replacement	<b>Capital Project Description</b>	Vehicle replacement based on a schedule for fleet vehicles.
<b>Asset Class</b> V - Vehicles	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Recreation	
<b>Project Rationale</b> Regional Parks maintains a vehicle replacement fund to replace vehicles as they reach the end of their serviceable life.			

**Service: 1.280** **Regional Parks**

<b>Proj. No.</b> 20-10	<b>Capital Project Title</b> Equipment Replacement	<b>Capital Project Description</b> Equipment replacement of outdoor and indoor equipment and furniture.
<b>Asset Class</b> E - Equipment	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Regional Parks maintains an equipment replacement fund in order to replace equipment that is not captured within the vehicle replacement program. This includes office equipment and operational field equipment.		

<b>Proj. No.</b> 20-11	<b>Capital Project Title</b> Potential Land Acquisition Transactions	<b>Capital Project Description</b> Potential land acquisition transactions for appraisals, environmental assessments and surveys.
<b>Asset Class</b> L - Land	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Potential Land Acquisition transactions for appraisals, environmental assessments and surveys.		

<b>Proj. No.</b> 20-12	<b>Capital Project Title</b> Pave at Bear Hill Road in E/B Regional Park	<b>Capital Project Description</b> 0
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Bear Hill Road is the only vehicle access to Ski Beach and the Fishing Pier at Elk Beaver Lake Regional Park. The road is highly degraded and medium to large size potholes are found along the entire length of the road. This project will repair and improve the road in order to provide a safer and more user friendly access to day use areas at the busiest park in the Regional Park system.		

<b>Proj. No.</b> 20-13	<b>Capital Project Title</b> Purchase Three Vehicles for Regional Park Ranger Program	<b>Capital Project Description</b> 0
<b>Asset Class</b> V - Vehicles	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> The playground at Hamsterly Beach in Elk Beaver Lake Park is many years beyond its serviceable life. While it has been kept safe through constant repairs and removal of irreparable sections, it is now no longer worth repairing. This project will seek to provide a new playground in one of the busiest day use areas in the Regional Park system.		

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Implement Humpback Reservoir Dam Safety Review	<b>Capital Project Description</b> implement Humpback Reservoir Dam Safety Review per Provincial Regulations.
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> A dam safety review is required by provincial dam safety regulations every ten years.		

**Service: 1.280**                      **Regional Parks**

**Proj. No.** 21-02                      **Capital Project Title** Repair Ayum Creek Bridge - Galloping Goose Trail                      **Capital Project Description** Repair bridge footings.

**Asset Class** S - Engineering Structure                      **Board Priority Area** 0                      **Corporate Priority Area** Good

**Project Rationale** A 2018 engineer report identified repairs to Ayum Creek Bridge that include: footing repair, re-alignment of the upstream channel, deckboard replacement, pier cross bracing and improving the alignment on the western approach.

**Proj. No.** 21-03                      **Capital Project Title** Construct Hamsterly Beach Washroom                      **Capital Project Description** Construct Hamsterly Beach washroom to replace the current washroom at Hamsterly Beach in Elk/Beaver Lake Regional Park.

**Asset Class** B - Buildings                      **Board Priority Area** Climate Action & Environmental                      **Corporate Priority Area** Recreation

**Project Rationale** This project will replace the 1950's era washroom at Hamsterly Beach in Elk Beaver Lake Regional Park. This facility has passed its expected life span and is in need of replacement to ensure adequate visitor experience. The building will be similar to the washrooms replaced in 2019 at Filter Beds, Beaver Beach and Eagle Beach.

**Proj. No.** 21-04                      **Capital Project Title** Repairs to Dam at Elk/Beaver Lake                      **Capital Project Description** Design & implement improvements at south dam on Beaver Lake.

**Asset Class** S - Engineering Structure                      **Board Priority Area** Climate Action & Environmental                      **Corporate Priority Area** Recreation

**Project Rationale** Improvements including re-enforcement of the downstream face, tie-in to the existing spillway control and vegetation management are required for the main dam at the southern outlet of Beaver Lake. Design in 2021, construction in 2022.

**Proj. No.** 21-05                      **Capital Project Title** Repair Mattheson Bridge - Galloping Goose Trail                      **Capital Project Description** Improve protection for bridge abutments.

**Asset Class** S - Engineering Structure                      **Board Priority Area** Community Wellbeing – Transportation                      **Corporate Priority Area** Recreation

**Project Rationale** A 2018 engineers report identified work required on the Matheson Lake Bridge on the Galloping Goose Trail. Work included adding rip-rap for slope protection, re-aligning the upstream channel, replacing the guard rails and doing steel girder coating repairs.

**Service: 1.280**                      **Regional Parks**

**Proj. No.** 21-06                      **Capital Project Title** Purchase and Install Elk Lake Remediation Systems                      **Capital Project Description** 0

**Asset Class** E - Equipment                      **Board Priority Area** Climate Action & Environmental                      **Corporate Priority Area** Recreation

**Project Rationale** Pending CRD approval and adoption of the recommendations of the Elk-Beaver Lake Initiative, in-lake remediation systems (structures, oxygen-tanks, etc.) will be purchased and installed at Elk and Beaver Lakes to provide managed oxygen/aeration flows to improve water quality.

**Proj. No.** 22-01                      **Capital Project Title** Design & Connect Regional Parks HQ to Municipal Sewer                      **Capital Project Description** Sewer connection to eliminate reliance on septic field

**Asset Class** S - Engineering Structure                      **Board Priority Area** Climate Action & Environmental                      **Corporate Priority Area** Recreation

**Project Rationale** The septic system at Mill Hill Regional Park HQ is an aging facility and will require replacement. Langford bylaws indicate that septic systems are to be phased out. This project will connect the Mill Hill HQ with the Langford sewer system.

**Proj. No.** 23-01                      **Capital Project Title** Purchase of New Genset for Mt. McDonald                      **Capital Project Description** New backup power supply required for emergency communication equipment on Mt. McDonald.

**Asset Class** E - Equipment                      **Board Priority Area** Climate Action & Environmental                      **Corporate Priority Area** Recreation

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

**Proj. No.** 23-02                      **Capital Project Title** Design & Construct Mary Lake Trail                      **Capital Project Description** Design and construct Mary Lake Trail to connect Thetis Lake Regional Park with Gowlland Tod Provincial Park.

**Asset Class** S - Engineering Structure                      **Board Priority Area** Community Wellbeing – Transportation                      **Corporate Priority Area** Recreation

**Project Rationale** The Mary Lake Trail will help to provide a connected trail network from Thetis Lake Regional Park to Gowlland Tod Provincial Park.

**Proj. No.** 23-03                      **Capital Project Title** Condition Assessment on Selkirk Trestle                      **Capital Project Description** Selkirk Trestle Condition Assessment

**Asset Class** S - Engineering Structure                      **Board Priority Area** Community Wellbeing – Transportation                      **Corporate Priority Area** Recreation

**Project Rationale** Selkirk Trestle is a critical link in the regional trails system. This is a major wooden former railway trestle. A comprehensive condition assessment is required to enable future capital planning for this asset.

**Service: 1.280** **Regional Parks**

**Proj. No.** 23-04 **Capital Project Title** Upgrade Thetis Lake Trail Phase 3 **Capital Project Description** Upgrade Thetis Lake Trail Phase 3 to improve the trail at Upper Thetis Lake.

**Asset Class** S - Engineering Structure **Board Priority Area** Community Wellbeing – Transportation **Corporate Priority Area** Recreation

**Project Rationale** This is the third phase in a multi-year project started in 2007 to address trail braiding and desire line trails causing shoreline erosion on upper and lower Thetis Lakes. Phase 3 is focussed on Upper Thetis Lake and includes surface improvements to the Upper Thetis Lake Dam Crest.

**Proj. No.** 23-05 **Capital Project Title** Design Salt Spring Island Regional Trail **Capital Project Description** Engineering design and cost estimate for 5 km of regional trail on Salt Spring Island.

**Asset Class** S - Engineering Structure **Board Priority Area** Community Wellbeing – Transportation **Corporate Priority Area** Recreation

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

**Proj. No.** 23-06 **Capital Project Title** Construct Mayne Island Demonstration Trail **Capital Project Description** Construct 2.3 km of multi-use trail from ferrv to Miner's Bav: Grant dependent.

**Asset Class** S - Engineering Structure **Board Priority Area** Community Wellbeing – Transportation **Corporate Priority Area** Recreation

**Project Rationale** This project will result in the construction of 2.3 km of multi-use trail from the BC Ferry terminal to Miner's Bay. This is the first of the Gulf Islands regional trails scheduled for construction. This project is dependent on securing significant external grant funding.

**Proj. No.** 24-01 **Capital Project Title** Upgrade Humpback Dam Spalling **Capital Project Description** Upgrade Humpback Dam spalling with repairs to the concrete face of the dam to

**Asset Class** S - Engineering Structure **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Recreation

**Project Rationale** The concrete on the face of Humpback Reservoir dam is spalling (pitting). Repairs are required to arrest this process and remediate the dam. This is required regardless of the outcome of the Dam Safety Review planned in 2021.

**Proj. No.** 24-02 **Capital Project Title** Repair Charters Creek Bridge Phase 2 **Capital Project Description** Replace subdeck and deckboards; undertake vegetation removal as

**Asset Class** S - Engineering Structure **Board Priority Area** Community Wellbeing – Transportation **Corporate Priority Area** Recreation

**Project Rationale** In a 2018 engineers report, work to repair the Charters Trestle on the Galloping Goose Regional Trail was identified. This project is phase two of the repairs and includes: removal of dirt and vegetation on steel and wood components, addition of rip-rap protection for piers within the river and slope protection for the western abutment.

**1.280 Regional Parks  
Operating Reserve Summary  
2020 - 2024 Financial Plan**

**Profile**

**Regional Parks**

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

**Summary**

Reserve/Fund Summary Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Operating Reserve	72,548	52,918	50,918	57,918	64,918	46,918	46,918
Operating Reserve - Legacy Fund	13,662	13,986	13,986	13,986	13,986	13,986	13,986
<b>Total projected year end balance</b>	<b>86,210</b>	<b>66,904</b>	<b>64,904</b>	<b>71,904</b>	<b>78,904</b>	<b>60,904</b>	<b>60,904</b>

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks  
Operating Reserve Summary  
2020 - 2024 Financial Plan**

**Profile**

**Regional Parks**

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

**Operating Reserve Schedule - FC 105500**

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	147,685	72,548	52,918	50,918	57,918	64,918	46,918
Planned Purchase	(81,690)	(29,930)	(10,500)	-	-	(20,000)	-
Transfer from Ops Budget	3,500	8,500	8,500	7,000	7,000	2,000	-
Interest Income*	3,053	1,800					
<b>Total projected year end balance</b>	<b>72,548</b>	<b>52,918</b>	<b>50,918</b>	<b>57,918</b>	<b>64,918</b>	<b>46,918</b>	<b>46,918</b>

**Assumptions/Background:**

2019: 29,930 to fund MFA Debt  
 2020: 10,500 to fund every 5 years CSA inspection for radio tower on Mt McDonald.  
 2023: \$20,000 to fund Visitor Survey

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



**1.280 Regional Parks Legacy Fund  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan**

**Profile**

**Regional Parks Legacy Fund**

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

**Operating Reserve Schedule - FC 105102**

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	13,245	13,662	13,986	13,986	13,986	13,986	13,986
Planned Purchase							
Donation Received	100	-					
Interest Income*	317	324					
<b>Total projected year end balance</b>	<b>13,662</b>	<b>13,986</b>	<b>13,986</b>	<b>13,986</b>	<b>13,986</b>	<b>13,986</b>	<b>13,986</b>

**Assumptions/Background:**

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

**1.280 Regional Parks  
Asset and Reserve Summary Schedule  
2020 - 2024 Financial Plan**

**Asset Profile**

**Regional Parks**

Regional Parks and Trails consists of 30 parks and reserves with 214 km of hiking trails and 3 regional trails (88 km). Assets held by the Regional park service consist of lands, buildings, public washrooms as well as various park equipment and vehicles.

**Summary**

Regional Parks Reserve/Fund Summary Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
- Land Acquisition Levy	8,509,809	5,740,459	8,546,639	11,352,819	14,158,999	16,965,179	19,771,359
- Infrastructure/SSI&SGI Trail/Dams	1,472,957	847,481	1,346,741	1,673,120	3,242,716	4,160,383	5,392,993
<b>Total Capital Reserve Fund</b>	<b>9,982,766</b>	<b>6,587,940</b>	<b>9,893,380</b>	<b>13,025,939</b>	<b>17,401,715</b>	<b>21,125,562</b>	<b>25,164,352</b>
Parks Statutory Land Acquisition Reserve	<b>1,037,811</b>	<b>1,063,011</b>	<b>1,063,011</b>	<b>1,063,011</b>	<b>1,063,011</b>	<b>1,063,011</b>	<b>1,063,011</b>
Equipment Replacement Fund	<b>762,871</b>	<b>441,293</b>	<b>352,293</b>	<b>424,343</b>	<b>418,576</b>	<b>431,628</b>	<b>102,638</b>
<b>Total projected year end balance</b>	<b>11,783,448</b>	<b>8,092,244</b>	<b>11,308,684</b>	<b>14,513,293</b>	<b>18,883,302</b>	<b>22,620,201</b>	<b>26,330,001</b>

See attached reserve schedules for projected annual cash flows.

1.280 Regional Parks  
 Capital Reserve Fund Schedule  
 2020 - 2024 Financial Plan

**Capital Reserve Fund Schedule**

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

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

**Cost Centre: 101469 (PLO)**

**Land Acquisition Levy Portion**

Fund: 1030 Fund Center: 101469

	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	6,721,871	8,509,809	5,740,459	8,546,639	11,352,819	14,158,999	16,965,179
<b>Land Acquisition Expenditure(Soft Cost Placeholder-Out Years)</b>	(2,036,120)	(6,570,530)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
<b>Land Acquisition Annual Levy</b>	3,684,268	3,751,180	2,826,180	2,826,180	2,826,180	2,826,180	2,826,180
<b>Other proceeds</b>	-	-	-	-	-	-	-
<b>Interest Income*</b>	139,790	50,000	-	-	-	-	-
<b>Ending Balance \$ - Land Acquisition Levy Portion</b>	<b>8,509,809</b>	<b>5,740,459</b>	<b>8,546,639</b>	<b>11,352,819</b>	<b>14,158,999</b>	<b>16,965,179</b>	<b>19,771,359</b>

**Assumptions/Background:**

- A Regional Park Land Acquisition Requisition was established in 2000 for a ten year period (2000-2009) at a rate of \$10 per average residential household assessment. In 2010, the requisition was extended for another ten years(2010-2019) at a rate of \$12 per average residential household assessment starting in 2010 and increasing by \$2 per year to a maximum of \$20 in 2015 and then remaining at this rate until 2019.
- Land Acquisition Requisition for 2019-2023 are estimated based on 2018 Assessment data.
- Existing short-term loan is paid off in 2015.

1.280 Regional Parks  
 Capital Reserve Fund Schedule  
 2020 - 2024 Financial Plan

**Capital Reserve Fund Schedule**

Infrastructure Portion Fund: 1030 Fund Center: 101470/102172/1/102173	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	1,245,350	1,472,957	847,481	1,346,741	1,673,120	3,242,716	4,160,383
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	(1,286,032)	(2,031,496)	(1,591,740)	(1,806,000)	(605,000)	(1,300,000)	(1,029,000)
<b>Transfer from Operating Budget</b>							
--Other Infrastructure	1,102,550	994,020	762,000	794,491	827,624	861,412	895,867
--SSI/SGI Trails	200,000	200,000	204,000	208,488	213,075	217,762	222,553
--Dam/Bridge/Trestle	200,000	200,000	200,000	204,400	208,897	213,493	218,189
--Dam/Bridge/Trestle Special			925,000	925,000	925,000	925,000	925,000
<b>Interest Income*</b>	11,089	12,000	-	-	-	-	-
<b>Capital Fund Uncommitted (Available)</b>							
<b>Ending Balance \$ - Infrastructure Portion</b>	<b>1,472,957</b>	<b>847,481</b>	<b>1,346,741</b>	<b>1,673,120</b>	<b>3,242,716</b>	<b>4,160,383</b>	<b>5,392,993</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.

1.280 Regional Parks  
 Capital Reserve Fund Schedule  
 2020 - 2024 Financial Plan

Capital Reserve Fund Schedule

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

Cost Centre: 101375 (PLO)  
 Parks Statutory Land Acquisition Reserve  
 Fund: 1031 Fund Center: 101375

	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	1,013,689	1,037,811	1,063,011	1,063,011	1,063,011	1,063,011	1,063,011
Park Land Acquisition	-	-	-	-	-	-	-
Proceeds from Sale of Surplus Park Land							
Interest Income	24,123	25,200	-				
<b>Ending Balance \$ - Parks Statutory Land Acquisition Reserve</b>	<b>1,037,811</b>	<b>1,063,011</b>	<b>1,063,011</b>	<b>1,063,011</b>	<b>1,063,011</b>	<b>1,063,011</b>	<b>1,063,011</b>

1.280 Regional Parks  
 Equipment Replacement Fund Schedule (ERF)  
 2020 - 2024 Financial Plan

**Equipment Replacement Fund Schedule (ERF)**

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

Cost Centre: 101423 (PLO)

Equipment Replacement Fund

Fund: 1022 Fund Center: 101423

ERF Group: REGPRK.ERF

Beginning Balance

Planned Purchase (Based on Capital Plan)

Transfer from Operating Budget

Disposal Proceeds

Interest Income\*

Ending Balance \$

	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	699,551	762,871	441,293	352,293	424,343	418,576	431,628
Planned Purchase (Based on Capital Plan)	(262,579)	(364,000)	(364,000)	(209,000)	(293,000)	(280,500)	(629,000)
Transfer from Operating Budget	275,000	25,000	275,000	281,050	287,233	293,552	300,010
Disposal Proceeds	35,313	2,422	-	-	-	-	-
Interest Income*	15,586	15,000	-	-	-	-	-
<b>Ending Balance \$</b>	<b>762,871</b>	<b>441,293</b>	<b>352,293</b>	<b>424,343</b>	<b>418,576</b>	<b>431,628</b>	<b>102,638</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**

## **2020 BUDGET**

### **Panorama Recreation**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**Service:** 1.44X Panorama Recreation

**Committee:** Panorama Recreation

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**CAPITAL DEBT:**

Bylaw No. 3388 - \$8,998,000 (for construction of Second Pool, \$8,998,000 issued).  
Bylaw No. 4116 - \$1,080,000 (for replacement of Arena Floor, \$1,080,000 issued).

**COMMISSION:**

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

**FUNDING:**



Service: 1.44X Panorama Recreation

Committee: Panorama Recreation

<u>Participants</u>	<u>Converted Assessment</u>	<u>Census Population</u>	<u>%</u>	<u>Actual Assessment</u>
<b>2015</b>				
		<b>2011 Census</b>		
Central Saanich	434,122,467	15,936	39.57%	3,553,829,858
North Saanich	386,157,473	11,089	31.15%	3,471,460,388
Sidney	339,938,684	11,178	29.28%	2,736,175,662
<b>TOTAL 2015</b>	<b>1,160,218,624</b>	<b>38,203</b>	<b>100.00%</b>	<b>9,761,465,908</b>
<b>2016</b>				
		<b>2011 Census</b>		
Central Saanich	452,059,640	15,936	39.35%	3,712,345,404
North Saanich	416,465,358	11,089	31.55%	3,765,978,126
Sidney	353,898,542	11,178	29.11%	2,864,797,656
<b>TOTAL 2016</b>	<b>1,222,423,540</b>	<b>38,203</b>	<b>100.00%</b>	<b>10,343,121,186</b>
<b>2017</b>				
		<b>2016 Census</b>		
Central Saanich	513,275,231	16,814	39.42%	4,280,858,520
North Saanich	490,428,238	11,249	31.60%	4,488,740,615
Sidney	401,865,172	11,672	28.98%	3,315,203,726
<b>TOTAL 2017</b>	<b>1,405,568,641</b>	<b>39,735</b>	<b>100.00%</b>	<b>12,084,802,861</b>
<b>2018</b>				
		<b>2016 Census</b>		
Central Saanich	585,416,808	16,814	39.12%	4,919,870,905
North Saanich	571,557,103	11,249	31.69%	5,189,160,212
Sidney	472,356,552	11,672	29.18%	3,950,613,739
<b>TOTAL 2018</b>	<b>1,629,330,463</b>	<b>39,735</b>	<b>100.00%</b>	<b>14,059,644,856</b>
<b>2019</b>				
		<b>2016 Census</b>		
Central Saanich	632,044,321	16,814	38.97%	5,303,510,888
North Saanich	611,260,076	11,249	31.38%	5,506,158,117
Sidney	530,718,725	11,672	29.65%	4,468,134,589
<b>TOTAL 2018</b>	<b>1,774,023,122</b>	<b>39,735</b>	<b>100.00%</b>	<b>15,277,803,594</b>

**Change in Budget 2019 to 2020**  
**Service: 1.44X Panorama Recreation**

	<b>Total Expenditure</b>	<b>Comments</b>
<b>2019 Budget</b>	<b>9,187,399</b>	
<b>Change in Salaries:</b>		
Base salary change	312,684	Inclusive of collective agreement changes
Step Increase/paygrade change	13,689	
Maintenance request      0.5 FTE	42,447	} IBC 13a-1.1 Recreational Programming + Rates
Reception request          0.5 FTE	36,386	
Arena/booking request      1.0 FTE	66,072	
Youth/inclusion request    1.0 FTE	79,085	
Reduction in auxiliary for converted positions	(109,692)	
<b>Total Change in Salaries</b>	<b>440,671</b>	
<b>Other Changes:</b>		
DES heat recovery system	70,081	
Corporate allocation	52,746	
Capital reserve transfer	19,524	
HR allocation	16,172	
Debt servicing	(29,322)	
Other operating cost	(66,539)	
<b>Total Other Changes</b>	<b>62,662</b>	
<b>2020 Budget</b>	<b>9,690,732</b>	

**Overall 2019 Budget Performance**  
 (expected variance to budget and surplus treatment)

There is a one time favourable variance of \$160,826 (1.75%) due mainly to improved program revenues. This variance will be moved to Capital Reserve.

**PANORAMA RECREATION**

OPERATING COSTS:

Salaries and Wages	4,758,947	4,953,114
Utilities	645,422	684,200
Recreation Programs and Special Events	474,171	437,466
Operating Supplies & Promotion	404,082	328,280
Maintenance and Repairs	413,710	367,904
Internal Allocations	368,322	367,622
Licences/Surveys/Legal/Meeting	146,481	154,127
Advertising/Printing/Brouchures/Signs	124,916	107,853
Telephone/IT & Network Systems	58,129	52,393
Vehicles and Travel	73,533	81,109
Insurance	42,390	42,390
Contingency	50,000	50,000

**TOTAL OPERATING COSTS**

<b>2019 BOARD BUDGET</b>	<b>2019 ESTIMATED ACTUAL</b>
<b>7,560,103</b>	<b>7,626,458</b>

\*Percentage increase over prior year

4.95%	6.58%
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CAPITAL / RESERVE

Transfer to Operating Reserve Fund	7,575	7,651
Transfer to Capital Reserve Fund	391,680	552,506
Transfer to Equipment Replacement Fund	396,000	396,000
Capital & Equipment Purchases	-	-

**TOTAL CAPITAL / RESERVES**

<b>795,255</b>	<b>956,157</b>
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\*Percentage increase over prior year

2.47%	2.47%
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DEBT CHARGES

832,041	773,794
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**TOTAL COSTS**

<b>9,187,399</b>	<b>9,356,409</b>
------------------	------------------

\*Percentage increase over prior year

3.63%	5.48%
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Internal Recoveries	-	-
Recoveries - Other	-	-

**OPERATING LESS RECOVERIES**

<b>9,187,399</b>	<b>9,356,409</b>
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FUNDING SOURCES (REVENUE)

Estimated balance C/F from current to Next year	-	-
Balance C/F from Prior to Current year	-	-
Fee Income	(3,211,825)	(3,358,369)
Rental Income	(923,279)	(933,451)
Sponsorships	(47,069)	(44,363)
Transfer from Operating Reserve Fund	-	-
Payments - In Lieu of Taxes	(170,910)	(170,910)
Grants - Other	-	(15,000)

**TOTAL REVENUE**

<b>(4,353,083)</b>	<b>(4,522,093)</b>
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\*Percentage increase over prior year

5.12%	7.90%
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**REQUISITION**

<b>(4,834,316)</b>	<b>(4,834,316)</b>
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\*Percentage increase over prior year

2.29%	3.30%
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PARTICIPANTS: North Saanich, Sidney, Central Saanich

AUTHORIZED POSITIONS:

Salaried	31.35	31.35
Converted Auxillaries	0.50	0.50

**BUDGET REQUEST**

<b>2020 CORE BUDGET</b>	<b>2020 ONGOING</b>	<b>2020 ONE-TIME</b>	<b>2020 TOTAL</b>
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5,085,320	114,298	-	5,199,618
756,547	-	-	756,547
448,774	-	-	448,774
343,393	-	-	343,393
373,016	-	-	373,016
429,387	9,200	-	438,587
161,337	-	-	161,337
105,133	-	-	105,133
54,378	-	-	54,378
85,008	-	-	85,008
41,980	-	-	41,980
50,000	-	-	50,000

4.95%	6.58%
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2.47%	2.47%
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771,574	46,455	-	818,029
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<b>9,520,779</b>	<b>169,953</b>	<b>-</b>	<b>9,690,732</b>
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3.63%	5.48%
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<b>9,520,779</b>	<b>169,953</b>	<b>-</b>	<b>9,690,732</b>
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-	-	-	-
(3,420,628)	(100,877)	-	(3,521,505)
(941,020)	(20,180)	-	(961,200)
(35,770)	-	-	(35,770)
-	-	-	-
(170,910)	-	-	(170,910)
(7,500)	-	-	(7,500)

5.12%	7.90%
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<b>(4,944,951)</b>	<b>(48,896)</b>	<b>-</b>	<b>(4,993,847)</b>
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2.29%	3.30%
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31.35	3.50	0.00	34.85
0.50	(0.50)	0.00	0.00

**FUTURE PROJECTIONS**

<b>2021 TOTAL</b>	<b>2022 TOTAL</b>	<b>2023 TOTAL</b>	<b>2024 TOTAL</b>
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5,334,523	5,458,888	5,572,751	5,688,935
714,265	635,974	659,955	684,862
508,220	465,869	474,812	482,047
350,691	363,726	366,161	379,904
407,401	455,657	461,059	428,115
481,475	525,903	536,682	547,681
174,625	183,561	193,339	204,116
106,443	107,759	109,081	110,412
56,326	57,672	59,059	60,587
88,016	89,227	90,433	92,639
42,900	43,840	44,810	45,800
50,000	50,000	50,000	50,000

<b>8,314,886</b>	<b>8,438,076</b>	<b>8,618,142</b>	<b>8,775,098</b>
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3.19%	1.5%	2.1%	1.8%
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1.02%	1.03%	1.04%	57.60%
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926,637	926,637	857,737	378,110
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<b>10,064,756</b>	<b>10,196,412</b>	<b>10,316,213</b>	<b>10,477,613</b>
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3.86%	1.31%	1.17%	1.56%
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<b>10,064,756</b>	<b>10,196,412</b>	<b>10,316,213</b>	<b>10,477,613</b>
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-	-	-	-
(3,644,828)	(3,738,489)	(3,824,327)	(3,904,705)
(979,526)	(1,000,048)	(1,021,090)	(1,042,337)
(35,770)	(35,770)	(35,770)	(35,770)
(51,000)	-	-	-
(170,910)	(170,910)	(170,910)	(170,910)
(7,500)	(7,500)	(7,500)	(7,500)

4.10%	1.29%	2.16%	2.01%
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<b>(5,175,221)</b>	<b>(5,243,695)</b>	<b>(5,256,615)</b>	<b>(5,316,391)</b>
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3.63%	1.32%	0.25%	1.14%
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34.85	34.85	34.85	34.85
0.00	0.00	0.00	0.00

## 1.44X Panorama

<b>2020</b>			
<u>Continuous Supplementary Items:</u>	<b>\$48,896</b>	<u>One-Time Single Supplementary Items:</u>	<b>\$0</b>
Debt charges related to heat recovery system	\$46,455		
Youth inclusion programing staffing	\$72,390		
Greenglade reception staffing	\$13,700		
Increased maintenance staffing	\$1,000		
Arena and booking staffing	\$27,208		
Regional Coordination of Emergency Services Allocation	\$9,200		
Increased program fees	(\$100,877)		
Increased rental fees	(\$20,180)		
<b>SUPPLEMENTARY TOTAL</b>			
<b>2021</b>			
<u>Continuous Supplementary Items:</u>	<b>\$0</b>	<u>One-Time Single Supplementary Items:</u>	<b>\$0</b>
		Strategic Planning - contract for services	\$51,000
		Strategic Planning revenue from operating reserves	(\$51,000)
<b>SUPPLEMENTARY TOTAL</b>			
<b>2022</b>			
<u>Continuous Supplementary Items:</u>	<b>\$0</b>	<u>One-Time Single Supplementary Items:</u>	<b>\$0</b>
<b>SUPPLEMENTARY TOTAL</b>			
<b>2023</b>			
<u>Continuous Supplementary Items:</u>	<b>\$0</b>	<u>One-Time Single Supplementary Items:</u>	<b>\$0</b>
<b>SUPPLEMENTARY TOTAL</b>			
<b>2024</b>			
<u>Continuous Supplementary Items:</u>	<b>\$0</b>	<u>One-Time Single Supplementary Items:</u>	<b>\$0</b>
<b>SUPPLEMENTARY TOTAL</b>			

PANORAMA RECREATION	BUDGET REQUEST						FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>OPERATING COSTS</b>										
Arena	1,623,479	1,656,564	1,729,465	14,787	-	1,744,252	1,790,329	1,814,079	1,857,199	1,903,725
Pool	2,345,830	2,320,234	2,399,378	7,430	-	2,406,808	2,463,060	2,543,311	2,594,712	2,621,101
Recreation - Community Recreation	3,143,989	3,218,319	3,369,833	93,541	-	3,463,374	3,565,055	3,628,064	3,705,031	3,786,732
Administration	404,380	388,992	393,325	7,740	-	401,065	454,247	410,504	419,162	421,582
Contingency	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
						-				
						-				
	<b>7,567,678</b>	<b>7,634,109</b>	<b>7,942,001</b>	<b>123,498</b>	<b>-</b>	<b>8,065,499</b>	<b>8,322,691</b>	<b>8,445,958</b>	<b>8,626,104</b>	<b>8,783,140</b>
*Percentage increase over prior year			4.95%			6.58%				
<b>CAPITAL / RESERVE</b>										
Arena	335,433	415,846	337,602	-	-	337,602	341,714	345,908	350,186	354,550
Pool	320,247	400,660	337,602	-	-	337,602	341,714	345,908	350,186	829,813
Community Recreation	132,000	132,000	132,000	-	-	132,000	132,000	132,000	132,000	132,000
	<b>787,680</b>	<b>948,506</b>	<b>807,204</b>	<b>-</b>	<b>-</b>	<b>807,204</b>	<b>815,428</b>	<b>823,816</b>	<b>832,372</b>	<b>1,316,363</b>
<b>DEBT CHARGES</b>										
Arena	88,468	88,468	88,548	46,455	-	135,003	241,001	241,001	241,001	241,001
Pool	743,573	685,326	683,026	-	-	683,026	685,636	685,636	616,736	137,109
	<b>832,041</b>	<b>773,794</b>	<b>771,574</b>	<b>46,455</b>	<b>-</b>	<b>818,029</b>	<b>926,637</b>	<b>926,637</b>	<b>857,737</b>	<b>378,110</b>
<b>TOTAL OPERATING, CAPITAL AND DEBT COSTS</b>	<b>9,187,399</b>	<b>9,356,409</b>	<b>9,520,779</b>	<b>169,953</b>	<b>-</b>	<b>9,690,732</b>	<b>10,064,756</b>	<b>10,196,411</b>	<b>10,316,213</b>	<b>10,477,613</b>
						5.48%				
<b>FUNDING SOURCES (REVENUE)</b>										
Arena	(840,303)	(865,696)	(867,860)	(17,114)	-	(884,974)	(902,306)	(919,987)	(938,038)	(956,506)
Pool	(1,061,748)	(1,101,625)	(1,121,865)	-	-	(1,121,865)	(1,143,981)	(1,166,557)	(1,189,835)	(1,213,293)
Community Recreation	(1,875,742)	(1,979,870)	(2,014,368)	(96,203)	-	(2,110,571)	(2,210,590)	(2,277,258)	(2,334,152)	(2,391,431)
Administration	(404,380)	(388,992)	(393,325)	(7,740)	-	(401,065)	(454,247)	(410,504)	(419,162)	(421,582)
<b>TOTAL REVENUE</b>	<b>(4,182,173)</b>	<b>(4,336,183)</b>	<b>(4,397,418)</b>	<b>(121,057)</b>	<b>-</b>	<b>(4,518,475)</b>	<b>(4,711,124)</b>	<b>(4,774,306)</b>	<b>(4,881,188)</b>	<b>(4,982,811)</b>
Estimated balance C/F current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(170,910)	(170,910)	(170,910)	-	-	(170,910)	(170,910)	(170,910)	(170,910)	(170,910)
Grants - Other	-	(15,000)	(7,500)	-	-	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)
<b>REQUISITION</b>	<b>(4,834,316)</b>	<b>(4,834,316)</b>	<b>(4,944,951)</b>	<b>(48,896)</b>	<b>-</b>	<b>(4,993,847)</b>	<b>(5,175,221)</b>	<b>(5,243,695)</b>	<b>(5,256,615)</b>	<b>(5,316,391)</b>
*Percentage increase			2.29%			3.30%	3.63%	1.32%	0.25%	1.14%
AUTHORIZED POSITIONS: Salaried	31.35	31.35	31.35	3.50	0.00	34.85	34.85	34.85	34.85	34.85
Converted Auxillaries	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50
User Funding %	45.52%		46.19%			46.63%	46.81%	46.82%	47.32%	47.56%
User Funding excluding debt%	50.05%		50.26%			50.93%	51.55%	51.50%	51.61%	49.34%

PANORAMA RECREATION - ADMINISTRATION	BUDGET REQUEST						FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>ADMINISTRATION COSTS</b>										
Salaries and Wages	394,945	390,711	402,559	19,851	-	422,410	432,168	435,947	445,338	454,899
Other Internal Allocations	365,472	365,472	425,190	-	-	425,190	467,787	511,918	522,393	533,083
Operating - Other	133,834	141,036	148,248	-	-	148,248	156,862	166,240	176,452	187,588
Telephone Rent & Installation	39,531	35,232	35,776	-	-	35,776	37,827	38,821	39,849	40,912
Operating - Supplies	49,245	25,745	26,259	-	-	26,259	26,786	27,322	27,869	28,426
Contract for Services & fees for service	98,262	79,946	80,845	-	-	80,845	138,012	87,947	88,901	89,874
Insurance	42,390	42,390	41,980	-	-	41,980	42,900	43,840	44,810	45,800
Allocation - System Services	2,150	2,150	2,197	9,200	-	11,397	11,648	11,904	12,166	12,433
Transfer to Operating Reserve Fund	7,575	7,651	7,728	-	-	7,728	7,805	7,883	7,962	8,042
<b>TOTAL ADMINISTRATION COSTS</b>	<b>1,133,404</b>	<b>1,090,333</b>	<b>1,170,782</b>	<b>29,051</b>	<b>-</b>	<b>1,199,833</b>	<b>1,321,794</b>	<b>1,331,822</b>	<b>1,365,740</b>	<b>1,401,057</b>
<b>MAINTENANCE COSTS</b>										
Salaries and Wages	1,420,744	1,464,138	1,534,995	1,000	-	1,535,995	1,568,639	1,622,170	1,656,495	1,691,547
Maintenance	107,591	69,875	84,283	-	-	84,283	106,789	109,139	111,539	113,993
Operating - Other	70,133	61,565	64,998	-	-	64,998	66,366	67,826	69,318	70,843
Utility	566,988	613,400	682,747	-	-	682,747	637,513	556,152	576,940	598,526
Operating - Supplies	87,976	78,148	85,471	-	-	85,471	87,352	89,274	91,238	93,246
Travel and Vehicles	16,165	19,525	21,796	-	-	21,796	22,276	22,766	23,267	23,779
<b>TOTAL MAINTENANCE COSTS</b>	<b>2,269,597</b>	<b>2,306,651</b>	<b>2,474,290</b>	<b>1,000</b>	<b>-</b>	<b>2,475,290</b>	<b>2,488,935</b>	<b>2,467,327</b>	<b>2,528,797</b>	<b>2,591,934</b>
<b>PROGRAM ADMINISTRATION COSTS</b>										
Salaries and Wages	785,666	818,642	800,975	-	-	800,975	818,031	836,246	853,953	871,925
Operating - Other	131,200	117,300	115,850	-	-	115,850	117,307	118,766	120,202	121,789
Operating - Supplies	21,305	17,523	18,241	-	-	18,241	18,992	19,777	20,597	21,456
Staff Training	3,184	3,184	3,200	-	-	3,200	4,150	3,270	3,342	3,416
<b>TOTAL PROGRAM COSTS</b>	<b>941,355</b>	<b>956,649</b>	<b>938,266</b>	<b>-</b>	<b>-</b>	<b>938,266</b>	<b>958,480</b>	<b>978,059</b>	<b>998,094</b>	<b>1,018,586</b>
<b>TOTAL COSTS</b>	<b>4,344,356</b>	<b>4,353,633</b>	<b>4,583,338</b>	<b>30,051</b>	<b>-</b>	<b>4,613,389</b>	<b>4,769,209</b>	<b>4,777,207</b>	<b>4,892,631</b>	<b>5,011,577</b>
Transfers to Capital										
<b>TOTAL COSTS</b>	<b>4,344,356</b>	<b>4,353,633</b>	<b>4,583,338</b>	<b>30,051</b>	<b>-</b>	<b>4,613,389</b>	<b>4,769,209</b>	<b>4,777,207</b>	<b>4,892,631</b>	<b>5,011,577</b>
<b>RECOVERED FROM ARENA, POOL, PARKS, RECREATION AND MULTI-PURPOSE ROOM</b>										
Internal Recovery - Administration	(729,024)	(701,341)	(777,457)	(21,311)	-	(798,768)	(867,547)	(921,317)	(946,578)	(979,475)
Internal Recovery - Maintenance	(2,269,597)	(2,306,651)	(2,474,290)	(1,000)	-	(2,475,290)	(2,488,935)	(2,467,327)	(2,528,797)	(2,591,934)
Internal Recovery - Programs Administration	(941,355)	(956,649)	(938,266)	-	-	(938,266)	(958,480)	(978,059)	(998,094)	(1,018,586)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>404,380</b>	<b>388,992</b>	<b>393,325</b>	<b>7,740</b>	<b>-</b>	<b>401,065</b>	<b>454,247</b>	<b>410,504</b>	<b>419,162</b>	<b>421,582</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Fees	-	-	-	-	-	-	-	-	-	-
Management Fee Offset	-	-	-	-	-	-	-	-	-	-
Other Income	(404,380)	(388,992)	(393,325)	(7,740)	-	(401,065)	(454,247)	(410,504)	(419,162)	(421,582)
Transfer from Capital Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer from Capital Fund	-	-	-	-	-	-	-	-	-	-
Grants - Prov	-	-	-	-	-	-	-	-	-	-
Parcel Tax	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(404,380)</b>	<b>(388,992)</b>	<b>(393,325)</b>	<b>(7,740)</b>	<b>-</b>	<b>(401,065)</b>	<b>(454,247)</b>	<b>(410,504)</b>	<b>(419,162)</b>	<b>(421,582)</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>
*Percentage Increase										
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	22.35	22.35	22.35	2.50	0.00	24.85	24.85	24.85	24.85	24.85
Converted	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50

PANORAMA RECREATION - ICE ARENA	BUDGET REQUEST						FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>OPERATING COSTS</b>										
Salaries and Wages	166,467	188,816	193,995	7,357	-	201,352	207,225	211,265	215,718	220,266
Internal Allocations - Administration	243,010	233,780	259,150	7,100	-	266,250	289,180	307,110	315,530	326,490
Internal Allocations - Maintenance	756,530	768,880	824,760	330	-	825,090	829,650	822,440	842,930	863,980
Internal Allocations - Program Administration	313,790	318,880	312,760	-	-	312,760	319,490	326,019	332,700	339,530
Operating - Supplies	41,737	38,010	45,360	-	-	45,360	46,078	46,809	47,792	48,792
Maintenance	47,223	57,042	41,593	-	-	41,593	46,156	47,171	48,209	49,270
Instructional Services and Travel	54,722	51,156	51,847	-	-	51,847	52,550	53,265	54,320	55,398
<b>TOTAL OPERATING COSTS</b>	<b>1,623,479</b>	<b>1,656,564</b>	<b>1,729,465</b>	<b>14,787</b>	<b>-</b>	<b>1,744,252</b>	<b>1,790,329</b>	<b>1,814,079</b>	<b>1,857,199</b>	<b>1,903,725</b>
*Percentage Increase		2.0%	6.53%			7.44%	2.6%	1.3%	2.4%	2.5%
<b>CAPITAL / RESERVE</b>										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	132,000	-	-	132,000	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	203,433	283,846	205,602	-	-	205,602	209,714	213,908	218,186	222,550
<b>TOTAL CAPITAL / RESERVES</b>	<b>335,433</b>	<b>415,846</b>	<b>337,602</b>	<b>-</b>	<b>-</b>	<b>337,602</b>	<b>341,714</b>	<b>345,908</b>	<b>350,186</b>	<b>354,550</b>
DEBT CHARGES	88,468	88,468	88,548	46,455	-	135,003	241,001	241,001	241,001	241,001
<b>TOTAL COSTS</b>	<b>2,047,380</b>	<b>2,160,878</b>	<b>2,155,615</b>	<b>61,242</b>	<b>-</b>	<b>2,216,857</b>	<b>2,373,044</b>	<b>2,400,988</b>	<b>2,448,386</b>	<b>2,499,276</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Revenue - Fees	(840,303)	(865,696)	(867,860)	(17,114)	-	(884,974)	(902,306)	(919,987)	(938,038)	(956,506)
<b>TOTAL REVENUE</b>	<b>(840,303)</b>	<b>(865,696)</b>	<b>(867,860)</b>	<b>(17,114)</b>	<b>-</b>	<b>(884,974)</b>	<b>(902,306)</b>	<b>(919,987)</b>	<b>(938,038)</b>	<b>(956,506)</b>
<b>REQUISITION</b>	<b>(1,207,077)</b>	<b>(1,295,182)</b>	<b>(1,287,755)</b>	<b>(44,128)</b>	<b>-</b>	<b>(1,331,883)</b>	<b>(1,470,737)</b>	<b>(1,481,001)</b>	<b>(1,510,348)</b>	<b>(1,542,771)</b>
*Percentage Increase		7.3%	6.68%			10.34%	10.4%	0.7%	2.0%	2.1%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	1.00	1.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
User Funding %	41.04%		40.26%			39.92%	38.02%	38.32%	38.31%	38.27%
User Funding excluding debt%	42.90%		41.99%			42.51%	42.32%	42.59%	42.50%	42.36%

PANORAMA RECREATION - SWIMMING POOL	BUDGET REQUEST						FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>OPERATING COSTS</b>										
Salaries and Wages	815,493	816,690	832,728	-	-	832,728	849,679	863,328	880,880	898,788
Internal Allocations - Administration	243,010	233,780	259,150	7,100	-	266,250	289,180	307,110	315,530	326,490
Internal Allocations - Maintenance	756,530	768,880	824,760	330	-	825,090	829,650	822,440	842,930	863,980
Internal Allocations - Program Administration	313,790	318,880	312,760	-	-	312,760	319,490	326,020	332,700	339,530
Maintenance	68,904	68,904	62,800	-	-	62,800	65,990	107,442	108,926	70,443
Operating - Supplies	101,995	86,100	79,110	-	-	79,110	80,792	88,018	84,265	91,675
Instructional Services	46,108	27,000	28,070	-	-	28,070	28,279	28,953	29,482	30,195
<b>TOTAL OPERATING COSTS</b>	<b>2,345,830</b>	<b>2,320,234</b>	<b>2,399,378</b>	<b>7,430</b>	<b>-</b>	<b>2,406,808</b>	<b>2,463,060</b>	<b>2,543,311</b>	<b>2,594,712</b>	<b>2,621,101</b>
*Percentage Increase		-1.1%	2.28%			2.60%	2.3%	3.3%	2.0%	1.0%
<b>CAPITAL / RESERVE</b>										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	132,000	-	-	132,000	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	188,247	268,660	205,602	-	-	205,602	209,714	213,908	218,186	697,813
<b>TOTAL CAPITAL / RESERVES</b>	<b>320,247</b>	<b>400,660</b>	<b>337,602</b>	<b>-</b>	<b>-</b>	<b>337,602</b>	<b>341,714</b>	<b>345,908</b>	<b>350,186</b>	<b>829,813</b>
DEBT CHARGES	743,573	685,326	683,026	-	-	683,026	685,636	685,636	616,736	137,109
<b>TOTAL COSTS</b>	<b>3,409,650</b>	<b>3,406,220</b>	<b>3,420,006</b>	<b>7,430</b>	<b>-</b>	<b>3,427,436</b>	<b>3,490,410</b>	<b>3,574,855</b>	<b>3,561,634</b>	<b>3,588,023</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Revenue - Fees	(1,061,748)	(1,101,625)	(1,121,865)	-	-	(1,121,865)	(1,143,981)	(1,166,557)	(1,189,835)	(1,213,293)
<b>TOTAL REVENUE</b>	<b>(1,061,748)</b>	<b>(1,101,625)</b>	<b>(1,121,865)</b>	<b>-</b>	<b>-</b>	<b>(1,121,865)</b>	<b>(1,143,981)</b>	<b>(1,166,557)</b>	<b>(1,189,835)</b>	<b>(1,213,293)</b>
<b>REQUISITION</b>	<b>(2,347,902)</b>	<b>(2,304,595)</b>	<b>(2,298,141)</b>	<b>(7,430)</b>	<b>-</b>	<b>(2,305,571)</b>	<b>(2,346,429)</b>	<b>(2,408,298)</b>	<b>(2,371,799)</b>	<b>(2,374,730)</b>
*Percentage Increase		-1.8%	-2.12%			-1.80%	1.8%	2.6%	-1.5%	0.1%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	2.00	2.00	2.00	0.00	0.00	2.00	2.00	2.00	2.00	2.00
User Funding %	31.14%		32.80%			32.73%	32.77%	32.63%	33.41%	33.82%
User Funding excluding debt%	39.82%		40.99%			40.88%	40.79%	40.38%	40.40%	35.16%



			<b>BUDGET REQUEST</b>				<b>FUTURE PROJECTIONS</b>			
	<b>2019 BOARD BUDGET</b>	<b>2019 ESTIMATED ACTUAL</b>	<b>2020 CORE</b>	<b>2020 ONGOING</b>	<b>2020 ONE-TIME</b>	<b>2020 TOTAL</b>	<b>2021 TOTAL</b>	<b>2022 TOTAL</b>	<b>2023 TOTAL</b>	<b>2024 TOTAL</b>
<b>PANORAMA RECREATION - COMMUNITY COMMUNITY RECREATION</b>										
<u>COMMUNITY RECREATION COSTS</u>										
Salaries and Wages	1,175,632	1,274,117	1,320,068	86,090	-	1,406,158	1,458,781	1,489,932	1,520,366	1,551,511
Internal Allocations - Administration	243,004	233,781	259,157	7,111	-	266,268	289,187	307,097	315,518	326,495
Internal Allocations - Maintenance	756,537	768,891	824,770	340	-	825,110	829,635	822,447	842,937	863,974
Internal Allocations - Program Administration	313,775	318,889	312,746	-	-	312,746	319,500	326,019	332,694	339,526
Instructional Service	382,939	367,387	389,516	-	-	389,516	399,557	409,201	415,011	421,420
Operating - Supplies	175,102	158,254	166,576	-	-	166,576	171,395	176,369	181,505	186,806
Leasehold Improvements	97,000	97,000	97,000	-	-	97,000	97,000	97,000	97,000	97,000
<b>TOTAL COMMUNITY RECREATION COSTS</b>	<b>3,143,989</b>	<b>3,218,319</b>	<b>3,369,833</b>	<b>93,541</b>	<b>-</b>	<b>3,463,374</b>	<b>3,565,055</b>	<b>3,628,064</b>	<b>3,705,031</b>	<b>3,786,732</b>
*Percentage Increase		2.4%	7.18%			10.16%	2.9%	1.8%	2.1%	2.2%
<u>CAPITAL / RESERVE</u>										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	132,000	-	-	132,000	132,000	132,000	132,000	132,000
Transfer to Reserve Fund						-				
<b>TOTAL CAPITAL / RESERVES</b>	<b>132,000</b>	<b>132,000</b>	<b>132,000</b>	<b>-</b>	<b>-</b>	<b>132,000</b>	<b>132,000</b>	<b>132,000</b>	<b>132,000</b>	<b>132,000</b>
<b>TOTAL COSTS</b>	<b>3,275,989</b>	<b>3,350,319</b>	<b>3,501,833</b>	<b>93,541</b>	<b>-</b>	<b>3,595,374</b>	<b>3,697,055</b>	<b>3,760,064</b>	<b>3,837,031</b>	<b>3,918,732</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Community Recreation	(1,875,742)	(1,979,870)	(2,014,368)	(96,203)	-	(2,110,571)	(2,210,590)	(2,277,258)	(2,334,152)	(2,391,431)
Grants - Other	-	(15,000)	(7,500)			(7,500)	(7,500)	(7,500)	(7,500)	(7,500)
<b>TOTAL REVENUE</b>	<b>(1,875,742)</b>	<b>(1,994,870)</b>	<b>(2,021,868)</b>	<b>(96,203)</b>	<b>-</b>	<b>(2,118,071)</b>	<b>(2,218,090)</b>	<b>(2,284,758)</b>	<b>(2,341,652)</b>	<b>(2,398,931)</b>
<b>REQUISITION</b>	<b>(1,400,247)</b>	<b>(1,355,449)</b>	<b>(1,479,965)</b>	<b>2,662</b>	<b>-</b>	<b>(1,477,303)</b>	<b>(1,478,965)</b>	<b>(1,475,306)</b>	<b>(1,495,379)</b>	<b>(1,519,801)</b>
*Percentage Increase		-3.2%	5.69%			5.50%	0.1%	-0.2%	1.4%	1.6%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	6.00	6.00	6.00	1.00	0.00	7.00	7.00	7.00	7.00	7.00
User Funding %	57.26%		57.52%			58.70%	59.79%	60.56%	60.83%	61.03%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

<b>Service No.</b>	<b>1.44X</b>	<b>Carry</b>						
	<b>Panorama Recreation</b>	<b>Forward from</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>TOTAL</b>
		<b>2019</b>						

**EXPENDITURE**

Buildings	B	\$504,000	\$3,185,000	\$445,000	\$130,000	\$125,000	\$409,000	\$4,294,000
Equipment	E	\$150,000	\$498,000	\$353,900	\$284,650	\$179,000	\$428,625	\$1,744,175
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$15,000	\$193,600	\$0	\$70,000	\$0	\$0	\$263,600
Vehicles	V	\$180,000	\$360,000	\$50,000	\$0	\$26,000	\$0	\$436,000
		<b>\$849,000</b>	<b>\$4,236,600</b>	<b>\$848,900</b>	<b>\$484,650</b>	<b>\$330,000</b>	<b>\$837,625</b>	<b>\$6,737,775</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$322,000	\$322,000	\$0	\$0	\$0	\$0	\$322,000
Debt	Debt	\$0	\$1,753,000	\$0	\$0	\$0	\$0	\$1,753,000
Equipment Replacement Fund	ERF	\$140,000	\$628,000	\$373,900	\$221,650	\$175,000	\$248,625	\$1,647,175
Grants (Federal, Provincial)	Grant	\$35,000	\$767,500	\$15,000	\$0	\$0	\$0	\$782,500
Donations / Third Party Funding	Other	\$40,000	\$80,000	\$0	\$0	\$0	\$0	\$80,000
Reserve Fund	Res	\$312,000	\$686,100	\$460,000	\$263,000	\$155,000	\$589,000	\$2,153,100
		<b>\$849,000</b>	<b>\$4,236,600</b>	<b>\$848,900</b>	<b>\$484,650</b>	<b>\$330,000</b>	<b>\$837,625</b>	<b>\$6,737,775</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #:

1.44X

Service Name:

Panorama Recreation

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-04	Renewal	Dessicant dehumidifier for Ice Plant	Replace Dessicant dehumidifier/socks for Ice Plant due to aging	\$350,000	B	Cap	\$322,000	\$322,000	\$0	\$0	\$0	\$0	\$322,000
18-02	New	Install Plant Maintenance SAP Program	Plant Maintenance SAP Program for PRC maintenance projects	\$150,000	E	Res	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$150,000
18-03	Replacement	DDC Replacement (direct digital controls)	Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.	\$112,000	B	Res	\$112,000	\$112,000	\$0	\$0	\$0	\$0	\$112,000
18-08	New	Install Welcome Figure (Aboriginal Art) (grant)	Installation Welcome Figure at Panorama site	\$15,000	S	Grant	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000
18-09	Replacement	Replace Weight room HVAC Air handling Unit	Replace Weight room HVAC Air handling Unit due to end of life	\$50,000	B	Res	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
19-01	Replacement	Replace Main Switchgear - secondary elect room	Replace Main Switchgear - secondary elect room due to end of life	\$163,000	B	Res	\$0	\$163,000	\$0	\$0	\$0	\$0	\$163,000
19-02	Renewal	Upgrade Electrical Main Transformer	Upgrade Electrical Main Transformer to extend useful life	\$80,000	S	Res	\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000
19-09	Replacement	Replace Ice Resurfacer	Replace Ice Resurfacer on 5 year cycle	\$180,000	V	ERF	\$140,000	\$140,000	\$0	\$0	\$0	\$0	\$140,000
					V	Other	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000
19-13	Renewal	Accessibility Upgrades	Upgrades throughout facility for increased accessibility	\$20,000	B	Grant	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
19-15	New	Heat Recovery Plant	Construct heat recovery plant	\$2,453,000	B	Debt	\$0	\$1,753,000	\$0	\$0	\$0	\$0	\$1,753,000
					B	Grant	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000
20-04	Renewal	Replace Squash Court Floors	Replace squash court floor due to end of life	\$20,000	B	Res	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
													\$0
20-06	Replacement	Replace Ice Resurfacer	Replace Ice Resurfacer on 5 year cycle	\$180,000	V	ERF	\$0	\$140,000	\$0	\$0	\$0	\$0	\$140,000
					V	Other	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
20-07	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$338,000	E	ERF	\$0	\$348,000	\$0	\$0	\$0	\$0	\$348,000
20-08	Renewal	Resurface/line painting (outdoor) Tennis courts	Resurface/line painting (outdoor) Tennis courts due to end of life	\$33,600	S	Res	\$0	\$33,600	\$0	\$0	\$0	\$0	\$33,600
20-09	New	Island Room - Food services upgrade	Construct and equipment room for food services	\$65,000	B	Res	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000
20-10	New	Level 3 Electric Vehicle charging station	Level 3 Electric car charging station in parking area	\$65,000	S	Res	\$0	\$32,500	\$0	\$0	\$0	\$0	\$32,500
					S	Grant	\$0	\$32,500	\$0	\$0	\$0	\$0	\$32,500
21-01	Renewal	Roof - Arena A, B & Tennis	Renewal Roof on both arenas and tennis building	\$120,000	B	Res	\$0	\$0	\$120,000	\$0	\$0	\$0	\$120,000
21-04	Replacement	Replace Lap pool filters x 2	Replace Lap pool filters x 2 due to end of life	\$30,000	E	Res	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
21-05	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$323,900	E	ERF	\$0	\$0	\$323,900	\$0	\$0	\$0	\$323,900
21-06	Replacement	Vehicle Replacement (Club car)	Replace Club Car due to end of life	\$12,000	V	ERF	\$0	\$0	\$12,000	\$0	\$0	\$0	\$12,000
22-01	Replacement	Replace Arena B rubber flooring	Replace Arena B rubber flooring due to end of life	\$110,000	B	Res	\$0	\$0	\$0	\$110,000	\$0	\$0	\$110,000

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #:

1.44X

Service Name:

Panorama Recreation

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  
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Funding Source Codes  
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Grant = Grants (Federal, Provincial)  
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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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
22-02	Replacement	Replace Daktronic/Electronic Road Sign	Replace Daktronic/Electronic Road Sign due to end of life	\$70,000	S	Res	\$0	\$0	\$0	\$70,000	\$0	\$0	\$70,000
22-03	Replacement	Replace Pool Impellers	Replace Pool Impellers due to end of life	\$30,000	E	Res	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000
22-04	Replacement	Replace Zeolite Filter Lap and Leisure Pools	Replace Zeolite Filter Lap and Leisure Pools due to end of life	\$33,000	E	Res	\$0	\$0	\$0	\$33,000	\$0	\$0	\$33,000
22-05	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$221,650	E	ERF	\$0	\$0	\$0	\$221,650	\$0	\$0	\$221,650
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)	\$325,000	B	Res	\$0	\$0	\$310,000	\$0	\$0	\$0	\$310,000
					B	Grant	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
23-02	Replacement	Replace Automatic Doors in Arena complex	Replace Lobby, interior and Olympia Bay doors due to end of life	\$75,000	B	Res	\$0	\$0	\$0	\$0	\$75,000	\$0	\$75,000
23-03	Renewal	Arena Washroom upgrades	Upgrade Arena washrooms due to end of life	\$245,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$245,000	\$245,000
23-04	Replacement	Replace Fitness Studio HVAC	Replace Fitness Studio HVAC due to end of life	\$50,000	B	Res	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
23-05	Replacement	Swirl pool heater	Replace Swirl Pool Heater due to end of life	\$30,000	E	Res	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000
23-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$144,750	E	ERF	\$0	\$0	\$0	\$0	\$149,000	\$0	\$149,000
23-07	Replacement	Replace Chevrolet Passenger car	Replace Chevrolet Passenger car due to end of life	\$38,000	V	ERF	\$0	\$0	\$38,000	\$0	\$0	\$0	\$38,000
23-08	Replacement	Replace Utility trailer	Replace Utility trailer due to end of life	\$15,000	V	ERF	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000
23-09	Replacement	Replace Play in the Park Trailer	Replace Play in the Park Trailer due to end of life	\$11,000	V	ERF	\$0	\$0	\$0	\$0	\$11,000	\$0	\$11,000
24-01	Replacement	Arena A&B insulation	Replace and install insulation Arena A&B ceiling and walls due to end of life	\$110,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$110,000	\$110,000
24-02	Replacement	Arena Lobby HVAC	Replace Arena Lobby HVAC due to end of life	\$30,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000
24-03	Replacement	Tennis Ceiling/Wall insulation	Replace Tennis insulation due to end of life	\$28,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$28,000	\$28,000
24-04	Replacement	Refinish indoor tennis surface	Refinish indoor tennis surface due to end of life	\$26,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$26,000	\$26,000
24-05	Replacement	Greenglade Playground	Replace Greenglade playground due to end of life	\$150,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000
24-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$248,625	E	ERF	\$0	\$0	\$0	\$0	\$0	\$248,625	\$248,625
<b>GRAND TOTAL</b>				<b>\$6,751,525</b>			<b>\$849,000</b>	<b>\$4,236,600</b>	<b>\$848,900</b>	<b>\$484,650</b>	<b>\$330,000</b>	<b>\$837,625</b>	<b>\$6,737,775</b>

**Service:** 1.44x **Panorama Recreation**

<b>Proj. No.</b> 17-04	<b>Capital Project Title</b> Dessicant dehumidifier for Ice Plant	<b>Capital Project Description</b> Replace Dessicant dehumidifier/socks for Ice Plant due to aging
<b>Asset Class</b> B - Buildings	<b>Board Priority Area</b> Climate Change	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Unit presently serves two arenas for dehumidification. New system to be designed for independent operations and control, allowing for adjustment of each arena. JS Refrigeration has submitted their report and estimated costs with the recommendation that we proceed with the purchase of two A20 Munters unit. Units comes from the US, so currency exchange has been considered in the budget. Budget includes contingency, hazmat, placement of units at ground level and engineering support. ***2018 Update*** Project to be tied to energy recovery project to utilize rejected heat from refrigeration plant instead of Natural Gas *** 2019 Update*** awaiting energy recovery project approval. Current unit condition does not pose a high potential of failure in the 2019-2020 ice season		

<b>Proj. No.</b> 18-02	<b>Capital Project Title</b> Install Plant Maintenance SAP Program	<b>Capital Project Description</b> Plant Maintenance SAP Program for PRC maintenance projects
<b>Asset Class</b> E - Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> SAP Plant Maintenance (PM) project focused on maintaining the already purchased, built and/or installed assets. Support departments' enhanced asset management activities to manage lifecycles and to plan and schedule maintenance activities as well as monitor job costs.***2018 Update*** update through David Hennigan. I.T. does not have the resources to initiate this project at this time. Will readdress as staffing availability and I.T. priorities change *** 2019 Update*** No change		

<b>Proj. No.</b> 18-03	<b>Capital Project Title</b> DDC Replacement (direct digital controls)	<b>Capital Project Description</b> Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.
<b>Asset Class</b> B - Buildings	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. The present DDC system were installed in 1977. The software and hardware is nearing the end of its life cycle and requires upgrades to the software and controllers in order to fully automate the facilities. Integration will tie into the new Perfect Mind software which will ensure the two systems communicate, offering seamless bookings, control the HVAC, lighting and automated building controls. Houle Electric has provided a quote for this work. This will extend the automation controls for an additional 15 years. Budget includes contingency, hazmat, other unknown costs. ***2018 update*** project to initiate after energy recovery study and/or project construction. There are likely recommendations from the study to help guide the needs of the DDC system upgrade ***2019 Update*** waiting energy recover project approval. This project should directly follow energy recovery in 2021, If energy recovery project does not move forward project should happen in 2020		

Service: 1.44x

Panorama Recreation

Proj. No. 18-08

Capital Project Title Install Welcome Figure (Aboriginal Art) (grant)

Capital Project Description Installation Welcome Figure at Panorama site

Asset Class S - Engineering Structure

Board Priority Area First Nations

Corporate Priority Area Recreation, Arts & Culture

**Project Rationale** The welcome figure is a proposed community project in partnership with two local aboriginal artists. The welcome figure would serve to welcome all of our community members into our facility. The project would include: purchase of supplies, two aboriginal artists providing carving and education sessions, community carving events, and unveiling event when project is complete. The budget was determined by working with the two aboriginal artists who have completed similar projects on the Peninsula. Total project cost estimated at \$15,000. \*\*\*2019 Update\*\*\* No Update

Proj. No. 18-09

Capital Project Title Replace Weight room HVAC Air handling Unit

Capital Project Description Replace Weight room HVAC Air handling Unit due to end of life

Asset Class B - Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

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

Proj. No. 19-01

Capital Project Title Replace Main Switchgear - secondary elect room

Capital Project Description Replace Main Switchgear - secondary elect room due to end of life

Asset Class B - Buildings

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

**Project Rationale** The present internal transformer and distribution panels, installed in 1977, are nearing the end of their useful life cycle and will need to be replaced. The project is estimated by Applied Engineering Solutions (AES). AES is suggesting this project should be done in conjunction with the repair of facility complex main transformer (19-02). Budget includes contingency, hazmat and engineering support. \*\*\*2018 Update\*\*\* July 2017 assesment stated this project with regular assesments and monitoring can reasonably be deferred up to 5 years. Planned for 2020. \*\*\*2019 Update\*\*\* updated budget pricing from Houle to replace Main Switchgear is less than originally anticipate. Budget price being lowered to \$163k

Proj. No. 19-02

Capital Project Title Upgrade Electrical Main Transformer

Capital Project Description Upgrade Electrical Main Transformer to extend useful life

Asset Class S - Engineering Structure

Board Priority Area Other

Corporate Priority Area Recreation, Arts & Culture

**Project Rationale** The main facility transformer has been in service since early 2000 as per the inspection report submitted by Applied Engineering Solutions (AES) Engineering. This transformer unit was installed on a sloped area of the facility grounds but after years of settling it is now off center. As this unit is filled with oil it needs to be re-levelled. Budget includes contingency, hazmat and engineering support. \*\*\*2018 Update\*\*\* July 2017 assesment stated this project with regular assesments and monitoring can reasonably be deferred up to 5 years. Planned for 2020

**Service:** 1.44x **Panorama Recreation**

**Proj. No.** 19-09 **Capital Project Title** Replace Ice Resurfacer **Capital Project Description** Replace Ice Resurfacer on 5 year cycle  
**Asset Class** V - Vehicles **Board Priority Area** Other **Corporate Priority Area** Recreation, Arts & Culture  
**Project Rationale** 2014 Olympia ice resurfacer (A) replaced with electric model \$180,000 (trade-in est. \$40,000) \*\*\* 2019 Update\*\*\* both ice resurfacers will be put out for bid together

**Proj. No.** 19-13 **Capital Project Title** Accessibility Upgrades **Capital Project Description** Upgrades throughout facility for increased accessibility  
**Asset Class** B - Buildings **Board Priority Area** Other **Corporate Priority Area** Recreation, Arts & Culture  
**Project Rationale** Grant funded upgrades for accessibilities

**Proj. No.** 19-15 **Capital Project Title** Heat Recovery Plant **Capital Project Description** Construct heat recovery plant  
**Asset Class** B - Buildings **Board Priority Area** Climate Change **Corporate Priority Area** Recreation, Arts & Culture  
**Project Rationale** Leave blank for now - just a placeholder \*\*\*2019 Update\*\*\*Total Project Budget 2.8M. assumed 700k grant funded, dehumidifier replacement project (320k) and weight room HVAC (50k) all part of 2.8M

**Proj. No.** 20-04 **Capital Project Title** Replace Squash Court Floors **Capital Project Description** Replace squash court floor due to end of life  
**Asset Class** B - Buildings **Board Priority Area** Other **Corporate Priority Area** Recreation, Arts & Culture  
**Project Rationale** Resurfacing of hardwood floors, due to general wear. Verbal quote for material and installation obtained from Hardwood Flooring. \*\*\*2019 Update\*\*\* floor in fair condition. Push replacement unit 2022

**Service:** 1.44x **Panorama Recreation**

<b>Proj. No.</b> 20-06	<b>Capital Project Title</b> Replace Ice Resurfacer	<b>Capital Project Description</b> Replace Ice Resurfacer on 5 year cycle
<b>Asset Class</b> V - Vehicles	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> 2015 Olympia ice resurfacer (A) replaced with electric model \$180,000 (trade-in est. \$40,000) *** 2019 Update*** unit going for bid at same time as 2019 unit		

<b>Proj. No.</b> 20-07	<b>Capital Project Title</b> Equipment Replacement (pooled)	<b>Capital Project Description</b> Annual replacement of equipment in pooled account
<b>Asset Class</b> E - Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Annual replacement of equipment in pooled account due to end of life cycle		

<b>Proj. No.</b> 20-08	<b>Capital Project Title</b> Resurface/line painting (outdoor) Tennis courts	<b>Capital Project Description</b> Resurface/line painting (outdoor) Tennis courts due to end of life
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> The indoor/outdoor tennis courts are repaired and repainted every 5 years. A quote has been obtained from Tomko Sports. Budget includes contingency, hazmat inspection and support. ***2019 Update*** awaiting Geotech assessments of the stability of the bank. resurfacing to take place after bank has been determined stable		

<b>Proj. No.</b> 20-09	<b>Capital Project Title</b> Island Room - Food services upgrade	<b>Capital Project Description</b> Construct and equipment room for food services
<b>Asset Class</b> B - Buildings	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Install and construct kitchen/cooling features in the Island Room to host food service provider. Strategic priority of PRC Commission. ***2019 Update*** Budget estimate to 65k due to market and inflation		



**Service:** 1.44x **Panorama Recreation**

<b>Proj. No.</b> 20-10	<b>Capital Project Title</b> Level 3 Electric Vehicle charging station	<b>Capital Project Description</b> Level 3 Electric car charging station in parking area
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Climate Change	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> level 3 charging stations.		

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Roof - Arena A, B & Tennis	<b>Capital Project Description</b> Renewal Roof on both arenas and tennis building
<b>Asset Class</b> B - Buildings	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Install a protective coating over the existing metal structure providing an additional 15-20 years of extended service. Budget estimate from Facility Services. ***2019Update*** Project under review. Roof study found from 2017 identified work to be done to extend the life of roofs through traditional methods instead of applying a coating. Budget Price reduced to \$120,000.00		

<b>Proj. No.</b> 21-04	<b>Capital Project Title</b> Replace Lap pool filters x 2	<b>Capital Project Description</b> Replace Lap pool filters x 2 due to end of life
<b>Asset Class</b> E - Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Replacement of existing pool filtration due to end of life of filtration equipment		

<b>Proj. No.</b> 21-05	<b>Capital Project Title</b> Equipment Replacement (pooled)	<b>Capital Project Description</b> Annual replacement of equipment in pooled account
<b>Asset Class</b> E - Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Annual replacement of equipment in pooled account due to end of life cycle		

**Service:** 1.44x **Panorama Recreation**

<b>Proj. No.</b> 21-06	<b>Capital Project Title</b> Vehicle Replacement (Club car)	<b>Capital Project Description</b> Replace Club Car due to end of life
<b>Asset Class</b> V - Vehicles	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Replacement of existing 2015 vehicle. Used on site, and is battery operated		

<b>Proj. No.</b> 22-01	<b>Capital Project Title</b> Replace Arena B rubber flooring	<b>Capital Project Description</b> Replace Arena B rubber flooring due to end of life
<b>Asset Class</b> B - Buildings	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Replacement of Arena B corridors and dressing room floors. Flooring is in need of replacement due to old age and continued patching of the high traffic areas. ***2019 Update*** Flooring in fair condition. Patching from Operation budget and move replacement to 2024		

<b>Proj. No.</b> 22-02	<b>Capital Project Title</b> Replace Daktronic/Electronic Road Sign	<b>Capital Project Description</b> Replace Daktronic/Electronic Road Sign due to end of life
<b>Asset Class</b> S - Engineering Structure	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Replacement of existing Electric Road Signage due to end of life		

<b>Proj. No.</b> 22-03	<b>Capital Project Title</b> Replace Pool Impellers	<b>Capital Project Description</b> Replace Pool Impellers due to end of life
<b>Asset Class</b> E - Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Replacement of impellers for various pool pumps. Salt water is very corrosive and requires replacement of pump impellers and housings		

**Service:** 1.44x **Panorama Recreation**

<b>Proj. No.</b> 22-04	<b>Capital Project Title</b> Replace Zeolite Filter Lap and Leisure Pools	<b>Capital Project Description</b> Replace Zeolite Filter Lap and Leisure Pools due to end of life
<b>Asset Class</b> E - Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Replacement of existing pool filtration media, for proper sanitation of pool water		

<b>Proj. No.</b> 22-05	<b>Capital Project Title</b> Equipment Replacement (pooled)	<b>Capital Project Description</b> Annual replacement of equipment in pooled account
<b>Asset Class</b> E - Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Annual replacement of equipment in pooled account due to end of life cycle		

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> LED Lighting - Arenas, Pool, GG, Parking lot & general facility	<b>Capital Project Description</b> Change lighting in all areas to LED (other than Tennis bldg)
<b>Asset Class</b> B - Buildings	<b>Board Priority Area</b> Climate Change	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> energy efficiency upgrades *** 2019 update*** project moved to 2021		

<b>Proj. No.</b> 23-02	<b>Capital Project Title</b> Replace Automatic Doors in Arena complex	<b>Capital Project Description</b> Replace Lobby, interior and Olympia Bay doors due to end of life
<b>Asset Class</b> B - Buildings	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> end of lifespan for mechanical doors		

**Service:** 1.44x **Panorama Recreation**

<b>Proj. No.</b> 23-03	<b>Capital Project Title</b> Arena Washroom upgrades	<b>Capital Project Description</b> Upgrade Arena washrooms due to end of life
<b>Asset Class</b> B - Buildings	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Accessibility and cosmetic upgrades due to age and functionality ***2019 update*** project moved to 2024, likely tied to future arena expansion project		

<b>Proj. No.</b> 23-04	<b>Capital Project Title</b> Replace Fitness Studio HVAC	<b>Capital Project Description</b> Replace Fitness Studio HVAC due to end of life
<b>Asset Class</b> B - Buildings	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> end of lifecycle		

<b>Proj. No.</b> 23-05	<b>Capital Project Title</b> Swirl pool heater	<b>Capital Project Description</b> Replace Swirl Pool Heater due to end of life
<b>Asset Class</b> E - Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> likely to be tied into energy recovery project		

<b>Proj. No.</b> 23-06	<b>Capital Project Title</b> Equipment Replacement (pooled)	<b>Capital Project Description</b> Annual replacement of equipment in pooled account
<b>Asset Class</b> E - Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Annual replacement of equipment in pooled account due to end of life cycle		

**Service:** 1.44x **Panorama Recreation**

<b>Proj. No.</b> 23-07	<b>Capital Project Title</b> Replace Chevrolet Passenger car	<b>Capital Project Description</b> Replace Chevrolet Passenger car due to end of life
<b>Asset Class</b> V - Vehicles	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> end of lifecycle ***2019 update*** project moved to 2021, for electification		

<b>Proj. No.</b> 23-08	<b>Capital Project Title</b> Replace Utility trailer	<b>Capital Project Description</b> Replace Utility trailer due to end of life
<b>Asset Class</b> V - Vehicles	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> end of lifecycle, lowered ramp access trailer required		

<b>Proj. No.</b> 23-09	<b>Capital Project Title</b> Replace Play in the Park Trailer	<b>Capital Project Description</b> Replace Play in the Park Trailer due to end of life
<b>Asset Class</b> V - Vehicles	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> end of lifecycle replacement. Consider larger trailer for equipment used		

<b>Proj. No.</b> 24-01	<b>Capital Project Title</b> Arena A&B insulation	<b>Capital Project Description</b> Replace and install insulation Arena A&B ceiling and walls due to end of life
<b>Asset Class</b> B - Buildings	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> end of lifecycle and increase building efficiency		

**Service:** 1.44x **Panorama Recreation**

<b>Proj. No.</b> 24-02	<b>Capital Project Title</b> Arena Lobby HVAC	<b>Capital Project Description</b> Replace Arena Lobby HVAC due to end of life
<b>Asset Class</b> E - Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> replace arena lobby HVAC replacement due to end of life		

<b>Proj. No.</b> 24-03	<b>Capital Project Title</b> Tennis Ceiling/Wall insulation	<b>Capital Project Description</b> Replace Tennis insulation due to end of life
<b>Asset Class</b> B - Buildings	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> End of lifecycle and improve building efficiency		

<b>Proj. No.</b> 24-04	<b>Capital Project Title</b> Refinish indoor tennis surface	<b>Capital Project Description</b> Refinish indoor tennis surface due to end of life
<b>Asset Class</b> B - Buildings	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Refinish indoor tennis surface due to end of life		

<b>Proj. No.</b> 24-05	<b>Capital Project Title</b> Greenglade Playground	<b>Capital Project Description</b> Replace Greenglade playground due to end of life
<b>Asset Class</b> E - Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> replace Greenglade Playground due to end of life. Project should be candidate for substantial grant funding		

<b>Proj. No.</b> 24-06	<b>Capital Project Title</b> Equipment Replacement (pooled)	<b>Capital Project Description</b> Annual replacement of equipment in pooled account
<b>Asset Class</b> E - Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Recreation, Arts & Culture
<b>Project Rationale</b> Annual replacement of equipment in pooled account due to end of life cycle		

**1.44X Panorama Recreation  
Operating Reserve Summary  
2020 - 2024 Financial Plan**

**Profile**

**Panorama Recreation**

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

**Summary**

<b>Reserve/Fund Summary</b>	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>				
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Projected year end balance</b>							
Operating Reserve	45,302	54,033	61,761	18,566	26,449	34,411	42,453
Operating Reserve - Legacy Fund	-	-	-	-	-	-	-
<b>Total projected year end balance</b>	<b>45,302</b>	<b>54,033</b>	<b>61,761</b>	<b>18,566</b>	<b>26,449</b>	<b>34,411</b>	<b>42,453</b>

See attached reserve schedules for projected annual cash flows.

**1.44X Panorama Recreation  
Operating Reserve Summary  
2020 - 2024 Financial Plan**

**Profile**

**Panorama Recreation**

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

**Operating Reserve Schedule - FC 105302**

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	36,834	45,302	54,033	61,761	18,566	26,449	34,411
Planned Purchase	-	-	-	(51,000)	-	-	-
Transfer from Ops Budget	7,500	7,651	7,728	7,805	7,883	7,962	8,042
Interest Income*	968	1,080					
<b>Total projected year end balance</b>	<b>45,302</b>	<b>54,033</b>	<b>61,761</b>	<b>18,566</b>	<b>26,449</b>	<b>34,411</b>	<b>42,453</b>

**Assumptions/Background:**

2021: 51K for 2021-2025 Panorama Recreation Strategic Planning Cost

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



**1.44X Panorama Recreation Legacy Fund  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan**

**Profile**

**Panorama Recreation Legacy Fund**

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

**Operating Reserve Schedule - FC 105100**

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	5,392	-	-	-	-	-	-
Planned Purchase	(5,444)						
Transfer from Ops Budget							
Interest Income*	52						
<b>Total projected year end balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Assumptions/Background:

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

**1.44X Panorama Recreation  
 Asset and Reserve Summary Schedule  
 2020 - 2024 Financial Plan**

**Asset Profile**

**Saanich Peninsula Recreation**

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

**Summary**

Reserve/Fund Summary Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Capital Reserve	2,047,645	2,340,925	2,066,029	2,025,457	2,190,273	2,471,645	2,803,008
Equipment Replacement Fund	448,236	276,211	184,211	207,211	381,561	602,561	749,936
<b>Total projected year end balance</b>	<b>2,495,881</b>	<b>2,617,136</b>	<b>2,250,240</b>	<b>2,232,668</b>	<b>2,571,834</b>	<b>3,074,206</b>	<b>3,552,944</b>

1.44X Panorama Recreation  
 Capital Reserve Fund Schedule  
 2020 - 2024 Financial Plan

Capital Reserve Fund Schedule

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

1.44X Saanich Peninsula Recreation Service Capital Reserve Fund CASH FLOW

Capital Reserve Fund	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	860,402	2,047,645	2,340,925	2,066,029	2,025,457	2,190,273	2,471,645
Planned Capital Expenditure (Based on Capital Plan)	(168,000)	(150,000)	(686,100)	(460,000)	(263,000)	(155,000)	(589,000)
Transfer from Operating Budget*	1,330,055	391,680	411,204	419,428	427,816	436,372	920,363
Donations \$ other Sponsorships							
Interest Income**	25,188	51,600	-	-	-	-	-
<b>Ending Balance \$</b>	<b>2,047,645</b>	<b>2,340,925</b>	<b>2,066,029</b>	<b>2,025,457</b>	<b>2,190,273</b>	<b>2,471,645</b>	<b>2,803,008</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.

1.44X Panorama Recreation  
 Equipment Replacement Fund Schedule (ERF)  
 2020 - 2024 Financial Plan

**Equipment Replacement Fund Schedule (ERF)**

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

Equipment Replacement Fund	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	220,348	448,236	276,211	184,211	207,211	381,561	602,561
<b>Planned Purchase (Based on Capital Plan) Transfer to Capital Fund</b>	(115,449)	(568,025)	(488,000)	(373,000)	(221,650)	(175,000)	(248,625)
<b>Transfer from Operating Budget Equipment and Vehicle Disposal Proceeds Interest Income*</b>	325,000 10,684 7,654	396,000	396,000	396,000	396,000	396,000	396,000
<b>Ending Balance \$</b>	<b>448,236</b>	<b>276,211</b>	<b>184,211</b>	<b>207,211</b>	<b>381,561</b>	<b>602,561</b>	<b>749,936</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**

## **2020 BUDGET**

### **SEAPARC**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.40X SEAPARC - Arena and Pool Facilities and Recreation

Committee: Sooke Electoral Area Parks & Rec Com

**DEFINITION:**

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

**Bylaw history for reference purposes:**

Bylaw No. 4029 (July 13, 2016; replaces Bylaw No. 152 and Bylaw No. 2598)

Bylaw No. 152 (November 28, 1973); Amended Bylaw No. 195 (1975), Bylaw No. 338 (1977), Bylaw No. 412 (1977), Bylaw No. 1073 (1982), Bylaw No. 1558 (1987) and Bylaw No. 3344 (2006).

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**COMMISSION:**

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

**CAPITAL DEBT:**

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

## LEVY STATISTICS

Area	Year	Folios	Converted Assessment	Actual Assessment	Max. Levy	Actual Levy
District of Sooke	2014	5,574	217,192,562	1,959,143,445		1,891,416
JDF-Sooke Rec - Y(762) SRVA # 52	2014	3,096	127,654,836	1,075,823,091		616,414
<b>Summary</b>	<b>2014</b>	<b>8,670</b>	<b>344,847,398</b>	<b>3,034,966,536</b>	<b>4,855,946</b>	<b>2,507,830</b>
District of Sooke	2015	5,628	220,361,793	1,990,807,790		1,925,978
JDF-Sooke Rec - Y(762) SRVA # 52	2015	3,099	132,757,425	1,093,055,460		631,312
<b>Summary</b>	<b>2015</b>	<b>8,727</b>	<b>353,119,218</b>	<b>3,083,863,250</b>	<b>4,934,181</b>	<b>2,557,290</b>
District of Sooke	2016	5,744	228,344,465	2,065,069,242		1,963,697
JDF-Sooke Rec - Y(762) SRVA # 52	2016	3,125	139,989,660	1,147,296,930		644,883
<b>Summary</b>	<b>2016</b>	<b>8,869</b>	<b>368,334,125</b>	<b>3,212,366,172</b>	<b>5,139,786</b>	<b>2,608,580</b>
District of Sooke	2017	5,788	250,004,193	2,271,057,095		2,009,817
JDF-Sooke Rec - Y(762) SRVA # 52	2017	3,136	153,100,410	1,259,577,981		657,933
<b>Summary</b>	<b>2017</b>	<b>8,924</b>	<b>403,104,603</b>	<b>3,530,635,076</b>	<b>5,649,016</b>	<b>2,667,750</b>
District of Sooke	2018	5,918	295,293,646	2,708,480,306		1,953,957
JDF-Sooke Rec - Y(762) SRVA # 52	2018	3,134	173,563,395	1,425,498,446		714,033
<b>Summary</b>	<b>2018</b>	<b>9,052</b>	<b>468,857,041</b>	<b>4,133,978,752</b>	<b>6,614,366</b>	<b>2,667,990</b>
District of Sooke	2019	6,101	333,993,462	3,065,742,528		1,953,957
JDF-Sooke Rec - Y(762) SRVA # 52	2019	3,217	197,292,911	1,620,634,179		714,033
<b>Summary</b>	<b>2019</b>	<b>9,318</b>	<b>531,286,373</b>	<b>4,686,376,707</b>	<b>7,498,203</b>	<b>2,667,990</b>

**Change in Budget 2019 to 2020**

Service: 1.40X SEAPARC

**Total Expenditure****Comments****2019 Budget****4,000,701****Change in Salaries:**

Base salary change		82,598	Inclusive of collective agreement changes
Step Increase/paygrade change		7,852	
Facility Maintenance Worker	1 FTE	84,932	IBC 13a-1.3a Recreational Programming + Rates
Regular seasonal greens keeper	0.5 FTE	43,468	IBC 13a-1.3b Recreational Programming + Rates
Auxiliary fitness instruction		27,840	
Total Change in Salaries		<u>246,690</u>	

**Other Changes:**

Internal Allocations		26,071
Transfer to Operating Reserve		5,000
Other operating		32,514

Total Other Changes		<u>63,585</u>
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**2020 Budget****4,310,976****Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

<i>There is a one time favourable variance of \$69,380 (1.73%) due mainly to reduced operating cost. This variance will be moved to Capital Reserve.</i>
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SEAPARC - ALL SERVICE AREAS	BUDGET REQUEST						FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>OPERATING COSTS:</b>										
Salaries and Wages	2,399,770	2,405,310	2,490,220	156,240	-	2,646,460	2,719,396	2,753,841	2,818,212	2,875,976
Electricity & Utilities	219,014	193,990	214,570	10,000	-	224,570	232,047	237,294	243,040	247,861
Operating Supplies & Promotion	286,698	265,280	303,660	7,000	-	310,660	320,155	326,528	331,298	337,638
Maintenance and Repairs	163,710	151,820	167,680	7,000	-	174,680	178,554	181,995	183,791	187,337
Internal Allocations	182,069	182,073	208,140	-	-	208,140	225,474	243,411	248,404	253,498
Contract for Services	91,800	95,000	86,530	-	-	86,530	88,240	90,033	91,477	92,712
Vehicles and Travel	28,860	27,900	30,520	-	-	30,520	31,522	32,134	32,423	33,030
Operating - Other	69,070	55,780	65,010	-	-	65,010	65,663	66,900	67,118	68,331
Insurance Cost	25,640	25,640	25,290	-	-	25,290	25,850	26,420	27,000	27,590
Contingency	20,000	-	20,000	-	-	20,000	20,400	20,808	21,224	21,649
<b>TOTAL OPERATING COSTS</b>	<b>3,486,631</b>	<b>3,402,793</b>	<b>3,611,620</b>	<b>180,240</b>	<b>-</b>	<b>3,791,860</b>	<b>3,907,300</b>	<b>3,979,364</b>	<b>4,063,989</b>	<b>4,145,623</b>
*Percentage increase over prior year		-2.4%	3.58%			8.75%	3.04%	1.8%	2.1%	2.0%
<b>CAPITAL / TRANSFER RESERVES</b>										
Transfer to Operating Reserve Fund	-	-	5,000	-	-	5,000	5,000	5,000	5,000	-
Transfer to Capital Reserve Fund	370,000	424,380	370,000	(50,000)	-	320,000	320,000	320,000	330,000	340,000
Transfer to Equipment Replacement Fund	90,000	105,000	90,000	-	-	90,000	90,000	95,000	95,000	100,000
Capital Equipment Purchases	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>460,000</b>	<b>529,380</b>	<b>465,000</b>	<b>(50,000)</b>	<b>-</b>	<b>415,000</b>	<b>415,000</b>	<b>420,000</b>	<b>430,000</b>	<b>440,000</b>
		15.1%	1.09%			-9.78%	0.00%	1.2%	2.4%	2.3%
DEBT CHARGES	54,070	54,070	54,116	50,000	-	104,116	104,116	104,116	104,116	104,116
<b>TOTAL COSTS</b>	<b>4,000,701</b>	<b>3,986,243</b>	<b>4,130,736</b>	<b>180,240</b>	<b>-</b>	<b>4,310,976</b>	<b>4,426,416</b>	<b>4,503,480</b>	<b>4,598,105</b>	<b>4,689,739</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Balance C/F from Current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Fee Income	(874,410)	(866,110)	(939,980)	(162,320)	-	(1,102,300)	(1,131,873)	(1,156,170)	(1,179,192)	(1,202,724)
Rental Income	(336,760)	(330,600)	(343,530)	-	-	(343,530)	(350,733)	(357,721)	(365,913)	(372,840)
Transfer from Operating Reserve Fund	(15,000)	(15,000)	-	-	-	-	-	-	-	-
Payments - In Lieu of Taxes	(5,024)	(5,024)	(5,270)	-	-	(5,270)	(5,270)	(5,270)	(5,270)	(5,270)
<b>TOTAL REVENUE</b>	<b>(1,231,194)</b>	<b>(1,216,734)</b>	<b>(1,288,780)</b>	<b>(162,320)</b>	<b>-</b>	<b>(1,451,100)</b>	<b>(1,487,876)</b>	<b>(1,519,161)</b>	<b>(1,550,374)</b>	<b>(1,580,834)</b>
			4.68%			17.86%	2.53%	2.1%	2.1%	2.0%
<b>REQUISITION</b>	<b>(2,769,507)</b>	<b>(2,769,509)</b>	<b>(2,841,956)</b>	<b>(17,920)</b>	<b>-</b>	<b>(2,859,876)</b>	<b>(2,938,540)</b>	<b>(2,984,319)</b>	<b>(3,047,731)</b>	<b>(3,108,905)</b>
*Percentage increase over prior year requisition			2.62%			3.26%	2.75%	1.56%	2.12%	2.01%
PARTICIPANTS: Sooke and JDF										
AUTHORIZED POSITIONS:										
Salaried	17.10	17.10	17.10	1.50	-	18.60	18.60	18.60	18.60	18.60
Converted Auxillaries										

## 1.40X SEAPARC

<b>2020</b>			
<u>Ongoing Increase Items:</u>	\$180,240	<u>One-Time Increase Items:</u>	\$0
Additional maintenance worker to accommodate new serv	\$80,670		
Half time greens keeper for golf course	\$45,570		
Fitness gym auxiliary program instructors	\$30,000		
Electricity and utilities for fitness gym expansion	\$10,000		
Maintenance and repairs related to facility expansion	\$7,000		
Program supplies for new fitness gym	\$7,000		
<b>SUPPLEMENTARY TOTAL</b>		<b>\$180,240</b>	
<b>2021</b>			
<u>Ongoing Increase Items:</u>	\$0	<u>One-Time Increase Items:</u>	\$0
<b>TOTAL</b>		<b>\$0</b>	
<b>2022</b>			
<u>Ongoing Increase Items:</u>	\$0	<u>One-Time Increase Items:</u>	-
<b>TOTAL</b>		<b>\$0</b>	
<b>2023</b>			
<u>Ongoing Increase Items:</u>	-	<u>One-Time Increase Items:</u>	-
<b>TOTAL</b>		<b>\$0</b>	
<b>2024</b>			
<u>Ongoing Increase Items:</u>	-	<u>One-Time Increase Items:</u>	-
<b>TOTAL</b>		<b>\$0</b>	

SEAPARC - ALL SERVICE AREAS	BUDGET REQUEST						FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>OPERATING COSTS</b>										
Arena	1,031,862	992,833	1,061,070	16,330	-	1,077,400	1,109,937	1,130,874	1,152,723	1,177,530
Golf Course	130,090	137,260	93,130	46,570	-	139,700	142,285	144,328	147,285	150,302
Community Recreation	665,465	673,330	710,060	-	-	710,060	724,325	737,436	751,766	765,749
Fitness Gym	39,680	43,000	67,570	86,340	-	153,910	173,060	178,803	184,459	188,189
Outdoor Facilities	37,560	35,630	38,500	-	-	38,500	39,650	40,313	40,989	41,679
Multi-Purpose Rooms	43,150	40,540	47,520	-	-	47,520	46,084	47,005	47,945	48,904
Concession	55,800	52,600	56,980	-	-	56,980	58,120	59,310	60,500	61,700
Pool	1,485,616	1,430,190	1,539,410	31,000	-	1,570,410	1,616,512	1,644,020	1,681,102	1,714,406
<b>TOTAL OPERATION AND OVERHEAD COSTS</b>	<b>3,489,223</b>	<b>3,405,383</b>	<b>3,614,240</b>	<b>180,240</b>	<b>-</b>	<b>3,794,480</b>	<b>3,909,972</b>	<b>3,982,090</b>	<b>4,066,770</b>	<b>4,148,459</b>
*Percentage increase over prior year			3.58%			8.75%	3.04%	1.8%	2.1%	2.0%
<b>CAPITAL / RESERVE</b>										
Transfer to Capital Reserve Fund	370,000	424,380	370,000	(50,000)	-	320,000	320,000	320,000	330,000	340,000
Transfer to Equipment Replacement Fund	90,000	105,000	90,000	-	-	90,000	90,000	95,000	95,000	100,000
Transfer to Operating Reserve Fund	-	-	5,000	-	-	5,000	5,000	5,000	5,000	-
<b>TOTAL CAPITAL/RESERVES</b>	<b>460,000</b>	<b>529,380</b>	<b>465,000</b>	<b>(50,000)</b>	<b>-</b>	<b>415,000</b>	<b>415,000</b>	<b>420,000</b>	<b>430,000</b>	<b>440,000</b>
<b>DEBT CHARGES</b>										
Golf Course	54,070	54,070	54,116	50,000	-	104,116	104,116	104,116	104,116	104,116
<b>TOTAL OPERATING, CAPITAL AND DEBT COSTS</b>	<b>4,003,293</b>	<b>3,988,833</b>	<b>4,133,356</b>	<b>180,240</b>	<b>-</b>	<b>4,313,596</b>	<b>4,429,088</b>	<b>4,506,206</b>	<b>4,600,886</b>	<b>4,692,575</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Arena	(336,740)	(328,290)	(342,630)	-	-	(342,630)	(349,820)	(356,752)	(363,798)	(370,920)
Golf Course	(101,780)	(119,500)	(122,610)	-	-	(122,610)	(125,062)	(127,563)	(130,115)	(132,717)
Community Recreation	(287,480)	(307,160)	(319,620)	-	-	(319,620)	(326,024)	(332,502)	(339,157)	(345,906)
Outdoor Facilities						-				
Fitness Gym	(7,680)	-	(7,680)	(162,320)	-	(170,000)	(176,800)	(182,104)	(185,746)	(189,461)
Multi-Purpose Rooms	(11,130)	(9,000)	(11,360)	-	-	(11,360)	(11,580)	(11,790)	(13,050)	(13,050)
Concession	(69,470)	(64,270)	(70,860)	-	-	(70,860)	(72,280)	(73,720)	(75,190)	(76,700)
Pool	(399,480)	(371,080)	(411,370)	-	-	(411,370)	(423,711)	(432,185)	(440,829)	(449,646)
<b>TOTAL REVENUE</b>	<b>(1,213,760)</b>	<b>(1,199,300)</b>	<b>(1,286,130)</b>	<b>(162,320)</b>	<b>-</b>	<b>(1,448,450)</b>	<b>(1,485,278)</b>	<b>(1,516,617)</b>	<b>(1,547,885)</b>	<b>(1,578,400)</b>
Balance C/F from current to Next Year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(5,024)	(5,024)	(5,270)	-	-	(5,270)	(5,270)	(5,270)	(5,270)	(5,270)
Transfer from Operating Reserve Fund	(15,000)	(15,000)	-	-	-	-	-	-	-	-
<b>REQUISITION</b>	<b>(2,769,509)</b>	<b>(2,769,509)</b>	<b>(2,841,956)</b>	<b>(17,920)</b>	<b>-</b>	<b>(2,859,876)</b>	<b>(2,938,540)</b>	<b>(2,984,319)</b>	<b>(3,047,731)</b>	<b>(3,108,904)</b>
*Percentage increase over prior year requisition		0.0%	2.62%			3.26%	2.75%	1.56%	2.12%	2.01%
PARTICIPANTS: District of Sooke, Sooke Recreation SA #6										
AUTHORIZED POSITIONS:										
Salaried	17.10	17.10	17.10	1.50	0.00	18.60	18.60	18.60	18.60	18.60

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>SEAPARC - ARENA, GOLF COURSE &amp; RECREATION SERVICES</b>										
<u>OPERATING COSTS - ARENA</u>										
Salaries and Wages	168,545	161,000	178,470	-	-	178,470	182,137	184,571	188,368	192,244
Internal Allocations - Maintenance	265,280	265,280	247,210	16,330	-	263,540	270,204	271,259	277,201	284,272
Internal Allocations - Operations	280,160	271,660	292,520	-	-	292,520	300,859	304,338	310,425	316,633
Utility	88,950	79,000	92,610	-	-	92,610	94,768	96,664	98,299	100,265
Other Internal Allocations & Insurance	129,747	129,743	145,010	-	-	145,010	154,740	164,796	168,235	171,742
Maintenance & Operating Supplies	89,180	86,150	95,250	-	-	95,250	97,029	98,843	99,584	101,550
Contingency	10,000	-	10,000	-	-	10,000	10,200	10,404	10,612	10,824
	<b>1,031,862</b>	<b>992,833</b>	<b>1,061,070</b>	<b>16,330</b>	<b>-</b>	<b>1,077,400</b>	<b>1,109,937</b>	<b>1,130,874</b>	<b>1,152,723</b>	<b>1,177,530</b>
<u>OPERATING COSTS - GOLF COURSE</u>										
Salaries and Wages	68,340	85,000	29,710	45,570	-	75,280	75,556	76,265	77,860	79,489
Internal Allocations - Maintenance	10,080	10,080	11,740	1,000	-	12,740	14,015	14,295	14,581	14,873
Internal Allocations - Operations	11,180	11,180	11,930	-	-	11,930	12,169	12,412	12,660	12,913
Utility	4,040	2,000	4,120	-	-	4,120	4,202	4,286	4,372	4,460
Maintenance & Supplies & Operating Cost	36,450	29,000	35,630	-	-	35,630	36,343	37,069	37,811	38,567
	<b>130,090</b>	<b>137,260</b>	<b>93,130</b>	<b>46,570</b>	<b>-</b>	<b>139,700</b>	<b>142,285</b>	<b>144,328</b>	<b>147,285</b>	<b>150,302</b>
<u>OPERATING COSTS - RECREATION PROGRAMS</u>										
Salaries and Wages	411,135	424,520	439,780	-	-	439,780	449,308	456,911	466,001	475,247
Internal Allocations - Maintenance	19,710	19,710	19,540	-	-	19,540	19,931	20,330	20,737	21,152
Internal Allocations - Operations	149,590	145,190	155,360	-	-	155,360	158,467	161,636	164,869	168,166
Operating Other	85,030	83,910	95,380	-	-	95,380	96,619	98,559	100,160	101,183
Contingency	-	-	-	-	-	-	-	-	-	-
	<b>665,465</b>	<b>673,330</b>	<b>710,060</b>	<b>-</b>	<b>-</b>	<b>710,060</b>	<b>724,325</b>	<b>737,436</b>	<b>751,766</b>	<b>765,749</b>
<u>OPERATING COSTS - FITNESS GYM</u>										
Salaries and Wages	7,680	11,000	45,570	30,000	-	75,570	89,420	93,490	97,440	99,430
Internal Allocations - Maintenance	2,000	2,000	2,000	42,340	-	44,340	45,900	46,818	47,754	48,709
Internal Allocations - Operations	15,000	15,000	20,000	-	-	20,000	20,400	20,808	21,224	21,649
Operating Other	-	-	-	14,000	-	14,000	17,340	17,687	18,041	18,401
Consultant Expenses	15,000	15,000	-	-	-	-	-	-	-	-
	<b>39,680</b>	<b>43,000</b>	<b>67,570</b>	<b>86,340</b>	<b>-</b>	<b>153,910</b>	<b>173,060</b>	<b>178,803</b>	<b>184,459</b>	<b>188,189</b>

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>SEAPARC - ARENA, GOLF COURSE &amp; RECREATION SERVICES</b>										
<u>OUTDOOR FACILITIES</u>	37,560	35,630	38,500	-	-	38,500	39,650	40,313	40,989	41,679
<u>MULTI-PURPOSE ROOMS</u>	43,150	40,540	47,520	-	-	47,520	46,084	47,005	47,945	48,904
<u>CONCESSION</u>	55,800	52,600	56,980	-	-	56,980	58,120	59,310	60,500	61,700
<b>TOTAL OPERATING COSTS</b>	<b>2,003,607</b>	<b>1,975,193</b>	<b>2,074,830</b>	<b>149,240</b>	<b>-</b>	<b>2,224,070</b>	<b>2,293,460</b>	<b>2,338,070</b>	<b>2,385,668</b>	<b>2,434,053</b>
*Percentage Increase		-1.4%	3.55%			11.00%	3.1%	1.9%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve fund	370,000	424,380	370,000	(50,000)	-	320,000	320,000	320,000	330,000	340,000
Transfer to Equipment Replacement Fund	90,000	105,000	90,000	-	-	90,000	90,000	95,000	95,000	100,000
Transfer to Operating Reserve Fund	-	-	5,000	-	-	5,000	5,000	5,000	5,000	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>460,000</b>	<b>529,380</b>	<b>465,000</b>	<b>(50,000)</b>	<b>-</b>	<b>415,000</b>	<b>415,000</b>	<b>420,000</b>	<b>430,000</b>	<b>440,000</b>
						-9.78%				
DEBT CHARGES	54,070	54,070	54,116	50,000	-	104,116	104,116	104,116	104,116	104,116
<b>TOTAL COSTS RECREATION SERVICES</b>	<b>2,517,677</b>	<b>2,558,643</b>	<b>2,593,946</b>	<b>149,240</b>	<b>-</b>	<b>2,743,186</b>	<b>2,812,576</b>	<b>2,862,186</b>	<b>2,919,784</b>	<b>2,978,169</b>
<u>OPERATION AND OVERHEAD COSTS</u>										
Salaries and Wages	477,630	474,390	501,860	-	-	501,860	512,659	513,957	524,877	536,164
System Services & Telephone	80,990	78,490	84,340	-	-	84,340	90,244	96,350	97,572	99,528
Advertising	82,110	82,130	87,400	-	-	87,400	89,148	90,931	91,772	93,607
Travel, Training & Consultants	40,400	33,600	40,510	-	-	40,510	41,320	42,147	42,147	42,990
Operating - Other	54,168	47,340	57,140	-	-	57,140	58,283	59,448	59,476	60,665
<b>TOTAL OPERATION AND OVERHEAD COSTS</b>	<b>735,298</b>	<b>715,950</b>	<b>771,250</b>	<b>-</b>	<b>-</b>	<b>771,250</b>	<b>791,654</b>	<b>802,833</b>	<b>815,844</b>	<b>832,954</b>
<u>MAINTENANCE COSTS - SALARIES</u>	<b>669,400</b>	<b>669,400</b>	<b>649,900</b>	<b>80,670</b>	<b>-</b>	<b>730,570</b>	<b>747,274</b>	<b>751,523</b>	<b>767,625</b>	<b>785,070</b>
<b>TOTAL OVERHEAD &amp; MAINTENANCE COSTS</b>	<b>1,404,698</b>	<b>1,385,350</b>	<b>1,421,150</b>	<b>80,670</b>	<b>-</b>	<b>1,501,820</b>	<b>1,538,928</b>	<b>1,554,356</b>	<b>1,583,468</b>	<b>1,618,025</b>
Internal Recovery - Operations	(735,300)	(715,950)	(771,250)	-	-	(771,250)	(791,654)	(802,833)	(815,844)	(832,954)
Internal Recovery - Maintenance	(669,400)	(669,400)	(649,900)	(80,670)	-	(730,570)	(747,274)	(751,523)	(767,625)	(785,070)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>2,517,675</b>	<b>2,558,643</b>	<b>2,593,946</b>	<b>149,240</b>	<b>-</b>	<b>2,743,186</b>	<b>2,812,577</b>	<b>2,862,186</b>	<b>2,919,783</b>	<b>2,978,170</b>

SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES	BUDGET REQUEST						FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>FUNDING SOURCES (REVENUE)</b>										
Estimated balance C/F from current to Next year										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Arena - Fee Charges	(50,950)	(45,000)	(51,120)	-	-	(51,120)	(52,363)	(53,353)	(54,322)	(55,387)
Arena - Rental Income	(285,790)	(283,290)	(291,510)	-	-	(291,510)	(297,457)	(303,399)	(309,476)	(315,533)
Golf Course - Fee Charges	(75,500)	(93,500)	(95,510)	-	-	(95,510)	(97,420)	(99,369)	(101,356)	(103,383)
Golf Course - Rental and Sales Income	(26,280)	(26,000)	(27,100)	-	-	(27,100)	(27,642)	(28,195)	(28,759)	(29,334)
Recreation - Fee Charges	(281,440)	(306,660)	(318,560)	-	-	(318,560)	(324,944)	(331,402)	(338,037)	(344,786)
Recreation - Other Misc Income	(6,040)	(500)	(1,060)	-	-	(1,060)	(1,080)	(1,100)	(1,120)	(1,120)
Fitness Gym - Fee Charges	(7,680)	-	(7,680)	(162,320)	-	(170,000)	(176,800)	(182,104)	(185,746)	(189,461)
Multi-Purpose Room - Rental Income	(11,130)	(9,000)	(11,360)	-	-	(11,360)	(11,580)	(11,790)	(13,050)	(13,050)
Concession - Sales and Commissions	(69,470)	(64,270)	(70,860)	-	-	(70,860)	(72,280)	(73,720)	(75,190)	(76,700)
Grants in Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(15,000)	(15,000)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(829,280)</b>	<b>(843,220)</b>	<b>(874,760)</b>	<b>(162,320)</b>	<b>-</b>	<b>(1,037,080)</b>	<b>(1,061,567)</b>	<b>(1,084,432)</b>	<b>(1,107,056)</b>	<b>(1,128,755)</b>
<b>REQUISITION &amp; PILT</b>	<b>(1,688,395)</b>	<b>(1,715,423)</b>	<b>(1,719,186)</b>	<b>13,080</b>	<b>-</b>	<b>(1,706,106)</b>	<b>(1,751,010)</b>	<b>(1,777,754)</b>	<b>(1,812,727)</b>	<b>(1,849,415)</b>
*Percentage Increase		1.6%	1.82%			1.05%	2.6%	1.5%	2.0%	2.0%
PARTICIPANTS: District of Sooke, Portion of JDF										
AUTHORIZED POSITIONS:										
AUTHORIZED POSITIONS: Salaried	13.95	13.95	13.95	1.50	0.00	15.45	15.45	15.45	15.45	15.45

SEAPARC - SWIMMING POOL	BUDGET REQUEST						FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>OPERATION COSTS</b>										
Salaries and Wages	574,690	560,000	622,150	-	-	622,150	639,808	653,433	671,869	683,674
Internal Allocations - Maintenance	332,860	332,860	324,920	21,000	-	345,920	354,231	354,968	362,622	370,440
Internal Allocations - Operations	272,250	265,800	284,190	-	-	284,190	292,364	296,096	298,973	305,745
Utility	125,434	112,400	117,240	10,000	-	127,240	132,464	135,720	139,733	142,487
Operating - Supplies	82,710	71,450	86,720	-	-	86,720	89,193	90,964	92,781	94,603
Other Internal Allocations & Insurance	33,472	33,480	38,190	-	-	38,190	41,132	44,173	45,085	46,016
Maintenance	54,200	54,200	56,000	-	-	56,000	57,120	58,262	59,428	60,616
Contingency	10,000	-	10,000	-	-	10,000	10,200	10,404	10,612	10,824
<b>TOTAL OPERATING COSTS</b>	<b>1,485,616</b>	<b>1,430,190</b>	<b>1,539,410</b>	<b>31,000</b>	<b>-</b>	<b>1,570,410</b>	<b>1,616,512</b>	<b>1,644,020</b>	<b>1,681,102</b>	<b>1,714,406</b>
*Percentage Increase		-3.7%	3.62%			5.71%				
<b>FUNDING SOURCES (REVENUE)</b>										
Estimated balance C/F from current to Next year			-		-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Fees	(365,400)	(339,000)	(376,580)	-	-	(376,580)	(387,877)	(395,635)	(403,548)	(411,619)
Other Income	(14,080)	(12,080)	(12,840)	-	-	(12,840)	(13,225)	(13,490)	(13,760)	(14,035)
Rental Income	(20,000)	(20,000)	(21,950)	-	-	(21,950)	(22,609)	(23,061)	(23,522)	(23,992)
<b>TOTAL REVENUE</b>	<b>(399,480)</b>	<b>(371,080)</b>	<b>(411,370)</b>	<b>-</b>	<b>-</b>	<b>(411,370)</b>	<b>(423,711)</b>	<b>(432,185)</b>	<b>(440,829)</b>	<b>(449,646)</b>
<b>REQUISITION &amp; PILT</b>	<b>(1,086,136)</b>	<b>(1,059,110)</b>	<b>(1,128,040)</b>	<b>(31,000)</b>	<b>-</b>	<b>(1,159,040)</b>	<b>(1,192,801)</b>	<b>(1,211,835)</b>	<b>(1,240,273)</b>	<b>(1,264,760)</b>
*Percentage Increase		-2.5%	3.86%			6.71%	2.9%	1.6%	2.3%	2.0%
PARTICIPANTS: District of Sooke, Portion of JDF										
AUTHORIZED POSITIONS:										
AUTHORIZED POSITIONS: Salaried	3.15	3.15	3.15	0.00	0.00	3.15	3.15	3.15	3.15	3.15

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

<b>Service No.</b>	<b>1.40X</b>	<b>Carry Forward from 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$424,500	\$400,000	\$9,500	\$330,000	\$0	\$0	\$739,500
Equipment	E	\$110,000	\$205,200	\$183,200	\$113,700	\$116,000	\$66,000	\$684,100
Land	L	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000
Engineered Structures	S	\$0	\$35,000	\$0	\$0	\$250,000	\$0	\$285,000
Vehicles	V	\$0	\$30,000	\$0	\$0	\$30,000	\$0	\$60,000
		<b>\$534,500</b>	<b>\$670,200</b>	<b>\$192,700</b>	<b>\$443,700</b>	<b>\$396,000</b>	<b>\$566,000</b>	<b>\$2,268,600</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt ( New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000
Equipment Replacement Fund	ERF	\$69,000	\$89,200	\$38,200	\$108,700	\$66,000	\$66,000	\$368,100
Grants (Federal, Provincial)	Grant	\$400,000	\$0	\$70,000	\$0	\$0	\$0	\$70,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$40,500	\$581,000	\$84,500	\$335,000	\$330,000	\$0	\$1,330,500
Short Term Loans	STLoan	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Utility	WU	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$534,500</b>	<b>\$670,200</b>	<b>\$192,700</b>	<b>\$443,700</b>	<b>\$396,000</b>	<b>\$566,000</b>	<b>\$2,268,600</b>



**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2019 & Forecast 2020 to 2024

**Service #:** 1.40X  
**Service Name:** SEAPARC

**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),

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total	
16-01	Study	SAP/PM Asset Mgmt. module	Asset inventory and preventive maintenance	\$35,000	E	Cap	25,000		-	-	-	-	\$0	
					E	Res	10,000						\$0	
16-02	Renewal	Building Renewal	Building assessment and repairs	\$189,000	B	Cap		-	-	-	-	-	\$0	
					B	Res		-	-	130,000	-	-	\$130,000	
17-06	Replacement	Mechanical Equipment	Replacement of pumps/motors/electrical/hvac	N/A	E	ERF		35,000	25,000	20,000	30,000	30,000	\$140,000	
17-08	Replacement	Computer Replacement	Replacement of computers	N/A	E	ERF		2,700	7,200	2,700	-	-	\$12,600	
17-09	New	Facility Expansion	New fitness building expansion	\$3,410,170	B	Cap	-	-	-	-	-	-	\$0	
					B	Res		400,000	-	-	-	-	\$400,000	
18-01	Replacement	Pool Lectorator System	Replacement of lectionator system	N/A	E	ERF		6,000	6,000	6,000	6,000	6,000	\$30,000	
18-02	Replacement	Pool Tile Re-Grout	Replacement pool tile grout	\$19,000	B	Res	9,500	-	9,500	-	-	-	\$9,500	
18-03	Renewal	Oil Separators	Renewal oil separators	\$7,500	E	ERF	7,500	-	-	-	-	-	\$0	
18-04	Renewal	Compressor Drive Motors	Renewal compressor drive motors	\$13,000	E	ERF	6,500	3,500	-	-	-	-	\$3,500	
18-05	Renewal	Network/Phone System	Renewal network/phone system	\$40,000	E	ERF	40,000	-	-	-	-	-	\$0	
18-06	Renewal	Golf Course Irrigation Upgrade	Renewal golf course irrigation upgrade	\$22,000	E	Res		26,000	5,000	5,000	-	-	\$36,000	
18-07	Renewal	Access improvements	Facility improvements 15k/5k grant	\$15,000	B	Res	15,000	-	-	-	-	-	\$0	
18-09	Replacement	Grounds Equipment	Mower/Tractor Replacement	\$15,000	E	ERF	15,000	-	-	45,000	-	30,000	\$75,000	
19-01	New	Pool Program Equipment	Pool Program and Special Event Equipment	\$6,000	E	Res	6,000	-	-	-	-	-	\$0	
19-02	New	Fitness Equipment Purchase/Lease	New fitness equipment lease	\$50,000	E	Res	-	50,000	-	-	-	-	\$50,000	
19-04	New	Multi Sport Box	Construction of Multi Sport Box	\$400,000	B	Grant	400,000	-	-	-	-	-	\$0	
20-02	Replacement	Pool Vacuum	Replacement pool vacuum	\$5,000	E	ERF	-	5,000	-	-	-	-	\$5,000	
20-03	Replacement	VFD	Replace VFD	\$7,000	E	ERF	-	7,000	-	-	-	-	\$7,000	
20-04	Renewal	Parking Lot Remediation	Renewal parking lot remediation	\$25,000	S	Res	-	25,000	-	-	-	-	\$25,000	
20-05	Replacement	Community Recreation Bus	Replacement community recreation bus	\$30,000	V	ERF	-	30,000	-	-	-	-	\$30,000	
20-06	New	Utility Service - Outdoor Facilities	New utility service outdoor facilities	\$10,000	S	Res	-	10,000	-	-	-	-	\$10,000	
20-08	Renewal	Electrical Distribution	Renewal electrical distribution	\$50,000	E	Res	-	50,000	-	-	-	-	\$50,000	
20-09	Replacement	Arena DHW Storage	Replacement of original hot water storage tank	\$20,000	E	Res	-	20,000	-	-	-	-	\$20,000	
21-02	New	Outdoor Activity Space Development	New outdoor activity space development	\$140,000	E	Res	-	-	70,000	-	-	-	\$70,000	
					E	Grant	-	-	70,000	-	-	-	\$70,000	
22-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$200,000	B	Res	-	-	-	200,000	-	-	\$200,000	
22-03	Renewal	Radio Upgrade	Upgrade Radio System	\$35,000	E	ERF	-	-	-	35,000	-	-	\$35,000	
23-01	Replacement	Truck	Replace pickup truck with replacement from Water	\$30,000	V	ERF	-	-	-	-	30,000	-	\$30,000	
23-02	Replacement	Chiller	Replace Ice plant chiller	\$80,000	E	Res	-	-	-	-	80,000	-	\$80,000	
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal	\$1,000,000	S	Res	-	-	-	-	250,000	-	\$250,000	
24-01	New	Land Aquisition	New land aquisition	\$500,000	L	Debt	-	-	-	-	-	500,000	\$500,000	
<b>GRAND TOTAL</b>				<b>\$5,853,670</b>				<b>\$534,500</b>	<b>\$670,200</b>	<b>\$192,700</b>	<b>\$443,700</b>	<b>\$396,000</b>	<b>\$566,000</b>	<b>\$2,268,600</b>

Service: **1.40X** **SEAPARC**

**Proj. No.** 16-01 **Capital Project Title** SAP/PM Asset Mgmt. module **Capital Project Description** Asset inventory and preventive maintenance  
**Asset Class** E - Equipment **Board Priority Area** Other **Corporate Priority Area** Recreation  
**Project Rationale** Asset inventory and maintenance management has been identified to better manage facilities and equipment. Implementation will ensure accurate tracking of asset maintenance and condition, help prevent facility closures and ensure accurate budget planning.

**Proj. No.** 16-02 **Capital Project Title** Building Renewal **Capital Project Description** Building assessment and repairs  
**Asset Class** B - Buildings **Board Priority Area** Other **Corporate Priority Area** Recreation  
**Project Rationale** Exterior finishes will have been in service for at least 19 years with no significant alterations. In order to ensure and building envelope integrity, and aesthetic appearance, repair and painting are required.

**Proj. No.** 17-06 **Capital Project Title** Mechanical Equipment **Capital Project Description** Replacement of  
**Asset Class** E - Equipment **Board Priority Area** Other **Corporate Priority Area** Recreation  
**Project Rationale** Detail of replacement schedule of mechanical items is still in progress as part of the maintenance management system implementation. Items scheduled for 2017 include main circulation pump for hot tub, lap pool DX pump, boiler loop circulation pump, hot tub heat exchanger.

**Proj. No.** 17-08 **Capital Project Title** Computer Replacement **Capital Project Description** Replacement of computers  
**Asset Class** E - Equipment **Board Priority Area** Other **Corporate Priority Area** Recreation  
**Project Rationale** CRD IT's infrastructure renewal plan for replacement

**Proj. No.** 17-09 **Capital Project Title** Facility Expansion **Capital Project Description** New fitness building expansion  
**Asset Class** B - Buildings **Board Priority Area** Other **Corporate Priority Area** Recreation  
**Project Rationale** Addition of a gym and multipurpose workout space has been identified in the strategic plan as an important and desired enhancement by the residents of Sooke and JDF Electoral Area. Current gym space is limited to the existing multipurpose rooms that are being used to capacity.

**Proj. No.** 18-01 **Capital Project Title** Pool Lectorator System **Capital Project Description** Replacement of lectionator system  
**Asset Class** E - Equipment **Board Priority Area** Other **Corporate Priority Area** Recreation  
**Project Rationale** The pool disinfection system requiries is critical to the provision of safe water for the pool operation. Replacements for the controllers and cells is required and figures are based on previous years requirements and assesment of current equipment.

**Proj. No.** 18-02 **Capital Project Title** Pool Tile Re-Grout **Capital Project Description** Replacement pool tile arout  
**Asset Class** B - Buildings **Board Priority Area** Other **Corporate Priority Area** Recreation  
**Project Rationale** Sections of the pool deck, lap and leisure pool tanks, and changerooms require remediation. All areas have been in service without significant repair for 5 years.

Service: **1.40X** **SEAPARC**

**Proj. No.** 18-03 **Capital Project Title** Oil Separators **Capital Project Description** Renewal oil separators  
**Asset Class** E - Equipment **Board Priority Area** Other **Corporate Priority Area** Recreation  
**Project Rationale** Oil Separators have been identified by the refrigeration contractor as in need of replacement after 20 years. Installed in 1998.

**Proj. No.** 18-04 **Capital Project Title** Compressor Drive Motors **Capital Project Description** Renewal compressor drive motors  
**Asset Class** E - Equipment **Board Priority Area** Other **Corporate Priority Area** Recreation  
**Project Rationale** Preventiave measure to ensure no interruption of service, motor has been in service since 1998.

**Proj. No.** 18-05 **Capital Project Title** Network/Phone System **Capital Project Description** Renewal network/phone system  
**Asset Class** E - Equipment **Board Priority Area** Other **Corporate Priority Area** Recreation  
**Project Rationale** Phone system was installed in 2000 and while serviceable is lacking in some functionality and increasingly componenets are being replaced on a one off basis. SEAPARC's nework connection also requires more bandwidth.

**Proj. No.** 18-06 **Capital Project Title** Golf Course Irriqaiton Upgrade **Capital Project Description** Renewal golf course irriqaiton upgrade  
**Asset Class** E - Equipment **Board Priorityv Area** Other **Corporate Priorityv Area** Recreation  
**Project Rationale** Consultation with TORO Canada has provided some options for enhancing the control of the irrigation system. It is expected that upgrading the control system will allow for more efficient use of the limited water resource and result in better turf conditions as well as some savings in staffing.

**Proj. No.** 18-07 **Capital Project Title** Access improvements **Capital Project Description** Facility improvements 15k/5k grant  
**Asset Class** B - Buildings **Board Priority Area** Other **Corporate Priority Area** Recreation  
**Project Rationale** SEAPARC requires functional upgrades to assist individuals with mobility challenges to access services

**Proj. No.** 18-09 **Capital Project Title** Grounds Equipment **Capital Project Description** Mower/Tractor Replacement  
**Asset Class** E - Equipment **Board Priority Area** Other **Corporate Priority Area** Recreation  
**Project Rationale** Purchase of used grounds equipment for both primary and back up use

**Proj. No.** 19-01 **Capital Project Title** Pool Program Equipment **Capital Project Description** Pool Program and Special Event  
**Asset Class** E - Equipment **Board Priority Area** Other **Corporate Priority Area** Recreation  
**Project Rationale** Pool inflatables will have been in service for over 7 years replacement will be required due to physical condition.

Service: 1.40X SEAPARC			
<b>Proj. No.</b> 19-02 <b>Asset Class</b> E - Equipment	<b>Capital Project Title</b> Fitness Equipment Purchase/Lease <b>Board Priority Area</b> Other	<b>Capital Project Description</b> New fitness equipment lease <b>Corporate Priority Area</b> Recreation	<b>Project Rationale</b> <i>The construction of the facility addition, fitness equipment will be required to ensure revenue generation from the new space. It is intended to spread this investment over five years due to budget constraints and to ensure the most advanced equipment.</i>
<b>Proj. No.</b> 19-04 <b>Asset Class</b> B - Buildings	<b>Capital Project Title</b> Multi Sport Box <b>Board Priority Area</b> Other	<b>Capital Project Description</b> Construction of Multi Sport Box <b>Corporate Priority Area</b> Recreation	<b>Project Rationale</b> <i>District of Sooke has identified property District property in Sun River dedicated to recreation development. SEAPARC will play a role in developing, constructing and operating this new amenity. Project is subject to funding from the District of Sooke</i>
<b>Proj. No.</b> 20-02 <b>Asset Class</b> E - Equipment	<b>Capital Project Title</b> Pool Vacuum <b>Board Priority Area</b> Other	<b>Capital Project Description</b> Replacement pool vacuum <b>Corporate Priority Area</b> Recreation	<b>Project Rationale</b> <i>Vacuum is critical to pool maintenance and will have been in service for 7 years which historically has been when previous equipment cost of maintenance has dictated replacement.</i>
<b>Proj. No.</b> 20-03 <b>Asset Class</b> E - Equipment	<b>Capital Project Title</b> VFD <b>Board Priority Area</b> Other	<b>Capital Project Description</b> Replace VFD <b>Corporate Priority Area</b> Recreation	<b>Project Rationale</b> <i>VFD for the pool river run will have been in service for over 8 years and given the nature of the pool environment will be required for replacement..</i>
<b>Proj. No.</b> 20-04 <b>Asset Class</b> S - Engineering Structure	<b>Capital Project Title</b> Parking Lot Remediation <b>Board Priority Area</b> Other	<b>Capital Project Description</b> Renewal parking lot remediation <b>Corporate Priority Area</b> Recreation	<b>Project Rationale</b> <i>Sections of the parking lot were replaced in 2015 after 15 years service and it is anticipated that other areas starting to show signs of deterioration will require remediation in 2020.</i>
<b>Proj. No.</b> 20-05 <b>Asset Class</b> V - Vehicles	<b>Capital Project Title</b> Community Recreation Bus <b>Board Priority Area</b> Other	<b>Capital Project Description</b> Replacement community recreation bus <b>Corporate Priority Area</b> Recreation	<b>Project Rationale</b> <i>2007 Chevy Express Van will be due for replacement due to vehicle age.</i>
<b>Proj. No.</b> 20-06 <b>Asset Class</b> S - Engineering Structure	<b>Capital Project Title</b> Utility Service - Outdoor Facilities <b>Board Priority Area</b> Other	<b>Capital Project Description</b> New utility service outdoor facilities <b>Corporate Priority Area</b> Recreation	<b>Project Rationale</b> <i>Construction of outdoor activity space</i>

Service: 1.40X SEAPARC					
Proj. No.	20-08	Capital Project Title	Electrical Distribution	Capital Project Description	Renewal electrical distribution
Asset Class	E - Equipment	Board Priority Area	Other	Corporate Priority Area	Recreation
Project Rationale <i>Electrical distribution for the arena facility has been in place since 1975. The electrical service must have been identified as an item requiring attention within the next 5 years.</i>					
Proj. No.	20-09	Capital Project Title	Arena DHW Storage	Capital Project Description	Replacement of original hot water storage
Asset Class	E - Equipment	Board Priority Area	Other	Corporate Priority Area	Recreation
Project Rationale <i>Tanks service life will be ending</i>					
Proj. No.	21-02	Capital Project Title	Outdoor Activity Space Development	Capital Project Description	New outdoor activity space development
Asset Class	E - Equipment	Board Priority Area	Other	Corporate Priority Area	Recreation
Project Rationale <i>Strategic plan, and user feedback, along with current recreation trends, identify outdoor activity space as a community need and will help create capacity to</i>					
Proj. No.	22-02	Capital Project Title	Pool Roof Replacement	Capital Project Description	Pool Roof Replacement
Asset Class	B - Buildings	Board Priority Area	Other	Corporate Priority Area	Recreation
Project Rationale <i>Building envelope evaluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on</i>					
Proj. No.	22-03	Capital Project Title	Radio Upgrade	Capital Project Description	Upgrade Radio System
Asset Class	E - Equipment	Board Priority Area	Other	Corporate Priority Area	Recreation
Project Rationale <i>Radio system has been in service for over 20 years. Intermittent service issues have been experienced and upgrading components and altering system</i>					
Proj. No.	23-01	Capital Project Title	Truck	Capital Project Description	Replace pickup truck with replacement
Asset Class	V - Vehicles	Board Priority Area	Other	Corporate Priority Area	Recreation
Project Rationale <i>Truck is a 2003 model is past general replacement timelines for CRD Fleet vehicle replacements. Given annual mileage is low, and generally restricted to local</i>					
Proj. No.	23-02	Capital Project Title	Chiller	Capital Project Description	Replace Ice plant chiller
Asset Class	E - Equipment	Board Priority Area	Other	Corporate Priority Area	Recreation
Project Rationale <i>Arena ice plant chiller was replaced in 2004. Given the critical nature of the equipment to arena ice operations, life and safety risk associated with failure, and</i>					
Proj. No.	23-03	Capital Project Title	Skate Park Renewal	Capital Project Description	Replacement skate park renewal
Asset Class	S - Engineering Structure	Board Priority Area	Other	Corporate Priority Area	Recreation
Project Rationale <i>Identified during asset management review and user feedback as in need of renewal and upgrades. Concrete surface is exhibiting areas of wear do to age.</i>					
Proj. No.	24-01	Capital Project Title	Land Acquisition	Capital Project Description	New land acquisition
Asset Class	L - Land	Board Priority Area	Other	Corporate Priority Area	Recreation
Project Rationale <i>Identified in strategic plan as ongoing priority to address continued growth in the service area and demand for recreational opportunities.</i>					

**1.40X SEAPARC**  
**Operating Reserve Summary**  
**2020 - 2024 Financial Plan**

**Profile**

**SEAPARC**

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

**Summary**

Reserve/Fund Summary	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Projected year end balance							
Operating Reserve	15,780	1,140	6,140	11,140	16,140	21,140	21,140
Operating Reserve - Legacy Fund	1,842	1,887	1,887	1,887	1,887	1,887	1,887
<b>Total projected year end balance</b>	<b>17,622</b>	<b>3,027</b>	<b>8,027</b>	<b>13,027</b>	<b>18,027</b>	<b>23,027</b>	<b>23,027</b>

See attached reserve schedules for projected annual cash flows.

1.40X Sooke and Electoral Area Recreation and Facilities (SEAPARC)  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

**Sooke and Electoral Area Recreation and Facilities (SEAPARC)**

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

Operating Reserve Schedule - FC 105301

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	15,413	15,780	1,140	6,140	11,140	16,140	21,140
Planned Purchase		(15,000)	-	-	-	-	-
Transfer from Ops Budget		-	5,000	5,000	5,000	5,000	-
Interest Income*	367	360					
<b>Total projected year end balance</b>	<b>15,780</b>	<b>1,140</b>	<b>6,140</b>	<b>11,140</b>	<b>16,140</b>	<b>21,140</b>	<b>21,140</b>

Assumptions/Background:

2019: 15K for SEAPARC program service delivery evaluation and Strategic Planning

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

1.40X SEAPARC Legacy Fund  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

**SEAPARC Legacy Fund**

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

Operating Reserve Schedule - FC 105101

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	2,371	1,842	1,887	1,887	1,887	1,887	1,887
Planned Purchase							
Transfer from Ops Budget	(585)	-					
Interest Income*	56	45					
<b>Total projected year end balance</b>	<b>1,842</b>	<b>1,887</b>	<b>1,887</b>	<b>1,887</b>	<b>1,887</b>	<b>1,887</b>	<b>1,887</b>

Assumptions/Background:

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



1.40X SEAPARC Recreation Combined  
 Asset and Reserve Summary Schedule  
 2020 - 2024 Financial Plan

Asset Profile

**SEAPARC Recreation (1.401 & 1.403 Combined)**

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

Summary

Reserve/Fund Summary Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Capital Reserve	1,359,331	426,669	165,669	401,169	386,169	386,169	726,169
Equipment Replacement Fund	48,715	37,615	40,415	97,215	83,515	112,515	146,515
<b>Total projected year end balance</b>	<b>1,408,046</b>	<b>464,284</b>	<b>206,084</b>	<b>498,384</b>	<b>469,684</b>	<b>498,684</b>	<b>872,684</b>

1.40X SEAPARC Recreation Combined  
 Capital Reserve Fund Schedule  
 2020 - 2024 Financial Plan

Capital Reserve Fund Schedule

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

Capital Reserve Fund	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	1,216,480	1,359,331	426,669	165,669	401,169	386,169	386,169
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	(416,645)	(1,446,500)	(581,000)	(84,500)	(335,000)	(330,000)	-
<b>Transfer from Operating Budget</b>	535,143	481,438	320,000	320,000	320,000	330,000	340,000
<b>Interest Income*</b>	24,354	32,400	-	-	-	-	-
<b>Ending Balance \$</b>	<b>1,359,331</b>	<b>426,669</b>	<b>165,669</b>	<b>401,169</b>	<b>386,169</b>	<b>386,169</b>	<b>726,169</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.

1.40X SEAPARC Recreation Combined  
 Equipment Replacement Fund Schedule (ERF)  
 2020 - 2024 Financial Plan

**Equipment Replacement Fund Schedule (ERF)**

**ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF**

Equipment Replacement Fund	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	19,572	48,715	37,615	40,415	97,215	83,515	112,515
<b>Planned Purchase (Based on Capital Plan)</b>	(61,503)	(101,700)	(89,200)	(38,200)	(108,700)	(66,000)	(66,000)
<b>Transfer from Operating Budget</b>	90,000	90,000	92,000	95,000	95,000	95,000	100,000
<b>Equipment Disposal</b>							
<b>Interest Income*</b>	646	600	-	-	-	-	-
<b>Ending Balance \$</b>	<b>48,715</b>	<b>37,615</b>	<b>40,415</b>	<b>97,215</b>	<b>83,515</b>	<b>112,515</b>	<b>146,515</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**

## **2020 BUDGET**

### **ENVIRONMENTAL SERVICES**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**COMMITTEE OF THE WHOLE**  
**October 30, 2019**  
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**COMMITTEE OF THE WHOLE**  
**October 30, 2019**  
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**Environmental Services**

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# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **GM - Parks & Environmental Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

The General Manager provides overall direction and supporting administrative oversight for all Environmental Services as well as Regional Parks, Local Area Community Parks and 2 recreation centres.

The department and its divisions report to the Board, Hospital District Board, the Environmental Services Committee and the Regional Parks Committee.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands.

**MAXIMUM LEVY:**

N/A

**FUNDING:**

Requisition



GM REGIONAL PARKS & ENVIRONMENTAL SERVICES	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries and Wages	364,500	329,426	376,401	-	-	376,401	387,189	395,364	403,714	412,244
Contract for Services	-	6,000	3,000	-	-	3,000	-	-	-	-
Allocation - Corporate	17,470	17,470	25,987	-	-	25,987	33,858	42,033	42,874	43,731
Allocation - Human Resources	7,290	7,290	8,691	-	-	8,691	8,882	9,077	9,277	9,481
Allocation - Building Occupancy	13,970	13,970	13,543	-	-	13,543	13,841	14,146	14,457	14,775
Allocation - All other	190	190	190	-	-	190	197	202	206	210
Insurance	590	590	790	-	-	790	800	810	820	830
<b>TOTAL OPERATING COSTS</b>	<b>404,010</b>	<b>374,936</b>	<b>428,602</b>	<b>-</b>	<b>-</b>	<b>428,602</b>	<b>444,767</b>	<b>461,632</b>	<b>471,348</b>	<b>481,272</b>
*Percentage Increase over prior year						6.1%	3.8%	3.8%	2.1%	2.1%
Recovery for First Aid Officer	(70)	(70)	(90)	-	-	(90)	(92)	(94)	(96)	(98)
<b>NET COST</b>	<b>403,940</b>	<b>374,866</b>	<b>428,512</b>	<b>-</b>	<b>-</b>	<b>428,512</b>	<b>444,675</b>	<b>461,538</b>	<b>471,252</b>	<b>481,173</b>
*Percentage increase over prior year requisition						6.1%	3.8%	3.8%	2.1%	2.1%
AUTHORIZED POSITIONS:										
Salaried	2.0	2.0	2.0	-	-	2.0	2.0	2.0	2.0	2.0

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Environmental Administration Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.575 Environmental Administration Services

Committee: Parks & Environment

**DEFINITION:**

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

**PARTICIPATION:**

All Functions administered by Environmental Sustainability.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

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

**OTHER:**

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

1.575 - ENVIRONMENTAL SUSTAINABILITY - ADMIN.	BUDGET REQUEST									
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	82,476	78,833	85,875	-	-	85,875	87,530	87,849	89,732	91,655
Allocations - Summary	99,730	99,722	99,264	-	-	99,264	99,689	100,086	102,258	104,481
Operating - Other Costs - Summary	73,824	40,664	71,242	-	-	71,242	72,665	74,121	75,603	77,114
<b>TOTAL OPERATING COSTS</b>	<b>256,030</b>	<b>219,219</b>	<b>256,381</b>	<b>-</b>	<b>-</b>	<b>256,381</b>	<b>259,884</b>	<b>262,056</b>	<b>267,593</b>	<b>273,250</b>
*Percentage Increase over prior year	0.00%	-14.38%	0.14%	0.00%	0.00%	0.14%	1.37%	0.84%	2.11%	2.11%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COSTS</b>	<b>256,030</b>	<b>219,219</b>	<b>256,381</b>	<b>-</b>	<b>-</b>	<b>256,381</b>	<b>259,884</b>	<b>262,056</b>	<b>267,593</b>	<b>273,250</b>
*Percentage Increase over prior year	0.00%	-14.38%	0.14%	0.00%	0.00%	0.14%	1.37%	0.84%	2.11%	2.11%
Internal Recoveries	(256,030)	(219,219)	(256,381)	-	-	(256,381)	(259,884)	(262,056)	(267,593)	(273,250)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUNDING SOURCES (REVENUE)</b>										
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year										
PARTICIPANTS: Costs recovered internally										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	1.00	1.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Hourly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.575	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
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
		<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$50,000</b>

**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	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$50,000</b>

### CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.575  
Service Name: Environmental Administration 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  
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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-01	Replacement	Office Furniture	ERF replacement of desks, chairs, shelves	\$7,000	E	ERF		\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$35,000
20-02	Replacement	Office Equipment	ERF replacement of computers, printers	\$3,000	E	ERF		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000
<b>GRAND TOTAL</b>				<b>\$10,000</b>				<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$50,000</b>

1.575 ES Headquarters Administration  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

ES Headquarters Administration

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

Operating Reserve Schedule - FC 105523

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	41,084	42,062	43,090	43,090	43,090	43,090	43,090
Planned Purchase	-	-	-	-	-	-	-
Transfer from Ops Budget	-	-	-	-	-	-	-
Interest Income*	978	1,028	-	-	-	-	-
<b>Total projected year end balance</b>	<b>42,062</b>	<b>43,090</b>	<b>43,090</b>	<b>43,090</b>	<b>43,090</b>	<b>43,090</b>	<b>43,090</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.

1.575 Environmental Administration  
 Asset and Reserve Summary  
 2020 - 2024 Financial Plan

ERF Reserve Cash Flow (Equipment Portion)

ERF: Environmental Head Quarter/Administration support Senior Budget - ERF for Equipment

Equipment Replacement Fund Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	155,336	155,503	154,080	144,080	134,080	124,080	114,080
Planned Purchase (Based on Capital Plan)	(3,009)	(4,600)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Transfer from Operating Budget	-	-	-	-	-	-	-
Interest Income	3,176	3,176					
<b>Ending Balance \$</b>	<b>155,503</b>	<b>154,080</b>	<b>144,080</b>	<b>134,080</b>	<b>124,080</b>	<b>114,080</b>	<b>104,080</b>

Assumptions/Background:

Contributions stopped effective 2015 budget as have sufficient funds.



# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Environmental Resource Management**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**PARTICIPATION:**

All costs recovered through tipping fees.

**MAXIMUM LEVY:**

No requisition

**MAXIMUM CAPITAL DEBT:**

Authorized:	LA Bylaw 3518	12,270,000
Borrowed:	SI Bylaw 3547	(2,000,000)
	SI Bylaw 3677	(2,500,000)
	SI Bylaw 3769	(2,200,000)
Remaining:	Expired May 14, 2013	<u>\$5,570,000</u>

All previous Loan Authorizations have expired. Total debt outstanding at Dec 31, 2018 \$2,681,790  
 Final debt payments in 2026.

**COMMISSION:**

**OPERATING COSTS - REFUSE DISPOSAL:**

To be recovered through user fees

**RESERVE FUND:**

Solid Waste Refuse Disposal Reserve Fund, Bylaw No. 2164 (Sept. 8, 1993).  
 Waste Reduction Sustainability Operating Reserve Fund Bylaw No. 3867 (Nov 14, 2012).

**Change in Budget 2019 to 2020**

Service: 1.521 ERM

	Total Expenditure	%	Comments
	of total 2019 exp.		
<b>2019 Budget</b>	<b>24,441,551</b>		
<b>Change in Salaries:</b>			
Base salary change	108,087		Inclusive of collective agreement changes
0.5 FTE Transfer from CC101883	50,974		
FTE budgeted 9 months budget in 2019, full year in 2020	18,949		
Other	15,580		
<b>Total Change in Salaries</b>	<b>193,590</b>	<b>0.8%</b>	
<b>Other Changes:</b>			
Allocation - All Others	279,094	1.1%	Salaries cost increase EPRO/IWS etc.; add ongoing allocation cost from Hartland per new IBC 9b-3
Repairs and Maintenance Costs	1,269,645	5.2%	Increased Kitchen Scraps (KS) processing contract due to the significant increase in tonnage of KS being received.
Transfer to reserve fund	(944,287)	-3.9%	Decrease transfer to reserve fund
Other	105,364	0.4%	
<b>Total Other Changes</b>	<b>709,816</b>	<b>2.9%</b>	
<b>Total Changes</b>	<b>903,406</b>	<b>3.7%</b>	
<b>2020 Budget</b>	<b>25,344,957</b>		
<b>SAP</b>	<b>25,344,957</b>		
<b>Check:</b>	<b>(0)</b>		

**Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

**2019 Budget to Estimated Actuals:**

There is insignificant favourable variance of \$247K (1.01% of total expenditure) due mainly to the combination of higher revenue from kitchen scraps and lower anticipated revenues from general refuse tipping fees. This variance will be moved to Sustainability Reserve Fund, which has an expected year end balance of \$31M before this transfer.

**CAPITAL REGIONAL DISTRICT 2020 BUDGET**

PROGRAM GROUP: ERM  SUMMARY: ERM GROUP	BUDGET REQUEST						2021 Budget	2022 BUDGET	2023 BUDGET	2024 BUDGET
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 Ongoing	2020 One-Time	2020 TOTAL				
<b>GENERAL PROGRAM EXPENDITURES:</b>										
Diversion Services	11,820,775	12,160,375	13,277,294	65,780	-	13,343,074	15,414,019	13,597,766	13,671,323	13,813,146
Landfilling Services	6,814,996	6,035,834	7,127,365	62,360	-	7,189,725	7,317,565	7,495,498	7,586,262	7,746,404
Energy Recovery Services	905,817	944,317	851,422	5,060	-	856,482	848,706	860,760	864,583	874,882
<b>TOTAL OPERATING EXPENDITURES</b>	<b>19,541,588</b>	<b>19,140,526</b>	<b>21,256,081</b>	<b>133,200</b>	<b>0</b>	<b>21,389,281</b>	<b>23,580,290</b>	<b>21,954,024</b>	<b>22,122,168</b>	<b>22,434,432</b>
*Percentage Change		-2.1%	8.8%			9.5%	10.2%	-6.9%	0.8%	1.4%
Revenue - Other	(7,141,551)	(7,727,000)	(8,243,957)	-	-	(8,243,957)	(8,243,957)	(8,243,957)	(9,643,957)	(10,143,957)
<b>NET OPERATING EXPENDITURES</b>	<b>12,400,037</b>	<b>11,413,526</b>	<b>13,012,124</b>	<b>133,200</b>	<b>-</b>	<b>13,145,324</b>	<b>15,336,333</b>	<b>13,710,067</b>	<b>12,478,211</b>	<b>12,290,475</b>
<b>CAPITAL EXPENDITURES</b>										
Capital & Equip Replacement - Programs	283,000	283,000	283,000	-	-	283,000	283,000	283,000	283,000	283,000
<b>TOTAL CAPITAL EQUIPMENT</b>	<b>283,000</b>	<b>283,000</b>	<b>283,000</b>	<b>-</b>	<b>-</b>	<b>283,000</b>	<b>283,000</b>	<b>283,000</b>	<b>283,000</b>	<b>283,000</b>
Landfill Gas Revenue to Reserve	-	-	-	-	-	-	-	-	-	-
Debt Service	439,623	439,623	439,623	-	-	439,623	439,623	439,623	439,623	439,623
Transfer to Genral Capital Reserve Fund	-	-	1,244,074	-	-	1,244,074	2,345,000	3,445,000	4,870,000	5,100,000
Transfer to Reserve Fund - Annual	924,000	924,000	424,000	-	-	424,000	424,000	424,000	424,000	424,000
Transfer to Millstream Remediation Debt	320,000	320,000	320,000	-	-	320,000	62,124	61,233	61,005	61,615
<b>NET OPERATING &amp; CAPITAL EXPENDITURE</b>	<b>14,366,660</b>	<b>13,380,149</b>	<b>15,722,821</b>	<b>133,200</b>	<b>-</b>	<b>15,856,021</b>	<b>18,890,080</b>	<b>18,362,923</b>	<b>18,555,839</b>	<b>18,598,713</b>
*Percentage Change		-6.9%	9.4%			10.4%	19.1%	-2.8%	1.1%	0.2%
Transfer (From) or To Sustainability Reserve	2,933,340	3,619,851	1,378,179	(133,200)	-	1,244,979	(2,260,080)	(1,732,924)	(1,925,839)	(1,968,712)
Fund Balance Carry Forward from current year	-	-	-	-	-	-	-	-	-	-
Fund Balance Carry Forward	-	-	-	-	-	-	-	-	-	-
<b>TIPPING FEE (based on inflation)</b>	<b>(17,300,000)</b>	<b>(17,000,000)</b>	<b>(17,101,000)</b>	<b>-</b>	<b>-</b>	<b>(17,101,000)</b>	<b>(16,630,000)</b>	<b>(16,630,000)</b>	<b>(16,630,000)</b>	<b>(16,630,000)</b>
<b>\$/TONNE TIPPING FEE</b>							<b>\$ 110</b>	<b>\$ 110</b>	<b>\$ 110</b>	<b>\$ 110</b>
# FTE's Regular:	20.7	20.7	20.7	1.5	-	22.2	23.2	23.2	23.2	23.2
Term (2016-2019) - Electronic Stewardship	1	1	-	-	-	-	-	-	-	-
Term (2019-2020) - RNG Project	1	1	1	-	-	1	-	-	-	-
Term (2021-2022) - Food waste							1	1	-	-

**CAPITAL REGIONAL DISTRICT 2019 BUDGET**

PROGRAM GROUP: ERM  SUMMARY: ERM GROUP	BUDGET REQUEST									
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 Ongoing	2020 One-Time	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 BUDGET	2024 BUDGET
<b>PROGRAM EXPENDITURES:</b>										
<u>Diversion Services</u>										
Operating Expenditures	11,820,775	12,160,375	13,277,294	65,780	-	13,343,074	15,414,019	13,597,766	13,671,323	13,813,146
Fee Revenue (kitchen scraps, recycling fees)	(853,400)	(1,580,000)	(1,747,600)	-	-	(1,747,600)	(1,747,600)	(1,747,600)	(1,747,600)	(1,747,600)
EPR Revenue (MMBC, paint, electronics)	(5,521,051)	(5,500,000)	(5,671,258)	-	-	(5,671,258)	(5,671,257)	(5,671,257)	(5,671,257)	(5,671,257)
Sale of Material Revenue (metal, appliances)	(60,100)	(180,000)	(120,100)	-	-	(120,100)	(120,100)	(120,100)	(120,100)	(120,100)
<b>DIVERSION SERVICES NET COSTS</b>	<b>5,386,224</b>	<b>4,900,375</b>	<b>5,738,336</b>	<b>65,780</b>	<b>-</b>	<b>5,804,116</b>	<b>7,875,062</b>	<b>6,058,809</b>	<b>6,132,366</b>	<b>6,274,189</b>
<u>Landfilling Services</u>										
Operating Expenditures	6,814,996	6,035,834	7,127,365	62,360	-	7,189,725	7,317,565	7,495,498	7,586,262	7,746,404
Debt Expenditures	439,623	439,623	439,623	-	-	439,623	439,623	439,623	439,623	439,623
Trf to Millstream Remediation Debt	320,000	320,000	320,000	-	-	320,000	62,124	61,233	61,005	61,615
Tipping Fee Revenue (general refuse, controlled waste)	(17,300,000)	(17,000,000)	(17,101,000)	-	-	(17,101,000)	(16,630,000)	(16,630,000)	(16,630,000)	(16,630,000)
Other (permits, fines, cell tower revenue)	(107,000)	(67,000)	(105,000)	-	-	(105,000)	(105,000)	(105,000)	(105,000)	(105,000)
<b>LANDFILLING SERVICES NET REVENUE</b>	<b>(9,832,381)</b>	<b>(10,271,543)</b>	<b>(9,319,012)</b>	<b>62,360</b>	<b>-</b>	<b>(9,256,652)</b>	<b>(8,915,688)</b>	<b>(8,738,646)</b>	<b>(8,648,110)</b>	<b>(8,487,358)</b>
<u>Energy Recovery Services</u>										
Operating Expenditures	905,817	944,317	851,422	5,060	-	856,482	848,706	860,760	864,583	874,882
Other (sale of electricity)	(600,000)	(400,000)	(600,000)	-	-	(600,000)	(600,000)	(600,000)	(2,000,000)	(2,500,000)
<b>ENERGY RECOVERY SERVICES NET COSTS</b>	<b>305,817</b>	<b>544,317</b>	<b>251,422</b>	<b>5,060</b>	<b>-</b>	<b>256,482</b>	<b>248,706</b>	<b>260,760</b>	<b>(1,135,417)</b>	<b>(1,625,118)</b>
<b>TOTAL NET COSTS</b>	<b>(4,140,340)</b>	<b>(4,826,851)</b>	<b>(3,329,253)</b>	<b>133,200</b>	<b>-</b>	<b>(3,196,053)</b>	<b>(791,920)</b>	<b>(2,419,076)</b>	<b>(3,651,161)</b>	<b>(3,838,288)</b>
Transfer (From) or To Sustainability Reserve	2,933,340	3,619,851	1,378,179	(133,200)	-	1,244,979	(2,260,080)	(1,732,924)	(1,925,839)	(1,968,712)
Transfer (From) or To Genral Capital Reserve	-	-	1,244,074	-	-	1,244,074	2,345,000	3,445,000	4,870,000	5,100,000
Transfer (From) or To Recycling Depots	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
Transfer (From) or To Landfill Closure	420,000	420,000	420,000	-	-	420,000	420,000	420,000	420,000	420,000
Transfer (From) or To New Supplement for Air Space	500,000	500,000	-	-	-	-	-	-	-	-
Transfer (From) or To ERF	283,000	283,000	283,000	-	-	283,000	283,000	283,000	283,000	283,000
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>-</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>
<b>Sustainability Reserve Fund Balance</b>	<b>31,145,965</b>	<b>31,832,476</b>	<b>31,640,944</b>			<b>31,640,944</b>	<b>24,787,252</b>	<b>13,867,104</b>	<b>2,754,041</b>	<b>785,329</b>
<b>\$/TONNE TIPPING FEE</b>							110	110	110	110
# FTE's Regular:	20.7	20.7	20.7	1.50	-	22.2	23.2	23.2	23.2	23.2
Term (2016-2019) - Electronic Stewardship	1	1	-	-	-	-				
Term (2019-2020) - RNG Project	1	1	1	-	-	1				
Term (2021-2022) - Food waste							1	1	-	-

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.521	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$603,000	\$253,000	\$253,000	\$253,000	\$253,000	\$1,615,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$1,530,000	\$6,940,000	\$8,243,612	\$13,212,224	\$14,012,224	\$5,350,000	\$47,758,060
Vehicles	V	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
		<b>\$1,530,000</b>	<b>\$7,573,000</b>	<b>\$8,526,612</b>	<b>\$13,495,224</b>	<b>\$14,295,224</b>	<b>\$5,633,000</b>	<b>\$49,523,060</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$780,000	\$780,000	\$0	\$0	\$0	\$0	\$780,000
Debenture Debt ( New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$283,000	\$283,000	\$283,000	\$283,000	\$283,000	\$1,415,000
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	\$5,760,000	\$3,650,000	\$4,025,000	\$4,825,000	\$5,350,000	\$47,328,060
Reserve Fund	SRF	\$750,000	\$750,000	\$4,593,612	\$9,187,224	\$9,187,224	\$0	\$23,718,060
		<b>\$1,530,000</b>	<b>\$7,573,000</b>	<b>\$8,526,612</b>	<b>\$13,495,224</b>	<b>\$14,295,224</b>	<b>\$5,633,000</b>	<b>\$49,523,060</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.521  
Service Name: Environmental Resource Management

**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 Project Budget (2016 to 2024)	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
16-01	New	Kitchen Scraps Processing Facility Planning	Hartland North New Kitchen Scraps Proc Facility Planning	\$10,000	S	Cap	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
16-06	Renewal	Replacing of Small Equipments	Replacing of Small Equipments	\$1,200,000	E	ERF	\$0	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$1,200,000
17-01	Renewal	Gas & Leachate Collection Pipe Extension	Gas & Leachate Collection Pipe Extension	\$2,550,000	S	Res	\$0	\$700,000	\$500,000	\$500,000	\$450,000	\$400,000	\$2,550,000
17-02	Renewal	Aggregate Production for Internal Use	Aggregate Production for Internal Use	\$14,750,000	S	Res	\$0	\$3,000,000	\$2,750,000	\$2,750,000	\$2,750,000	\$3,500,000	\$14,750,000
17-04	Renewal	Progressive Closure of External Faces	Progressive Closure of External Faces	\$900,000	S	Res	\$0	\$100,000	\$200,000	\$200,000	\$200,000	\$200,000	\$900,000
17-05	Renewal	Ground/Surface Water Monitoring Upgrades	Ground/Surface Water Monitoring Upgrades	\$240,000	S	Cap	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
17-05	Renewal	Ground/Surface Water Monitoring Upgrades	Ground/Surface Water Monitoring Upgrades	\$150,000	S	Res	\$0	\$135,000	\$0	\$75,000	\$0	\$0	\$210,000
17-07	Renewal	Computer Equipment	Computer Equipment	\$65,000	E	ERF	\$0	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	\$65,000
17-09	Renewal	Vehicle Replacements	Vehicle Replacements	\$150,000	V	ERF	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
17-11	Renewal	Food Waste Transfer Station Relocation Planning	Food Waste Transfer Station Relocation Planning	\$25,000	S	Cap	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
17-12	New	Hartland Environmental Performance Model - Scoping/Procurement	Hartland Environmental Performance Model - Scoping/Procurement	\$250,000	S	Res	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
17-14	New	Landfill Gas Utilization	Landfill Gas Utilization	\$23,718,000	S	Res	\$750,000	\$750,000	\$4,593,612	\$9,187,224	\$9,187,224	\$0	\$23,718,060
18-01	New	Interim Covers - West and North Slopes	Interim Covers - West and North Slopes	\$1,200,000	S	Res	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
18-02	Renewal	Paving of Service Roads	Paving of Service Roads	\$300,000	S	Cap	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
18-02	Renewal	Paving of Service Roads	Paving of Service Roads	\$0	S	Res	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
18-03	Renewal	Cell 3 Bottom Lift Gas Wells / Leachate Drain	Cell 3 Bottom Lift Gas Wells / Leachate Drain	\$800,000	S	Res	\$0	\$300,000	\$0	\$250,000	\$0	\$250,000	\$800,000
18-05	Renewal	Controlled Waste & Asbestos Area Development	Controlled Waste & Asbestos Area Development	\$50,000	S	Res	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
18-06	New	Lower Lagoon Liner and Storage Volume Expansion	Lower Lagoon Liner and Storage Volume Expansion	\$75,000	S	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
18-06	New	Lower Lagoon Liner and Storage Volume Expansion	Lower Lagoon Liner and Storage Volume Expansion	\$0	S	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
18-07	New	Augmentation of Leachate Capture at Lower Leachate Lagoon	Augmentation of Leachate Capture at Lower Leachate Lagoon	\$85,000	S	Cap	\$85,000	\$85,000	\$0	\$0	\$0	\$0	\$85,000
18-08	New	Wheel Washing Station Upgrade	Wheel Washing Station Upgrade	\$200,000	S	Cap	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$70,000
19-01	New	Wetlands Assessment	Wetlands Assessment	\$30,000	S	Cap	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
19-02	New	Water Main Replacement - Pump House to Wheel Wash	Water Main Replacement - Pump House to Wheel Wash	\$200,000	S	Cap	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$150,000
19-03	New	Gas Plant - Backup Genset + Heal Basin Clean-Out Modification	Gas Plant - Backup Genset + Heal Basin Clean-Out Modification	\$400,000	S	Cap	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
19-04	New	Hartland North Building	Project Site Office/Scale House	\$500,000	S	Cap	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
19-05	New	Fiberoptic Cable - Hartland North Scales to Admin. Bldg.	Fiberoptic Cable - Hartland North Scales to Admin. Bldg.	\$250,000	S	Res	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000
20-01	New	Cell 3 Liner Extension	Cell 3 Liner Extension	\$1,200,000	S	Res	\$0	\$0	\$0	\$0	\$600,000	\$600,000	\$1,200,000
20-02	New	New Equipment	Fork Lift	\$50,000	E	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-03	New	New Equipment	Landfill Compactor GPS Tracking system	\$100,000	E	Res	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
20-04	New	New Scale Software	New Scale Software	\$200,000	E	Res	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
20-05	New	Fugitive Landfill Gas Mitigation	Cliff face gas control and safety improvements	\$200,000	S	Res	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
20-06	New	Fire Safety Improvements	Fire line extension and fire break installation	\$300,000	S	Res	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
22-01	Renewal	Sedimentation Pond Relining	Sedimentation Pond Relining	\$350,000	S	Res	\$0	\$0	\$0	\$0	\$350,000	\$0	\$350,000
22-02	New	Long Term Leachate Treatment Option Analysis	Long Term Leachate Treatment Option Analysis	\$75,000	S	Res	\$0	\$0	\$0	\$0	\$75,000	\$0	\$75,000
22-03	New	Site Electrical Upgrades - Lagoon Area and Others	Site Electrical Upgrades - Lagoon Area and Others	\$200,000	S	Res	\$0	\$0	\$0	\$0	\$200,000	\$0	\$200,000
<b>GRAND TOTAL</b>				<b>\$49,523,060</b>			<b>\$1,530,000</b>	<b>\$7,573,000</b>	<b>\$8,526,612</b>	<b>\$13,495,224</b>	<b>\$14,295,224</b>	<b>\$5,633,000</b>	<b>\$49,523,060</b>

Service: 1.521

Environmental Resource Management

Proj. No. 16-01

Capital Project Title Kitchen Scraps Processing Facility Planning

Capital Project Description Hartland North New Kitchen Scraps Proc Facility Planning

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

Project Rationale *This project has been set up to assist with planning related activities for processing of kitchen scraps collected within the region.*

Proj. No. 16-06

Capital Project Title Replacing of Small Equipments

Capital Project Description Replacing of Small Equipments

Asset Class Equipment

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

Project Rationale *Replacement of small equipments that have reached their end of life*

Proj. No. 16-07

Capital Project Title Fire Safety Upgrades- lagoon work/fire pump etc

Capital Project Description Fire Safety Upgrades- lagoon work/fire pump etc

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

Project Rationale *For the safety of the landfilling contractor, Hartland staff, and the prevention of damage to neighboring property and Park lands, an increased amount of water is required to fight fires effectively at Hartland without the need to transporting water to site during a fire. Long term solutions are being analyzed to find the most economic, environmental, and social solution to this water requirement. To improve fire fighting efforts until a long term solution is found, an cost effective interm solution is necessary. Options for fire suppression utilizing existing onsite lagoons and new fire pumps are being investigated.*

Proj. No. 17-01

Capital Project Title Gas & Leachate Collection Pipe Extension

Capital Project Description Gas & Leachate Collection Pipe Extension

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Environmental Protection

Project Rationale *To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing header system to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each gas well and leachate collector. The gas is then conveyed to the gas plant, and the leachate is conveyed to the lined storage lagoons and then discharged into the municipal sewer. Cost estimate is derived from historical construction information.*



Service: 1.521

Environmental Resource Management

Proj. No. 17-02

Capital Project Title Aggregate Production for Internal Use

Capital Project Description Aggregate Production for Internal Use

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *Producing aggregate annually from in-situ rock provides the CRD with a number of benefits including: prolonging the landfill life (creating landfilling airspace), providing aggregate for on-site needs, effective interception of shallow groundwater inflows, cost and space savings by not having to import aggregate, and reduced social and environmental impacts by not having to truck in aggregate. Cost estimate is derived from historical tender data.*

Proj. No. 17-04

Capital Project Title Progressive Closure of External Faces

Capital Project Description Progressive Closure of External Faces

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *As specified under the BC Ministry of Environments Landfill Criteria for Municipal Solid Waste, completed landfill areas and slopes must be closed with a progressive closure system on an annual basis. The closure system consists of a clay or synthetic cover placed over a gravel drainage layer. This progressive closure system stays in place until economies of scale makes it cost effective to proceed with installation of a final closure system.*

Proj. No. 17-05

Capital Project Title Ground/Surface Water Monitoring Upgrades

Capital Project Description Ground/Surface Water Monitoring Upgrades

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *An annual surface water quality monitoring report is required to meet current landfill regulations. To facilitate this, water samples are regularly taken and analyzed to ensure that the landfill is in compliance with surface water quality guidelines. Monitoring upgrades are required to increase the efficiency and effectiveness of this monitoring program. Repair damaged monitoring wells, reinstallation of monitoring wells and replacement of specialized equipment. Decommissioning or replacing required to confirm hydraulic trap efficacy and ensure compliance with the Hartland Landfill Operational Certificate and applicable BC Acts and Regulations. Assumes redrilling and equipment installation at four locations (86s) in Phase 2 refuse. Routine repair, reinstallation and replacement of monitoring wells and specialized equipment as required to ensure compliance with the Hartland Landfill Operational Certificate and applicable BC Acts and Regulations.*

Service: 1.521

Environmental Resource Management

Proj. No.	17-07	Capital Project Title	Computer Equipment	Capital Project Description	Computer Equipment
Asset Class	Equipment	Board Priority Area	Integrated Waste Management	Corporate Priority Area	Other
Project Rationale	Replacement of computer equipment due to end of life cycle				
Proj. No.	17-09	Capital Project Title	Vehicle Replacements	Capital Project Description	Vehicle Replacements
Asset Class	Vehicles	Board Priority Area	Integrated Waste Management	Corporate Priority Area	Other
Project Rationale	Replacement of vehicle due to end of life cycle				
Proj. No.	17-10	Capital Project Title	Hartland Landfill Cell Development Master Plan	Capital Project Description	Hartland Landfill Cell Development Master Plan
Asset Class	Engineered Structures	Board Priority Area	Integrated Waste Management	Corporate Priority Area	Regional Infrastructure
Project Rationale	An overall Cell Development Master Plan is required for Hartland that outlines long term Cell Development based on the 2016 landfill capacity. It will take into account current landfilling volumes, construction material management, leachate flows & Storage Capacity, gas collection infrastructure requirements, liner installation, and interrim, progressive and finalclosure plans. Before filling within each Cell is initiated, a detailed design complete with stamped tender drawings will be prepared in -house based on accurate and current site surveys and follow the master plan. This plan will include individual cell development plans, access roads, gas/leachate/storm water collection systems, interrim and progressive closures, and storm water diversion systems. This master plan will be updated once every 5 years to optimize air space utilization and address any unanticipated site conditions or solid waste management program changes.				
Proj. No.	17-11	Capital Project Title	Food Waste Transfer Station Relocation Planning	Capital Project Description	Food Waste Transfer Station Relocation Planning
Asset Class	Engineered Structures	Board Priority Area	Integrated Waste Management	Corporate Priority Area	Regional Infrastructure
Project Rationale	In order to minimize leachate runoff from site and reduce residential complaints surrounding odor migration, the food waste transfer station (FWTS) must be relocated. It is proposed that the FWTS be moved within the leachate collection footprint of the landfill.				

Service: 1.521

Environmental Resource Management

Proj. No. 17-12

Capital Project Title Hartland Environmental Performance Model - Scoping/Procurement (revised 2018 & 2019)

Capital Project Description Hartland Environmental Performance Model - Scoping/Procurement

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Environmental Protection

**Project Rationale** *Hartland's ground water / leachate / and surface water monitoring programs being completed and environmental monitoring compliance is being met. The groundwater, leachate, and storm water systems must be input into a modeling software so real-time monitoring can be completed.*

Proj. No. 17-14

Capital Project Title Landfill Gas Utilization

Capital Project Description Landfill Gas Utilization

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *The landfill gas is currently utilized as fuel to power a generator system to generate electricity and sold to BC Hydro. The excess landfill gas which is approximately 50% currently generated from the landfill is destructed by burning. ERM and EE have initiated a project to process the landfill gas to a higher quality could be utilized as natural gas. Fortis BC is interested to purchase the processed landfill gas from the CRD. The projected gas revenues from Fortis is significantly higher than the current arrangement with BC Hydro. This project is to carry out the feasibility study, preliminary engineering, and conduct business case and triple-bottom-line analysis, if the project proved to be feasible the detailed design and implementation will be followed.*

Proj. No. 18-01

Capital Project Title Interim Covers - West and North Slopes

Capital Project Description Interim Covers - West and North Slopes

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *Following Golder's Leachate Management Plan, once an active landfilling cell is completed, but hasn't reached future filling contours, tarping is required to shed rainwater and divert to the freshwater collection system to prevent it from entering the leachate collection system and overwhelming the leachate storage ponds. Cost estimate is derived from historical in-house cost data.*

Service: 1.521

Environmental Resource Management

Proj. No. 18-02

Capital Project Title Paving of Service Roads (revised 2018, 19, 20)

Capital Project Description Paving of Service Roads

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *The East Perimeter Service Road is built around Phase 1, and some areas of this road are partially built over refuse. Settlement has occurred in areas along this road. To improve safety of road users, road maintenance and repair are required to prevent further settlement. The base gravels underneath the settled areas must be replaced with larger gravels that will prevent the road from settlement in the future. Once the base gravels are replaced, the areas will be repaved with asphalt. Cost estimate is derived from current asphalt paving rates within the Victoria region.*

Proj. No. 18-03

Capital Project Title Cell 3 Bottom Lift Gas Wells / Leachate Drain (rev 2018)

Capital Project Description Cell 3 Bottom Lift Gas Wells / Leachate Drain

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing collection systems to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each gas well and leachate collector. The gas is then conveyed to the gas plant, and the leachate is conveyed to the lined storage lagoons and then discharged into the municipal sewer. Estimate is derived from historical costs.*

Proj. No. 18-04

Capital Project Title Annual Leachate Drain Flushing (Review)

Capital Project Description Annual Leachate Drain Flushing (Review)

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *In order to minimize leachate mounding throughout in the landfill, leachate drains have been installed in each lift of refuse once filling of that lift is complete. These leachate lines require flushing on an annual basis to prevent bio-fouling and clogging. Leachate collection zones must be identified, and a flushing schedule created in order to keep the leachate collection system running efficiently. Flushing this system will ensure the BC Ministry of Environment regulations continue to be adhered to. The leachate lines must continue to operate for the lifetime of Hartland.*

Service: 1.521

Environmental Resource Management

Proj. No. 18-05

Capital Project Title Controlled Waste & Asbestos Area Development

Capital Project Description Controlled Waste & Asbestos Area Development

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *Controlled waste and asbestos areas within the landfill footprint are required to be developed in conjunction with active cells. BC Ministry of Environment regulatory requirements must be met on a continual basis. Asbestos is a high risk material that requires proper planning and special burial to ensure safe disposal.*

Proj. No. 18-06

Capital Project Title Lower Lagoon Liner and Storage Volume Expansion (revised 2018 and 2019 budgets)

Capital Project Description Lower Lagoon Liner and Storage Volume Expansion

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *To increase the capacity of leachate storage on site, the most efficient and cost-effective way is to expand the lower lagoon. Within this project, the lower lagoon will be expanded and a liner system will be installed to prevent/minimize the risk of leachate migrating off site. Once this project is complete, Hartland's available on site leachate storage capacity will be able to handle the next 10-15 years of landfill expansion. BC Ministry of Environment regulatory requirements must be met on a continual basis regarding leachate management on site.*

Proj. No. 18-07

Capital Project Title Augmentation of Leachate Capture at Lower Leachate Lagoon (revised 2018 and 2019 budgets)

Capital Project Description Augmentation of Leachate Capture at Lower Leachate Lagoon

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *Monitoring locations north of the lower leachate lagoon have increasing concentration trends. To improve contaminant concentration trends and mitigate risk of non-compliance, additional leachate capture is recommended west of the lower leachate lagoon. Detailed scoping and procurement of hydrogeologic environmental performance model.*

Proj. No. 18-08

Capital Project Title Wheel Washing Station Upgrade (revise

Capital Project Description Wheel Washing Station Upgrade

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *The existing wheel washing station needs to be upgraded in order to manage the wastewater and sludge from the station.*

Service: 1.521

Environmental Resource Management

Proj. No. 19-01

Capital Project Title Wetlands Assessment

Capital Project Description Wetlands Assessment

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *Hartland's wetlands are ensuring effective treatment of collected stormwater before it drains offsite. Current regulatory requirements of the stormwater leaving site are being met, and continual improvement of wetlands will ensure this continues to happen in the future. A yearly wetland monitoring/improvement is required to ensure environmental compliance continues to be obtained. Cost estimate is derived from historical in-house and consultant cost data.*

Proj. No. 19-02

Capital Project Title Water Main Replacement - Pump House to Wheel Wash

Capital Project Description Water Main Replacement - Pump House to Wheel Wash

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *The current water main from the Hartland Administration Building pump house to the Wheel Wash is in need of repair. A water meter was installed on the line and a leak has been discovered.*

Proj. No. 19-03

Capital Project Title Gas Plant - Backup Genset + Heal Basin Clean-Out Modification

Capital Project Description Gas Plant - Backup Genset + Heal Basin Clean-Out Modification

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *The gas plant requires a backup genset for use during a power outage at Hartland. This genset will also be used to power two large pumps that will be used to dewater Heal Basin in the event of the micro-tunnel failure. In order for the pumps to be lowered into the Basin, a cleanout pipe modifications, new electrical pumps and connections are required.*

Proj. No. 19-04

Capital Project Title Hartland North Building

Capital Project Description Project Site Office/Scale House

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *Currently there are no offices or scales at the north site and this project will provide a scale house for the new scales, server room and interim project office until a north admin facility is developed in the future.*

Service: 1.521

Environmental Resource Management

Proj. No. 19-05

Capital Project Title Cell 3 Liner Extension

Capital Project Description Cell 3 Liner Extension

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

Project Rationale *This will provide connectivity between the existing scales at the Hartland Administration Facility and the new Scales at the new Residuals Treatment Facility Site*

Proj. No. 20-01

Capital Project Title New Equipment

Capital Project Description Fork Lift

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

Project Rationale *In order to prepare the future Phase 2 Cell 4 of Hartland for active landfilling, a liner must be installed along the north face of the filling area. This will prevent leachate from infiltrating the bedrock along the north bank, and disrupting Hartland's hydraulic trap.*

Proj. No. 20-02

Capital Project Title New Equipment

Capital Project Description Landfill Compactor GPS Tracking system

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

Project Rationale *A small to medium sized fork lift is required to help load pallets at the front end material recycling area.*

Proj. No. 20-03

Capital Project Title New Scale Software

Capital Project Description New Scale Software

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

Project Rationale *The GPS system for the landfill compactor will enable better tracking of passes, compactor use and assist with accurate grading of the waste cells. This will result in significant air space savings and minimize cover material use.*

Service: 1.521

Environmental Resource Management

Proj. No. 20-04

Capital Project Title New Scale Software

Capital Project Description New Scale Software

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *The current landfill scale software is antiquated, difficult to troubleshoot and is affecting smooth operation of the scales. This budget will allow for installation of new software at both the existing front end and the new scales at the RTF site.*

Proj. No. 20-05

Capital Project Title Fire Safety Improvements

Capital Project Description Fire line extension and fire break installation

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *Fugitive methane emissions from the decomposing waste along the Cliff rock face presents a significant health and hazard to staff and contractors on site. This project will cover the design and installation of clay caps and mitigation measures to control these emissions.*

Proj. No. 20-06

Capital Project Title Sedimentation Pond Relining

Capital Project Description Sedimentation Pond Relining

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *For the safety of the landfill site, Hartland staff, contractors and the prevention of damage to neighboring property and Park lands, a 30 to 50 m fire break along the North West of the property boundary has been planned and an extension to the fire line to the crest of Cell #2 is required to transport leachate/water to fight fires effectively at Hartland without the need to truck water to site during a fire.*

Proj. No. 22-01

Capital Project Title Long Term Leachate Treatment Option Analysis

Capital Project Description Long Term Leachate Treatment Option Analysis

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

**Project Rationale** *To prevent leakage and fines from migrating off site into the north freshwater drainage area, the sedimentation pond must be relined.*



Service: 1.521

Environmental Resource Management

Proj. No. 22-02

Capital Project Title Site Electrical Upgrades - Lagoon Area and Others

Capital Project Description Long Term Leachate Treatment Option Analysis

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

Project Rationale *To evaluate long term options for leachate treatment if current costs for disposal become cost prohibitive*

Proj. No. 22-03

Capital Project Title Site Electrical Upgrades - Lagoon Area and Others

Capital Project Description Site Electrical Upgrades - Lagoon Area and Others

Asset Class Engineered Structures

Board Priority Area Integrated Waste Management

Corporate Priority Area Regional Infrastructure

Project Rationale *Antiquated electrical systems across the site require upgrades to bring it up to current standards and code.*

1.521 Environmental Resource Management  
 Asset and Reserve Summary  
 2020 - 2024 Financial Plan

Asset Profile

Environmental Resource Management

For the SWMP-Solid Waste Disposal service, highlights include 400 tonnes of waste delivered each day to Hartland landfill, electricity recovered from landfill gas to power 1,600 homes, and successful blue box, recycling and kitchen scraps programs. Investments in site infrastructure and environmental controls support operational expansion and extension of the useful life of Hartland landfill. The Hartland site assets include the landfill, drop-off facilities, recycling and household hazardous waste area, power generating facility, aggregate production, leachate and gas collection systems, pump stations, weigh scales, generators, and secure radio communications system.

Summary

Reserve/Fund Summary	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Projected year end balance							
Operating Reserve Fund	27,540,044	31,145,965	31,640,944	24,787,252	13,867,104	2,754,041	785,329
Capital Reserve Fund	20,492,349	19,231,936	15,140,010	14,259,010	14,103,010	14,572,010	14,746,010
Equipment Replacement Fund	3,108,512	3,190,626	3,190,626	3,190,626	3,190,626	3,190,626	3,190,626
<b>Total projected year end balance</b>	<b>51,140,904</b>	<b>53,568,529</b>	<b>49,971,584</b>	<b>42,236,894</b>	<b>31,160,748</b>	<b>20,516,687</b>	<b>18,721,977</b>

1.521 Solid Waste  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

Solid Waste

Bylaw 3867 - established Operating Reserve for the ERM Service to be used by the Service for: mitigating fluctuations in tipping fee revenue and for covering operational expenditures as required, including debt servicing.

Operating Reserve Schedule - FC 105509

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	23,319,004	27,540,044	31,145,965	31,640,944	24,787,252	13,867,104	2,754,041
Planned Purchase	(350,000)	-	(750,000)	(4,593,612)	(9,187,224)	(9,187,224)	-
Transfer from Ops Budget	4,018,509	2,933,340	1,244,979	(2,260,080)	(1,732,924)	(1,925,839)	(1,968,712)
Interest Income*	552,531	672,581	-	-	-	-	-
<b>Total projected year end balance</b>	<b>27,540,044</b>	<b>31,145,965</b>	<b>31,640,944</b>	<b>24,787,252</b>	<b>13,867,104</b>	<b>2,754,041</b>	<b>785,329</b>

Assumptions/Background:

Reserve expected to stabilize upon approval for implementation of new SWMP.

1.521 Environmental Resource Management  
 Capital Reserve Fund Schedule - ERM  
 2020 - 2024 Financial Plan

**Capital Reserve Fund Schedule - ERM**

**Capital Reserve Fund ERM - Landfill Closure Portion, Capital Reserve Portion, and Recycling Depots Portion**

**Capital Reserve Fund Schedule**

Landfill Closure Portion	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	9,506,095	10,138,653	10,664,240	11,084,240	11,504,240	11,924,240	12,344,240
Planned Capital Expenditure (Based on Capital Plan)	-	-	-	-	-	-	-
Transfer IN	420,000	420,000	420,000	420,000	420,000	420,000	420,000
Interest Income*	212,558	105,587	-	-	-	-	-
<b>Ending Balance \$</b>	<b>10,138,653</b>	<b>10,664,240</b>	<b>11,084,240</b>	<b>11,504,240</b>	<b>11,924,240</b>	<b>12,344,240</b>	<b>12,764,240</b>

**Assumptions/Background:**  
 Liability reserve to fund closure of Phase 2 and post closure maintenance.

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

1.521 Environmental Resource Management  
 Capital Reserve Fund Schedule - ERM  
 2020 - 2024 Financial Plan

Capital Reserve Fund Schedule - ERM

Capital Reserve Fund ERM - Landfill Closure Portion, Capital Reserve Portion, and Recycling Depots Portion

Capital Reserve Fund Schedule

Capital Reserve Portion	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	9,550,942	9,793,094	7,503,094	2,987,168	1,682,168	1,102,168	1,147,168
Planned Capital Expenditure (Based on Capital Plan)	-	(2,290,000)	(5,760,000)	(3,650,000)	(4,025,000)	(4,825,000)	(5,350,000)
Transfer IN	26,975	-	1,244,074	2,345,000	3,445,000	4,870,000	5,100,000
Interest Income*	215,177	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>9,793,094</b>	<b>7,503,094</b>	<b>2,987,168</b>	<b>1,682,168</b>	<b>1,102,168</b>	<b>1,147,168</b>	<b>897,168</b>

**Assumptions/Background:**  
 A minimum of \$5m to be retained for possible future Leachate treatment capital work.

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

1.521 Environmental Resource Management  
 Capital Reserve Fund Schedule - ERM  
 2020 - 2024 Financial Plan

**Capital Reserve Fund Schedule - ERM**

**Capital Reserve Fund ERM - Landfill Closure Portion, Capital Reserve Portion, and Recycling Depots Portion**

**Capital Reserve Fund Schedule**

Recycling Depots/Compost Center Reserve Portion	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	56,602	60,602	64,602	68,602	72,602	76,602	80,602
Planned Capital Expenditure (Based on Capital Plan)	-	-	-	-	-	-	-
Transfer to Solid Waste Operations	-	-	-	-	-	-	-
Transfer IN	4,000	4,000	4,000	4,000	4,000	4,000	4,000
<b>Ending Balance \$</b>	<b>60,602</b>	<b>64,602</b>	<b>68,602</b>	<b>72,602</b>	<b>76,602</b>	<b>80,602</b>	<b>84,602</b>

**Assumptions/Background:**  
 Reimburse operating budget for capital expenditures spent by the following recycling depots: Pender Is, Mayne Is, Galiano, Is, Saturna Is, SSI Is, Pier's Is, Compost Center up to 2015. Compost Center only 2016 to 2020.

1.521 Environmental Resource Management  
 Capital Reserve Fund Schedule - ERM  
 2020 - 2024 Financial Plan

Capital Reserve Fund Schedule - ERM

Capital Reserve Fund ERM - Landfill Closure Portion, Capital Reserve Portion, and Recycling Depots Portion

Capital Reserve Fund Schedule

New Supplement for Air Space Reserve Portion	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	-	500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Planned Capital Expenditure (Based on Capital Plan)	-	-	-	-	-	-	-
Transfer IN	500,000	500,000	-	-	-	-	-
Ending Balance \$	500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000

**Assumptions/Background:**  
 The creation of a new air space acquisition reserve fund will provide certainty for regional residuals management capacity for the future which may include changes in design to the existing infrastructure or investments in new solid waste technologies.

1.521 Environmental Resource Management  
 ERF Reserve Fund Schedule ERM  
 2020 - 2024 Financial Plan

**ERF Reserve Fund Schedule ERM**

ERF: ERM ERF or PERS Fund for Equipment

Equipment Replacement Fund	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	2,831,608	3,108,512	3,190,626	3,190,626	3,190,626	3,190,626	3,190,626
Planned Purchase (Based on Capital Plan)	(67,811)	(283,000)	(283,000)	(283,000)	(283,000)	(283,000)	(283,000)
Transfer IN (from Ops Budget)	283,000	303,400	283,000	283,000	283,000	283,000	283,000
Disposal of equipment		-	-	-	-	-	-
Interest Income*	61,715	61,715	-	-	-	-	-
<b>Ending Balance \$</b>	<b>3,108,512</b>	<b>3,190,626</b>	<b>3,190,626</b>	<b>3,190,626</b>	<b>3,190,626</b>	<b>3,190,626</b>	<b>3,190,626</b>

**Assumptions/Background:**  
 ERF Reserve to fund replacement of computer equipment and for PERS type equipment that lasts less than 15 years. PERS (Priority Equipment Replacement); Example motors, pumps...



# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Environmental Protection and Water Quality**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.578 Environmental Protection

Committee: Parks & Environment

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Method of cost allocation is:

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

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

**Change in Budget 2019 to 2020**  
**1.578 Environmental Protection**

	Total Expenditures	% of	Comments
		2019 total Exp.	
<b>2019 Budget</b>	<b>5,924,505</b>		
<b>Change in Salaries:</b>			
Base salary change	186,720		Inclusive of collective agreement changes
Step Increase	14,253		
0.5 FTE move to ERM	(34,802)		
Other	9,176		
Total Change in Salaries	175,347	2.96%	
<b>Other Changes:</b>			
Capital cost - Vehicle + Furniture	(125,560)	-2.12%	One time water car purchase and office furniture funded by surplus
Other	7,647	0.13%	
Total Other Changes	(117,913)	-1.99%	
Total changes	57,434	0.97%	
<b>2020 Budget</b>	<b>5,981,939</b>		

**Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

There is insignificant favourable variance of \$27K(0.46% of total 2019 expenditures) due mainly to \$15K f deferred furniture purchasing to 2020 and \$12K surplus due to lower operating cost. This variance \$12K will be moved to Equipment Replacement Fund Reserve, which has an expected year end balance of \$1.2M before this transfer.

Change in Budget 2019 to 2020 Service: 1.579 Water Quality	Total Expenditures	% of	Comments
2019 Budget	1,528,900		
<b>Change in Salaries:</b>			
Base salary change	58,952		Inclusive of collective agreement changes
Step Increase	8,354		
IBC - new 2 FTEs - lab techs for CAWTP	184,488		
Total Change in Salaries	<u>251,794</u>	16%	
<b>Other Changes:</b>			
Allocations	11,905	1%	HR and IW/RWS allocation increased
Other	20,276	1%	Inflation
Total Other Changes	<u>32,181</u>	2%	
Total changes	<u>283,975</u>	19%	
2020 Budget	1,812,875		

**Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

There is insignificant favourable variance of \$9K (0.01% of total 2019 expenditures). This variance will be moved to Equipment Replacement Fund Reserve, which has an expected year end balance of \$53K before this transfer.

ENVIRONMENTAL SUSTAINABILITY - PROTECTIVE PROGRAMS DIVISION	BUDGET REQUEST									
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<u>OPERATING COSTS:</u>										
PROTECTIVE PROGRAMS DIVISION EXPENDITURES	5,791,826	5,694,535	5,966,939	-	-	5,966,939	6,115,535	6,295,133	6,429,141	6,565,967
WATER QUALITY PROGRAM DIVISION EXPENDITURES	1,528,900	1,519,623	1,609,939	202,936	-	1,812,875	1,855,300	1,865,996	1,906,016	1,946,842
<b>TOTAL OPERATING COSTS</b>	<b>7,320,726</b>	<b>7,214,158</b>	<b>7,576,878</b>	<b>202,936</b>	<b>-</b>	<b>7,779,814</b>	<b>7,970,835</b>	<b>8,161,129</b>	<b>8,335,157</b>	<b>8,512,809</b>
*Percentage Increase over prior year	0.00%	-1.46%	3.50%	2.77%	0.00%	6.27%	2.46%	2.39%	2.13%	2.13%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement	7,119	28,634	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Capital Costs	125,560	109,000	15,000	-	-	15,000	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>132,679</b>	<b>137,634</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
DEBT CHARGES	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>7,453,405</b>	<b>7,351,792</b>	<b>7,591,878</b>	<b>202,936</b>	<b>-</b>	<b>7,794,814</b>	<b>7,970,835</b>	<b>8,161,129</b>	<b>8,335,157</b>	<b>8,512,809</b>
*Percentage Increase over prior year	0.00%	-1.36%	1.86%	2.72%	0.00%	4.58%	2.26%	2.39%	2.13%	2.13%
Alloc Rcv-EnvService	(5,813,945)	(5,712,332)	(5,966,939)	-	-	(5,966,939)	(6,115,535)	(6,295,133)	(6,429,141)	(6,565,967)
Alloc Rcv-ES-Wtr Qua	(1,528,900)	(1,528,900)	(1,609,939)	(202,936)	-	(1,812,875)	(1,855,300)	(1,865,996)	(1,906,016)	(1,946,842)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>110,560</b>	<b>110,560</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>FUNDING SOURCES (REVENUE)</u>										
estimated balance C/F from current to Next year	(110,560)	(110,560)	(15,000)	-	-	(15,000)	-	-	-	-
Recovery Cost	-	-	-	-	-	-	-	-	-	-
Transfer from Ops - EnvService	-	-	-	-	-	-	-	-	-	-
Transfer from Ops - ES-Wtr Qua	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(110,560)</b>	<b>(110,560)</b>	<b>(15,000)</b>	<b>-</b>	<b>-</b>	<b>(15,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Regular FTE	53.05	53.05	53.05	1.50	0.00	54.55	55.55	55.55	55.55	55.55
Term	2.50	2.50	2.00	0.00	0.00	2.00	1.00	1.00	1.00	0.00

ENVIRONMENTAL SUSTAINABILITY - PROTECTIVE PROGRAMS DIVISION	BUDGET REQUEST						2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL				
<u>OPERATING COSTS:</u>										
Salaries and Wages	5,645,607	5,605,004	5,877,486	184,488	-	6,061,974	6,236,189	6,405,463	6,543,338	6,684,078
Allocations - Summary	1,126,355	1,123,107	1,149,692	-	-	1,149,692	1,154,949	1,164,185	1,188,317	1,212,962
Operating - Other Costs - Summary	548,764	486,047	549,700	18,448	-	568,148	579,697	591,481	603,502	615,769
<b>TOTAL OPERATING COSTS</b>	<b>7,320,726</b>	<b>7,214,158</b>	<b>7,576,878</b>	<b>202,936</b>	<b>-</b>	<b>7,779,814</b>	<b>7,970,835</b>	<b>8,161,129</b>	<b>8,335,157</b>	<b>8,512,809</b>
*Percentage Increase over prior year	0.00%	-1.46%	3.50%	2.77%	0.00%	6.27%	2.46%	2.39%	2.13%	2.13%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	7,119	28,634	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Capital Costs	125,560	109,000	15,000	-	-	15,000	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>132,679</b>	<b>137,634</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
DEBT CHARGES	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>7,453,405</b>	<b>7,351,792</b>	<b>7,591,878</b>	<b>202,936</b>	<b>-</b>	<b>7,794,814</b>	<b>7,970,835</b>	<b>8,161,129</b>	<b>8,335,157</b>	<b>8,512,809</b>
*Percentage Increase over prior year	0.00%	-1.36%	1.86%	2.72%	0.00%	4.58%	2.26%	2.39%	2.13%	2.13%
Alloc Rcv-EnvService	(7,342,845)	(7,241,232)	(7,576,878)	(202,936)	-	(7,779,814)	(7,970,835)	(8,161,129)	(8,335,157)	(8,512,809)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>110,560</b>	<b>110,560</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>FUNDING SOURCES (REVENUE)</u>										
estimated balance C/F from current to Next year	(110,560)	(110,560)	(15,000)	-	-	(15,000)	-	-	-	-
Recovery Cost	-	-	-	-	-	-	-	-	-	-
Transfer from Ops Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(110,560)</b>	<b>(110,560)</b>	<b>(15,000)</b>	<b>-</b>	<b>-</b>	<b>(15,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Regular FTE	53.05	53.05	53.05	1.50	0.00	54.55	55.55	55.55	55.55	55.55
Term	2.50	2.50	2.00	0.00	0.00	2.00	1.00	1.00	1.00	0.00

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

<b>Service No.</b>	<b>1.578</b>	<b>Carry Forward from 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$140,000	\$360,000	\$82,500	\$99,000	\$74,500	\$73,000	\$689,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$210,000	\$210,000	\$35,000	\$0	\$0	\$0	\$245,000
		<b>\$350,000</b>	<b>\$570,000</b>	<b>\$117,500</b>	<b>\$99,000</b>	<b>\$74,500</b>	<b>\$73,000</b>	<b>\$934,000</b>

**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	\$350,000	\$570,000	\$117,500	\$99,000	\$74,500	\$73,000	\$934,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$350,000</b>	<b>\$570,000</b>	<b>\$117,500</b>	<b>\$99,000</b>	<b>\$74,500</b>	<b>\$73,000</b>	<b>\$934,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

**Service #:** 1.578  
**Service Name:** Environmental Protection

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-01	Replacement	Annual Scientific/Field/Outreach equipment replacement	ERF replacement of Scientific / Field / Outreach equipment	\$225,000	E	ERF	\$40,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000
18-02	Replacement	Annual Computer equipment replacement	ERF replacement of computer equipment	\$124,000	E	ERF	\$0	\$15,000	\$27,500	\$44,000	\$19,500	\$18,000	\$124,000
18-03	Replacement	Annual vehicle replacement	ERF replacement of vehicles	\$245,000	V	ERF	\$210,000	\$210,000	\$35,000	\$0	\$0	\$0	\$245,000
18-04	Replacement	Furniture replacement	ERF replacement of furniture	\$50,000	E	ERF	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
18-05	New	E-Bikes	New e-bikes	\$15,000	E	ERF	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
19-01	Replacement	IT Database Programs	Address based database & EQIS	\$325,000	E	ERF	\$100,000	\$275,000	\$0	\$0	\$0	\$0	\$275,000
<b>GRAND TOTAL</b>				<b>\$984,000</b>			<b>\$350,000</b>	<b>\$570,000</b>	<b>\$117,500</b>	<b>\$99,000</b>	<b>\$74,500</b>	<b>\$73,000</b>	<b>\$934,000</b>



Service: 1.578 Environmental Protection

Proj. No.	18-01	Capital Project Title	Annual Scientific/Field/Outreach equipment replacement	Capital Project Description	ERF replacement of Scientific / Field / Outreach equipment
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Environmental Protection
Project Rationale		Replacement of routine sampling/outreach equipment.			

Proj. No.	18-02	Capital Project Title	Annual Computer equipment replacement	Capital Project Description	ERF replacement of computer equipment
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Environmental Protection
Project Rationale		Routine replacement of various computer equipment due to end of calculated lifecycle (4yrs). <i>Note: expense is calculated on 2019 values.</i> Each year includes a number of standard desktop/laptop replacements scheduled by IT.			

Proj. No.	18-03	Capital Project Title	Annual vehicle replacement	Capital Project Description	ERF replacement of vehicles
Asset Class	Vehicles	Board Priority Area	Other	Corporate Priority Area	Environmental Protection
Project Rationale		2020(\$375K) F11001 Dodge Caravan passenger van-Pool, F11003 Ford truck w/canopy & tow pkg-Pool, F11009 Ford Transit van (customized)-Pool/WMEP program, F12004 SmartCar-Pool, F14005 Jeep Patriot, F01111 Colorado (customized)-GeoE program, F01117 Jeep Patriot – CCC, 2021(\$55K) F14019 Dodge Caravan			

**Service: 1.578**                      **Environmental Protection**

<b>Proj. No.</b> 18-04	<b>Capital Project Title</b> Furniture	<b>Capital Project Description</b> ERF furniture replacement
<b>Asset Class</b> Furniture	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Environmental Protection
<b>Project Rationale</b> 2019 - replace desk chairs & task chairs invarious cubicles, office table and a stand-up desk for Dalia		

<b>Proj. No.</b> 18-05	<b>Capital Project Title</b> E-bikes	<b>Capital Project Description</b> New E-bikes
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Environmental Protection
<b>Project Rationale</b> 2019- Purchase three new e-bikes		

<b>Proj. No.</b> 19-01	<b>Capital Project Title</b> Address-based Database	<b>Capital Project Description</b> Address-based Database
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> Environmental Protection
<b>Project Rationale</b> Database development and maintenance - Address based database & EQIS		

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

<b>Service No.</b>	<b>1.579</b>	<b>Carry Forward from 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
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
		<b>\$0</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$30,000</b>

**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	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$30,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

**Service #:** 1.579  
**Service Name:** Environmental Water Quality

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Replacement	Furniture replacement	ERF Replacement of furniture	\$30,000	E	ERF		\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
<b>GRAND TOTAL</b>				<b>\$30,000</b>			<b>\$0</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$30,000</b>

1.578 ES Protection  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

**ES Protection**

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

Operating Reserve Schedule - FC 105525 (105522)

Operating Reserve Schedule Projected year end balance	Estimate	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	550,071	563,505	563,505	563,505	563,505	563,505
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income*	13,434	-	-	-	-	-
<b>Total projected year end balance</b>	<b>563,505</b>	<b>563,505</b>	<b>563,505</b>	<b>563,505</b>	<b>563,505</b>	<b>563,505</b>

**Assumptions/Background:**

\$500,000 is retained in the reserve for charge-out rate stabilization; 2018 transfer to reserve for planned IT database review project.

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

1.579 Env Svcs Water Quality  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

**Env Svcs Water Quality**

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

Operating Reserve Schedule - FC 105517

Operating Reserve Schedule Projected year end balance	Estimate	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	157,206	157,206	157,206	157,206	157,206	157,206
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income*	-	-	-	-	-	-
<b>Total projected year end balance</b>	<b>157,206</b>	<b>157,206</b>	<b>157,206</b>	<b>157,206</b>	<b>157,206</b>	<b>157,206</b>

**Assumptions/Background:**

2018 planned contributions for new WQ lab renovations

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

**1.578 Environmental Protection  
Asset and Reserve Summary  
2020 - 2024 Financial Plan**

**ERF Reserve Cash Flow**

ERF: Protection Senior Budget - Equipment Replacement for Equipment and Vehicles

	Estimate	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	1,202,802	1,232,421	662,421	544,921	445,921	371,421
<b>Planned Purchase (Based on Capital Plan)</b>	(65,000)	(570,000)	(117,500)	(99,000)	(74,500)	(73,000)
<b>Transfer from Operating Budget</b>	94,619	-	-	-	-	-
Interest Income*						
<b>Ending Balance \$</b>	<b>1,232,421</b>	<b>662,421</b>	<b>544,921</b>	<b>445,921</b>	<b>371,421</b>	<b>298,421</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.

**1.579 Water Quality  
Asset and Reserve Summary  
2020 - 2024 Financial Plan**

**ERF Reserve Cash Flow**

ERF: Water Quality Senior Budget - Equipment Replacement for Equipment

Fund: 1022 Fund Center 102075	Estimate	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	54,444	53,553	43,553	38,553	33,553	28,553
<b>Transfer to Cap Fund (Based on Capital Plan)</b>	(890)	(10,000)	(5,000)	(5,000)	(5,000)	(5,000)
<b>Transfer from Operating Budget</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>53,553</b>	<b>43,553</b>	<b>38,553</b>	<b>33,553</b>	<b>28,553</b>	<b>23,553</b>

**Assumptions/Background:**

ERF Reserve to fund replacement of equipment used by the staff of the Environmental Water Quality Division.  
Contributions from Operating budget reduced starting 2016.



# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Regional Source Control Program**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**DEFINITION:**

Provides for the control of the direct or indirect discharge of contaminants into or through facilities connected to sewage facilities under the regulatory authority of the Capital Regional District. Est. Bylaw No. 2402, 1996, amended Bylaw No. 2834, March 2001.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All municipalities, electoral areas and first nations taxation areas of the Capital Regional District

**MAXIMUM LEVY:**

Greater of \$1,100,000 or \$0.037 / \$1,000 of actual assessments = \$4,624,560

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Parks & Environment

**FUNDING:**

**COST APPORTIONMENT:**

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

**USER CHARGE:**

Permit fees and other fees.

**MAXIMUM REQUISITION:**

Greater of \$1,100,000 or \$0.037 / \$1,000 of net taxable value of land and improvements.

**RESERVE FUND:**

NIL

	<u>Estimated Yearly Flow</u>	<u>% of Total Flows</u>	
Saanich	9,519,763	26.69%	
Oak Bay	3,026,216	8.63%	
Victoria	12,523,977	35.38%	
Esquimalt	2,217,351	5.91%	
View Royal	847,419	2.29%	
Colwood	1,117,514	3.27%	
Langford	2,313,223	6.81%	88.98%
Sidney	1,462,104	3.77%	
Central Saanich	1,402,683	3.84%	
North Saanich	490,948	1.38%	
Esquimalt Band	17,818	0.06%	
Tseycum Band	11,509	0.03%	
Pauquachin Band	35,511	0.08%	
Songhees Band	231,025	0.57%	
D.N.D.	154,538	0.45%	
Institute of Ocean Sciences (I.O.S.)	3,067	0.02%	
Ganges Sewer	159,549	0.46%	
Maliview Sewer	18,123	0.05%	
Magic Lake Estates Sewer	103,868	0.27%	
Port Renfrew Sewer	22,861	0.05%	11.02%
<b>TOTAL</b>	<b>35,679,067</b>	<b>100.00%</b>	<b>100.00%</b>

3.755 - REGIONAL SOURCE CONTROL	BUDGET REQUEST									
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>OPERATING COSTS:</b>										
Operating - Other Costs	1,373,527	1,367,315	1,420,490	-	-	1,420,490	1,450,679	1,481,508	1,514,017	1,547,245
Contract For Services	261,000	261,200	113,500	-	-	113,500	115,997	238,549	243,798	119,638
Consultant Expenses	26,437	10,000	10,000	-	-	10,000	10,220	10,445	10,675	10,909
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>1,660,964</b>	<b>1,638,515</b>	<b>1,543,990</b>	<b>-</b>	<b>-</b>	<b>1,543,990</b>	<b>1,576,896</b>	<b>1,730,502</b>	<b>1,768,490</b>	<b>1,677,792</b>
*Percentage Increase over prior year	0.00%	-1.35%	-7.04%	0.00%	0.00%	-7.04%	2.13%	9.74%	2.20%	-5.13%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	17,947	22,449	4,149	-	-	4,149	3,667	3,191	-	4,361
<b>TOTAL CAPITAL / RESERVES</b>	<b>17,947</b>	<b>22,449</b>	<b>4,149</b>	<b>-</b>	<b>-</b>	<b>4,149</b>	<b>3,667</b>	<b>3,191</b>	<b>-</b>	<b>4,361</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>1,660,964</b>	<b>1,660,964</b>	<b>1,548,139</b>	<b>-</b>	<b>-</b>	<b>1,548,139</b>	<b>1,580,563</b>	<b>1,733,693</b>	<b>1,768,490</b>	<b>1,682,153</b>
*Percentage Increase over prior year	0.00%	0.00%	-6.79%	0.00%	0.00%	-6.79%	2.09%	9.69%	2.01%	-4.88%
Internal Recoveries	(52,540)	(52,540)	(53,696)	-	-	(53,696)	(54,878)	(56,082)	(57,314)	(58,580)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>1,608,424</b>	<b>1,608,424</b>	<b>1,494,443</b>	<b>-</b>	<b>-</b>	<b>1,494,443</b>	<b>1,525,685</b>	<b>1,677,611</b>	<b>1,711,176</b>	<b>1,623,573</b>
*Percentage Increase over prior year	0.00%	0.00%	-7.09%	0.00%	0.00%	-7.09%	2.09%	9.96%	2.00%	-5.12%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Fees Charged	(63,000)	(63,000)	(63,000)	-	-	(63,000)	(63,000)	(63,000)	(63,000)	(63,000)
Revenue - Other	(2,000)	(2,000)	(2,000)	-	-	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
Grants In Lieu of Taxes	(102,497)	(102,497)	(102,497)	-	-	(102,497)	(104,547)	(106,638)	(108,771)	(110,946)
Transfer From Operating Reserve	(140,000)	(140,000)	-	-	-	-	-	(120,000)	(120,940)	-
<b>TOTAL REVENUE</b>	<b>(307,497)</b>	<b>(307,497)</b>	<b>(167,497)</b>	<b>-</b>	<b>-</b>	<b>(167,497)</b>	<b>(169,547)</b>	<b>(291,638)</b>	<b>(294,711)</b>	<b>(175,946)</b>
<b>REQUISITION</b>	<b>(1,300,927)</b>	<b>(1,300,927)</b>	<b>(1,326,946)</b>	<b>-</b>	<b>-</b>	<b>(1,326,946)</b>	<b>(1,356,138)</b>	<b>(1,385,973)</b>	<b>(1,416,465)</b>	<b>(1,447,627)</b>
*Percentage Increase over prior year	0.00%	0.00%	2.00%	0.00%	0.00%	2.00%	2.20%	2.20%	2.20%	2.20%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Oak Bay, C. Saanich, N. Saanich, Colwood, Langford; Sewered Local Areas of Ganges, Maliview, Magic Lakes, Pt. Renfrew, DND, Songhees and Esquimalt Bands										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

3.755 Regional Source Control  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

Regional Source Control

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 - FC 105504

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	477,368	461,337	339,284	343,433	347,100	230,291	109,351
Planned Purchase	-	(140,000)	-	-	(120,000)	(120,940)	-
Transfer to/from Ops Budget	(27,389)	17,947	4,149	3,667	3,191	-	4,361
Interest Income*	11,358						
<b>Total projected year end balance</b>	<b>461,337</b>	<b>339,284</b>	<b>343,433</b>	<b>347,100</b>	<b>230,291</b>	<b>109,351</b>	<b>113,712</b>

**Assumptions/Background:**

\$140,000 in 2019 to fund CRIMS Spatial database upgrade and one-time contaminants review. In 2020-2023 draw down operating reserve to keep requisitions flat. Retain \$100K in the reserve to be used for a legal contingency

\* 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**

## **2020 BUDGET**

### **Septage Disposal Agreement**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

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

**COST APPORTIONMENT:**

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

\$0.29 per Imperial Gallon	2016
\$0.30 per Imperial Gallon	2017
\$0.31 per Imperial Gallon	2018
\$0.31 per Imperial Gallon	2019
\$0.32 per Imperial Gallon	2020

Septage Processing Ltd. will submit to the CRD an administration fee of \$0.01 per Imperial Gallon.  
Other wastes have different user charges.

(2) Remaining balance apportioned to all participating members on the basis of percentage of Septage/Sewage delivered to the Septage Facility in 2015.

	<u>2019 Budget</u>
Central Saanich	3.4537%
Colwood	4.7209%
Esquimalt	1.7590%
Highlands	24.0723%
Langford	8.2366%
Metchosin	3.5549%
North Saanich	6.9334%
Oak Bay	0.1252%
Saanich	7.1345%
Sidney	0.5128%
Sooke	6.4121%
Victoria	32.1098%
View Royal	0.3480%
Port Renfrew	0.6268%
Juan de Fuca	0.0000%
	<u>100.00%</u>

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

**COMMISSION:**

**FUNDING:**



3.700 - SEPTAGE DISPOSAL - REGIONAL	BUDGET REQUEST						2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL				
<b>OPERATING COSTS:</b>										
Operating - Other Costs	130,506	139,109	121,233	-	-	121,233	124,018	126,655	129,418	132,248
Contract For Services	15,144	7,999	16,319	-	-	16,319	16,646	16,649	16,814	17,152
Unallocated	261,147	261,147	2,774	-	-	2,774	2,830	2,832	2,888	2,946
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>406,797</b>	<b>408,255</b>	<b>140,326</b>	<b>-</b>	<b>-</b>	<b>140,326</b>	<b>143,494</b>	<b>146,136</b>	<b>149,120</b>	<b>152,346</b>
*Percentage Increase over prior year	0.00%	0.36%	-65.50%	0.00%	0.00%	-65.50%	2.26%	1.84%	2.04%	2.16%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>406,797</b>	<b>408,255</b>	<b>140,326</b>	<b>-</b>	<b>-</b>	<b>140,326</b>	<b>143,494</b>	<b>146,136</b>	<b>149,120</b>	<b>152,346</b>
*Percentage Increase over prior year	0.00%	0.36%	-65.50%	0.00%	0.00%	-65.50%	2.26%	1.84%	2.04%	2.16%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>406,797</b>	<b>408,255</b>	<b>140,326</b>	<b>-</b>	<b>-</b>	<b>140,326</b>	<b>143,494</b>	<b>146,136</b>	<b>149,120</b>	<b>152,346</b>
*Percentage Increase over prior year	0.00%	0.36%	-65.50%	0.00%	0.00%	-65.50%	2.26%	1.84%	2.04%	2.16%
<b>FUNDING SOURCES (REVENUE)</b>										
Surplus / (Deficit)		729								
Balance C/F from Prior to Current year	(269,713)	(269,713)	(729)	-	-	(729)	-	-	-	-
Fees Charged	(2,500)	(2,500)	(2,500)	-	-	(2,500)	(2,555)	(2,555)	(2,555)	(2,555)
Sale of Goods and Services	(84,000)	(84,000)	(84,000)	-	-	(84,000)	(85,848)	(85,848)	(85,848)	(85,848)
Revenue - Other	-	(2,187)	(2,187)	-	-	(2,187)	(2,187)	(2,187)	(2,187)	(2,187)
Grants In Lieu of Taxes	(3,062)	(3,062)	(3,062)	-	-	(3,062)	(3,129)	(3,126)	(3,195)	(3,265)
<b>TOTAL REVENUE</b>	<b>(359,275)</b>	<b>(360,733)</b>	<b>(92,478)</b>	<b>-</b>	<b>-</b>	<b>(92,478)</b>	<b>(93,719)</b>	<b>(93,716)</b>	<b>(93,785)</b>	<b>(93,855)</b>
<b>REQUISITION</b>	<b>(47,522)</b>	<b>(47,522)</b>	<b>(47,848)</b>	<b>-</b>	<b>-</b>	<b>(47,848)</b>	<b>(49,775)</b>	<b>(52,420)</b>	<b>(55,335)</b>	<b>(58,491)</b>
*Percentage Increase over prior year	0.00%	0.00%	0.69%	0.00%	0.00%	0.69%	4.03%	5.31%	5.56%	5.70%
NOTE: Capital / Reserve Fund Expenditures	-	-	-	-	-	-	-	-	-	-
PARTICIPANTS: All Municipalities										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Millstream Site Remediation**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

<u>Municipality</u>	<u>Percentage</u>
City of Colwood	26.36%
City of Victoria	3.28%
District of Central Saanich	5.29%
Township of Esquimalt	0.70%
City of Langford	17.01%
District of Saanich	14.17%
District of Oak Bay	0.22%
District of North Saanich	6.69%
District of Metchosin	5.09%
Town of Sidney	0.26%
Town of View Royal	2.81%
District of Highland	1.29%
District of Sooke	10.02%
Juan de Fuca	6.81%
	<u>100.00%</u>

**MAXIMUM LEVY:**

Greater of \$1,400,000 or the amount equal to the amount that could be raised by a property value tax rate of \$0.021 per \$1,000 which when applied to the net taxable value of the land and improvements within the Service Area (\$2,258,945).

**MAXIMUM CAPITAL DEBT:**

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

**COMMITTEE:**

Parks & Environment

**FUNDING:**

Capital Project cost shared:

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

DEBT - MILLSTREAM REMEDIATION (SEPTAGE)	BUDGET REQUEST						2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL				
<u>OPERATING COSTS:</u>										
Allocation - Finance & Corp. S	5,530	5,530	3,339	-	-	3,339	2,305	1,230	1,254	1,279
Contract For Services	-	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>5,530</b>	<b>5,530</b>	<b>3,339</b>	<b>-</b>	<b>-</b>	<b>3,339</b>	<b>2,305</b>	<b>1,230</b>	<b>1,254</b>	<b>1,279</b>
*Percentage Increase over prior year	0.00%	0.00%	-39.62%	0.00%	0.00%	-39.62%	-30.97%	-46.64%	1.95%	1.99%
<u>CAPITAL / RESERVE</u>										
Transfer to Sewer Capital	510,350	510,350	512,391	-	-	512,391	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>510,350</b>	<b>510,350</b>	<b>512,391</b>	<b>-</b>	<b>-</b>	<b>512,391</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	144,904	144,904	144,904	-	-	144,904	144,904	144,904	144,904	144,904
MFA Debt Reserve	380	380	430	-	-	430	430	430	430	430
<b>TOTAL COSTS</b>	<b>661,164</b>	<b>661,164</b>	<b>661,064</b>	<b>-</b>	<b>-</b>	<b>661,064</b>	<b>147,639</b>	<b>146,564</b>	<b>146,588</b>	<b>146,613</b>
*Percentage Increase over prior year	0.00%	0.00%	-0.02%	0.00%	0.00%	-0.02%	-77.67%	-0.73%	0.02%	0.02%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>661,164</b>	<b>661,164</b>	<b>661,064</b>	<b>-</b>	<b>-</b>	<b>661,064</b>	<b>147,639</b>	<b>146,564</b>	<b>146,588</b>	<b>146,613</b>
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(530)	(530)	(430)	-	-	(430)	(430)	(430)	(430)	(430)
Grants In Lieu of Taxes	(20,634)	(20,634)	(20,634)	-	-	(20,634)	(20,634)	(20,634)	(20,634)	(20,634)
Transfer From Own Funds	(320,000)	(320,000)	(320,000)	-	-	(320,000)	(63,287)	(62,750)	(62,762)	(62,775)
<b>TOTAL REVENUE</b>	<b>(341,164)</b>	<b>(341,164)</b>	<b>(341,064)</b>	<b>-</b>	<b>-</b>	<b>(341,064)</b>	<b>(84,351)</b>	<b>(83,814)</b>	<b>(83,826)</b>	<b>(83,839)</b>
<b>REQUISITION</b>	<b>(320,000)</b>	<b>(320,000)</b>	<b>(320,000)</b>	<b>-</b>	<b>-</b>	<b>(320,000)</b>	<b>(63,288)</b>	<b>(62,750)</b>	<b>(62,762)</b>	<b>(62,774)</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-80.22%	-0.85%	0.02%	0.02%
PARTICIPANTS: All Municipalities and JDF Electoral Area										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hourly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2019 to 2023

Service No.	3.701	Carry Forward from 2019	2020	2021	2022	2023	2024	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	\$842,562	\$0	\$0	\$0	\$0	\$842,562
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$842,562</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$842,562</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$513,963	\$0	\$0	\$0	\$0	\$513,963
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	\$328,599	\$0	\$0	\$0	\$0	\$328,599
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$842,562</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$842,562</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 3.701  
Service Name: Millstream Site Remediation

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-01	Renewal	Millstream Meadows Remediation	CRD contaminated site remediation	\$14,322,734	L	Cap	\$0	\$513,963		\$0	\$0	\$0	\$513,963
17-01	Renewal	Millstream Meadows Remediation	CRD contaminated site remediation		L	Grant	\$0	\$328,599		\$0	\$0	\$0	\$328,599
<b>GRAND TOTAL</b>				<b>\$14,322,734</b>			<b>\$0</b>	<b>\$842,562</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$842,562</b>

Service: 3.701 Millstream Site Remediation

Proj. No.	17-01	Capital Project Title	Millstream Meadows Remediation	Capital Project Description	CRD contaminated site remediation
Asset Class	Land	Board Priority Area	Integrated Waste Management	Corporate Priority Area	Environmental Protection
Project Rationale	Millstream Site Remediation: 2017/2018 Detailed Site Investigation (Part 2), 2018/2019 Remediation/Risk Assessment (includes Planning/Estimating), 2019/2020 Remediation/Risk Assessment and Certification Costs, 2020 TBD, 2021 Project Complete.				

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

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

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019



**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

The participating areas are:

	2019 Onsite Systems	%
Colwood	3,055	40.53%
Langford	2,399	31.83%
Saanich	2,023	26.84%
View Royal	60	0.80%
	7,537	100.00%

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Parks & Environment

**FUNDING:**

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

3.707 - ON SITE SYSTEMS MANAGEMENT PROGRAM	BUDGET REQUEST						2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL				
<u>OPERATING COSTS:</u>										
Operating Expenditures	277,374	274,374	189,874	-	-	189,874	194,147	198,243	202,297	206,437
Contract For Services	31,928	31,928	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>309,302</b>	<b>306,302</b>	<b>189,874</b>	<b>-</b>	<b>-</b>	<b>189,874</b>	<b>194,147</b>	<b>198,243</b>	<b>202,297</b>	<b>206,437</b>
*Percentage Increase over prior year	0.00%	-0.97%	-38.61%	0.00%	0.00%	-38.61%	2.25%	2.11%	2.04%	2.05%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	3,000	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>309,302</b>	<b>309,302</b>	<b>189,874</b>	<b>-</b>	<b>-</b>	<b>189,874</b>	<b>194,147</b>	<b>198,243</b>	<b>202,297</b>	<b>206,437</b>
*Percentage Increase over prior year	0.00%	0.00%	-38.61%	0.00%	0.00%	-38.61%	2.25%	2.11%	2.04%	2.05%
Transfer from Operating Reserve Fund	(87,500)	(87,500)	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>221,802</b>	<b>221,802</b>	<b>189,874</b>	<b>-</b>	<b>-</b>	<b>189,874</b>	<b>194,147</b>	<b>198,243</b>	<b>202,297</b>	<b>206,437</b>
*Percentage Increase over prior year	0.00%	0.00%	-14.39%	0.00%	0.00%	-14.39%	2.25%	2.11%	2.04%	2.05%
<b>FUNDING SOURCES (REVENUE)</b>										
Surplus / (Deficit)		-								
Balance C/F from Prior to Current year	(31,928)	(31,928)	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(8,760)	(8,760)	(8,760)	-	-	(8,760)	(8,952)	(9,149)	(9,351)	(9,556)
<b>TOTAL REVENUE</b>	<b>(40,688)</b>	<b>(40,688)</b>	<b>(8,760)</b>	<b>-</b>	<b>-</b>	<b>(8,760)</b>	<b>(8,952)</b>	<b>(9,149)</b>	<b>(9,351)</b>	<b>(9,556)</b>
<b>REQUISITION</b>	<b>(181,114)</b>	<b>(181,114)</b>	<b>(181,114)</b>	<b>-</b>	<b>-</b>	<b>(181,114)</b>	<b>(185,195)</b>	<b>(189,094)</b>	<b>(192,946)</b>	<b>(196,881)</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.25%	2.11%	2.04%	2.04%
PARTICIPANTS: Colwood, Langford, Saanich View Royal										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Term	-	-	-	-	-	-	-	-	-	-

3.707 L.W.M.P. On Site Systems Management Program  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

**Profile**

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

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

**Operating Reserve Schedule - FC 105526**

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	97,406	106,418	18,918	18,918	18,918	18,918	18,918
Planned Purchase	-	(87,500)	-	-	-	-	-
Transfer from Ops Budget	6,695	-	-	-	-	-	-
Interest Income*	2,317	-	-	-	-	-	-
<b>Total projected year end balance</b>	<b>106,418</b>	<b>18,918</b>	<b>18,918</b>	<b>18,918</b>	<b>18,918</b>	<b>18,918</b>	<b>18,918</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.

**Assumptions/Background:**

\$87,500 in 2019 for onsite database rewrite

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **L.W.M.P. - Peninsula Programs**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 3.720 L.W.M.P. (Peninsula)

Committee: Core Area Liquid Waste Management

**DEFINITION:**

Implementation of the Liquid Waste Management Plan for the Saanich Peninsula.

**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

**PARTICIPATION:**

**MAXIMUM LEVY:**

Greater of \$5,663,000 or \$1.56 / \$1,000 of actual assessments (\$23,745,939).

**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: Core Area Liquid Waste Management

	<u>Operating</u>
Central Saanich	42.73%
North Saanich (*see note below)	15.32%
Sidney	41.95%
<b>Total</b>	<b><u>100.00%</u></b>

Note:

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

3.720 - L.W.M.P. (PENINSULA)	BUDGET REQUEST						2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL				
<b>OPERATING COSTS:</b>										
Operating - Other Costs	20,866	20,866	11,875	35,000	-	46,875	12,032	12,190	12,457	12,706
Contract For Services	-	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>20,866</b>	<b>20,866</b>	<b>11,875</b>	<b>35,000</b>	<b>-</b>	<b>46,875</b>	<b>12,032</b>	<b>12,190</b>	<b>12,457</b>	<b>12,706</b>
*Percentage Increase over prior year	0.00%	0.00%	-43.09%	167.74%	0.00%	124.65%	-74.33%	1.31%	2.19%	2.00%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>20,866</b>	<b>20,866</b>	<b>11,875</b>	<b>35,000</b>	<b>-</b>	<b>46,875</b>	<b>12,032</b>	<b>12,190</b>	<b>12,457</b>	<b>12,706</b>
*Percentage Increase over prior year	0.00%	0.00%	-43.09%	167.74%	0.00%	124.65%	-74.33%	1.31%	2.19%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>20,866</b>	<b>20,866</b>	<b>11,875</b>	<b>35,000</b>	<b>-</b>	<b>46,875</b>	<b>12,032</b>	<b>12,190</b>	<b>12,457</b>	<b>12,706</b>
*Percentage Increase over prior year	0.00%	0.00%	-43.09%	167.74%	0.00%	124.65%	-74.33%	1.31%	2.19%	2.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(206)	(206)	(205)	-	-	(205)	(210)	(214)	(219)	(219)
Transfer from Operating Reserve	(9,236)	(9,236)	-	(35,000)	-	(35,000)	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(9,442)</b>	<b>(9,442)</b>	<b>(205)</b>	<b>(35,000)</b>	<b>-</b>	<b>(35,205)</b>	<b>(210)</b>	<b>(214)</b>	<b>(219)</b>	<b>(219)</b>
<b>REQUISITION</b>	<b>(11,424)</b>	<b>(11,424)</b>	<b>(11,670)</b>	<b>-</b>	<b>-</b>	<b>(11,670)</b>	<b>(11,822)</b>	<b>(11,976)</b>	<b>(12,238)</b>	<b>(12,487)</b>
*Percentage Increase over prior year	0.00%	0.00%	2.15%	0.00%	0.00%	2.15%	1.30%	1.30%	2.19%	2.03%
<b>PARTICIPANTS: Central Saanich, North Saanich, Sidney</b>										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

3.720 L.W.M.P. Peninsula  
 Operating Reserve Summary  
 2020 - 2024 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 - FC 105527

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	35,292	47,117	39,031	4,031	4,031	4,031	4,031
Planned Purchase	-	(9,236)	(35,000)	-	-	-	-
Transfer from Ops Budget	10,986	-	-	-	-	-	-
Interest Income*	839	1,150	-	-	-	-	-
<b>Total projected year end balance</b>	<b>47,117</b>	<b>39,031</b>	<b>4,031</b>	<b>4,031</b>	<b>4,031</b>	<b>4,031</b>	<b>4,031</b>

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**

## **2020 BUDGET**

### **L.W.M.P. - Core and Western Communities**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**DEFINITION:**

To provide under authority of Trunk Sewers and Sewer Disposal Letters of Patent for the study, design, monitoring, materials acquisition, construction, equipment acquisition and all works necessary for the preparation of a Liquid Waste Management Plan and any related works within the Capital Regional District.

**SERVICE DESCRIPTION:**

To manage the Core Area and West Shore Liquid Waste Management Plan (CALWMP) and implement the commitments approved under the plan

- planning, siting, reporting, amendment preparation, implementation of commitments, public communications, liquid and solid resource recovery development

**PARTICIPATION:**

1991-2010 - Based on design flows for year 2015 (by D.L. McKay, P. Eng., 1991; adjusted for West Comm. Trunk in 1998)  
 2011 -> Based on Average Annual Flow worksheets prepared by Kerr Wood Leidal (Rev. 4, May 6, 2010).

	McKay		Kerr Wood Leidal			
	2016 * Volumes	2016 %	2016 ** Volumes	2016 %	2030 ** Volumes	2030 %
Victoria	28,236,400	41.329%	14,622,364	40.247%	14,656,806	36.472%
Saanich	20,914,500	30.612%	10,902,708	30.009%	11,061,673	27.526%
Esquimalt	3,591,600	5.257%	2,553,217	7.028%	2,652,642	6.601%
View Royal	3,292,300	4.819%	951,051	2.618%	1,161,794	2.891%
Oak Bay	4,171,950	6.106%	3,048,192	8.390%	3,016,180	7.506%
District of Langford	3,620,800	5.300%	2,521,220	6.939%	4,571,638	11.376%
Colwood	3,726,650	5.455%	1,467,592	4.039%	2,787,389	6.936%
Songhees Band	536,550	0.785%	238,306	0.656%	250,046	0.622%
Esquimalt Band	229,950	0.337%	26,949	0.074%	28,095	0.070%
<b>TOTAL</b>	<b>68,320,700</b>	<b>100.000%</b>	<b>36,331,599</b>	<b>100.000%</b>	<b>40,186,263</b>	<b>100.000%</b>

\* = Design Flow  
 \*\* = Average Annual Flow

**MAXIMUM LEVY:**

**MAXIMUM CAPITAL DEBT:**

**COMMISSION:**

**FUNDING:**

3.750 - L.W.M.P. - Core and Westshore	BUDGET REQUEST						2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL				
<u>OPERATING COSTS:</u>										
Operating Expenditures	423,975	395,145	329,917	-	-	329,917	339,990	350,335	357,504	364,820
Consultant Expenses	35,000	35,000	-	-	-	-	-	-	-	-
Contract For Services	-	21,500	35,000	-	-	35,000	32,225	29,325	29,749	30,178
<b>TOTAL OPERATING COSTS</b>	<b>458,975</b>	<b>451,645</b>	<b>364,917</b>	<b>-</b>	<b>-</b>	<b>364,917</b>	<b>372,215</b>	<b>379,660</b>	<b>387,253</b>	<b>394,998</b>
*Percentage Increase over prior year	0.00%	-1.60%	-20.49%	0.00%	0.00%	-20.49%	2.00%	2.00%	2.00%	4.04%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	7,330	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>7,330</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>458,975</b>	<b>458,975</b>	<b>364,917</b>	<b>-</b>	<b>-</b>	<b>364,917</b>	<b>372,215</b>	<b>379,660</b>	<b>387,253</b>	<b>394,998</b>
*Percentage Increase over prior year	0.00%	0.00%	-20.49%	0.00%	0.00%	-20.49%	2.00%	2.00%	2.00%	4.04%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>458,975</b>	<b>458,975</b>	<b>364,917</b>	<b>-</b>	<b>-</b>	<b>364,917</b>	<b>372,215</b>	<b>379,660</b>	<b>387,253</b>	<b>394,998</b>
*Percentage Increase over prior year	0.00%	0.00%	-20.49%	0.00%	0.00%	-20.49%	2.00%	2.00%	2.00%	4.04%
<u>FUNDING SOURCES (REVENUE)</u>										
<b>Surplus / (Deficit)</b>	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(28,232)	(28,232)	(28,232)	-	-	(28,232)	(28,796)	(29,373)	(29,960)	(30,559)
Revenue - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(28,232)</b>	<b>(28,232)</b>	<b>(28,232)</b>	<b>-</b>	<b>-</b>	<b>(28,232)</b>	<b>(28,796)</b>	<b>(29,373)</b>	<b>(29,960)</b>	<b>(30,559)</b>
<b>REQUISITION</b>	<b>(430,743)</b>	<b>(430,743)</b>	<b>(336,685)</b>	<b>-</b>	<b>-</b>	<b>(336,685)</b>	<b>(343,419)</b>	<b>(350,287)</b>	<b>(357,293)</b>	<b>(364,439)</b>
*Percentage Increase over prior year	0.00%	0.00%	-21.84%	0.00%	0.00%	-21.84%	2.00%	2.00%	2.00%	4.04%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford, Saanich, Oak Bay, View Royal, and Songhees and Esquimalt Bands										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

3.750 L.W.M.P. Core and West Shore  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

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

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

Operating Reserve Schedule - FC 105528

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	1,361,999	1,598,311	1,644,675	1,644,675	1,644,675	1,644,675	1,644,675
Planned Purchase	-	-	-	-	-	-	-
Transfer from Ops Budget	203,905	7,330	-	-	-	-	-
Interest Income*	32,407	39,034	-	-	-	-	-
<b>Total projected year end balance</b>	<b>1,598,311</b>	<b>1,644,675</b>	<b>1,644,675</b>	<b>1,644,675</b>	<b>1,644,675</b>	<b>1,644,675</b>	<b>1,644,675</b>

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**

## **2020 BUDGET**

### **L.W.M.P. - Harbour Studies**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

	<u>2019</u>
City of Colwood	6.1543%
City of Victoria	30.3968%
Township of Esquimalt	6.1501%
City of Langford	13.5693%
District of Saanich	40.0047%
Town of View Royal	3.7249%
TOTAL	<u>100.000%</u>

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

**COMMISSION:**

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

3.752 - L.W.M.P. - HARBOUR STUDIES	BUDGET REQUEST				2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL		
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING					2020 ONE-TIME	2020 TOTAL
<b>OPERATING COSTS:</b>										
Allocations	262,909	257,299	268,039	-	-	268,039	273,971	280,349	286,425	292,635
Consultant Expenses	70,836	75,836	78,067	-	-	78,067	79,784	81,380	83,007	84,667
Contract For Services	5,201	3,201	2,000	-	-	2,000	2,044	2,085	2,127	2,169
Operating - other costs	4,751	7,361	2,570	-	-	2,570	2,624	2,675	2,727	2,779
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>343,697</b>	<b>343,697</b>	<b>350,676</b>	<b>0</b>	<b>0</b>	<b>350,676</b>	<b>358,423</b>	<b>366,489</b>	<b>374,286</b>	<b>382,250</b>
*Percentage Increase over prior year	0.00%	0.00%	2.03%	0.00%	0.00%	2.03%	2.21%	2.25%	2.13%	2.13%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>343,697</b>	<b>343,697</b>	<b>350,676</b>	<b>-</b>	<b>-</b>	<b>350,676</b>	<b>358,423</b>	<b>366,489</b>	<b>374,286</b>	<b>382,250</b>
*Percentage Increase over prior year	0.00%	0.00%	2.03%	0.00%	0.00%	2.03%	2.21%	2.25%	2.13%	2.13%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>343,697</b>	<b>343,697</b>	<b>350,676</b>	<b>-</b>	<b>-</b>	<b>350,676</b>	<b>358,423</b>	<b>366,489</b>	<b>374,286</b>	<b>382,250</b>
*Percentage Increase over prior year	0.00%	0.00%	2.03%	0.00%	0.00%	2.03%	2.21%	2.25%	2.13%	2.13%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(24,933)	(24,933)	(24,933)	-	-	(24,933)	(25,432)	(25,941)	(26,460)	(26,988)
<b>TOTAL REVENUE</b>	<b>(24,933)</b>	<b>(24,933)</b>	<b>(24,933)</b>	<b>0</b>	<b>0</b>	<b>(24,933)</b>	<b>(25,432)</b>	<b>(25,941)</b>	<b>(26,460)</b>	<b>(26,988)</b>
<b>REQUISITION</b>	<b>(318,764)</b>	<b>(318,764)</b>	<b>(325,743)</b>	<b>0</b>	<b>0</b>	<b>(325,743)</b>	<b>(332,991)</b>	<b>(340,548)</b>	<b>(347,826)</b>	<b>(355,262)</b>
*Percentage Increase over prior year	0.00%	0.00%	2.19%	0.00%	0.00%	2.19%	2.23%	2.27%	2.14%	2.14%
<b>PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford, Saanich, View Royal, Songhees and Esquimalt Bands</b>										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hourly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Climate Action and Adaptation**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019



Service: 1.309 Climate Action and Adaptation

Committee: Parks & Environment

**DEFINITION:**

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

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All municipalities and electoral areas

**MAXIMUM LEVY:**

The greater of \$299,709 or \$0.0036 / \$1,000 of taxable value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

N/A

**FUNDING:**

Property value tax

Cost apportionment: 50% RPS population and 50% converted assessments

1.309 - CLIMATE ACTION AND ADAPTATION	BUDGET REQUEST									
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	63,500	31,750	98,264	-	-	98,264	71,270	-	-	-
Allocation - All Others	317,440	319,732	323,789	-	-	323,789	331,264	339,764	348,449	352,544
Contract For Services	20,000	20,000	20,440	-	-	20,440	20,890	21,349	21,819	22,279
Consultant Expenses	22,930	22,930	23,389	-	-	23,389	23,903	24,429	24,966	25,492
Operating - Other Costs	90,170	41,420	90,343	-	-	90,343	51,908	9,236	9,440	9,639
Allocation - Finance & Corp. S	5,272	5,272	8,252	-	-	8,252	9,512	10,820	11,036	11,257
Insurance Costs	670	670	870	-	-	870	890	910	930	950
Third Party Payments	-	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>519,982</b>	<b>441,774</b>	<b>565,347</b>	<b>-</b>	<b>-</b>	<b>565,347</b>	<b>509,637</b>	<b>406,508</b>	<b>416,640</b>	<b>422,161</b>
*Percentage Increase over prior year	0.00%	-15.04%	8.72%	0.00%	0.00%	8.72%	-9.85%	-20.24%	2.49%	1.33%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	44,875	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>44,875</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>519,982</b>	<b>486,649</b>	<b>565,347</b>	<b>-</b>	<b>-</b>	<b>565,347</b>	<b>509,637</b>	<b>406,508</b>	<b>416,640</b>	<b>422,161</b>
*Percentage Increase over prior year	0.00%	-6.41%	8.72%	0.00%	0.00%	8.72%	-9.85%	-20.24%	2.49%	1.33%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>519,982</b>	<b>486,649</b>	<b>565,347</b>	<b>-</b>	<b>-</b>	<b>565,347</b>	<b>509,637</b>	<b>406,508</b>	<b>416,640</b>	<b>422,161</b>
*Percentage Increase over prior year	0.00%	-6.41%	8.72%	0.00%	0.00%	8.72%	-9.85%	-20.24%	2.49%	1.33%
<u>FUNDING SOURCES (REVENUE)</u>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(20,572)	(20,572)	(20,572)	-	-	(20,572)	(21,024)	(21,487)	(21,960)	(22,422)
Grants - Federal/Provincial/Ot	(50,000)	(16,667)	(50,000)	-	-	(50,000)	(33,333)	-	-	-
Transfer From Own Funds	-	-	(44,019)	-	-	(44,019)	(4,524)	-	-	-
<b>TOTAL REVENUE</b>	<b>(70,572)</b>	<b>(37,239)</b>	<b>(114,591)</b>	<b>-</b>	<b>-</b>	<b>(114,591)</b>	<b>(58,881)</b>	<b>(21,487)</b>	<b>(21,960)</b>	<b>(22,422)</b>
<b>REQUISITION</b>	<b>(449,410)</b>	<b>(449,410)</b>	<b>(450,756)</b>	<b>-</b>	<b>-</b>	<b>(450,756)</b>	<b>(450,756)</b>	<b>(385,021)</b>	<b>(394,680)</b>	<b>(399,739)</b>
*Percentage Increase over prior year	0.00%	0.00%	0.30%	0.00%	0.00%	0.30%	0.00%	-14.58%	2.51%	1.28%
PARTICIPANTS: All Municipalities and Electoral Areas										
AUTHORIZED POSITIONS:										
Regular	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term (2019-2020)	1.00	1.00	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00

1.309 Climate Action and Adaptation  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

Climate Action and Adaptation

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

Operating Reserve Schedule - FC 105503

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	24,884	13,775	58,987	14,968	10,444	10,444	10,444
Planned Purchase	(11,562)		(44,019)	(4,524)	-	-	-
Transfer from Ops Budget	-	44,875	-	-	-	-	-
Interest Income*	453	336					
<b>Total projected year end balance</b>	<b>13,775</b>	<b>58,987</b>	<b>14,968</b>	<b>10,444</b>	<b>10,444</b>	<b>10,444</b>	<b>10,444</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**

## **2020 BUDGET**

### **Sooke Stormwater Quality Management**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.531 Sooke Stormwater Quality Management

Committee: Electoral Areas

**DEFINITION:**

To provide for the control of pollution in stormwater runoff from land. "Stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses. Work is conducted for the District of Sooke by annual letter of agreement.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

The District of Sooke.

**MAXIMUM LEVY:**

None stated

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

Requisition

1.531 - STORMWATER QUALITY - SOOKE	BUDGET REQUEST						2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL				
<b>OPERATING COSTS:</b>										
Operating Expenditures	19,044	18,984	20,221	-	-	20,221	20,954	21,656	22,162	22,680
Contract For Services	4,230	4,572	4,500	-	-	4,500	20,000	30,402	4,578	4,600
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>23,274</b>	<b>23,556</b>	<b>24,721</b>	<b>-</b>	<b>-</b>	<b>24,721</b>	<b>40,954</b>	<b>52,058</b>	<b>26,740</b>	<b>27,280</b>
*Percentage Increase over prior year	0.00%	1.21%	6.22%	0.00%	0.00%	6.22%	65.66%	27.11%	-48.63%	2.02%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	12,863	12,581	12,200	-	-	12,200	-	-	12,375	12,618
<b>TOTAL CAPITAL / RESERVES</b>	<b>12,863</b>	<b>12,581</b>	<b>12,200</b>	<b>-</b>	<b>-</b>	<b>12,200</b>	<b>-</b>	<b>-</b>	<b>12,375</b>	<b>12,618</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>36,137</b>	<b>36,137</b>	<b>36,921</b>	<b>-</b>	<b>-</b>	<b>36,921</b>	<b>40,954</b>	<b>52,058</b>	<b>39,115</b>	<b>39,898</b>
*Percentage Increase over prior year	0.00%	0.00%	2.17%	0.00%	0.00%	2.17%	10.92%	27.11%	-24.86%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>36,137</b>	<b>36,137</b>	<b>36,921</b>	<b>-</b>	<b>-</b>	<b>36,921</b>	<b>40,954</b>	<b>52,058</b>	<b>39,115</b>	<b>39,898</b>
*Percentage Increase over prior year	0.00%	0.00%	2.17%	0.00%	0.00%	2.17%	10.92%	27.11%	-24.86%	2.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(77)	(77)	(77)	-	-	(77)	(79)	(81)	(82)	(85)
Transfer From Operating Reserve	-	-	-	-	-	-	(3,358)	(13,710)	-	-
<b>TOTAL REVENUE</b>	<b>(77)</b>	<b>(77)</b>	<b>(77)</b>	<b>-</b>	<b>-</b>	<b>(77)</b>	<b>(3,437)</b>	<b>(13,791)</b>	<b>(82)</b>	<b>(85)</b>
<b>REQUISITION</b>	<b>(36,060)</b>	<b>(36,060)</b>	<b>(36,844)</b>	<b>-</b>	<b>-</b>	<b>(36,844)</b>	<b>(37,517)</b>	<b>(38,267)</b>	<b>(39,033)</b>	<b>(39,813)</b>
*Percentage Increase over prior year	0.00%	0.00%	2.17%	0.00%	0.00%	2.17%	1.83%	2.00%	2.00%	2.00%
PARTICIPANTS: Sooke										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Term	-	-	-	-	-	-	-	-	-	-

1.531 Storm Water Quality - Sooke  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

Storm Water Quality - Sooke

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

Operating Reserve Schedule - FC 105518

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	25,883	33,808	47,215	59,415	56,057	42,347	54,722
Planned Purchase	-	-	-	(3,358)	(13,710)	-	-
Transfer from Ops Budget	7,309	12,581	12,200	-	-	12,375	12,618
Interest Income*	616	826	-	-	-	-	-
<b>Total projected year end balance</b>	<b>33,808</b>	<b>47,215</b>	<b>59,415</b>	<b>56,057</b>	<b>42,347</b>	<b>54,722</b>	<b>67,340</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**

## **2020 BUDGET**

### **Core and West Shore Stormwater Quality Management**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019



**DEFINITION:**

This program coordinates the management of stormwater quality and surface water resources in cooperation with the seven core municipalities. The program includes investigations to assess shoreline discharges and contaminant sources and protect the marine environment using a watershed management planning approach. Establishment Bylaw 2567, adopted Feb 25, 1998.

**SERVICE DESCRIPTION:**

The service provides a stormwater quality program in the Core Area to coordinate the management of stormwater quality and surface water resources. The program includes investigation to assess shoreline discharges and contaminant sources and protect the marine environment using an integrated watershed management approach.

**PARTICIPATION:**

The apportionment of annual operating costs among the participants shall be on the basis of:

- one-sixth in proportion to population of the participants
- one-sixth in proportion to land area of the participants
- one-third in proportion to converted assessments of the participants
- one-third in proportion to the number of high and medium priority discharges of stormwater to the environment in the prior year within the boundaries of each of the participants, as determined by the Capital Region District Board.

The participants are:

City of Colwood  
City of Victoria  
Township of Esquimalt  
District of Langford  
District of Oak Bay  
District of Saanich  
Town of View Royal  
Esquimalt Band  
Songhees Band

**MAXIMUM LEVY:**

None listed in Establishing Bylaw

**COMMISSION:**

Core Area Liquid Waste Management Committee

**FUNDING:**

Requisition for Stormwater Program and Direct Agreement for coordinator for the Bowker Creek Initiative.

1.536 - STORMWATER QUALITY - CORE AND WEST SHORE	BUDGET REQUEST				2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL		
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING					2020 ONE-TIME	2020 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	544,378	544,374	571,699	-	-	571,699	589,216	604,502	619,707	633,217
Contract For Services	143,791	138,000	113,940	-	-	113,940	100,000	102,200	167,750	100,342
Consultant Expenses	43,554	40,000	30,700	-	-	30,700	31,000	31,682	32,379	33,091
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>731,723</b>	<b>722,374</b>	<b>716,339</b>	<b>-</b>	<b>-</b>	<b>716,339</b>	<b>720,216</b>	<b>738,384</b>	<b>819,836</b>	<b>766,650</b>
*Percentage Increase over prior year	0.00%	-1.28%	-2.10%	0.00%	0.00%	-2.10%	0.54%	2.52%	11.03%	-6.49%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	7,614	16,963	2,000	-	-	2,000	15,000	15,000	-	20,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>7,614</b>	<b>16,963</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	<b>20,000</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>739,337</b>	<b>739,337</b>	<b>718,339</b>	<b>-</b>	<b>-</b>	<b>718,339</b>	<b>735,216</b>	<b>753,384</b>	<b>819,836</b>	<b>786,650</b>
*Percentage Increase over prior year	0.00%	0.00%	-2.84%	0.00%	0.00%	-2.84%	2.35%	2.47%	8.82%	-4.05%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>739,337</b>	<b>739,337</b>	<b>718,339</b>	<b>-</b>	<b>-</b>	<b>718,339</b>	<b>735,216</b>	<b>753,384</b>	<b>819,836</b>	<b>786,650</b>
*Percentage Increase over prior year	0.00%	0.00%	-2.84%	0.00%	0.00%	-2.84%	2.35%	2.47%	8.82%	-4.05%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Recovery - Other	(32,457)	(32,457)	(33,107)	-	-	(33,107)	(33,834)	(34,579)	(35,341)	(36,118)
Grants In Lieu of Taxes	(57,659)	(57,659)	(57,659)	-	-	(57,659)	(58,928)	(60,224)	(61,548)	(62,903)
Other Revenue	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve	(35,000)	(35,000)	-	-	-	-	-	-	(50,000)	-
<b>TOTAL REVENUE</b>	<b>(125,116)</b>	<b>(125,116)</b>	<b>(90,766)</b>	<b>-</b>	<b>-</b>	<b>(90,766)</b>	<b>(92,762)</b>	<b>(94,803)</b>	<b>(146,889)</b>	<b>(99,021)</b>
<b>REQUISITION</b>	<b>(614,221)</b>	<b>(614,221)</b>	<b>(627,573)</b>	<b>-</b>	<b>-</b>	<b>(627,573)</b>	<b>(642,454)</b>	<b>(658,581)</b>	<b>(672,947)</b>	<b>(687,629)</b>
*Percentage Increase over prior year	0.00%	0.00%	2.17%	0.00%	0.00%	2.17%	2.37%	2.51%	2.18%	2.18%
PARTICIPANTS: Victoria, Saanich, Esquimalt, View Royal, Oak Bay, Langford, Colwood, Songhees Band, Esquimalt Band										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

1.536 Storm Water Quality - Core  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

Storm Water Quality - Core

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

Operating Reserve Schedule - FC 105519

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	104,063	66,816	50,411	52,411	67,411	82,411	32,411
Planned Purchase	(60,000)	(35,000)	-	-	-	(50,000)	-
Transfer from Ops Budget	20,270	16,963	2,000	15,000	15,000	-	20,000
Interest Income*	2,483	1,632	-	-	-	-	-
<b>Total projected year end balance</b>	<b>66,816</b>	<b>50,411</b>	<b>52,411</b>	<b>67,411</b>	<b>82,411</b>	<b>32,411</b>	<b>52,411</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**

## **2020 BUDGET**

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

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.537 Saanich Peninsula - Stormwater Quality Management

Commission: Saanich Peninsula Waste Water

**DEFINITION:**

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 Waste Water

**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

**RESERVE FUND:**

Bylaw No. 4147 Operating Reserve Fund

	<u>Stormwater</u>
Central Saanich	29.80%
North Saanich	34.57%
Sidney	23.22%
Tsawout Band	4.49%
Tsartlip Band	4.46%
Pauquachin Band	2.09%
Tseycum Band	<u>1.37%</u>
<b>Total</b>	<b><u><u>100.00%</u></u></b>

Note:

\* Service established effective 2010; previously provided by agreement

1.537 - STORMWATER QUALITY - PENINSULA	BUDGET REQUEST						2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL				
<b>OPERATING COSTS:</b>										
Operating Expenditures	71,618	68,700	72,938	-	-	72,938	74,699	76,510	78,143	79,812
Contract For Services	29,012	29,000	29,857	-	-	29,857	30,514	31,185	31,871	32,572
Consultant Expenses	11,118	10,748	11,000	-	-	11,000	11,242	11,489	11,742	12,000
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>111,748</b>	<b>108,448</b>	<b>113,795</b>	<b>-</b>	<b>-</b>	<b>113,795</b>	<b>116,455</b>	<b>119,184</b>	<b>121,756</b>	<b>124,384</b>
*Percentage Increase over prior year	0.00%	-2.95%	1.83%	0.00%	0.00%	1.83%	2.34%	2.34%	2.16%	2.16%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	3,300	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>3,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>111,748</b>	<b>111,748</b>	<b>113,795</b>	<b>-</b>	<b>-</b>	<b>113,795</b>	<b>116,455</b>	<b>119,184</b>	<b>121,756</b>	<b>124,384</b>
*Percentage Increase over prior year	0.00%	0.00%	1.83%	0.00%	0.00%	1.83%	2.34%	2.34%	2.16%	2.16%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>111,748</b>	<b>111,748</b>	<b>113,795</b>	<b>-</b>	<b>-</b>	<b>113,795</b>	<b>116,455</b>	<b>119,184</b>	<b>121,756</b>	<b>124,384</b>
*Percentage Increase over prior year	0.00%	0.00%	1.83%	0.00%	0.00%	1.83%	2.34%	2.34%	2.16%	2.16%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(3,786)	(3,786)	(3,786)	-	-	(3,786)	(3,870)	(3,954)	(4,041)	(4,130)
<b>TOTAL REVENUE</b>	<b>(3,786)</b>	<b>(3,786)</b>	<b>(3,786)</b>	<b>-</b>	<b>-</b>	<b>(3,786)</b>	<b>(3,870)</b>	<b>(3,954)</b>	<b>(4,041)</b>	<b>(4,130)</b>
<b>REQUISITION</b>	<b>(107,962)</b>	<b>(107,962)</b>	<b>(110,009)</b>	<b>-</b>	<b>-</b>	<b>(110,009)</b>	<b>(112,585)</b>	<b>(115,230)</b>	<b>(117,715)</b>	<b>(120,254)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.90%	0.00%	0.00%	1.90%	2.34%	2.35%	2.16%	2.16%
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
Hourly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

1.537 Storm Water Quality - Saanich Peninsula  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

Storm Water Quality - Saanich Peninsula

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

Operating Reserve Schedule - FC 105520

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	1,607	2,605	5,969	5,969	5,969	5,969	5,969
Planned Purchase	-	-	-	-	-	-	-
Transfer from Ops Budget	960	3,300	-	-	-	-	-
Interest Income*	38	64	-	-	-	-	-
<b>Total projected year end balance</b>	<b>2,605</b>	<b>5,969</b>	<b>5,969</b>	<b>5,969</b>	<b>5,969</b>	<b>5,969</b>	<b>5,969</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**

## **2020 BUDGET**

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

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**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).

**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 Waste Water

**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

	<u>2019</u>
Central Saanich	41.92%
North Saanich	28.67%
Sidney	29.41%
<b>Total</b>	<u><u>100.00%</u></u>

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

1.538 - SOURCE - STORMWATER QUALITY - PENINSULA	BUDGET REQUEST				2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL		
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING					2020 ONE-TIME	2020 TOTAL
<b>OPERATING COSTS:</b>										
Operating Expenditures	42,756	56,035	44,514	-	-	44,514	45,576	46,662	47,676	48,713
Contract For Services	12,952	-	13,400	-	-	13,400	13,695	13,996	9,448	9,656
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>55,708</b>	<b>56,035</b>	<b>57,914</b>	<b>-</b>	<b>-</b>	<b>57,914</b>	<b>59,271</b>	<b>60,658</b>	<b>57,124</b>	<b>58,369</b>
*Percentage Increase over prior year	0.00%	0.59%	3.96%	0.00%	0.00%	3.96%	2.34%	2.34%	-5.83%	2.18%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>55,708</b>	<b>56,035</b>	<b>57,914</b>	<b>-</b>	<b>-</b>	<b>57,914</b>	<b>59,271</b>	<b>60,658</b>	<b>57,124</b>	<b>58,369</b>
*Percentage Increase over prior year	0.00%	0.59%	3.96%	0.00%	0.00%	3.96%	2.34%	2.34%	-5.83%	2.18%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>55,708</b>	<b>56,035</b>	<b>57,914</b>	<b>-</b>	<b>-</b>	<b>57,914</b>	<b>59,271</b>	<b>60,658</b>	<b>57,124</b>	<b>58,369</b>
*Percentage Increase over prior year	0.00%	0.59%	3.96%	0.00%	0.00%	3.96%	2.34%	2.34%	-5.83%	2.18%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(1,615)	(1,615)	(1,615)	-	-	(1,615)	(1,651)	(1,686)	(1,720)	(1,759)
Transfer From Operating Reserve	(3,000)	(3,327)	(4,100)	-	-	(4,100)	(4,300)	(4,500)	-	-
<b>TOTAL REVENUE</b>	<b>(4,615)</b>	<b>(4,942)</b>	<b>(5,715)</b>	<b>-</b>	<b>-</b>	<b>(5,715)</b>	<b>(5,951)</b>	<b>(6,186)</b>	<b>(1,720)</b>	<b>(1,759)</b>
<b>REQUISITION</b>	<b>(51,093)</b>	<b>(51,093)</b>	<b>(52,199)</b>	<b>-</b>	<b>-</b>	<b>(52,199)</b>	<b>(53,320)</b>	<b>(54,472)</b>	<b>(55,404)</b>	<b>(56,610)</b>
*Percentage Increase over prior year	0.00%	0.00%	2.16%	0.00%	0.00%	2.16%	2.15%	2.16%	1.71%	2.18%
PARTICIPANTS: Central Saanich, North Saanich, Sidney										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Term	-	-	-	-	-	-	-	-	-	-

1.538 Source Control - Saanich Peninsula  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

Source Control - Saanich Peninsula

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

Operating Reserve Schedule - FC 105521

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	53,703	47,646	45,483	41,383	37,083	32,583	32,583
Planned Purchase	(20,000)	(3,327)	(4,100)	(4,300)	(4,500)	-	-
Transfer from Ops Budget	12,665	-	-	-	-	-	-
Interest Income*	1,278	1,164	-	-	-	-	-
<b>Total projected year end balance</b>	<b>47,646</b>	<b>45,483</b>	<b>41,383</b>	<b>37,083</b>	<b>32,583</b>	<b>32,583</b>	<b>32,583</b>

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**

## **2020 BUDGET**

### **Environmental Engineering Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.576 Environmental Engineering Services

Committee: Parks & Environment

**DEFINITION:**

To provide Engineering Services relative to various Operating and Capital projects, for Environmental Sustainability, Integrated Water, Parks, and Corporate Services. The cost of this function is principally allocated to functions and capital projects using these Services.

**PARTICIPATION:**

All budgets and projects receiving Engineering Services

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

Time charges to Capital projects, Environment Resource Management and Service budgets.

**Change in Budget 2019 to 2020**

Service: 1.576 Engineering Services

**Total Expenditure**

**Comments**

**2019 Budget**

**2,370,862**

**Change in Salaries:**

Base salary change

89,670

Inclusive of collective agreement changes

Step Increase/paygrade change

4,457

Total Change in Salaries

94,127

**Other Changes:**

Internal Allocations

(6,631)

Other

2,251

Total Other Changes

(4,380)

**2020 Budget**

**2,460,609**

**Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

*There is projected to be 7.2% short fall in 2019 spending as a result of hiring challenge, this is anticipated to be offset by a similar short fall in internal recoveries, resulting an no project surplus, any resulting deficit would be funded from the Services's Operating Reserve.*



1.576 - Engineering Services			BUDGET REQUEST				FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	1,845,085	1,675,353	1,939,212	-	-	1,939,212	1,981,049	1,988,265	2,031,041	2,074,679
Internal Allocations	356,286	356,286	349,655	-	-	349,655	355,844	362,127	369,439	376,900
Consulting and Legal	10,000	10,000	10,000	-	-	10,000	10,220	10,445	10,675	10,909
Operating Supplies	50,900	50,900	51,940	-	-	51,940	53,083	54,250	55,444	56,664
Telecommunication	36,909	36,909	37,648	-	-	37,648	38,476	39,322	40,187	41,072
Vehicle and Equipment	25,900	25,900	26,410	-	-	26,410	26,991	27,585	28,192	28,812
Operating Cost - Other	45,782	43,903	45,745	-	-	45,745	46,749	47,775	48,823	49,894
<b>TOTAL OPERATING COSTS</b>	<b>2,370,862</b>	<b>2,199,251</b>	<b>2,460,609</b>	-	-	<b>2,460,609</b>	<b>2,512,412</b>	<b>2,529,769</b>	<b>2,583,800</b>	<b>2,638,929</b>
*Percentage increase over prior year operating costs		-7.2%	3.79%			3.79%	2.11%	0.69%	2.14%	2.13%
<u>CAPITAL / RESERVE</u>										
Transfer to ERF	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>2,370,862</b>	<b>2,199,251</b>	<b>2,460,609</b>	-	-	<b>2,460,609</b>	<b>2,512,412</b>	<b>2,529,769</b>	<b>2,583,800</b>	<b>2,638,929</b>
*Percentage increase over prior year operating costs		-7.2%				3.79%	2.11%	0.69%	2.14%	2.13%
Internal Recoveries	(2,370,862)	(2,199,251)	(2,460,609)	-	-	(2,460,609)	(2,512,412)	(2,529,769)	(2,583,800)	(2,638,929)
*Percentage increase over prior year operating costs		-7.2%				3.79%	2.11%	0.69%	2.14%	2.13%
<b>OPERATING LESS RECOVERIES</b>	-	-	-	-	-	-	-	-	-	-
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year		-								
Balance C/F from Prior to Current year		-								
Transfer Operating Reserve		-								
<b>TOTAL REVENUE</b>	-	-	-	-	-	-	-	-	-	-
<b>REQUISITION</b>	-	-	-	-	-	-	-	-	-	-
*Percentage increase over prior year requisition										
AUTHORIZED POSITIONS:										
Salaried	14	14	14	-	-	14	14	14	14	14

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

<b>Service No.</b>	<b>1.576</b>	<b>Carry Forward from 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>TOTAL</b>
	Environmental Engineering Services							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$37,000	\$40,000	\$40,000	\$40,000	\$40,000	\$197,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$40,000	\$0	\$40,000	\$80,000	\$160,000
		<b>\$0</b>	<b>\$37,000</b>	<b>\$80,000</b>	<b>\$40,000</b>	<b>\$80,000</b>	<b>\$120,000</b>	<b>\$357,000</b>

**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	\$37,000	\$80,000	\$40,000	\$80,000	\$120,000	\$357,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$37,000</b>	<b>\$80,000</b>	<b>\$40,000</b>	<b>\$80,000</b>	<b>\$120,000</b>	<b>\$357,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.576

Service Name: Environmental Engineering 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  
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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-02	Replacement	Engineering Equipment	Engineering Equipment	\$75,000	E	ERF	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
18-03	Replacement	Computer Equipment	Computer Equipment	\$122,000	E	ERF	\$0	\$22,000	\$25,000	\$25,000	\$25,000	\$25,000	\$122,000
21-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F12013 (7 pass van) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.	\$40,000	V	ERF	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
23-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F14016 (4x4 pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.	\$40,000	V	ERF	\$0	\$0	\$0	\$0	\$40,000	\$0	\$40,000
24-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #FQ14020 (Transit) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.	\$40,000	V	ERF	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000
24-02	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F14017 (4x4 pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.	\$40,000	V	ERF	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000
<b>GRAND TOTAL</b>				<b>\$357,000</b>			<b>\$0</b>	<b>\$37,000</b>	<b>\$80,000</b>	<b>\$40,000</b>	<b>\$80,000</b>	<b>\$120,000</b>	<b>\$357,000</b>

Service: 1.576 Environmental Engineering Services

Proj. No.	18-02	Capital Project Title	Engineering Equipment	Capital Project Description	Engineering Equipment
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Other
Project Rationale <i>Replace engineering equipment based on life cycle assessment.</i>					

Proj. No.	18-03	Capital Project Title	Computer Equipment	Capital Project Description	Computer Equipment
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Other
Project Rationale <i>Replace computer equipment based on life cycle assessment.</i>					

Proj. No.	21-01	Capital Project Title	Replacement ES Vehicle	Capital Project Description	Replace aging fleet vehicle unit #F12013 (7 pass van) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.
Asset Class	Vehicles	Board Priority Area	Other	Corporate Priority Area	Other
Project Rationale <i>This vehicle is a 7 passenger mini-van used by all staff in the Engineering Services group as required for group travel to various sites. At replacement time the vehicle will be 9 years old, which is just beyond the CRD recommended replacement strategy of 7 years.</i>					

**Service: 1.576 Environmental Engineering Services**

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Replacement ES Vehicle	<b>Capital Project Description</b> Replace aging fleet vehicle unit #F14016 (4x4 pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.
<b>Asset Class</b> Vehicles	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Other
<b>Project Rationale</b> <i>This vehicle is a 4x4 pick up used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 9 years old, which is just beyond the CRD recommended replacement strategy of 7 years.</i>		

<b>Proj. No.</b> 24-01	<b>Capital Project Title</b> Replacement ES Vehicle	<b>Capital Project Description</b> Replace aging fleet vehicle unit #FQ14020 (Transit) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.
<b>Asset Class</b> Vehicles	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Other
<b>Project Rationale</b> <i>This vehicle is a transit van used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 10 years old, which is just beyond the CRD recommended replacement strategy of 7 years.</i>		

<b>Proj. No.</b> 24-02	<b>Capital Project Title</b> Replacement ES Vehicle	<b>Capital Project Description</b> Replace aging fleet vehicle unit #F14017 (4x4 pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.
<b>Asset Class</b> Vehicles	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Other
<b>Project Rationale</b> <i>This vehicle is a 4x4 pick up used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 9 years old, which is just beyond the CRD recommended replacement strategy of 7 years.</i>		

1.576 ES Engineering  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

ES Engineering

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

Operating Reserve Schedule - FC 105524

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	232,140	296,280	303,480	303,480	303,480	303,480	303,480
Planned Purchase							
Transfer from Ops Budget	58,617	-					
Interest Income*	5,523	7,200					
<b>Total projected year end balance</b>	<b>296,280</b>	<b>303,480</b>	<b>303,480</b>	<b>303,480</b>	<b>303,480</b>	<b>303,480</b>	<b>303,480</b>

Assumptions/Background:

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

1.576 Engineering Services  
 Asset and Reserve Summary  
 2020 - 2024 Financial Plan

ERF Reserve Cash Flow

ERF: Engineering Senior Budget - ERF for Equipment and Vehicles

Equipment Replacement Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	508,567	483,142	411,142	374,142	294,142	254,142	174,142
Planned Purchase (Based on Capital Plan)	(93,614)	(72,000)	(37,000)	(80,000)	(40,000)	(80,000)	(120,000)
Transfer from Ops Budget	58,617	-	-	-	-	-	-
Proceed disposal of Equipment							
Interest Income*	9,572						
<b>Total projected year end balance</b>	<b>483,142</b>	<b>411,142</b>	<b>374,142</b>	<b>294,142</b>	<b>254,142</b>	<b>174,142</b>	<b>54,142</b>

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Facility Management**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019



Service: 1.105 Facility Management

Committee: Governance and Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**SERVICE DESCRIPTION:**

Full facility management services including administration, maintenance, technical and project management for nine facilities.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Governance and Finance

**FUNDING:**

**GENERAL INFORMATION:**

All costs are recovered from user departments and requisition.

**Change in Budget 2019 to 2020**

Service: 1.10X Facility Mgt & Building Services

**Total Expenditure**

**Comments**

**2019 Budget**

**2,916,401**

**Change in Salaries:**

Base salary change

36,657

Inclusive of collective agreement changes

Step Increase/paygrade change

4,051

Total Change in Salaries

40,708

**Other Changes:**

Internal allocations

29,665

Transfer to reserve

20,052

Other operating costs

4,649

Total Other Changes

54,366

**2020 Budget**

**3,011,475**

**Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

*There are no anticipated overall variances for the 2019 budget year.*

1.105 Facility Management			BUDGET REQUEST				FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	882,297	882,297	915,639	-	-	915,639	935,414	940,842	961,167	982,313
Internal Allocations	250,367	250,367	268,023	-	-	268,023	271,362	274,728	280,358	286,526
Consulting Service	50,000	50,000	51,000	-	-	51,000	52,020	53,060	54,122	55,313
Operating Supplies	25,900	25,900	26,418	-	-	26,418	26,946	27,485	27,935	28,550
Telecommunication	13,110	13,110	13,372	-	-	13,372	13,640	13,912	14,190	14,502
Vehicle and Equipment	38,930	38,930	39,489	-	-	39,489	40,292	41,113	41,950	42,873
Operating Cost - Other	58,495	58,290	59,455	-	-	59,455	60,645	61,858	63,095	64,483
<b>TOTAL OPERATING COSTS</b>	<b>1,319,099</b>	<b>1,318,894</b>	<b>1,373,396</b>	-	-	<b>1,373,396</b>	<b>1,400,319</b>	<b>1,412,999</b>	<b>1,442,817</b>	<b>1,474,559</b>
*Percentage increase over prior year operating costs		0.0%	4.12%			4.12%	1.96%	0.91%	2.11%	2.20%
<u>CAPITAL / RESERVE</u>										
Transfer to ERF	49,002	20,000	45,000	-	-	45,000	48,394	51,911	55,498	56,719
<b>TOTAL CAPITAL / RESERVES</b>	<b>49,002</b>	<b>20,000</b>	<b>45,000</b>	-	-	<b>45,000</b>	<b>48,394</b>	<b>51,911</b>	<b>55,498</b>	<b>56,719</b>
<b>TOTAL COSTS</b>	<b>1,368,101</b>	<b>1,338,894</b>	<b>1,418,396</b>	-	-	<b>1,418,396</b>	<b>1,448,713</b>	<b>1,464,909</b>	<b>1,498,315</b>	<b>1,531,278</b>
*Percentage increase over prior year operating costs		-2.1%				3.68%	2.14%	1.12%	2.28%	2.20%
Internal Recoveries	(1,144,620)	(1,115,413)	(1,163,913)	-	-	(1,163,913)	(1,188,632)	(1,199,106)	(1,226,665)	(1,253,651)
<b>OPERATING LESS RECOVERIES</b>	<b>223,481</b>	<b>223,481</b>	<b>254,483</b>	-	-	<b>254,483</b>	<b>260,081</b>	<b>265,803</b>	<b>271,650</b>	<b>277,627</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(76,096)	(76,096)	(99,195)	-	-	(99,195)	(101,377)	(103,607)	(105,887)	(108,217)
<b>TOTAL REVENUE</b>	<b>(76,096)</b>	<b>(76,096)</b>	<b>(99,195)</b>	-	-	<b>(99,195)</b>	<b>(101,377)</b>	<b>(103,607)</b>	<b>(105,887)</b>	<b>(108,217)</b>
Estimated balance C/F from current to Next year										
<b>REQUISITION</b>	<b>(147,385)</b>	<b>(147,385)</b>	<b>(155,288)</b>	-	-	<b>(155,288)</b>	<b>(158,704)</b>	<b>(162,196)</b>	<b>(165,764)</b>	<b>(169,411)</b>
*Percentage increase over prior year requisition						5.36%	2%	2%	2%	2%
AUTHORIZED POSITIONS FTE:	7	7	7	-	-	7	8	9	9	9

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.105 Facilities Management	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$6,750	\$16,000	\$2,000	\$2,650	\$9,150	\$36,550
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$35,000	\$70,000	\$80,000	\$0	\$0	\$185,000
		<b>\$0</b>	<b>\$41,750</b>	<b>\$86,000</b>	<b>\$82,000</b>	<b>\$2,650</b>	<b>\$9,150</b>	<b>\$221,550</b>

**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	\$41,750	\$86,000	\$82,000	\$2,650	\$9,150	\$221,550
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$41,750</b>	<b>\$86,000</b>	<b>\$82,000</b>	<b>\$2,650</b>	<b>\$9,150</b>	<b>\$221,550</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.105  
Service Name: Facilities Management

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-02	Replacement	Desktop Computers	Replace desktop computers	\$16,200	E	ERF	\$0	\$6,000	\$1,000	\$2,000	\$1,050	\$6,150	\$16,200
18-01	Replacement	Desktop Printer	Replace desktop printer	\$1,500	E	ERF	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500
19-01	Replacement	Laptop	Replace laptop	\$1,600	E	ERF	\$0	\$0	\$0	\$0	\$1,600	\$1,500	\$3,100
19-02	Replacement	Desktop Printer	Replace desktop	\$750	E	ERF	\$0	\$750	\$0	\$0	\$0	\$0	\$750
19-03	Replacement	Production Printer	Replace main printer	\$15,000	E	ERF	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
21-01	Replacement	Unit 1112	Replace Chev Express Van	\$45,000	V	ERF	\$0	\$0	\$0	\$45,000	\$0	\$0	\$45,000
<b>Pool Vehicles</b>													
17-03	Replacement	Pool Vehicle - F00990	Replace Smart Car	\$35,000	V	ERF	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
20-01	Replacement	Pool Vehicle - F00959	Replace Toyota Prius	\$35,000	V	ERF	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
20-02	Replacement	Pool Vehicle - F11004	Replace Chev Malibu	\$35,000	V	ERF	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
21-02	Replacement	Pool Vehicle - F11006	Replace Jeep Patriot	\$35,000	V	ERF	\$0	\$0	\$0	\$35,000	\$0	\$0	\$35,000
<b>GRAND TOTAL</b>				<b>\$220,050</b>			<b>\$0</b>	<b>\$41,750</b>	<b>\$86,000</b>	<b>\$82,000</b>	<b>\$2,650</b>	<b>\$9,150</b>	<b>\$221,550</b>

Service: 1.105 Facility Management

Proj. No. 17-02 Capital Project Title Desktop Computers Capital Project Description Replace desktop computers  
Asset Class Equipment Board Priority Area Other Corporate Priority Area Other  
Project Rationale Replace desktop computers as scheduled by IT on a 3 year cycle.

Proj. No. 18-01 Capital Project Title Desktop Printer Capital Project Description Replace desktop printer  
Asset Class Equipment Board Priority Area Other Corporate Priority Area Other  
Project Rationale Replace Facility Management desktop printer.

Proj. No. 19-01 Capital Project Title Laptop Capital Project Description Replace laptop  
Asset Class Equipment Board Priority Area Other Corporate Priority Area Other  
Project Rationale Replace laptop computer as scheduled by IT on a 3 year cycle.

Proj. No. 19-02 Capital Project Title Desktop Printer Capital Project Description Replace desktop  
Asset Class Equipment Board Priority Area Other Corporate Priority Area Other  
Project Rationale Replace FM Helpdesk desktop printer.

Service: 1.105 Facility Management

Proj. No.	19-03	Capital Project Title	Production Printer	Capital Project Description	Replace main printer
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Other
Project Rationale	Replace laser printer formally shared with Accounting Services on the 3rd floor.				

Proj. No.	21-01	Capital Project Title	Unit 1112	Capital Project Description	Replace Chev Express Van
Asset Class	Vehicles	Board Priority Area	Other	Corporate Priority Area	Other
Project Rationale	Replacement of the unit with an electric hybrid option if available.				

Proj. No.	17-03	Capital Project Title	Pool Vehicle - F00990	Capital Project Description	Replace Smart Car
Asset Class	Vehicles	Board Priority Area	Other	Corporate Priority Area	Other
Project Rationale	Replace the pool vehicle with an all electric option as scheduled by Facility Management.				

Proj. No.	20-01	Capital Project Title	Pool Vehicle - F00959	Capital Project Description	Replace Toyota Prius
Asset Class	Vehicles	Board Priority Area	Other	Corporate Priority Area	Other
Project Rationale	Replace the pool vehicle with an all electric or hybrid vehicle as scheduled by Facility Management.				

Service: 1.105 Facility Management

Proj. No.	20-02	Capital Project Title	Pool Vehicle - F11004	Capital Project Description	Replace Chev Malibu
Asset Class	Vehicles	Board Priority Area	Other	Corporate Priority Area	Other
Project Rationale	Replace the pool vehicle with an all electric or hybrid vehicle as scheduled by Facility Management.				

Proj. No.	21-02	Capital Project Title	Pool Vehicle - F11006	Capital Project Description	Replace Jeep Patriot
Asset Class	Vehicles	Board Priority Area	Other	Corporate Priority Area	Other
Project Rationale	Replace the pool vehicle with an all electric or hybrid vehicle as scheduled by Facility Management.				



1.105 Facility Management  
 Asset and Reserve Summary  
 2020 - 2024 Financial Plan

Asset Profile

**Facility Management**

Facility Management assets consist of vehicles and equipment.

Reserve Schedule

Equipment Replacement Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	267,887	322,051	337,851	341,101	303,495	273,406	326,254
<b>Planned Purchase (Based on Capital Plan)</b>	(5,376)	(4,200)	(41,750)	(86,000)	(82,000)	(2,650)	(9,150)
<b>Transfer from Ops Budget</b>	49,163	20,000	45,000	48,394	51,911	55,498	56,719
<b>Proceed disposal of Equipment</b>	1,636						
<b>Interest Income*</b>	8,741						
<b>Total projected year end balance</b>	<b>322,051</b>	<b>337,851</b>	<b>341,101</b>	<b>303,495</b>	<b>273,406</b>	<b>326,254</b>	<b>373,823</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**

## **2020 BUDGET**

### **CRD Headquarters Building**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.106 CRD Headquarter Building

Committee: Governance and Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Governance and Finance

**FUNDING:**

All costs are recovered by building allocation from CRD user departments and by lease revenue from tenant (Starbucks).

1.106 - CRD HQ BUILDING			BUDGET REQUEST				FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>OPERATING COSTS:</b>										
Internal Allocations	206,075	206,075	217,676	-	-	217,676	234,804	252,531	257,951	263,488
Insurance Cost	38,535	38,535	38,650	-	-	38,650	39,500	40,360	41,240	42,140
Repairs and Maintenance Costs	201,893	201,893	193,790	-	-	193,790	198,053	202,411	206,863	211,414
Rental and Leases	86,813	86,813	88,127	-	-	88,127	90,066	92,047	94,072	96,142
Electricity & Utilities	185,500	185,500	185,410	-	-	185,410	189,489	193,658	197,918	202,272
Operating Supplies	45,000	45,000	41,000	-	-	41,000	41,902	42,824	43,766	44,729
Internal Labour Cost	319,670	304,844	324,030	-	-	324,030	330,510	337,120	343,863	350,740
Operating Cost - Other	218,736	218,736	225,876	-	-	225,876	230,845	235,924	241,114	246,419
<b>TOTAL OPERATING COSTS</b>	<b>1,302,222</b>	<b>1,287,396</b>	<b>1,314,559</b>	-	-	<b>1,314,559</b>	<b>1,355,169</b>	<b>1,396,874</b>	<b>1,426,788</b>	<b>1,457,344</b>
*Percentage increase over prior year operating costs		-1.1%	0.95%			0.95%	3.09%	3.08%	2.14%	2.14%
<b>CAPITAL / RESERVE</b>										
Transfer to Capital Reserve Fund	38,900	38,900	58,952	-	-	58,952	59,228	59,498	59,778	60,056
<b>TOTAL CAPITAL / RESERVES</b>	<b>38,900</b>	<b>38,900</b>	<b>58,952</b>	-	-	<b>58,952</b>	<b>59,228</b>	<b>59,498</b>	<b>59,778</b>	<b>60,056</b>
<b>TOTAL COSTS</b>	<b>1,341,122</b>	<b>1,326,296</b>	<b>1,373,511</b>	-	-	<b>1,373,511</b>	<b>1,414,397</b>	<b>1,456,372</b>	<b>1,486,566</b>	<b>1,517,400</b>
*Percentage increase over prior year operating costs		-1.1%				2.42%	2.98%	2.97%	2.07%	2.07%
Internal Recoveries (Building Occupancy)	(1,219,749)	(1,204,923)	(1,252,348)	-	-	(1,252,348)	(1,292,022)	(1,332,769)	(1,361,722)	(1,391,304)
*Percentage increase over prior year operating costs		-1.2%				2.67%	3.17%	3.15%	2.17%	2.17%
<b>OPERATING LESS RECOVERIES</b>	<b>121,373</b>	<b>121,373</b>	<b>121,163</b>	-	-	<b>121,163</b>	<b>122,376</b>	<b>123,603</b>	<b>124,844</b>	<b>126,096</b>
		0.0%	-0.17%			-0.17%	1.00%	1.00%	1.00%	1.00%
<b>FUNDING SOURCES (REVENUE)</b>										
Estimated Balance C/F from current to next year										
Fees Charged	(3,060)	(3,060)	(2,700)	-	-	(2,700)	(2,759)	(2,820)	(2,946)	(3,010)
Lease Revenue	(99,603)	(99,603)	(99,603)	-	-	(99,603)	(100,341)	(101,084)	(101,766)	(105,586)
Recovery - Other	(18,710)	(18,710)	(18,860)	-	-	(18,860)	(19,275)	(19,699)	(20,132)	(17,500)
<b>TOTAL REVENUE</b>	<b>(121,373)</b>	<b>(121,373)</b>	<b>(121,163)</b>	-	-	<b>(121,163)</b>	<b>(122,375)</b>	<b>(123,603)</b>	<b>(124,843)</b>	<b>(126,097)</b>
<b>REQUISITION</b>	-	-	-	-	-	-	-	-	-	-
*Percentage increase over prior year requisition										
<b>AUTHORIZED POSITIONS:</b>										
Salaried										
Converted Auxiliaries	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.106	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
	CRD Fisgard HQ Building							

**EXPENDITURE**

Buildings	B	\$50,000	\$259,729	\$20,000	\$0	\$15,000	\$0	\$294,729
Equipment	E	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
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
		<b>\$50,000</b>	<b>\$309,729</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$344,729</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$50,000	\$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	\$309,729	\$20,000	\$0	\$15,000	\$0	\$344,729
		<b>\$50,000</b>	<b>\$309,729</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$344,729</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.106  
Service Name: CRD Fisgard HQ Building

**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

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Replacement	Parkade Floor Reseal	Reseal Parkade floor	\$34,729	B	Res	\$0	\$34,729	\$0	\$0	\$0	\$0	\$34,729
19-02	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$100,000	B	Cap	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
					B	Res		\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-01	Replacement	Hot Water Tank	303 Liter Hot Water Tank	\$20,000	B	Res	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
20-02	Study	Asset Management Plan	Facility Condition Assessment	\$45,000	B	Res	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
20-03	New	New Flag Poles	Flag Pole Design and Installation	\$30,000	B	Res	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
20-04	New	Exterior Lighting Upgrades	New Exterior Lights with Digital controls	\$50,000	E	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-05	New	Interior Renovations	Interior Renovations - HQ Building	\$100,000	B	Res	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
23-01	Renewal	Exterior upgrades	Green Roof Upgrades	\$15,000	B	Res	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000
<b>GRAND TOTAL</b>				<b>\$394,729</b>			<b>\$50,000</b>	<b>\$309,729</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$344,729</b>

Service: 1.106 CRD Fisgard HQ Building

Proj. No. 19-01 Capital Project Title Parkade Floor Reseal Capital Project Description Reseal Parkade floor  
 Asset Class Buildings Board Priority Area Other Corporate Priority Area Other  
 Project Rationale To refurbish the parkade ceiling to maintain the building substructure as per the VFA report.

Proj. No. 19-02 Capital Project Title Emergency Repairs Capital Project Description For Unforeseen Emergency Repairs  
 Asset Class Buildings Board Priority Area Other Corporate Priority Area Other  
 Project Rationale Contingency amount to cover unforeseen emergency repairs to the building.

Proj. No. 20-01 Capital Project Title Hot Water Tank Capital Project Description 303 Liter Hot Water Tank  
 Asset Class Building Equipment Board Priority Area Climate Change Corporate Priority Area Other  
 Project Rationale Hot water tank expected to reach its useful life.

Proj. No. 20-02 Capital Project Title Asset Management Plan Capital Project Description Facility Condition Assessment  
 Asset Class Buildings Board Priority Area Other Corporate Priority Area Other  
 Project Rationale Study to assess the life cycle condition of the facility and building system components

Proj. No. 20-03 Capital Project Title New Flag Poles Capital Project Description Flag Pole Design and Installation  
 Asset Class Buildings Board Priority Area Other Corporate Priority Area Other  
 Project Rationale replacement of the existing flag pole and add additional flag poles; increase safety protocols for maintenance workers when accessing the flag pole(s).

Service: 1.106 CRD Fisgard HQ Building

Proj. No. 20-04 Capital Project Title Exterior Lighting Upgrades Capital Project Description New Exterior Lights with Digital controls  
Asset Class Buildings Board Priority Area Other Corporate Priority Area Other  
Project Rationale *enhanced lighting and controls to highlight the buildings façade for special events*

Proj. No. 20-05 Capital Project Title Interior Renovations Capital Project Description Interior Renovations - HQ Building  
Asset Class Buildings Board Priority Area Other Corporate Priority Area Other  
Project Rationale *Contingent amount for office and floor plate reconfiguration due to department and staff relocations.*



1.106 CRD HQ Building & 1.226 Health Facilities - VIHA  
 Asset and Reserve Summary  
 2020 - 2024 Financial Plan

1.106 Headquarters Facility & 1.226 VIHA Health Facilities Capital Reserve Fund Cash Flow

Reserve/Fund Summary Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	6,998,113	6,628,075	7,268,415	6,913,996	5,044,268	5,719,775	6,198,298
Planned Capital Expenditure (Based on Capital Plan)	(1,255,465)	(285,000)	(1,089,729)	(2,617,500)	(85,000)	(295,000)	(195,000)
Transfer from Ops Budget	729,477	775,340	735,310	747,772	760,507	773,523	786,824
Interest Income**	155,950	150,000					
<b>Total projected year end balance</b>	<b>6,628,075</b>	<b>7,268,415</b>	<b>6,913,996</b>	<b>5,044,268</b>	<b>5,719,775</b>	<b>6,198,298</b>	<b>6,790,122</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**

## **2020 BUDGET**

### **Corporate Satellite Facilities**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**Service: 1.107 Corporate Satellite Facilities**

**Committee: Governance and Finance**

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Governance and Finance

**FUNDING:**

All costs are recovered from user departments.

1.107 - CORPORATE SATELLITE FACILITIES	BUDGET REQUEST				2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL		
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING					2020 ONE-TIME	2020 TOTAL
<u>OPERATING COSTS:</u>										
Rentals and Leases	78,700	78,700	80,274	-	-	80,274	82,040	83,845	82,009	83,813
Internal Allocations	15,111	15,111	17,232	-	-	17,232	19,160	21,158	21,601	22,056
Insurance Cost	1,513	1,513	-	-	-	-	-	-	-	-
Electricity & Utilities	18,000	18,000	18,497	-	-	18,497	18,904	19,320	19,745	20,179
Repairs and Maintenance Costs	12,600	12,600	13,014	-	-	13,014	13,300	13,593	14,255	14,568
Operating Cost - Other	68,754	68,754	77,801	-	-	77,801	79,431	81,095	82,730	84,463
<b>TOTAL OPERATING COSTS</b>	<b>194,678</b>	<b>194,678</b>	<b>206,818</b>	<b>-</b>	<b>-</b>	<b>206,818</b>	<b>212,836</b>	<b>219,011</b>	<b>220,340</b>	<b>225,081</b>
*Percentage Increase over prior year		0.00%	6.24%	-	-	6.24%	2.91%	2.90%	0.61%	2.15%
<u>CAPITAL / RESERVE</u>										
Transfer to Reserve Fund	12,500	12,500	12,750	-	-	12,750	13,031	13,317	13,610	13,910
TOTAL CAPITAL / RESERVES	12,500	12,500	12,750	-	-	12,750	13,031	13,317	13,610	13,910
<b>TOTAL COSTS</b>	<b>207,178</b>	<b>207,178</b>	<b>219,568</b>	<b>-</b>	<b>-</b>	<b>219,568</b>	<b>225,866</b>	<b>232,328</b>	<b>233,950</b>	<b>238,990</b>
*Percentage Increase over prior year		0.00%	5.98%	-	-	5.98%	2.87%	2.86%	0.70%	2.15%
<b>Internal Recoveries</b>	<b>(207,178)</b>	<b>(207,178)</b>	<b>(219,568)</b>			<b>(219,568)</b>	<b>(225,866)</b>	<b>(232,328)</b>	<b>(233,950)</b>	<b>(238,990)</b>
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Term	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.107	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
	Corporate Satellite Facilities							

**EXPENDITURE**

Buildings	B	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
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
		<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
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	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.107  
Service Name: Corporate Satellite Facilities

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Replacement	Emergency Repairs	For Unforeseen Emergency Repairs	\$25,000	B	Cap	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
<b>GRAND TOTAL</b>				<b>\$25,000</b>			<b>\$25,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

Service: 1.107 Corporate Satellite Facilities

Proj. No.	19-01	Capital Project Title	Emergency Repairs	Capital Project Description	For Unforeseen Emergency Repairs
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Other
Project Rationale	To cover unforeseen emergency repairs to the building.				

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Family Court Building**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019



Service: 1.123 Family Court Building

Committee: Governance and Finance

**DEFINITION:**

Supplementary Letters Patent, Division VI - Family and Children's Court, March 16, 1967. Amended September 10, 1987.

**PARTICIPATION:**

The participants in this function were Victoria, Saanich, Oak Bay and Esquimalt. Although the District is the owner on record, the facility had previously been operated by the City under an arrangement dating from a time when the CRD had no property management capability.

Since 1998, excess rental revenues have been returned to function participants through a negative requisition.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

No debt shall be incurred by the Regional District for the purpose of this function other than temporary current borrowing.

**FUNDING:**

The budget provides for establishment of a reserve fund from rental revenues in order to establish a program of planned maintenance and upgrading. The facility has no debt. Costs are recovered from the tenant.

1.123 - FAMILY COURT BUILDING

	<b>BUDGET REQUEST</b>					2021	2022	2023	2024	
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING						2020 ONE-TIME
<u>OPERATING COSTS:</u>										
Internal Allocations	21,380	21,380	22,068	-	-	22,068	22,480	22,900	23,391	23,893
Insurance Cost	5,250	5,250	5,370	-	-	5,370	5,490	5,620	5,750	5,880
Repairs and Maintenance Costs	26,400	26,400	21,299	-	-	21,299	22,896	20,083	17,150	17,237
Electricity&Utilities	38,800	38,800	40,300	-	-	40,300	41,187	42,093	43,019	43,965
Internal Labour Cost	17,000	17,000	17,900	-	-	17,900	18,258	18,624	18,996	19,376
Operating Cost - Other	12,969	12,969	13,200	-	-	13,200	13,490	13,787	14,091	11,317
<b>TOTAL OPERATING COSTS</b>	<b>121,799</b>	<b>121,799</b>	<b>120,137</b>	<b>-</b>	<b>-</b>	<b>120,137</b>	<b>123,801</b>	<b>123,107</b>	<b>122,396</b>	<b>121,668</b>
*Percentage Increase over prior year						-1.36%	3.05%	-0.56%	-0.58%	-0.59%
<u>CAPITAL / RESERVE</u>										
Transfer to Reserve Fund	63,551	63,551	24,881	-	-	24,881	25,559	26,253	26,964	27,691
<b>TOTAL CAPITAL / RESERVES</b>	<b>63,551</b>	<b>63,551</b>	<b>24,881</b>	<b>-</b>	<b>-</b>	<b>24,881</b>	<b>25,559</b>	<b>26,253</b>	<b>26,964</b>	<b>27,691</b>
<b>TOTAL COSTS</b>	<b>185,350</b>	<b>185,350</b>	<b>145,018</b>	<b>-</b>	<b>-</b>	<b>145,018</b>	<b>149,360</b>	<b>149,360</b>	<b>149,360</b>	<b>149,359</b>
*Percentage Increase over prior year						-21.76%	2.99%	0.00%	0.00%	0.00%
<b>FUNDING SOURCES (REVENUE)</b>										
Surplus C/F from current to next year										
Rental Income	(149,360)	(149,360)	(149,360)	-	-	(149,360)	(149,360)	(149,360)	(149,360)	(149,360)
Recovery - Other	(77,010)	(77,010)	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	4,257	4,257	4,342	-	-	4,342	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(222,113)</b>	<b>(222,113)</b>	<b>(145,018)</b>	<b>-</b>	<b>-</b>	<b>(145,018)</b>	<b>(149,360)</b>	<b>(149,360)</b>	<b>(149,360)</b>	<b>(149,360)</b>
<b>REQUISITION</b>	<b>36,763</b>	<b>36,763</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>
*Percentage Increase over prior year		0.00%	-100.00%	-	-	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.123	Carry						
	Family Court Building	Forward from	2020	2021	2022	2023	2024	TOTAL
		2019						

EXPENDITURE

Buildings	B	\$90,000	\$257,500	\$39,764	\$0	\$10,000	\$0	\$307,264
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
		<b>\$90,000</b>	<b>\$257,500</b>	<b>\$39,764</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$307,264</b>

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$90,000	\$90,000	\$0	\$0	\$0	\$0	\$90,000
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	\$167,500	\$39,764	\$0	\$10,000	\$0	\$217,264
		<b>\$90,000</b>	<b>\$257,500</b>	<b>\$39,764</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$307,264</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.123

Service Name: Family Court Building

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Replacement	Cabinet Heaters Replacement	Interior cabinet heaters	\$10,000	B	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
19-02	Replacement	Boiler Replacement	Feasibility work and replacement of Boiler	\$150,000	B	Cap	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000
					B	Res	\$0	\$110,000	\$0	\$0	\$0	\$0	\$110,000
19-03	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-01	Renewal	AHU Replacement	Major repairs to AHU	\$39,764	B	Res	\$0	\$0	\$39,764	\$0	\$0	\$0	\$39,764
20-02	Renewal	Exterior Upgrades	Wood Window & Trim Replacement	\$47,500	B	Res	\$0	\$47,500	\$0	\$0	\$0	\$0	\$47,500
23-01	Study	Assessment	Fire Alarm System Assessment	\$10,000	B	Res	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000
<b>GRAND TOTAL</b>				<b>\$307,264</b>			<b>\$90,000</b>	<b>\$257,500</b>	<b>\$39,764</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$307,264</b>

Service: 1.123 **Family Court Building**

Proj. No. 19-01 Capital Project Title Cabinet Heaters Replacement Capital Project Description Interior cabinet heaters  
 Asset Class Buildings Board Priority Area Other Corporate Priority Area Other  
 Project Rationale Potential replacement of the Cabinet heaters expected to reach their useful life, per the VFA report.

Proj. No. 19-02 Capital Project Title Boiler Replacement Capital Project Description Feasibility work and replacement of Boiler  
 Asset Class Buildings Board Priority Area Other Corporate Priority Area Other  
 Project Rationale Conduct feasibility study on the life cycle of this unit and for replacement of the unit as necessary.

Proj. No. 19-03 Capital Project Title Emergency Repairs Capital Project Description For Unforeseen Emergency Repairs  
 Asset Class Buildings Board Priority Area Other Corporate Priority Area Other  
 Project Rationale Contingency for unforeseen emergency repairs

Proj. No. 20-01 Capital Project Title AHU Replacement Capital Project Description Major repairs to AHU  
 Asset Class Buildings Board Priority Area Other Corporate Priority Area Other  
 Project Rationale Reaching end of life cycle, plan for Major repairs on the air handling unit, as per the VFA report.

Proj. No. 20-02 Capital Project Title Exterior Upgrades Capital Project Description Wood Window & Trim Replacement  
 Asset Class Buildings Board Priority Area Other Corporate Priority Area Other  
 Project Rationale to refurbish the exterior windows and trim per the VFA report

Proj. No. 23-01 Capital Project Title Assessment Capital Project Description Fire Alarm System Assessment  
 Asset Class Buildings Board Priority Area Other Corporate Priority Area Other  
 Project Rationale Conduct assessment of the fire safety system.

1.123 Family Court Building  
 Asset and Reserve Summary  
 2020 - 2024 Financial Plan

Asset Profile

Family Court Building

The Family Court Building assets include land and building which currently houses mental health built in 1980.

Reserve Schedule

Family Court Building Reserve Fund Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	88,557	190,866	168,804	26,185	11,980	38,233	55,197
Transfer to Cap Fund	15,000	(90,000)	(167,500)	(39,764)	-	(10,000)	-
Transfer from Ops Budget	84,992	62,778	24,881	25,559	26,253	26,964	27,691
Interest Income**	2,317	5,160					
<b>Total projected year end balance</b>	<b>190,866</b>	<b>168,804</b>	<b>26,185</b>	<b>11,980</b>	<b>38,233</b>	<b>55,197</b>	<b>82,888</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**

## **2020 BUDGET**

### **Health Facilities - VIHA**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.226 Health Facilities - VIHA

Committee: Governance and Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance and Finance

**FUNDING:**

All costs are recovered by lease payment from Island Health.



1.226 - HEALTH FACILITIES - VIHA

	<b>BUDGET REQUEST</b>									
	<b>2019</b> BOARD BUDGET	<b>2019</b> ESTIMATED ACTUAL	<b>2020</b> CORE BUDGET	<b>2020</b> ONGOING					<b>2020</b> ONE-TIME	<b>2020</b> TOTAL
<u>OPERATING COSTS:</u>										
Internal Allocation	160,771	160,771	294,487	-	-	294,487	356,741	301,376	307,400	313,550
Insurance Cost	23,943	23,943	24,420	-	-	24,420	24,910	25,406	25,915	26,434
Repairs and Maintenance Costs	211,012	211,012	189,540	-	-	189,540	193,331	197,197	201,142	205,165
Electricity&Utilities	157,106	157,106	165,200	-	-	165,200	170,004	173,404	176,872	180,410
Internal Labour Cost	358,740	344,728	311,670	-	-	311,670	317,903	324,261	330,746	337,361
Consultant Expenses	9,931	9,931	15,000	-	-	15,000	15,300	15,606	15,918	16,236
Operating Supplies	50,546	50,546	45,400	-	-	45,400	46,308	47,234	48,179	49,142
Operating Cost - Other	415,623	412,623	397,685	-	-	397,685	405,629	413,731	421,996	430,426
<b>TOTAL OPERATING COSTS</b>	<b>1,387,672</b>	<b>1,370,660</b>	<b>1,443,402</b>	<b>-</b>	<b>-</b>	<b>1,443,402</b>	<b>1,530,126</b>	<b>1,498,215</b>	<b>1,528,168</b>	<b>1,558,725</b>
*Percentage Increase over prior year						4.02%	6.01%	-2.09%	2.00%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Reserve Fund	591,620	591,620	553,670	-	-	553,670	553,670	553,670	553,670	553,670
TOTAL CAPITAL / RESERVES	591,620	591,620	553,670	-	-	553,670	553,670	553,670	553,670	553,670
<b>TOTAL COSTS</b>	<b>1,979,292</b>	<b>1,962,280</b>	<b>1,997,072</b>	<b>-</b>	<b>-</b>	<b>1,997,072</b>	<b>2,083,796</b>	<b>2,051,885</b>	<b>2,081,838</b>	<b>2,112,395</b>
*Percentage Increase over prior year						0.90%	4.34%	-1.53%	1.46%	1.47%
<b>FUNDING SOURCES (REVENUE)</b>										
Revenue - Other (Interest)	(3,500)	-	(3,500)	-	-	(3,500)	(3,500.00)	(3,500.00)	(3,500.00)	(3,577.00)
Lease Revenue from VIHA	(1,975,792)	(1,962,280)	(1,993,572)	-	-	(1,993,572)	(2,080,296)	(2,048,385)	(2,078,338)	(2,108,818)
TOTAL REVENUE	(1,979,292)	(1,962,280)	(1,997,072)	-	-	(1,997,072)	(2,083,796)	(2,051,885)	(2,081,838)	(2,112,395)
						0.90%	4.34%	-1.53%	1.46%	1.47%
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>AUTHORIZED POSITIONS:</b>										
Salaried	-	-	-	-	-	-	-	-	-	-
Term	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.226 Health Facilities - VIHA	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$160,000	\$940,000	\$2,522,500	\$0	\$25,000	\$0	\$3,487,500
Equipment	E	\$0	\$0	\$75,000	\$85,000	\$255,000	\$120,000	\$535,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$160,000</b>	<b>\$940,000</b>	<b>\$2,597,500</b>	<b>\$85,000</b>	<b>\$280,000</b>	<b>\$195,000</b>	<b>\$4,097,500</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$160,000	\$160,000	\$0	\$0	\$0	\$0	\$160,000
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	\$780,000	\$2,597,500	\$85,000	\$280,000	\$195,000	\$3,937,500
		<b>\$160,000</b>	<b>\$940,000</b>	<b>\$2,597,500</b>	<b>\$85,000</b>	<b>\$280,000</b>	<b>\$195,000</b>	<b>\$4,097,500</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.226

Service Name: Health Facilities - VIHA

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
EHU-19-01	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
EHU-20-01	Renewal	Building Envelope Replacement	Building Envelope Replacement Detailed Design	\$2,022,500	B	Res	\$0	\$150,000	\$1,872,500	\$0	\$0	\$0	\$2,022,500
EHU-21-01	Renewal	Roof Replacement	Replace Flat Roofs	\$400,000	B	Res	\$0	\$0	\$400,000	\$0	\$0	\$0	\$400,000
EHU-21-02	Replacement	Exterior Doors	Replace Exterior Doors to be accessible	\$50,000	B	Res	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
EHU-22-01	Renewal	HVAC Upgrades	Replace HWT and Distribution	\$70,000	E	Res	\$0	\$0	\$0	\$70,000	\$0	\$0	\$70,000
EHU-23-01	Renewal	HVAC Upgrades	Overhaul Air Handling Unit	\$70,000	E	Res	\$0	\$0	\$0	\$0	\$70,000	\$0	\$70,000
EHU-23-02	Renewal	Interior Renewal	Flooring surface replacement	\$25,000	B	Res	\$0	\$0	\$0	\$0	\$25,000	\$0	\$25,000
EHU-23-03	Study	System Assessment	Fire Alarm System Assessment	\$10,000	E	Res	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000
PHU-19-03	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
PHU-20-01	Renewal	Roof Replacement	Lower Flat Roof Replacement	\$465,000	B	Res	\$0	\$465,000	\$0	\$0	\$0	\$0	\$465,000
PHU-20-02	Renewal	Interior Renewal	Flooring surface replacement	\$100,000	B	Res	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
PHU-21-01	Replacement	HVAC Upgrades	AHU Compressor Replacement	\$75,000	E	Res	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000
PHU-23-01	Study	Boiler Replacement	Boiler Replacement Detailed Design & Construction	\$120,000	E	Res	\$0	\$0	\$0	\$0	\$10,000	\$110,000	\$120,000
PHU-24-01	Renewal	Asphalt Parking Lot	Repave Parking Lot	\$75,000	L	Res	\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000
PHU-24-08	Study	System Assessment	Fire Alarm System Assessment	\$10,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
VHU-19-02	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
VHU-19-06	Study	System Assessment	Fire Alarm System Assessment	\$10,000	B	Cap	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
VHU-20-01	Renewal	Exterior Upgrades	Repaint Exterior Cladding	\$55,000	B	Res	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000
VHU-20-02	Renewal	Roof Replacement	Replace Built-up Roofing Detailed Design & Construction	\$210,000	B	Res	\$0	\$10,000	\$200,000	\$0	\$0	\$0	\$210,000
VHU-22-01	Replacement	HVAC Upgrades	Overhaul AHU 1&2 and Condensing Units	\$180,000	E	Res	\$0	\$0	\$0	\$15,000	\$165,000	\$0	\$180,000
<b>GRAND TOTAL</b>				<b>\$4,097,500</b>			<b>\$160,000</b>	<b>\$940,000</b>	<b>\$2,597,500</b>	<b>\$85,000</b>	<b>\$280,000</b>	<b>\$195,000</b>	<b>\$4,097,500</b>

Service: 1.226 Health Facilities - VIHA

EHU-19-01	Capital Project Title	Emergency Repairs	Capital Project Description	For Unforeseen Emergency Repairs	
Asset Class	Buildings	Board Priority Area	0	Corporate Priority Area	Other
<i>To cover unforeseen major emergency repairs</i>					

EHU-20-01	Capital Project Title	Building Envelope Replacement	Capital Project Description	Building Envelope Replacement Detailed Design	
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Other
<i>detailed assessment and design of the building envelope , reached end of useful life</i>					

EHU-21-01	Capital Project Title	Roof Replacement	Capital Project Description	Replace Flat Roofs	
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Other
<i>refurbish flat roof, reached end of useful life</i>					

EHU-21-02	Capital Project Title	Exterior Doors	Capital Project Description	Replace Exterior Doors to be accessible	
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Other
<i>refurbish exterior doors to be more accessible</i>					

EHU-22-01	Capital Project Title	HVAC Upgrades	Capital Project Description	Replace HWT and Distribution	
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Other
<i>feasibility study of the HWT and distribution system per the VFA data</i>					

Service: 1.226

Health Facilities - VIHA

EHU-23-01

Capital Project Title HVAC Upgrades

Capital Project Description Overhaul Air Handling Unit

Asset Class Buildings

Board Priority Area Other

Corporate Priority Area Other

*refurbish AHU , reached end of useful life - per VFA report*

EHU-23-02

Capital Project Title Interior Renewal

Capital Project Description Flooring surface replacement

Asset Class Buildings

Board Priority Area Other

Corporate Priority Area Other

*Replace major flooring surfaces*

EHU-23-03

Capital Project Title System Assessment

Capital Project Description Fire Alarm System Assessment

Asset Class Buildings

Board Priority Area Other

Corporate Priority Area Other

*Evaluate the fire safety system*

PHU-19-03

Capital Project Title Emergency Repairs

Capital Project Description For Unforeseen Emergency Repairs

Asset Class Buildings

Board Priority Area Other

Corporate Priority Area Other

*To cover unforeseen major emergency repairs*

PHU-20-01

Capital Project Title Roof Replacement

Capital Project Description Lower Flat Roof Replacement

Asset Class Buildings

Board Priority Area Other

Corporate Priority Area Other

*refurbish flat roof, reached end of useful life*

Service: 1.226 Health Facilities - VIHA

PHU-20-02	Capital Project Title	Interior Renewal	Capital Project Description	Flooring surface replacement	
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Other
<i>replace major flooring surfaces</i>					

PHU-21-01	Capital Project Title	HVAC Upgrades	Capital Project Description	AHU Compressor Replacement	
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Other
<i>replacement of AHU compressor , reached end of useful life - per VFA report</i>					

PHU-23-01	Capital Project Title	Boiler Replacement	Capital Project Description	Boiler Replacement Detailed Design & Construction	
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Other
<i>feasibility study and detailed design of Boiler , reached end of useful life - per VFA report</i>					

PHU-24-01	Capital Project Title	Asphalt Parking Lot	Capital Project Description	Repave Parking Lot	
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Other
<i>refurbish parking lot ; end of useful life</i>					

PHU-24-08	Capital Project Title	System Assessment	Capital Project Description	Fire Alarm System Assessment	
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Other
<i>Evaluate the fire safety system</i>					

Service: 1.226 Health Facilities - VIHA

VHU-19-02	Capital Project Title	Emergency Repairs	Capital Project Description	For Unforeseen Emergency Repairs	
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Other
<i>To cover unforeseen major emergency repairs</i>					

VHU-19-06	Capital Project Title	System Assessment	Capital Project Description	Fire Alarm System Assessment	
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Other
<i>Evaluate the fire safety system</i>					

VHU-20-01	Capital Project Title	Exterior Upgrades	Capital Project Description	Repaint Exterior Cladding	
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Other
<i>refurbish and paint exterior cladding - end of useful life</i>					

VHU-20-02	Capital Project Title	Roof Replacement	Capital Project Description	Replace Built-up Roofing Detailed Design & Construction	
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Other
<i>feasibility study and detailed deisgn for roof replacement; end of useful life</i>					

VHU-22-01	Capital Project Title	HVAC Upgrades	Capital Project Description	Overhaul AHU 1&2 and Condensing Units	
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Other
<i>refurbish AHU condensing units ; per VFA report</i>					

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **I & I Enhancement Program**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019



Service: 3.709 I & I Enhancement Program

Committee: Core Area Liquid Waste Management

**DEFINITION:**

**SERVICE DESCRIPTION:**

Requirement of the Core Area Liquid Waste Management Plan (LWMP) and Saanich Peninsula Liquid Waste Management Plan (SPLWMP).

Primary program goals include:

- manage and/or reduce Inflow & Infiltration (I&I) and overflows in accordance with LWMP and Municipal Sewage Regulation
- minimize conveyance, treatment and disposal costs

**PARTICIPATION:**

**MAXIMUM LEVY:**

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

**FUNDING:**

**MAXIMUM REQUISITION:**

3.709 - INFLOW AND INFILTRATION - CORE AREA	BUDGET REQUEST						2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL				
<b>OPERATING COSTS:</b>										
Operating Expenditures	343,316	343,187	347,987	-	-	347,987	358,064	368,403	375,870	383,488
Consultant Expenses	43,898	44,000	44,864	-	-	44,864	45,851	46,860	47,891	48,945
Contract For Services	32,156	32,000	32,863	-	-	32,863	33,586	34,325	35,080	35,852
<b>TOTAL OPERATING COSTS</b>	<b>419,370</b>	<b>419,187</b>	<b>425,714</b>	<b>0</b>	<b>0</b>	<b>425,714</b>	<b>437,501</b>	<b>449,588</b>	<b>458,841</b>	<b>468,285</b>
*Percentage Increase over prior year	0.00%	-0.04%	1.51%	0.00%	0.00%	1.51%	2.77%	2.76%	2.06%	2.06%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>419,370</b>	<b>419,187</b>	<b>425,714</b>	<b>0</b>	<b>0</b>	<b>425,714</b>	<b>437,501</b>	<b>449,588</b>	<b>458,841</b>	<b>468,285</b>
*Percentage Increase over prior year	0.00%	-0.04%	1.51%	0.00%	0.00%	1.51%	2.77%	2.76%	2.06%	2.06%
Internal recovery - I & I Stud	(419,370)	(419,187)	(425,714)	0	0	(425,714)	(437,501)	(449,588)	(458,841)	(468,285)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Recovery Costs	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
NOTE: Capital / Reserve Fund Expenditures	-	-	-	-	-	-	-	-	-	-
PARTICIPANTS: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Indian Affairs/Songhees, DND, Langford, Colwood.										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**CAPITAL REGIONAL DISTRICT BOARD sitting as  
COMMITTEE OF THE WHOLE  
October 30, 2019  
Board Room, 625 Fisgard Street, Victoria**

**BUDGET REVIEW  
Part B**

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**7. Planning and Protective Services**

- 7.1 GM - Planning & Protective Services
- 7.2 **Hospital District, Health & Capital Planning Strategies**
  - 7.2.1 Health & Capital Planning Strategies
  - 7.2.2 Community Health
- 7.3 **Regional Housing**
  - 7.3.1 Land Banking and Housing (Regional Housing)
  - 7.3.2 Regional Housing Trust Fund
- 7.4 **Regional and Strategic Planning**
  - 7.4.1 Regional Planning Services
  - 7.4.2 Regional Growth Strategy
- 7.5 **Emergency Services**
  - 7.5.1 Corporate Emergency
  - 7.5.2 Regional Emergency Program Support
  - 7.5.3 Hazardous Material Incident Response
  - 7.5.4 911 Call Answer
  - 7.5.5 911 Call Answer - Municipalities
  - 7.5.6 913 Fire Dispatch
  - 7.5.7 Regional CREST
  - 7.5.8 Animal Care Services
  - 7.5.9 Noise Control
  - 7.5.10 Nuisance & Unsanitary Premises
  - 7.5.11 ByLaw Services
- 7.6 **Building Inspection**
  - 7.6.1 Building Inspection

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **PLANNING & PROTECTIVE SERVICES**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**COMMITTEE OF THE WHOLE**  
**October 30, 2019**  
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**COMMITTEE OF THE WHOLE**  
**October 30, 2019**  
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*Click on the service area name below to access selected budgets*

**Planning and Protective Services**

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# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **GM - Planning & Protective Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.024 GM - Planning & Protective Services

Committee: Planning & Protective Services

**DEFINITION:**

The oversight of planning and protective services for the Capital Regional District Board.

**SERVICE DESCRIPTION:**

The General Manager of Planning and Protective Services provides overall direction and supporting administrative oversight for 40 individual services and functions.

The department and its divisions report to the Board, Hospital District Board, Planning, Transportation and Protective Services Committee, Electoral Area Services Committee, Juan de Fuca Land Use Committee and also provide corporate administration for 17 commissions and the Capital Regional Housing Corporation.

Planning and Protective Services includes the administrative and operating responsibility for:

- Capital Regional Housing Corporation
- Capital Regional Hospital District
- Regional Planning and Information Services
- Emergency Management & Fire Protection
- Housing Secretariat
- Bylaw Services and Animal Control
- Building Inspection and Numbering
- Juan de Fuca Electoral Area Community Planning

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands.

**MAXIMUM LEVY:**

N/A

**COMMITTEE:**

Planning & Protective Services

**FUNDING:**

Requisition and internal allocation



1.024 GM PLANNING & PROTECTIVE SERVICES	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries & Wages	400,130	381,921	419,761	-	-	419,761	428,821	429,889	439,163	448,607
Contract for Services	12,740	12,740	13,020	-	-	13,020	13,310	13,600	13,900	14,210
Internal Allocations	78,080	78,080	81,305	-	-	81,305	82,182	83,061	84,742	86,458
Operating Other	17,330	15,973	17,702	-	-	17,702	18,080	18,490	18,900	19,310
<b>TOTAL OPERATING COSTS</b>	<b>508,280</b>	<b>488,715</b>	<b>531,787</b>	<b>-</b>	<b>-</b>	<b>531,787</b>	<b>542,393</b>	<b>545,040</b>	<b>556,705</b>	<b>568,585</b>
*Percentage Increase over prior year						4.6%	2.0%	0.5%	2.1%	2.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Internal Recoveries	(243,780)	(243,780)	(249,029)	-	-	(249,029)	(254,515)	(260,111)	(265,808)	(271,646)
<b>TOTAL REVENUE</b>	<b>(243,780)</b>	<b>(243,780)</b>	<b>(249,029)</b>	<b>-</b>	<b>-</b>	<b>(249,029)</b>	<b>(254,515)</b>	<b>(260,111)</b>	<b>(265,808)</b>	<b>(271,646)</b>
<b>NET COST</b>	<b>264,500</b>	<b>244,935</b>	<b>282,758</b>	<b>-</b>	<b>-</b>	<b>282,758</b>	<b>287,878</b>	<b>284,929</b>	<b>290,897</b>	<b>296,939</b>
*Percentage increase over prior year requisition						6.9%	1.8%	-1.0%	2.1%	2.1%
AUTHORIZED POSITIONS:										
Salaried	2.5	2.5	2.5	-	-	2.5	2.5	2.5	2.5	2.5

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.024	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$1,495	\$1,828	\$0	\$3,323
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
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,495</b>	<b>\$1,828</b>	<b>\$0</b>	<b>\$3,323</b>

**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	\$1,495	\$1,828	\$0	\$3,323
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,495</b>	<b>\$1,828</b>	<b>\$0</b>	<b>\$3,323</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.024

Service Name: GM - Planning & Protective 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  
 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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-01	Replacement	Computer	Computer Replacement	\$0	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21-01	Replacement	Computer	Computer Replacement	\$0	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
22-01	Replacement	Computer	Computer Replacement	\$1,495	E	ERF	\$0	\$0	\$0	\$1,495	\$0	\$0	\$1,495
23-01	Replacement	Computer	Computer Replacement	\$1,828	E	ERF	\$0	\$0	\$0	\$0	\$1,828	\$0	\$1,828
24-01	Replacement	Computer	Computer Replacement	\$0	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>GRAND TOTAL</b>				<b>\$3,323</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,495</b>	<b>\$1,828</b>	<b>\$0</b>	<b>\$3,323</b>

1.024 Planning and Protection Administration  
 Asset and Reserve Summary  
 2020 - 2024 Financial Plan

**Asset Profile**

**Planning and Protective Services**

Planning and Protection holds office equipment assets with a historical value as of Dec 31, 2015 of \$32K.

**Reserve Cash Flow**

**ERF Fund: 1.024 GM - Planning & Protective Services**

- Capital Regional District Equipment Replacement Fund (ERF) was established in 1991 under Bylaw No. 945. This is a reserve fund pursuant to the provisions of Section 378(c) of the Municipal Act to be known as the "Equipment Replacement Fund"
- The monies in this reserve fund shall be expended only for the purchase of machinery and equipment.
- Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.
- User departments of the Capital Regional District vehicles and equipment may be charged for depreciation of their machinery and equipment and the amount of such depreciation shall be transferred to the equipment replacement fund.

Fund: 1022 Fund Center: 101955  
 ERF Group: PLANPROT.ERF

	Estimated	Budget				
	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	22,797	12,118	12,118	12,118	10,623	8,795
<b>Actual purchase</b>	(10,679)					
<b>Planned Purchase (Based on Capital Plan)</b>		-	-	(1,495)	(1,828)	-
<b>Interest Income*</b>						
<b>Transfer from Ops Budget</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>12,118</b>	<b>12,118</b>	<b>12,118</b>	<b>10,623</b>	<b>8,795</b>	<b>8,795</b>

**Assumptions/Background:**

2 Desktop computers replaced every 3 years.

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

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Health & Capital Planning Strategies**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**Change in Budget 2019 to 2020**

Service: 1.018 Health & Capital Planning Strategies

**Total Expenditure**

**Comments**

**2019 Budget**

**642,941**

**Change in Salaries:**

Base salary change

12,332

Inclusive of collective agreement changes

Step increase/paygrade change

-

Reduction in term-employee expense

(125,666)

Summit Project completion January 31, 2020

Total Change in Salaries

(113,334)

**Other Changes:**

Allocations and other operating charges

(379)

-

-

Total Other Changes

(379)

**2020 Budget**

**529,228**

---

**Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

*Favourable variance is primarily due to the completion of the Summit Project and reduced term employee expense resulting in reduced internal recoveries from the Capital Regional Hospital District.*

1.018 - HEALTH AND CAPITAL PLANNING STRATEGIES	BUDGET REQUEST									
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages - FT Regular	258,570	258,570	270,900	-	-	270,900	276,318	281,845	287,482	293,231
Wages & Benefits - Auxiliary Coverage	-	-	-	-	-	-	-	-	-	-
Wages & Benefits - Summit Project Manager	141,000	141,000	15,334	-	-	15,334	-	-	-	-
Legal/Auditing Costs	20,450	24,000	21,534	-	-	21,534	22,011	22,493	22,985	23,492
Consultants	3,220	-	3,291	-	-	3,291	3,363	3,437	3,513	3,590
Allocations - Finance & Corporate	127,010	127,010	124,039	-	-	124,039	128,644	133,384	136,051	138,772
Allocations - Human Resources	5,407	5,407	6,165	-	-	6,165	6,301	6,439	6,581	6,726
Allocations - Others	62,894	62,894	63,039	-	-	63,039	64,428	65,842	67,290	68,773
Operating - Other Costs	22,470	14,724	22,964	-	-	22,964	23,470	23,984	24,514	25,053
<b>TOTAL OPERATING COSTS</b>	<b>641,021</b>	<b>633,605</b>	<b>527,266</b>	<b>-</b>	<b>-</b>	<b>527,266</b>	<b>524,535</b>	<b>537,424</b>	<b>548,416</b>	<b>559,637</b>
*Percentage Increase over prior year	0.00%	-1.16%	-17.75%	0.00%	0.00%	-17.75%	-0.52%	2.46%	2.05%	2.05%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Reserve	1,920	1,920	1,962	-	-	1,962	2,005	2,050	2,095	2,141
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>1,920</b>	<b>1,920</b>	<b>1,962</b>	<b>-</b>	<b>-</b>	<b>1,962</b>	<b>2,005</b>	<b>2,050</b>	<b>2,095</b>	<b>2,141</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>642,941</b>	<b>635,525</b>	<b>529,228</b>	<b>-</b>	<b>-</b>	<b>529,228</b>	<b>526,540</b>	<b>539,474</b>	<b>550,511</b>	<b>561,778</b>
*Percentage Increase over prior year	0.00%	-1.15%	-17.69%	0.00%	0.00%	-17.69%	-0.51%	2.46%	2.05%	2.05%
Recovery - Capital Regional Hospital District	(501,051)	(501,051)	(513,894)	-	-	(513,894)	(526,540)	(539,474)	(550,511)	(561,778)
Recovery - Summit Capital for Project Manager (Apr/15-Jan/20)	(141,890)	(141,000)	(15,334)	-	-	(15,334)	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>-</b>	<b>(6,526)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Surplus / (Deficit)</b>		<b>6,526</b>								
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Balance transferred to Section 20 Reserve	-	(6,526)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PARTICIPANTS: all Municipalities, Electoral Areas, Tsawout and Songhees First Nations										
AUTHORIZED POSITIONS:										
Salaried	2.00	2.00	2.00	0.00	0.00	2.00	2.00	2.00	2.00	2.00
Term Position - Summit Project Manager	1.00	1.00	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00
Term Position - New Capital Project Manager	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

<b>Service No.</b>	<b>1.018</b>	<b>Carry Forward from 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$6,495	\$2,990	\$0	\$0	\$1,495	\$10,980
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
		<b>\$0</b>	<b>\$6,495</b>	<b>\$2,990</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,495</b>	<b>\$10,980</b>

**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	\$6,495	\$2,990	\$0	\$0	\$1,495	\$10,980
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$6,495</b>	<b>\$2,990</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,495</b>	<b>\$10,980</b>



**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.018  
Service Name: Health & Capital Planning Strategies

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Replacement	Computer		\$4,485	E	ERF	\$0	\$1,495	\$2,990	\$0	\$0	\$1,495	\$5,980
21-01	Replacement	Copier		\$5,000	E	ERF	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
<b>GRAND TOTAL</b>				<b>\$9,485</b>			<b>\$0</b>	<b>\$6,495</b>	<b>\$2,990</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,495</b>	<b>\$10,980</b>

1.018 Health and Capital Planning Strategies  
 Asset and Reserve Summary  
 2020-2024 Financial Plan

**Asset Profile**

**Health and Capital Planning Strategies**

Assets held by the Health and Capital Planning Strategies are office equipment and office furniture.  
 The total historical acquisition value is \$40,336. Net book value as at December 31, 2018 is \$13,091.  
 The equipment replacement funds set aside are for replacement of office equipment/furniture only.

**Reserve Cash Flow**

Fund Centre - 101851	Actual	Estimated	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	15,380	17,604	17,914	13,381	12,396	14,429	16,509
Planned Purchase (Based on Capital Plan)	-	(1,960)	(6,495)	(2,990)			(1,495)
Interest Revenue	344	350					
Transfer from Ops Budget	1,880	1,920	1,962	2,005	2,050	2,095	2,141
<b>Ending Balance \$</b>	<b>17,604</b>	<b>17,914</b>	<b>13,381</b>	<b>12,396</b>	<b>14,446</b>	<b>16,509</b>	<b>17,155</b>

**Assumptions/Background:**

2015 - replaced desk and computer for Snr Manager  
 2016 - replace division laptop  
 2017 - Sr.Mgr laptop and docking station  
 2019 - Admin Coordinator & Project Manager desktop workstation  
 2020 - copier & 1 standard laptop  
 2021 - 2 standard laptops  
 2024 - 1 standard laptop

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Community Health**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.224 Community Health

Committee: Hospitals and Housing Committee

**SERVICE DESCRIPTION:**

Build regional capacity to improve health and well-being through outcomes monitoring (Regional Outcomes Monitoring Collaborative), designing and implementing community health and wellbeing initiatives, and policy development. Addresses homelessness by funding the Greater Victoria Coalition to End Homelessness. Responsible for the public health bylaws (i.e. Clean Air, Idling, and Tanning Bylaws) and regularly engages with Island Health to ensure bylaws remain relevant and responsive to regional public health risks.

**PARTICIPATION:**

All member municipalities and electoral areas based on converted hospital assessment values

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

NIL

**COMMITTEE:**

Hospitals and Housing Committee

**FUNDING:**

Requisition

1.224 - COMMUNITY HEALTH

			<b>BUDGET REQUEST</b>							
	<b>2019 BOARD BUDGET</b>	<b>2019 ESTIMATED ACTUAL</b>	<b>2020 CORE BUDGET</b>	<b>2020 ONGOING</b>	<b>2020 ONE-TIME</b>	<b>2020 TOTAL</b>	<b>2021 TOTAL</b>	<b>2022 TOTAL</b>	<b>2023 TOTAL</b>	<b>2024 TOTAL</b>
<b>OPERATING COSTS:</b>										
Salaries - 2019-2020 Planner (Term)	90,000	98,265	98,265	-	-	98,265	11,848	-	-	-
Contract for Services - GVCEH	410,000	410,000	325,000	-	-	325,000	325,000	325,000	325,000	325,000
Contract for Services - Island Health	176,750	176,750	176,750	-	-	176,750	176,750	176,750	176,750	176,750
Consultant Costs	-	-	-	-	-	-	-	-	-	-
Legal Costs	4,000	-	4,000	-	-	4,000	4,088	4,178	4,270	4,364
Allocation - Corporate	12,506	12,506	20,969	-	-	20,969	28,597	36,522	37,252	37,997
Allocation - Building Occupancy	2,930	2,930	1,984	-	-	1,984	2,028	2,072	2,118	2,164
Allocation - Human Resources	1,805	1,805	2,146	-	-	2,146	2,193	2,241	2,291	2,341
Contribution to Projects - Public Health Bylaw Signage	-	-	-	-	34,505	34,505	-	-	-	-
Operating - Other Costs	4,077	11,707	7,411	-	-	7,411	7,020	7,164	7,310	7,461
<b>TOTAL OPERATING COSTS</b>	<b>702,068</b>	<b>713,963</b>	<b>636,525</b>	<b>0</b>	<b>34,505</b>	<b>671,030</b>	<b>557,524</b>	<b>553,927</b>	<b>554,991</b>	<b>556,077</b>
*Percentage Increase over prior year		1.69%	-9.34%	0.00%	4.91%	-4.42%	-16.92%	-0.65%	0.19%	0.20%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Reserve	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>702,068</b>	<b>713,963</b>	<b>636,525</b>	<b>-</b>	<b>34,505</b>	<b>671,030</b>	<b>557,524</b>	<b>553,927</b>	<b>554,991</b>	<b>556,077</b>
*Percentage Increase over prior year	0.00%	1.69%	-9.34%	0.00%	4.91%	-4.42%	-16.92%	-0.65%	0.19%	0.20%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>702,068</b>	<b>713,963</b>	<b>636,525</b>	<b>-</b>	<b>34,505</b>	<b>671,030</b>	<b>557,524</b>	<b>553,927</b>	<b>554,991</b>	<b>556,077</b>
*Percentage Increase over prior year		1.69%	-9.34%	0.00%	4.91%	-4.42%	-16.92%	-0.65%	0.19%	0.20%
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	(46,286)	(46,286)	(4,227)	-	-	(4,227)	-	-	-	-
Payments In Lieu of Taxes	(20,870)	(20,870)	(20,870)	-	-	(20,870)	(20,870)	(20,870)	(20,870)	(20,870)
Grants - City of Victoria Contribution GVCEH Agreement	(100,000)	(100,000)	(100,000)	-	-	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Grants - Island Health (2018-2020)	(60,000)	(60,000)	(60,000)	-	-	(60,000)	-	-	-	-
Grants - ROM/CSPC Partnership (2019-2020)	-	(16,020)	(10,680)	-	-	(10,680)	-	-	-	-
Revenue - Other	(132)	(234)	(880)	-	-	(880)	(880)	(880)	(880)	(880)
<b>TOTAL REVENUE</b>	<b>(227,288)</b>	<b>(239,183)</b>	<b>(196,657)</b>	<b>-</b>	<b>-</b>	<b>(196,657)</b>	<b>(121,750)</b>	<b>(121,750)</b>	<b>(121,750)</b>	<b>(121,750)</b>
<b>REQUISITION</b>	<b>(474,780)</b>	<b>(474,780)</b>	<b>(439,868)</b>	<b>-</b>	<b>(34,505)</b>	<b>(474,373)</b>	<b>(435,774)</b>	<b>(432,177)</b>	<b>(433,241)</b>	<b>(434,327)</b>
*Percentage Increase over prior year		0.00%	-7.35%	0.00%	7.27%	-0.09%	-8.14%	-0.83%	0.25%	0.25%
PARTICIPANTS: all Municipalities, Electoral Areas, Tsawout and Songhees First Nations										
<b>AUTHORIZED POSITIONS:</b>										
	<b>Term</b>	<b>Term</b>	<b>Term</b>			<b>Term</b>	<b>Term</b>			<b>Term</b>
Salaried Position (Term)	1.00	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00
Hourly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Land Banking and Housing (Regional Housing)**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**DEFINITION:**

Service was established by Bylaw No. 3712 cited as "Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010". 'Regional Housing' provides strategic planning and administrative oversight of the two service functions 'Housing Planning, Policy and Programs' and 'Capital Region Housing Corporation' (CRHC) for the Capital Regional District Board.

**SERVICE DESCRIPTION:**

The Service, originally established in 1966, empowers the CRD to undertake land assembly for the purpose of either public or private housing and to undertake the development and operation of public housing pursuant to the National and Provincial Housing Acts including all of the powers of a municipality.

In 1982, the Letters Patent were amended to allow the CRD to create one or more corporations and the Capital Region Housing Corporation (CRHC) was incorporated in 1982. The CRHC owns and operates more than 1,400 affordable housing units and will continue to consider adding additional units to the portfolio to maintain and deliver affordable housing for the region.

In 2007, the Regional Housing Affordability Strategy was adopted and the 'Housing Secretariat' was formed to facilitate the development of housing through collaboration with other levels of government, agencies and funders. The Housing Secretariat administered the Regional Housing Trust Fund which has 11 (2015) municipalities, and 2 (2015) electoral areas participating in raising funds to provide assistance to the development of new affordable housing units.

In 2010, the Supplementary Letters Patent were converted to Establishment Bylaw No. 3712. The original service functions have been maintained with the addition of the ability to borrow \$25 million for future land acquisition and housing development.

In 2015, 'Regional Housing' was assigned responsibility for strategic planning and administrative oversight of the two service functions 'Housing Planning, Policy and Programs' (formerly Housing Secretariat) and 'Capital Region Housing Corporation'. There will be no change to the CRD Service Participants as CRHC is funded independently through rental incomes and Federal/Provincial subsidies.

In 2016, CRD Board approved the development of the Regional Housing First Program (RHFP). The RHFP is a six year capital housing program (2016-2021) that will be delivered in partnership with CMHC, BCHMC and Island Health in order to decrease the level of chronic homelessness in the capital region.

**PARTICIPATION:** All member municipalities and electoral areas based on converted hospital assessment values.

**MAXIMUM LEVY:**

Greater of \$2,423,000 or \$0.031 per \$1,000 (\$3,881,512) Hospital actual assessments for land and improvements.

**MAXIMUM CAPITAL DEBT:**

Authorized:	LA Bylaw No. 3715 (Jan. 12, 2011)	25,000,000	
Borrowed:	SI Bylaw No. 4009 (Feb. 11, 2015)	10yr term	<u>(9,413,000)</u> CRHC land purchase
Remaining:	Active via Temp. Borrowing Bylaw No. 3985 (nil expiry)	15,587,000	

**COMMITTEE:** Planning & Protective Services

**FUNDING:** Requisition and internal recoveries

Change in Budget 2019 to 2020			
Service:	1.310 Land Banking & Housing (Regional Housing)	Total Expenditure	Comments
<b>2019 Budget</b>		<b>2,279,471</b>	
<b>Change in Salaries:</b>			
	Base salary change	31,008	Inclusive of collective agreement changes
	Step increase/paygrade change	(19,636)	Decrease: 2019 RHFP budget used CUPE Step 3 & Exempt Step 4 for 2 new positions. Hired at Step 1.
	IBC 1a-2 ongoing 3 term position salaries	285,475	2 (3yr terms) + 1 (2yr term)
	Auxiliary	16,431	
	<b>Total Change in Salaries</b>	<b>313,278</b>	
<b>Other Changes:</b>			
	IBC 1a-2 one-time workstations & equipment for 3 Term FTEs	28,440	
	IBC 1a-2 increase in Corporate O/H allocation @ 5%	14,274	
	IBC 1a-8 Regional Housing Needs Assessment Report	160,000	
	2019 one-time consulting contract net change	(65,000)	
	Insurance + misc reductions	(1,798)	
	Office renos net change 10,000 (2019) 21,000 (2020)	11,000	
	<b>Total Other Changes</b>	<b>146,916</b>	
<b>2020 Budget</b>		<b>2,739,665</b>	

#### Overall 2019 Budget Performance

(expected variance to budget and surplus treatment)

*There is a one time favourable variance of \$67,000 (3%) due mainly to delay and change of focus in HPP consulting contracts and hiring challenges of vacant RHFP manager position. This variance will be applied as follows:*

*\$20,000 transfer to LBH Operating Reserve for future Housing Planning & Programs (HPP) consulting contracts*

*\$26,000 surplus carryforward to 2020 HPP one-time Housing Needs consulting contract \$160,000 (IBC 1a-8)*

*\$21,000 surplus carryforward to 2020 RHFP office renovations (if required).*

*Note: LBH Operating Reserve has expected 2019 year end balance of \$56,180 before this \$20,000 transfer.*



1.310 LAND BANKING AND HOUSING HOUSING PLANNING, POLICY AND PROGRAMS	BUDGET REQUEST						2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL				
<b>OPERATING COSTS:</b>										
Salaries (Regular Full & Auxiliary)	324,579	317,492	348,370	-	-	348,370	355,880	356,692	364,379	372,231
Allocation - Corporate	23,976	23,976	23,901	-	-	23,901	27,267	30,757	31,373	32,000
Allocation - Human Resources	7,008	7,008	7,721	-	-	7,721	7,891	8,065	8,242	8,424
Allocation - Regional Housing Admin	86,830	83,742	91,560	-	-	91,560	93,950	95,010	97,040	99,130
Allocation - All Others	8,495	8,495	8,462	-	-	8,462	8,649	8,839	9,033	9,232
Consultants	113,025	68,250	20,000	-	160,000	180,000	20,000	20,000	20,000	20,000
Legal	7,560	7,560	7,730	-	-	7,730	7,900	8,070	8,250	8,430
Conferences and Staff Training	5,200	3,200	5,200	-	-	5,200	5,200	5,200	5,200	5,200
Project - Connect and Prepare	-	20,000	-	-	-	-	-	-	-	-
Operating - Other Costs	8,865	11,352	11,125	-	-	11,125	10,703	10,827	10,943	11,063
<b>TOTAL OPERATING COSTS</b>	<b>585,538</b>	<b>551,075</b>	<b>524,069</b>	<b>-</b>	<b>160,000</b>	<b>684,069</b>	<b>537,440</b>	<b>543,460</b>	<b>554,460</b>	<b>565,710</b>
*Percentage Increase over prior year		-5.89%	-10.50%	0.00%	27.33%	16.83%	-21.43%	1.12%	2.02%	2.03%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Reserve	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Transfer to Operating Reserve	-	20,000	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>2,000</b>	<b>22,000</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
Debt Expenditures	1,009,463	1,009,463	1,009,463	-	-	1,009,463	1,009,463	1,009,463	1,009,463	1,009,463
MFA Debt Reserve	1,920	1,920	2,190	-	-	2,190	2,190	2,190	2,190	2,190
<b>TOTAL COSTS</b>	<b>1,598,921</b>	<b>1,584,458</b>	<b>1,537,722</b>	<b>-</b>	<b>160,000</b>	<b>1,697,722</b>	<b>1,551,093</b>	<b>1,557,113</b>	<b>1,568,113</b>	<b>1,579,363</b>
*Percentage Increase over prior year		-0.90%	-3.83%	0.00%	10.01%	6.18%	-8.64%	0.39%	0.71%	0.72%
Transfer from Operating Reserve	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>1,598,921</b>	<b>1,584,458</b>	<b>1,537,722</b>	<b>0</b>	<b>160,000</b>	<b>1,697,722</b>	<b>1,551,093</b>	<b>1,557,113</b>	<b>1,568,113</b>	<b>1,579,363</b>
<b>Surplus / (Deficit)</b>		26,000								
Balance C/F from Prior to Current year	(44,545)	(44,545)	-	-	(26,000)	(26,000)	-	-	-	-
Admin Fees Charged to RHTF-suspended 2022-2024	(34,480)	(35,480)	(35,130)	-	-	(35,130)	(35,130)	(2,000)	(2,000)	(2,000)
Federal Grants - HPS Program	(141,647)	(141,647)	(134,070)	-	-	(134,070)	(136,385)	(140,290)	(140,060)	(35,015)
Regional & Local Grants - UBCM (2020)	-	(20,000)	-	-	(134,000)	(134,000)	-	-	-	-
CRHC Annual Land Lease Payment (Willowdene)	(63,000)	(63,000)	(63,000)	-	-	(63,000)	(63,000)	(63,000)	(63,000)	(63,000)
Interest Income	(10,000)	(10,000)	(10,000)	-	-	(10,000)	(10,007)	(10,005)	(10,004)	(10,000)
MFA Debt Reserve Interest Earnings	(1,920)	(1,920)	(2,190)	-	-	(2,190)	(2,190)	(2,190)	(2,190)	(2,190)
Payments In Lieu of Taxes	(66,030)	(66,030)	(66,030)	-	-	(66,030)	(66,030)	(66,030)	(66,030)	(66,030)
Deferred Revenue (Balance Sheet Account adj)	(9,463)	-	(9,463)	-	-	(9,463)	(9,463)	(9,463)	(9,463)	(9,163)
<b>TOTAL REVENUE</b>	<b>(371,085)</b>	<b>(356,622)</b>	<b>(319,883)</b>	<b>-</b>	<b>(160,000)</b>	<b>(479,883)</b>	<b>(322,205)</b>	<b>(292,978)</b>	<b>(292,747)</b>	<b>(187,398)</b>
<b>REQUISITION</b>	<b>(1,227,836)</b>	<b>(1,227,836)</b>	<b>(1,217,839)</b>	<b>-</b>	<b>-</b>	<b>(1,217,839)</b>	<b>(1,228,888)</b>	<b>(1,264,135)</b>	<b>(1,275,366)</b>	<b>(1,391,965)</b>
*Percentage Increase over prior year		0.00%	-0.81%	0.00%	0.00%	-0.81%	0.91%	2.87%	0.89%	9.14%
<b>PARTICIPANTS: All Municipalities and Electoral Areas, Tsaout and Songhees First Nations</b>										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	3.00	3.00	3.00	-	-	3.00	3.00	3.00	3.00	3.00
Term	-	-	-	-	-	-	-	-	-	-

1.310 LAND BANKING AND HOUSING REGIONAL HOUSING FIRST PROGRAM	BUDGET REQUEST						2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL				
<b>OPERATING COSTS:</b>										
Salaries (Regular Full & Auxiliary)	263,212	216,674	260,007	189,065	-	449,072	473,100	364,833	287,212	293,619
Allocation - Corporate	19,773	19,773	16,782	9,453	-	26,235	29,150	25,744	22,028	22,468
Allocation - Human Resources	5,508	5,508	6,275	-	-	6,275	6,413	6,554	6,698	6,845
Allocation - Real Estate	80,767	80,767	82,382	-	-	82,382	42,015	-	-	-
Allocation - Building Occupation	8,670	8,670	4,752	-	-	4,752	4,857	4,964	5,073	5,184
Consultants	10,000	28,238	25,000	-	-	25,000	15,638	10,445	10,910	11,150
Legal	15,500	5,500	15,841	-	-	15,841	16,190	16,546	16,910	17,282
Conferences and Staff Training	4,000	2,000	4,088	-	-	4,088	4,177	4,269	4,364	4,460
New Workstations and Equipment	10,000	10,000	-	-	40,505	40,505	-	-	-	-
Operating - Other Costs	7,730	27,030	6,337	-	-	6,337	6,470	6,616	6,765	6,912
<b>TOTAL OPERATING COSTS</b>	<b>425,160</b>	<b>404,160</b>	<b>421,464</b>	<b>198,518</b>	<b>40,505</b>	<b>660,487</b>	<b>598,010</b>	<b>439,971</b>	<b>359,960</b>	<b>367,920</b>
*Percentage Increase over prior year		-4.94%	-0.87%	46.69%	9.53%	55.35%	-9.46%	-26.43%	-18.19%	2.21%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Reserve	-	-	2,000	-	-	2,000	2,000	2,000	2,000	2,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
Debt Expenditures	-	-	-	-	-	-	110,250	471,695	1,375,882	1,375,882
MFA Debt Reserve	-	-	-	-	-	-	42,000	113,000	-	-
<b>TOTAL COSTS</b>	<b>425,160</b>	<b>404,160</b>	<b>423,464</b>	<b>198,518</b>	<b>40,505</b>	<b>662,487</b>	<b>752,260</b>	<b>1,026,666</b>	<b>1,737,842</b>	<b>1,745,802</b>
*Percentage Increase over prior year		-4.94%	-0.40%	46.69%	9.53%	55.82%	13.55%	36.48%	69.27%	0.46%
Transfer from Operating Reserve	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>425,160</b>	<b>404,160</b>	<b>423,464</b>	<b>198,518</b>	<b>40,505</b>	<b>662,487</b>	<b>752,260</b>	<b>1,026,666</b>	<b>1,737,842</b>	<b>1,745,802</b>
<b>Surplus / (Deficit)</b>		21,000								
Balance C/F from Prior to Current year	(10,000)	(10,000)	-	-	(21,000)	(21,000)	-	-	-	-
Recovery - CRHC and CRHD	(200,660)	(200,660)	(204,674)	-	-	(204,674)	(208,768)	(171,516)	(174,947)	(178,819)
Recovery - RHFP & CRHC Capital Projects	-	-	-	(198,518)	(19,505)	(218,023)	(168,084)	(87,113)	-	-
Payments in Lieu of Taxes	-	-	-	-	-	-	-	(64,137)	(64,137)	(64,137)
<b>TOTAL REVENUE</b>	<b>(210,660)</b>	<b>(189,660)</b>	<b>(204,674)</b>	<b>(198,518)</b>	<b>(40,505)</b>	<b>(443,697)</b>	<b>(376,852)</b>	<b>(322,766)</b>	<b>(239,084)</b>	<b>(242,956)</b>
<b>REQUISITION</b>	<b>(214,500)</b>	<b>(214,500)</b>	<b>(218,790)</b>	<b>-</b>	<b>-</b>	<b>(218,790)</b>	<b>(375,408)</b>	<b>(703,900)</b>	<b>(1,498,758)</b>	<b>(1,502,846)</b>
*Percentage Increase over prior year		0.00%	2.00%	0.00%	0.00%	2.00%	71.58%	87.50%	112.92%	0.27%
PARTICIPANTS: All Municipalities and Electoral Areas, Tsawout and Songhees First Nations										
AUTHORIZED POSITIONS:										
Salaried	2.00	2.00	2.00	-	-	2.00	2.00	2.00	2.00	2.00
Term: Project Coordinator (2yr term) + Rental Assist (3r term)	-	-	-	2.00	-	2.00	2.00	1.00	-	-

1.310 LAND BANKING AND HOUSING REGIONAL HOUSING ADMINISTRATION	BUDGET REQUEST						2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL				
<b>OPERATING COSTS:</b>										
Salaries (Regular Full & Part-time)	200,154	190,000	207,371	96,410	-	303,781	316,572	326,095	216,903	221,578
Allocation - Corporate	5,663	5,663	10,171	4,821	-	14,992	16,840	18,776	13,349	13,618
Allocation - Human Resources	3,843	3,843	4,791	-	-	4,791	4,896	5,004	5,114	5,227
Allocation - GM Planning and Protective Services	35,500	35,500	36,280	-	-	36,280	37,080	37,900	38,730	39,580
Allocation - Building Occupation	5,140	5,140	5,306	-	-	5,306	5,423	5,542	5,664	5,788
Conferences and Staff Training	3,060	2,000	3,120	-	-	3,120	3,180	3,250	3,310	3,380
Operating - Other Costs	2,030	4,154	2,251	-	8,935	11,186	2,286	2,320	2,350	2,379
<b>TOTAL OPERATING COSTS</b>	<b>255,390</b>	<b>246,300</b>	<b>269,290</b>	<b>101,231</b>	<b>8,935</b>	<b>379,456</b>	<b>386,277</b>	<b>398,887</b>	<b>285,420</b>	<b>291,550</b>
*Percentage Increase over prior year		-3.56%	9.33%	41.10%	3.63%	54.06%	1.80%	3.26%	-28.45%	2.15%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Reserve	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>255,390</b>	<b>246,300</b>	<b>269,290</b>	<b>101,231</b>	<b>8,935</b>	<b>379,456</b>	<b>386,277</b>	<b>398,887</b>	<b>285,420</b>	<b>291,550</b>
*Percentage Increase over prior year		-3.56%	9.33%	41.10%	3.63%	54.06%	1.80%	3.26%	-28.45%	2.15%
<b>INTERNAL RECOVERIES</b>										
RHFP & CRHC Capital Projects (3yr term)	-	-	-	(101,231)	(8,935)	(110,166)	(109,967)	(119,457)	-	-
Housing Planning & Programs 34%	(86,833)	(83,742)	(91,559)	-	-	(91,559)	(93,945)	(95,006)	(97,043)	(99,127)
Capital Region Housing Corp. 66%	(168,557)	(162,558)	(177,731)	-	-	(177,731)	(182,365)	(184,424)	(188,377)	(192,423)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>PARTICIPANTS: Internal Recovery AUTHORIZED POSITIONS:</b>										
Salaried: Snr Manager Regional Housing	1.00	1.00	1.00	-	-	1.00	1.00	1.00	1.00	1.00
Term: Communications Coordinator (3yr term)	-	-	-	1.00	-	1.00	1.00	1.00	-	-

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

<b>Service No.</b>	<b>1.310</b>	<b>Carry Forward from 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$70,613,036	\$41,673,485	\$111,000,000	\$0	\$0	\$223,286,521
Equipment	E	\$0	\$5,000	\$2,000	\$1,500	\$4,000	\$5,000	\$17,500
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
		<b>\$0</b>	<b>\$70,618,036</b>	<b>\$41,675,485</b>	<b>\$111,001,500</b>	<b>\$4,000</b>	<b>\$5,000</b>	<b>\$223,304,021</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt ( New Debt Only)	Debt	\$0	\$0	\$4,200,000	\$11,300,000	\$0	\$0	\$15,500,000
Equipment Replacement Fund	ERF	\$0	\$5,000	\$2,000	\$1,500	\$4,000	\$5,000	\$17,500
Grants (Federal, Provincial)	Grant	\$0	\$15,000,000	\$6,660,000	\$0	\$0	\$0	\$21,660,000
Donations / Third Party Funding	Other	\$0	\$55,613,036	\$30,813,485	\$99,700,000	\$0	\$0	\$186,126,521
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$70,618,036</b>	<b>\$41,675,485</b>	<b>\$111,001,500</b>	<b>\$4,000</b>	<b>\$5,000</b>	<b>\$223,304,021</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.310  
Service Name: Land Banking and Housing

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total	Contingent ID
18-02a	New	RHFP - Spencer Road (Langford) (CRD/CMHC/CRHC)	CRD purchase 130 affordable housing units. 60 yr prepaid lease with CRHC as operator. Funding from CMHC \$7.8M grant (26 units) and CRHC \$30.1M prepaid lease (104 units)	\$37,929,518	B	Grant		\$7,800,000					\$7,800,000	
18-02a			CRHC prepaid 60 yr lease		B	Other		\$30,129,518					\$30,129,518	
18-02b	New	RHFP - Hockley (Langford) (CRD/CMHC/CRHC)	CRD purchase 120 affordable housing units. 60 yr prepaid lease with CRHC as operator. Funding from CMHC \$7.2M grant (24 units) and CRHC \$25.5M prepaid lease (96 units)	\$32,683,518	B	Grant		\$7,200,000					\$7,200,000	
18-02b			CRHC prepaid 60 yr lease		B	Other		\$25,483,518					\$25,483,518	
18-02c	New	RHFP - acquire 152 housing units (CRD/CMHC/CRHC)	CRD purchase 152 affordable housing units. 60 yr prepaid lease with CRHC as operator. Funding from CMHC \$6M grant (20 units) CRD \$4.2M grant (14 units) RHTF \$660k grant and CRHC \$30.8M prepaid lease (118 units)	\$41,673,485	B	Grant			\$6,660,000				\$6,660,000	
18-02c			CRD \$4.2M contribution		B	Debt			\$4,200,000				\$4,200,000	
18-02c			CRHC prepaid 60 yr lease		B	Other			\$30,813,485				\$30,813,485	
18-03	New	RHFP - acquire 370 Housing Units (CRD/CRHD/CRHC)	CRD purchase 370 affordable housing units. 60yr prepaid lease with CRHC as operator. Funding from CRD \$11.3M debt (37 units) and CRHD \$10M debt (33 units) and CRHC \$89.7M mortgage (300 units)	\$111,000,000	B	Debt	\$0	\$0	\$0	\$11,300,000	\$0	\$0	\$11,300,000	
18-03			Partnering Agreement - CRD, CRHD, BC Housing, CMHC & Island Health. Timing difference between capital expense and Partnering Agreement commitment.											
18-03			CRHD debt \$10M (33 units)		B	Other		\$0	\$0	\$10,000,000	\$0	\$0	\$10,000,000	
18-03			CRHC prepaid 60yr lease \$89.7M (300 units)		B	Other		\$0	\$0	\$89,700,000	\$0	\$0	\$89,700,000	
20-01	Replacement	Office Equipment Replacement	Office equipment scheduled replacement	\$17,500	E	ERF	\$0	\$5,000	\$2,000	\$1,500	\$4,000	\$5,000	\$17,500	
<b>GRAND TOTAL</b>				<b>\$223,304,021</b>			<b>\$0</b>	<b>\$70,618,036</b>	<b>\$41,675,485</b>	<b>\$111,001,500</b>	<b>\$4,000</b>	<b>\$5,000</b>	<b>\$223,304,021</b>	

Service: 1.310

Land Banking and Housing

Proj. No.	18-02a	Capital Project Title	RHFP - Spencer Road (Langford) (CRD/CMHC/CRHC)	Capital Project Description	CRD purchase 130 affordable housing units. 60 yr prepaid lease with CRHC as operator. Funding from CMHC \$7.8M grant (26 units) and CRHC \$30.1M prepaid lease (104 units)
Asset Class	Buildings	Board Priority Area	Housing	Corporate Priority Area	Health & Well-Being
Project Rationale	<i>The Regional Housing Affordability Strategy (RHAS) supports CRD action to address homelessness. The Coalition to End Homelessness developed an evidence base that has helped establish targets. A critical shortage of housing units available at social assistance shelter rates has been identified and in 2016 the CRD/CRHD Boards approved borrowing up to \$30 million to build housing units to address the needs of people experiencing chronic homelessness. BC Housing matched the \$30 million and signed a partnering agreement in 2016 with CRD and Island Health. In 2018 CMHC matched an additional \$30 million in the form of a grant to CRD and signed a definitive agreement with CRD and BC Housing which created the Regional Housing First Program with a total of \$90 million to create new affordable housing units within the region.</i>				

Proj. No.	18-02b	Capital Project Title	RHFP - Hockley (Langford) (CRD/CMHC/CRHC)	Capital Project Description	CRD purchase 120 affordable housing units. 60 yr prepaid lease with CRHC as operator. Funding from CMHC \$7.2M grant (24 units) and CRHC \$25.5M prepaid lease (96 units)
Asset Class	Buildings	Board Priority Area	Housing	Corporate Priority Area	Health & Well-Being
Project Rationale	<i>The Regional Housing Affordability Strategy (RHAS) supports CRD action to address homelessness. The Coalition to End Homelessness developed an evidence base that has helped establish targets. A critical shortage of housing units available at social assistance shelter rates has been identified and in 2016 the CRD/CRHD Boards approved borrowing up to \$30 million to build housing units to address the needs of people experiencing chronic homelessness. BC Housing matched the \$30 million and signed a partnering agreement in 2016 with CRD and Island Health. In 2018 CMHC matched an additional \$30 million in the form of a grant to CRD and signed a definitive agreement with CRD and BC Housing which created the Regional Housing First Program with a total of \$90 million to create new affordable housing units within the region.</i>				

Proj. No.	18-02c	Capital Project Title	RHFP - acquire 152 housing units (CRD/CMHC/CRHC)	Capital Project Description	CRD purchase 152 affordable housing units. 60 yr prepaid lease with CRHC as operator. Funding from CMHC \$6M grant (20 units) CRD \$4.2M grant (14 units) RHTF \$660k grant and CRHC \$30.8M prepaid lease (118 units)
Asset Class	Buildings	Board Priority Area	Housing	Corporate Priority Area	Health & Well-Being
Project Rationale	<i>The Regional Housing Affordability Strategy (RHAS) supports CRD action to address homelessness. The Coalition to End Homelessness developed an evidence base that has helped establish targets. A critical shortage of housing units available at social assistance shelter rates has been identified and in 2016 the CRD/CRHD Boards approved borrowing up to \$30 million to build housing units to address the needs of people experiencing chronic homelessness. BC Housing matched the \$30 million and signed a partnering agreement in 2016 with CRD and Island Health. In 2018 CMHC matched an additional \$30 million in the form of a grant to CRD and signed a definitive agreement with CRD and BC Housing which created the Regional Housing First Program with a total of \$90 million to create new affordable housing units within the region.</i>				

Service: 1.310

Land Banking and Housing

Proj. No.

18-02

Capital Project Title

RHFP - acquire 370 Housing Units (CRD/CRHD/CRHC)

Capital Project Description

CRD purchase 370 affordable housing units. 60yr prepaid lease with CRHC as operator. Funding from CRD \$11.3M debt (37 units) and CRHD \$10M debt (33 units) and CRHC \$89.7M mortgage (300 units)

Partnering Agreement - CRD, CRHD, BC Housing, CMHC & Island Health. Timing difference between capital expense and Partnering Agreement commitment.

Asset Class Buildings

Board Priority Area Housing

Corporate Priority Area Health & Well-Being

Project Rationale

The Regional Housing Affordability Strategy (RHAS) supports CRD action to address homelessness. The Coalition to End Homelessness developed an evidence base that has helped establish targets. A critical shortage of housing units available at social assistance shelter rates has been identified and in 2016 the CRD/CRHD Boards approved borrowing up to \$30 million to build housing units to address the needs of people experiencing chronic homelessness. BC Housing and CMHC have matched the \$30 million and the CRD has entered into a partnering agreement with BCH, CMHC and Island Health to implement solutions. This project represents the remainder of CRD's \$15.5M commitment as well as CRHD's \$10M commitment.

Proj. No.

21-01

Capital Project Title

Office Equipment Replacement

Capital Project Description

Office equipment scheduled replacement

Asset Class Equipment

Board Priority Area Housing

Corporate Priority Area Health & Well-Being

Project Rationale

Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department. Other office equipment at discretion of management and staffing needs. HPP/RH Snr Manager/RHFP Computer/Printer Inventory: 4 laptops, 3 computers, 11 monitors, 2 printers, 1 copier. Workstations: 3 offices and 3 cubicles

1.310 Land Bank & Housing  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

Land Bank & Housing

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

Operating Reserve Schedule - FC 105505

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	28,169	54,828	76,180	76,180	76,180	76,180	76,180
Transfer to Operating Budget Transfer to Capital Fund	25,989	20,000					
Transfer from Operating Budget							
Interest Income*	670	1,352					
<b>Total projected year end balance</b>	<b>54,828</b>	<b>76,180</b>	<b>76,180</b>	<b>76,180</b>	<b>76,180</b>	<b>76,180</b>	<b>76,180</b>

Assumptions/Background:

2016-2019: funds transferred to Reserve to fund future affordable housing consulting contracts.

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



1.310 Land, Banking and Housing  
 Asset and Reserve Summary  
 2020 - 2024 Financial Plan

Asset Profile

Land, Banking and Housing

Assets held by the Land, Banking and Housing service area consist of land, 6 building units, built in 2012, and office equipment. The equipment replacement funds set aside are for replacement of office equipment only. The building units are currently under operating and maintenance contract and do not require ongoing capital investment. Lifecycle replacement funding has not been set aside for the buildings.

Equipment Replacement Schedule

Equipment Replacement Schedule	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Projected year end balance							
Beginning Balance	17,910	19,304	21,304	18,304	18,304	18,804	16,804
Planned Purchase (Based on Capital Plan)	(999)	-	(5,000)	(2,000)	(1,500)	(4,000)	(5,000)
Transfer from Operating Budget	2,000	2,000	2,000	2,000	2,000	2,000	-
Interest Income*	393						
<b>Total projected year end balance</b>	<b>19,304</b>	<b>21,304</b>	<b>18,304</b>	<b>18,304</b>	<b>18,804</b>	<b>16,804</b>	<b>11,804</b>

Assumptions/Background:

2018 one laptop and one computer replaced  
 2020 two computers replaced

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

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Regional Housing Trust Fund**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**DEFINITION:**

This service was established by Bylaw No. 3266 cited as "Capital Regional District Regional Housing Trust Fund Service Establishment Bylaw No. 1, 2005". Administered by Regional Housing, per Bylaw No.3294 cited as "Capital Regional District Housing Trust Fund Commission and Administrative Bylaw No. 1, 2005".

**SERVICE DESCRIPTION:**

The function enables the CRD to provide capital funding to:

- 1) assist in the acquisition, development and retention of housing that is affordable
- 2) facilitate social and economic investment in affordable housing
- 3) assist people in core housing need
- 4) facilitate achieving the strategic directions outlined in the CRD's Regional Growth Strategy / Housing Affordability Strategy

**PARTICIPATION:**

The member municipalities of Metchosin, North Saanich, Saanich, View Royal, Victoria, Salt Spring Island (2006), Sooke (2006), Central Saanich (2007), Esquimalt (2007), Oak Bay (2008), Sidney and Southern Gulf Islands (2010), Highlands (2014) based 50% on population and 50% on converted assessments.

**MAXIMUM LEVY:**

2011: \$882,594  
2012: \$901,570 (includes 2.15% increase for inflation)  
2013: \$910,585 (includes 1.0% increase for inflation)  
2014: \$925,300 (Highlands joined and includes 1.0% increase for inflation)  
2015: \$934,500 (includes 1.0% increase for inflation)  
2016: \$953,240 (includes 2.0% increase for inflation)  
2017: \$967,540 (includes 1.5% increase for inflation)  
2018: \$986,890 (includes 2.0% increase for inflation)  
2019: \$1,000,000 (includes 1.3% increase for inflation)  
2020: \$1,000,000 (includes 0% increase for inflation)  
2021-2022: Due to standard two year capital development cycle, RHTF staggered program suspension will start in 2021 and the max \$1M requisition capacity transferred to CRD Regional Housing First Program (RHFP) in 2022.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

Regional Housing Trust Fund

**FUNDING:**

Requisition

**Change in Budget 2019 to 2020**

Service: 1.311 Regional Housing Trust Fund

**Total Expenditure****Comments**

2019 Budget

3,162,570

**Change in Salaries:**

Base salary change

-

Step increase/paygrade change

-

Other (explain as necessary)

-

Total Change in Salaries

-

**Other Changes:**

Committed capital grants that were not paid in 2019

378,791

Due to standard two year capital development cycle, RHTF capital grants are committed but paid in future years when project requirements are met. This results in large surplus carryforwards into future years.

Uncommitted 2020 year capital grants year over year change

10,642

Administration costs

3,997

Total Other Changes

393,430

2020 Budget

3,556,000

**Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

*There is a one time favourable variance of \$2,471,900 (78%) due to committed capital grants that will not be paid out until future years when project requirements are met by applicant.*

1.311 - REGIONAL HOUSING TRUST FUND

Note: Service Phased out 2021 & Suspended 2022

OPERATING COSTS:

Prior Year Unallocated Capital Grants  
 Current Year Capital Grants  
 Housing Programs Administration Service Fee  
 Allocation - Corporate  
 Consultant Expenses  
 Legal Costs  
 Other Costs

			BUDGET REQUEST							
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>TOTAL OPERATING COSTS</b>	<b>3,162,570</b>	<b>742,540</b>	<b>3,556,000</b>	-	-	<b>3,556,000</b>	<b>931,850</b>	-	-	-
*Percentage Increase over prior year		-76.52%	12.44%	0.00%	0.00%	12.44%	0.00%	0.00%	0.00%	0.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Reserve	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>3,162,570</b>	<b>742,540</b>	<b>3,556,000</b>	-	-	<b>3,556,000</b>	<b>931,850</b>	-	-	-
*Percentage Increase over prior year		-76.52%	12.44%	0.00%	0.00%	12.44%	0.00%	0.00%	0.00%	0.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>3,162,570</b>	<b>742,540</b>	<b>3,556,000</b>	-	-	<b>3,556,000</b>	<b>931,850</b>	-	-	-
*Percentage Increase over prior year		-76.52%	12.44%	0.00%	0.00%	12.44%	0.00%	0.00%	0.00%	0.00%
<b>Surplus / (Deficit)</b>		2,471,900								
Balance C/F from Prior to Current year	(2,093,109)	(2,093,109)	(2,471,900)	-	-	(2,471,900)	-	-	-	-
Revenue - Other Interest Income	(5,324)	(57,194)	(19,963)	-	-	(19,963)	(19,963)	-	-	-
Payments In Lieu of Taxes	(64,137)	(64,137)	(64,137)	-	-	(64,137)	(64,137)	-	-	-
Grants - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(2,162,570)</b>	<b>257,460</b>	<b>(2,556,000)</b>	-	-	<b>(2,556,000)</b>	<b>(84,100)</b>	-	-	-
<b>REQUISITION</b>	<b>(1,000,000)</b>	<b>(1,000,000)</b>	<b>(1,000,000)</b>	-	-	<b>(1,000,000)</b>	<b>(847,750)</b>	-	-	-
*Percentage Increase over prior year		0.00%	0.00%	0.00%	0.00%	0.00%	-15.23%	-100.00%	0.00%	0.00%
PARTICIPANTS: Victoria, C.Saanich, Esquimalt, Saanich, Oak Bay, N. Saanich, Metchosin, View Royal, Sooke, Sidney, Highlands, SSI, SGI										
<u>AUTHORIZED POSITIONS:</u>										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Regional Planning Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.324 Regional Planning Services

Committee: Planning & Protective Services

**DEFINITION:**

Regional Planning includes two service functions:

Regional Information – which maintains a regional information base and perspective on population, employment, economic development and land use trends. The service provides regional, sub-regional and municipal statistics, trend analysis and research tools to member municipalities and a wide variety of public, private and community clientele.

Regional Transportation – manages and applies the regional transportation model. The service analyzes the impacts of actual and projected changes to the transportation system and conducts/commissions transportation-related studies and reports. Regional transportation provides advice and information to the CRD Board, other departments and other jurisdictions on policies and issues related to the Regional Transportation Plan.

**SERVICE DESCRIPTION:**

Regional Planning provides information and planning services including regional, sub-regional and municipal statistics, trend analysis, transportation, policy development, planning and modeling. The information also assists in preparation of indicators relating to the annual legislative reporting requirement for the Regional Growth Strategy and as an information base for the development of municipal and electoral area official community plans. The information and analysis also supports the regional transportation and urban growth models and assists municipalities and local and regional agencies in their planning work.

**PARTICIPATION:**

All member municipalities (Central Saanich; Colwood; Esquimalt; Highlands; Langford; Metchosin; North Saanich; Oak Bay; Saanich; Sidney; Sooke; Victoria; View Royal) and Electoral Areas within the CRD (Juan de Fuca, Southern Gulf Islands, Salt Spring Island).

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

Regional Planning Services	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<b>OPERATING COSTS:</b>										
<b>Regional Information Systems</b>										
Salaries & Wages	409,740	340,980	515,610	-	-	515,610	526,750	530,460	541,920	553,620
Contract for Services	10,720	1,000	10,956	-	-	10,956	11,200	11,450	11,700	11,960
Consulting	26,800	15,000	27,390	-	-	27,390	27,990	28,610	29,240	29,880
Allocations	120,750	120,750	154,078	-	-	154,078	159,162	164,378	167,900	171,497
Implementation of Data Review	150,000	100,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
Other Operating Expenses	48,560	44,460	49,574	-	-	49,574	50,670	51,800	52,940	54,090
<b>TOTAL RIS</b>	<b>766,570</b>	<b>622,190</b>	<b>807,607</b>	-	-	<b>807,607</b>	<b>825,772</b>	<b>836,698</b>	<b>853,700</b>	<b>871,047</b>
*Percentage Increase over prior year			5.4%			5.4%	2.2%	1.3%	2.0%	2.0%
<b>Regional Transportation</b>										
Salaries & Wages	424,420	287,310	443,300	-	-	443,300	452,897	456,166	466,036	476,110
Contract for Services	61,150	61,150	62,495	-	-	62,495	63,870	65,280	66,720	68,190
Active & Safe Routes to School	101,000	74,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
Model Recalibration	-	-	-	-	-	-	180,000	-	-	-
Origin/Destination Study	-	-	-	-	-	-	-	450,000	-	-
Allocations	63,000	63,000	44,828	-	-	44,828	46,651	48,526	49,544	50,586
Other Operating Expenses	20,860	21,220	21,618	-	-	21,618	22,110	22,590	23,070	23,560
<b>TOTAL Regional Transportation</b>	<b>670,430</b>	<b>506,680</b>	<b>622,242</b>	-	-	<b>622,242</b>	<b>815,528</b>	<b>1,092,562</b>	<b>655,370</b>	<b>668,446</b>
*Percentage Increase over prior year			-7.2%			-7.2%	31.1%	34.0%	-40.0%	2.0%
<b>TOTAL OPERATING COSTS</b>	<b>1,437,000</b>	<b>1,128,870</b>	<b>1,429,849</b>	-	-	<b>1,429,849</b>	<b>1,641,300</b>	<b>1,929,260</b>	<b>1,509,070</b>	<b>1,539,493</b>
*Percentage Increase over prior year			-0.5%			-0.5%	14.8%	17.5%	-21.8%	2.0%
<b>CAPITAL / RESERVE</b>										
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	46,200	161,330	46,200	-	-	46,200	46,200	46,200	46,200	46,200
<b>TOTAL CAPITAL / RESERVES</b>	<b>56,200</b>	<b>171,330</b>	<b>56,200</b>	-	-	<b>56,200</b>	<b>56,200</b>	<b>56,200</b>	<b>56,200</b>	<b>56,200</b>
<b>TOTAL COSTS</b>	<b>1,493,200</b>	<b>1,300,200</b>	<b>1,486,049</b>	-	-	<b>1,486,049</b>	<b>1,697,500</b>	<b>1,985,460</b>	<b>1,565,270</b>	<b>1,595,693</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Carry Forward 2019 to 2020	-	116,000	(116,000)	-	-	(116,000)	-	-	-	-
Safe Routes to School Recovery from Saanich	(51,000)	(24,000)	-	-	-	-	-	-	-	-
Revenue - Other	(2,760)	(2,760)	(2,760)	-	-	(2,760)	(2,830)	(2,900)	(2,970)	(3,040)
Recovery - Other	(530)	(530)	(530)	-	-	(530)	(540)	(550)	(560)	(570)
Grants in Lieu of Taxes	(60,620)	(60,620)	(60,620)	-	-	(60,620)	(61,950)	(63,310)	(64,700)	(66,130)
Transfer from Internal Reserve Account	(210,000)	(160,000)	(138,000)	-	-	(138,000)	(418,840)	(669,690)	(220,560)	(191,450)
<b>TOTAL REVENUE</b>	<b>(324,910)</b>	<b>(131,910)</b>	<b>(201,910)</b>	-	-	<b>(317,910)</b>	<b>(484,160)</b>	<b>(736,450)</b>	<b>(288,790)</b>	<b>(261,190)</b>
<b>REQUISITION</b>	<b>(1,168,290)</b>	<b>(1,168,290)</b>	<b>(1,284,139)</b>	-	-	<b>(1,168,139)</b>	<b>(1,213,340)</b>	<b>(1,249,010)</b>	<b>(1,276,480)</b>	<b>(1,334,503)</b>
*Percentage increase over prior year requisition			9.9%			0.0%	3.9%	2.9%	2.2%	4.5%
Salaried	5.5	5.5	6.5	-	-	6.5	6.5	6.5	6.5	6.5



CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.324	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$10,700	\$17,300	\$5,100	\$12,000	\$0	\$45,100
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
		<b>\$0</b>	<b>\$10,700</b>	<b>\$17,300</b>	<b>\$5,100</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$45,100</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debtenture Debt ( New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$10,700	\$17,300	\$5,100	\$12,000	\$0	\$45,100
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$10,700</b>	<b>\$17,300</b>	<b>\$5,100</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$45,100</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.324  
Service Name: Regional Planning 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  
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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-01	Replacement	Computer Replacement	Computer Replacement	\$36,700	E	ERF	\$0	\$10,700	\$17,300	\$5,100	\$2,000	\$0	\$35,100
22-01	Renewal	Photocopier Renewal	Photocopier Renewal	\$10,000	E	ERF	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000
<b>GRAND TOTAL</b>				<b>\$46,700</b>			<b>\$0</b>	<b>\$10,700</b>	<b>\$17,300</b>	<b>\$5,100</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$45,100</b>

Regional Planning and Regional Growth Strategy  
 Summary Schedule  
 2020 - 2024 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2019	2020	2021	2022	2023	2024
Regional Planning Reserve Account	1,613,888	1,522,088	1,149,448	525,958	351,598	206,348
Regional Growth Strategy Reserve Account	994,610	979,610	979,610	979,610	-	-
Equipment Replacement Fund	75,522	74,822	67,522	72,422	70,422	80,422
<b>Total</b>	<b>2,684,020</b>	<b>2,576,520</b>	<b>2,196,580</b>	<b>1,577,990</b>	<b>422,020</b>	<b>286,770</b>

<b>Reserve Schedule</b>
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<b>Reserve Fund: 1.324 Regional Planning</b>
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<b>Reserve Cash Flow</b>
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<b>Fund: 1500 Fund Center: 105501</b>						
Op Rsv Funds B#4102,03,4144,45,46,47						
		<b>Budget</b>				
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Beginning Balance</b>	1,777,688	1,613,888	1,522,088	1,149,448	525,958	351,598
<b>Transfer to Operating Budget</b>	(60,000)	(38,000)	(38,840)	(39,690)	(40,560)	(41,450)
<b>Transfer to Operating Budget</b>	(150,000)	(100,000)	(380,000)	(630,000)	(180,000)	(150,000)
<b>Transfer from Operating Budget</b>	46,200	46,200	46,200	46,200	46,200	46,200
<b>Interest Income</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>1,613,888</b>	<b>1,522,088</b>	<b>1,149,448</b>	<b>525,958</b>	<b>351,598</b>	<b>206,348</b>

<b>Assumptions/Background:</b>

1.324 Regional Planning  
 Asset and Reserve Summary Schedule  
 2020 - 2024 Financial Plan

**Asset Profile**

**Regional Planning**

Regional Planning has office equipment and furniture.

**ERF Cash Flow**

**Reserve Fund: 1.324 Regional Planning Equipment Replacement**

Fund: 1022 Fund Center: 101427 ERF Group: RGPLAN.ERF	Estimated	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	72,322	75,522	74,822	67,522	72,422	70,422
Expenditures (Based on Capital Plan)	(6,800)	(10,700)	(17,300)	(5,100)	(12,000)	-
Transfer from Operating Budget Interest Income*	10,000	10,000	10,000	10,000	10,000	10,000
<b>Ending Balance \$</b>	<b>75,522</b>	<b>74,822</b>	<b>67,522</b>	<b>72,422</b>	<b>70,422</b>	<b>80,422</b>

**Assumptions/Background:**

Maintain adequate funding for lifecycle replacement of computer equipment and furnishings. No more than \$150,000 required.

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Regional Growth Strategy**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.330 Regional Growth Strategy

Committee: Planning & Protective Services

**DEFINITION:**

This service is responsible for developing, coordinating, monitoring and updating the Regional Growth Strategy (RGS). The service includes providing advice and information to the CRD Board and other departments on policies and issues related to the RGS including the ongoing monitoring of its implementation. The Regional Growth Strategy is contained within CRD Bylaw No.4017 (Adopted March 2018).

**SERVICE DESCRIPTION:**

The Regional Growth Strategy/Sustainability service is responsible for developing, coordinating, monitoring and updating the Regional Growth Strategy (RGS) pursuant to the legislative provisions of the *Local Government Act*. The RGS is contained within CRD Bylaw No.4017 (adopted March 2018). The service administers the RGS through the review and reporting on municipal regional context statements, assessment of compliance of regional district bylaws, and providing advice and information to the CRD Board and other departments on policies and issues related to the RGS including the ongoing monitoring of its implementation.

**PARTICIPATION:**

All member municipalities (Central Saanich; Colwood; Esquimalt; Highlands; Langford; Metchosin; North Saanich; Oak Bay; Saanich; Sidney; Sooke; Victoria; View Royal) and the Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

Change in Budget 2019 to 2020 Service: 1.330 Regional Growth Strategy	Total Expenditure		Comments
<b>2019 Budget</b>	<b>487,240</b>		
<b>Change in Salaries:</b>			
Base salary change	10,961	2.25%	Inclusive of collective agreement changes
Step Increase	-		
PCN 40006795 moved to Regional Planning	(116,400)	-23.89%	Research Planner position converted to Mgr Strategic Planning
Other Aux/OT	868	0.18%	
Total Change in Salaries	<u>(104,571)</u>	<u>-21.46%</u>	
<b>Other Changes:</b>			
Allocations	29,860	6.13%	
Other Expenditures	(840)	-0.17%	
Population Projections Project	(80,000)	-16.42%	
Total Other Changes	<u>(50,980)</u>	<u>-10.46%</u>	
<b>2020 Budget</b>	<b><u>331,689</u></b>	<b><u>-31.92%</u></b>	

**Overall 2019 Budget Performance**  
(expected variance to budget and surplus treatment)

*Estimated surplus of \$71k mainly due to position vacancy and lower operational cost than anticipated.*

*Estimated surplus will be transferred to Operating Reserve in anticipation of Regional Growth Strategy spend in 2023.*

*Operating Reserve balance prior to surplus contribution is \$994k.*



REGIONAL GROWTH STRATEGY	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries & Wages	267,570	217,480	163,001	-	-	163,001	166,531	167,807	171,446	175,161
Contract for Services	1,040	-	1,063	-	-	1,063	1,090	1,110	1,130	1,150
Consulting	20,950	-	21,411	-	-	21,411	21,880	22,360	22,850	23,350
Special Projects	95,000	20,000	15,000	-	-	15,000	-	-	-	-
Allocations	72,010	87,010	101,870	-	-	101,870	109,550	117,482	119,973	122,527
Other Operating Expenses	30,670	11,430	29,345	-	-	29,345	29,990	30,650	31,310	31,990
<b>TOTAL OPERATING COSTS</b>	<b>487,240</b>	<b>335,920</b>	<b>331,689</b>	<b>-</b>	<b>-</b>	<b>331,689</b>	<b>329,041</b>	<b>339,409</b>	<b>346,709</b>	<b>354,178</b>
*Percentage Increase over prior year						-31.9%	-0.8%	3.2%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	71,320	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>71,320</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COSTS</b>	<b>487,240</b>	<b>407,240</b>	<b>331,689</b>	<b>-</b>	<b>-</b>	<b>331,689</b>	<b>329,041</b>	<b>339,409</b>	<b>346,709</b>	<b>354,178</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(80,000)	-	(15,000)	-	-	(15,000)	-	-	-	-
Revenue - Other	(1,000)	(1,000)	(1,000)	-	-	(1,000)	(1,020)	(1,040)	(1,060)	(1,080)
Grants in Lieu of Taxes	(21,580)	(21,580)	(21,580)	-	-	(21,580)	(22,060)	(22,540)	(23,030)	(23,540)
<b>TOTAL REVENUE</b>	<b>(102,580)</b>	<b>(22,580)</b>	<b>(37,580)</b>	<b>-</b>	<b>-</b>	<b>(37,580)</b>	<b>(23,080)</b>	<b>(23,580)</b>	<b>(24,090)</b>	<b>(24,620)</b>
<b>REQUISITION</b>	<b>(384,660)</b>	<b>(384,660)</b>	<b>(294,109)</b>	<b>-</b>	<b>-</b>	<b>(294,109)</b>	<b>(305,961)</b>	<b>(315,829)</b>	<b>(322,619)</b>	<b>(329,558)</b>
*Percentage Increase over prior year requisition						-23.5%	4.0%	3.2%	2.1%	2.2%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	2.0	2.0	1.0	-	-	1.0	1.0	2.0	2.0	2.0

**Reserve Schedule**

**Reserve Fund:** 1.330 Regional Growth Strategy Op. Rsv - 4147

**Reserve Cash Flow**

**Fund: 1500 Fund Center: 105502**  
Op Rsv Funds B#4102,03,4144,45,46,47

	Budget					
	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	994,610	994,610	979,610	979,610	979,610	-
<b>Expenditures for RGS</b>	-	-	-	-	(979,610)	-
<b>Transfer to Operating budget</b>	-	(15,000)	-	-	-	-
<b>Transfer from Operating Budget</b>	-	-	-	-	-	-
<b>Interest Income</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>994,610</b>	<b>979,610</b>	<b>979,610</b>	<b>979,610</b>	<b>-</b>	<b>-</b>

Assumptions/Background:

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Corporate Emergency**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.025 Corporate Emergency

Committee: Planning & Protective Services

**DEFINITION:**

Planning and coordination for disasters or emergencies.

**SERVICE DESCRIPTION:**

Coordinate and administer the Corporate Emergency Plan in accordance with the *Emergency Program Act* as a local authority and regional service provider and ensure integration with the three Electoral Area Emergency Plans to provide business continuity and CRD divisional coordination in the case of an emergency.

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands.

**MAXIMUM LEVY:**

N/A

**COMMITTEE:**

Planning & Protective Services

**FUNDING:**

Requisition

Change in Budget 2019 to 2020 Service: 1.025 Corporate Emergency	Total Expenditure	Comments	
<b>2019 Budget</b>	<b>167,620</b>		
<b>Change in Salaries:</b>			
Base salary change	-		
Step increase/paygrade change	-		
J15 FTE (IBC)	92,000		<i>IBC 7a-1</i>
- Corporate emergency planning support			<i>Fully funded by allocation: (46,000) 50% IWS (36,800) 40% Solid Waste (9,200) 10% Panorama</i>
Total Change in Salaries	92,000	54.89%	
<b>Other Changes:</b>			
Staff Training & Development	25,000	14.91%	<i>IBC 7a-13: One time full scale functional exercise</i>
Allocations	1,375	0.82%	
Other Operating Expenses	222	0.13%	
Total Other Changes	26,597	15.87%	
<b>2020 Budget</b>	<b>286,217</b>	<b>70.75%</b>	

**Overall 2019 Budget Performance**  
(expected variance to budget and surplus treatment)

*No significant 2019 operating variances, estimated minor surplus of \$2,500 will be contributed towards ERF.*

*The estimated ERF balance before YE surplus transfer is around \$35,000.*

1.025 CORPORATE EMERGENCY PROGRAM

1.025 CORPORATE EMERGENCY	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries and Wages	-	-	-	92,000	-	92,000	93,983	94,197	96,226	98,300
Allocations	124,460	124,460	125,835	-	-	125,835	127,920	130,043	132,796	135,610
Supplies	4,000	3,000	2,600	-	-	2,600	2,660	2,720	2,780	2,840
Other Operating Expenses	37,160	35,690	38,738	-	25,000	63,738	39,600	40,470	41,360	42,270
<b>TOTAL OPERATING COSTS</b>	<b>165,620</b>	<b>163,150</b>	<b>167,173</b>	<b>92,000</b>	<b>25,000</b>	<b>284,173</b>	<b>264,163</b>	<b>267,430</b>	<b>273,162</b>	<b>279,020</b>
*Percentage Increase over prior year			0.94%			71.6%	-7.0%	1.2%	2.1%	2.1%
<b>CAPITAL/RESERVES</b>										
Transfer to Equipment Replacement Fund	2,000	4,470	2,044	-	-	2,044	2,090	2,140	2,190	2,240
<b>TOTAL COSTS</b>	<b>167,620</b>	<b>167,620</b>	<b>169,217</b>	<b>92,000</b>	<b>25,000</b>	<b>286,217</b>	<b>266,253</b>	<b>269,570</b>	<b>275,352</b>	<b>281,260</b>
Internal Recoveries	-	-	-	(92,000)	-	(92,000)	(93,983)	(94,197)	(96,226)	(98,300)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>167,620</b>	<b>167,620</b>	<b>169,217</b>	<b>-</b>	<b>25,000</b>	<b>194,217</b>	<b>172,270</b>	<b>175,373</b>	<b>179,126</b>	<b>182,960</b>
Grant Revenue	-	0	-	-	-	-	-	-	-	-
<b>NET COSTS</b>	<b>167,620</b>	<b>167,620</b>	<b>169,217</b>	<b>-</b>	<b>25,000</b>	<b>194,217</b>	<b>172,270</b>	<b>175,373</b>	<b>179,126</b>	<b>182,960</b>
			0.95%			15.9%	-11.3%	1.8%	2.1%	2.1%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.025	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$6,000	\$6,000	\$8,000	\$20,000
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
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$8,000</b>	<b>\$20,000</b>

**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	\$6,000	\$6,000	\$8,000	\$20,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$8,000</b>	<b>\$20,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.025  
Service Name: Corporate Emergency

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-01	Replacement	EOC Laptop	EOC Equipment	\$18,000	E	ERF	\$0	\$0	\$0	\$6,000	\$6,000	\$6,000	\$18,000
24-01	Replacement	Surface Pro	EOC Equipment	\$2,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
<b>GRAND TOTAL</b>				<b>\$20,000</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$8,000</b>	<b>\$20,000</b>



**1.025 Corporate Emergency  
Asset and Reserve Summary  
2020-2024 Financial Plan**

**Reserve Fund: 1.025 Corporate Emergency**

- Capital Regional District Equipment Replacement Fund (ERF) was established in 1991 under Bylaw No. 945. This is a reserve fund pursuant to the provisions of Section 378(c) of the Municipal Act to be known as the "Equipment Replacement Fund"

- The monies in this reserve fund shall be expended only for the purchase of machinery and equipment.

- Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.

- User departments of the Capital Regional District vehicles and equipment may be charged for depreciation of their machinery and equipment and the amount of such depreciation shall be transferred to the equipment replacement fund.

Fund: 1022 Fund Center: 101978 ERF Group: CRPEMERGE.ERF	Estimate	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	39,159	34,659	36,703	38,793	34,933	31,123
Planned Purchase (Based on Capital Plan)	(6,500)	-	-	(6,000)	(6,000)	(8,000)
Transfer from Ops Budget	2,000	2,044	2,090	2,140	2,190	2,240
Interest Income*						
<b>Ending Balance \$</b>	<b>34,659</b>	<b>36,703</b>	<b>38,793</b>	<b>34,933</b>	<b>31,123</b>	<b>25,363</b>

**Assumptions/Background:**  
Maintain balance sufficient to meet lifecycle replacement needs and emergency needs. Balance has historically been maintained at \$50,000.

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Regional Emergency Program Support**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**Service: 1.374 Regional Emergency Program Support**

**Committee: Planning & Protective Services**

**DEFINITION:**

An information and resource management system to coordinate with local emergency programs in support of local authorities and strengthen the capacity to manage a multi-jurisdictional emergency event or regional disaster.

**SERVICE DESCRIPTION:**

Under Bylaw 3530, this service was established in 2008 to provide an information and resource management system to coordinate with local emergency programs in support of local authorities and strengthen the capacity to manage a multi-jurisdictional emergency event or regional disaster.

This service also supports two advisory commissions, the Local Government Emergency Program Advisory Commission (LGEPAC – Bylaw 3531), consisting of municipal and electoral area representatives and the Regional Emergency Coordinators Advisory Commission (RECAC – Bylaw 3566), consisting of government, NGOs, education, utility and health representatives.

**PARTICIPATION:**

All municipalities and electoral areas.

**FUNDING:**

Requisition

REGIONAL EMERGENCY SUPPORT	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<b>OPERATING COSTS:</b>										
Salaries	89,480	68,000	109,230	-	-	109,230	113,826	114,085	116,543	119,054
REMP Contribution	19,630	18,885	9,020	-	-	9,020	9,230	9,440	9,650	9,860
Allocations	18,720	18,720	18,016	-	-	18,016	18,051	18,079	18,463	18,856
<b>TOTAL OPERATING COSTS</b>	<b>127,830</b>	<b>105,605</b>	<b>136,266</b>	<b>-</b>	<b>-</b>	<b>136,266</b>	<b>141,107</b>	<b>141,604</b>	<b>144,656</b>	<b>147,770</b>
*Percentage Increase over prior year						7%	4%	0%	2%	2%
Transfer to Operating Reserve Fund	45,020	80,695	0	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>172,850</b>	<b>186,300</b>	<b>136,266</b>	<b>-</b>	<b>-</b>	<b>136,266</b>	<b>141,107</b>	<b>141,604</b>	<b>144,656</b>	<b>147,770</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	(46,100)	(46,100)	-	-	-	-	-	-	-	-
Revenue - Other	(200)	(13,650)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
Grants in Lieu of Taxes	(6,960)	(6,960)	(6,960)	-	-	(6,960)	(7,110)	(7,260)	(7,430)	(7,600)
<b>TOTAL REVENUE</b>	<b>(53,260)</b>	<b>(66,710)</b>	<b>(7,160)</b>	<b>-</b>	<b>-</b>	<b>(7,160)</b>	<b>(7,310)</b>	<b>(7,460)</b>	<b>(7,630)</b>	<b>(7,800)</b>
<b>REQUISITION</b>	<b>(119,590)</b>	<b>(119,590)</b>	<b>(129,106)</b>	<b>-</b>	<b>-</b>	<b>(129,106)</b>	<b>(133,797)</b>	<b>(134,144)</b>	<b>(137,026)</b>	<b>(139,970)</b>
*Percentage increase over prior year requisition						8.0%	3.6%	0.3%	2.1%	2.1%

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Hazardous Material Incident Response**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**Service: 1.375 Hazardous Material Incident Response**

**Committee: Planning & Protective Services**

**DEFINITION:**

A service of preparation for a hazardous materials emergency and providing for a system of response to hazardous material emergency incidents in the Capital Regional District. Established by Bylaw No. 3322 (2006).

**SERVICE DESCRIPTION:**

This regional emergency response service was established in 2006 under Bylaw 3322. The service provides immediate response to hazardous spills or emergencies within the CRD.

The program provides a high level of professional expertise by providing specialized training and equipment to firefighters throughout the CRD to support the response by local fire departments to these events.

**PARTICIPATION:**

Electoral Area's of Juan de Fuca, Salt Spring Island and Southern Gulf Islands, the municipalities of North Saanich, Sidney, Central Saanich, Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Colwood, Langford, Highlands, Metchosin, Sooke, and Tsawout and Songhees First Nations.

**MAXIMUM LEVY:**

Greater of \$400,000 or \$0.007 / \$1,000

**FUNDING:**

Requisition

HAZARDOUS MATERIALS INCIDENT RESPONSE	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
District of C Saanich Contract	58,500	58,500	65,600	-	-	65,600	67,040	68,510	70,020	71,560
Staff Training & Development	120,100	120,100	120,100	-	-	120,100	122,740	125,440	128,200	131,020
Purchased Maintenance - Equipment	12,550	11,000	12,830	-	-	12,830	13,110	13,400	13,690	13,990
Allocations	93,450	93,450	98,374	-	-	98,374	103,327	108,445	110,798	113,206
Other Operating Expenses	22,100	21,809	23,540	-	-	23,540	24,050	24,560	25,090	25,630
<b>TOTAL OPERATING COSTS</b>	<b>306,700</b>	<b>304,859</b>	<b>320,444</b>	<b>-</b>	<b>-</b>	<b>320,444</b>	<b>330,267</b>	<b>340,355</b>	<b>347,798</b>	<b>355,406</b>
*Percentage Increase over prior year						4.5%	3.1%	3.1%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	9,350	21,225	9,560	-	-	9,560	9,770	9,980	10,200	10,420
<b>TOTAL CAPITAL / RESERVES</b>	<b>9,350</b>	<b>21,225</b>	<b>9,560</b>	<b>-</b>	<b>-</b>	<b>9,560</b>	<b>9,770</b>	<b>9,980</b>	<b>10,200</b>	<b>10,420</b>
<b>TOTAL COSTS</b>	<b>316,050</b>	<b>326,084</b>	<b>330,004</b>	<b>-</b>	<b>-</b>	<b>330,004</b>	<b>340,037</b>	<b>350,335</b>	<b>357,998</b>	<b>365,826</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Interest Income	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
Transfer - Reserve Fund	-	(10,034)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(17,730)	(17,730)	(17,730)	-	-	(17,730)	(18,120)	(18,510)	(18,910)	(19,330)
<b>TOTAL REVENUE</b>	<b>(18,030)</b>	<b>(28,064)</b>	<b>(18,040)</b>	<b>-</b>	<b>-</b>	<b>(18,040)</b>	<b>(18,440)</b>	<b>(18,840)</b>	<b>(19,250)</b>	<b>(19,680)</b>
<b>REQUISITION</b>	<b>(298,020)</b>	<b>(298,020)</b>	<b>(311,964)</b>	<b>-</b>	<b>-</b>	<b>(311,964)</b>	<b>(321,597)</b>	<b>(331,495)</b>	<b>(338,748)</b>	<b>(346,146)</b>
*Percentage increase over prior year requisition						4.7%	3.1%	3.1%	2.2%	2.2%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.375	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
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
		<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$50,000</b>

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	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$50,000</b>



**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

Service #: 1.375  
 Service Name: Hazardous Material Incident Response

CAPITAL BUDGET FORM  
 2020 & Forecast 2021 to 2024

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-01	Replacement	Hazmat Equipment	Hazmat Equipment Replacement	\$50,000	E	ERF	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
<b>GRAND TOTAL</b>				<b>\$50,000</b>			<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$50,000</b>

Hazmat Reserves  
2020 - 2024 Financial Plan

Reserve/Fund Summary

	2019	Budget				
		2020	2021	2022	2023	2024
Reserve Account	33,012	33,012	33,012	33,012	33,012	33,012
Equipment Replacement Fund	321,996	321,556	321,326	321,306	321,506	321,926
<b>Total</b>	<b>355,008</b>	<b>354,568</b>	<b>354,338</b>	<b>354,318</b>	<b>354,518</b>	<b>354,938</b>

<b>Reserve Schedule</b>
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<b>Reserve Fund: 1.375 Hazardous Material Incident Response Operating Fund</b>
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<b>Reserve Cash Flow</b>
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Fund: 1500 Fund Centre: 105506		<b>Budget</b>				
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Beginning Balance	33,012	33,012	33,012	33,012	33,012	33,012
Expenditures	-	-	-	-	-	-
Transfer from Operating Budget	-	-	-	-	-	-
Interest Income	-					
<b>Ending Balance \$</b>	<b>33,012</b>	<b>33,012</b>	<b>33,012</b>	<b>33,012</b>	<b>33,012</b>	<b>33,012</b>

<u><b>Assumptions/Background:</b></u>

**Reserve Schedule**

**Reserve Fund:** 1.375 Hazardous Material Incident Response Equipment Replacement Fund

**Reserve Cash Flow**

Fund: 1022 Fund Center: 101957  
ERF Group: HAZMAT.ERF

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	322,646	321,996	321,556	321,326	321,306	321,506
Expenditures (Based on Capital Plan)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Transfer from Operating Budget	9,350	9,560	9,770	9,980	10,200	10,420
Interest Income	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>321,996</b>	<b>321,556</b>	<b>321,326</b>	<b>321,306</b>	<b>321,506</b>	<b>321,926</b>

**Assumptions/Background:**

Transfer as much as operating budget will allow in order to provide sufficient funds to replace expensive assets

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **911 Call Answer**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.911 911 Call Answer

Committee: Planning & Protective Services

**DEFINITION:**

To finance, install, operate and maintain a 911 Emergency Response Telephone Service within all or part of the participating member municipalities, all Electoral Areas, and the Tsawout and Songhees First Nations (CRD Bylaw No. 2468 "Emergency Response Extended Service Establishment Bylaw No. 1, 1997").

**SERVICE DESCRIPTION:**

To finance, install, operate and maintain a 911 emergency response telephone service within all or part of the Capital Region, and to provide primary call answer services (PSAP) at the Victoria RCMP Operation Communications Centre in Langford for those jurisdictions policed by the RCMP.

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**FUNDING:**

Requisition

**Change in Budget 2019 to 2020**  
**Service: 1.911 Call Answer**

	<b>Total Expenditure</b>		<b>Comments</b>
<b>2019 Budget</b>	<b>2,271,830</b>		
<b>Change in Salaries:</b>			
Base salary change	-		Inclusive of collective agreement changes
Step increase/paygrade change	-		
Other (explain as necessary)	-		
 Total Change in Salaries	<hr/> -		
<b>Other Changes:</b>			
Transfer to Municipalities	(16,590)	-0.73%	Readjusting call answer levies allocation to align with historical actuals
Allocations	(11,253)	-0.50%	Corporate allocations decrease based on new standardized model
Transfer to ERF	(27,796)	-1.22%	
Debt Servicing	448,919	19.76%	7M borrowed in Spring, 5.9M borrowed in Fall 2019
Other Expenditures	4,010	0.18%	
 Total Other Changes	<hr/> 397,290	17.49%	
<b>2020 Budget</b>	<hr/> <b>2,669,120</b>		

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**Overall 2019 Budget Performance**  
 (expected variance to budget and surplus treatment)

*Estimated surplus of \$209k primarily due to lease revenue from E-Comm originally under budgeted for the first year in 2019.*

*Estimated surplus will be transferred to ERF. Estimated balance in ERF before surplus transfer is \$593k.*

911 CALL ANSWER	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Service Fees	200,000	200,000	195,750	-	-	195,750	195,750	195,750	195,750	195,750
Transfer to Municipalities	825,690	795,000	809,100	-	-	809,100	809,100	809,100	809,100	809,100
CRD Dispatch Centre Levy	263,370	263,400	271,060	-	-	271,060	279,020	287,250	295,760	304,574
Allocations	296,820	296,820	285,567	-	-	285,567	275,350	264,615	270,252	276,016
Other Operating Expenses	2,200	8,769	2,770	-	-	2,770	2,830	2,890	2,950	3,010
<b>TOTAL OPERATING COSTS</b>	<b>1,588,080</b>	<b>1,563,989</b>	<b>1,564,247</b>	<b>-</b>	<b>-</b>	<b>1,564,247</b>	<b>1,562,050</b>	<b>1,559,605</b>	<b>1,573,812</b>	<b>1,588,450</b>
*Percentage Increase over prior year						-1.5%	-0.1%	-0.2%	0.9%	0.9%
<u>RESERVES/DEBT</u>										
Transfer to Equipment Replacement Fund	71,750	279,984	43,954	-	-	43,954	50,511	57,426	47,779	37,801
Debt Servicing Costs	612,000	719,000	1,060,919	-	-	1,060,919	1,060,919	1,060,919	1,060,919	1,060,919
<b>TOTAL RESERVES/DEBT</b>	<b>683,750</b>	<b>998,984</b>	<b>1,104,873</b>	<b>-</b>	<b>-</b>	<b>1,104,873</b>	<b>1,111,430</b>	<b>1,118,345</b>	<b>1,108,698</b>	<b>1,098,720</b>
<b>TOTAL COSTS</b>	<b>2,271,830</b>	<b>2,562,973</b>	<b>2,669,120</b>	<b>-</b>	<b>-</b>	<b>2,669,120</b>	<b>2,673,480</b>	<b>2,677,950</b>	<b>2,682,510</b>	<b>2,687,170</b>
*Percentage Increase over prior year						17.5%	0.2%	0.2%	0.2%	0.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Service Fees	(200,000)	(200,000)	(195,750)	-	-	(195,750)	(195,750)	(195,750)	(195,750)	(195,750)
CAL Received	(1,305,000)	(1,282,493)	(1,305,000)	-	-	(1,305,000)	(1,305,000)	(1,305,000)	(1,305,000)	(1,305,000)
Lease Revenue	(612,000)	(925,650)	(1,009,800)	-	-	(1,009,800)	(1,009,800)	(1,009,800)	(1,009,800)	(1,009,800)
Other Revenue	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(7,570)	(7,570)	(7,570)	-	-	(7,570)	(7,730)	(7,900)	(8,070)	(8,240)
<b>TOTAL REVENUE</b>	<b>(2,124,570)</b>	<b>(2,415,713)</b>	<b>(2,518,120)</b>	<b>-</b>	<b>-</b>	<b>(2,518,120)</b>	<b>(2,518,280)</b>	<b>(2,518,450)</b>	<b>(2,518,620)</b>	<b>(2,518,790)</b>
<b>REQUISITION</b>	<b>(147,260)</b>	<b>(147,260)</b>	<b>(151,000)</b>	<b>-</b>	<b>-</b>	<b>(151,000)</b>	<b>(155,200)</b>	<b>(159,500)</b>	<b>(163,890)</b>	<b>(168,380)</b>
*Percentage increase over prior year requisition						2.5%	2.8%	2.8%	2.8%	2.7%



CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

<b>Service No.</b>	<b>1.911</b>	<b>Carry Forward from 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$1,413,000	\$0	\$0	\$0	\$1,413,000
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
		<b>\$0</b>	<b>\$0</b>	<b>\$1,413,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,413,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt ( New Debt Only)	Debt	\$0	\$0	\$1,413,000	\$0	\$0	\$0	\$1,413,000
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	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$0</b>	<b>\$1,413,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,413,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.911  
Service Name: 911 Call Answer

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-01	New	New Equipment	Next-Gen 911 Call Answer Technology	\$1,413,000	E	Debt	\$0	\$0	\$1,413,000	\$0	\$0	\$0	\$1,413,000
<b>GRAND TOTAL</b>				<b>\$1,413,000</b>			<b>\$0</b>	<b>\$0</b>	<b>\$1,413,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,413,000</b>

## Reserve Schedule

Reserve Fund: 1.911 CALL ANSWER Equipment Replacement Fund

### Reserve Cash Flow

Fund: 1022 Fund Center: 101460  
ERF Group: EMGTSV.ERF

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	521,757	593,507	637,461	687,972	745,398	793,177
Planned Purchase (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Operating Budget	71,750	43,954	50,511	57,426	47,779	37,801
Interest Income*		-	-	-	-	-
<b>Ending Balance \$</b>	<b>593,507</b>	<b>637,461</b>	<b>687,972</b>	<b>745,398</b>	<b>793,177</b>	<b>830,978</b>

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **911 Call Answer - Municipalities**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**Service: 1.912B - 911 Call Answer - Non West Shore Municipalities**

**Committee: Planning & Protective Services**

**DEFINITION:**

To transfer Call Answer Levies received from the telecommunications service providers on behalf of the Victoria and Saanich PSAP participants to the municipalities (Saanich, Victoria, Central Saanich, Esquimalt, and Oak Bay).

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**MAXIMUM LEVY:**

Negative requisition; no stated limit

911 CALL ANSWER - MUNICIPALITIES	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<b><u>EXPENDITURES</u></b>										
Return Grants in Lieu of Taxes	56,100	56,100	56,100	-	-	56,100	57,220	58,370	59,540	60,730
<b><u>FUNDING SOURCES (REVENUE)</u></b>										
Call Answer Levy Revenue	(807,350)	(795,000)	(809,100)	-	-	(809,100)	(809,100)	(809,100)	(809,100)	(809,100)
Interest Income	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(807,350)</b>	<b>(795,000)</b>	<b>(809,100)</b>	<b>-</b>	<b>-</b>	<b>(809,100)</b>	<b>(809,100)</b>	<b>(809,100)</b>	<b>(809,100)</b>	<b>(809,100)</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>(751,250)</b>	<b>(738,900)</b>	<b>(753,000)</b>	<b>-</b>	<b>-</b>	<b>(753,000)</b>	<b>(751,880)</b>	<b>(750,730)</b>	<b>(749,560)</b>	<b>(748,370)</b>
Estimated balance c/fwd from 2019 to 2020	-	(12,350)	12,350	-	-	12,350	-	-	-	-
Balance c/fwd from 2017 to 2018	51,700	51,700	-	-	-	-	-	-	-	-
<b>NEGATIVE REQUISITION</b>	<b>699,550</b>	<b>699,550</b>	<b>740,650</b>	<b>-</b>	<b>-</b>	<b>740,650</b>	<b>751,880</b>	<b>750,730</b>	<b>749,560</b>	<b>748,370</b>
*Percentage increase over prior year requisition						5.9%	1.5%	-0.2%	-0.1%	-0.2%

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **913 Fire Dispatch**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**Service: 1.913 913 Fire Dispatch**

**Committee: Planning & Protective Services**

**DEFINITION:**

To finance, install, operate and maintain a 911 Emergency Response Telephone Service within all or part of the participating member municipalities, all Electoral Areas and the Tsawout and Songhees First Nations (CRD Bylaw No. 2468 "Emergency Response Telephone Extended Service Establishment Bylaw No. 1,1997"). The District of Langford has a contract to handle this dispatch through the fire hall.

**SERVICE DESCRIPTION:**

This service provides for call relay from the 911 PSAP to fire for the area of the CRD served by the Sooke, Westshore, and Gulf Islands RCMP detachments.

The service funds a contract with Langford Fire to receive fire calls from the 911 Call Answer Centre at the Westshore RCMP.

The review of services for 911 will allow the CRD to reinvest and replace outdated equipment, with technology able to utilize current trends in Next Generation and Phase II Wireless 911.

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**FUNDING:**

Requisition



Service: 1.913 913 Fire Dispatch

Committee: Planning, Transportation & Protective Services

<u>MUNICIPALITIES</u>	<u>2016 Populations</u>	<u>Percentage of Total</u>
District of Langford	35,342	46.86%
District of Metchosin	4,708	6.24%
District of Highlands	2,225	2.95%
District of Sooke	13,001	17.24%
 <u>ELECTORAL AREAS</u>		
Juan de Fuca	4,860	6.44%
Saltspring Island	10,557	14.00%
Southern Gulf Islands	4,732	6.27%
 <b>TOTAL</b>	 <b>75,425</b>	 <b>100.00%</b>

**Change in Budget 2019 to 2020**  
**Service: 1.913 Langford Fire Dispatch**

**Total Expenditure**

**Comments**

**2019 Budget**

**648,010**

**Change in Salaries:**

Base salary change	-	
Step increase/paygrade change	-	
Other (explain as necessary)	-	

Inclusive of collective agreement changes

Total Change in Salaries -

**Other Changes:**

Contract for Services	49,500	7.64%
Allocations	8,031	1.24%
Other Expenses	1,150	0.18%
	-	
	-	

Langford Fire Dispatch  
 Finance/Corporate, Emerg Program Coordinator

Total Other Changes 58,681 9.06%

**2020 Budget**

**706,691**

**Overall 2019 Budget Performance**  
 (expected variance to budget and surplus treatment)

*No significant operating variances.*

*Estimated surplus of \$4.5k will be transfer to ERF.*

*The estimated ERF balance before surplus transfer is \$37k.*

LANGFORD FIRE DISPATCH	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Contract for Services	590,560	590,560	640,060	-	-	640,060	656,062	672,460	689,270	706,500
Allocations	33,720	33,720	41,751	-	-	41,751	49,169	56,866	58,050	59,259
Other Operating Expenses	17,430	12,924	18,580	-	-	18,580	18,990	19,410	19,840	20,270
<b>TOTAL OPERATING COSTS</b>	<b>641,710</b>	<b>637,204</b>	<b>700,391</b>	<b>-</b>	<b>-</b>	<b>700,391</b>	<b>724,221</b>	<b>748,736</b>	<b>767,160</b>	<b>786,029</b>
*Percentage Increase over prior year						9.1%	3.4%	3.4%	2.5%	2.5%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	6,300	10,806	6,300	-	-	6,300	6,440	6,580	6,720	6,870
<b>TOTAL COSTS</b>	<b>648,010</b>	<b>648,010</b>	<b>706,691</b>	<b>-</b>	<b>-</b>	<b>706,691</b>	<b>730,661</b>	<b>755,316</b>	<b>773,880</b>	<b>792,899</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Surplus	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(11,390)	(11,390)	(11,390)	-	-	(11,390)	(11,640)	(11,900)	(12,160)	(12,430)
Revenue - Other	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
<b>TOTAL REVENUE</b>	<b>(11,590)</b>	<b>(11,590)</b>	<b>(11,590)</b>	<b>-</b>	<b>-</b>	<b>(11,590)</b>	<b>(11,840)</b>	<b>(12,100)</b>	<b>(12,360)</b>	<b>(12,630)</b>
<b>REQUISITION</b>	<b>(636,420)</b>	<b>(636,420)</b>	<b>(695,101)</b>	<b>-</b>	<b>-</b>	<b>(695,101)</b>	<b>(718,821)</b>	<b>(743,216)</b>	<b>(761,520)</b>	<b>(780,269)</b>
*Percentage increase over prior year requisition			9.2%			9.2%	3.4%	3.4%	2.5%	2.5%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

<b>Service No.</b>	<b>1.913</b>	<b>Carry Forward from 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
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
		<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$25,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$25,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

Service #: 1.913  
 Service Name: 913 Fire Dispatch

CAPITAL BUDGET FORM  
 2020 & Forecast 2021 to 2024

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-01	Replacement	Communication Equipment	Communication Equipment	\$25,000	E	ERF	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
<b>GRAND TOTAL</b>				<b>\$25,000</b>			<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$25,000</b>

**Reserve Schedule**

**Reserve Fund:** 1.913 Fire Dispatch Equipment Replacement Fund

**Reserve Cash Flow**

Fund: 1022 Fund Center: 102125 ERF Group: LANGFIRE.ERF	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	35,598	36,898	38,198	39,638	41,218	42,938
Expenditures (Based on Capital Plan)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Transfer from Operating Budget	6,300	6,300	6,440	6,580	6,720	6,870
Interest Income		-	-	-	-	-
<b>Ending Balance \$</b>	<b>36,898</b>	<b>38,198</b>	<b>39,638</b>	<b>41,218</b>	<b>42,938</b>	<b>44,808</b>

**Assumptions/Background:**  
 Maintain balance which will allow for routine annual equipment replacements as well as unexpected expenditures.

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Regional CREST Contribution**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.921 Regional CREST Contribution

Committee: Governance and Finance

**DEFINITION:**

To collect funding for the RCMP Dispatch area's share of costs in the regional emergency communications network (CREST).

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**MAXIMUM LEVY:**

No stated limit in establishment bylaw on operating costs (Limited by Municipal Act).

**Funding:**

Requisition and allocation from 911 Call Answer.



			BUDGET REQUEST				FUTURE PROJECTIONS			
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Regional CREST Contribution										
<u>OPERATING COSTS:</u>										
Payments to CREST	1,648,630	1,648,630	1,696,440	-	-	1,696,440	1,745,630	1,796,250	1,848,340	1,901,940
Internal Interest	8,000	8,000	8,000	-	-	8,000	8,000	8,000	8,000	8,000
<b>TOTAL OPERATING COSTS</b>	<b>1,656,630</b>	<b>1,656,630</b>	<b>1,704,440</b>	<b>-</b>	<b>-</b>	<b>1,704,440</b>	<b>1,753,630</b>	<b>1,804,250</b>	<b>1,856,340</b>	<b>1,909,940</b>
*Percentage Increase over prior year						2.9%	2.9%	2.9%	2.9%	2.9%
<b>TOTAL COSTS</b>	<b>1,656,630</b>	<b>1,656,630</b>	<b>1,704,440</b>	<b>-</b>	<b>-</b>	<b>1,704,440</b>	<b>1,753,630</b>	<b>1,804,250</b>	<b>1,856,340</b>	<b>1,909,940</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Est balance c/fwd from 2018 to 2019	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2017 to 2018	4,560	4,560	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(100,440)	(100,440)	(102,450)	-	-	(102,450)	(104,510)	(106,600)	(108,730)	(110,910)
Interest Income	(3,000)	(3,000)	(3,000)	-	-	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
<b>TOTAL REVENUE</b>	<b>(98,880)</b>	<b>(98,880)</b>	<b>(105,450)</b>	<b>-</b>	<b>-</b>	<b>(105,450)</b>	<b>(107,510)</b>	<b>(109,600)</b>	<b>(111,730)</b>	<b>(113,910)</b>
<b>REQUISITION</b>	<b>(1,557,750)</b>	<b>(1,557,750)</b>	<b>(1,598,990)</b>	<b>-</b>	<b>-</b>	<b>(1,598,990)</b>	<b>(1,646,120)</b>	<b>(1,694,650)</b>	<b>(1,744,610)</b>	<b>(1,796,030)</b>
*Percentage increase over prior year requisition						2.6%	2.9%	2.9%	2.9%	2.9%

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Animal Care Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.313 Animal Care Services

Committee: Electoral Areas

**DEFINITION:**

Care of domestic animals within all electoral areas of the Regional District (Letters Patent - February 16, 1979). We provide service to the three electoral areas as well as Sidney, Saanich, Central Saanich, North Saanich, Highlands, View Royal, Colwood, Langford, Sooke, Metchosin, the T'Souke and Tsawout First nations. We also provide pound keeping services to Saanich. Sooke, Metchosin and Highlands are charged as if they were part of the service provided to the Electoral Areas. All other participants are levied by contract.

**SERVICE DESCRIPTION:**

Enforces the Animal Control Bylaw for three Electoral Areas, 10 Municipalities, and 2 First Nations. Also provides Pound Service for the District of Saanich and the areas listed above. Ensures public safety with person/animal contacts, quick return of lost animals, investigations or animal/person public education, re-homing of animals, quality care of animals.

**PARTICIPATION:**

All Electoral Areas on basis of school assessments (excluding property that is taxable for school purposes only by Special Act).

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Sale of services, licences and dog tags, plus requisition

1.313 ANIMAL CARE SERVICES

ANIMAL CARE SERVICES	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS</u>										
Salaries & Wages	715,560	656,268	714,132	-	-	714,132	729,587	733,146	748,964	765,108
Vehicle Operating Expenses	25,860	25,860	25,860	-	-	25,860	26,430	27,010	27,600	28,210
Telecommunications	42,970	42,970	42,970	-	-	42,970	43,920	44,890	45,880	46,890
Supplies	45,270	41,000	40,738	-	-	40,738	41,577	42,672	43,647	44,615
Allocations	174,040	174,040	185,769	-	-	185,769	192,110	198,640	201,718	206,024
Other Operating Expenses	108,100	115,544	122,550	-	-	122,550	125,260	128,010	130,800	133,680
<b>TOTAL OPERATING COSTS</b>	<b>1,111,800</b>	<b>1,055,682</b>	<b>1,132,019</b>	<b>-</b>	<b>-</b>	<b>1,132,019</b>	<b>1,158,884</b>	<b>1,174,368</b>	<b>1,198,609</b>	<b>1,224,527</b>
*Percentage Increase over prior year						1.8%	2.4%	1.3%	2.1%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	10,000	57,266	10,000	-	-	10,000	10,000	10,000	10,000	10,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>10,000</b>	<b>57,266</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>TOTAL COSTS</b>	<b>1,121,800</b>	<b>1,112,948</b>	<b>1,142,019</b>	<b>-</b>	<b>-</b>	<b>1,142,019</b>	<b>1,168,884</b>	<b>1,184,368</b>	<b>1,208,609</b>	<b>1,234,527</b>
Internal Charges (Bylaw)	11,730	11,730	12,032	-	-	12,032	12,353	12,438	12,673	12,945
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>1,133,530</b>	<b>1,124,678</b>	<b>1,154,051</b>	<b>-</b>	<b>-</b>	<b>1,154,051</b>	<b>1,181,237</b>	<b>1,196,806</b>	<b>1,221,282</b>	<b>1,247,472</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Fees Charged	(29,000)	(31,891)	(29,000)	-	-	(29,000)	(29,580)	(30,170)	(30,770)	(31,390)
Sale of Goods and Services	(667,480)	(658,875)	(678,450)	-	-	(678,450)	(692,020)	(705,860)	(719,980)	(734,390)
Revenue - Other	(11,500)	(8,362)	(9,250)	-	-	(9,250)	(9,440)	(9,630)	(9,820)	(10,020)
Grants in Lieu of Taxes	(11,510)	(11,510)	(11,510)	-	-	(11,510)	(11,740)	(11,970)	(12,210)	(12,450)
<b>TOTAL REVENUE</b>	<b>(719,490)</b>	<b>(710,638)</b>	<b>(728,210)</b>	<b>-</b>	<b>-</b>	<b>(728,210)</b>	<b>(742,780)</b>	<b>(757,630)</b>	<b>(772,780)</b>	<b>(788,250)</b>
<b>REQUISITION</b>	<b>(414,040)</b>	<b>(414,040)</b>	<b>(425,841)</b>	<b>-</b>	<b>-</b>	<b>(425,841)</b>	<b>(438,457)</b>	<b>(439,176)</b>	<b>(448,502)</b>	<b>(459,222)</b>
*Percentage increase over prior year requisition						2.9%	3.0%	0.2%	2.1%	2.4%
AUTHORIZED POSITIONS:										
Salaried	7.3	7.3	7.3	-	-	7.3	7.3	7.3	7.3	7.3

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.313	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$2,970	\$3,029	\$4,040	\$4,120	\$4,205	\$18,364
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$90,000
		<b>\$0</b>	<b>\$20,970</b>	<b>\$21,029</b>	<b>\$22,040</b>	<b>\$22,120</b>	<b>\$22,205</b>	<b>\$108,364</b>

**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	\$20,970	\$21,029	\$22,040	\$22,120	\$22,205	\$108,364
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$20,970</b>	<b>\$21,029</b>	<b>\$22,040</b>	<b>\$22,120</b>	<b>\$22,205</b>	<b>\$108,364</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.313  
Service Name: Animal Care 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  
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

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Replacement	Computer Replacements	Replacement of computer equipment	\$18,364	E	ERF	\$0	\$2,970	\$3,029	\$4,040	\$4,120	\$4,205	\$18,364
19-02	Replacement	Vehicle Replacements	Replacement of vehicles (shared with Bylaw)	\$90,000	V	ERF	\$0	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$90,000
<b>GRAND TOTAL</b>				<b>\$108,364</b>			<b>\$0</b>	<b>\$20,970</b>	<b>\$21,029</b>	<b>\$22,040</b>	<b>\$22,120</b>	<b>\$22,205</b>	<b>\$108,364</b>

1.313 Animal Care Service  
 Asset and Reserve Summary  
 2020 - 2024 Financial Plan

**Asset Profile**

**Animal Care**

**Reserve/Fund Summary**

Reserve/Fund Summary Projected year end balance	Estimated	Budget				
	2019	2020	2021	2022	2023	2024
Equipment Replacement Funds	59,003	48,033	37,004	24,964	12,844	639
Operating Reserve Fund	3,232	3,232	3,232	3,232	3,232	3,232
<b>Total projected year end balance</b>	<b>62,235</b>	<b>51,265</b>	<b>40,235</b>	<b>28,195</b>	<b>16,075</b>	<b>3,870</b>

**Reserve Schedule**

**Reserve Fund: 1.313 Animal Control Equipment Replacement Fund**

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101424**  
ERF Group: ANICON.ERF

	Budget					
	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	4,707	59,003	48,033	37,004	24,964	12,844
<b>Planned Purchase (Based on Capital Plan)</b>	(2,970)	(20,970)	(21,029)	(22,040)	(22,120)	(22,205)
<b>Proceeds - Disposal of Equip</b>	-					
<b>Interest Income</b>	-					
<b>Transfer from Ops Budget</b>	57,266	10,000	10,000	10,000	10,000	10,000
<b>Ending Balance \$</b>	<b>59,003</b>	<b>48,033</b>	<b>37,004</b>	<b>24,964</b>	<b>12,844</b>	<b>639</b>

**Assumptions/Background:**

Maintain level sufficient to fund required vehicle and computer replacements



**Reserve Schedule**

**Reserve Fund: 1.313 Animal Care Operating Reserve Fund**

**Reserve Cash Flow**

- 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.

Fund: 1500 Fund Center: 105407 & Fund Center: 105103	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	3,232	3,232	3,232	3,232	3,232	3,232
Planned Purchase (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income*						
<b>Ending Balance \$</b>	<b>3,232</b>	<b>3,232</b>	<b>3,232</b>	<b>3,232</b>	<b>3,232</b>	<b>3,232</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Noise Control**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.320 Noise Control

Committee: Electoral Areas

**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 \$4,633,622

Total of such functions not to exceed \$1.00 / \$1,000 overall.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

Requisition

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Noise Control										
<b>OPERATING COSTS:</b>										
Legal	6,210	5,910	7,337	-	-	7,337	7,500	7,670	7,840	8,010
Allocations	8,480	8,480	8,953	-	-	8,953	9,383	9,833	10,041	10,249
Internal Time Charges	21,650	21,650	22,211	-	-	22,211	22,797	22,959	23,390	23,893
Other Operating Expenses	50	90	60	-	-	60	60	60	60	60
<b>TOTAL OPERATING COSTS</b>	<b>36,390</b>	<b>36,130</b>	<b>38,561</b>	<b>-</b>	<b>-</b>	<b>38,561</b>	<b>39,740</b>	<b>40,522</b>	<b>41,331</b>	<b>42,212</b>
*Percentage Increase over prior year						6.0%	3.1%	2.0%	2.0%	2.1%
Reserve										
Transfer to Operating Reserve Fund	-	260	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>260</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COSTS</b>	<b>36,390</b>	<b>36,390</b>								
<b>FUNDING SOURCES (REVENUE)</b>										
Balance carry forward	-	-	-	-	-	-	-	-	-	-
Other Revenue	(190)	(190)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
<b>TOTAL REVENUE</b>	<b>(190)</b>	<b>(190)</b>	<b>(200)</b>	<b>-</b>	<b>-</b>	<b>(200)</b>	<b>(200)</b>	<b>(200)</b>	<b>(200)</b>	<b>(200)</b>
<b>REQUISITION</b>	<b>(36,200)</b>	<b>(36,200)</b>	<b>(38,361)</b>	<b>-</b>	<b>-</b>	<b>(38,361)</b>	<b>(39,540)</b>	<b>(40,322)</b>	<b>(41,131)</b>	<b>(42,012)</b>
*Percentage increase over prior year requisition						6.0%	3.1%	2.0%	2.0%	2.1%

1.320 Noise Control  
 Asset and Reserve Summary  
 2020 - 2024 Financial Plan

**Reserve Fund: 1.320 Noise Control**

- 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.

Fund: 1500 Fund Center: 105406	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	2,426	2,686	2,686	2,686	2,686	2,686
Planned Purchase (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Ops Budget	260	-	-	-	-	-
Interest Income*	-					
<b>Ending Balance \$</b>	<b>2,686</b>	<b>2,686</b>	<b>2,686</b>	<b>2,686</b>	<b>2,686</b>	<b>2,686</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Nuisance & Unsightly Premises**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.322 Nuisance & Unsightly Premises

Committee: Electoral Areas

**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                      \$4,633,622

Total of such functions not to exceed \$1.00 / \$1,000 overall.

**FUNDING:**

Requisition

Nuisance & Unsightly Premises	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Legal	2,110	-	2,152	-	-	2,152	2,200	2,250	2,300	2,350
Allocations	4,910	4,910	5,384	-	-	5,384	5,853	6,338	6,469	6,601
Internal Time Charges	42,170	42,170	43,257	-	-	43,257	44,412	44,717	45,561	46,541
Other Operating Expenses	170	70	330	-	-	330	340	350	360	370
<b>TOTAL OPERATING COSTS</b>	<b>49,360</b>	<b>47,150</b>	<b>51,123</b>	<b>-</b>	<b>-</b>	<b>51,123</b>	<b>52,805</b>	<b>53,655</b>	<b>54,690</b>	<b>55,862</b>
Transfer to Operating Reserve Fund	-	2,210	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>49,360</b>	<b>49,360</b>	<b>51,123</b>	<b>-</b>	<b>-</b>	<b>51,123</b>	<b>52,805</b>	<b>53,655</b>	<b>54,690</b>	<b>55,862</b>
*Percentage Increase over prior year						3.6%	3.3%	1.6%	1.9%	2.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(170)	(170)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(270)</b>	<b>(270)</b>	<b>(270)</b>	<b>-</b>	<b>-</b>	<b>(270)</b>	<b>(270)</b>	<b>(270)</b>	<b>(270)</b>	<b>(270)</b>
<b>REQUISITION</b>	<b>(49,090)</b>	<b>(49,090)</b>	<b>(50,853)</b>	<b>-</b>	<b>-</b>	<b>(50,853)</b>	<b>(52,535)</b>	<b>(53,385)</b>	<b>(54,420)</b>	<b>(55,592)</b>
*Percentage increase over prior year requisition						3.6%	3.3%	1.6%	1.9%	2.2%



<b>Reserve Schedule</b>
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<b>Reserve Fund: 1.322 Nuisance &amp; Unsightly Premises</b>
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For unforeseen legal expenses
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**Reserve Cash Flow**

Fund: 1500 Fund Centre: 105403	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	14,846	14,846	14,846	14,846	14,846	14,846
Transfer from Ops Budget	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-
Interest Income	-					
<b>Ending Balance \$</b>	<b>14,846</b>	<b>14,846</b>	<b>14,846</b>	<b>14,846</b>	<b>14,846</b>	<b>14,846</b>

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **ByLaw Services**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.323 Bylaw Services

Committee: Electoral Areas

**DEFINITION:**

To provide Bylaw enforcement to functions of the Capital Regional District as required. The cost of this service is reallocated to functions that use Bylaw enforcement services, such as Regional Parks, Noise Control, Nuisances & Unsightly Premises, and others.

**SERVICE DESCRIPTION:**

Respond to complaints, seek voluntary compliance and use regulatory and legal enforcement options to enforce bylaws in the three electoral areas for Noise, Nuisance and Unsightly Premises as well as Soil Deposit and Removal in the JdF EA.

Bylaw Enforcement services in Metchosin and the Highlands by contract.

Enforce bylaws for internal customers including Hartland Landfill, Environmental Services, Integrated Water, Parks, Community Planning, Building Inspection and Vancouver Island Health Authority.

**PARTICIPATION:**

Method of cost allocation on the basis of prior year's estimated usage.

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Functions within the CRD that use Bylaw enforcement.

**Change in Budget 2019 to 2020**  
**Service: 1.323 Bylaw Services**

**Total Expenditure**

**Comments**

<b>2019 Budget</b>	<b>437,130</b>		
<b>Change in Salaries:</b>			
Base salary change	42,124	9.64%	Inclusive of collective agreement changes
Step increase/paygrade change	1,140	0.26%	
Other (explain as necessary)	4,014	0.92%	Service pay, Contract, Overtime/Standby
Total Change in Salaries	47,278	10.82%	
<b>Other Changes:</b>			
Trf to ERF	8,160	1.87%	
Other Expenses	(60)	-0.01%	
Total Other Changes	8,100	1.85%	
<b>2020 Budget</b>	<b>492,508</b>	12.67%	

**Overall 2019 Budget Performance**  
 (expected variance to budget and surplus treatment)

*Estimated surplus of \$21k mainly due to higher labour recovery than budgeted*

*Estimated surplus will be transferred to ERF.*

*ERF balance prior to surplus contribution is \$29k.*

ByLaw Services	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries & Wages	287,840	399,934	335,118	-	-	335,118	345,549	347,061	354,551	362,186
Vehicle Operating Expenses	16,650	10,060	16,983	-	-	16,983	17,360	17,740	18,130	18,530
Telecommunications	4,970	5,060	5,070	-	-	5,070	5,180	5,290	5,410	5,530
Supplies	1,040	500	1,000	-	-	1,000	1,020	1,040	1,060	1,080
Allocations	72,590	72,590	68,664	-	-	68,664	69,106	69,537	69,854	71,338
Other Operating Expenses	25,240	12,886	28,713	-	-	28,713	29,320	29,940	30,580	31,240
<b>TOTAL OPERATING COSTS</b>	<b>408,330</b>	<b>501,030</b>	<b>455,548</b>	<b>-</b>	<b>-</b>	<b>455,548</b>	<b>467,535</b>	<b>470,608</b>	<b>479,585</b>	<b>489,904</b>
*Percentage Increase over prior year						11.6%	2.6%	0.7%	1.9%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	28,800	49,408	36,960	-	-	36,960	37,776	38,612	39,457	40,312
<b>TOTAL CAPITAL / RESERVES</b>	<b>28,800</b>	<b>49,408</b>	<b>36,960</b>	<b>-</b>	<b>-</b>	<b>36,960</b>	<b>37,776</b>	<b>38,612</b>	<b>39,457</b>	<b>40,312</b>
<b>TOTAL COSTS</b>	<b>437,130</b>	<b>550,438</b>	<b>492,508</b>	<b>-</b>	<b>-</b>	<b>492,508</b>	<b>505,311</b>	<b>509,220</b>	<b>519,042</b>	<b>530,216</b>
Internal Recoveries	(410,050)	(523,998)	(464,909)	-	-	(464,909)	(477,101)	(480,381)	(489,571)	(500,096)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>27,080</b>	<b>26,440</b>	<b>27,599</b>	<b>-</b>	<b>-</b>	<b>27,599</b>	<b>28,210</b>	<b>28,840</b>	<b>29,470</b>	<b>30,120</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Sale of Goods and Services	(23,580)	(22,940)	(24,099)	-	-	(24,099)	(24,630)	(25,180)	(25,730)	(26,300)
Revenue - Other	(3,500)	(3,500)	(3,500)	-	-	(3,500)	(3,580)	(3,660)	(3,740)	(3,820)
<b>TOTAL REVENUE</b>	<b>(27,080)</b>	<b>(26,440)</b>	<b>(27,599)</b>	<b>-</b>	<b>-</b>	<b>(27,599)</b>	<b>(28,210)</b>	<b>(28,840)</b>	<b>(29,470)</b>	<b>(30,120)</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>AUTHORIZED POSITIONS:</u>										
Salaried	2.9	2.9	2.9			2.9	2.9	2.9	2.9	2.9

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.323	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$950	\$970	\$990	\$1,010	\$1,030	\$4,950
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
		<b>\$0</b>	<b>\$15,950</b>	<b>\$15,970</b>	<b>\$15,990</b>	<b>\$16,010</b>	<b>\$16,030</b>	<b>\$79,950</b>

**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	\$15,950	\$15,970	\$15,990	\$16,010	\$16,030	\$79,950
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$15,950</b>	<b>\$15,970</b>	<b>\$15,990</b>	<b>\$16,010</b>	<b>\$16,030</b>	<b>\$79,950</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 1.323  
Service Name: ByLaw 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  
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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Replacement	Computers	Replacement of computer equipment	\$4,950	E	ERF	\$0	\$950	\$970	\$990	\$1,010	\$1,030	\$4,950
19-02	Replacement	Vehicle	Replacement of Bylaw vehicle	\$75,000	V	ERF	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
<b>GRAND TOTAL</b>				<b>\$79,950</b>			<b>\$0</b>	<b>\$15,950</b>	<b>\$15,970</b>	<b>\$15,990</b>	<b>\$16,010</b>	<b>\$16,030</b>	<b>\$79,950</b>

**Reserve Schedule**

**Reserve Fund:** 1.323 bylaw Service Equipment Replacement Fund

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101426**

ERF Group: BYLAW.ERF

	Budget					
	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	31,571	29,421	50,431	72,237	94,859	118,306
<b>Planned Purchase (Based on Capital Plan)</b>	(30,950)	(15,950)	(15,970)	(15,990)	(16,010)	(16,030)
<b>Transfer from Operating Budget</b>	28,800	36,960	37,776	38,612	39,457	40,312
<b>Interest Income</b>	-					
<b>Ending Balance \$</b>	<b>29,421</b>	<b>50,431</b>	<b>72,237</b>	<b>94,859</b>	<b>118,306</b>	<b>142,588</b>

**Assumptions/Background:**

Maintain level sufficient to fund required vehicle and computer replacements



# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Building Inspection**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.318 Building Inspection

Committee: Electoral Areas

**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 2990. 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 2019 to 2020**  
**Service: 1.318 Building Inspection**

**Total Expenditure**

**Comments**

**2019 Budget**

**1,506,930**

**Change in Salaries:**

Base salary change	28,819	1.91%
Step Increase	5,525	0.37%
Paygrade reclass J19/1 to J16/3	(3,458)	-0.23%

Inclusive of collective agreement changes

Building Inspector

Total Change in Salaries	<u>30,886</u>	<u>2.05%</u>
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**Other Changes:**

Allocations	16,424	1.09%
Other	7,108	0.47%

Total Other Changes	<u>23,532</u>	<u>1.56%</u>
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**2020 Budget**

**1,561,348**    **3.61%**

**Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

*No significant 2019 operating variance.*

*Estimated surplus of \$51k will be transferred to ERF.*

*The estimated balance before transfer is \$62k.*

Building Inspection	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<b>OPERATING COSTS:</b>										
Salaries & Wages	1,090,780	1,017,989	1,124,270	-	-	1,124,270	1,149,240	1,159,250	1,183,650	1,209,200
Telecommunications	34,530	27,648	35,290	-	-	35,290	36,070	36,860	37,480	38,300
Legal Expenses	10,000	5,989	10,220	-	-	10,220	10,440	10,670	10,900	11,140
Building Rent	32,980	32,054	33,706	-	-	33,706	34,450	35,210	35,980	36,770
Supplies	15,760	13,192	16,107	-	-	16,107	16,460	16,820	17,140	17,520
Allocations	171,590	171,580	188,014	-	-	188,014	202,022	216,516	221,026	225,628
Other Operating Expenses	117,990	138,323	120,547	-	-	120,547	123,190	125,882	128,564	131,346
<b>TOTAL OPERATING COSTS</b>	<b>1,473,630</b>	<b>1,406,775</b>	<b>1,528,153</b>	<b>-</b>	<b>-</b>	<b>1,528,153</b>	<b>1,571,872</b>	<b>1,601,208</b>	<b>1,634,740</b>	<b>1,669,904</b>
*Percentage Increase over prior year						3.7%	2.9%	1.9%	2.1%	2.2%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	10,000	61,181	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>10,000</b>	<b>61,181</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
<b>TOTAL COSTS</b>	<b>1,506,930</b>	<b>1,491,256</b>	<b>1,561,453</b>	<b>-</b>	<b>-</b>	<b>1,561,453</b>	<b>1,605,172</b>	<b>1,634,508</b>	<b>1,668,040</b>	<b>1,703,204</b>
Internal Recoveries	(28,430)	(28,430)	(29,362)	-	-	(29,362)	(30,008)	(30,668)	(31,343)	(32,032)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>1,478,500</b>	<b>1,462,826</b>	<b>1,532,091</b>	<b>-</b>	<b>-</b>	<b>1,532,091</b>	<b>1,575,164</b>	<b>1,603,840</b>	<b>1,636,697</b>	<b>1,671,172</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Fees Charged	(965,690)	(940,748)	(970,610)	-	-	(970,610)	(991,950)	(1,013,772)	(1,036,084)	(1,058,886)
Contract Revenue	(25,000)	(34,268)	(35,000)	-	-	(35,000)	(35,770)	(36,560)	(37,360)	(38,180)
Transfer from Operating Reserve Fund	(85,960)	(85,960)	(114,246)	-	-	(114,246)	(116,770)	(119,340)	(121,970)	(124,660)
Transfer to/(from) Unearned Revenue	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(2,000)	(2,000)	(2,000)	-	-	(2,000)	(2,040)	(2,080)	(2,130)	(2,180)
Grants in Lieu of Taxes	(1,480)	(1,480)	(1,480)	-	-	(1,480)	(1,510)	(1,540)	(1,570)	(1,600)
<b>TOTAL REVENUE</b>	<b>(1,080,130)</b>	<b>(1,064,456)</b>	<b>(1,123,336)</b>	<b>-</b>	<b>-</b>	<b>(1,123,336)</b>	<b>(1,148,040)</b>	<b>(1,173,292)</b>	<b>(1,199,114)</b>	<b>(1,225,506)</b>
<b>REQUISITION</b>	<b>(398,370)</b>	<b>(398,370)</b>	<b>(408,755)</b>	<b>-</b>	<b>-</b>	<b>(408,755)</b>	<b>(427,124)</b>	<b>(430,548)</b>	<b>(437,583)</b>	<b>(445,666)</b>
*Percentage increase over prior year requisition		1				2.6%	4.5%	0.8%	1.6%	1.8%
<b>AUTHORIZED POSITIONS:</b>										
Salaried	9.6	9.6	9.6			9.6	9.6	9.6	9.6	9.6

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.318	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$5,000	\$5,000	\$0	\$10,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$40,000	\$40,000	\$0	\$0	\$0	\$40,000	\$80,000
		<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$40,000</b>	<b>\$90,000</b>

**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	\$40,000	\$40,000	\$0	\$5,000	\$5,000	\$40,000	\$90,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$40,000</b>	<b>\$90,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

Service #: 1.318  
 Service Name: Building Inspection

CAPITAL BUDGET FORM  
 2020 & Forecast 2021 to 2024

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	\$80,000	V	ERF	\$40,000	\$40,000	\$0	\$0	\$0	\$40,000	\$80,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	\$10,000	E	ERF	\$0	\$0	\$0	\$5,000	\$5,000	\$0	\$10,000
<b>GRAND TOTAL</b>				<b>\$90,000</b>			<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$40,000</b>	<b>\$90,000</b>

1.318 Building Inspection  
 Asset and Reserve Summary  
 2020 - 2024 Financial Plan

**Asset Profile**

**Building Inspection**

Assets held by the building inspection service consist of equipment and an administration building.

**EASC Review**

**Reserve Fund: 1.318 Building Inspection**

Fund: 1022 Fund Center: 101425  
 ERF Group: BLDINS.ERF

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	52,509	62,509	32,509	42,509	47,509	52,509
Expenditures (Based on Capital Plan)	-	(40,000)	-	(5,000)	(5,000)	(40,000)
Transfer from Ops Budget	10,000	10,000	10,000	10,000	10,000	10,000
Interest Income*						
<b>Ending Balance \$</b>	<b>62,509</b>	<b>32,509</b>	<b>42,509</b>	<b>47,509</b>	<b>52,509</b>	<b>22,509</b>

**Assumptions/Background:**

Maintain minimum balance of \$10,000 in case of immediate need for equipment

**CAPITAL REGIONAL DISTRICT BOARD sitting as  
COMMITTEE OF THE WHOLE  
October 30, 2019  
Board Room, 625 Fisgard Street, Victoria**

**BUDGET REVIEW  
Part C**

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**8. Integrated Water Services**

- 8.1 Water Services**
  - 8.1.1 Regional Water Supply
  - 8.1.2 JDF Water Distribution
  
- 8.2 IW - Environmental Operations**
  
- 8.3 Liquid Waste Disposal - Core**
  - Cost Sharing Allocation
  - 8.3.1 North West Trunk Sewer
  - 8.3.2 North East Trunk Sewer
  - 8.3.3 East Coast Interceptor
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- 8.4 Saanich Peninsula Liquid Waste & Water Operations**
  - 8.4.1 Saanich Peninsula Water Supply
  - 8.4.2 Central Saanich Odour Management
  - 8.4.3 Saanich Peninsula Wastewater
  
- 8.5 Core Area Wastewater Treatment Plant**
  - 8.5.1 CAWTP



# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **INTEGRATED WATER SERVICES**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**COMMITTEE OF THE WHOLE**  
**October 30, 2019**  
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*Click on the service area name below to access selected budgets*

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**COMMITTEE OF THE WHOLE**  
**October 30, 2019**  
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*Click on the service area name below to access selected budgets*

**Integrated Water Services**

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# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Regional Water Supply**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**DEFINITION:**

To finance, install, operate and maintain a water supply local service in the Capital Regional District, as per the Water Supply Local Service Establishment Bylaw No. 2537.

The establishment and operation of a Regional Water Supply Commission is done by Bylaw No. 2539.

**SERVICE DESCRIPTION:**

Regional Water Supply is responsible for the water supply, treatment and transmission system for the Greater Victoria region, providing wholesale water to municipalities that operate municipal distribution systems. The service administration and operation is provided by the Integrated Water Services Department.

**PARTICIPATION:**

City of Victoria  
 District of Oak Bay  
 District of Saanich  
 Township of Esquimalt  
 District of Central Saanich

Town of Sidney  
 District of North Saanich  
 Town of View Royal  
 City of Colwood  
 City of Langford

District of Metchosin  
 District of Sooke  
 Juan de Fuca Electoral Area  
 District of Highlands

**MAXIMUM LEVY:**

No stated limit in establishment bylaw and no ability to requisition.

**MAXIMUM CAPITAL DEBT:**

Authorized:	\$137,700,000 Pre - (Consolidated MFA Loan Authorizations - Regional Water Supply Water Works Facilities)
Borrowed:	\$91,400,000 Pre - (Consolidated amounts borrowed - Regional Water Supply Water Works Facilities)
Expired:	\$46,300,000
Authorized:	\$60,000,000 (MFA Bylaw No. 3451 - Regional Water Supply Land Acquisition)
Borrowed:	\$60,000,000 (MFA Bylaw No. 3451 - Regional Water Supply Land Acquisition)
Authorized:	\$12,500,000 2014 - (MFA Bylaw No. 3902 - Regional Water Supply Water Works Facilities)
Borrowed:	\$9,500,000
Expired:	\$3,000,000

**FUNDING:**

Costs are recovered through the sale of bulk water.

### Rate Base for 2020 Revenue Year

	<u>2018</u> <u>Application</u>	<u>2019</u> <u>Application</u>	<u>End of 2019</u> <u>for '20 Applic.</u>	<u>Change</u>	
<b>Wholesale System</b>					
Physical Plant	\$ 226,180,350	\$ 232,755,867	\$ 231,437,695	\$ (1,318,172)	Note 1
Construction Work In Progress	9,205,888	4,667,513	6,285,937	1,618,424	Note 1
Cash Working Capital	1,782,018	1,840,531	1,991,738	151,207	
Inventory	<u>225,000</u>	<u>225,000</u>	<u>225,000</u>	<u>-</u>	
Total Wholesale Rate Base	\$ 237,393,256	\$ 239,488,911	<b>\$ 239,940,370</b>	\$ 451,459	

Note 1: Refer to the Schedule of Change in Physical Plant & work in Progress for details.

## Revenue Requirements for 2020 Year

	2018 Application	2019 Application	2020 Application	Change	
<b>Wholesale</b>					
Operations & maintenance	\$ 14,454,145	\$ 14,928,749	\$ 16,155,207	\$ 1,226,458	
Depreciation	6,835,514	6,207,713	6,243,311	\$ 35,598	
Return on rate base	<u>9,190,400</u>	<u>10,948,000</u>	<u>11,626,400</u>	<u>\$ 678,400</u>	Note 1
Subtotal of above	\$ 30,480,059	\$ 32,084,462	\$ 34,024,918	\$ 1,940,456	
Non-rate revenue including unaccounted water revenue	<u>(582,100)</u>	<u>(582,060)</u>	<u>(582,060)</u>	<u>\$ -</u>	
Total wholesale	\$ 29,897,959	\$ 31,502,402	\$ 33,442,858	\$ 1,940,456	

Note 1: Return on rate base is calculated with reference to the long term Canada bond rate & the average debt rate.

## Schedule of Change in Physical Plant & Work In Progress

### Wholesale

Projected Asset Additions	Projected Assets Capitalized
Japan Gulch Treatment Plant Upgrades	\$ 8,938,307
Lubbe Dam Safety Improvements	3,161,583
Dam Actuators	338,280
Goldream River Bridge Replacement	300,000
Major Main Repairs	293,100
Dam Improvements	200,000
Meter Replacement	197,036
Stelly's Pump Station Assessment	183,704
Water Supply Eqpt Upgrades	160,000
Forrest Fuel Management Roads	150,000
Sooke Spillway Gate Standby Power	150,000
Watershed Security Enhancements	137,000
Leech River Restoration	108,986
SCDA Repairs and Equipment Replacement	100,000
Sooke Dam Safety Improvements	99,690
SRR Disinfection Facility component upgrades	98,377
Leech and Cragg River Stability Assesment	90,000
Computer upgrades	85,000
Transmission System Component Replacement	80,000
Leech Tunnel Intake Stop Log Replacement	75,000
Building Modification	60,000
Main Lab Equipment Replacement	59,856
Sooke Intake Screens Condition Assessment/Replacement	57,659
Wildlife Habitat Assessment	55,832
Humpback Overflow Channel Assessment	50,583
Other Projects (26 minor projects under \$50k)	663,675
Total projected assets capitalized	<u>\$ 15,893,668</u>
Less: current years depreciation	(5,716,491)
Less: change in prior year forecast addition estimates, & disposals.	(11,495,349)
Change in Physical Plant	<u>\$ (1,318,172)</u>

### Projected Construction Work In Progress (CWIP)

Sooke Intake Screens Condition Assessment/Replacement	\$ 1,936,485
Sooke Dam Safety Improvements	801,384
Post Disaster Emergency Water Supply	602,847
Meter Replacement	436,488
Weeks Main Road Upgrade	300,000
Leech River Hydromet	270,000
Dam Safety Review	250,711
Japan Gulch Treatment Plant Upgrades	200,000
Strategic Asset Management Plan	138,073
Water Quality Main Lab Renovation	100,000
Fish Stream Assessments	85,138
Watershed Security Enhancements	78,665
Critical Equip Storage Building	75,000
Large Equipment Storage	75,000
Wildlife Habitat Assessment	75,000
Transmission system component upgrades	73,443
Asset Reconciliation/Transfer agreement study	72,708
SCDA Repairs and Equipment Replacement	69,421
Weeks Lake Pit Assessment	65,000
Water Quality Database Upgrade	52,022
Other Projects (21 minor projects under \$50k)	528,552
Projected CWIP	<u>\$ 6,285,937</u>
Less Prior years projected CWIP	(4,667,513)
Change in CWIP	<u>\$ 1,618,424</u>



**Change in Budget 2019 to 2020**  
**Service: 2.670 Regional Water Supply**

**Total Expenditure**

**Comments**

**2019 Budget**

**32,111,512**

**Change in Labour:**

Labour charges	403,220	Labour charges (Salaries and overhead)
Additional ongoing labour charges:	90,000	10a-2 Water Infrastructure Resilience
	180,000	10a-2 Water Infrastructure Resilience
	23,000	7a-1 Regional Coordination of Emergency Services
Total Change in Labour	<u>696,220</u>	

**Other Changes:**

Transfers to Capital Funds	1,210,141	
Principal & Interest Payments	(492,717)	
One-time budget items	25,000	NSERC funding
One-time budget items	150,000	10d-3 Watershed Monitoring
Consultants	75,000	10a-2 Water Infrastructure Resilience
Agriculture Water Rate Funding	250,000	
Other	30,242	Minor budget changes
Total Other Changes	<u>1,247,666</u>	

**2020 Budget**

**34,055,398**

**Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

*Revenue has increased by \$799,000 (2.5%) over budget due to higher than budgeted water sales. This additional revenue will partially be used to offset one time overages on operating costs associated with the Lubbe Dam project. The surplus was further increased by a 4.0% savings on interest expense from the refinancing of two loans (in Novemeber 2018 and June 2019). The net surplus of \$880,000 will be transferred to the services' Water Capital Fund.*

## 2020 Demand Estimate

### Wholesale Demand

<u>Years</u>	<u>Actual Demand cu.metre</u>	<u>Budgeted Demand cu.metre</u>
2016	47,602,000	43,152,000
2017	46,515,000	45,000,000
2018	48,300,036	45,000,000
2019	48,000,000*	46,500,000

### 2020 Demand Estimate

**48,000,000**

*\* Projected consumption for 2019*

### Summary of Wholesale Water Rates

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Change</u>
<b>Wholesale water rate</b>						
Unit cost per cu.m.	\$0.6375	\$0.6375	\$0.6644	\$0.6775	\$0.6968	\$0.0193

### Wholesale Water Rate Increase Impact on Residential Water Bill

Average Annual Consumption : 235.0 cubic metres

<u>Charge for Twelve Months Consumption</u>		<u>Annual Charge</u>	<u>2020 Annual Change \$</u>
Average Consumption	2019	\$ 159.21	
	2020	\$ 163.75	\$ 4.54
Half Average Consumption	2019	\$ 79.61	
	2020	\$ 81.87	\$ 2.27
Twice Average Consumption	2019	\$ 318.43	
	2020	\$ 327.50	\$ 9.07

CAPITAL REGIONAL DISTRICT

Program Group: CRD-Regional Water Supply  <b>SUMMARY</b>  1	2020 BUDGET REQUEST						FUTURE PROJECTIONS			
	2019 BOARD BUDGET 2	2019 ESTIMATED ACTUAL 3	2020 CORE BUDGET 4	2020 ONGOING 5	2020 ONE-TIME 6	TOTAL (COL 4, 5 & 6) 7	2021 8	2022 9	2023 10	2024 11
<b><u>GENERAL PROGRAM EXPENDITURES:</u></b>										
WATERSHED PROTECTION	5,218,523	4,913,925	5,283,876	-	175,000	5,458,876	5,425,733	5,544,287	5,703,178	5,828,442
WATER MANAGEMENT	4,592,686	5,222,866	4,855,519	368,000	-	5,223,519	5,314,050	5,428,350	5,546,588	5,666,918
WATER QUALITY	1,530,548	1,548,364	1,609,091	2,500	-	1,611,591	1,652,301	1,664,579	1,702,594	1,736,433
CROSS CONNECTION	729,968	720,823	744,787	-	-	744,787	761,122	777,813	794,874	812,309
DEMAND MANAGEMENT	797,794	724,183	813,710	-	-	813,710	831,468	849,438	867,908	886,802
INFRASTRUCTURE ENGINEERING	486,260	441,400	494,110	-	-	494,110	528,485	540,113	551,993	564,136
FLEET OPERATION & MAINTENANCE	(274,302)	(274,350)	(299,294)	-	-	(299,294)	(305,879)	(312,607)	(319,485)	(326,513)
CUSTOMER TECHNICAL SERVICES & GM SUPPORT *	597,267	478,364	607,908	-	-	607,908	621,113	629,644	643,340	657,301
<b>TOTAL OPERATING EXPENDITURES</b>	<b>13,678,744</b>	<b>13,775,575</b>	<b>14,109,706</b>	<b>370,500</b>	<b>175,000</b>	<b>14,655,206</b>	<b>14,828,393</b>	<b>15,121,617</b>	<b>15,490,990</b>	<b>15,825,828</b>
<i>Percentage increase over prior year's board budget</i>			3.15%			7.14%	1.18%	1.98%	2.44%	2.16%
<b>AGRICULTURAL WATER RATE FUNDING</b>	<b>1,250,000</b>	<b>1,450,000</b>	<b>1,500,000</b>	<b>-</b>	<b>-</b>	<b>1,500,000</b>	<b>1,550,000</b>	<b>1,600,000</b>	<b>1,650,000</b>	<b>1,750,000</b>
			20.00%			20.00%	3.33%	3.23%	3.13%	6.06%
<b><u>CAPITAL EXPENDITURES &amp; TRANSFERS</u></b>										
TRANSFER TO WATER CAPITAL FUND	7,895,496	8,779,350	9,107,214	-	-	9,107,214	9,800,000	10,300,000	11,300,000	16,600,000
TRANSFER TO EQUIPMENT REPLACEMENT FUND	274,301	274,301	299,294	-	-	299,294	305,878	312,607	319,484	326,513
TRANSFER TO DEBT RESERVE FUND	57,050	30,480	30,480	-	-	30,480	39,480	100,480	30,480	111,480
<b>TOTAL CAPITAL EXPENDITURES &amp; TRANSFERS</b>	<b>8,226,847</b>	<b>9,084,131</b>	<b>9,436,988</b>	<b>-</b>	<b>-</b>	<b>9,436,988</b>	<b>10,145,358</b>	<b>10,713,087</b>	<b>11,649,964</b>	<b>17,037,993</b>
<b><u>DEBT</u></b>										
DEBT - INTEREST AND PRINCIPAL	8,955,921	8,601,254	8,463,204	-	-	8,463,204	8,484,204	8,706,477	8,276,713	3,499,130
<b>TOTAL DEBT EXPENDITURES</b>	<b>8,955,921</b>	<b>8,601,254</b>	<b>8,463,204</b>	<b>-</b>	<b>-</b>	<b>8,463,204</b>	<b>8,484,204</b>	<b>8,706,477</b>	<b>8,276,713</b>	<b>3,499,130</b>
<b><u>DEFICIT TRANSFERRED TO FOLLOWING YR</u></b>										
TRANSFER TO FOLLOWING YEAR DEFICIT CARRY FORWARD										
<b>TOTAL EXPENDITURES</b>	<b>32,111,512</b>	<b>32,910,960</b>	<b>33,509,898</b>	<b>370,500</b>	<b>175,000</b>	<b>34,055,398</b>	<b>35,007,956</b>	<b>36,141,182</b>	<b>37,067,668</b>	<b>38,112,950</b>
<b><u>SOURCES OF FUNDING</u></b>										
REVENUE - SALES	(31,502,402)	(32,300,000)	(32,897,358)	(370,500)	(175,000)	(33,442,858)	(34,395,416)	(35,528,642)	(36,455,128)	(37,500,410)
REVENUE - OTHER	(609,110)	(610,960)	(612,540)	-	-	(612,540)	(612,540)	(612,540)	(612,540)	(612,540)
<b>TOTAL SOURCE OF FUNDING FROM OPERATIONS</b>	<b>(32,111,512)</b>	<b>(32,910,960)</b>	<b>(33,509,898)</b>	<b>(370,500)</b>	<b>(175,000)</b>	<b>(34,055,398)</b>	<b>(35,007,956)</b>	<b>(36,141,182)</b>	<b>(37,067,668)</b>	<b>(38,112,950)</b>
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR SURPLUS CARRY FORWARD										
<b>TOTAL SOURCES OF FUNDING</b>	<b>(32,111,512)</b>	<b>(32,910,960)</b>	<b>(33,509,898)</b>	<b>(370,500)</b>	<b>(175,000)</b>	<b>(34,055,398)</b>	<b>(35,007,956)</b>	<b>(36,141,182)</b>	<b>(37,067,668)</b>	<b>(38,112,950)</b>
<i>Percentage increase over prior year's board budget</i>			4.35%			6.05%	2.80%	3.24%	2.56%	2.82%

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024**

**SCHEDULE B**

Service No.	2.670 Regional Water Supply	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$225,000	\$590,000	\$1,700,000	\$2,000,000	\$50,000	\$0	\$4,340,000
Equipment	E	\$575,000	\$2,655,000	\$2,050,000	\$6,025,000	\$1,025,000	\$805,000	\$12,560,000
Land	L	\$205,000	\$1,245,000	\$750,000	\$530,000	\$570,000	\$400,000	\$3,495,000
Engineered Structures	S	\$5,269,000	\$14,709,000	\$6,610,000	\$7,240,000	\$7,065,000	\$18,315,000	\$53,939,000
Vehicles	V	\$0	\$492,000	\$185,000	\$150,000	\$50,000	\$250,000	\$1,127,000
		<b>\$6,274,000</b>	<b>\$19,691,000</b>	<b>\$11,295,000</b>	<b>\$15,945,000</b>	<b>\$8,760,000</b>	<b>\$19,770,000</b>	<b>\$75,461,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$6,274,000	\$19,324,000	\$10,210,000	\$8,795,000	\$8,710,000	\$11,420,000	\$58,459,000
Debenture Debt ( New Debt Only)	Debt	\$0	\$0	\$900,000	\$7,000,000	\$0	\$8,100,000	\$16,000,000
Equipment Replacement Fund	ERF	\$0	\$367,000	\$185,000	\$150,000	\$50,000	\$250,000	\$1,002,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Short Term Loans	STLoan	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$6,274,000</b>	<b>\$19,691,000</b>	<b>\$11,295,000</b>	<b>\$15,945,000</b>	<b>\$8,760,000</b>	<b>\$19,770,000</b>	<b>\$75,461,000</b>

CAPITAL REGIONAL DISTRICT  
 FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

SCHEDULE B

Service No.	2.670/2.680							
	Regional Water Supply & JDF Water Distribution Combo	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL

**EXPENDITURE**

Buildings	B	\$70,000	\$190,000	\$80,000	\$80,000	\$80,000	\$80,000	\$510,000
Equipment	E	\$450,000	\$1,315,000	\$655,000	\$365,000	\$365,000	\$365,000	\$3,065,000
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
		\$520,000	\$1,505,000	\$735,000	\$445,000	\$445,000	\$445,000	\$3,575,000

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$520,000	\$1,505,000	\$735,000	\$445,000	\$445,000	\$445,000	\$3,575,000
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	\$0	\$0	\$0	\$0	\$0	\$0
		\$520,000	\$1,505,000	\$735,000	\$445,000	\$445,000	\$445,000	\$3,575,000

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 2.670  
Service Name: Regional Water Supply

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
<b>WATERSHED PROTECTION</b>													
<b>Planning</b>													
17-01	Renewal	Repair of Historic Goldstream Powerhouse Building	Repairs of historic Goldstream Powerhouse building	\$90,000	B	WU	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
17-04	New	Water Supply Area - Fish Stream Assessments	Inventory and assessment of fish, fish habitat, and stream channel stability in priority streams in the GVWSA.	\$325,000	L	WU	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
18-01	New	Post-Wildfire Debris Flow Modelling	Site specific modelling of the potential impact to Sooke Lake Reservoir and infrastructure of a significant wildfire in the Sooke WSA.	\$150,000	L	WU	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
18-10	Study	Species-at-Risk Wildlife Habitat	An assessment (office and field) and plan for managing wildlife habitat, in particular species-at-risk habitat, in the GVWSA.	\$135,000	L	WU	\$0	\$50,000	\$25,000	\$0	\$0	\$0	\$75,000
19-30	Study	Leech WSA Lakes/Tributaries Assessment	An assessment of the physical, chemical and biological parameters of the Leech WSA source waterbodies.	\$75,000	L	WU	\$25,000	\$75,000	\$0	\$0	\$0	\$0	\$75,000
20-05	Renewal	Leech WSA Terrestrial Ecosystem Mapping & Wetland Classification/Mapping	Classification and mapping of terrestrial ecosystems and wetlands and integration with Sooke and Goldstream data.	\$180,000	L	WU	\$0	\$0	\$180,000	\$0	\$0	\$0	\$180,000
20-06	Study	Addressing mining in Leech WSA (impacts, agreements)	Funding to support work to reduce the impact of mining claims in the Leech WSA	\$30,000	L	WU	-	\$15,000	\$15,000	\$0	\$0	\$0	\$30,000
20-27	Study	GVWSA Forest Resilience - wildfire/forest modelling and forest management field trials	Modelling forest and wildfire risk under climate change scenarios & forest/fuel management field trials.	\$260,000	L	WU	-	\$55,000	\$85,000	\$70,000	\$50,000	\$0	\$260,000
20-28	Study	GVWSA Forest Resilience - Assessments of forest health and resilience	Field assesments to better understand current forest health and resilience.	\$230,000	L	WU	-	\$75,000	\$95,000	\$60,000	\$0	\$0	\$230,000
22-03	Study	GVWSA Land Exchange/Acquisition	Land surveys, appraisals to support decisions regarding land exchange to increase catchment area or buffer water supply areas.	\$300,000	L	WU	-	\$0	\$0	\$100,000	\$100,000	\$100,000	\$300,000
23-02	Renewal	GVWSA LiDAR Mapping	Detailed contour mapping of ground, vegetation and tree cover (3D scanning)	\$120,000	L	WU	\$0	\$0	\$0	\$0	\$120,000	\$0	\$120,000

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
<b>Capital</b>													
09-01	Renewal	Leech River Watershed Restoration	A 17 year project to restore the Leech WSA lands for water supply.	\$5,756,000	L	WU	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
16-01	Renewal	Replace Gatehouse at Goldstream Entrance	The security/first aid gatehouse is past end of life and is to be replaced with more effective security infrastructure.	\$195,000	B	WU	\$140,000	\$190,000	\$0	\$0	\$0	\$0	\$190,000
17-09	Renewal	Goldstream Gate Upgrade	The main entrance gate in Goldstream is past end of life and requires replacement with lifting in/out gates.	\$75,000	S	WU	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
16-06	Renewal	Goldstream IWS Field Office	Renewal of Water Quality field office, lab and equipment and supplies storage and Watershed Protection office, training, emergency response, storage and interpretation space at Goldstream entrance, replacing temporary ATCO trailers.	\$4,050,000	B	WU	\$0	\$300,000	\$1,700,000	\$2,000,000	\$0	\$0	\$4,000,000
17-02	New	Leech River HydroMet System	Installation of a network of hydrometeorological stations to collect water quantity and quality information for the Leech WSA.	\$480,000	E	WU	\$0	\$100,000	\$25,000	\$0	\$0	\$0	\$125,000
17-06	New	Weeks Lake Area Environmental Assessment and Remediation	Assessment and remediation of the Weeks Lake gravel pit (lead from firearms) and Weeks Lake (metals and hydrocarbons from dumping).	\$365,000	L	WU	\$80,000	\$275,000	\$50,000	\$0	\$0	\$0	\$325,000
17-07	Renewal	Weeks Main Road Upgrade	Road upgrade and new construction to re-route Weeks Main and bring the road to regulatory standard.	\$175,000	S	WU	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
18-05	New	GVWSA Forest Fuel Management	Implementation of forest fuel management in strategic locations for wildfire risk management in the GVWSA.	\$650,000	L	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
19-02	New	Whiskey Creek Bridge Replacement (Sooke WSA)	Replacement of the existing undersized bridge with a longer and higher concrete structure.	\$300,000	S	WU	\$0	\$0	\$0	\$300,000	\$0	\$0	\$300,000
19-19	New	Hydromet Upgrades Sooke and Goldstream	Install additional hydrology monitoring sites on Sooke Lake Reservoir inflow streams and increase instrumentation on meteorological stations in Sooke and Goldstream watersheds.	\$170,000	E	WU	\$0	\$130,000	\$0	\$0	\$0	\$0	\$130,000
20-01	Replacement	Kapoor Main Mile 1 Bridge and Asphalt Upgrade	Replacement of the existing undersized culvert with a large bridge as well as nearby asphalt repair or replacement.	\$450,000	S	WU	\$0	\$0	\$450,000	\$0	\$0	\$0	\$450,000
21-01	New	31N Bridge to Replace Undersized Culvert (Goldstream WSA)	Replacement of the existing undersized and failing culvert with a bridge structure.	\$200,000	S	WU	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
18-11	New	Large Equipment Storage (Field Operations Centre)	Two additional bays are to be added to the existing fire/spill equipment warehouse at the FOC to shelter large water supply infrastructure equipment.	\$185,000	B	WU	\$85,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
20-09	New	Small workboat for Goldstream WSA	Small boat dedicated to the Goldstream WSA for wildlife biology work	\$20,000	E	WU	-	\$20,000	\$0	\$0	\$0	\$0	\$20,000
20-29	Renewal	Gravel crushing 14G and 10S quarry (Sooke and Goldstream WSA)	Production of gravel at existing quarries in Sooke and Goldstream WSAs.	\$200,000	L	WU	-	\$200,000	\$0	\$0	\$0	\$0	\$200,000
20-30	Renewal	Surprise Creek Culvert Replacement (Sooke WSA)	Undersized culvert replacement	\$200,000	S	WU	-	\$200,000	\$0	\$0	\$0	\$0	\$200,000
22-02	New	Muckpile Bridge Supply and Install (Deception)	Replacement of undersized culverts with bridge which will allow for fish and western toad migration.	\$325,000	S	WU	-	\$0	\$0	\$325,000	\$0	\$0	\$325,000
23-03	New	Air curtain burner for fuel management	A transportable burner that provides more effective and rapid burning of woody debris with reduced smoke emissions.	\$50,000	E	WU	-	\$0	\$0	\$0	\$50,000	\$0	\$50,000
23-04	Renewal	17S/Sooke Main Bridge Replacement	Undersized bridge replacement	\$300,000	S	WU	-	\$0	\$0	\$0	\$300,000	\$0	\$300,000
24-01	Renewal	6M/Judge Creek Culvert Replacement (Sooke WSA)	Undersized culvert replacement	\$200,000	S	WU	-	\$0	\$0	\$0	\$0	\$200,000	\$200,000
Sub-Total Watershed Protection				\$16,241,000			\$480,000	\$2,335,000	\$3,125,000	\$3,155,000	\$970,000	\$600,000	\$10,185,000



Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
<b>INFRASTRUCTURE ENGINEERING AND OPERATIONS</b>													
<b>Planning</b>													
16-07	New	Asset Reconciliation / Transfer Agreements	Identify, confirm and reconcile supply system assets ownership.	\$100,000	S	WU	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000
16-10	New	Post Disaster Emergency Water Supply	Identify and procure emergency systems for post disaster preparedness.	\$1,300,000	S	WU	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
17-13	New	Strategic Asset Management Plan	Development of a plan to inform future areas of study and highlight critical infrastructure improvements.	\$300,000	S	WU	\$20,000	\$85,000	\$0	\$0	\$0	\$0	\$85,000
17-14	Renewal	Hydraulic Actuators Assessment/Replacement	Assessment and replacement of hydraulic actuators that are key to operation of the water supply system.	\$450,000	E	WU	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$150,000
19-04	New	Seismic Assessment of Critical Facilities	Identified as a priority from Strategic Plan, a seismic assessment of critical facilities and a supply system resilience feasibility study will be undertaken.	\$255,000	S	WU	\$55,000	\$55,000	\$200,000	\$0	\$0	\$0	\$255,000
19-15	New	Hydraulic Capacity Assessment and Transient Pressure Analysis	Determine the existing level-of-service for the RWSC transmission system and conduct a transient pressure analysis	\$200,000	S	WU	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0	\$200,000
19-28	Study	Goldstream System Hydraulic Analysis	Analysis and documentation of hydraulics of the Goldstream system.	\$50,000	S	WU	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-02	New	Supply System Resilience Feasibility Study	Identified as a priority from the Strategic Plan, a study of water supply system's resilience and high level measures to make important assets resilient will be undertaken	\$200,000	S	WU	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
20-07	Study	Deep Northern Intake & Transmission Pipeline Study	A technical and business case analysis will be carried out with possible expansion and filtration study upstream of the head tank - this is to replace 2016-09	\$250,000	S	WU	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000
20-08	Study	Regional Water DCC Program	Design of a Regional DCC Program	\$200,000	S	WU	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
20-10	Study	Condition & Vulnerability Assessment	Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk.	\$200,000	S	WU	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
20-11	Study	Develop Strategic Plan	Develop a long term strategic plan to anticipate water demand, water treatment, and future siting of facilities.	\$500,000	S	WU	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
21-05	Study	Level of Service Agreement	From #19-15 & #20-11, develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure.	\$150,000	S	WU	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
<b>Capital</b>													
15-03	Renewal	Sooke Intake Screens Condition Assessment & Replacement	Renewal of the aging Sooke Intake Tower and equipment to maintain water supply.	\$2,205,000	S	WU	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000
17-23	New	Japan Gulch Emergency Notification System	Design and implementation of an emergency notification system.	\$205,000	S	WU	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
17-24	Replacement	SCADA Equipment Replacement Program	Planned replacement of SCADA equipment as recommended from the SCADA Master Plan.	\$825,000	E	WU	\$0	\$200,000	\$500,000	\$0	\$0	\$0	\$700,000
18-07	New	Replacement of UV System	Replacement of the UV system at the Goldstream Water Treatment Plant	\$5,400,000	E	WU	\$100,000	\$100,000	\$0	\$5,200,000	\$0	\$0	\$5,300,000
18-08	Replacement	Bulk Supply Meter Replacement Program	Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit.	\$2,200,000	E	WU	\$200,000	\$600,000	\$400,000	\$200,000	\$200,000	\$200,000	\$1,600,000
18-15	Renewal	Cathodic Protection Program	Study deficiencies in the current material protection and implement recommendations.	\$420,000	S	WU	\$0	\$100,000	\$80,000	\$80,000	\$80,000	\$80,000	\$420,000
Sub-Total Page 1 Infrastructure Engineering and Operations				\$15,410,000			\$1,140,000	\$3,705,000	\$1,630,000	\$5,680,000	\$480,000	\$480,000	\$11,975,000

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-17	New	Sooke Spillway Gate Power	Addition of standby power to for the Sooke Spillway gates.	\$150,000	E	WU	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
18-18	Replacement	Main No.3 Segment Replacement	Replacement of segments of Main No. 3 based upon previous studies.	\$15,090,000	S	WU	\$140,000	\$140,000	\$250,000	\$4,900,000	\$4,900,000	\$4,900,000	\$15,090,000
19-05	Renewal	Repairs - Kapoor Shutdown	Repair items such as defects in the Kapoor tunnel, replacement of critical valves, intake exterior inspection and actuator replacement while the Kapoor tunnel is shutdown.	\$500,000	S	WU	\$250,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000
19-23	New	Critical Spare Equipment Storage & Pipe Yard	Plan, design and construct a critical equipment storage building.	\$400,000	S	WU	\$0	\$200,000	\$200,000	\$0	\$0	\$0	\$400,000
20-12	Replacement	Valve Chamber Upgrades	Replace failing valves and appurtenances along the RWS supply system.	\$400,000	S	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$400,000
20-13	New	Electrical Isolation Audit	Inspection audit of facilities to ensure that there is sufficient electrical separation and isolation for safety.	\$50,000	S	WU	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-14	Renewal	Parkdale Meter Decommission and Demolition	The Parkdale meter facility is no longer in use and has been identified as requiring decommissioning and demolition.	\$150,000	S	WU	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
20-15	Replacement	Cook & Somerset Meter Station Backflow Installation	To isolate backflow from the City of Victoria's distribution system into the RWS supply system backflow improvements are required at two facilities	\$75,000	S	WU	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
20-16	Replacement	St Giles & Cecelia Meter Replacements	Replacement of system monitoring and billing meters as well as their enclosures.	\$1,000,000	S	WU	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
20-17	Replacement	Decommission Smith Hill Site	Plan and decommission the abandoned Smith Hill reservoir site.	\$650,000	S	WU	\$0	\$150,000	\$0	\$0	\$500,000	\$0	\$650,000
20-18	Replacement	Goldstream Main #4 Replacement	Plan and replacement of the concrete pipe portion of Main #4.	\$12,150,000	S	WU	\$0	\$150,000	\$0	\$0	\$0	\$12,000,000	\$12,150,000
20-32	New	pH Adjustment Facility	Design and construct a pH adjustment facility based upon the results of the pH and corrosion study.	\$2,500,000	S	WU	\$0	\$500,000	\$2,000,000	\$0	\$0	\$0	\$2,500,000
22-01	Study	Kapoor Tunnel Inspection	Condition Inspection of the Kapoor Tunnel	\$100,000	S	WU	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
Sub-Total Infrastructure Engineering and Operations				\$48,625,000			\$1,550,000	\$6,740,000	\$4,180,000	\$10,780,000	\$5,980,000	\$17,380,000	\$45,060,000
<b>DAM SAFETY PROGRAM</b>													
16-16	Renewal	Implications from Goldstream Dam Safety Review	Conduct a dam safety review and some improvements for the Goldstream dams.	\$705,000	S	WU	\$30,000	\$180,000	\$100,000	\$75,000	\$75,000	\$75,000	\$505,000
16-17	Renewal	Butchart Dam No. 5 Remediation	Replacement of Butchart Dam No. 5	\$3,550,000	S	WU	\$3,000,000	\$3,200,000	\$0	\$0	\$0	\$0	\$3,200,000
17-25	Renewal	Implications from Sooke Dam Safety Review	Conduct a dam safety review and some improvements for the Sooke Dam.	\$1,350,000	S	WU	\$275,000	\$575,000	\$120,000	\$300,000	\$100,000	\$100,000	\$1,195,000
18-19	New	Sooke Lake Dam - Instrumentation System Improvements	Complete instrumentation system improvements for the Sooke Dam.	\$1,300,000	S	WU	\$475,000	\$750,000	\$200,000	\$100,000	\$150,000	\$100,000	\$1,300,000
18-20	New	Sooke Lake Dam - Breach Risk Reduction Measures	Implement measures to reduce Sooke Lake Dam breach.	\$400,000	S	WU	\$150,000	\$350,000	\$0	\$0	\$0	\$0	\$350,000
19-07	New	Integrate Dam Performance and Hydromet to SCADA	Integrate the dam performance piezometers and weirs and Hydromet stations to report to IO through the existing SCADA system - refer to MMC notes and relates to 17-24	\$1,100,000	E	WU	\$0	\$500,000	\$500,000	\$0	\$0	\$0	\$1,000,000
19-08	New	Charters Dam Decommissioning	Charters Dam has been retired from drinking water service, no other interested owners, plan to decommission - refer to MMC notes of Jan. 11, 2018 meeting with PES, relates to 21-02	\$1,800,000	S	WU	\$0	\$900,000	\$900,000	\$0	\$0	\$0	\$1,800,000
19-09	New	Cabin Pond Dams Decommissioning	The Cabin Pond Dams (x2) have been retired from drinking water service, no other interested owners, plan to decommission - refer to MMC notes of Jan. 11, 2018 meeting with PES	\$600,000	S	WU	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
19-12	New	Goldstream Dams Instrumentation Improvements	Conduct instrumentation improvements based upon Thurber's 2018 study results.	\$1,000,000	S	WU	\$100,000	\$500,000	\$400,000	\$0	\$0	\$0	\$900,000
19-13	New	HydroMet Station Upgrades	IE shares hydromet assets with WP, the equipment is getting older and will need to be replaced (does not include pending SCADA effort)	\$250,000	E	WU	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
20-19	Replacement	Goldstream System High Level Outlet Valve Replacements	The Goldstream and Butchart high level outlet valves have been identified as requiring replacement.	\$200,000	S	WU	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
20-20	Replacement	Saddle Dam Piezometer Installation	From 19-10 recommendations, piezometer installation is required to monitor the Saddle Dam to meet regulatory requirements	\$125,000	S	WU	\$0	\$125,000	\$0	\$0	\$0	\$0	\$125,000
20-21	Replacement	Reservoir Log Booms Replacement	Replace aging log booms and their anchoring systems in the Goldstream and Sooke water sheds.	\$200,000	S	WU	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Sub-Total Page 1 Dam Safety Program				\$12,580,000			\$4,030,000	\$8,030,000	\$2,270,000	\$525,000	\$375,000	\$325,000	\$11,525,000

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
21-03	New	Deception Dam - Dam Safety Review & Improvements	Conduct a dam safety review and some improvements for the Deception Dam.	\$300,000	S	WU	\$0	\$100,000	\$100,000	\$100,000	\$0	\$0	\$300,000
21-04	New	Saddle Dam - Dam Safety Review & Improvements	Conduct a dam safety review and some improvements for the Saddle Dam.	\$200,000	S	WU	\$0	\$100,000	\$100,000	\$0	\$0	\$0	\$200,000
23-01	New	Sooke Lake Dam Update Seismic Assessment	Conduct a seismic assessment of the Sooke Lake Dam as per the previous dam safety studies.	\$150,000	E	WU	\$0	\$0	\$0	\$0	\$150,000	\$0	\$150,000
Sub-Total Dam Safety Program				\$13,230,000	\$0	\$0	\$0	\$8,230,000	\$2,470,000	\$625,000	\$525,000	\$325,000	\$12,175,000
<b>WATER QUALITY PROGRAM</b>													
16-22	New	WQIS Database - Functional Enhancements	Upgrade of the water quality database with additional functionality.	\$100,000	E	WU	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
16-24	New	pH Corrosion Study	Study potential risks and solutions to corrosion due to low pH.	\$50,000	E	WU	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
18-09	New	WQ - Main Lab Renovation and Consolidation	Renovation of the water quality lab to consolidate services.	\$135,000	E	WU	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$35,000
18-26	New	Supply Management (Sooke Res) Modeling - Implications from Down-Scaled Climate Change Projections	Assess impacts of regional precipitation patterns on regional water supply.	\$75,000	S	WU	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$75,000
18-27	New	Paperless Data Management Project	Develop paperless system for records management	\$15,000	S	WU	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$7,000
19-26	New	Drinking Water Safety Plan for Sooke System	Expand the existing DWSP to include Sooke	\$10,000	S	WU	\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$2,000
19-29	New	Leech River Water Quality Monitoring	Monitor water quality from the Leech River prior to utilizing it.	\$100,000	S	WU	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
20-03	New	Leech River Watershed - Implications for Supply Management	Develop program to evaluate water quality implications of adding Leech watershed to supply system.	\$40,000	S	WU	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
20-04	New	Sooke Lake HyDy Model Preparations	Installation of additional monitoring devices to inform model development	\$100,000	S	WU	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
20-31	New	Lab Information Management System	<b>Procure and implement a Lab Information Management System to manage the data being recorded.</b>	<b>\$200,000</b>	<b>S</b>	<b>WU</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>
21-06	New	Sooke Lake HyDy Model Development	Build a 3D hydrodynamic model of Sooke Lake Res.	\$100,000	S	WU	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
Sub-Total Water Quality Program				\$925,000			\$214,000	\$554,000	\$100,000	\$0	\$0	\$0	\$654,000
<b>ANNUAL PROVISIONAL CAPITAL ITEMS</b>													
17-27	Replacement	Watershed Bridge and Culvert Replacement	Replacement of small culverts and bridges throughout the GVWSA.	\$1,000,000	S	WU	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
17-28	Replacement	Watershed Security Infrastructure Upgrade and Replacement	New, upgrade and replacement of security infrastructure in the GVWSA.	\$915,000	E	WU	\$0	\$200,000	\$155,000	\$155,000	\$155,000	\$155,000	\$820,000
17-29	Replacement	Water Supply Area Equipment Replacement	Hydrometeorological, fireweather, wildfire suppression and water quality equipment replacement.	\$750,000	E	WU	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
17-30	Replacement	Major Transmission Main Repairs	Emergency repairs to the transmission mains.	\$850,000	S	WU	\$0	\$170,000	\$170,000	\$170,000	\$170,000	\$170,000	\$850,000
17-31	Replacement	Transmission System Components Replacement	Replacement and repair of transmission components.	\$400,000	S	WU	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
17-32	Replacement	Revenue Meter Replacement	Replacement of minor equipment associated with revenue meter sites.	\$230,000	E	WU	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$30,000	\$230,000
17-33	Replacement	Disinfection Equipment Parts Replacement	Replacement of incidental equipment and parts associated with the disinfection system.	\$600,000	E	WU	\$0	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$600,000
17-34	Renewal	Supply System Computer Model Update	Annual update of the regional hydraulic model.	\$50,000	S	WU	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
19-16	Replacement	Dam Improvements	Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections	\$1,000,000	S	WU	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
19-22	Replacement	SCADA Repairs & Equipment Replacement	Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System	\$500,000	E	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Sub-Total for Annual Provisional Capital Items				\$6,295,000			\$0	\$1,280,000	\$1,235,000	\$1,235,000	\$1,235,000	\$1,215,000	\$6,200,000
<b>CUSTOMER AND TECHNICAL SERVICES</b>													
17-35	Replacement	Vehicle & Equipment Replacement (Funding from Replacement Fund)	This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system.	\$2,495,000	V	ERF	\$0	\$367,000	\$185,000	\$150,000	\$50,000	\$250,000	\$1,002,000
20-22	New	Vehicle for the Dam Safety Program	New pick up	\$35,000	V	WU	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
20-23	New	Vehicle for the CSE Support Program	New Transit Van	\$45,000	V	WU	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
20-24	New	Vehicle for the Asset Integration Program	New pick up	\$35,000	V	WU	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
20-25	New	Compactor for Watershed Road Program	New compactor attachment/trailer for road maintenance	\$60,000	E	WU	\$0	\$60,000	\$0	\$0	\$0	\$0	\$60,000
20-26	New	Trailer for Watershed Protection	New trailer for the Goldstream Zodiac Boat	\$10,000	V	WU	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Sub-Total for Customer and Technical Services				\$2,680,000			\$0	\$552,000	\$185,000	\$150,000	\$50,000	\$250,000	\$1,187,000
<b>GRAND TOTAL</b>				<b>\$87,996,000</b>			<b>\$6,274,000</b>	<b>\$19,691,000</b>	<b>\$11,295,000</b>	<b>\$15,945,000</b>	<b>\$8,760,000</b>	<b>\$19,770,000</b>	<b>\$75,461,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2020 & Forecast 2021 to 2024

**Service #:** 2.670/2.680  
**Service Name:** Regional Water Supply & JDF Water Distribution Combo

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total	
<b>SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION</b>														
16-01	Renewal	Upgrades to Buildings at 479 Island Highway	Maintenance and changes to buildings and office layouts.	\$510,000	B	WU	\$70,000	\$190,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$510,000
17-01	Renewal	Voice Radio Upgrade	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.	\$640,000	E	WU	\$270,000	\$270,000	\$290,000	\$0	\$0	\$0	\$0	\$560,000
19-02	New	Island Highway Cell Phone Coverage	Increase cell phone coverage within 479 Island Highway, IWS offices.	\$70,000	E	WU	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000
19-04	New	Legistar - Granicus Implementation	Implement Legistar - Granicus software at IWS.	\$30,000	E	WU	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
20-01	New	Portable Pump Station	Portable pump station to provide backup when a pump station is offline, in construction or to bypass a section of pipe.	\$500,000	E	WU	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000
<b>Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution</b>				\$1,750,000			\$430,000	\$1,050,000	\$370,000	\$80,000	\$80,000	\$80,000	\$1,660,000	
<b>ANNUAL PROVISIONAL CAPITAL ITEMS</b>														
16-04	New	Implementation of a Fleet Management Solution (software)	Development and implementation of a fleet management system.	\$150,000	E	WU	\$90,000	\$90,000	\$0	\$0	\$0	\$0	\$0	\$90,000
17-02	Replacement	SCADA Hardware Upgrading and Replacement	Upgrade and replacement of SCADA equipment as required.	\$210,000	E	WU	\$0	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000
17-03	Replacement	Office Equipment, Upgrades and Replacements	Upgrade and replacement of office equipment as required.	\$270,000	E	WU	\$0	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000
17-04	Replacement	Computer Upgrades	Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.	\$1,190,000	E	WU	\$0	\$170,000	\$170,000	\$170,000	\$170,000	\$170,000	\$170,000	\$850,000
17-05	New	Development of the Maintenance Management Systems	Develop maintenance management system.	\$215,000	E	WU	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
17-06	Replacement	Small Equipment & Tool Replacement (Water Operations)	Replacement of tools and small equipment for Water Operations as required.	\$440,000	E	WU	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
17-07	Replacement	Small Equipment & Tool Replacement (Corporate Fleet)	Replacement of tools and small equipment for Fleet as required.	\$100,000	E	wu	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
<b>Sub-Total for Annual Provisional Capital Items</b>				\$ 2,575,000			\$ 90,000	\$ 455,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 365,000	\$1,915,000	
<b>GRAND TOTAL</b>				<b>\$4,325,000</b>			<b>\$520,000</b>	<b>\$1,505,000</b>	<b>\$735,000</b>	<b>\$445,000</b>	<b>\$445,000</b>	<b>\$445,000</b>	<b>\$3,575,000</b>	

<b>Proj. No.</b> 17-01	<b>Capital Project Title</b> Repair of Historic Goldstream Powerhouse Building	<b>Capital Project Description</b> The Goldstream Powerhouse is an historic building near the Great Trail in the GVWSA. Repairs and a plan to conserve the building are to be developed.
<b>Asset Class</b> Buildings	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> Located near the Japan Gulch Treatment Plant and the Great Trail (Trans Canada Trail), is an 1897 brick hydroelectric powerplant that served Victoria (notably the streetcars) for approx. 60 years. The Powerhouse has its own Wikipedia entry: <a href="http://en.wikipedia.org/wiki/Lubbe_Powerhouse">http://en.wikipedia.org/wiki/Lubbe_Powerhouse</a> and has captured public interest as a unique structure in BC history. An engineering condition assessment including engineered drawings, site plan and approximate cost of repairs was conducted in 2017. A major repair in the masonry on the north side of the building was completed in 2018. Funds are required in 2019 (\$10,000) to repair a smaller hole in the masonry on the south side. Funds to repair the roof envelope (\$50,000) are planned for 2023. Grant funding opportunities to conserve the building and its history will continue to be sought.		
<b>Proj. No.</b> 17-04	<b>Capital Project Title</b> Water Supply Area - Fish Stream Assessments	<b>Capital Project Description</b> Inventory and assessment of fish, fish habitat, and stream channel stability in priority streams in the GVWSA.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> Presence or absence of fish as well as fish habitat information has only been collected in the Water Supply Areas on an as-needed basis related to specific road projects. In order to adequately plan and manage for fish habitat and water quality a systematic inventory and assessment of fish habitat, stream channel stability, and the hydrological condition of stream corridors will be conducted over three field seasons. <b>The funding for 2019 is insufficient to conduct fish stream assessments in the entire Leech Water Supply Area. An additional \$100,000 in 2020 will allow for fish stream surveys to be carried out in the western and northern portions of the Leech which cannot be completed in 2019.</b>		
<b>Proj. No.</b> 18-01	<b>Capital Project Title</b> Post-Wildfire Debris Flow Modelling	<b>Capital Project Description</b> Site specific modelling of the potential impact to Sooke Lake Reservoir and infrastructure of a significant wildfire in the Sooke WSA.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> Erosion and debris flows from areas burned by wildfire in the Greater Victoria Water Supply Area could pose a major threat to the quality of water in source reservoirs. A pilot project was completed in 2014-15 to model post-wildfire erosion and debris flow for two drainages close to the intake of Sooke Lake Reservoir. The results were then used to develop an emergency rehabilitation plan for these two drainages. A larger modelling project for all areas draining directly into Sooke Lake Reservoir is proposed for 2019 in order to develop further site specific emergency rehabilitation plans.		
<b>Proj. No.</b> 18-10	<b>Capital Project Title</b> Species-at-Risk Wildlife Habitat	<b>Capital Project Description</b> An assessment (office and field) and plan for managing wildlife habitat, in particular species-at-risk habitat, in the GVWSA.
<b>Asset Class</b> Land	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

Service: 2.670

Regional Water Supply

**Project Rationale** *An assessment (office and field) and conservation plan for managing wildlife habitat, in particular species-at-risk habitat, in the GVWSA. Funds in 2018 (\$35,000) will be used for compilation of existing knowledge of species, distribution, habitat, research. Funds in 2019 and 2020 (\$50,000 each) will be used to field verify species, critical habitat and movement corridors. Funds added in 2021 (\$25,000) are to develop a GVWSA specific conservation plan based on the office and field investigations.*

Proj. No. 19-07

**Capital Project Title** Leech WSA Lakes/Tributaries Assessment

**Capital Project Description** An assessment of the physical, chemical and biological parameters of the Leech WSA source waterbodies.

**Asset Class** Land

**Board Priority Area** Other

**Corporate Priority Area** Drinking Water

**Project Rationale** *To assess restoration of the Leech Water Supply Area and prepare for use of Leech River water to supplement Sooke Lake Reservoir, baseline monitoring of the hydrological, physical, chemical and biological parameters of the main Leech WSA source waterbodies will be conducted. The work will be undertaken in conjunction with the Water Quality division. (Action from the 2017 Strategic Plan for Regional Water Supply). The funding for this project has been moved forward to balance staff resources.*

Proj. No. 20-05

**Capital Project Title** Leech WSA Terrestrial Ecosystem Mapping & Wetland Classification/Mapping

**Capital Project Description** Detailed mapping of Leech WSA terrestrial ecosystems and wetlands from air photo interpretation.

**Asset Class** Land

**Board Priority Area** Other

**Corporate Priority Area** Drinking Water

**Project Rationale** *The existing Leech WSA terrestrial ecosystem mapping received from the previous landowner is not consistent with that of Sooke and Goldstream WSAs. The project is to renew the ecosystem mapping to a standard that matches Sooke and Goldstream for consistent data and analysis. There has been no detailed mapping of Leech WSA wetlands. The project is to conduct detailed wetland mapping in the Leech WSA to a standard that matches Sooke and Goldstream for consistent data and analysis. **The projects have been combined (ecosystem mapping (20-05) and wetland mapping (20-06) and moved forward from 2020 to 2021.***

Proj. No. 23-02

**Capital Project Title** GVWSA LiDAR Mapping

**Capital Project Description** To renew LiDAR mapping for the GVWSA.

**Asset Class** Land

**Board Priority Area** Other

**Corporate Priority Area** Drinking Water

**Project Rationale** *LiDAR (which stands for Light Detection and Ranging) uses light in the form of a pulsed laser to measure ranges (distances). LiDAR can be acquired when orthophotography or other data is collected from the air. LiDAR provides three-dimensional information about the forest stand structure which can be used by GIS (Geographic Information Systems).*

Proj. No. 20-27

**Capital Project Title** GVWSA Forest Resilience - wildfire/forest modelling and forest management field trials

**Capital Project Description** Modelling forest and wildfire risk under climate change scenarios & forest/fuel management field trials.

**Asset Class** Land

**Board Priority Area** Other

**Corporate Priority Area** Drinking Water

**Project Rationale** *Projects to: a). model impact of climate change on forests, forest fuel types, and associated wildfire behavior and probability and potential effects of management options; and b). trial forest and fuel management treatments that reduce wildfire risk, such as prescribed fire and stand diversification, in the Leech WSA prior to considering those treatment options in Sooke or Goldstream WSAs.*

Service: 2.670

Regional Water Supply

Proj. No.	20-28	Capital Project Title	GVWSA Forest Resilience - Assessments of forest health and resilience	Capital Project Description	Field assessments to better understand current forest health and resilience.
Asset Class	Land	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<i>Field assessments to better understand current forest health and resilience including: increasing pine mortality, increase in bark beetle killed trees, existing advance regeneration in the understory, sedimentation sources from roads.</i>				
Proj. No.	20-06	Capital Project Title	Addressing mining in Leech WSA (impacts, agreements)	Capital Project Description	Funding to support work to reduce the impact of mining claims in the Leech WSA
Asset Class	Land	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<i>Assessment and/or studies to determine and mitigate impacts from mining activities in the Leech Water Supply Area.</i>				
Proj. No.	20-03	Capital Project Title	GVWSA Land Exchange/Acquisition	Capital Project Description	Land surveys, appraisals to support decisions regarding land exchange to increase catchment area or buffer water supply area lands.
Asset Class	Land	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<i>There are opportunities to increase the catchment area of Sooke, Goldstream and the Leech WSA by purchase or land exchange with surrounding land owners. Funds would be used to undertake appraisals, legal surveys, and legal fees for work to develop agreements to purchase or exchange lands.</i>				

Service: 2.670

Regional Water Supply

Proj. No.	09-01	Capital Project Title	Leech River Watershed Restoration	Capital Project Description	A 17 year project to restore the Leech WSA lands for water supply.
Asset Class	Land	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	A 17 year project to 2025 to restore the Leech WSA lands for water supply. An update of projects completed and planned was provided in June 2019 (RWSC Report #19-13). Annual funding has been increased during this 5 year plan from \$150,000 to \$200,000 per year in order to match the overall project budget of \$5,756,000 in the last 7 years of the project.				
Proj. No.	16-01	Capital Project Title	Replace Gatehouse at Goldstream Entrance	Capital Project Description	The security/first aid gatehouse is past end of life and is to be replaced with more effective security infrastructure.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	Enhanced security is required at the Goldstream entrance to the Water Supply Area. The existing gatehouse/first aid trailer is unsuitable and located inside the secured area. An in/out road with upgraded autogates is also being established. Current cost estimates indicate additional funding is needed in 2020 (\$50,000) to meet building functionality needs and the current construction market.				
Proj. No.	17-09	Capital Project Title	Goldstream Gate Upgrade	Capital Project Description	The main entrance gate in Goldstream is past end of life and requires replacement with lifting in/out gates.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	The security autogates are past end of life and are to be replaced with more effective security infrastructure. This project has been delayed in order to coordinate with construction of a replacement Gatehouse at the Goldstream entrance (16-01).				
Proj. No.	16-06	Capital Project Title	Goldstream IWS Office	Capital Project Description	Renewal of Water Quality field office, lab and equipment and supplies storage and Watershed Protection office, training,
Asset Class	Buildings	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	Watershed Protection staff (26 FTE and 6 seasonal auxiliaries) are currently located in 2 trailers and a house at the Goldstream Gate entrance to the water supply area, and in office space at the Integrated Water Services office in View Royal. The ATCO trailers were considered temporary office space since their implementation over 10 years ago. The trailers are old, prone to leaks and a concern for mold. Water Quality field staff are located in another converted facility in the Goldstream area. The separation of staff between various Goldstream facilities and the View Royal location causes inefficiencies and organizational difficulties. In addition, there are insufficient facilities for training, equipment storage, emergency management and public education. An initial investment in 2016 was used to develop a needs assessment for the building and surrounding Goldstream entrance area. Funds in 2020 will be used to develop a design with building and site construction planned for 2021 and 2022.				



Proj. No.	17-02	Capital Project Title	Leech River HydroMet System	Capital Project Description	Installation of a network of hydrometeorological stations to collect water quantity and quality information for the Leech WSA.
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<p>A 17 year \$ 5.756 M capital plan is being carried out to restore the Leech Water Supply Area (Project #09-01) to prepare for future water needs. Currently only one hydrological measuring station is capturing flow and turbidity measurements 3.8 km downstream of the future water intake on the Leech River. In order to understand and predict the effect of precipitation, storm events and various restoration management measures on Leech River water quality and quantity, a network of hydrological measuring stations is needed further upstream in the Leech River watershed. This capital project first funded a design study of the most effective and efficient monitoring system that could be implemented (\$10,000) prior to funding implementation beginning in 2018 (\$80,000). <b>Additional funding requests of \$30,000 in 2020 (new total \$100,000) and \$10,000 in 2021 (new total \$25,000) to provide assistance in accessing and addressing safety issues at new weather and hydrology monitoring sites and installing the equipment.</b> Funding requests reflect difficult terrain and access to reach monitoring locations.</p>				
Proj. No.	17-06	Capital Project Title	Weeks Lake Area Environmental Assessment and Remediation	Capital Project Description	Assessment and remediation of the Weeks Lake gravel pit (lead from firearms) and Weeks Lake (metals and hydrocarbons from dumping).
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<p>Weeks Lake and the surrounding area are suspected to be contaminated by historic use of the area for unregulated public activities. An assessment for lead contamination in the Weeks Lake gravel pit from firearms use began in 2017 with remediation works planned for 2019. <b>The assessment completed in 2018 found surficial soil contamination in the top 15 cm throughout most of the northern half of the gravel pit. A remediation plan (2019) estimated a cost of \$250,000 to remove and dispose of the contaminated soil (classed as hazardous waste). Additional funding of \$145,000 has been added to the original 2020 request to adequately fund the gravel pit remediation work. Funds in 2021 are estimated for further sampling and possible remediation of Weeks Lake which was found to have minor contamination in the lake sediment.</b></p>				
Proj. No.	17-07	Capital Project Title	Weeks Main Road Upgrade	Capital Project Description	Road upgrade and new construction to re-route Weeks Main and bring the road to regulatory standard.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<p>This 500 m section at the north end of Weeks Main is prone to flooding in two areas and the streams are fish bearing. The road will be re-routed and upgraded to avoid an alluvial fan with multiple braided streams and a new bridge installed to cross the fish bearing stream further upslope. <b>The bridge portion of the project will be funded under the Leech Watershed Restoration project (09-01).</b></p>				

Proj. No.	18-05	Capital Project Title	GVWSA Forest Fuel Management	Capital Project Description	Implementation of forest fuel management in strategic locations for wildfire risk management in the GVWSA.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	Wildfire is the greatest threat to water quality in the GVWSA. In 2014 - 2018 CRD staff completed two new fuel reduction corridor projects. <b>Funding to tender contract projects is required in order to complete priority fuel management projects over and above existing staff effort which will be focused on maintenance of existing fuel managed sites. A requested increase from \$75,000 to \$100,000 annually reflects costs experienced in the first year of tendering fuel management work.</b> The need for fuel management to address priority areas will be ongoing and funding is required annually for the 5 year period.				
Proj. No.	19-02	Capital Project Title	Whiskey Creek Bridge Replacement	Capital Project Description	Replacement of the existing undersized bridge with a longer and higher concrete structure.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	Whiskey Creek bridge is located on the Leechtown Main Road, one of the main access routes to Sooke Lake Dam and other critical IWS infrastructure. Whiskey Creek requires a larger bridge as it has been overtopped by storm events in the past and this poses water quality, environmental and safety risks.				
Proj. No.	19-19	Capital Project Title	Hydromet Upgrades Sooke and Goldstream	Capital Project Description	Install additional hydrology monitoring sites on Sooke Lake Reservoir inflow streams and increase instrumentation on meteorological stations in Sooke and Goldstream watersheds.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	Only the main tributary inflows into Sooke Lake Reservoir are monitored. To better understand the hydrology of the Sooke watershed, additional hydrology monitoring sites are required. The existing meteorological stations in Sooke and Goldstream watersheds have only basic instrumentation and would benefit from additional sensors and upgrades to improve the quality of the meteorological data. <b>The proposed funds for 2020 have been increased by \$20,000 to cover the costs associated with site preparation, addressing site safety issues and assistance with station installation.</b>				
Proj. No.	20-01	Capital Project Title	Kapoor Main Mile 1 Bridge and Asphalt Upgrade	Capital Project Description	Replacement of the existing undersized culvert with a large bridge as well as nearby asphalt repair or replacement.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	The existing culvert at Mile 1 on Kapoor Main is undersized, has evidence of buried organics in the fill material and has oversteepend, unstable banks. The culvert will be removed and a bridge installed to improve water carrying capacity at peak flows, fish passage and bank stability. The asphalt section uphill of the bridge will also be repaired or replaced as a component of the project. <b>The project has been moved forward from 2020 to 2021 to allow higher priorities to be addressed first.</b>				

Service: 2.670

Regional Water Supply

Proj. No.	21-01	Capital Project Title	31N Bridge to Replace Undersized Culvert	Capital Project Description	Replacement of the existing undersized and failing culvert with a bridge structure.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	The undersized and failing culvert on the 31N Road in the Goldstream Water Supply Area requires replacement with a bridge structure.				
Proj. No.	18-11	Capital Project Title	Large Equipment Storage	Capital Project Description	Two additional bays are to be added to the existing fire/spill equipment warehouse at the FOC to shelter large water supply infrastructure equipment.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	Increased protected storage is required for IWS equipment at the Field Operations Centre in Goldstream. The existing Fire and Spill Equipment Warehouse and adjacent covered storage is sound and fully utilised. Funds are for additional covered storage bays to accommodate additional large IWS equipment. The upgrade was recommended in the Building Needs Assessment for the Watershed Protection Operations Centre (16-06). <b>Additional funds of \$100,000 are requested in 2020 to supplement the original project amount given bids received on a 2019 tender for the project.</b>				
Proj. No.	20-29	Capital Project Title	Gravel Crushing 14G and 10S Quarry (Sooke and Goldstream WSAs)	Capital Project Description	Production of gravel at existing quarries in Sooke and Goldstream WSAs.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	The current supply of 19 mm road surfacing gravel needs to be replenished. A five year supply is planned to be produced at the 14G5 quarry, as well as crushing existing rough shot rock at the 10S quarry for road surfacing.				
Proj. No.	20-30	Capital Project Title	Surprise Creek Culvert Replacement (Sooke WSA)	Capital Project Description	Undersized bridge replacement
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	This undersized culvert is located on Leechtown Main, an important access route in the watershed. The culvert will be replaced with a larger structure.				

Service: 2.670

Regional Water Supply

Proj. No.	20-09	Capital Project Title	Small workboat for Goldstream WSA	Capital Project Description	Small boat dedicated to the Goldstream WSA for wildlife biology work.
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<i>With development of a Biosecurity Strategy for the GVWSA, it is recommended that boats and water sampling equipment be dedicated to specific water supply areas to avoid the potential for spreading aquatic species between water supply systems. A larger aluminum workboat is already available for the Goldstream WSA, but given the need for shallow shoreline biology work as well as the need to be able to respond to emergencies in shallow water, a smaller inflatable workboat is required. A trailer to transport the boat is being requested by CRD Fleet Services.</i>				
Proj. No.	22-02	Capital Project Title	Muckpile Bridge Supply and Install (Deception watershed)	Capital Project Description	Replacement of undersized culverts with a bridge which will allow for fish and western toad passage.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<i>Replacement of undersized culverts with a concrete deck L100 bridge which will also improve fish passage and western toad migration.</i>				
Proj. No.	23-04	Capital Project Title	17S/Sooke Main Bridge Replacement (Sooke WSA)	Capital Project Description	Undersized bridge replacement
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<i>The current structure (3 concrete culverts side-by-side with a concrete deck) does not allow adequate room to pass potential storm debris. The most recent engineering inspection stated this recycled structure is in fair shape, with spalling of the concrete. The structure is planned to be replaced with a free span concrete bridge.</i>				
Proj. No.	23-03	Capital Project Title	Air curtain burner for fuel management	Capital Project Description	A transportable burner that provides more effective and rapid burning of woody debris with reduced smoke emissions.
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<i>In order to prevent forest fuels from accumulating from clearing and forest fuel management projects, the woody debris is chipped and dispersed as possible, and the remainder is piled and burned. Opening burning of woody debris is restricted by the Open Burning Smoke Control Regulation, which restricts the days and conditions under which woody debris can be burned in order to reduce the amount and dispersion of smoke generated, especially near urban areas. This limits the timing of burning in the GVWSA to few opportunities and may not allow all required burning to be completed in a given year. An air curtain burner can be transported to a site, fed with woody debris, and very little if any smoke is generated as the fuel is burned quickly by feeding it with air and an "air curtain" contains the smoke within the burner.</i>				

<b>Proj. No.</b> 24-01	<b>Capital Project Title</b> 6M/Judge Creek Culvert Replacement (Sooke WSA)	<b>Capital Project Description</b> Undersized bridge replacement
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This culvert is very undersized on a slow moving section of creek, which seasonally can be overtopped and unpassable for vehicles. This culvert will be replaced with a larger, fish-friendly structure.</i>		
<b>Proj. No.</b> 16-07	<b>Capital Project Title</b> Asset Reconciliation / Transfer Agreements	<b>Capital Project Description</b> Identify, confirm and reconcile supply system assets ownership.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>The supply system has evolved over the past century and has been developed under different ownership. This item will identify specific water system assets and assign ownership, under agreement, between the CRD and the wholesale customers including the finalizing the agreement with the District of Saanich, and initiating agreements with the City of Victoria and the District of Oak Bay.</i>		
<b>Proj. No.</b> 16-10	<b>Capital Project Title</b> Post Disaster Emergency Water Supply	<b>Capital Project Description</b> Identify and procure emergency systems for post disaster preparedness.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. This item will see the study of the issue in 2016 and 2017 with the anticipated purchase of one or more emergency distribution systems in 2017. Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to start implementing these additional works.</i>		

Service: 2.670

Regional Water Supply

<b>Proj. No.</b> 17-13	<b>Capital Project Title</b> Strategic Asset Management Plan	<b>Capital Project Description</b> Development of a plan to inform future areas of study and highlight critical infrastructure improvements.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This plan will bring various components together from items 14-01, 16-07, 16-08, 16-09, 16-10 and 16-11 and form a strategic plan that will identify future study and construction requirements with capital replacement budgets and schedules. Additional funds are required to complete additional investigations highlighted in the 2017 study.</i>		
<b>Proj. No.</b> 17-14	<b>Capital Project Title</b> Hydraulic Actuators Assessment/Replace	<b>Capital Project Description</b> Assessment and replacement of hydraulic actuators that are key to operation of the water supply system.
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>There are 16 hydraulic actuators that control valves and gates in the watershed that are nearing the end of their service life (installed in 1977). These actuators need replacement and evaluation of the existing actuators is required to determine optimum actuator technology, replacement strategy, associated mitigative improvements for each location. The 2017 work will result in an actuator replacement program with a defined schedule, scope and costs. The 2018 – 5 year Capital Budget has been adjusted to reflect initial findings in the 2017 assessment.</i>		
<b>Proj. No.</b> 19-04	<b>Capital Project Title</b> Seismic Assessment of Critical Facilities	<b>Capital Project Description</b> Identified as a priority from Strategic Plan, a seismic assessment of critical facilities will be undertaken.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>A Water Supply System Strategic Plan update occurred in 2017. Seismically assessing critical facilities and ensuring water supply is resilient has been highlighted as a priority to ensure a functioning water supply system after a seismic event. With the exception of dams, all critical facilities including the Japan Gulch and Sooke River Road Disinfection facility will be seismically assessed in a desktop study and confirmed through field inspections to determine if they meet current post-disaster requirements. Additionally, a feasibility study of critical infrastructure will identify and assess whether plans, procedures and necessary infrastructure are in place in the event key infrastructure fails. The results of the assessment will inform future investigation and capital improvements if required. Funds are required to retain a consultant to seismically assess critical facilities within the water supply system.</i>		

Proj. No. 19-15

Capital Project Title Hydraulic Capacity Assessment and Transient Pressure Analysis

Capital Project Description Determine the existing level-of-service for the RWSC transmission system and conduct a transient pressure analysis

Asset Class Engineered Structures

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *The RWSC transmission is complex with all the connection points to it. Funding is required to determine the available pressures and flows throughout the transmission system and whether it is susceptible to transient pressure waves.*

Proj. No. 19-28

Capital Project Title Goldstream System Hydraulic Analysis

Capital Project Description Analysis and documentation of hydraulics of the Goldstream system.

Asset Class Engineered Structures

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *A study to quantify the volume and available flow rate from the Goldstream system is required to qualify the operational conditions in the event it is used as an emergency backup for the Sooke Lake system.*

Proj. No. 20-02

Capital Project Title Supply System Resilience Feasibility Study

Capital Project Description Identified as a priority from the Strategic Plan, a study of water supply system's resilience and high level measures to make important assets resilient will be undertaken

Asset Class Engineered Structures

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *The RWSC currently has one primary water supply and one backup water supply with single feeds from each system. Funding is required to assess the water supply system's resilience and outline high level measures to make important assets resilient.*

Service: 2.670

Regional Water Supply

Proj. No. 20-07

Capital Project Title Deep Northern Intake & Transmission Pip

Capital Project Description A technical and business case analysis will be carried out with possible expansion and filtration study upstream of the head tank

Asset Class Engineered Structures

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** A technical and business case analysis will be carried out on an additional intake from the deeper, northern area of the Sooke Lake Reservoir. Additionally, a filtration siting study will be undertaken due to the interconnectedness of the two works.

Proj. No. 20-08

Capital Project Title Regional Water DCC Program

Capital Project Description Design of a Regional DCC Program

Asset Class Study

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** The municipalities are developing and growing and may result in upgrades to maintain the level of service due to development. Funds are required to design a Regional Water Development Cost Charge program.

Proj. No. 20-10

Capital Project Title Condition & Vulnerability Assessment

Capital Project Description Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk.

Asset Class Study

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** The RWSC is a large system with infrastructure of various ages and condition. Funding is required to conduct a condition assessment of critical infrastructure, such as Humpback PRV, and assess their risk of failure and provide a high level timeline for replacement/renewal.



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Proj. No.	20-11	Capital Project Title	Develop Strategic Plan	Capital Project Description	Develop a long term strategic plan to anticipate water demand, water treatment, and future siting of facilities.
Asset Class	Study	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<i>The RWSC is providing water to an increasing population in the CRD. Due to the size and complexity of the supply system, improvements to increase capacity has to be identified and planned out well in advance of the need for the additional water. Funding is required to assess water demand vs available water supply, assess water treatment and future siting of facilities that may be required.</i>				
Proj. No.	21-05	Capital Project Title	Level of Service Agreement	Capital Project Description	From #19-15 & #20-11, develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure.
Asset Class	Study	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<i>The RWSC supplies water directly and indirectly to 12 municipalities. Based upon Capital Projects #19-15 and #20-11, level-of-service agreements for participating municipalities will be developed to address hydraulic capacity of infrastructure.</i>				
Proj. No.	15-03	Capital Project Title	Sooke Intake Screens Condition Assessr	Capital Project Description	Renewal of the aging Sooke Intake Tower and equipment to maintain water supply.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<i>The Intake Tower is an integral part of the Regional Water System and is the primary raw water feed to Japan Gulch and Sooke River Road Water Treatment Plants. Currently there is no redundancy within the structure in the event of mechanical failure. In 2016 Stantec Consulting Ltd. completed an assessment of the overall structure including major components consisting of: Travelling Screen, Sluice Gates/Actuators, and Electrical System. The assessment identified required remedial works to the major components that will be carried out over 2017 and 2018. In 2016 a Seismic Structural Analysis will be completed to assess the vulnerability of this structure and identify options of upgrades or replacement of the structure to meet current seismic codes. In 2017 Stantec had provided renewal and replacement options for the Intake Tower, additional funds are required to renew the Intake Tower to ensure proper functioning screens, sluice gates/actuators and electrical system.</i>				
Proj. No.	17-23	Capital Project Title	Japan Gulch Emergency Notification Syst	Capital Project Description	Design and implementation of an emergency notification system.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<i>An emergency notification system is required at the Japan Gulch Disinfection Facility to meet regulatory compliance related to gas release and other hazards (e.g. wildfire). The need was evaluated and solution described in detail in the Gas Release Risk Assessment and Communication Plan; Japan Gulch Disinfection Facility; June 30, 2016. This work will include installation of a new siren system (and associated controls) at the plant and fund CRD assistance in the development of an emergency mass notification system. Additional funds are required to implement the emergency notification system. <b>This work has been deferred so that it may be carried out with a possible notification system for dam safety.</b></i>				

<b>Proj. No.</b> 17-24	<b>Capital Project Title</b> SCADA Equipment Replacement Program	<b>Capital Project Description</b> Planned replacement of SCADA equipment as recommended from the SCADA Master Plan.
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>A study of the existing SCADA equipment was completed by Stantec Consulting and they proposed short-term and long-term SCADA equipment replacements. It is proposed to replace the equipment based on priority and defined by deterioration and/or age. Funding is required to upgrade the following equipment over the next 10 years: 2017 - Watershed SCADA sites, upgrade of PCS &amp; Communications; 2020 - Replacement of some bulk meter SCADA sites; 2021 - Replacement of some bulk meter SCADA sites, watershed SCADA sites and upgrade of PCS &amp; Communications.</i>		

<b>Proj. No.</b> 18-07	<b>Capital Project Title</b> JGTP - UV Reactor Lines 9 & 10 Installat	<b>Capital Project Description</b> Installation of additional UV reactors.
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>Two 24" UV disinfection units that were decommissioned from the old Charters Creek plant are required to be installed at the JG plant along with electrical and control connections. Inlet and outlet valves are in place, but require 24" stainless steel piping to insert units into place. Funding is required to relocate existing UV disinfection units to the JG plant and provide electrical &amp; control and piping connections.</i>		

<b>Proj. No.</b> 18-08	<b>Capital Project Title</b> Bulk Supply Meter Replacement Program	<b>Capital Project Description</b> Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit.
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This item is to replace, upgrade and install new bulk water meters and related equipment that measure flow and volumes of water delivered to the wholesale customers. Many of the meter stations are in need of upgrading. In 2017, KWL completed a bulk water system audit and recommended that the Admirals and Cecelia sites are priority for 2017 and 2018, in 2019 Layritz and Maplewood, in 2020 Blue Ridge, Alderley and Holland, in 2022 St Giles be replaced. Funding is required to replace the flow meter and appurtenances.</i>		

<b>Proj. No.</b> 18-15	<b>Capital Project Title</b> Cathodic Protection Program	<b>Capital Project Description</b> Study deficiencies in the current material protection and implement recommendations.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This item is to assess, design and implement cathodic protection for the various infrastructure, including steel pipes, that are susceptible to corrosion. The supply system has various implementations of cathodic protection ranging from interior/exterior coatings for pipe and passive anodes to impressed current systems with variable results and condition. Funding is required to retain a specialist to conduct a high level assessment of existing infrastructure with recommendations for additional investigation or areas that require immediate attention.</i>		

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Proj. No.	18-17	Capital Project Title	Sooke Spillway Gate Power	Capital Project Description	Addition of standby power to for the Sooke Spillway gates.
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<i>This item is to provide emergency power to the Sooke Spillway Gates so that they can be operated during a power failure. This item was identified during an assessment and predesign of the Sooke Intake, this work is required to ensure proper function of the spillway gates during a power outage. Funding is required to retain a consultant to conducted detailed design and for procurement of a standby generator for the spillway gates.</i>				
Proj. No.	18-18	Capital Project Title	Main No.3 Segment Replacement	Capital Project Description	Replacement of segments of Main No. 3 based upon previous studies.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<i>The existing Main No. 3 is approximately 70 years old. Some section of the 22 km main are steel pipe in known potentially corrosive soils. It is proposed to eventually replace a segment or Main #3 on Wale Road, Island Hwy. and Adams Place in Colwood and View Royal. Conceptual design and options analysis will be undertaken in 2018 with detailed design and construction commencing in 2019 to 2022. Funding is required to retain a consultant to undertake design and to construct a replacement to Main No. 3.</i>				
Proj. No.	19-05	Capital Project Title	Repairs - Kapoor Shutdown	Capital Project Description	Repair items such as defects in the Kapoor tunnel, replacement of critical valves, intake exterior inspection and actuator replacement while the Kapoor tunnel is shutdown.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<i>During the 2016 Kapoor Tunnel inspection numerous deficiencies were noted. Some of the repairs were made and inspected in 2017. Funds are required to complete remaining identified repairs <b>as well as conduct other works, such as head tank valve maintenance, dive inspection of the Intake Tower, hydraulic actuator line replacement, that can only be conducted when the Kapoor Tunnel is offline.</b></i>				
Proj. No.	19-23	Capital Project Title	Critical Spare Equipment Storage & Pipe Yard	Capital Project Description	Plan, design and construct a critical equipment storage building.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	<i>Additional and accessible storage is required at the pipe yard for critical spare equipment such as repair bands and clamps. Funds are required to pland, design and construct an equipment storage building accessible by loading vehicles.</i>				

<b>Proj. No.</b> 20-12	<b>Capital Project Title</b> Valve Chamber Upgrades	<b>Capital Project Description</b> Replace failing valves and appurtenances along the RWS supply system.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>There are numerous valve chambers within the RWSC in various states of condition. Operation of the valves is critical to supply system. Funding is required to replace failed valves, flushes, water proof chambers, replace rungs, ... throughout the RWS system.</i>		
<b>Proj. No.</b> 20-13	<b>Capital Project Title</b> Electrical Isolation Audit	<b>Capital Project Description</b> Inspection audit of facilities to ensure that there is sufficient electrical separation and isolation for safety.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>The RWSC has numerous facilities with electrical and mechanical equipment within the same room. Funds are required to conduct and inspection of the facilities and ensure there is sufficient separation to reduce the risk of failure and for safety.</i>		
<b>Proj. No.</b> 20-14	<b>Capital Project Title</b> Parkdale Meter Decommission and Demolition	<b>Capital Project Description</b> The Parkdale meter facility is no longer in use and has been identified as requiring decommissioning and demolition.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>Funding is required to decommission and demolition the Parkdale meter facility that is no longer in operation and no longer required.</i>		
<b>Proj. No.</b> 20-15	<b>Capital Project Title</b> Cook & Somerset Meter Station Backflow Installation	<b>Capital Project Description</b> To isolate backflow from the City of Victoria's distribution system into the RWS supply system backflow improvements are required at two facilities
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>An assessment in 2018 highlighted that water from the City of Victoria's water system was backflowing in the RWSC system at the Cook and Somerset meter stations. Funding is required to install backflow preventors.</i>		

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<b>Proj. No.</b> 20-16	<b>Capital Project Title</b> St Giles & Cecelia Meter Replacements	<b>Capital Project Description</b> Replacement of system monitoring and billing meters as well as their enclosures.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>The St Giles and Cecelia meters are aging and in hard to maintain locations. Funding is required to construct new meter sites and decommission and demolition the old sites.</i>		
<b>Proj. No.</b> 20-17	<b>Capital Project Title</b> Decommission Smith Hill Site	<b>Capital Project Description</b> Plan and decommission the abandoned Smith Hill reservoir site.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>The Smith Hill reservoir has not been in operation for many years. Funds are required to plan for decommission the site in 2020 and then carry out decommissioning in 2023.</i>		
<b>Proj. No.</b> 20-18	<b>Capital Project Title</b> Goldstream Main #4 Replacement	<b>Capital Project Description</b> Plan and replacement of the concrete pipe portion of Main #4.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>The Main #4 transmission main going through Goldstream Ave in Langford is concrete pipe and should be replaced. Funds are required to plan a new alignment and logistics of replacement in 2020 with actual replacement starting in 2024.</i>		
<b>Proj. No.</b> 20-32	<b>Capital Project Title</b> pH Adjustment Facility	<b>Capital Project Description</b> Design and construct a pH adjustment facility based upon the results of the pH and corrosion study.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>From the 2019 Capital Project, pH and Corrosion Study, a new facility to adjust pH in the transmission system will be designed and constructed.</i>		
<b>Proj. No.</b> 22-01	<b>Capital Project Title</b> Kapoor Tunnel Inspection	<b>Capital Project Description</b> Condition Inspection of the Kapoor Tunnel
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>Funds are required to complete an inspection of the Kapoor Tunnel and inspect the 2019 repair works.</i>		

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<b>Proj. No.</b> 16-16	<b>Capital Project Title</b> Goldstream Dams Safety Review & Impr	<b>Capital Project Description</b> Conduct a dam safety review and some improvements for the Goldstream dams.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b>	<i>The Goldstream Dams Dam Safety Review was initiated in 2015 and delivered in 2016 (\$80k) and the study provided recommendations for dam safety improvements at the suite of 11 dams in the Goldstream Watershed. Upcoming studies and capital work to be completed includes:</i> <ul style="list-style-type: none"><li>i. Dam Breach Assessment and Inundation Mapping (\$175k) – 2018</li><li>ii. Goldstream Dam – Install Riprap at Spillway (\$10k) - 2018</li><li>iii. Survey work (\$15k) – 2018</li><li>iv. Japan Gulch Spillway Hydraulic Assessment (\$25k) – 2019</li><li>v. Update Seismic Hazard (\$50k) – 2019</li><li>vi. Seismic Deformation Analysis (\$75k) – 2019</li><li>vii. Evaluate Core and Shell Materials – (\$100k) - 2020</li><li>viii. Lubbe Dam #1 – low level outlet inspection (\$10k) – 2021</li><li>ix. Lubbe Dams #2 and #3 – Install Seepage Weir at each dam (\$50k) – 2021</li><li>x. Lubbe Dam #2 – Install Riprap at upstream face of dam (\$15k) - 2021</li></ul>	

<b>Proj. No.</b> 16-17	<b>Capital Project Title</b> Butchart Dam No. 5 Remediation	<b>Capital Project Description</b> Replacement of Butchart Dam No. 5
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b>	<i>Butchart Dam #5 was observed to have a sinkhole on the downstream slope. The earthfill dam was founded on limestone in the about 1905 and seepage issues have occurred since that time. A geotechnical investigation was conducted in 2016, and remediation has been recommended by geotechnical consultant. It is proposed to complete detailed design of remediation in 2018 and construction of repairs in 2019.</i>	

<b>Proj. No.</b> 17-25	<b>Capital Project Title</b> Sooke Dam Safety Review and Implicatic	<b>Capital Project Description</b> Conduct a dam safety review and some improvements for the Sooke Dam.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b>	<i>The 2016 Dam Safety Review Audit was completed in 2016 and provided a list of recommended improvements. Upcoming capital work to be completed includes:</i> <ul style="list-style-type: none"><li>1. Repairs to spillway gates (\$200k) – 2018</li><li>2. Further testing of spillway underdrainage system (\$100k) – 2018</li><li>3. Review video inspection data for Low Level Outlet Pipes (\$10k) - 2018</li><li>4. Upgrade roadside ditches near left abutment and add fill to abutment (\$100k) - 2019</li><li>5. Failure Modes Analysis (\$120k) – 2019</li><li>6. Emergency Drawdown Assessment (\$100k) - 2019</li><li>7. Risk Analysis and Assessment (\$100k) 2020</li><li>8. Freeboard Analysis – wind and wave run-up assessment (\$20k) – 2020</li><li>9. Reservoir Slope Stability Assessment (\$200k) – 2021</li><li>10. Structural Assessment of Intake Tower Footings during rapid reservoir drawdown scenario (\$100k) - 2021</li></ul>	

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<b>Proj. No.</b> 18-19	<b>Capital Project Title</b> Sooke Lake Dam - Instrumentation System	<b>Capital Project Description</b> Complete instrumentation system improvements for the Sooke Dam.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>Development of a more robust surveillance system suitable for an "extreme" consequence classification dam that includes new instrumentation, and will allow for improved observation and timely analysis of critical dam safety related data. This was identified as a recommended action from the 2016 Dam Safety Review Audit. Results of planning study (#14-04) will inform the phasing priorities for the capital works. Initial planned phased are to be confirmed and currently consist of:</i> <ol style="list-style-type: none"><li>1. Phase 1 – Detailed design and installation of new vibrating wire piezometers (\$600k) – 2018/2019</li><li>2. Phase 2 – Installation of new seepage weirs (\$200k) - 2019</li><li>3. Phase 3 – SCADA upgrades (\$200k) - 2020</li><li>4. Phase 4 – New data processing and training (\$100k) - 2021</li><li>5. Phase 5 – Install Seismograph (\$150k) - 2022</li></ol>		
<b>Proj. No.</b> 18-20	<b>Capital Project Title</b> Sooke Lake Dam - Breach Risk Reduction	<b>Capital Project Description</b> Implement measures to reduce Sooke Lake Dam breach.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>A dam breach assessment and inundation mapping project is being completed in 2017 by an engineering consultant. The study will include assessment of the dam consequence classification. Recommendations from the study are anticipated to include structural and non-structural risk mitigation measures to lower risks associated with an emergency dam breach. Mitigation measures are anticipated to be implemented in future years and may include:</i> <ol style="list-style-type: none"><li>1. Stockpile of riprap near dam site (\$200k) - 2018</li><li>2. Installation of early warning systems and structural improvements (\$200k) - 2019</li></ol>		
<b>Proj. No.</b> 19-07	<b>Capital Project Title</b> Integrate Dam Performance and Hydromet to SCADA	<b>Capital Project Description</b> Integrate the dam performance piezometers and weirs and Hydromet stations to report to IO through the existing SCADA system - refer to MMC notes and relates to 17-24
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>Based on capital project 18-19, dam performance piezometers and weirs and Hydromet stations will be integrated through the SCADA system.</i>		
<b>Proj. No.</b> 19-08	<b>Capital Project Title</b> Charters Dam Decommissioning	<b>Capital Project Description</b> Charters Dam has been retired from drinking water service, no other interested owners, plan to decommission - refer to MMC notes of Jan. 11, 2018 meeting with PES, relates to 21-02
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>The Charters Dam has been retired from drinking water service with no other interested owners. Funds are required to plan and implement decommissioning of the dam prior to the next legislated Dam Safety Review.</i>		

<b>Proj. No.</b> 19-09	<b>Capital Project Title</b> Cabin Pond Dams Decommissioning	<b>Capital Project Description</b> The Cabin Pond Dams (x2) have been retired from drinking water service, no other interested owners, plan to decommission - refer to MMC notes of Jan. 11, 2018 meeting with PES
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>The two Cabin Pond Dams has been retired from drinking water service with no other interested owners. Funds are required to plan and implement decommissioning of the dams.</i>		
<b>Proj. No.</b> 19-12	<b>Capital Project Title</b> Goldstream Dams Instrumentation Improvements	<b>Capital Project Description</b> Conduct instrumentation improvements based upon Thurber's 2018 study results.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>Thurber completed a study on the Goldstream Dam instrumentation and found numerous deficiencies with respect to dam safety. Funds are required to design and implement improvements to the Goldstream Dam instrumentation.</i>		
<b>Proj. No.</b> 19-13	<b>Capital Project Title</b> HydroMet Station Upgrades	<b>Capital Project Description</b> IE shares hydromet assets with WP, the equipment is getting older and will need to be replaced (does not include pending SCADA effort)
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>Aging Hydromet stations maintained by Infrastructure Engineering require replacement so that ongoing monitoring within the watersheds can be maintained. Funds are required for upgrades and replacement of existing Hydromet Stations.</i>		
<b>Proj. No.</b> 20-19	<b>Capital Project Title</b> Goldstream System High Level Outlet Valve Replacements	<b>Capital Project Description</b> The Goldstream and Butchart high level outlet valves have been identified as requiring replacement.
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>Through dam safety inspections and routine operations, the Goldstream and Butchart high level outlet valves have been identified as requiring replacement. Funds are required to design and replace the valves.</i>		



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<b>Proj. No.</b> 20-20	<b>Capital Project Title</b> Saddle Dam Piezometer Installation	<b>Capital Project Description</b> From 19-10 recommendations, piezometer installation is required to monitor the Saddle Dam to meet regulatory requirements
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> From the 2019 Capital Project, #19-10, recommendations were made for piezometer installation at Saddle Dam to meet regulatory requirements. Funds are required to design and implement piezometer installation.		
<b>Proj. No.</b> 20-21	<b>Capital Project Title</b> Reservoir Log Booms Replacement	<b>Capital Project Description</b> Replace aging log booms and their anchoring systems in the Goldstream and Sooke water sheds.
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> There are numerous log booms used within the Goldstream and Sooke water sheds to protect dams and facilities. Funds are required to design and replacement a number of them.		
<b>Proj. No.</b> 21-03	<b>Capital Project Title</b> Deception Dam - Dam Safety Review & I	<b>Capital Project Description</b> Conduct a dam safety review and some improvements for the Deception Dam.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> Deception Dam has a consequence classification of "very high" and a dam safety review is required to be completed every ten years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2011. The dam safety review is anticipated to be an "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent year to complete recommended dam safety improvements.		
<b>Proj. No.</b> 21-04	<b>Capital Project Title</b> Saddle Dam - Dam Safety Review & Imp	<b>Capital Project Description</b> Conduct a dam safety review and some improvements for the Saddle Dam.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> Saddle Dam has a consequence classification of "very high" and a dam safety review is required to be completed every ten years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2011. The dam safety review is anticipated to be an "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent year to complete recommended dam safety improvements.		

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<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Sooke Lake Dam Update Seismic Assessment	<b>Capital Project Description</b> Conduct a seismic assessment of the Sooke Lake Dam as per the previous dam safety studies.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>The Sooke Lake Dam requires periodic seismic assessment updates. Funds are required to retain a consultant to conduct an update to the Sooke Lake Dam Seismic Assessment.</i>		
<b>Proj. No.</b> 16-22	<b>Capital Project Title</b> WQIS Database - Functional Enhanceme	<b>Capital Project Description</b> Upgrade of the water quality database with additional functionality.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>Funds are required to update the existing database with additional functionality to remain consistent with the data being recorded.</i>		
<b>Proj. No.</b> 16-24	<b>Capital Project Title</b> pH Corrosion Study	<b>Capital Project Description</b> Study potential risks and solutions to corrosion due to low pH.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>As part of the strategic planning process, a study of the potential risks and solutions to corrosion due to low pH is required.</i>		
<b>Proj. No.</b> 18-09	<b>Capital Project Title</b> WQ - Main Lab Renovation and Consolid.	<b>Capital Project Description</b> Renovation of the water quality lab to consolidate services.
<b>Asset Class</b> Buildings	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>The main lab will be redesigned, upgraded and consolidated with the SPWWTP lab within the existing main lab space. All laboratory services (drinking water, wastewater) and staff will be located within one accredited facility.</i>		
<b>Proj. No.</b> 18-26	<b>Capital Project Title</b> Supply Management (Sooke Res) Modeli	<b>Capital Project Description</b> Assess impacts of regional precipitation patterns on regional water supply.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This item is to study the implications of shifts in regional precipitation patterns associated with climate change will be applied to the regional water supply.</i>		

Service: 2.670

Regional Water Supply

<b>Proj. No.</b> 18-27	<b>Capital Project Title</b> Paperless Data Management Project	<b>Capital Project Description</b> Develop paperless system for records management
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This item is for design and implementation of paperless laboratory for process improvement: reduction of paper work, increased efficiency, automating regulatory compliance, reducing cost and paper waste. The goal is to integrate with new EQIS system when it is live and using electronic records as official records.</i>		
<b>Proj. No.</b> 19-26	<b>Capital Project Title</b> Drinking Water Safety Plan for Sooke System	<b>Capital Project Description</b> Expand the existing DWSP to include Sooke
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>A drink water safety plan is required for the the Sooke system. Funds are required to expand the drinking water safety plan to include the Sooke system.</i>		
<b>Proj. No.</b> 19-29	<b>Capital Project Title</b> Leech River Water Quality Monitoring	<b>Capital Project Description</b> Monitor water quality from the Leech River prior to utilizing it.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>Prior to utilizing the Leech River as an additional drinking water source, water quality monitoring is required to determine if it is a suitable water source with the current treatment technology utilized. Funds are required to monitor and analyze the water quality from the Leech River.</i>		
<b>Proj. No.</b> 20-03	<b>Capital Project Title</b> Leech River Watershed - Implications for	<b>Capital Project Description</b> Develop program to evaluate water quality implications of adding Leech watershed to supply system.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This item is to develop and implement a research program to evaluate the implications of adding Leech Watershed water supply to existing Sooke Reservoir when future demand exceeds current supply</i>		
<b>Proj. No.</b> 20-04	<b>Capital Project Title</b> Sooke Lake HyDy Model Preparations	<b>Capital Project Description</b> Installation of additional monitoring devices to inform model development
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This item for installation of additional monitoring devices and equipment to inform the hydy model development.</i>		

Service: 2.670

Regional Water Supply

Proj. No. 20-31

Capital Project Title Lab Information Management System

Capital Project Description Procure and implement a Lab Information Management System to manage the data being recorded.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** To maintain the water quality lab certification and manage the data being recorded, funds are required to procure and implement a Lab Information Management System.

Proj. No. 21-06

Capital Project Title Sooke Lake HyDy Model Development

Capital Project Description Build a 3D hydrodynamic model of Sooke Lake Res.

Asset Class Engineered Structures

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** This item is construct a hydrodynamic model of the Sooke Lake Reservoir to inform water quality and possible future capital works.

Proj. No. 17-27

Capital Project Title Watershed Bridge and Culvert Replacement

Capital Project Description Replacement of small culverts and bridges throughout the GVWSA.

Asset Class Engineered Structures

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** This provides annual funding for the replacement of culverts and bridges that have reached end of life and/or are undersized given present knowledge of potential peak water flows and anticipated climate change effects. With the completion of peak flow modelling of all major structures in the Sooke and Goldstream WSAs in 2017, additional funds are required beginning in 2018 to upgrade identified structures to current standards. Costs of upgrades have increased significantly in the last 5 years.

Proj. No. 17-28

Capital Project Title Watershed Security Infrastructure Upgrade and Replacement

Capital Project Description New, upgrade and replacement of security infrastructure in the GVWSA.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** The outer boundary of the Leech, Sooke and Goldstream Water Supply Areas is approximately 119 kilometers in length. Main access roads are gated and there are 11 kilometers of existing security fencing. A constant effort is needed to maintain a Closed Watershed Policy. Through monitoring, high incident areas are identified, security plans are developed, and security infrastructure (fencing, gates and signage) is installed or upgraded where required. An uplift in provisional funding requirement is foreseen in 2017 to upgrade and maintain Weeks Lake area security after the CRD Board decision to close the area to unauthorized public access; and, for additional fencing and/or gates to maintain a secure GVWSA with the implementation of the Sooke Hills Wilderness Trail (Trans Canada Trail).

Service: 2.670

Regional Water Supply

Proj. No.	17-29	Capital Project Title	Water Supply Area Equipment Replacement	Capital Project Description	Hydrometeorological, fireweather, wildfire suppression and water quality equipment replacement.
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	This provides annual funding for the replacement or upgrading of equipment for wildfire suppression and spill response, fire weather stations, hydro-meteorological monitoring and water quality sampling and monitoring equipment. Given an expansion of the hydrology and meteorology network of stations and sensors, an additional \$50,000 per year is added in 2020 and going forward.				
Proj. No.	17-30	Capital Project Title	Major Transmission Main Repairs	Capital Project Description	Kapoor Tunnel inspection and emergency repairs to the transmission mains.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	Each year a visual inspection of this critical supply tunnel is carried out by CRD staff. This capital item allows for minor repairs that are discovered during these inspections. This also allows for annual funding for repair of emergency breaks on large diameter supply mains.				
Proj. No.	17-31	Capital Project Title	Transmission System Components Repl	Capital Project Description	Replacement and repair of transmission components.
Asset Class	Engineered Structures	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	This is an annual allowance for the capital costs for the replacement and repair of supply system components that fail under normal operation and maintenance during the year.				
Proj. No.	17-32	Capital Project Title	Revenue Meter Replacement	Capital Project Description	Replacement of minor equipment associated with revenue meter sites.
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Drinking Water
Project Rationale	This is an annual allowance for minor equipment replacement or repair related to the revenue water meters, vaults and electrical and electronic equipment.				

<b>Proj. No.</b> 17-33	<b>Capital Project Title</b> Disinfection Equipment Parts Replaceme	<b>Capital Project Description</b> Replacement of incidental equipment and parts associated with the disinfection system.
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>The annual work includes the replacement of the plastic gas feed piping that has become very brittle, installing air valves on the ammonia solution lines, installing and replacing shut off valves on the booster pumps supply piping, installing indicator stems on UV cooling water valves, relocating the UV cooling water feed pipes, improving the landscaping around the UV building to reduce dust and other minor upgrades.</i>		
<b>Proj. No.</b> 17-34	<b>Capital Project Title</b> Supply System Computer Model Update	<b>Capital Project Description</b> Annual update of the regional hydraulic model.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This item is to allow for staff and consultant time each year to keep the hydraulic computer model current.</i>		
<b>Proj. No.</b> 19-16	<b>Capital Project Title</b> Dam Improvements	<b>Capital Project Description</b> Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>Dam Satey Inspections are carried out throughout the year and result in minor improvements at each dam annually. These improvements are minor in nature and are typically not covered in the Dam Safety Review. Funds are required to carry out the dam safety improvements resulting from Dam Safety Inspections.</i>		
<b>Proj. No.</b> 19-22	<b>Capital Project Title</b> SCADA Repairs & Equipment Replaceme	<b>Capital Project Description</b> Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This item is to allow for unplanned SCADA repairs and equipment replacement not covered by the capital projects SCADA Replacement.</i>		

Service: 2.670

Regional Water Supply

<b>Proj. No.</b> 17-35	<b>Capital Project Title</b> Vehicle & Equipment Replacement (Fund	<b>Capital Project Description</b> This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system.
<b>Asset Class</b> Vehicles	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system. The Equipment Replacement Fund is used to fund the expenditure.		
<b>Proj. No.</b> 20-22	<b>Capital Project Title</b> Vehicle for the Dam Safety Program	<b>Capital Project Description</b> New pick up
<b>Asset Class</b> Vehicles	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> An additional pick up is required for the dam safety program.		
<b>Proj. No.</b> 20-23	<b>Capital Project Title</b> Vehicle for the CSE Support Program	<b>Capital Project Description</b> New Transit Van
<b>Asset Class</b> Vehicles	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> A new Transit van is required to support the Confined Space Entry Support program.		
<b>Proj. No.</b> 20-24	<b>Capital Project Title</b> Vehicle for the Asset Integration Program	<b>Capital Project Description</b> New pick up
<b>Asset Class</b> Vehicles	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> An additional pick up is required for the Asset Integration Program to aid in operational support of the RWSC.		
<b>Proj. No.</b> 20-25	<b>Capital Project Title</b> Compactor for Watershed Road Program	<b>Capital Project Description</b> New compactor attachment/trailer for road maintenance
<b>Asset Class</b> Vehicles	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> To maintain the gravel roads within the Sooke and Goldstream Watershed areas a new compactor attachment/trailer is required.		

Proj. No. 16-01

Capital Project Title Upgrades to Buildings at 479 Island Highway

Capital Project Description Maintenance and changes to buildings and office layouts.

Asset Class Buildings

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway:*

- Repairs, upgrades and changes to the buildings (provisional \$50,000)
- Painting of hte buildings. (provisional \$10,000 annually)
- Repair and replacement of carpets, floors and walls. (provisional \$10,000 annually)
- Repair, refurbishment and replacement of equipment and property. (provisional \$10,000 annually)

Proj. No. 17-01

Capital Project Title Voice Radio Upgrade

Capital Project Description Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *Service Life and projected replacement:*

- The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005.
- The present radio models used in the system have just been taken out of production by the manufacturer, there will be no new units available for purchase as of July 1, 2015.
- Support for repairs and maintenance of the present radio will continue for the next 3 years at least.

*There are no pressing issues with equipment maintenance or repairs, present repair rates suggest we can maintain the system for the next few years, and perhaps reach a 12-15 year lifespan on the present equipment.*

*Mobile Radios: There are 100 Mobile radios in the system at present, all will need to be replaced.*

*Portable Radios: There are 90 Portable radios in the system at present all will need to be replaced.*

Proj. No. 19-02

Capital Project Title Island Highway Cell Phone Coverage

Capital Project Description Increase cell phone coverage within 479 Island Highway, IWS offices.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *Cell phone coverage within 479 Island Highway, IWS Offices, is very poor. Funds are required to increase cell phone coverage.*



Service: 2.670/2.680

Regional Water Supply & JDF Water Distribution Combo

Proj. No. 19-04

Capital Project Title Legistar -Granicus Implementation

Capital Project Description Implement Legistar - Granicus software at IWS.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *The Legistar - Granicus software is a corporate standard for legislative agendas, approvals and publishing. Funds are required to implement this software at IWS.*

Proj. No. 20-01

Capital Project Title Portable Pump Station

Capital Project Description Portable pump station to provide backup when a pump station is offline, in construction or to bypass a section of pipe.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *The RWS and JdF operation numerous water mains and pump stations. There are situations, when a pump station fails, construction of a pump station or bypassing a section of pipe, where a portable pump station is required to maintain the level of service. Funds will be used in 2020 to design and procure a portable pump station.*

Proj. No. 16-04

Capital Project Title Implementation of a Fleet Management Solution (software)

Capital Project Description Development and implementation of a fleet management system.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *It is proposed that IT undertake an evaluation to determine if the present CRD ERP software meets the needs of Corporate Fleet Management. A fleet management needs document has been compiled and IT has been consulted on fleet requirements, the first indication is that the existing system are not able to meet the requirements in a cost effective manner. The next step is to provide funding for an in depth review by the CRD of the present systems' ability to provide a business solution for Fleet Management. This was a recommendation from the 2011 Fleet Management Working Group. Pending the outcome of the evaluation, provision has been made for the configuration changes of the SAP modules to meet the needs or the implementation of a fleet management software solution. Having an acceptable solution available will ensure that all aspects of fleet management is integrated to the existing systems, to do fleet planning and achieve regulatory compliance. At present not all data required for optimum fleet management is being captured and the systems that are in place are not linked together resulting in extensive staff hours to assemble reports, statistics and forecasts. i.e. provincial GHG reporting, vehicle replacement cycles, driver records etc.*

<b>Proj. No.</b> 17-02	<b>Capital Project Title</b> SCADA Hardware Upgrading and Replacement	<b>Capital Project Description</b> Upgrade and replacement of SCADA equipment as required.
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>The SCADA system needs continuous upgrading and repairs to keep it at present day standards. If the system is allowed to age, replacement components are more difficult to obtain, as well the utilization of the system becomes limited. Electronic components fail due to a variety of reasons and it is difficult to project their life expectancy. Provision includes budget for the replacement of radios that fail before the planned future upgrade of the radio system and an allowance for a study to evaluate the use of the Motorola versus the SCADA pack data handling devices. The outcome of this study will have an impact on the future radio replacements.</i>		
<b>Proj. No.</b> 17-03	<b>Capital Project Title</b> Office Equipment, Upgrades and Replacements	<b>Capital Project Description</b> Upgrade and replacement of office equipment as required.
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>Funds will be used for the replacement and upgrading of office equipment and furniture, as required.</i>		
<b>Proj. No.</b> 17-04	<b>Capital Project Title</b> Computer Upgrades	<b>Capital Project Description</b> Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This is an annual upgrading and replacement program of computers, photocopiers, network, monitoring and associated equipment, as required. This item has been increased from \$160,000 to \$175,000 annually to reflect actual costs.</i>  <i>Capital Budget</i> <i>Network Switch Maintenance \$10,000</i> <i>Additional Wireless Access Points and Maintenance \$15,000</i> <i>Photocopier Replacement \$20,000</i> <i>Additional Data Storage \$15,000</i> <i>Replacement Computers \$75,000</i> <i>Equipment Maintenance (contingency) \$23,000</i> <i>Replace Access Control System - Gates/ Video Cameras \$12,000</i> <i>Total Capital \$170,000</i>		

Service: 2.670/2.680

Regional Water Supply & JDF Water Distribution Combo

<b>Proj. No.</b> 17-05	<b>Capital Project Title</b> Development of the Maintenance Management Systems	<b>Capital Project Description</b> Develop maintenance management system.
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b>	The maintenance management system needs further development to meet user needs and to facilitate reporting. It is proposed that funds be approved for the following IT related projects:- <ul style="list-style-type: none"><li>• Develop a dashboard to display information.</li><li>• Investigate standardization of SAP mobile platform.</li></ul>	
<b>Proj. No.</b> 17-06	<b>Capital Project Title</b> Small Equipment & Tool Replacement (Water Operations)	<b>Capital Project Description</b> Replacement of tools and small equipment for Water Operations as required.
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b>	Funds will be used for replacement of a variety of Operations and Welding equipment such as cutting saws, portable generators, gas detectors, Hilti drills, plasma cutter, wire welder, etc.	
<b>Proj. No.</b> 17-07	<b>Capital Project Title</b> Small Equipment & Tool Replacement (Corporate Fleet)	<b>Capital Project Description</b> Replacement of tools and small equipment for Fleet as required.
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b>	Funds will be used for replacement of a variety of Fleet small equipment and tools as required. This includes provision to replace the Vehicle OBD reader for reading engine codes and the shop air compressor.	

**2.670 Regional Water Supply  
Asset/ Reserve Schedule  
2020 - 2024 Financial Plan**

**Asset Profile**

**Regional Water Supply**

System assets include the lands, dams and source water reservoirs within the water supply areas, intake and source conduits, two water treatment plants, pressure regulating facilities, nine supply mains, three balancing reservoirs and revenue water meters in the water transmission system.

**Equipment Replacement Reserve Schedule**

**Reserve Fund: 2.670 Regional Water Supply Equipment Replacement Reserve (covered by CRD-ERF Bylaw)**

**Fund: 1022 Fund Center: 101454**

	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	2,520,718	2,510,919	2,112,720	2,100,064	2,248,692	2,433,799	2,710,783
<b>Equipment purchases (Based on Capital Plan)</b>	(438,602)	(850,000)	(367,000)	(185,000)	(150,000)	(50,000)	(250,000)
<b>Transfer from Operating Budget</b>	268,920	274,301	299,294	305,878	312,607	319,484	326,513
<b>Proceeds on disposals</b>	109,210	127,500	55,050	27,750	22,500	7,500	37,500
<b>Interest Income*</b>	50,673	50,000					
<b>Ending Balance \$</b>	<b>2,510,919</b>	<b>2,112,720</b>	<b>2,100,064</b>	<b>2,248,692</b>	<b>2,433,799</b>	<b>2,710,783</b>	<b>2,824,796</b>

General Comments:

Reserve Fund is used for the purpose of replacing fleet vehicles including heavy equipment and associated mobile components, as outlined in the capital plan. Proceeds from disposals are estimated at 15% of replacement equipment purchases. Note not all vehicles are sold within the year in which they are replaced.

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

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **JDF Water Distribution**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**DEFINITION:**

To finance the administration, development, maintenance, and operational expenses, of the Juan de Fuca Water Distribution local service in the Western Communities of the Capital Regional District, as per the Water Distribution Local Service Area Establishment Bylaw No. 2538.

The establishment and operation of a Juan de Fuca water Distribution Commission is done by Bylaw No. 2540.

**SERVICE DESCRIPTION:**

Juan de Fuca Water Distribution Service provides retail water distribution system to participants within the Western Communities. The service administration and operation is provided by the Integrated Water Services Department.

**PARTICIPATION:**

City of Colwood	District of Metchosin
City of Langford	District of Sooke
Town of View Royal	District of Highlands
Juan de Fuca Electoral Area	

**MAXIMUM LEVY:**

The maximum amount that may be requisitioned is NIL.

**MAXIMUM CAPITAL DEBT:**

Authorized:	\$19,000,000	Pre - (Consolidated MFA Loan Authorizations - Juan de Fuca Water Distribution Facilities)
Borrowed:	\$17,500,000	Pre - (Consolidated amounts borrowed - Juan de Fuca Water Distribution Facilities)
Expired:	\$1,500,000	
Authorized:	\$14,800,000	2015 - (MFA Bylaw No. 3981 Juan de Fuca Water Distribution Facilities)
Borrowed:	\$5,000,000	
Remaining:	\$9,800,000	
Authorized:	\$10,000,000	DCC - (MFA Bylaw No. 3164 Juan de Fuca Water Distribution Facilities Development-DCC)
Borrowed:	\$3,500,000	DCC - (MFA Bylaw No. 3164 Juan de Fuca Water Distribution Facilities Development-DCC)
Expired:	\$6,500,000	

**FUNDING:**

Costs are recovered from Water Sales, and transfer from DCC reserves to service DCC debt.

### Rate Base for 2020 Revenue Year

	<u>2018 Applic</u>	<u>2019 Applic</u>	<u>End of 2019 for '20 Applic.</u>	<u>Change</u>	
<b>Retail System</b>					
Physical Plant	\$ 151,568,400	\$ 160,579,824	\$ 166,168,703	\$ 5,588,879	Note 1
Construction Work In Progress	6,715,207	1,593,750	1,019,107	(574,644)	Note 1
Cash Working Capital	709,617	741,992	826,902	84,911	
Inventory	<u>525,000</u>	<u>525,000</u>	<u>525,000</u>	<u>-</u>	
Total Retail Rate Base	\$ 159,518,224	\$ 163,440,566	<b>\$ 168,539,712</b>	\$ 5,099,146	

Note 1: Refer to the Schedule of Change in Physical Plant & Work in Progress for details.

## Schedule of Change in Physical Plant & Work In Progress

### Retail

<b>Projected Asset Additions</b>	<u>Projected Assets Capitalized</u>
Pipes	\$ 8,791,345
Meters	410,000
Reservoir Demolition	350,000
Pump Stations	195,024
Scada	150,000
Small Diameter Program Update	150,000
Bulk Water Station	140,000
Building improvements	121,284
Disaster Response Studies	100,000
Update procedures & Eng Specifications	100,000
Computer upgrades	85,000
Hydrants	70,000
Studies (Hydraulic model)	60,000
Building Modification	60,000
Reservoir rehabilitation and upgrades	53,326
Other Projects ( minor projects under \$50k)	210,000
Total projected assets capitalized	<u>\$ 11,045,979</u>
Less: current years depreciation	\$ (4,479,038)
Less: change in prior year forecast addition estimates, & disposals.	(978,062)
Change in Physical Plant	<u><u>\$ 5,588,879</u></u>

### Projected Construction Work In Progress (CWIP)

Reservoir rehabilitation and upgrades	\$ 443,043
Pump Stations	223,346
Generator for Pump Station	75,000
Other Projects ( minor projects under \$50k)	277,718
Projected CWIP	<u>\$ 1,019,107</u>
Less Prior years projected CWIP	(1,593,750)
Change in CWIP	<u><u>\$ (574,644)</u></u>



## Revenue Requirements for 2020 Year

	2018 Application	2019 Application	2020 Application	Change	
<b>Retail</b>					
Operations & maintenance	\$ 5,755,783	\$ 6,018,379	\$ 6,707,098	\$ 688,719	
Depreciation	4,336,976	4,269,223	4,532,773	263,550	
Return on rate base	<u>1,890,600</u>	<u>2,473,800</u>	<u>2,682,900</u>	<u>209,100</u>	Note 1
Subtotal of above	\$ 11,983,359	\$ 12,761,402	\$ 13,922,771	\$ 1,161,369	
Non-rate revenue	(174,500)	(174,500)	(174,500)	-	
DCC Repayment	<u>(251,136)</u>	<u>(239,785)</u>	<u>(228,160)</u>	<u>11,625</u>	
Total retail	\$ 11,557,723	\$ 12,347,117	\$ 13,520,111	\$ 1,172,994	

Note 1: Return on rate base is calculated with reference to the long term Canada bond rate & the average debt rate.

Change in Budget 2019 to 2020 Service: 2.680 Juan de Fuca Water Distribution	Total Expenditure	Comments
<b>2019 Budget</b>	<b>18,592,435</b>	
<b>Change in Labour:</b>		
Labour charges	196,700	Labour charges (Salaries and overhead)
Additional ongoing labour charges:	90,000	10a-2 Water Infrastructure Resilience
	76,000	10a-5 Water Billing
	13,800	7a-1 Regional Coordination of Emergency Services
Total Change in Labour	<u>376,500</u>	
<b>Other Changes:</b>		
Bulk Water Purchases	375,020	
Transfers to Capital Funds	376,662	
Principal & Interest Payments	96,505	
Corporate Allocations	77,574	
Contract for Services	150,000	10a-2 Water Infrastructure Resilience
Other	84,645	Minor budget changes
Total Other Changes	<u>1,160,406</u>	
<b>2020 Budget</b>	<b><u>20,129,341</u></b>	

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### Overall 2019 Budget Performance

(expected variance to budget and surplus treatment)

*There is a one time favourable revenue variance of \$740,000 (4.0%) due to higher than budgeted water sales. This additional revenue will be used to offset bulk water purchase overages. The net surplus of \$454,000 will be transferred to the services' Water Capital Fund.*

## 2020 Demand Estimate

### Retail Demand

Years	Actual Demand cu.metre	Budgeted Demand cu.metre
2014	8,164,289	7,840,000
2015	8,204,674	7,710,000
2016	8,622,990	7,710,000
2017	8,595,300	8,000,000
2018	8,853,800	8,200,000
2019	8,900,000*	8,600,000

### 2020 Demand Estimate

**8,900,000**

\* Projected consumption for 2019

### Summary of Retail Water Rates

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Change</u>
<b>Retail (direct) water rate</b>						
Unit cost per cu.m.	\$1.9129	\$1.9129	\$2.0739	\$2.1132	\$2.2159	\$0.1027

### Retail Water Rate Increase Impact on Residential Water Bill

Average consumption per 2 month billing cycle: \*      39.0      cubic meters (annual = 234.0 cu.m)

<u>Charge for Two Months Consumption</u>	<u>Year</u>	<u>Bi monthly Charge</u>	<u>Annual Charge</u>	<u>2019 Annual Change \$</u>
Average Consumption	2019	\$ 82.41	\$ 494.49	
	2020	\$ 86.42	\$ 518.52	\$ 24.03
Half Average Consumption	2019	\$ 41.21	\$ 247.24	
	2020	\$ 43.21	\$ 259.26	\$ 12.02
Twice Average Consumption	2019	\$ 164.83	\$ 988.98	
	2020	\$ 172.84	\$ 1,037.04	\$ 48.06

Schedule A  
Asset Useful Life Assignments - PSAB

<u>Classes:</u>	<u>Code</u>	<u>Asset Categories</u>	<u>Useful Life, Years</u>	
Land	LAND	Land & Rights of Way * (Note 1)	N/A	
Building	BLDG	Building, Permanent	50	
	BLOT	Building, Temporary/ Portable	20	
	BLFX	Building fixture ( <i>sprinklers</i> )	20	
Equipment	BOAT	Boats & Marine Equipment	10	
	COMP	Computer Equipment ( <i>includes software</i> )	5	
	ELEC	Electronic Equipment( <i>hydromet, weather stn eqpt</i> )	5	
	FIRE	Fire & Safety Equipment	10	
	GENT	Generator	20	
	HYDR	Hydrants and Standpipes	20	
	HYDY	Hydrology	10	
	MTRS	Meters	20	
	OFFE	Office Equipment	5	
	OFFF	Office Furniture	10	
	SCDA	SCADA Equipment	10	
	SCRN	Intake Screens/Membranes ( <i>stop logs</i> )	20	
	SHOP	Shop Equipment	10	
	TELE	Telecommunication Eqpt ( <i>radios, phone systems</i> )	10	
	WEQP	Water Works Eqpt( <i>W. Quality lab, Wshed eqpt</i> )	10	
	NEW GRP	Weather stn & communication tower	15	
Vehicle	VEHC	Vehicles	8	
Engineering	BRDG	Bridge	50	
	CANL	Canal	50	
Structure	DAMS	Dam Structures	100	
	PIPE	Pipelines, includes Vaults, Kiosks, Valve chambers	75	
	PIPF	Pipelines, fittings	20	
	PLPV	Parking lot paved	40	
	PSEQ	Pump Station Equipment	20	
	PSHS	Pump Station Housing	50	
	PRVS	Valves, Flushes & PRV's	20	
	RDGR	Roads gravel	20	
	RDPV	Roads paved	40	
	RESS	Reservoirs (steel & concrete)	50	
	REST	Reservoirs (tower/tank)	35	
	TANK	Storage tank	40	
	TELP	Telephone and Power Lines	50	
	TUNN	Tunnel, Culvert and Diversions	50	
	WATP	Water Treatment Plant	25	
	WELL	Wet well/ Well	50	
	Other Assets	CSTU	Capital Management Studies	5
		FENC	Fences	15
		LIMP	Land & Yard Improvements	20

Note 1: Land is not depreciated so a useful life assignment is not applicable.

**CAPITAL REGIONAL DISTRICT**

Program Group: CRD-JDF Water Distribution

**SUMMARY OF PROGRAMS**

**OPERATING COSTS**

	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	TOTAL (COL 4, 5 & 6)	2021	2022	2023	2024
1	2	3	4	5	6	7	8	9	10	11
ALLOCATION - OPERATIONS	3,987,025	4,084,185	4,184,586	103,800	-	4,288,386	4,373,606	4,459,253	4,549,546	4,638,933
OPERATING - OTHER COSTS	920,139	907,043	971,817	6,000	-	977,817	994,244	1,008,076	1,021,538	1,035,661
SALARIES AND WAGES	426,730	434,500	450,557	76,000	-	526,557	537,074	539,457	551,090	562,973
CONTRACT FOR SERVICES	383,282	385,040	390,916	150,000	-	540,916	562,358	574,252	586,248	598,595
ALLOCATION - CORPORATE OVERHEAD	301,203	301,203	373,423	-	-	373,423	441,925	513,018	523,300	533,787

<b>TOTAL OPERATING EXPENDITURES</b>	<b>6,018,379</b>	<b>6,111,971</b>	<b>6,371,298</b>	<b>335,800</b>	<b>-</b>	<b>6,707,098</b>	<b>6,909,207</b>	<b>7,094,057</b>	<b>7,231,722</b>	<b>7,369,949</b>
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Percentage increase over prior year's board budget			5.86%			11.44%	3.01%	2.68%	1.94%	1.91%
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BULK WATER PURCHASE	5,826,500	6,029,750	6,201,520	-	-	6,201,520	6,449,400	6,735,820	6,987,400	7,266,090
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<b>BULK WATER EXPENDITURES</b>	<b>5,826,500</b>	<b>6,029,750</b>	<b>6,201,520</b>	<b>-</b>	<b>-</b>	<b>6,201,520</b>	<b>6,449,400</b>	<b>6,735,820</b>	<b>6,987,400</b>	<b>7,266,090</b>
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**CAPITAL EXPENDITURES & TRANSFERS**

TRANSFER TO WATER CAPITAL FUND	4,831,427	5,285,130	5,200,860	-	-	5,200,860	5,500,000	6,000,000	6,500,000	7,000,000
TRANSFER TO DEBT RESERVE FUND	11,650	11,650	56,050	-	-	56,050	70,050	36,050	19,050	5,050
TRANSFER TO EQUIPMENT REPLACEMENT FUND	251,116	251,116	213,945	-	-	213,945	218,652	223,462	228,378	233,402

<b>TOTAL CAPITAL EXPENDITURES &amp; TRANSFERS</b>	<b>5,094,193</b>	<b>5,547,896</b>	<b>5,470,855</b>	<b>-</b>	<b>-</b>	<b>5,470,855</b>	<b>5,788,702</b>	<b>6,259,512</b>	<b>6,747,428</b>	<b>7,238,452</b>
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**DEBT SERVICING**

DEBT - INTEREST & PRINCIPAL	1,653,363	1,642,278	1,749,868	-	-	1,749,868	2,066,615	2,524,920	2,729,836	2,821,443
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<b>TOTAL DEBT EXPENDITURES</b>	<b>1,653,363</b>	<b>1,642,278</b>	<b>1,749,868</b>	<b>-</b>	<b>-</b>	<b>1,749,868</b>	<b>2,066,615</b>	<b>2,524,920</b>	<b>2,729,836</b>	<b>2,821,443</b>
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<b>TOTAL EXPENDITURES</b>	<b>18,592,435</b>	<b>19,331,895</b>	<b>19,793,541</b>	<b>335,800</b>	<b>-</b>	<b>20,129,341</b>	<b>21,213,924</b>	<b>22,614,309</b>	<b>23,696,387</b>	<b>24,695,934</b>
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**SOURCES OF FUNDING**

REVENUE - SALES	(18,173,520)	(18,807,480)	(19,385,831)	(335,800)	-	(19,721,631)	(20,964,433)	(22,404,163)	(23,516,837)	(24,516,384)
REVENUE - OTHER	(179,130)	(284,630)	(179,550)	-	-	(179,550)	(179,550)	(179,550)	(179,550)	(179,550)
<b>TOTAL SOURCE OF FUNDING FROM OPERATIONS</b>	<b>(18,352,650)</b>	<b>(19,092,110)</b>	<b>(19,565,381)</b>	<b>(335,800)</b>	<b>-</b>	<b>(19,901,181)</b>	<b>(21,143,983)</b>	<b>(22,583,713)</b>	<b>(23,696,387)</b>	<b>(24,695,934)</b>

**SOURCES OF OTHER FUNDING**

TRANSFER FROM DCC RESERVES TO FUND DCC DEBT	(239,785)	(239,785)	(228,160)	-	-	(228,160)	(69,941)	(30,596)	-	-
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TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR	-	-	-	-	-	-	-	-	-	-

<b>TOTAL SOURCES OF ALL FUNDING</b>	<b>(18,592,435)</b>	<b>(19,331,895)</b>	<b>(19,793,541)</b>	<b>(335,800)</b>	<b>-</b>	<b>(20,129,341)</b>	<b>(21,213,924)</b>	<b>(22,614,309)</b>	<b>(23,696,387)</b>	<b>(24,695,934)</b>
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Percentage increase over prior year's board budget			6.46%			8.27%	5.39%	6.60%	4.78%	4.22%
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CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	2.680	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
	JDF Water Distribution							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$135,000	\$135,000	\$300,000	\$50,000	\$0	\$0	\$485,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$970,000	\$17,975,000	\$12,785,000	\$11,295,000	\$6,910,000	\$5,965,000	\$54,930,000
Vehicles	V	\$0	\$625,000	\$70,000	\$210,000	\$474,000	\$0	\$1,379,000
		<b>\$1,105,000</b>	<b>\$18,735,000</b>	<b>\$13,155,000</b>	<b>\$11,555,000</b>	<b>\$7,384,000</b>	<b>\$5,965,000</b>	<b>\$56,794,000</b>

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$1,105,000	\$8,690,000	\$4,465,000	\$5,215,000	\$5,490,000	\$5,790,000	\$29,650,000
Debenture Debt ( New Debt Only)	Debt	\$0	\$5,100,000	\$6,500,000	\$3,100,000	\$1,400,000	\$0	\$16,100,000
Equipment Replacement Fund	ERF	\$0	\$425,000	\$70,000	\$210,000	\$474,000	\$0	\$1,179,000
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	\$4,520,000	\$2,120,000	\$3,030,000	\$20,000	\$175,000	\$9,865,000
Short Term Loans	STLoan	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$1,105,000</b>	<b>\$18,735,000</b>	<b>\$13,155,000</b>	<b>\$11,555,000</b>	<b>\$7,384,000</b>	<b>\$5,965,000</b>	<b>\$56,794,000</b>

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	2.670/2.680							
	Regional Water Supply & JDF	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
	Water Distribution Combo							

EXPENDITURE

Buildings	B	\$70,000	\$190,000	\$80,000	\$80,000	\$80,000	\$80,000	\$510,000
Equipment	E	\$450,000	\$1,315,000	\$655,000	\$365,000	\$365,000	\$365,000	\$3,065,000
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
		<b>\$520,000</b>	<b>\$1,505,000</b>	<b>\$735,000</b>	<b>\$445,000</b>	<b>\$445,000</b>	<b>\$445,000</b>	<b>\$3,575,000</b>

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$520,000	\$1,505,000	\$735,000	\$445,000	\$445,000	\$445,000	\$3,575,000
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	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$520,000</b>	<b>\$1,505,000</b>	<b>\$735,000</b>	<b>\$445,000</b>	<b>\$445,000</b>	<b>\$445,000</b>	<b>\$3,575,000</b>



**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**Service #:** 2.680

**Service Name:** JDF Water Distribution

**CAPITAL BUDGET FORM**  
2020 & Forecast 2021 to 2024

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
<b>INFRASTRUCTURE ENGINEERING AND OPERATIONS</b>													
<b>Planning</b>													
16-01	Renewal	Reservoir Assessment	Conduct a condition assessment, water quality analysis of existing reservoirs.	\$200,000	S	WU	\$170,000	\$170,000	\$0	\$0	\$0	\$0	\$170,000
16-03	Renewal	Strategic Asset Management Plan	Combine past studies to plan out future capital expenditures.	\$150,000	S	WU	\$120,000	\$120,000	\$0	\$0	\$0	\$0	\$120,000
													\$0
<b>Capital</b>													
													\$0
12-01	Renewal	Fire Flow Upgrade Program Phase 2 - Volume/Flow Upgrade Program Review	Assess and update the fire flow upgrade program to inform future capital works.	\$150,000	S	WU	\$120,000	\$120,000	\$0	\$0	\$0	\$0	\$120,000
16-05	Renewal	Comprehensive Pump Station Upgrades (10 year Program)	Continue pump station condition assessments, plan and carry out upgrades.	\$5,000,000	S	WU	\$150,000	\$1,150,000	\$1,000,000	\$1,000,000	\$1,000,000	\$0	\$4,150,000
17-04	Replacement	SCADA Equipment Replacement Program	Replacement of SCADA equipment as outlined in Startec's 2015 SCADA Master Plan report.	\$485,000	E	WU	\$135,000	\$135,000	\$300,000	\$50,000	\$0	\$0	\$485,000
18-02	Renewal	JDF Reservoir Upgrades	Reservoir improvements are required at Walfred, Peacock, and Helgesen Reservoirs. In 2018 a review of all three reservoirs will be conducted including implementing improvements to Walfred.	\$1,250,000	S	WU	\$210,000	\$450,000	\$500,000	\$0	\$0	\$0	\$950,000
18-03	Renewal	JDF Site Decommissioning Program	Decommissioning of facilities that are no longer in use based on preliminary work from Annual Provisional	\$1,050,000	S	WU	\$50,000	\$400,000	\$100,000	\$350,000	\$100,000	\$0	\$950,000
18-05	Replacement	Rocky Point Upgrades	Replacement of Rocky Point P.S., additional storage at Rocky Point Reservoir & water main upgrades.	\$2,500,000	S	WU	\$150,000	\$150,000	\$1,125,000	\$1,125,000	\$0	\$0	\$2,400,000
18-06	New	Disaster Response Plan for Water Supply and Distribution	Determine and supply response equipment for disaster response.	\$250,000	S	WU	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
19-06	Renewal	Corrosion Protection Program	Undertake a program to assess and prevent corrosion to existing steel pipe within the Juan du Fuca water system.	\$50,000	S	WU	\$0	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
19-09	New	Distribution System Seismic Resiliency Improvements	Determine and commence improvements to the distribution system to provide seismic resiliency.	\$1,700,000	S	WU	\$0	\$50,000	\$150,000	\$500,000	\$500,000	\$500,000	\$1,700,000
20-01	Replacement	Residential Service & Meter Replacement Program	Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report.	\$5,500,000	S	WU	\$0	\$800,000	\$800,000	\$1,300,000	\$1,300,000	\$1,300,000	\$5,500,000
<b>Sub-Total Page 1</b>				<b>\$18,285,000</b>			<b>\$1,105,000</b>	<b>\$3,605,000</b>	<b>\$4,030,000</b>	<b>\$4,380,000</b>	<b>\$2,955,000</b>	<b>\$1,855,000</b>	<b>\$16,825,000</b>

20-03	Replacement	AC Pipe Replacement Program	Replacement of aging asbestos cement pipe as highlighted in the 2019 update report	\$15,000,000	S	WU	\$0	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$15,000,000
20-04	Replacement	William Head & VGH Meter Replacement	Replacement of the meter and chambers at William Head & VGH with the possibility of resilient connections.	\$700,000	S	WU	\$0	\$100,000	\$600,000	\$0	\$0	\$0	\$700,000
20-05	New	Electrical Isolation Audit	Inspection audit of facilities to ensure that there is sufficient electrical separation and isolation for safety.	\$50,000	S	WU	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-06	Replacement	Sun River Reservoir Replacement	Replace the existing concrete tank with a steel tank for increase capacity and resilience.	\$900,000	S	WU	\$0	\$900,000	\$0	\$0	\$0	\$0	\$900,000
20-07	Replacement	Goldstream AC Replacement	Replacement of aging asbestos cement pipe within Goldstream Rd, from VMP to Spencer.	\$5,000,000	S	WU	\$0	\$5,000,000	\$0	\$0	\$0	\$0	\$5,000,000
21-01	Replacement	Sooke Rd - 2,200m of 600m Pipe - VMP to Jacklin	Replacement of aged, large diameter water main from Jacklin Rd to VMP	\$2,400,000	S	WU	\$0	\$0	\$2,400,000	\$0	\$0	\$0	\$2,400,000
<b>Sub-Total System Infrastructure Engineering and Operations</b>				<b>\$42,335,000</b>			<b>\$1,105,000</b>	<b>\$12,655,000</b>	<b>\$10,030,000</b>	<b>\$7,380,000</b>	<b>\$5,955,000</b>	<b>\$4,855,000</b>	<b>\$40,875,000</b>
<b>CUSTOMER AND TECHNICAL SERVICES</b>													
16-06	Replacement	Vehicle & equipment replacement (funding from replacement fund)	Vehicle and equipment replacement.	\$1,395,000	V	ERF	\$0	\$425,000	\$70,000	\$210,000	\$474,000	\$0	\$1,179,000
20-09	New	Vehicle for the Meter Replacement Program	A new Service Van to be used for the meter replacement program	\$200,000	V	WU	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
<b>Sub-Total Customer and Technical Services</b>				<b>\$1,595,000</b>			<b>\$0</b>	<b>\$625,000</b>	<b>\$70,000</b>	<b>\$210,000</b>	<b>\$474,000</b>	<b>\$0</b>	<b>\$1,379,000</b>
<b>ANNUAL PROVISIONAL ITEMS</b>													
17-07	New	Site Decommissioning - General	Planning for decommissioning of unused sites.	\$50,000	S	WU	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
17-09	Replacement	Emergency Major Main Replacement	Major main replacement under emergencies.	\$500,000	S	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
17-12	Replacement	Large Meters/Meter Vaults Components Replacement	Replacement or repairs to components in large meters/vaults as required.	\$500,000	S	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
17-13	New	Site Security Upgrades	Upgrading and replacement of security systems for sites as required.	\$200,000	S	WU	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000
17-15	Renewal	Distribution System Improvements	Unplanned distribution system improvements.	\$2,250,000	S	WU	\$0	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$2,250,000
17-16	New	Hydraulic Model Yearly Update	Annual hydraulic model update.	\$300,000	S	WU	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
20-08	Replacement	Hydrant & Flush Replacement, Upgrades and Additions	Upgrade, replacement or installation of flushes and fire hydrants.	\$875,000	S	WU	\$0	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$875,000
<b>Sub-Total for Annual Provisional Items</b>				<b>\$4,675,000</b>			<b>\$0</b>	<b>\$935,000</b>	<b>\$935,000</b>	<b>\$935,000</b>	<b>\$935,000</b>	<b>\$935,000</b>	<b>\$4,675,000</b>
<b>DEVELOPMENT COST CHARGE (DCC)</b>													
16-07	New	Update DCC Bylaw (Comprehensive Update in 2016)	Planned update of the DCC Bylaw.	\$255,000	S	Res	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$175,000	\$255,000
20-02	New	Bear Mountain Parkway Extension Supply Mains	Supply mains installed by the City of Langford.	\$2,000,000	S	Res	\$0	\$1,500,000	\$0	\$0	\$0	\$0	\$1,500,000
21-01	New	Sooke Henlyn Supply & Distribution Mains	Construction of water mains based upon development predictions from the Helgesen Pump Station westwards.	\$1,000,000	S	Res	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000
23-01	New	Tank 4 and McCallum Pump Station (2020-2021) and Pump Station 7 and remaining Supply Main to Skirt Mtn Reservoir (2022)	Upgrades to complete the South Skirt Water System	\$7,110,000	S	Res	\$0	\$3,000,000	\$1,100,000	\$3,010,000	\$0	\$0	\$7,110,000
<b>Sub-Total for Development Cost Charges (DCC)</b>				<b>\$10,365,000</b>			<b>\$0</b>	<b>\$4,520,000</b>	<b>\$2,120,000</b>	<b>\$3,030,000</b>	<b>\$20,000</b>	<b>\$175,000</b>	<b>\$9,865,000</b>
<b>GRAND TOTAL</b>				<b>\$58,970,000</b>			<b>\$1,105,000</b>	<b>\$18,735,000</b>	<b>\$13,155,000</b>	<b>\$11,555,000</b>	<b>\$7,384,000</b>	<b>\$5,965,000</b>	<b>\$56,794,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**Service #:** 2.670/2.680  
**Service Name:** Regional Water Supply & JDF Water Distribution Combo

**CAPITAL BUDGET FORM**  
 2020 & Forecast 2021 to 2024

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
<b>SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION</b>													\$0
16-01	Renewal	Upgrades to Buildings at 479 Island Highway	Maintenance and changes to buildings and office layouts.	\$510,000	B	WU	\$70,000	\$190,000	\$80,000	\$80,000	\$80,000	\$80,000	\$510,000
17-01	Renewal	Voice Radio Upgrade	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.	\$640,000	E	WU	\$270,000	\$270,000	\$290,000	\$0	\$0	\$0	\$560,000
19-02	New	Island Highway Cell Phone Coverage	Increase cell phone coverage within 479 Island Highway, IWS offices.	\$70,000	E	WU	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$70,000
19-04	New	Legistar - Granicus Implementation	Implement Legistar - Granicus software at IWS.	\$30,000	E	WU	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
20-01	New	Portable Pump Station	Portable pump station to provide backup when a pump station is offline, in construction or to bypass a section of pipe.	\$500,000	E	WU	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
<b>Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution</b>				\$1,750,000			\$430,000	\$1,050,000	\$370,000	\$80,000	\$80,000	\$80,000	\$1,660,000
<b>ANNUAL PROVISIONAL CAPITAL ITEMS</b>													
16-04	New	Implementation of a Fleet Management Solution (software)	Development and implementation of a fleet management system.	\$150,000	E	WU	\$90,000	\$90,000	\$0	\$0	\$0	\$0	\$90,000
17-02	Replacement	SCADA Hardware Upgrading and Replacement	Upgrade and replacement of SCADA equipment as required.	\$210,000	E	WU	\$0	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000
17-03	Replacement	Office Equipment, Upgrades and Replacements	Upgrade and replacement of office equipment as required.	\$270,000	E	WU	\$0	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000
17-04	Replacement	Computer Upgrades	Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.	\$1,190,000	E	WU	\$0	\$170,000	\$170,000	\$170,000	\$170,000	\$170,000	\$850,000
17-05	New	Development of the Maintenance Management Systems	Develop maintenance management system.	\$215,000	E	WU	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
17-06	Replacement	Small Equipment & Tool Replacement (Water Operations)	Replacement of tools and small equipment for Water Operations as required.	\$440,000	E	WU	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
17-07	Replacement	Small Equipment & Tool Replacement (Corporate Fleet)	Replacement of tools and small equipment for Fleet as required.	\$100,000	E	wu	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
<b>Sub-Total for Annual Provisional Capital Items</b>				\$ 2,575,000			\$ 90,000	\$ 455,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 365,000	\$1,915,000
<b>GRAND TOTAL</b>				<b>\$4,325,000</b>			<b>\$520,000</b>	<b>\$1,505,000</b>	<b>\$735,000</b>	<b>\$445,000</b>	<b>\$445,000</b>	<b>\$445,000</b>	<b>\$3,575,000</b>

Service: 2.680

JDF Water Distribution

<b>Proj. No.</b> 16-01	<b>Capital Project Title</b> Reservoir Assessment	<b>Capital Project Description</b> Conduct a condition assessment, water quality analysis of existing reservoirs.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** Similar to the assessments in progress or that have been completed for other JDF assets, it is proposed to conduct a review of the existing storage reservoirs/tanks. This will include a higher level structural assessment, condition of materials, functionality and water quality aspects. The results of this review will advise the proposed Strategic Asset Management Plan for 2019 in order to arrive at a comprehensive plan for system upgrades with potential improvements constructed in 2020.

<b>Proj. No.</b> 16-03	<b>Capital Project Title</b> Strategic Asset Management Plan	<b>Capital Project Description</b> Combine past studies to plan out future capital expenditures.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** Several studies have been completed and are in progress to assess the JDF assets and programs and the proposed Strategic Asset Management Plan will consolidate the findings of the previous studies in a comprehensive approach to identify and prioritizes future capital expenditures and programs.

<b>Proj. No.</b> 12-01	<b>Capital Project Title</b> Fire Flow Upgrade Program Phase 2 Volume/Flow Upgrade Program Review	<b>Capital Project Description</b> Assess and update the fire flow upgrade program to inform future capital works.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** In order to meet Fire Underwriters Survey recommendations for fire protection, it is necessary to provide certain volumes of water storage. It is proposed to assess fire storage volume requirements for different parts of the system and determine any required upgrades. It is proposed to complete the study aspects in 2019, followed by subsequent years of reservoir construction starting in 2020 as required. This will be combined with a review of the 5-year accelerated fire flow pipe upgrade program to produce a comprehensive fire upgrade program (flow, volume and pressure). The results of this review will advise the Strategic Asset Management Plan proposed for 2019 in order to arrive at a comprehensive plan for system upgrades.

<b>Proj. No.</b> 16-05	<b>Capital Project Title</b> Comprehensive Pump Station Upgrades (10 year Program)	<b>Capital Project Description</b> Continue pump station condition assessments, plan and carry out upgrades.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** A previous capital project was completed by Delcan Corp. in 2012 which assessed each existing pump station and identified building deficiencies. This study concluded that on average approximately \$1.0M per year for the next ten years is needed to upgrade existing pump stations. A review of system hydraulics, electrical/mechanical issues and backup power is due to be completed in 2019. Funds in 2020 are for completion of design of the Coppermine PS and upgrades to the Nicklaus PS to facilitate operation the Skirt Mountain Reservoir while McCallum and Pump Station 7 are being constructed.

**Service: 2.680**                      **JDF Water Distribution**

<b>Proj. No.</b> 17-04	<b>Capital Project Title</b> SCADA Equipment Replacement Program	<b>Capital Project Description</b> Replacement of SCADA equipment as outlined in Stantec's 2015 SCADA Master Plan report.
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** *A study of the existing SCADA equipment was completed by Stantec Consulting and they proposed short-term and long-term SCADA equipment replacements. It is proposed to replace the equipment based on priority and defined by deterioration and/or age.*

<b>Proj. No.</b> 18-02	<b>Capital Project Title</b> JDF Reservoir Upgrades	<b>Capital Project Description</b> Reservoir improvements are required at Walfred, Peacock, and Helgesen Reservoirs. In 2018 a review of all three reservoirs will be conducted including implementing improvements to Walfred.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** *Numerous deficiencies at the Walfred, Peacock and Helgesen reservoirs have been identified while operating the infrastructure. In 2019 planning and design of improvements at the Skirt, Peacock, Walfred and Helgesen reservoirs will be undertaken. Improvements like valve reconfiguration, site drainage and controls will be undertaken in 2021 at the Peacock, Helgesen and Skirt reservoirs*

<b>Proj. No.</b> 18-03	<b>Capital Project Title</b> JDF Site Decommissioning Program	<b>Capital Project Description</b> Decommissioning of facilities that are no longer in use based on preliminary work from Annual Provisional
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** *Numerous pump station and PRV facilities have been made redundant or have been decommissioned within the JdF system. Sites have been identified as part of the annual provisional project and funds are required to complete decommission of the sites and then demolish them. The Townsview tank and pump station will be carried out first.*

<b>Proj. No.</b> 18-05	<b>Capital Project Title</b> Rocky Point Upgrades	<b>Capital Project Description</b> Replacement of Rocky Point P.S., additional storage at Rocky Point Reservoir & watermain upgrades.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** *Proposed work includes the design and construction of upgrades to the existing Rocky Point Pump Station, storage tank and associated water main upgrades. This work will improve the level of service to both the existing Metchosin water users and the expected increase in flow associated with the Spirit Bay Development in Beecher Bay. During the design stage in 2019 it is proposed to come up with a fair an equitable cost sharing agreement between the Beecher Bay First Nation and the Juan de Fuca service area for the proposed upgrades. Update - detailed design has been postponed to assess servicing requirements.*

**Service: 2.680**                      **JDF Water Distribution**

<b>Proj. No.</b> 18-06	<b>Capital Project Title</b> Disaster Response Plan for Water Supply and Distribution	<b>Capital Project Description</b> Determine and supply response equipment for disaster response.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** *Proposed work includes developing a response plan to disasters to the Juan de Fuca water supply or distribution system. Funds are required to procure equipment and carry out works developed the in 2018 plan in conjunction with the Regional Water Supply disaster response Plan.*

<b>Proj. No.</b> 19-06	<b>Capital Project Title</b> Corrosion Protection Program	<b>Capital Project Description</b> Undertake a program to assess and prevent corrosion to existing steel pipe within the Juan du Fuca water system.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** *There are numerous steel pipes within the Juan du Fuca water distribution system. Some are located in corrosive conditions or connected to dissimilar metals. Funds are required to undertake a program to assess and prevent corrosion to existing pipes.*

<b>Proj. No.</b> 19-09	<b>Capital Project Title</b> Distribution System Seismic Resiliency Improvements	<b>Capital Project Description</b> Determine and commence improvements to the distribution system to provide seismic resiliency.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** *Determine and commence improvements to the distribution system to provide resiliency.*

<b>Proj. No.</b> 20-01	<b>Capital Project Title</b> Residential Meter Replacement Program	<b>Capital Project Description</b> Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** *A July 8, 2014 staff report analyzed the results of testing performed on existing residential meters and recommended a sustainable meter replacement program due to start in 2020 subject to available capital funding. A water audit was carried out in 2017 by KWL and it highlighted the need to replace 1,000 meters per year. Funding is required to determine priority areas of meter replacement and implement a replacement program.*

**Service: 2.680**                      **JDF Water Distribution**

<b>Proj. No.</b> 20-03	<b>Capital Project Title</b> AC Pipe Replacement Program	<b>Capital Project Description</b> replacement of aging asbestos cement pipe as highlighted in the 2019 update report
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** *This item is the 2020 to 2025 program for replacement of the water mains identified in the Water Main Upgrading and Replacement Program Update in 2020. All mains were assessed for such criteria as age, pipe material, record of leaks and hydraulic adequacy, and a long-term replacement program was developed. Planned works for 2020 include 400 m on Strathmore Road, 85 m on Hockley Ave, 900 m on Walfred Road, and 760 m on Kaltasin Road.*

<b>Proj. No.</b> 20-04	<b>Capital Project Title</b> William Head & VGH Meter Replacement	<b>Capital Project Description</b> replacement of the meter and chambers at William Head & VGH with the possibility of resilient connections
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** *Identified through Statement of Works, the William Head and Victoria General Hospital meters require replacement and redundancy to maintain service to the two facilities. In 2020 funds are required to complete design of the two new meters that will allow for construction of the meters while maintaining service. Construction is to occur in 2021.*

<b>Proj. No.</b> 20-05	<b>Capital Project Title</b> Electrical Isolation Audit	<b>Capital Project Description</b> inspection audit of facilities to ensure that there is sufficient electrical separation and isolation for safety
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** *Identified through Statement of Works, numerous aging facilities with electrical services may pose safety hazards due to inadequate electrical separation from mechanical equipment. Funds are required in 2019 to conduct an audit of facilities and propose improvements if required.*

<b>Proj. No.</b> 20-06	<b>Capital Project Title</b> Sun River Reservoir Rehabilitation	<b>Capital Project Description</b> Replace the existing concrete tank with a steel tank for increase capacity and resilience.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** *The Sun River reservoir is experiencing leakage through concrete form tie holes as a result of the original construction process. Funding is required to replace the existing concrete tank with a bolted steel tank.*

Service: 2.680

JDF Water Distribution

Proj. No. 20-07

Capital Project Title Goldstream AC Replacement

Capital Project Description Replacement of aging asbestos cement pipe within Goldstream Rd, from VMP to Spencer.

Asset Class Engineered Structures

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *The existing water main within Goldstream Rd, from VMP to Spencer Rd, is aging asbestos cement and identified as a risk for failure. Due to the numerous large connections to the RWS transmission main and complexity replacement of this water main cannot be carried out within the AC Replacement Program. Funds are required to design and construct replacement of the water main in 2020.*

Proj. No. 21-01

Capital Project Title Sooke Rd - 2,200m of 600m Pipe - VMP to Jacklin

Capital Project Description Replacement of aged, large diameter water main from Jacklin Rd to VMP

Asset Class Engineered Structures

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *According to a corrosion assessment, a 2.2 kilometre section of an existing steel pipe along Sooke Road and Allendale Road (between Wishart to Jacklin) was unprotected and in need of replacement. In 2014, the design of both phases of the water main was completed by a consultant and construction of the main from Wishart to VMP was completed by CRD resources. The balance of the construction, from VMP to Jacklin Rd along Sooke Rd, is to occur in 2021.*

Proj. No. 16-06

Capital Project Title Vehicle & equipment replacement (funding from replacement fund)

Capital Project Description Vehicle and equipment replacement.

Asset Class Vehicles

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *This is for the replacement of vehicles and equipment used by CRD Integrated Water Services for the day-to-day operation and maintenance of the Juan De Fuca distribution system. These replacements are funded from the Juan De Fuca Vehicle and Equipment Replacement Fund.*

Proj. No. 20-03

Capital Project Title Vehicle for the Meter Replacement Program

Capital Project Description A new Service Van to be used for the meter replacement program.

Asset Class Vehicles

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *An additional vehicle is required to maintain delivery of the increased scope Meter Replacement Program. Funds will be used for procurement of a service van in 2020.*



Service: 2.680

JDF Water Distribution

<b>Proj. No.</b> 17-07	<b>Capital Project Title</b> Site Decommissioning - General	<b>Capital Project Description</b> Planning for decommissioning of unused sites.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This is a provisional item to allow engineering and planning reviews of old facilities with a view to possible future site uses.</i>		
<b>Proj. No.</b> 17-09	<b>Capital Project Title</b> Emergency Major Main Replacement	<b>Capital Project Description</b> Major main replacement under emergencies.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This item is to fund the costs of responding to emergency major main breaks and conducting replacements.</i>		
<b>Proj. No.</b> 17-12	<b>Capital Project Title</b> Large Meters/Meter Vaults Replacement, Upgrades and Additions	<b>Capital Project Description</b> Replacement or repairs to large meters/vaults as required.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This is an annual provision for the replacement of obsolete and worn out large (greater than 2" diameter) meters, adding new meters and upgrading meter vaults.</i>		
<b>Proj. No.</b> 17-13	<b>Capital Project Title</b> Site Security Upgrades	<b>Capital Project Description</b> Upgrading and replacement of security systems for sites as required.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This is an annual allowance for upgrading and maintaining equipment, security and control systems at distribution facilities such as pump stations, PRV chambers and reservoirs. Items such as access hatches, fencing, etc., will be modified to provide a larger degree of security.</i>		
<b>Proj. No.</b> 17-15	<b>Capital Project Title</b> Distribution System Improvements	<b>Capital Project Description</b> Unplanned distribution system improvements.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>Historically, opportunities to complete work arise during the year which were not specifically identified and budgeted. This item typically relates to coordinating work programs (i.e. JDF water main replacements and municipal paving programs) with the municipalities or development and taking advantage of opportunities during the year that were not specifically identified.</i>		

<b>Service:</b> 2.680	<b>JDF Water Distribution</b>
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<b>Proj. No.</b> 17-16	<b>Capital Project Title</b> Hydraulic Model Yearly Update	<b>Capital Project Description</b> Annual hydraulic model update.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This item is required to input the pipes installed that year into the hydraulic computer model, followed by calibration and testing in order to keep the model up to date for design and planning purposes.</i>		

<b>Proj. No.</b> 20-08	<b>Capital Project Title</b> Hydrant & Flush Replacement, Upgrades and Additions	<b>Capital Project Description</b> Upgrade, replacement or installation of flushes and fire hydrants.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This is an annual provision for replacing old and outdated hydrants, flushes and associated works and access, as well as adding new hydrants to the system where requested by the municipalities or fire departments.</i>		

<b>Proj. No.</b> 16-07	<b>Capital Project Title</b> Update DCC Bylaw (Comprehensive Update in 2016)	<b>Capital Project Description</b> Planned update of the DCC Bylaw.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>This is a provisional item to cover questions that arise and referred to our consultants for advice. Every 5 years a comprehensive update is required and the previous DCC update was completed in 2017, with the next update scheduled for 2022 for \$175,000.</i>		

<b>Proj. No.</b> 20-02	<b>Capital Project Title</b> Bear Mountain Parkway Extension Supply Mains	<b>Capital Project Description</b> Supply mains installed by the City of Langford.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>The City of Langford has installed DCC eligible supply water mains as part of their 2017 Bear Mountain Parkway extension road project to avoid future pavement restoration and traffic disruption. It is proposed to pay back the eligible costs in 2020.</i>		

**Service: 2.680**                      **JDF Water Distribution**

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Sooke Henlyn Supply & Distribution Mains	<b>Capital Project Description</b> Construction of watermains based upon development predictions from the Helgesen Pump Station westwards.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** *Proposed work includes the continued installation of the supply and distribution water mains connected to the Helgesen pump station which was previously constructed in 2011 as part of the DCC program. The supply and distribution water mains will continue west as development proceeds towards the proposed Henlyn Tank.*

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Tank 4 and McCallum Pump Station (2020-2021) and Pump Station 7 and remaining Supply Main to Skirt Mtn Reservoir (2022)	<b>Capital Project Description</b> Upgrades to Complete the South Skirt Water System
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water

**Project Rationale** *Design and construct Tank 4, Pump Station 7, McCallum Pump Station and remaining supply main to the Skirt Mountain Reservoir based upon development and demand.*

Service: 2.670/2.680

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Proj. No. 16-01

Capital Project Title Upgrades to Buildings at 479 Island Highway

Capital Project Description Maintenance and changes to buildings and office layouts.

Asset Class Buildings

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway:

- Repairs, upgrades and changes to the buildings (provisional \$50,000)
- Painting of the buildings. (provisional \$10,000 annually)
- Repair and replacement of carpets, floors and walls. (provisional \$10,000 annually)
- Repair, refurbishment and replacement of equipment and property. (provisional \$10,000 annually)

Proj. No. 17-01

Capital Project Title Voice Radio Upgrade

Capital Project Description Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** Service Life and projected replacement:

- The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005.
- The present radio models used in the system have just been taken out of production by the manufacturer, there will be no new units available for purchase as of July 1, 2015.
- Support for repairs and maintenance of the present radio will continue for the next 3 years at least.

There are no pressing issues with equipment maintenance or repairs, present repair rates suggest we can maintain the system for the next few years, and perhaps reach a 12-15 year lifespan on the present equipment.

Mobile Radios: There are 100 Mobile radios in the system at present, all will need to be replaced.

Portable Radios: There are 90 Portable radios in the system at present all will need to be replaced.

Proj. No. 19-02

Capital Project Title Island Highway Cell Phone Coverage

Capital Project Description Increase cell phone coverage within 479 Island Highway, IWS offices.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** Cell phone coverage within 479 Island Highway, IWS Offices, is very poor. Funds are required to increase cell phone coverage.

**Service: 2.670/2.680**      **Regional Water Supply & JDF Water Distribution Combo**

**Proj. No.** 19-04      **Capital Project Title** Legistar -Granicus Implementation      **Capital Project Description** Implement Legistar - Granicus software at IWS.

**Asset Class** Equipment      **Board Priority Area** Other      **Corporate Priority Area** Drinking Water

**Project Rationale** *The Legistar - Granicus software is a corporate standard for legislative agendas, approvals and publishing. Funds are required to implement this software at IWS.*

**Proj. No.** 20-01      **Capital Project Title** Portable Pump Station      **Capital Project Description** Portable pump station to provide backup when a pump station is offline, in construction or to bypass a section of pipe.

**Asset Class** Equipment      **Board Priority Area** Other      **Corporate Priority Area** Drinking Water

**Project Rationale** *The RWS and JdF operation numerous water mains and pump stations. There are situations, when a pump station fails, construction of a pump station or bypassing a section of pipe, where a portable pump station is required to maintain the level of service. Funds will be used in 2020 to design and procure a portable pump station.*

**Proj. No.** 16-04      **Capital Project Title** Implementation of a Fleet Management Solution (software)      **Capital Project Description** Development and implementation of a fleet management system.

**Asset Class** Equipment      **Board Priority Area** Other      **Corporate Priority Area** Drinking Water

**Project Rationale** *It is proposed that IT undertake an evaluation to determine if the present CRD ERP software meets the needs of Corporate Fleet Management. A fleet management needs document has been compiled and IT has been consulted on fleet requirements, the first indication is that the existing system are not able to meet the requirements in a cost effective manner. The next step is to provide funding for an in depth review by the CRD of the present systems' ability to provide a business solution for Fleet Management. This was a recommendation from the 2011 Fleet Management Working Group. Pending the outcome of the evaluation, provision has been made for the configuration changes of the SAP modules to meet the needs or the implementation of a fleet management software solution. Having an acceptable solution available will ensure that all aspects of fleet management is integrated to the existing systems, to do fleet planning and achieve regulatory compliance. At present not all data required for optimum fleet management is being captured and the systems that are in place are not linked together resulting in extensive staff hours to assemble reports, statistics and forecasts. i.e. provincial GHG reporting, vehicle replacement cycles, driver records etc.*

Service: 2.670/2.680

Regional Water Supply & JDF Water Distribution Combo

Proj. No. 17-02

Capital Project Title SCADA Hardware Upgrading and Replacement

Capital Project Description Upgrade and replacement of SCADA equipment as required.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *The SCADA system needs continuous upgrading and repairs to keep it at present day standards. If the system is allowed to age, replacement components are more difficult to obtain, as well the utilization of the system becomes limited. Electronic components fail due to a variety of reasons and it is difficult to project their life expectancy. Provision includes budget for the replacement of radios that fail before the planned future upgrade of the radio system and an allowance for a study to evaluate the use of the Motorola versus the SCADA pack data handling devices. The outcome of this study will have an impact on the future radio replacements.*

Proj. No. 17-03

Capital Project Title Office Equipment, Upgrades and Replacements

Capital Project Description Upgrade and replacement of office equipment as required.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *Funds will be used for the replacement and upgrading of office equipment and furniture, as required.*

Proj. No. 17-04

Capital Project Title Computer Upgrades

Capital Project Description Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *This is an annual upgrading and replacement program of computers, photocopiers, network, monitoring and associated equipment, as required. This item has been increased from \$160,000 to \$175,000 annually to reflect actual costs.*

*Capital Budget  
Network Switch Maintenance \$10,000  
Additional Wireless Access Points and Maintenance \$15,000  
Photocopier Replacement \$20,000  
Additional Data Storage \$15,000  
Replacement Computers \$75,000  
Equipment Maintenance (contingency) \$23,000  
Replace Access Control System - Gates/ Video Cameras \$12,000  
Total Capital \$170,000*

Service: 2.670/2.680

Regional Water Supply & JDF Water Distribution Combo

Proj. No. 17-05

Capital Project Title Development of the Maintenance Management Systems

Capital Project Description Develop maintenance management system.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *The maintenance management system needs further development to meet user needs and to facilitate reporting. It is proposed that funds be approved for the following IT related projects:-*

- *Develop a dashboard to display information.*
- *Investigate standardization of SAP mobile platform.*

Proj. No. 17-06

Capital Project Title Small Equipment & Tool Replacement (Water Operations)

Capital Project Description Replacement of tools and small equipment for Water Operations as required.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *Funds will be used for replacement of a variety of Operations and Welding equipment such as cutting saws, portable generators, gas detectors, Hilti drills, plasma cutter, wire welder, etc.*

Proj. No. 17-07

Capital Project Title Small Equipment & Tool Replacement (Corporate Fleet)

Capital Project Description Replacement of tools and small equipment for Fleet as required.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** *Funds will be used for replacement of a variety of Fleet small equipment and tools as required. This includes provision to replace the Vehicle OBD reader for reading engine codes and the shop air compressor.*

2.680 Juan de Fuca Water Distribution  
 Summary Schedule  
 2020 - 2024 Financial Plan

**Asset Profile**

**Juan de Fuca Water Distribution**

Juan de Fuca assets include lands, office buildings, pump stations, pipe lines, meters, equipment, vehicles and other infrastructure.

**Reserve/Fund Summary**

	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
DCC Reserve Account	7,376,711	5,156,926	2,608,766	2,618,825	1,758,229	3,938,229	5,963,229
Equipment Replacement Fund	530,455	420,321	273,016	432,168	477,130	302,608	536,010
<b>Total</b>	<b>7,984,769</b>	<b>5,654,852</b>	<b>2,959,389</b>	<b>3,128,602</b>	<b>2,312,970</b>	<b>4,318,450</b>	<b>6,576,854</b>



2.680 Juan de Fuca Water Distribution  
 Development Cost Charges  
 2020 - 2024 Financial Plan

Development Cost Charges Reserve Schedule

Reserve Fund: Development Cost Charges for Juan de Fuca Water Distribution (Bylaw # 2758)

Fund: 1055 Fund Center: 101532

	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	5,618,263	7,376,711	5,156,926	2,608,766	2,618,825	1,758,229	3,938,229
Transfer to Cap Fund to fund DCC projects	(2,669,315)	(1,170,000)	(4,520,000)	(2,120,000)	(3,030,000)	(20,000)	(175,000)
Payment of P&I on LA 3164	(239,785)	(239,785)	(228,160)	(69,941)	(30,596)	-	-
Payment of DCC liability	(355,824)	(3,150,000)					
DCC's received From Member Municipalities	4,879,070	2,200,000	2,200,000	2,200,000	2,200,000	2,200,000	2,200,000
Interest Income*	144,301	140,000					
<b>Ending Balance \$</b>	<b>7,376,711</b>	<b>5,156,926</b>	<b>2,608,766</b>	<b>2,618,825</b>	<b>1,758,229</b>	<b>3,938,229</b>	<b>5,963,229</b>

General Comments:

Development Cost Charges Reserve Funds for Juan de Fuca Water Distribution was adopted in year 2000 for the purpose of providing funds for the capital costs of water facilities in the service areas.

These Reserve funds are received from Member Municipalities as Development Cost Charges (DCC's) to provide for the capital costs attributable to water sytem capacity improvements projects specified in the DCC capital expenditure program. Municipalities collect these DCC charges through building permits that are issued to developers for subdivision development.

Future years DCC's received from member municipalities are difficult to predict, due to unknown development activity in the Municipalities, influenced by market conditions. Estimates based on recent annual collections of DCCs, and the cyclical nature of property development.

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

2.680 Juan de Fuca Water Distribution  
 Equipment Replacement Reserve  
 2020 - 2024 Financial Plan

**Equipment Replacement Reserve Schedule**

Reserve Fund: Juan de Fuca Distribution Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

Fund: 1022 Fund Center: 101630

	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	994,702	530,455	420,321	273,016	432,168	477,130	302,608
Equipment purchases (Based on Capital Plan)	(761,869)	(425,000)	(425,000)	(70,000)	(210,000)	(474,000)	-
Transfer from Operating Budget	246,192	251,116	213,945	218,652	223,462	228,378	233,402
Proceeds on disposals	36,635	63,750	63,750	10,500	31,500	71,100	-
Interest Income*	14,795						
<b>Ending Balance \$</b>	<b>530,455</b>	<b>420,321</b>	<b>273,016</b>	<b>432,168</b>	<b>477,130</b>	<b>302,608</b>	<b>536,010</b>

General Comments:

Reserve Fund is used for the purpose of replacing fleet vehicles including heavy equipment and associated mobile components, as outlined in the capital plan. Proceeds from disposals are estimated at 15% of replacement equipment purchases. Note not all vehicles are sold within the year in which they are replaced.

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

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **IW - Environmental Operations**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 1.577 IW - Environmental Operations

Committee: Environmental Services

**DEFINITION:**

To provide operations services to all water and wastewater functions of the Capital Regional District. Cost of this service is totally allocated to functions using Operations Division.

**PARTICIPATION:**

Method of cost allocation is on an hourly basis for services rendered to water and wastewater functions.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

A mixture of allocations and time charges to Water and Wastewater services of the CRD.

**Change in Budget 2019 to 2020**  
**Service: 1.577 Environmental Services - Operations**

	Total Expenditure	Comments
<b>2019 Budget</b>	<b>7,550,112</b>	
<b>Change in Salaries:</b>		
Base salary change	286,000	Inclusive of collective agreement changes
Step increase/paygrade change	177,000	
0.5 FTE Utility Operator	43,900	IBC 10a-7 SSI + SGI Water Operations
		IBC 10a-7 SSI + SGI Water Operations.
1.0 FTE Utility Operator	20,100	Net cost from 0.8 converted auxiliary, to permanent 1.0 FTE.
Total Change in Salaries	527,000	
<b>Other Changes:</b>		
Allocations	44,778	
Supplies, office and general	20,023	
Transfer to own funds and ERF	(70,987)	
Total Other Changes	(6,186)	
<b>2020 Budget</b>	<b>8,070,926</b>	

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**Overall 2019 Budget Performance**  
 (expected variance to budget and surplus treatment)

*2019 Budget to Estimated Actuals:*  
 There is a one time favorable variance of \$94,389 due mainly to savings in salaries and related costs, partially offset by increases in allocations and office and general costs. This variance will be moved to Operating Reserve Fund, which has an expected year end balance of \$672k before this transfer.

1.577 - ENVIRONMENTAL SERVICES - OPERATIONS	BUDGET REQUEST									
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	ONGOING	ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<u>OPERATING COSTS:</u>										
ENGINEERING OPERATIONS - OPERATIONS	7,254,002	7,072,655	7,801,905	43,898	-	7,845,803	8,021,266	8,099,912	8,274,453	8,452,674
<b>TOTAL OPERATING COSTS</b>	<b>7,254,002</b>	<b>7,072,655</b>	<b>7,801,905</b>	<b>43,898</b>	<b>-</b>	<b>7,845,803</b>	<b>8,021,266</b>	<b>8,099,912</b>	<b>8,274,453</b>	<b>8,452,674</b>
*Percentage Increase over prior year						8.16%	2.24%	0.98%	2.15%	2.15%
<u>CAPITAL / RESERVE</u>										
Transfer to Own Funds	142,670	142,670	85,249	-	-	85,249	85,249	85,249	85,249	85,249
Transfer to Equipment Replacement Fund	153,440	153,440	139,874	-	-	139,874	139,874	139,874	139,874	139,874
Transfer to Operating Reserve Fund	-	94,389	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>296,110</b>	<b>390,499</b>	<b>225,123</b>	<b>-</b>	<b>-</b>	<b>225,123</b>	<b>225,123</b>	<b>225,123</b>	<b>225,123</b>	<b>225,123</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>7,550,112</b>	<b>7,463,154</b>	<b>8,027,028</b>	<b>43,898</b>	<b>-</b>	<b>8,070,926</b>	<b>8,246,389</b>	<b>8,325,035</b>	<b>8,499,576</b>	<b>8,677,797</b>
*Percentage Increase over prior year						6.90%	2.17%	0.95%	2.10%	2.10%
Internal Recoveries	(7,550,112)	(7,463,154)	(7,934,628)	(43,898)	-	(7,978,526)	(8,153,989)	(8,232,635)	(8,407,176)	(8,585,397)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>-</b>	<b>-</b>	<b>92,400</b>	<b>-</b>	<b>-</b>	<b>92,400</b>	<b>92,400</b>	<b>92,400</b>	<b>92,400</b>	<b>92,400</b>
<u>FUNDING SOURCES (REVENUE)</u>										
<u>Surplus / (Deficit)</u>										
Funds Carried Forward	-	-	(92,400)	-	-	(92,400)	(92,400)	(92,400)	(92,400)	(92,400)
Recovery other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>(92,400)</b>	<b>-</b>	<b>-</b>	<b>(92,400)</b>	<b>(92,400)</b>	<b>(92,400)</b>	<b>(92,400)</b>	<b>(92,400)</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Salaried	44.10	44.10	44.30	0.50		44.80	44.80	44.80	44.80	44.80

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

<b>Service No.</b>	<b>1.577</b>	<b>Carry Forward from 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$453,000	\$723,000	\$277,000	\$387,000	\$128,000	\$65,000	\$1,580,000
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
		<b>\$453,000</b>	<b>\$723,000</b>	<b>\$277,000</b>	<b>\$387,000</b>	<b>\$128,000</b>	<b>\$65,000</b>	<b>\$1,580,000</b>

**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	\$453,000	\$723,000	\$277,000	\$387,000	\$128,000	\$65,000	\$1,580,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$453,000</b>	<b>\$723,000</b>	<b>\$277,000</b>	<b>\$387,000</b>	<b>\$128,000</b>	<b>\$65,000</b>	<b>\$1,580,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

Service #:

1.577

Service Name:

IW - Environmental Operations

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-02	Replacement	Replace Computer Equipment	Computer replacements per IT cycle.	\$100,000	E	ERF	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
18-03	Replacement	Replace ERF Equipment	Equipment replacement - gas techs, end of life replacement - mechanical, electrical, SCADA/Controls.	\$150,000	E	ERF	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
18-04	Replacement	SCADA Server Infrastructure Upgrade	Upgrade SCADA server to be under IT care/control	\$200,000	E	ERF	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
19-01	Replacement	Replace IWOps Vehicle FQS014	Vehicle replacement - end of life	\$40,000	E	ERF	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000
19-02	Replacement	Replace IWOps Vehicle F00932	Vehicle replacement - end of life	\$150,000	E	ERF	\$150,000	\$0	\$0	\$150,000	\$0	\$0	\$150,000
19-03	Replacement	Replace IWOps Vehicle F00994	Vehicle replacement - end of life	\$36,000	E	ERF	\$36,000	\$36,000	\$0	\$0	\$0	\$0	\$36,000
19-05	Replacement	Replace IWOps Vehicle F01081	Vehicle replacement - end of life	\$27,000	E	ERF	\$27,000	\$0	\$0	\$27,000	\$0	\$0	\$27,000
19-07	Replacement	Furniture and Office Equipment Replacement	End of life replacement of furniture and office equipment	\$75,000	E	ERF	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
20-02	Replacement	Replace IWOps Vehicle F11030	Vehicle replacement - end of life	\$63,000	E	ERF	\$0	\$63,000	\$0	\$0	\$0	\$0	\$63,000
20-03	Replacement	Replace IWOps Vehicle F12006	Vehicle replacement - end of life	\$33,000	E	ERF	\$0	\$33,000	\$0	\$0	\$0	\$0	\$33,000
20-04	Replacement	Replace IWOps Vehicle F12009	Vehicle replacement - end of life	\$40,000	E	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
20-05	Replacement	Replace IWOps Vehicle F12024	Vehicle replacement - end of life	\$30,000	E	ERF	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
20-06	Replacement	Replace IWOps Vehicle F12002	Vehicle replacement - end of life	\$35,000	E	ERF	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
20-07	Replacement	Replace mechanical equipment	Replace welding machine.	\$13,000	E	ERF	\$0	\$13,000	\$0	\$0	\$0	\$0	\$13,000
20-08	Replacement	Replace mechanical equipment	Replace Horizontal Band Saw	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
20-09	Replacement	Replace mechanical equipment	Replace Steam Cleaner	\$8,000	E	ERF	\$0	\$8,000	\$0	\$0	\$0	\$0	\$8,000
20-10	Replacement	Replace mechanical equipment	Replace Lathe.	\$45,000	E	ERF	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
20-11	Replacement	Replace IWOps Vehicle F01080	Vehicle replacement - end of life	\$35,000	E	ERF	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
20-12	Replacement	Replace IWOps Vehicle F15019 - Forklift	Vehicle replacement - end of life	\$70,000	E	ERF	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000
21-02	Replacement	Replace IWOps Vehicle F11033	Vehicle replacement - end of life	\$40,000	E	ERF	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
21-03	Replacement	Replace IWOps Vehicle F12029	Vehicle replacement - end of life	\$33,000	E	ERF	\$0	\$0	\$33,000	\$0	\$0	\$0	\$33,000
21-04	Replacement	Replace IWOps Vehicle F13002	Vehicle replacement - end of life	\$33,000	E	ERF	\$0	\$0	\$33,000	\$0	\$0	\$0	\$33,000
21-05	Replacement	Replace IWOps Vehicle F13009	Vehicle replacement - end of life	\$33,000	E	ERF	\$0	\$0	\$33,000	\$0	\$0	\$0	\$33,000
21-06	Replacement	Replace IWOps Vehicle F13010	Vehicle replacement - end of life	\$33,000	E	ERF	\$0	\$0	\$33,000	\$0	\$0	\$0	\$33,000
21-07	Replacement	Replace IWOps Vehicle F01103 (mini excavator)	Vehicle replacement - end of life	\$40,000	E	ERF	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
22-01	Replacement	SPWWW TP - Skid Steer	Vehicle replacement - end of life	\$60,000	E	ERF	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000
22-02	Replacement	Burgoyne - Skid Steer	Vehicle replacement - end of life	\$60,000	E	ERF	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000
22-03	Replacement	Replace IWOps Vehicle F15018 - Scissor Lift	Vehicle replacement - end of life	\$25,000	E	ERF	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000
23-01	Replacement	Replace IWOps Vehicle F13012	Vehicle replacement - end of life	\$63,000	E	ERF	\$0	\$0	\$0	\$0	\$63,000	\$0	\$63,000

GRAND TOTAL

\$1,580,000

\$453,000

\$723,000

\$277,000

\$387,000

\$128,000

\$65,000

\$1,580,000



Service: 1.577

IW - Environmental Operations

Proj. No. 18-02

Capital Project Title Replace Computer Equipment

Capital Project Description Computer replacements per IT cycle.

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Regional Infrastructure

Project Rationale *Replace Computer Equipment - Computer replacements per IT cycle.*

Proj. No. 18-03

Capital Project Title Replace ERF Equipment

Capital Project Description Gas Tech Replacements Core and Saan Pen

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Regional Infrastructure

Project Rationale *Replace ERF Equipment - Gas Tech Replacements Core and Saan Pen*

Proj. No. 18-04

Capital Project Title SCADA Server Infrastructure Upgrade

Capital Project Description Upgrade SCADA server to be under IT care/control

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Regional Infrastructure

Project Rationale *SCADA Server Infrastructure Upgrade - Upgrade SCADA server to be under IT care/control*

Service: 1.577

IW - Environmental Operations

Proj. No.	19-01	Capital Project Title	Replace IWOps Vehicle FQS014	Capital Project Description	Vehicle replacement - end of life
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Regional Infrastructure
Project Rationale <i>Replace IWOps Vehicle FQS014 - Vehicle replacement - end of life</i>					

Proj. No.	19-02	Capital Project Title	Replace IWOps Vehicle F00932	Capital Project Description	Vehicle replacement - end of life
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Regional Infrastructure
Project Rationale <i>Replace IWOps Vehicle F00932 - Vehicle replacement - end of life</i>					

Proj. No.	19-03	Capital Project Title	Replace IWOps Vehicle F00994	Capital Project Description	Vehicle replacement - end of life
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Regional Infrastructure
Project Rationale <i>Replace IWOps Vehicle F00994 - Vehicle replacement - end of life</i>					

Proj. No.	19-05	Capital Project Title	Replace IWOps Vehicle F01081	Capital Project Description	Vehicle replacement - end of life
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Regional Infrastructure
Project Rationale <i>Replace IWOps Vehicle F01081 - Vehicle replacement - end of life</i>					

Proj. No.	19-07	Capital Project Title	Furniture and Office Equipment Replace	Capital Project Description	End of life replacement of furniture and office equipment
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Regional Infrastructure
Project Rationale <i>End of life replacement of furniture and office equipment</i>					

Proj. No.	20-02	Capital Project Title	Replace IWOps Vehicle F11030	Capital Project Description	Vehicle replacement - end of life
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Regional Infrastructure
Project Rationale <i>Replace IWOps Vehicle F11030 - Vehicle replacement - end of life</i>					

Service: 1.577                      IW - Environmental Operations

Proj. No. 20-03                      Capital Project Title Replace IWOps Vehicle F12006                      Capital Project Description Vehicle replacement - end of life  
 Asset Class Equipment                      Board Priority Area Other                      Corporate Priority Area Regional Infrastructure  
 Project Rationale *Replace IWOps Vehicle F12006 - Vehicle replacement - end of life*

Proj. No. 20-04                      Capital Project Title Replace IWOps Vehicle F12009                      Capital Project Description Vehicle replacement - end of life  
 Asset Class Equipment                      Board Priority Area Other                      Corporate Priority Area Regional Infrastructure  
 Project Rationale *Replace IWOps Vehicle F12009 - Vehicle replacement - end of life*

Proj. No. 20-05                      Capital Project Title Replace IWOps Vehicle F12024                      Capital Project Description Vehicle replacement - end of life  
 Asset Class Equipment                      Board Priority Area Other                      Corporate Priority Area Regional Infrastructure  
 Project Rationale *Replace IWOps Vehicle F12024 - Vehicle replacement - end of life*

Proj. No. 20-06                      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 #N/A

Proj. No. 21-02                      Capital Project Title Replace IWOps Vehicle F11033                      Capital Project Description Vehicle replacement - end of life  
 Asset Class Equipment                      Board Priority Area Other                      Corporate Priority Area Regional Infrastructure  
 Project Rationale *Replace IWOps Vehicle F11033 - Vehicle replacement - end of life*

Proj. No. 21-03                      Capital Project Title Replace IWOps Vehicle F12029                      Capital Project Description Vehicle replacement - end of life  
 Asset Class Equipment                      Board Priority Area Other                      Corporate Priority Area Regional Infrastructure  
 Project Rationale *Replace IWOps Vehicle F12029 - Vehicle replacement - end of life*

Service: 1.577

IW - Environmental Operations

Proj. No. 21-04

Capital Project Title Replace IWOps Vehicle F13002

Capital Project Description Vehicle replacement - end of life

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Regional Infrastructure

Project Rationale *Replace IWOps Vehicle F13002 - Vehicle replacement - end of life*

Proj. No. 21-05

Capital Project Title Replace IWOps Vehicle F13009

Capital Project Description Vehicle replacement - end of life

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Regional Infrastructure

Project Rationale *Replace IWOps Vehicle F13009 - Vehicle replacement - end of life*

Proj. No. 21-06

Capital Project Title Replace IWOps Vehicle F13010

Capital Project Description Vehicle replacement - end of life

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Regional Infrastructure

Project Rationale *Replace IWOps Vehicle F13010 - Vehicle replacement - end of life*

Proj. No. 21-07

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 #N/A

Proj. No. 22-01

Capital Project Title SPWWTP - Skid Steer

Capital Project Description Vehicle replacement - end of life

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Regional Infrastructure

Project Rationale *SPWWTP - Skid Steer - Vehicle replacement - end of life*

Proj. No. 22-02

Capital Project Title Burgoyne - Skid Steer

Capital Project Description Vehicle replacement - end of life

Asset Class Equipment

Board Priority Area Other

Corporate Priority Area Regional Infrastructure

Project Rationale *Burgoyne - Skid Steer - Vehicle replacement - end of life*

Service: 1.577      IW - Environmental Operations

Proj. No.	43546.00	Capital Project Title	Replace IWOps Vehicle F15018 - Scissor Lift	Capital Project Description	Vehicle replacement - end of life
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Regional Infrastructure
Project Rationale					

Proj. No.	23-01	Capital Project Title	Replace IWOps Vehicle F13012	Capital Project Description	Vehicle replacement - end of life
Asset Class	Equipment	Board Priority Area	Other	Corporate Priority Area	Regional Infrastructure
Project Rationale <i>Replace IWOps Vehicle F13012 - Vehicle replacement - end of life</i>					

1.577 IW ES Operations  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

IW ES Operations

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

Operating Reserve Schedule - FC 105516

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	426,179	662,340	766,869	766,869	766,869	766,869	766,869
Planned Purchase	-	-	-	-	-	-	-
Transfer from Ops Budget	226,021	94,389	-	-	-	-	-
Interest Income*	10,140	10,140	-	-	-	-	-
<b>Total projected year end balance</b>	<b>662,340</b>	<b>766,869</b>	<b>766,869</b>	<b>766,869</b>	<b>766,869</b>	<b>766,869</b>	<b>766,869</b>

**Assumptions/Background:**

2018 - \$400,000 is retained in the reserve for charge-out rate stabilization

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

1.577 IW Environmental Operations Asset and Reserve Summary  
 Summary Schedule  
 2020 - 2024 Financial Plan

Asset Profile

IW Environmental Operations

Assets held by the IW Environmental Operations consist of vehicles and equipment including mechanical, electronic, gas detectors, flow monitors, radio equipment, SCADA hardware and computers.

ERF Reserve Cash Flow

ERF: IW Wtr Mgmt Operations Senior Budget - Equipment Replacement for Equipment and Vehicles

Equipment Replacement Fund Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	2,353,062	2,335,611	2,509,058	2,011,181	1,959,304	1,797,427	1,894,550
Planned Purchase (Based on Capital Plan)	(429,127)	(173,979)	(723,000)	(277,000)	(387,000)	(128,000)	(65,000)
Transfer from Operating Budget	267,496	296,110	225,123	225,123	225,123	225,123	225,123
Interest Income*	48,129	48,129	-	-	-	-	-
Proceeds Disposal	96,051	3,187	-	-	-	-	-
<b>Total projected year end balance</b>	<b>2,335,611</b>	<b>2,509,058</b>	<b>2,011,181</b>	<b>1,959,304</b>	<b>1,797,427</b>	<b>1,894,550</b>	<b>2,054,673</b>

**Assumptions/Background:**

ERF Reserve to fund replacement of equipment, and vehicles of the IW Operations Division.

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

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Cost Sharing Allocation**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019



Sewer services capital cost sharing  
 2020 Budget  
 Committee of the whole - October 2019

			Victoria	Saanich	Oak Bay	Langford	Colwood	View Royal	Songhees Nation	Esquimalt Nation	Esquimalt	DND
Projected reserve balance by Municipality/City			as of 01/01/2020	\$ 3,122,217	\$ 3,272,851	\$ 730,665	\$ 214,549	\$ 110,365	\$ 374,117	\$ 196,329	\$ 137	\$ 276,621 inc Esquimalt
Proj. No.	Capital Project Title	Service	Area	Percentage share Estimated Cost								
<b>3.710 - North West Trunk</b>				45.00%	55.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
20-02	Trunk Sewer Rehabilitation Sections 1 & 2	3.710	NWT	\$ 3,500,000	\$ 1,575,000	\$ 1,925,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20-04	CCTV Pipe and MH Inspection Program - Section 3	3.710	NWT	\$ 500,000	\$ 170,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
20-10	Gorge Siphon Inlet Chamber	3.710	NWT	\$ 500,000	\$ 225,000	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>				\$ 4,500,000	\$ 1,970,000	\$ 2,380,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
<b>3.712 North East Trunk Clover</b>				57.69%	13.16%	29.15%						
20-01	Carbon Media Dust Control	3.712	NET - C	\$ 40,000	\$ 23,075	\$ 5,263	\$ 11,662					
<b>3.713 East Coast Interceptor</b>				16.15%	27.86%	55.98%						
20-01	Trunk Sewer Repairs and Replacement - Section 3	3.713	ECl	\$ 850,000	\$ 137,300	\$ 236,800	\$ 475,900					
20-02	CCTV Pipe and MH Inspection Program - Section 4	3.713	ECl	\$ 200,000	\$ 32,300	\$ 55,700	\$ 112,000					
<b>Total</b>				\$ 1,050,000	\$ 169,600	\$ 292,500	\$ 587,900	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total capital investment by Municipality/City</b>				\$ 5,550,000	\$ 2,139,600	\$ 2,672,500	\$ 587,900	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Projected reserve balance by Municipality/City			as of 12/31/2020	\$ 982,617	\$ 600,351	\$ 142,765	\$ 214,549	\$ 110,365	\$ 374,117	\$ 196,329	\$ 137	\$ 126,621 inc Esquimalt

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **North West Trunk Sewer**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**Service: 3.710 North West Trunk Sewer**

**Committee: Core Area Liquid Waste Management**

**DEFINITION:**

Provision of sewage disposal facilities through fine-screening process and disposal through ocean outfall for all member municipalities tributary to the North West Trunk System.

**SERVICE DESCRIPTION:**

This program is for the provision of Regional sewer service in the Core Area and West Shore, including sewer collection, conveyance, screening and disposal through the ocean outfall at Macaulay Point. 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 member percentage of total sewage input.

Hartland offset to Saanich (2.30%) for Leachate flows to Saanich portion of trunk. Solid waste (Leachate Division) to reimburse Saanich for the Hartland Leachate flow.

**MAXIMUM LEVY:**

**MAXIMUM CAPITAL DEBT:**

**COMMISSION:**

**FUNDING:**

Requisition

**RESERVE FUND:**

North West Trunk Sewer Capital Reserve Fund, Bylaw No. 2354 (1995) terminated.  
Trunk Sewers & Sewage Disposal Facilities Capital Reserve Fund, Bylaw No. 2525 (1997).

Service: 3.710 North West Trunk Sewer

Committee: Core Area Liquid Waste Management

SEWER COST SHARING SUMMARY - OCTOBER TO SEPTEMBER (PRIOR YEAR NUMBERS)

	2015	2016	2017	2018	2019
Saanich	44.43%	43.89%	42.60%	42.29%	41.60%
Victoria	14.57%	15.08%	15.04%	14.65%	15.27%
Esquimalt	15.11%	14.89%	14.24%	13.84%	13.16%
View Royal	3.99%	3.86%	5.06%	5.29%	5.10%
Colwood	6.53%	6.30%	6.48%	6.98%	7.29%
Langford	13.35%	13.62%	14.08%	14.44%	15.17%
Songhees	1.35%	1.36%	1.37%	1.44%	1.27%
Dept of National Defence (D.N.D.)	0.63%	0.93%	1.04%	0.96%	1.01%
Esquimalt Band	0.04%	0.07%	0.09%	0.11%	0.13%
	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

**Change in Budget 2019 to 2020**  
**Service: 3.710 - N.W.T. OPERATIONS**

	Total Expenditure	Comments
<b>2019 Budget</b>	<b>3,390,392</b>	
<b>Other Changes:</b>		
Allocations	67,606	IBC 7a-1 Corporate Emergency
Contract for services	(101,363)	2019 Planned carbon replacements not planned in 2020
Water, Electricity, Permits, Chemicals and Screenings savings	(237,336)	CAWTP pre-operations
Supplies, operating expenses, transfers	(8,210)	
Total Other Changes	<u>(279,303)</u>	
<b>2020 Budget</b>	<b><u>3,111,089</u></b>	

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**Overall 2019 Budget Performance**  
 (expected variance to budget and surplus treatment)

*2019 Budget to Estimated Actuals:*  
 There is a one time favorable variance of \$13,676 This variance arises from small differences in supplies and operating expenses as well as water, electricity and garbage disposal. This variance will be moved to Maintenance Reserve, which has an expected year end balance of \$1.08M before this transfer.

3.710 - N.W.T. OPERATIONS	BUDGET REQUEST						2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL				
<u>OPERATING COSTS:</u>										
Allocation - Operations	1,983,234	1,983,219	2,046,492	4,333	-	2,050,825	2,104,237	2,158,978	2,205,291	2,252,601
Operating - Other Costs	936,332	922,831	685,495	-	-	685,495	594,065	598,853	610,917	623,220
Prgms - LWD - I&I	204,525	204,525	209,707	-	-	209,707	215,513	221,467	226,025	230,677
Consultant Expenses	10,200	10,200	10,404	-	-	10,404	10,612	10,824	11,040	11,261
Contract For Services	124,160	124,000	22,797	-	-	22,797	23,252	60,310	124,801	23,252
<b>TOTAL OPERATING COSTS</b>	<b>3,258,451</b>	<b>3,244,775</b>	<b>2,974,895</b>	<b>4,333</b>	<b>-</b>	<b>2,979,228</b>	<b>2,947,679</b>	<b>3,050,432</b>	<b>3,178,074</b>	<b>3,141,011</b>
*Percentage Increase over prior year	0.00%	-0.42%	-8.70%	0.13%	0.00%	-8.57%	-1.06%	3.49%	4.18%	-1.17%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	75,951	89,627	75,951	-	-	75,951	75,951	75,951	75,951	75,951
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve	55,990	55,990	55,910	-	-	55,910	55,829	55,745	56,860	57,997
<b>TOTAL CAPITAL / RESERVES</b>	<b>131,941</b>	<b>145,617</b>	<b>131,861</b>	<b>-</b>	<b>-</b>	<b>131,861</b>	<b>131,780</b>	<b>131,696</b>	<b>132,811</b>	<b>133,948</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>3,390,392</b>	<b>3,390,392</b>	<b>3,106,756</b>	<b>4,333</b>	<b>-</b>	<b>3,111,089</b>	<b>3,079,459</b>	<b>3,182,128</b>	<b>3,310,885</b>	<b>3,274,959</b>
*Percentage Increase over prior year	0.00%	0.00%	-8.37%	0.13%	0.00%	-8.24%	-1.02%	3.33%	4.05%	-1.09%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>3,390,392</b>	<b>3,390,392</b>	<b>3,106,756</b>	<b>4,333</b>	<b>-</b>	<b>3,111,089</b>	<b>3,079,459</b>	<b>3,182,128</b>	<b>3,310,885</b>	<b>3,274,959</b>
*Percentage Increase over prior year	0.00%	0.00%	-8.37%	0.13%	0.00%	-8.24%	-1.02%	3.33%	4.05%	-1.09%
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(184)	(184)	(188)	-	-	(188)	(192)	(196)	(200)	(203)
Grants In Lieu of Taxes	(263,625)	(263,625)	(263,625)	-	-	(263,625)	(263,625)	(263,625)	(263,625)	(263,625)
Transfer from Operating Reserve	(109,000)	(109,000)	-	-	-	-	-	(45,000)	(102,000)	-
<b>TOTAL REVENUE</b>	<b>(372,809)</b>	<b>(372,809)</b>	<b>(263,813)</b>	<b>-</b>	<b>-</b>	<b>(263,813)</b>	<b>(263,817)</b>	<b>(308,821)</b>	<b>(365,825)</b>	<b>(263,828)</b>
<b>REQUISITION</b>	<b>(3,017,583)</b>	<b>(3,017,583)</b>	<b>(2,842,943)</b>	<b>(4,333)</b>	<b>-</b>	<b>(2,847,276)</b>	<b>(2,815,642)</b>	<b>(2,873,307)</b>	<b>(2,945,060)</b>	<b>(3,011,131)</b>
*Percentage Increase over prior year	0.00%	0.00%	-5.79%	0.14%	0.00%	-5.64%	-1.11%	2.05%	2.50%	2.24%
PARTICIPANTS: Victoria, Esquimalt, Saanich, View Royal, DND, Songhees										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	3.710	Carry Forward from 2019	2020	2021	2022	2023	2024	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	\$40,000	\$4,740,000	\$200,000	\$200,000	\$200,000	\$200,000	\$5,540,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$40,000</b>	<b>\$4,740,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$5,540,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Debenture Debt ( New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
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	\$30,000	\$4,530,000	\$0	\$0	\$0	\$0	\$4,530,000
		<b>\$40,000</b>	<b>\$4,740,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$5,540,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 3.710  
Service Name: North West Trunk Sewer

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

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-02	Renewal	NWT Flow Meter Auditing Study	The accuracy of the flow meters will be checked and recalibrated if required.	\$60,000	S	Cap	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
17-05	Renewal	NWT Hydraulic Network Model	A hydraulic model is required to assess capacity of the system, optimize operation, and forecast growth implications. A consultant will create the model and train staff on how to use it.	\$120,000	S	Res	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
20-02	Renewal	Trunk Sewer Rehabilitation Sections 1 & 2	Based on the Section 1&2 CCTV inspections, an approximately 1,200m section of trunk sewer from City Boundary to Gorge Siphon Inlet must be relined.	\$3,500,000	S	Res	\$0	\$3,500,000	\$0	\$0	\$0	\$0	\$3,500,000
20-04	Renewal	CCTV Pipe and MH Inspection Program - Section 3	Regional sewers should be cleaned and inspected on a 5-year cycle. This project is the 3rd out of 4 sections from Selkirk to Macaulay. Results from the inspection will inform future repairs.	\$500,000	S	Res	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
20-10	Renewal	Gorge Siphon Inlet Chamber	The control gates are siezed on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.	\$500,000	S	Res	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
<b>Annual Provisional</b>													
18-02	Renewal	Emergency Repairs	Emergency Repairs for unplanned works.	\$1,000,000	S	ERF	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
<b>GRAND TOTAL</b>				<u>\$5,680,000</u>			<u>\$40,000</u>	<u>\$4,740,000</u>	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$5,540,000</u>



**Service: 3.710**                      **North West Trunk Sewer**

<b>Proj. No.</b> 17-02	<b>Capital Project Title</b> NWT Flow Meter Auditing Study	<b>Capital Project Description</b> The accuracy of the flow meters will be checked and recalibrated if required.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Integrated Water Management	<b>Corporate Priority Area</b> Environmental Protection
<b>Project Rationale</b> <i>The flow metering studies carried out by KWL in 1996 will be updated by a consultant, auditing the accuracy of the flow meters. This comprehensive study will ensure that accurate flows are recorded for proper cost allocation.</i>		

<b>Proj. No.</b> 17-05	<b>Capital Project Title</b> NWT Hydraulic Network Model	<b>Capital Project Description</b> A hydraulic model is required to assess capacity of the system, optimize operation, and forecast growth implications. A consultant will create the model and train staff on how to use it.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Integrated Water Management	<b>Corporate Priority Area</b> Environmental Protection
<b>Project Rationale</b> <i>A recommendation of the Core Area Wastewater Strategic Plan was that the CRD have a complete sanitary hydraulic model of the trunk system. The hydraulic model will allow the CRD to easily assess potential network changes, optimize pump operation, identify undersized or underutilized pipes. This project will be the NWT's contribution to purchasing the required software and obtaining training in the use of the software. CRD staff time is required to gather relevant sanitary sewer trunk data and verify its accuracy for generating a sanitary hydraulic model of the NWT system.</i>		

<b>Proj. No.</b> 20-02	<b>Capital Project Title</b> Trunk Sewer Rehabilitation Sections 1 & 2	<b>Capital Project Description</b> Based on the Section 1&2 CCTV inspections, an approximately 1,200m section of trunk sewer from City Boundary to Gorge Siphon Inlet must be relined.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Integrated Water Management	<b>Corporate Priority Area</b> Environmental Protection
<b>Project Rationale</b> <i>Sections 1 &amp; 2 have been CCTV inspected and approximately 1,200 m section of trunk sewer from City Boundary (Saanich and Victoria) to the Gorge Siphon Inlet must be relined before failure. Funds are required to retain a contractor to conduct the relining of the trunk sewer.</i>		

**Service: 3.710**                      **North West Trunk Sewer**

<b>Proj. No.</b> 20-04	<b>Capital Project Title</b> CCTV Pipe and MH Inspection Program - Section 3	<b>Capital Project Description</b> Regional sewers should be cleaned and inspected on a 5-year cycle. This project is the 3rd out of 4 sections from Selkirk to Macaulay. Results from the inspection will inform future repairs.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Integrated Water Management	<b>Corporate Priority Area</b> Environmental Protection
<b>Project Rationale</b> <i>The NWT encompasses many municipalities and has varying ages of pipe. Funds are required to complete the 3rd section, of 4, inspection from Selkirk to Macaulay with results informing future repairs.</i>		

<b>Proj. No.</b> 20-10	<b>Capital Project Title</b> Gorge Siphon Inlet Chamber	<b>Capital Project Description</b> The control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Integrated Water Management	<b>Corporate Priority Area</b> Environmental Protection
<b>Project Rationale</b> <i>Funds are required to repair seized isolation gates within the Gorge Siphon Inlet Chamber.</i>		

<b>Proj. No.</b> 18-02	<b>Capital Project Title</b> Emergency Repairs	<b>Capital Project Description</b> Emergency Repairs for unplanned works.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Integrated Water Management	<b>Corporate Priority Area</b> Environmental Protection
<b>Project Rationale</b> <i>This item is to fund emergency repairs that may occur throughout the year.</i>		

**3.710 North West Trunk Sewer Asset and Reserve Summary**  
**Summary Schedule**  
**2020 - 2024 Financial Plan**

**Asset Profile**

**North West Trunk Sewer**

On average, 100 million litres of wastewater is collected and discharged daily through the core area liquid waste management systems. Macaulay Point Outfall services the Northwest Trunk, which conveys wastewater from Colwood, Langford, View Royal, Esquimalt, Saanich & Victoria. Assets held by the Northwest Trunk include land, pump and odour control stations, sewage storage tank, regional trunk system and the Macaulay Point Outfall.

**Summary**

Reserve/Fund Summary	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Projected year end balance							
Maintenance Reserves	1,105,983	1,080,302	1,136,212	1,192,041	1,202,786	1,157,646	1,215,643
Equipment Replacement Fund	1,974,837	1,990,117	1,866,068	1,742,019	1,617,970	1,493,921	1,369,872
<b>Total projected year end balance</b>	<b>3,080,820</b>	<b>3,070,420</b>	<b>3,002,282</b>	<b>2,934,063</b>	<b>2,820,760</b>	<b>2,651,572</b>	<b>2,585,521</b>

See attached reserve schedules for projected annual cash flows.

3.710 North West Trunk Sewer (Macaulay)  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

North West Trunk Sewer (Macaulay)

Starting 2003, maintenance accounts started for operating costs (Carbon Replacement, outfall inspection and unexpected maintenance items that were not incurred annually, but incurred on a irregular basis.

Operating Reserve Schedule - FC 105200

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	939,385	1,105,983	1,080,302	1,136,212	1,192,041	1,202,786	1,157,646
Planned Purchase	(81,838)	(109,000)	-	-	(45,000)	(102,000)	-
Transfer from Ops Budget	225,279	55,910	55,910	55,829	55,745	56,860	57,997
Interest Income*	23,157	27,409	-	-	-	-	-
<b>Total projected year end balance</b>	<b>1,105,983</b>	<b>1,080,302</b>	<b>1,136,212</b>	<b>1,192,041</b>	<b>1,202,786</b>	<b>1,157,646</b>	<b>1,215,643</b>

**Assumptions/Background:**

Outfall inspection in 2018 budget. Assumption is that inspection needed approximately every 3 years. Carbon replacement is every 2 years.

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

3.710 North West Trunk Sewer  
 ERF Reserve Fund Schedule NWT  
 2020 - 2024 Financial Plan

ERF Reserve Fund Schedule NWT

ERF: NWT ERF or PERS Fund for Equipment

Equipment Replacement Fund- NWT	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	1,894,459	1,974,837	1,990,117	1,866,068	1,742,019	1,617,970	1,493,921
Planned Purchase (Based on Capital Plan)	(40,680)	(100,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Transfer from Operating Budget	75,950	75,951	75,951	75,951	75,951	75,951	75,951
Interest Income*	39,329	39,329	-	-	-	-	-
Proceeds Disposal	5,780	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>1,974,837</b>	<b>1,990,117</b>	<b>1,866,068</b>	<b>1,742,019</b>	<b>1,617,970</b>	<b>1,493,921</b>	<b>1,369,872</b>

**Assumptions/Background:**

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, pump etc.

Transfers OUT TBD based on further PERS refinement. Some replacements delayed pending Core Area Sewage Project direction.

\* 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**

## **2020 BUDGET**

### **North East Trunk Sewer**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 3.712 North East Trunk Sewer

Committee: Core Area Liquid Waste Management

**DEFINITION:**

Provision of sewage disposal facilities through fine-screening process and disposal through ocean outfall for all member municipalities tributary to the North East Trunk system.

**SERVICE DESCRIPTION:**

This program is for the provision of Regional sewer service in the Core Area, including sewer collection and conveyance, screening and disposal through the ocean outfall. 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 calculated flows.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**AUTHORIZATION:**

N/A

**FUNDING:**

Requisition

**RESERVE FUND:**

North East Trunk Sewer Capital Reserve Fund, Bylaw No. 2352 (1995).  
Trunk Sewers & Sewage Disposal Facilities Capital Reserve Fund, Bylaw No. 2525 (1997).

**Change in Budget 2019 to 2020**

Service: 3.712 - NORTH EAST TRUNK OPERATIONS

	Total Expenditure	Comments
<b>2019 Budget</b>	<b>2,283,061</b>	
<b>Other Changes:</b>		
Allocations	36,671	IBC 7a-1 Corporate Emergency
Contract for services	(65,600)	Planned VDF Capacitor replacement, funded by transfer from maintenance reserve
Water, Electricity, Permits, Screenings	(365,860)	CAWTP pre-operations
Supplies and operating expenses	(3,567)	
Transfer to reserve	68,960	
Total Other Changes	<u>(329,396)</u>	
<b>2020 Budget</b>	<b><u>1,953,665</u></b>	

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**Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

*2019 Budget to Estimated Actuals:*  
 There is a one time unfavorable variance of \$34,405. This variance arises from overages in water costs, partial offset by savings in contract for services with the remainder being funded from a transfer from Ops reserve, which has an expected year end balance of \$1.16M before this transfer.



3.712 - NORTH EAST TRUNK OPERATIONS	BUDGET REQUEST						2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL				
<u>OPERATING COSTS:</u>										
Allocation - Environmental Services	1,347,987	1,341,437	1,375,146	2,962	-	1,378,108	1,407,146	1,403,404	1,302,117	1,363,879
Operating Expenditures	645,237	707,104	281,114	-	-	281,114	139,356	179,099	182,692	152,942
Prgms - LWD - I&I	214,845	214,845	216,007	-	-	216,007	221,988	228,121	232,816	237,608
Consultant Expenses	4,080	4,080	4,162	-	-	4,162	4,245	4,330	4,417	4,505
Contract For Services	70,912	50,000	5,314	-	-	5,314	5,420	1,418	1,447	1,476
<b>TOTAL OPERATING COSTS</b>	<b>2,283,061</b>	<b>2,317,466</b>	<b>1,881,743</b>	<b>2,962</b>	<b>-</b>	<b>1,884,705</b>	<b>1,778,155</b>	<b>1,816,372</b>	<b>1,723,489</b>	<b>1,760,410</b>
*Percentage Increase over prior year	0.00%	1.51%	-17.58%	0.13%	0.00%	-17.45%	-5.65%	2.15%	-5.11%	2.14%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	33,960	-	-	33,960	33,960	33,960	33,960	33,960
Transfer to Operating Reserve Fund	-	-	35,000	-	-	35,000	-	-	-	35,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>68,960</b>	<b>-</b>	<b>-</b>	<b>68,960</b>	<b>33,960</b>	<b>33,960</b>	<b>33,960</b>	<b>68,960</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>2,283,061</b>	<b>2,317,466</b>	<b>1,950,703</b>	<b>2,962</b>	<b>-</b>	<b>1,953,665</b>	<b>1,812,115</b>	<b>1,850,332</b>	<b>1,757,449</b>	<b>1,829,370</b>
*Percentage Increase over prior year	0.00%	1.51%	-14.56%	0.13%	0.00%	-14.43%	-7.25%	2.11%	-5.02%	4.09%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>2,283,061</b>	<b>2,317,466</b>	<b>1,950,703</b>	<b>2,962</b>	<b>-</b>	<b>1,953,665</b>	<b>1,812,115</b>	<b>1,850,332</b>	<b>1,757,449</b>	<b>1,829,370</b>
*Percentage Increase over prior year	0.00%	1.51%	-14.56%	0.13%	0.00%	-14.43%	-7.25%	2.11%	-5.02%	4.09%
<u>SOURCES OF FUNDING (REVENUE)</u>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(700)	(700)	(700)	-	-	(700)	(700)	(700)	(700)	(700)
Grants In Lieu of Taxes	(96)	(96)	(96)	-	-	(96)	(96)	(96)	(96)	(96)
Transfer from Operating Reserve	(80,000)	(114,405)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(80,796)</b>	<b>(115,201)</b>	<b>(796)</b>	<b>-</b>	<b>-</b>	<b>(796)</b>	<b>(796)</b>	<b>(796)</b>	<b>(796)</b>	<b>(796)</b>
<b>REQUISITION</b>	<b>(2,202,265)</b>	<b>(2,202,265)</b>	<b>(1,949,907)</b>	<b>(2,962)</b>	<b>-</b>	<b>(1,952,869)</b>	<b>(1,811,319)</b>	<b>(1,849,536)</b>	<b>(1,756,653)</b>	<b>(1,828,574)</b>
*Percentage Increase over prior year	0.00%	0.00%	-11.46%	0.13%	0.00%	-11.32%	-7.25%	2.11%	-5.02%	4.09%
PARTICIPANTS: Victoria, Saanich, Oak Bay										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	3.712	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$140,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$540,000</b>

**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	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
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	\$40,000	\$0	\$0	\$0	\$0	\$40,000
		<b>\$0</b>	<b>\$140,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$540,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 3.712  
Service Name: North East Trunk 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  
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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-03	New	Carbon Media Dust Control	A dust control unit is required to safely change out carbon media without exposing workers and the public to dust that is generated during carbon replacement.	\$40,000	E	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
Annual Provisional													
18-01	Renewal	Emergency Repairs	This item is to fund emergency repairs to infrastructure that was unforeseen.	\$500,000	S	ERF	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
<b>GRAND TOTAL</b>				<b>\$540,000</b>			<b>\$0</b>	<b>\$140,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$540,000</b>

Service: 3.712 North East Trunk Sewer

Proj. No.	20-03	Capital Project Title	Carbon Media Dust Control	Capital Project Description	A dust control unit is required to safely change out carbon media without exposing workers and the public to dust that is generated during carbon replacement.
Asset Class	Equipment	Board Priority Area	Integrated Water Management	Corporate Priority Area	Environmental Protection
Project Rationale	Activated carbon is used as an odour control strategy at many facilities including the Clover Point Pump Station. A carbon dust control unit is required to safely change carbon media without exposing operators and the public to carbon dust. Funds are required to procure and implement a dust control unit.				

Proj. No.	18-01	Capital Project Title	Emergency Repairs	Capital Project Description	This item is to fund emergency repairs to infrastructure that was unforeseen.
Asset Class	Equipment	Board Priority Area	Integrated Water Management	Corporate Priority Area	Environmental Protection
Project Rationale	Risk Management				

**3.712 North East Trunk Sewer (Clover) Asset and Reserve Summary**  
**Summary Schedule**  
**2020 - 2024 Financial Plan**

**Asset Profile**

**North East Trunk Sewer**

On average, 100 million litres of wastewater is collected and discharged daily through the core area liquid waste management systems. Clover Point Outfall services the Northeast Trunk and East Coast Interceptor, which conveys wastewater from Oak Bay, Saanich and Victoria. Assets held by the Northeast Trunk include the land, Clover Point Pump Station (built in 1975) and the Harling Point Pump Station (built in 1981), regional trunk system and Clover Point Outfall.

**Summary**

Reserve/Fund Summary	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Projected year end balance							
Maintenance Reserves	1,210,134	1,125,283	1,160,283	1,160,283	1,160,283	1,160,283	1,195,283
Equipment Replacement Fund	915,940	934,330	868,290	802,250	736,210	670,170	604,130
<b>Total projected year end balance</b>	<b>2,126,073</b>	<b>2,059,613</b>	<b>2,028,574</b>	<b>1,962,535</b>	<b>1,896,496</b>	<b>1,830,457</b>	<b>1,799,418</b>

See attached reserve schedules for projected annual cash flows.

3.712 North East Trunk Sewer  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

North East Trunk Sewer

Starting 2003, maintenance accounts started for operating costs (Carbon Replacement, outfall inspection and unexpected maintenance items that were not incurred annually, but incurred on a irregular basis.

Operating Reserve Schedule - FC 105201

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	1,154,485	1,210,134	1,125,283	1,160,283	1,160,283	1,160,283	1,160,283
Planned Purchase	(136,862)	(114,405)	-	-	-	-	-
Transfer from Ops Budget	164,539	-	35,000	-	-	-	35,000
Interest Income*	27,972	29,554	-	-	-	-	-
<b>Total projected year end balance</b>	<b>1,210,134</b>	<b>1,125,283</b>	<b>1,160,283</b>	<b>1,160,283</b>	<b>1,160,283</b>	<b>1,160,283</b>	<b>1,195,283</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.

3.712 North East Trunk Sewer (Clover)  
 ERF Reserve Fund Schedule NET  
 2020 - 2024 Financial Plan

ERF Reserve Fund Schedule NET

ERF: NET ERF or PERS Fund for Equipment

Equipment Replacement Fund- NET	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	866,396	915,940	934,330	868,290	802,250	736,210	670,170
Planned Purchase (Based on Capital Plan)	-	-	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Transfer from Operating Budget	31,155	-	33,960	33,960	33,960	33,960	33,960
Interest Income*	18,389	18,390	-	-	-	-	-
<b>Ending Balance \$</b>	<b>915,940</b>	<b>934,330</b>	<b>868,290</b>	<b>802,250</b>	<b>736,210</b>	<b>670,170</b>	<b>604,130</b>

**Assumptions/Background:**

ERF Reserve to fund replacement of equipment that lasts less than 15 years in the NWT System. Also called Priority Equipment Replacement (PER) (Example motors and pumps). Spending plan awaiting further review of equipment replacement prioritization.

\* 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**

## **2020 BUDGET**

### **East Coast Interceptor**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019



Service: 3.713 East Coast Interceptor

Committee: Core Area Liquid Waste Management

**DEFINITION:**

Provision of sewage disposal facilities for all member municipalities tributary to the East Coast Interceptor system.

**SERVICE DESCRIPTION:**

This program is for the provision of Regional sewer service in the Core Area, including sewer collection and conveyance. 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 calculated flows.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**AUTHORIZATION:**

N/A

**FUNDING:**

Requisition

**RESERVE FUND:**

East Coast Interceptor Trunk Sewer Capital Reserve Fund, Bylaw No. 2353 (1995).  
Trunk Sewers and Sewage Disposal Facilities Capital Reserve Fund, Bylaw No. 2525. Amended Bylaw No. 2353 (1997).

Service: 3.713 East Coast Interceptor

Committee: Core Area Liquid Waste Management

COST SHARING ALLOCATION

	2015	2016	2017	2018	2019
Victoria	38.32%	34.69%	37.38%	36.71%	35.77%
Saanich	32.55%	35.12%	33.40%	32.55%	32.91%
Oak Bay	29.13%	30.19%	29.22%	30.74%	31.32%
	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

**Change in Budget 2019 to 2020**

Service: 3.713 - EAST COAST INTERCEPTOR

**Total Expenditure**

**Comments**

**2019 Budget**

**959,706**

**Other Changes:**

Allocations

13,292

IBC 7a-1 Corp. Emergency  
Carbon replacement, funded by transfer from  
maintenance reserve

Contract for services

35,281

Operating other costs

9,936

Transfers to reserve

(24,060)

Total Other Changes

34,449

**2020 Budget**

**994,155**

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**Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

*2019 Budget to Estimated Actuals:*

*There is a one time favorable variance of \$19,348 due mainly to water and electricity savings. This variance will be moved to Maintenance Reserve, which has an expected year end balance of \$259k before this transfer.*

3.713 - EAST COAST INTERCEPTOR

			BUDGET REQUEST							
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>OPERATING COSTS:</b>										
Allocations	595,536	595,536	617,456	1,226	-	618,682	634,071	649,853	663,697	677,840
Operating - Other Costs	309,208	289,860	334,795	-	-	334,795	305,777	307,198	348,334	319,598
Consultant Expenses	8,890	8,890	9,070	-	-	9,070	9,250	9,430	9,620	9,812
Contract For Services	5,100	5,100	5,202	-	-	5,202	5,306	5,412	5,520	5,631
<b>TOTAL OPERATING COSTS</b>	<b>918,734</b>	<b>899,386</b>	<b>966,523</b>	<b>1,226</b>	<b>-</b>	<b>967,749</b>	<b>954,404</b>	<b>971,893</b>	<b>1,027,171</b>	<b>1,012,881</b>
*Percentage Increase over prior year						5.34%	-1.38%	1.83%	5.69%	-1.39%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	8,500	27,848	8,670	-	-	8,670	2,383	5,762	5,853	5,970
Transfer to Operating Reserve Fund	32,472	32,472	17,736	-	-	17,736	21,542	20,232	19,824	19,358
<b>TOTAL CAPITAL / RESERVES</b>	<b>40,972</b>	<b>60,320</b>	<b>26,406</b>	<b>-</b>	<b>-</b>	<b>26,406</b>	<b>23,925</b>	<b>25,994</b>	<b>25,677</b>	<b>25,328</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>959,706</b>	<b>959,706</b>	<b>992,929</b>	<b>1,226</b>	<b>-</b>	<b>994,155</b>	<b>978,329</b>	<b>997,887</b>	<b>1,052,848</b>	<b>1,038,209</b>
*Percentage Increase over prior year						3.59%	-1.59%	2.00%	5.51%	-1.39%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>959,706</b>	<b>959,706</b>	<b>992,929</b>	<b>1,226</b>	<b>-</b>	<b>994,155</b>	<b>978,329</b>	<b>997,887</b>	<b>1,052,848</b>	<b>1,038,209</b>
*Percentage Increase over prior year						3.59%	-1.59%	2.00%	5.51%	-1.39%
<b>SOURCES OF FUNDING (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	(19,347)	(19,347)	-	-	-	-	-	-	-	-
Revenue - Other	(510)	(510)	(510)	-	-	(510)	(510)	(510)	(520)	(531)
Grants In Lieu of Taxes	(71)	(71)	(71)	-	-	(71)	(71)	(71)	(71)	(71)
Transfer from Own Funds	-	-	(35,000)	-	-	(35,000)	-	-	(35,000)	-
<b>TOTAL REVENUE</b>	<b>(19,928)</b>	<b>(19,928)</b>	<b>(35,581)</b>	<b>-</b>	<b>-</b>	<b>(35,581)</b>	<b>(581)</b>	<b>(581)</b>	<b>(35,591)</b>	<b>(602)</b>
<b>REQUISITION</b>	<b>(939,778)</b>	<b>(939,778)</b>	<b>(957,348)</b>	<b>(1,226)</b>	<b>-</b>	<b>(958,574)</b>	<b>(977,748)</b>	<b>(997,306)</b>	<b>(1,017,257)</b>	<b>(1,037,607)</b>
*Percentage Increase over prior year						2.00%	2.00%	2.00%	2.00%	2.00%
PARTICIPANTS: Victoria, Saanich, Oak Bay										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

<b>Service No.</b>	<b>3.713</b>	<b>Carry Forward from 2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>TOTAL</b>
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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	\$30,000	\$1,180,000	\$100,000	\$100,000	\$100,000	\$100,000	\$1,580,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$30,000</b>	<b>\$1,180,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$1,580,000</b>

**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	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
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	\$30,000	\$1,080,000	\$0	\$0	\$0	\$0	\$1,080,000
		<b>\$30,000</b>	<b>\$1,180,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$1,580,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 3.713  
Service Name: East Coast Interceptor

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

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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-04	Replacement	ECI Root Removal and CCTV Program Section 3	Regional sewers should be cleaned and inspected on a 5-year cycle. This project is the 3rd out of 4 sections (from Estevan to Currie and the overflow pipe to McMicking). Results from the inspection will inform future repairs.	\$150,000	S	Res	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
20-01	Renewal	Trunk Sewer Repairs and Replacement - Section 3	Based upon CCTV inspection of Section 3 about 420m of trunk sewer along Beach Dr downstream of Estevan needs to be relined.	\$850,000	S	Res	\$0	\$850,000	\$0	\$0	\$0	\$0	\$850,000
20-02	Renewal	CCTV Pipe and MH Inspection Program - Section 4	Regional sewers should be cleaned and inspected on a 5-year cycle. This project is the last section to be inspected and encompasses Foul Bay to Ross Bay. Results from the inspection will inform future repairs.	\$200,000	S	Res	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
<b>Annual Provisional</b>													
18-06	Renewal	Emergency Repairs	This item is to fund emergency repairs to infrastructure that was unforeseen.	\$500,000	S	ERF	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
<b>GRAND TOTAL</b>				<b>\$1,700,000</b>			<b>\$30,000</b>	<b>\$1,180,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$1,580,000</b>

**Service: 3.713** **East Coast Interceptor**

<b>Proj. No.</b> 18-04	<b>Capital Project Title</b> ECI Root Removal and CCTV Program Section 3	<b>Capital Project Description</b> Regional sewers should be cleaned and inspected on a 5-year cycle. This project is the 3rd out of 4 sections. Results from the inspection will inform future repairs.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Integrated Water Management	<b>Corporate Priority Area</b> Environmental Protection
<b>Project Rationale</b> <i>This project will be for CCTV and root removal of approximately 1.25 m of wastewater trunk between manholes 0065 and 0155 will be inspected for condition and defects. Results from the inspection program will be used for the following year's rehabilitation program.</i>		

<b>Proj. No.</b> 20-01	<b>Capital Project Title</b> Trunk Sewer Repairs and Replacement - Section 3	<b>Capital Project Description</b> Based upon CCTV inspection of Section 3 about 420m of trunk sewer along Beach Dr downstream of Estevan needs to be relined.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Integrated Water Management	<b>Corporate Priority Area</b> Environmental Protection
<b>Project Rationale</b> <i>The concrete pipe along Beach Drive in Oak Bay was inspected in 2018, and approximately 420 m of trunk sewer requires relining. Funds are required to retain a contractor to conduct the pipe relining.</i>		

<b>Proj. No.</b> 20-02	<b>Capital Project Title</b> CCTV Pipe and MH Inspection Program - Section 4	<b>Capital Project Description</b> Regional sewers should be cleaned and inspected on a 5-year cycle. This project is the last section to be inspected and encompasses Foul Bay to Ross Bay. Results from the inspection will inform future repairs.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Integrated Water Management	<b>Corporate Priority Area</b> Environmental Protection
<b>Project Rationale</b>		

<b>Proj. No.</b> 18-06	<b>Capital Project Title</b> Emergency Repairs	<b>Capital Project Description</b> This item is to fund emergency repairs to infrastructure that was unforeseen.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Integrated Water Management	<b>Corporate Priority Area</b> Environmental Protection
<b>Project Rationale</b> <i>Risk Management</i>		

**3.713 East Coast Interceptor Sewer  
Summary Schedule  
2020 - 2024 Financial Plan**

**Asset Profile**

**Ease Coast Interceptor Sewer Assets**

On average, 100 million litres of wastewater is collected and discharged daily through the core area liquid waste management systems. Clover Point Outfall services the East Coast Interceptor and Northeast Trunk, which conveys wastewater from Oak Bay, Saanich and Victoria. Assets held by the East Coast Interceptor include land, seven pump stations, and regional trunk system.

**Summary**

Reserve/Fund Summary Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Maintenance Reserves	252,546	286,622	260,292	262,675	268,437	239,290	245,260
Equipment Replacement Fund	445,987	487,281	405,017	326,560	246,792	166,614	85,974
<b>Total projected year end balance</b>	<b>698,533</b>	<b>773,904</b>	<b>665,311</b>	<b>589,238</b>	<b>515,233</b>	<b>405,909</b>	<b>331,240</b>

See attached reserve schedules for projected annual cash flows.



3.713 East Coast Interceptor  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

East Coast Interceptor

Maintenance accounts started for operating costs (Carbon Replacement, outfall inspection and unexpected maintenance items that were not incurred annually, but incurred on an irregular basis.

Operating Reserve Schedule - FC 105203

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	114,645	252,546	286,622	260,292	262,675	268,437	239,290
Planned Purchase	-	-	(35,000)	-	-	(35,000)	-
Transfer from Ops Budget	135,051	27,848	8,670	2,383	5,762	5,853	5,970
Interest Income*	2,850	6,228	-	-	-	-	-
<b>Total projected year end balance</b>	<b>252,546</b>	<b>286,622</b>	<b>260,292</b>	<b>262,675</b>	<b>268,437</b>	<b>239,290</b>	<b>245,260</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.

3.713 East Coast Interceptor Sewer  
 ERF Reserve Fund Schedule  
 2020 - 2024 Financial Plan

ERF Reserve Fund Schedule ECI

ERF: ECI ERF or PERS Fund for Equipment

ERF Reserve to fund replacement of equipment that lasts less than 15 years in the ECI System. Also called PERS (Priority Equipment Replacement). Example motors, pumps etc.

Equipment Replacement Fund- ECI	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	404,663	445,987	487,281	405,017	326,560	246,792	166,614
Planned Purchase (Based on Capital Plan)	-	-	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Transfer from Other (MFA etc.)	32,502	32,472	17,736	21,543	20,232	19,822	19,360
Interest Income*	8,822	8,822	-	-	-	-	-
<b>Ending Balance \$</b>	<b>445,987</b>	<b>487,281</b>	<b>405,017</b>	<b>326,560</b>	<b>246,792</b>	<b>166,614</b>	<b>85,974</b>

Transfers OUT TBD based on further PERS refinement. Some replacements delayed pending Core Area Sewage Project direction.

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **North East Trunk 2 (Bowker)**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 3.715 North East Trunk 2 (Bowker)

Committee: Core Area Liquid Waste Management

**DEFINITION:**

Provision of sewage disposal facilities for all member municipalities tributary to the North East Trunk Bowker.

**SERVICE DESCRIPTION:**

This program is for the provision of Regional sewer service in the Core Area, including sewer collection and conveyance. 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 calculated flows.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**AUTHORIZATION:**

N/A

**FUNDING:**

Requisition

**RESERVE FUND:**

N/A

COST SHARING ALLOCATION

	2015	2016	2017	2018	2019
Victoria	68.58%	68.57%	65.97%	68.31%	68.31%
Saanich	3.48%	4.46%	4.77%	4.62%	4.62%
Oak Bay	27.94%	26.97%	29.26%	27.07%	27.07%
	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Change in Budget 2019 to 2020**  
**Service: 3.715**

	Total Expenditure	Comments
<b>2019 Budget</b>	<b>501,678</b>	
<b>Other Changes:</b>		
Allocations	12,051	7a-1 Corporate Emergency,
Contract for services	25,000	Planned VDF Capacitor replacement, funded by
Water and Electricity savings	(9,700)	transfer from maintenance reserve
Supplies and operating expenses	1,872	CAWTP pre-operations
Transfers to reserves	(4,509)	
Total Other Changes	<u>24,714</u>	
<b>2020 Budget</b>	<u><b>526,392</b></u>	

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**Overall 2019 Budget Performance**  
 (expected variance to budget and surplus treatment)

*2019 Budget to Estimated Actuals:*  
*There is a one time favorable variance of \$18,193 due mainly to electricity savings. This variance will be moved to Maintenance Reserve, which has an expected year end balance of \$285k before this transfer.*

3.715 - NORTH EAST TRUNK (BOWKER)	BUDGET REQUEST						2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING	2020 ONE-TIME	2020 TOTAL				
<b>OPERATING COSTS:</b>										
Allocations	331,850	326,350	343,222	679	-	343,901	352,175	360,645	368,313	376,147
Operating - Other Costs	151,632	138,435	143,763	-	-	143,763	146,636	147,818	150,773	153,790
Consultant Expenses	2,040	2,040	2,081	-	-	2,081	2,123	2,165	2,208	2,252
Contract For Services	4,156	44,660	29,156	-	-	29,156	24,239	4,410	46,498	4,587
<b>TOTAL OPERATING COSTS</b>	<b>489,678</b>	<b>511,485</b>	<b>518,222</b>	<b>679</b>	<b>-</b>	<b>518,901</b>	<b>525,173</b>	<b>515,038</b>	<b>567,792</b>	<b>536,776</b>
*Percentage Increase over prior year	0.00%	4.45%	5.83%	0.14%	0.00%	5.97%	1.21%	-1.93%	10.24%	-5.46%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	12,000	30,193	7,491	-	-	7,491	6,246	6,608	6,285	5,943
<b>TOTAL CAPITAL / RESERVES</b>	<b>12,000</b>	<b>30,193</b>	<b>7,491</b>	<b>-</b>	<b>-</b>	<b>7,491</b>	<b>6,246</b>	<b>6,608</b>	<b>6,285</b>	<b>5,943</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>501,678</b>	<b>541,678</b>	<b>525,713</b>	<b>679</b>	<b>-</b>	<b>526,392</b>	<b>531,419</b>	<b>521,646</b>	<b>574,077</b>	<b>542,719</b>
*Percentage Increase over prior year	0.00%	7.97%	4.79%	0.14%	0.00%	4.93%	0.95%	-1.84%	10.05%	-5.46%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>501,678</b>	<b>541,678</b>	<b>525,713</b>	<b>679</b>	<b>-</b>	<b>526,392</b>	<b>531,419</b>	<b>521,646</b>	<b>574,077</b>	<b>542,719</b>
*Percentage Increase over prior year	0.00%	7.97%	4.79%	0.14%	0.00%	4.93%	0.95%	-1.84%	10.05%	-5.46%
<b>SOURCES OF FUNDING (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	(10,117)	(10,117)	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(32)	(32)	(32)	-	-	(32)	(32)	(32)	(32)	(32)
Transfer from Operating Reserve	-	(40,000)	(25,000)	-	-	(25,000)	(20,000)	-	(42,000)	-
<b>TOTAL REVENUE</b>	<b>(10,149)</b>	<b>(50,149)</b>	<b>(25,032)</b>	<b>-</b>	<b>-</b>	<b>(25,032)</b>	<b>(20,032)</b>	<b>(32)</b>	<b>(42,032)</b>	<b>(32)</b>
<b>REQUISITION</b>	<b>(491,529)</b>	<b>(491,529)</b>	<b>(500,681)</b>	<b>(679)</b>	<b>-</b>	<b>(501,360)</b>	<b>(511,387)</b>	<b>(521,614)</b>	<b>(532,045)</b>	<b>(542,687)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.86%	0.14%	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%
PARTICIPANTS: Victoria, Saanich, Oak Bay										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

3.715 North East Trunk 2  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

Profile

North East Trunk 2

Maintenance accounts started for operating costs (unexpected maintenance items) that were not incurred annually, but incurred on an irregular basis.

Operating Reserve Schedule - FC 105202

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	197,993	313,083	311,008	293,499	279,745	286,353	250,638
Planned Purchase	-	(40,000)	(25,000)	(20,000)	-	(42,000)	-
Transfer from Ops Budget	110,196	30,193	7,491	6,246	6,608	6,285	5,943
Interest Income*	4,894	7,732	-	-	-	-	-
<b>Total projected year end balance</b>	<b>313,083</b>	<b>311,008</b>	<b>293,499</b>	<b>279,745</b>	<b>286,353</b>	<b>250,638</b>	<b>256,581</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**

## **2020 BUDGET**

### **Saanich Peninsula Water Supply**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 2.610

Saanich Peninsula Water Supply

Commission: Saanich Peninsula Water

**DEFINITION:**

To purchase water and to acquire, design, construct, reconstruct, purchase, maintain and operate facilities and to acquire property easements, licences and authorities for the supply of water to Central Saanich, North Saanich, and Sidney, for distribution by the municipalities. Letters Patent, December 22, 1976; revised Sept. 27, 1984. Amended SLP April 27, 1978 and March 19, 1986.

**SERVICE DESCRIPTION:**

This service provides for the purchase of bulk water for supply to Central Saanich, North Saanich, and Sidney, for distribution within their municipalities. Included in the program is the responsibility to provide design, construction, operation and maintenance, licenses, and water quality monitoring to the service area.

**PARTICIPATION:**

Central Saanich /North Saanich/ Sidney

**MAXIMUM LEVY:**

**MAXIMUM CAPITAL DEBT:**

As established by Inspector of Municipalities.

**COMMISSION:**

Saanich Peninsula Water Commission established by Letters Patent to advise the Board with respect to this function.

**FUNDING:**

Water rates and debt cost allocation to be established by bylaw, charged to the individual municipalities.

**Bulk Water Rate**

To cover 100% of operating costs, billed monthly to each municipality.

**Requisition**

To cover 100% of debt costs by formula: levy of \$0.115 / \$1,000 of total hospital assessments for all members plus 1/3 of balance on each of members: number of connections, specified area school assessments and population.

**CAPITAL DEBT:**

All Bylaws have expired.

Program Group: CRD-Saanich Peninsula Water Supply	2020 BUDGET REQUEST						FUTURE PROJECTIONS			
	2019 BOARD BUDGET 2	2019 ESTIMATED ACTUAL 3	CORE BUDGET 4	ONGOING 5	ONE-TIME 6	TOTAL (COL 4, 5 & 6) 7	2021 8	2022 9	2023 10	2024 11
<b>SUMMARY</b>										
1										
<b>OPERATING EXPENDITURES:</b>										
ALLOCATION - OPERATIONS	1,007,848	981,678	1,041,844	-	-	1,041,844	1,064,384	1,087,419	1,110,963	1,135,021
UTILITIES	206,207	205,620	214,440	-	-	214,440	223,006	227,912	232,926	238,050
OPERATING - OTHER COSTS	170,753	140,785	169,615	-	-	169,615	173,339	177,137	181,029	184,996
ALLOCATION - CORPORATE OVERHEAD	76,912	76,912	93,232	-	-	93,232	107,187	121,662	124,095	126,577
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,461,720</b>	<b>1,404,995</b>	<b>1,519,131</b>	<b>-</b>	<b>-</b>	<b>1,519,131</b>	<b>1,567,916</b>	<b>1,614,130</b>	<b>1,649,013</b>	<b>1,684,644</b>
*Percentage increase over prior year board budget			3.93%			3.93%	3.21%	2.95%	2.16%	2.16%
<b>TOTAL BULK WATER EXPENDITURES</b>	<b>4,403,750</b>	<b>4,607,000</b>	<b>4,738,240</b>	<b>-</b>	<b>-</b>	<b>4,738,240</b>	<b>4,872,880</b>	<b>5,033,360</b>	<b>5,164,600</b>	<b>5,312,840</b>
<b>CAPITAL EXPENDITURES &amp; TRANSFERS</b>										
TRANSFER TO CAPITAL RESERVE FUND	470,000	612,205	650,000	-	-	650,000	700,000	750,000	800,000	850,000
TRANSFER TO EQUIPMENT REPLACEMENT FUND	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
<b>TOTAL CAPITAL EXPENDITURES &amp; TRANSFERS</b>	<b>520,000</b>	<b>662,205</b>	<b>700,000</b>	<b>-</b>	<b>-</b>	<b>700,000</b>	<b>750,000</b>	<b>800,000</b>	<b>850,000</b>	<b>900,000</b>
<b>DEBT SERVICING</b>										
DEBT-INTEREST & PRINCIPAL	-	-	-	-	-	-	-	-	-	-
<b>TOTAL DEBT SERVICING EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>6,385,470</b>	<b>6,674,200</b>	<b>6,957,371</b>	<b>-</b>	<b>-</b>	<b>6,957,371</b>	<b>7,190,796</b>	<b>7,447,490</b>	<b>7,663,613</b>	<b>7,897,484</b>
<b>SOURCES OF FUNDING-OPERATIONS</b>										
REVENUE -WATER SALES	(6,379,669)	(6,674,200)	(6,951,571)	-	-	(6,951,571)	(7,184,996)	(7,441,690)	(7,657,813)	(7,891,684)
REVENUE -OTHER	(5,800)	-	(5,800)	-	-	(5,800)	(5,800)	(5,800)	(5,800)	(5,800)
<b>TOTAL SOURCES OF FUNDING FROM OPERATIONS</b>	<b>(6,385,469)</b>	<b>(6,674,200)</b>	<b>(6,957,371)</b>	<b>-</b>	<b>-</b>	<b>(6,957,371)</b>	<b>(7,190,796)</b>	<b>(7,447,490)</b>	<b>(7,663,613)</b>	<b>(7,897,484)</b>
<b>SOURCES OF FUNDING-REQUISITION</b>										
PROPERTY TAX REQUISITION FOR DEBT	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CARRY FORWARD (SURPLUS)/ DEFICIT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL SOURCES OF ALL FUNDING</b>	<b>(6,385,469)</b>	<b>(6,674,200)</b>	<b>(6,957,371)</b>	<b>-</b>	<b>-</b>	<b>(6,957,371)</b>	<b>(7,190,796)</b>	<b>(7,447,490)</b>	<b>(7,663,613)</b>	<b>(7,897,484)</b>
Percentage increase over prior year's board budget			8.96%			8.96%	3.36%	3.57%	2.90%	3.05%

**Change in Budget 2019 to 2020****Service: 2.610 Saanich Peninsula Water Supply****Total Expenditure****Comments****2019 Budget****6,385,469****Change in Labour:**

Labour charges

33,500

Labour charges (Salaries and overhead)

Total Change in Labour

33,500**Other Changes:**

Bulk Water Purchase

334,490

Transfers to Capital Reserve

180,000

Corporate Allocations

16,320

Electricity

8,200

Other

(608)

Minor budget corrections

Total Other Changes

538,402**2020 Budget****6,957,371****Overall 2019 Budget Performance**

(expected variance to budget and surplus treatment)

*Favourable revenue variance of \$290,000 (4.5%) due to higher than budgeted water sales. This additional revenue will be used to offset bulk water purchase overages. The net surplus of \$142,000 will be transferred to the Capital Reserve Fund.*

# SAANICH PENINSULA WATER SUPPLY

## 2020 Demand Estimate

### Retail Demand

Years	Actual Demand cu.metre	Budgeted Demand cu.metre
2015	6,695,312	6,270,000
2016	6,870,557	6,270,000
2017	6,549,588	6,270,000
2018	7,044,786	6,300,000
2019	6,800,000*	6,500,000
<b>2020 Demand Estimate</b>	<b><u>6,800,000</u></b>	

\* Projected consumption for 2019

# SAANICH PENINSULA WATER SUPPLY

## Summary of Supply Water Rates to Participating Municipalities

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Change</u>	<u>% change</u>
<b>Retail (direct) water rate</b>							
Saanich Peninsula Retail cost per cu.m.	\$0.9073	\$0.9111	\$0.9621	\$0.9815	\$1.0223	\$0.0408	4.2%
Agricultural Research Station cost per cu.m.	\$0.9425	\$0.9463	\$0.9973	\$1.0167	\$1.0575	\$0.0408	4.0%

## Summary of Bulk Water Purchase Rates from Regional Water Supply

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Change</u>	<u>% change</u>
<b>CRD Bulk water purchase cost per cu.m.</b>	\$0.6375	\$0.6375	\$0.6644	\$0.6775	\$0.6968	\$0.0193	2.8%

# SAANICH PENINSULA WATER SUPPLY

## Summary of Supply Water Rates to Participating Municipalities

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Change</u>	<u>% change</u>
<b>Retail (direct) water rate</b>							
Unit cost per cu.m.	\$ 0.9073	\$ 0.9111	\$ 0.9621	\$ 0.9815	\$ 1.0223	\$ 0.0408	4.2%

### Retail Water Rate Increase Impact on Participating Municipalities Water Bill

Average consumption: 235.0 cubic meters

<u>Charge for Twelve Months Consumption</u>	<u>Year</u>	<u>Annual charge</u>	<u>2020 Annual Change \$</u>
Average Consumption	2019	\$ 230.65	
	2020	\$ 240.24	\$ 9.59
Half Average Consumption	2019	\$ 115.33	
	2020	\$ 120.12	\$ 4.79
Twice Average Consumption	2019	\$ 461.31	
	2020	\$ 480.48	\$ 19.19

**Schedule A**  
**Asset Useful Life Assignments - PSAB**

<u>Classes:</u>	<u>Code</u>	<u>Asset Categories</u>	<u>Useful Life, Years</u>
Land	LAND	Land & Rights of Way * (Note 1)	N/A
Building	BLDG	Building, Permanent	50
	BLOT	Building, Temporary/ Portable	20
Equipment	BLFX	Building fixture ( <i>sprinklers</i> )	20
	BOAT	Boats & Marine Equipment	10
	COMP	Computer Equipment ( <i>includes software</i> )	5
	ELEC	Electronic Equipment( <i>hydromet, weather stn eqpt</i> )	5
	FIRE	Fire & Safety Equipment	10
	GENT	Generator	20
	HYDR	Hydrants and Standpipes	20
	HYDY	Hydrology	10
	MTRS	Meters	20
	OFFE	Office Equipment	5
	OFFF	Office Furniture	10
	SCDA	SCADA Equipment	10
	SCRN	Intake Screens/Membranes ( <i>stop logs</i> )	20
	SHOP	Shop Equipment	10
	TELE	Telecommunication Eqpt ( <i>radios, phone systems</i> )	10
	WEQP	Water Works Eqpt( <i>W.Quality lab, Wshed eqpt</i> )	10
Vehicle	NEW GRP	Weather stn & communication tower	15
	VEHC	Vehicles	8
Engineering	BRDG	Bridge	50
Structure	CANL	Canal	50
	DAMS	Dam Structures	100
	PIPE	Pipelines, includes Vaults, Kiosks, Valve chambers	75
	PIPF	Pipelines, fittings	20
	PLPV	Parking lot paved	40
	PSEQ	Pump Station Equipment	20
	PSHS	Pump Station Housing	50
	PRVS	Valves, Flushes & PRV's	20
	RDGR	Roads gravel	20
	RDPV	Roads paved	40
	RESS	Reservoirs (steel & concrete)	50
	REST	Reservoirs (tower/tank)	35
	TANK	Storage tank	40
	TELP	Telephone and Power Lines	50
	TUNN	Tunnel, Culvert and Diversions	50
	WATP	Water Treatment Plant	25
	WELL	Wet well/ Well	50
Other Assets	CSTU	Capital Management Studies	5
	FENC	Fences	15
	LIMP	Land & Yard Improvements	20

Note 1: Land is not depreciated so a useful life assignment is not applicable.



CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	2.610 Saanich Peninsula Water Supply	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$120,000	\$75,000	\$0	\$0	\$0	\$195,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$600,000	\$1,405,000	\$260,000	\$360,000	\$260,000	\$210,000	\$2,495,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$600,000</b>	<b>\$1,525,000</b>	<b>\$335,000</b>	<b>\$360,000</b>	<b>\$260,000</b>	<b>\$210,000</b>	<b>\$2,690,000</b>

**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	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
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	\$600,000	\$1,475,000	\$285,000	\$310,000	\$210,000	\$160,000	\$2,440,000
		<b>\$600,000</b>	<b>\$1,525,000</b>	<b>\$335,000</b>	<b>\$360,000</b>	<b>\$260,000</b>	<b>\$210,000</b>	<b>\$2,690,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #: 2.610  
Service Name: Saanich Peninsula Water Supply

**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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
<b>SYSTEM UPGRADES AND REPLACEMENTS</b>													
<b>Planning</b>													
19-02	New	Strategic Asset Management Plan Update	Update the asset management plan with recent study information (post disaster emergency water supply, Elk Lake Main Removals, ...)	\$100,000	S	Res	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$100,000
<b>Capital</b>													
17-01	New	Reservoir Seismic Isolation Valves	Assessment, design and installation of seismic isolation valves at 7 of the reservoirs, and installation of restrained hydrants at reservoirs where possible.	\$500,000	S	Res	\$450,000	\$450,000	\$0	\$0	\$0	\$0	\$450,000
18-02	New	Site Security Assessment & Improvements	Assess the security of facilities and make improvements for the public and operators	\$205,000	S	Res	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$150,000
18-04	New	Post Disaster Emergency Water Supply	Identify and procure emergency systems for post disaster preparedness	\$900,000	S	Res	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
19-01	Renewal	Corrosion Protection Program	Carry out an investigation and monitoring program in conjunction with other services to prevent infrastructure failure due to corrosion	\$100,000	S	Res	\$0	\$40,000	\$10,000	\$10,000	\$10,000	\$10,000	\$80,000
20-01	Replacement	Elk Lake Main Removals	Undertake removals from outlined in 2018 Elk Lake Main Decommissioning Study	\$85,000	S	Res	\$0	\$85,000	\$0	\$0	\$0	\$0	\$85,000
20-02	New	Hamsterly Pump Station Backup Power Generator	Addition of a backup power generator at the Hamsterly Pump Station	\$335,000	S	Res	\$0	\$335,000	\$0	\$0	\$0	\$0	\$335,000
20-03	Renewal	Lochside PRV, Martindale & Tsawout Meter Replacement	As recommended in the 2017 KWL Water Audit, replace the Lochside PRV, Martindale and Tsawout flow meters.	\$120,000	E	Res	\$0	\$120,000	\$0	\$0	\$0	\$0	\$120,000
21-01	New	Level of Service Agreement	Determine and develop appropriate level of service agreements with the participating municipalities for water supply.	\$75,000	E	Res	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000
Sub-Total System Upgrades & Replacements				\$2,420,000			\$600,000	\$1,380,000	\$285,000	\$160,000	\$160,000	\$160,000	\$2,145,000
<b>ANNUAL PROVISIONAL ITEMS</b>													
17-02	Renewal	Provisional Equipment Replacements	Funds to conduct emergency and unplanned repairs outside of normal Operations.	\$250,000	S	ERF	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
<b>DEVELOPMENT COST CHARGE (DCC) PROGRAM</b>													
20-02	New	Hamsterly Pump Station Backup Power Generator	Addition of a backup power generator at the Hamsterly Pump Station	\$95,000	S	Res	\$0	\$95,000	\$0	\$0	\$0	\$0	\$95,000
22-01	New	Water Strategic Plan Update	Update the strategic plan to inform future works and identify hydraulic deficiencies.	\$150,000	S	Res	\$0	\$0	\$0	\$150,000	\$0	\$0	\$150,000
23-01	New	DCC Program Update	5-year update of the DCC program.	\$50,000	S	Res	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
Sub-Total Development Cost Charge				\$295,000			\$0	\$95,000	\$0	\$150,000	\$50,000	\$0	\$295,000
<b>GRAND TOTAL</b>				<u>\$2,965,000</u>			<u>\$600,000</u>	<u>\$1,525,000</u>	<u>\$335,000</u>	<u>\$360,000</u>	<u>\$260,000</u>	<u>\$210,000</u>	<u>\$2,690,000</u>

Service: 2.610

Saanich Peninsula Water Supply

Proj. No. 19-02

Capital Project Title Strategic Asset Management Plan

Capital Project Description Update the asset management plan with recent study information.

Asset Class Engineered Structures

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** Update the strategic asset management plan based upon recent studies such as the DCC Program Update, Post Disaster Response Plan, and Site Security Assessment. The update will inform future capital works.

Proj. No. 17-01

Capital Project Title Reservoir Seismic Isolation Valves

Capital Project Description Assessment, design and installation of seismic isolation valves at 7 of the reservoirs, and installation of restrained hydrants at reservoirs where possible.

Asset Class Engineered Structures

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** The Commission has indicated a desire to include seismic valves on each of the 8 Saanich Peninsula Water System reservoirs. At present, the Dean Park Middle Reservoir is the only reservoir equipped with a seismic valve. In summary a seismic valve is simple actuated system to shut the outlet valve(s) automatically if a seismic event (of a specific magnitude) is experienced. Each site is unique and installation complexity and associated costs will vary. The first task in this project will be to further define the proposed solution and budget for each site. The resulting detailed project will be reviewed in conjunction with the Strategic Asset Management Plan for the system to confirm affordability and value prior to initiating construction works.

Proj. No. 18-02

Capital Project Title Site Security Assessment & Improvement

Capital Project Description Assess the security of facilities and make improvements for the public and operators

Asset Class Engineered Structures

Board Priority Area Other

Corporate Priority Area Drinking Water

**Project Rationale** The Saanich Peninsula Water system is comprised of various pump stations, pressure control stations, meter facilities and storage tanks. The facilities have varying levels of security with no consistent intent. A site security assessment is proposed to secure all facilities so that operators can safely maintain the sites and keep the public and infrastructure safe. Funding is required to assess all facilities and conduct improvements to secure them.

Service: 2.610

Saanich Peninsula Water Supply

<b>Proj. No.</b> 18-04	<b>Capital Project Title</b> Post Disaster Emergency Water Supply	<b>Capital Project Description</b> Identify and procure emergency systems for post disaster preparedness
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. This item will see the study of the issue in 2017 and 2018 with the anticipated purchase of one or more emergency distribution systems in 2018 and beyond. Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to start implementing these additional works.</i>		
<b>Proj. No.</b> 19-01	<b>Capital Project Title</b> Corrosion Protection Program	<b>Capital Project Description</b> Carry out an investigation and monitoring program in conjunction with other services to prevent infrastructure failure due to corrosion
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>The Saanich Peninsula Water System comprises of many material types including steel. An investigation and monitoring program will be developed to prevent infrastructure failure due to corrosion. Funds are required to retain a qualified corrosion specialist to assess and aid in developing a monitoring program.</i>		
<b>Proj. No.</b> 20-01	<b>Capital Project Title</b> Elk Lake Main Removals	<b>Capital Project Description</b> Undertake removals from outlined in 2018 Elk Lake Main Decommissioning Study
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>Staff produced the 2018 Elk Lake Main Decommissioning Study to highlight regions of the abandoned main requiring capital works to reduce risk to public safety if the abandoned infrastructure failed. Funds are required to demolish or properly decommission abandoned and unused infrastructure.</i>		
<b>Proj. No.</b> 20-03	<b>Capital Project Title</b> Lochside PRV, Martindale & Tsawout M	<b>Capital Project Description</b> As recommended in the 2017 KWL Water Audit, replace the Lochside PRV, Martindale and Tsawout flow meters.
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>KWL carried out a water audit of the Saanich Peninsula Water system in 2017 and recommended that the meters be replaced at the Lochside PRV, Martindale meter station and Tsawout meter station. Funds are required to replace the meters and complete any associated upgrades at the stations.</i>		

Service: 2.610

Saanich Peninsula Water Supply

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Level of Service Agreement	<b>Capital Project Description</b> Determine and develop appropriate level of service agreements with the participating municipalities for water supply.
<b>Asset Class</b> Equipment	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>The SPW Service has numerous transfer points with the participating municipalities. Funding is required to determine the pressure and flow at transfer points with the participating municipalities for water supply.</i>		
<b>Proj. No.</b> 17-02	<b>Capital Project Title</b> Provisional Equipment Replacements	<b>Capital Project Description</b> Funds to conduct emergency and unplanned repairs outside of normal Operations.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>Replace various system equipment that may fail during the year that is not specifically identified and funded through the operating and capital budgets.</i>		
<b>Proj. No.</b> 20-02	<b>Capital Project Title</b> Hamsterly Pump Station Backup Powe	<b>Capital Project Description</b> Addition of a backup power generator at the Hamsterly Pump Station
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>From the 2018 DCC Update, KWL identified that the addition of backup power at the Hamsterly Pump Station. Funds are required to design and construct backup power for the Hamsterly Pump Station.</i>		
<b>Proj. No.</b> 22-01	<b>Capital Project Title</b> Water Strategic Plan Update	<b>Capital Project Description</b> Update the strategic plan to inform future works and identify hydraulic deficiencies.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>A water distribution system changes with development demand. A periodic update of the strategic plan to identify hydraulic deficiencies and inform future works is periodically required to ensure the level of service.</i>		
<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> DCC Program Update	<b>Capital Project Description</b> 5-year update of the DCC program.
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Drinking Water
<b>Project Rationale</b> <i>Funds are required to conduct a 5-year update of the DCC program.</i>		

2.610 Saanich Peninsula Water  
 Summary Schedule  
 2020 - 2024 Financial Plan

**Asset Profile**

**Saanich Peninsula Water**

One of the 16 CRD drinking water systems across the region, Saanich Peninsula Water Supply obtains treated drinking water from the Regional Water Supply System and is responsible for the bulk trunk water supply systems for Central Saanich, Sidney & North Saanich. Assets include land, 46 kilometres of water supply mains, nine balancing reservoirs, nine pumping stations, two pressure reducing stations, nine supply meters and two rechlorination stations.

**Reserve/Fund Summary**

	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
DCC Reserve Account	1,996,923	2,121,923	2,026,923	2,026,923	1,876,923	1,826,923	1,826,923
Equipment Replacement Fund	1,733,094	1,768,094	1,768,094	1,768,094	1,768,094	1,768,094	1,768,094
Capital Reserve	5,129,591	5,341,796	5,211,796	5,626,796	6,216,796	6,856,796	7,546,796
<b>Total</b>	<b>8,859,607</b>	<b>9,231,812</b>	<b>9,006,812</b>	<b>9,421,812</b>	<b>9,861,812</b>	<b>10,451,812</b>	<b>11,141,812</b>

2.610 Saanich Peninsula Water  
Development Cost Charges  
2020 - 2024 Financial Plan

Development Cost Charges Reserve Schedule

Reserve Fund: Saanich Peninsula Water Development Cost Charges (Bylaw # 3208)

Fund: 1009 Fund Center: 101353- DCC Water System only

	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	1,468,517	1,996,923	2,121,923	2,026,923	2,026,923	1,876,923	1,826,923
Transfers to Reserve	243,422						
Transfers from Reserve based on DCC-capital plan	-	-	(95,000)	-	(150,000)	(50,000)	-
DCC's received from Member Municipalities	250,696	90,000					
Interest Income*	34,287	35,000					
<b>Ending Balance \$</b>	<b>1,996,923</b>	<b>2,121,923</b>	<b>2,026,923</b>	<b>2,026,923</b>	<b>1,876,923</b>	<b>1,826,923</b>	<b>1,826,923</b>

General Comments:

Saanich Peninsula Water Development Cost Charges (DCC's) was adopted in 2005 for the purpose of providing funds to assist with the capital costs of providing, constructing, altering or expanding the Districts water & wastewater systems that services the Member Municipalities.

The above cash flow only reflects DCC Reserve information for Water System only (Wastewater's information will be provided in the Wastewater budgets). These Reserve funds are received from member municipalities as Development Cost Charges (DCC's) to provide for the capital costs of water capacity system improvements within the service areas.

In December 2018 the bylaw was ammended to remove Development Cost Charges on new projects to recognize that the fund's balance exceeded the total of current development projects.

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

2.610 Saanich Peninsula Water  
 Equipment Replacement Reserve Schedule  
 2020 - 2024 Financial Plan

**Equipment Replacement Reserve Schedule**

Reserve Fund: Saanich Peninsula Water-Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

Fund: 1022 Fund Center: 101452	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	1,648,230	1,733,094	1,768,094	1,768,094	1,768,094	1,768,094	1,768,094
Equipment purchases (Based on Capital Plan)	-	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Transfer from Operating Budget	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Interest Income*	34,864	35,000					
<b>Ending Balance \$</b>	<b>1,733,094</b>	<b>1,768,094</b>	<b>1,768,094</b>	<b>1,768,094</b>	<b>1,768,094</b>	<b>1,768,094</b>	<b>1,768,094</b>

General Comments: The fund is used to replace water system infrastructure throughout the system as failing components are identified and not funded through operating budgets.

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



2.610 Saanich Peninsula Water  
 Capital Reserve Fund  
 2020 - 2024 Financial Plan

**Capital Reserve Fund Schedule**

Reserve Fund: Saanich Peninsula Water Capital Reserve Fund ( Bylaw #1397)

Fund: 1009 Fund Center: 102159

	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	5,104,492	5,129,591	5,341,796	5,211,796	5,626,796	6,216,796	6,856,796
Transfers from Reserve based on capital plan	(898,451)	(455,000)	(780,000)	(285,000)	(160,000)	(160,000)	(160,000)
Transfer from Operating Budget	832,363	612,205	650,000	700,000	750,000	800,000	850,000
Interest Income*	91,186	55,000					
<b>Ending Balance \$</b>	<b>5,129,591</b>	<b>5,341,796</b>	<b>5,211,796</b>	<b>5,626,796</b>	<b>6,216,796</b>	<b>6,856,796</b>	<b>7,546,796</b>

General Comments:

Saanich Peninsula Water Capital Reserve Fund was adopted in 1985 for the purpose of capital payments including planning, engineering and legal costs for providing, latering or expanding water system infrastructure related to the Saanich Peninsula Water Supply System.

The fund is used for the purpose of funding the Service Capital infrastructure related directly or indirectly to water facilities, (excluding DCC) capital expenditures.

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

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Central Saanich Odour Management**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

Service: 3.714 Central Saanich Odour Management

Committee: Environmental Services

**DEFINITION:**

Provision of odour control and management.

**PARTICIPATION:**

Operating costs to be recovered by requisition from Central Saanich.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**CENTRAL SAANICH SEWER SYSTEM:**

<u>Population</u>	<u>Debt &amp; Operating</u>
16,814	100.00%

**FUNDING:**

Requisition

**RESERVE FUND:**

N/A

**Change in Budget 2019 to 2020**  
**Service: 3.714**

	Total Expenditure	Comments
<b>2019 Budget</b>	<b>91,053</b>	
<b>Other Changes:</b>		
Allocations	(5,055)	Allocation savings from IWS Operations
Contingency	(20,607)	
Other small changes	722	
Total Other Changes	(24,940)	
<b>2020 Budget</b>	<b>66,113</b>	

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**Overall 2019 Budget Performance**  
 (expected variance to budget and surplus treatment)

*2019 Budget to Estimated Actuals:  
 There is a one time favorable variance of \$4,418. This variance arises from small differences operating expenses and contingency This variance will be carried forward to operations for 2020.*

3.714 - CENTRAL SAANICH TREATMENT PLANT

	2019		BUDGET REQUEST				2021-2024			
	BOARD BUDGET	ESTIMATED ACTUAL	2020 CORE BUDGET	ONGOING	ONE-TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>OPERATING COSTS:</b>										
Operating - Other Costs	46,980	59,980	47,920	-	-	47,920	48,878	49,856	50,852	51,870
Allocations	23,466	14,508	18,193	-	-	18,193	18,293	18,388	18,788	19,196
Contingency	20,607	12,147	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>91,053</b>	<b>86,635</b>	<b>66,113</b>	<b>-</b>	<b>-</b>	<b>66,113</b>	<b>67,171</b>	<b>68,244</b>	<b>69,640</b>	<b>71,066</b>
*Percentage Increase over prior year	0.0%	-4.9%	-27.4%			-27.4%	1.6%	1.6%	2.0%	2.0%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>91,053</b>	<b>86,635</b>	<b>66,113</b>	<b>-</b>	<b>-</b>	<b>66,113</b>	<b>67,171</b>	<b>68,244</b>	<b>69,640</b>	<b>71,066</b>
*Percentage Increase over prior year	0.0%	-4.9%	-27.4%			-27.4%	1.6%	1.6%	2.0%	2.0%
Internal Recoveries	1,100	5,518	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>92,153</b>	<b>92,153</b>	<b>66,113</b>	<b>-</b>	<b>-</b>	<b>66,113</b>	<b>67,171</b>	<b>68,244</b>	<b>69,640</b>	<b>71,066</b>
*Percentage Increase over prior year	0.0%	0.0%	-28.3%			-28.3%	1.6%	1.6%	2.0%	2.0%
<b>SOURCES OF FUNDING (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	(42,076)	(42,076)	(12,147)	-	-	(12,147)	-	-	-	-
Revenue - Other	(428)	(428)	(428)	-	-	(428)	(428)	(428)	(428)	(428)
Grants In Lieu of Taxes	(283)	(283)	(283)	-	-	(283)	(283)	(283)	(283)	(283)
<b>TOTAL REVENUE</b>	<b>(42,787)</b>	<b>(42,787)</b>	<b>(12,858)</b>	<b>-</b>	<b>-</b>	<b>(12,858)</b>	<b>(711)</b>	<b>(711)</b>	<b>(711)</b>	<b>(711)</b>
<b>REQUISITION</b>	<b>(49,366)</b>	<b>(49,366)</b>	<b>(53,255)</b>			<b>(53,255)</b>	<b>(66,460)</b>	<b>(67,533)</b>	<b>(68,929)</b>	<b>(70,355)</b>
*Percentage Increase over prior year	0.0%	0.0%	7.9%			7.9%	24.8%	1.6%	2.1%	2.1%
PARTICIPANTS: C. Saanich										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Saanich Peninsula Wastewater**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

**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 2019</u>
Airport	1.73%
Sidney	40.64%
Pauquachin	0.86%
Central Saanich	41.40%
North Saanich	14.85%
Tseycum	0.34%
IOS	0.18%
Total	100.00%

**FUNDING:**

Requisition

**RESERVE FUND:**

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

**Change in Budget 2019 to 2020**  
**Service: 3.718 - SAANICH PENINSULA WASTEWATER**

	Total Expenditure	Comments
<b>2019 Budget</b>	<b>3,744,011</b>	
<b>Other Changes:</b>		
Allocations	86,939	IBC 10a-7 Sewer Operations \$19.8k, general increase
Contracts for services	20,169	
Repairs and maintenance savings	(85,548)	2019 carbon media replacement not required in 2020
Other operating costs	10,436	
Transfers to reserves	73,698	
Total Other Changes	<u>105,694</u>	
<b>2020 Budget</b>	<b><u>3,849,705</u></b>	

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**Overall 2019 Budget Performance**  
 (expected variance to budget and surplus treatment)

There is a one time favorable variance of \$129,878 due mainly to a reduction in anticipated allocations from IWS operations and RWS/IW as well as supplies, electricity and repairs and maintenance. This variance is partially absorbed by an reduction in allocation recovery - heat recovery operations of about \$17k. The remainder, \$112.6K, will be moved to Capital Reserve, which has an expected year end balance of \$2.85M before this transfer.



3.718 - SAANICH PENINSULA WASTEWATER	BUDGET REQUEST				2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL		
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	2020 ONGOING					2020 ONE-TIME	2020 TOTAL
<b>OPERATING COSTS:</b>										
Operating	2,423,102	2,326,501	2,352,088	19,794	-	2,371,882	2,531,288	2,469,651	2,633,129	2,699,822
Lab	162,438	162,438	170,136	-	-	170,136	174,046	177,629	179,393	183,242
Heat Recovery	103,557	93,520	141,081	-	-	141,081	144,194	147,377	150,631	153,954
Biosolids Mgmt.	620,190	596,950	649,001	-	-	649,001	662,016	675,293	688,838	702,603
Corporate Overhead	42,022	42,022	51,205	-	-	51,205	60,298	69,734	71,129	72,551
<b>TOTAL OPERATING COSTS</b>	<b>3,351,309</b>	<b>3,221,431</b>	<b>3,363,511</b>	<b>19,794</b>	<b>-</b>	<b>3,383,305</b>	<b>3,571,842</b>	<b>3,539,684</b>	<b>3,723,120</b>	<b>3,812,171</b>
*Percentage Increase over prior year	0.00%	-3.88%	0.36%	0.59%	0.00%	0.95%	5.57%	-0.90%	5.18%	2.39%
<b>CAPITAL / RESERVE</b>										
Transfer to Operating Reserve Fund	64,364	64,364	47,439	-	-	47,439	50,667	74,047	77,597	81,321
Transfer to Equipment Replacement Fund	104,950	104,950	110,198	-	-	110,198	115,707	121,493	127,567	133,946
Transfer to Reserve Fund	223,388	335,977	308,763	-	-	308,763	297,327	267,691	243,556	199,925
<b>TOTAL CAPITAL / RESERVES</b>	<b>392,702</b>	<b>505,291</b>	<b>466,400</b>	<b>-</b>	<b>-</b>	<b>466,400</b>	<b>463,701</b>	<b>463,231</b>	<b>448,720</b>	<b>415,192</b>
<b>TOTAL COSTS</b>	<b>3,744,011</b>	<b>3,726,722</b>	<b>3,829,911</b>	<b>19,794</b>	<b>-</b>	<b>3,849,705</b>	<b>4,035,543</b>	<b>4,002,915</b>	<b>4,171,840</b>	<b>4,227,363</b>
*Percentage Increase over prior year	0.00%	-0.46%	2.29%	0.53%	0.00%	2.82%	4.83%	-0.81%	4.22%	1.33%
Internal Recovery - Other	(147,200)	(129,910)	(218,850)	-	-	(218,850)	(223,664)	(228,585)	(233,614)	(238,755)
Recovery - Other	(455)	(455)	(455)	-	-	(455)	(455)	(455)	(455)	(455)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>3,596,356</b>	<b>3,596,357</b>	<b>3,610,606</b>	<b>19,794</b>	<b>-</b>	<b>3,630,400</b>	<b>3,811,424</b>	<b>3,773,875</b>	<b>3,937,771</b>	<b>3,988,153</b>
*Percentage Increase over prior year	0.00%	0.00%	0.40%	0.55%	0.00%	0.95%	4.99%	-0.99%	4.34%	1.28%
<b>SOURCES OF FUNDING (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(6,014)	(6,014)	(6,014)	-	-	(6,014)	(6,014)	(6,014)	(6,014)	(6,014)
Transfer From Own Funds	(100,000)	(100,000)	(20,000)	-	-	(20,000)	(130,000)	(20,000)	(130,000)	(145,000)
<b>TOTAL REVENUE</b>	<b>(106,014)</b>	<b>(106,014)</b>	<b>(26,014)</b>	<b>-</b>	<b>-</b>	<b>(26,014)</b>	<b>(136,014)</b>	<b>(26,014)</b>	<b>(136,014)</b>	<b>(151,014)</b>
<b>REQUISITION</b>	<b>(3,490,342)</b>	<b>(3,490,343)</b>	<b>(3,584,592)</b>	<b>(19,794)</b>	<b>-</b>	<b>(3,604,386)</b>	<b>(3,675,410)</b>	<b>(3,747,861)</b>	<b>(3,801,757)</b>	<b>(3,837,139)</b>
*Percentage Increase over prior year	0.00%	0.00%	2.70%	0.57%	0.00%	3.27%	1.97%	1.97%	1.44%	0.93%
PARTICIPANTS: C. Saanich, N. Saanich, Sidney, Airport, Pauquachin, Tseycum										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	3.718	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
	Saanich Peninsula Wastewater							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$225,000	\$0	\$0	\$0	\$0	\$225,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$1,189,000	\$3,949,000	\$1,650,000	\$335,000	\$350,000	\$510,000	\$6,794,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$1,189,000</b>	<b>\$4,174,000</b>	<b>\$1,650,000</b>	<b>\$335,000</b>	<b>\$350,000</b>	<b>\$510,000</b>	<b>\$7,019,000</b>

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Debenture Debt ( New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$375,000	\$150,000	\$150,000	\$150,000	\$150,000	\$975,000
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	\$1,089,000	\$3,699,000	\$1,500,000	\$185,000	\$200,000	\$360,000	\$5,944,000
		<b>\$1,189,000</b>	<b>\$4,174,000</b>	<b>\$1,650,000</b>	<b>\$335,000</b>	<b>\$350,000</b>	<b>\$510,000</b>	<b>\$7,019,000</b>

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #:

3.718

Service Name:

Saanich Peninsula Wastewater

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
<b>CAPITAL</b>													
16-06	New	Biosolids Treatment & Disposal Options Study	Study to determine viable options for treatment and disposal of biosolids from the SPWWTP.	\$100,000	S	Cap	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
18-01	Replacement	SPWWTP Repairs & Replacements	The 2013 Stantec condition assessment identified numerous electrical and mechanical equipment requiring replacement and/or repairs.	\$335,000	S	Res	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
18-02	Renewal	SPWW SCADA Upgrades	Replacement of aging SCADA equipment to meet current and future SCADA requirements.	\$135,000	S	Res	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
19-01	Replacement	SPWWTP Replacement of Rotary Presses	Assess dewatering options of sludge and implement prior to possible failure of the rotary presses.	\$1,090,000	S	Res	\$70,000	\$1,070,000	\$0	\$0	\$0	\$0	\$1,070,000
19-02	Renewal	5 Year SPWW Strategic Plan Update	Update the Strategic Plan that was finalized in 2014 with additional information.	\$135,000	S	Res	\$110,000	\$110,000	\$0	\$0	\$0	\$0	\$110,000
19-03	Renewal	Corrosion Prevention Program	In conjunction with the RWS and JdF system a corrosion protection program to assess and monitor assets susceptible to corrosion	\$120,000	S	Res	\$0	\$15,000	\$0	\$0	\$0	\$60,000	\$75,000
19-06	Renewal	Odour Control Upgrades	Based upon the 2018 KWL Odour Control Program study, upgrades to odour control systems like the biofilter at SPWWTP will be undertaken.	\$575,000	S	Res	\$50,000	\$150,000	\$400,000	\$0	\$0	\$0	\$550,000
20-01	Renewal	Isolation Valve Installation for Oxidation Ditches	To maintain operator safety isolation valves are required prior to the oxidation ditches at the SPWWTP.	\$130,000	S	Res	\$0	\$130,000	\$0	\$0	\$0	\$0	\$130,000
20-02	Renewal	Replace Aerators in Oxidation Ditches	The existing 75hp aerators are at end of life and need to be upsized to 100hp to provide additional dissolved oxygen for future loading/increased strength of the wastewater.	\$200,000	E	ERF	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
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 2020. Another 800m may need to be relined within the next 5 years.	\$3,600,000	S	Res	\$0	\$1,100,000	\$1,100,000	\$0	\$0	\$0	\$2,200,000
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	Res	\$0	\$250,000	\$0	\$0	\$0	\$250,000	\$500,000
20-05	Replacement	SPWWTP Control UPS Replacement	The SPWWTP SCADA Uninterruptable Power Supply requires replacement.	\$25,000	E	ERF	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
20-06	Renewal	SPWWTP Road Upgrades & Repairs	The existing asphalt road at the SPWWTP requires some repairs and road extension around the clarifier tank.	\$200,000	S	Res	\$0	\$15,000	\$0	\$185,000	\$0	\$0	\$200,000
23-02	Study	Bazan Bay Outfall Inspection	Follow-up electromagnetic inspection of Bazan Bay Outfall based upon the 2018 inspection.	\$200,000	S	Res	\$0	\$0	\$0	\$0	\$200,000	\$0	\$200,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2020 & Forecast 2021 to 2024

Service #:

3.718

Service Name:

Saanich Peninsula Wastewater

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
<b>ANNUAL PROVISIONAL</b>													
18-10	Replacement	Equipment Replacement	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
<b>Sub-Capital</b>				<b>\$8,095,000</b>			<b>\$400,000</b>	<b>\$3,385,000</b>	<b>\$1,650,000</b>	<b>\$335,000</b>	<b>\$350,000</b>	<b>\$460,000</b>	<b>\$6,180,000</b>
<b>DEVELOPMENT COST CHARGE (DCC) PROGRAM</b>													
19-04	Renewal	Strategic Plan Update	Update the strategic plan to inform future works.	\$135,000	S	Res	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
					S	Res	\$105,000	\$105,000	\$0	\$0	\$0	\$0	\$105,000
19-05	Renewal	Turgoose Pump Station Upgrade	Upgrade of the Turgoose Pump Station based upon upstream development.	\$654,000	S	Res	\$654,000	\$654,000	\$0	\$0	\$0	\$0	\$654,000
23-01	Renewal	DCC Update	5-year update of the DCC program.	\$50,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
<b>Subtotal -- DCC</b>				<b>\$839,000</b>			<b>\$789,000</b>	<b>\$789,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$839,000</b>
<b>GRAND TOTAL</b>				<b>\$9,773,000</b>			<b>\$1,189,000</b>	<b>\$4,174,000</b>	<b>\$1,650,000</b>	<b>\$335,000</b>	<b>\$350,000</b>	<b>\$510,000</b>	<b>\$7,019,000</b>

3.718 Saanich Peninsula Wastewater  
 Summary Schedule  
 2020 - 2024 Financial Plan

Asset Profile

Saanich Peninsula Wastewater Assets

Construction of the Saanich Peninsula Wastewater Treatment Plant (SPWWTP) was completed in January 2000 to provide wastewater service for Central Saanich, North Saanich and Sidney, as well as the local First Nations, Victoria Airport Authority, and the Institute of Ocean Sciences Centre. Annually, the SPWWTP produces on average 3,600 tonnes of sludge which is currently hauled to the Hartland landfill for disposal as controlled waste. Treated effluent is discharged through the Bazan Bay Outfall to the marine environment. 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, PRV station, thermal recovery and other buildings, 14 kilometres of collections and conveyance (gravity & pressure) mains, and two marine outfalls.

Summary

SPWWTP Reserve/Fund Summary Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Maintenance Reserves	482,987	453,478	480,917	401,584	455,632	403,228	339,549
Sewer Capital Reserve Fund	4,230,275	3,236,882	1,138,497	139,567	426,916	676,068	672,550
Equipment Replacement Fund	839,414	568,111	303,309	269,016	240,509	218,076	202,022
<b>Total projected year end balance</b>	<b>5,552,676</b>	<b>4,258,472</b>	<b>1,922,725</b>	<b>810,170</b>	<b>1,123,060</b>	<b>1,297,377</b>	<b>1,214,127</b>

See attached reserve schedules for projected annual cash flows.

3.718 Saanich Peninsula Wastewater  
 Operating Reserve Summary  
 2020 - 2024 Financial Plan

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 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 - FC 105204

Operating Reserve Schedule Projected year end balance	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	379,925	482,987	453,478	480,917	401,584	455,632	403,228
Planned Purchase	-	(100,000)	(20,000)	(130,000)	(20,000)	(130,000)	(145,000)
Transfer from Ops Budget	93,160	64,364	47,439	50,667	74,047	77,597	81,321
Interest Income*	9,902	6,127	-	-	-	-	-
<b>Total projected year end balance</b>	<b>482,987</b>	<b>453,478</b>	<b>480,917</b>	<b>401,584</b>	<b>455,632</b>	<b>403,228</b>	<b>339,549</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.

3.718 Saanich Peninsula Wastewater

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	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	1,816,144	2,076,666	274,232	94,232	94,232	94,232	94,232
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	-	(789,000)	-	-	-	-	(50,000)
Transfer OUT - To Capital Reserve	-	(1,173,000)	(350,000)	(170,000)	(170,000)	(170,000)	(170,000)
Transfer IN - DCC Funding	217,680	138,144	170,000	170,000	170,000	170,000	170,000
Interest Income	42,843	21,422	-	-	-	-	-
<b>Ending Balance \$</b>	<b>2,076,666</b>	<b>274,232</b>	<b>94,232</b>	<b>94,232</b>	<b>94,232</b>	<b>94,232</b>	<b>44,232</b>

**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.

3.718 Saanich Peninsula Wastewater

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.

**Capital Reserve Portion**

	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
<b>Beginning Balance</b>	2,023,643	2,153,609	2,962,650	1,044,265	45,335	332,684	581,836
<b>Planned Capital Expenditure</b>	(571,337)	(740,000)	(2,610,000)	(1,500,000)	(185,000)	(200,000)	(360,000)
Transfer from Ops Budget	672,115	335,977	308,763	297,327	267,691	243,556	199,925
Transfer from DCC Funds		1,173,000	350,000	170,000	170,000	170,000	170,000
<b>Transfer from DES Surplus</b>	-	-	32,852	33,743	34,658	35,596	36,557
<b>Interest Income*</b>	29,189	40,064	-	-	-	-	-
<b>Ending Balance \$</b>	<b>2,153,609</b>	<b>2,962,650</b>	<b>1,044,265</b>	<b>45,335</b>	<b>332,684</b>	<b>581,836</b>	<b>628,318</b>



### 3.718 Saanich Peninsula Wastewater

<b>ERF Reserve Fund Schedule SPWWTP</b>
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<b>ERF: SPWWTP ERF or PERS Fund for Equipment</b>
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Equipment Replacement Fund- SPWWTP	Actual	Estimate	Budget				
	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	1,170,351	839,414	568,111	303,309	269,016	240,509	218,076
Planned Purchase (Based on Capital Plan)	(454,124)	(395,000)	(375,000)	(150,000)	(150,000)	(150,000)	(150,000)
Transfer IN (from Ops Budget)	104,440	104,950	110,198	115,707	121,493	127,567	133,946
Interest Income*	18,747	18,747	-	-	-	-	-
<b>Ending Balance \$</b>	<b>839,414</b>	<b>568,111</b>	<b>303,309</b>	<b>269,016</b>	<b>240,509</b>	<b>218,076</b>	<b>202,022</b>

<p><b>Assumptions/Background:</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)</p>
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\* Interest in planning years nets against inflation which is not included.

# **CAPITAL REGIONAL DISTRICT**

## **2020 BUDGET**

### **Debt - Core Area Wastewater Treatment Program**

#### **COMMITTEE OF THE WHOLE**

OCTOBER 2019

3.798C - Core Area Wastewater Treatment Program (CAWTP)	BUDGET REQUEST					FUTURE PROJECTIONS				
	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	2020 CORE BUDGET	ONGOING	ONE TIME	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
<b>OPERATING COSTS:</b>										
<u>Properties</u>										
Properties	415,128	112,420	128,569	-	-	128,569	129,968	131,397	132,859	134,350
Labour Charges	22,000	19,038	-	-	-	-	-	-	-	-
Allocations	37,549	37,549	21,781	-	-	21,781	22,260	22,750	23,251	23,762
	474,677	169,007	150,350	-	-	150,350	152,228	154,147	156,110	158,112
<u>WTP Pre-Operating and Operating Costs</u>	670,696	543,363	6,194,001	582,146	-	6,776,147	20,330,056	21,020,494	21,503,620	21,979,269
WTP Expenses	-	279,889	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>1,145,373</b>	<b>992,259</b>	<b>6,344,351</b>	<b>582,146</b>	-	<b>6,926,497</b>	<b>20,482,284</b>	<b>21,174,641</b>	<b>21,659,730</b>	<b>22,137,381</b>
*Percentage Increase over prior year						505%	195.7%	3.4%	2.3%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to WTP Capital	27,626,710	26,978,294	23,071,033	-	-	23,071,033	5,529,745	5,529,745	5,529,745	5,529,745
Transfer to WTP Debt Retirement Reserve	-	-	-	-	-	-	6,021,273	5,144,710	5,144,710	1,184,603
Transfer to Equipment Replacement Reserve	2,331	-	727,918	-	-	727,918	3,641,681	3,715,047	3,789,349	3,865,134
Transfer to Asset Replacement Reserve	-	-	-	-	-	-	-	787,519	1,673,451	2,058,769
<b>TOTAL CAPITAL / RESERVES</b>	<b>27,629,041</b>	<b>26,978,294</b>	<b>23,798,951</b>	-	-	<b>23,798,951</b>	<b>15,192,699</b>	<b>15,177,021</b>	<b>16,137,255</b>	<b>12,638,251</b>
Debt Expenditures	3,427,558	3,044,567	5,386,994	150,000	-	5,536,994	6,945,903	8,065,841	8,072,970	12,040,363
MFA Debt Reserve	605,000	605,000	239,620	-	-	239,620	174,620	34,620	14,620	14,620
<b>TOTAL COSTS</b>	<b>32,806,972</b>	<b>31,620,120</b>	<b>35,769,916</b>	<b>732,146</b>	-	<b>36,502,062</b>	<b>42,795,506</b>	<b>44,452,123</b>	<b>45,884,575</b>	<b>46,830,615</b>
*Percentage Increase over prior year						11%	17%	4%	3%	2%
Internal recoveries	(673,027)	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS WITH INTERNAL RECOVERIES</b>	<b>32,133,945</b>	<b>31,620,120</b>	<b>35,769,916</b>	<b>732,146</b>	-	<b>36,502,062</b>	<b>42,795,506</b>	<b>44,452,123</b>	<b>45,884,575</b>	<b>46,830,615</b>
*Percentage Increase over prior year						14%	17%	4%	3%	2%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(896,842)	(896,842)	(1,011,842)	-	-	(1,011,842)	(1,011,842)	(1,011,842)	(1,011,842)	(1,011,842)
Other income	(25,000)	(20,000)	(29,620)	-	-	(29,620)	(14,620)	(14,620)	(14,620)	(14,620)
Lease Revenue	(1,212,103)	(703,278)	(310,600)	(150,000)	-	(460,600)	(469,303)	(478,198)	(487,288)	(496,579)
<b>TOTAL REVENUE</b>	<b>(2,133,945)</b>	<b>(1,620,120)</b>	<b>(1,352,062)</b>	<b>(150,000)</b>	-	<b>(1,502,062)</b>	<b>(1,495,765)</b>	<b>(1,504,660)</b>	<b>(1,513,750)</b>	<b>(1,523,041)</b>
<b>REQUISITION</b>	<b>(30,000,000)</b>	<b>(30,000,000)</b>	<b>(34,417,854)</b>	<b>(582,146)</b>	-	<b>(35,000,000)</b>	<b>(41,299,741)</b>	<b>(42,947,463)</b>	<b>(44,370,825)</b>	<b>(45,307,574)</b>
*Percentage Increase over prior year requisition						17%	18%	4%	3%	2%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	6.5	6.5	19.5	-	-	19.5	21.5	23.5	23.5	23.5
*Excludes headcount related to CRD Corporate										
**Additional salaries in Water Quality and IWS										

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	3.798C	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$900,000	\$0	\$0	\$0	\$0	\$900,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$194,019,601	\$16,609,368	\$10,548,216	\$5,529,744	\$5,529,744	\$232,236,673
Vehicles	V	\$0	\$850,000	\$0	\$0	\$0	\$0	\$850,000
		<b>\$0</b>	<b>\$195,769,601</b>	<b>\$16,609,368</b>	<b>\$10,548,216</b>	<b>\$5,529,744</b>	<b>\$5,529,744</b>	<b>\$233,986,673</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$2,361,713	\$0	\$3,018,472	\$0	\$0	\$5,380,184
Debenture Debt ( New Debt Only)	Debt	\$0	\$22,500,000	\$13,848,955	\$2,000,000	\$0	\$0	\$38,348,955
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$170,907,888	\$2,760,413	\$0	\$0	\$0	\$173,668,301
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$5,529,744	\$5,529,744	\$5,529,744	\$16,589,232
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$195,769,601</b>	<b>\$16,609,368</b>	<b>\$10,548,216</b>	<b>\$5,529,744</b>	<b>\$5,529,744</b>	<b>\$233,986,673</b>

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 3.798C  
 Service Name: Debt - Core Area Wastewater Treatment Program

CAPITAL BUDGET FORM  
 2020 & Forecast 2021 to 2024

**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  
 SLoan = 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 Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
16-01	New	Wastewater Treatment Plant	Wastewater Treatment Project (including WWTP, RTF, Conveyance)	\$462,000,000	S	Grant	\$0	\$ 170,907,888	\$ 2,760,413	\$ -	\$ -	\$ -	\$173,668,301
16-01	New	Wastewater Treatment Plant	Wastewater Treatment Project (including WWTP, RTF, Conveyance)	\$148,465,000	S	Cap	\$0	\$ 111,713		\$ 3,018,472	\$ -	\$ -	\$3,130,184
16-01	New	Wastewater Treatment Plant	Wastewater Treatment Project (including WWTP, RTF, Conveyance)	\$63,391,000	S	Other	\$0			\$ 5,529,744	\$ 5,529,744	\$ 5,529,744	\$16,589,232
16-01	New	Wastewater Treatment Plant	Wastewater Treatment Project (including WWTP, RTF, Conveyance)	\$101,100,000	S	Debt	\$0	\$ 20,000,000	\$ 10,848,955				\$30,848,955
20-01	New	IT Capital Purchases	IT hardware (monitors, computers, printers, etc.), software licenses, telephones	\$900,000	E	Cap	\$0	\$ 900,000					\$900,000
20-02	New	New Fleet Purchases	9 new vehicles (3 EIC, 3 mechanical trades, 3 operations); 1 spider crane; 1 scissor lift; 1 portable hoists	\$850,000	V	Cap	\$0	\$ 850,000					\$850,000
20-03	New	Parking and Access – McLoughlin WWTP	Parking lot and access upgrades for McLoughlin WWTP	\$500,000	S	Cap	\$0	\$ 500,000					\$500,000
20-04	New	Upgrades to Biosolids Receiver (Phase 1)	One year project for upgrades to LafargeHolcim plant in Lower Mainland.	\$2,500,000	S	Debt	\$0	\$ 2,500,000					\$2,500,000
21-01	New	Upgrades to Biosolids Receiver (Phase 2)	Two year project for upgrades to Lehigh plant in Lower Mainland (cash flow = \$3M in 2021; \$2M in 2022).	\$5,000,000	S	Debt	\$0	\$ -	\$ 3,000,000	\$ 2,000,000			\$5,000,000
<b>GRAND TOTAL</b>				<b>\$784,706,000</b>			<b>\$0</b>	<b>\$195,769,601</b>	<b>\$16,609,368</b>	<b>\$10,548,216</b>	<b>\$5,529,744</b>	<b>\$5,529,744</b>	<b>\$233,986,673</b>

Service: 3.798C

Debt - Core Area Wastewater Treatment Program

<b>Proj. No.</b> 2016-01	<b>Capital Project Title</b> Wastewater Treatment Plant	<b>Capital Project Description</b> Wastewater Treatment Project (including WWTP, RTF, Conveyance)
<b>Asset Class</b> Engineered Structures	<b>Board Priority Area</b> Other	<b>Corporate Priority Area</b> Other
<b>Project Rationale</b> <i>The Wastewater Treatment Project (WTP) will provide tertiary treatment for wastewater from the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood, and the Esquimalt and Songhees Nations. The WTP is being built to meet the provincial and federal regulations for treatment by December 31, 2020. The Project consists of three main elements.</i> <i>1) McLoughlin Point Wastewater Treatment Plant, located at McLoughlin Point in Esquimalt, the treatment plant will provide tertiary treatment to the core area's wastewater.</i> <i>2) Residuals Treatment Facility, residual solids from the wastewater treatment plant will be piped to a Residual Treatment Facility at Hartland Landfill, where they will be turned into what are known as "Class A" biosolids such that it is safe for further use.</i> <i>3) Conveyance System, includes the 'pumps and pipes' of the Wastewater Treatment Project. This system will carry wastewater from across the core area to the treatment plant, and residual solids to the Residuals Treatment Facility at Hartland Landfill.</i> <i>The project will cost \$775 million and the federal and provincial governments are assisting the Capital Regional District in funding this project.</i>		