

Committee Of The Whole Budget Review Package

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

1. Service Description/ Overview
 2. Bridging document details major changes from 2020 to 2021
 3. Operating Committee Summary
 4. Capital Plan Summary
 5. Reserve Schedules
- 

**CAPITAL REGIONAL DISTRICT BOARD sitting as
COMMITTEE OF THE WHOLE**

October 28, 2020

Board Room, 625 Fisgard Street, Victoria

BUDGET REVIEW

Part A

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CAPITAL REGIONAL DISTRICT

2021 BUDGET

EXECUTIVE SERVICES

COMMITTEE OF THE WHOLE

OCTOBER 2020

COMMITTEE OF THE WHOLE
October 28, 2020
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CAPITAL REGIONAL DISTRICT

2021 BUDGET

CAO & Executive Services

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.014 CAO & Executive Services

Committee: Governance & 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 & Finance

FUNDING:

Requisition

CAO & Executive Services	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	640,089	610,000	665,093	-	-	665,093	666,709	681,067	695,730	710,705
Allocations	50,897	50,897	51,492	-	-	51,492	52,658	53,701	54,767	55,852
Legal Expenses	1,768	1,000	1,800	-	-	1,800	1,840	1,880	1,920	1,960
Software Licenses	3,669	5,000	5,000	-	-	5,000	5,100	5,200	5,300	5,410
Other Operating Expenses	37,132	24,295	39,210	-	-	39,210	39,980	40,770	41,570	42,390
TOTAL OPERATING COSTS	733,555	691,192	762,595	-	-	762,595	766,287	782,618	799,287	816,317
*Percentage Increase over prior year						4.0%	0.5%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	1,175	1,175	1,190	-	-	1,190	1,210	1,230	1,250	1,280
TOTAL CAPITAL / RESERVES	1,175	1,175	1,190	-	-	1,190	1,210	1,230	1,250	1,280
TOTAL COSTS	734,730	692,367	763,785	-	-	763,785	767,497	783,848	800,537	817,597
Internal Recovery from CAWTP	-	-	-	-	-	-	-	-	-	-
Transfer from Internal Reserve	-	-	-	-	-	-	-	-	-	-
NET COSTS	734,730	692,367	763,785	-	-	763,785	767,497	783,848	800,537	817,597
*Percentage increase over prior year Net Costs						4.0%	0.5%	2.1%	2.1%	2.1%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	4.0	4.0	4.0	-	-	4.0	4.0	4.0	4.0	4.0

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Human Resources

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.016 Human Resources

Committee: Governance & 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 & Finance

FUNDING:

Requisition and internal recoveries

Change in Budget 2020 to 2021
Service: 1.016 Human Resources

Total Expenditure

Comments

2020 Budget

2,295,051

Change in Salaries:

Base salary change	39,093	Inclusive of estimated collective agreement changes
Step Increase/Paygrade change	24,488	
1.0 FTE Manager Diversity & Inclusion	129,175	2021 IBC 15c-1.3: Manager, Diversity, Inclusion & Org Dev
1.0 FTE HR Advisor	88,666	2021 Support IBC HR
Other Adjustments	(680)	
Total Change in Salaries	<u>280,742</u>	

Other Changes:

Office Costs	9,000	Office costs associated with new ongoing FTEs
Contract for Services	(10,363)	
Other costs	2,883	
Total Other Changes	<u>1,520</u>	

2021 Budget

2,577,313

% expense increase from 2020: **12.3%**

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

There is a one-time favourable variance of \$181,500 (41.6%) due largely to temporary staff vacancies (\$158,000)

1.016 - Human Resources	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries and Wages	1,586,010	1,428,000	1,648,912	217,841	-	1,866,753	1,871,402	1,911,710	1,952,883	1,994,938
Allocations	67,848	67,848	62,453	-	-	62,453	64,012	65,189	66,389	67,610
Legal Expenses	15,640	13,000	15,910	-	-	15,910	16,230	16,550	16,880	17,220
Staff Training and Membership Dues	114,110	104,000	111,840	-	-	111,840	114,070	116,350	118,680	121,060
Contract for Services	307,310	175,000	186,947	-	110,000	296,947	190,680	194,490	198,380	202,350
Software Licenses	2,610	4,000	4,150	-	-	4,150	4,230	4,310	4,400	4,490
Other Operating Expenses	194,023	160,210	161,260	6,000	43,000	210,260	170,574	173,960	177,407	180,926
			-	-	-	-				
TOTAL OPERATING COSTS	2,287,551	1,952,058	2,191,472	223,841	153,000	2,568,313	2,431,198	2,482,559	2,535,019	2,588,594
*Percentage Increase over prior year						12.3%	-5.3%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	7,500	7,500	7,500	1,500	-	9,000	9,000	9,000	9,000	9,000
TOTAL CAPITAL / RESERVE	7,500	7,500	7,500	1,500	-	9,000	9,000	9,000	9,000	9,000
TOTAL COSTS	2,295,051	1,959,558	2,198,972	225,341	153,000	2,577,313	2,440,198	2,491,559	2,544,019	2,597,594
						12.3%	-5.3%	2.1%	2.1%	2.1%
<u>INTERNAL RECOVERIES</u>										
Recovery Costs	(20,000)	(16,000)	(20,000)	-	-	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
First Aid Recovery	(5,507)	(5,507)	(5,600)	-	-	(5,600)	(5,712)	(5,826)	(5,942)	(6,061)
Transfer from Internal Reserve	(182,000)	(32,000)	-	-	(150,000)	(150,000)	-	-	-	-
Safety Officer Recovery	(140,244)	(140,244)	(157,582)	-	-	(157,582)	(157,940)	(161,349)	(164,829)	(168,382)
Human Resources	(1,511,038)	(1,511,038)	(1,572,112)	(225,341)	(3,000)	(1,800,453)	(1,836,459)	(1,873,189)	(1,910,652)	(1,948,861)
TOTAL INTERNAL RECOVERIES	(1,858,789)	(1,704,789)	(1,755,294)	(225,341)	(153,000)	(2,133,635)	(2,020,111)	(2,060,364)	(2,101,423)	(2,143,304)
NET COSTS	436,262	254,769	443,678	-	-	443,678	420,087	431,195	442,596	454,290
*Percentage increase over prior year						1.7%	-5.3%	2.6%	2.6%	2.6%
Net Costs										
AUTHORIZED POSITIONS:										
Salaried	11.0	11.0	11.0	2.0	-	13.0	13.0	13.0	13.0	13.0

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

Service No.	1.016 Human Resources	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$7,326	\$3,917	\$4,425	\$2,950	\$7,326	\$25,944
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$7,326	\$3,917	\$4,425	\$2,950	\$7,326	\$25,944

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$7,326	\$3,917	\$4,425	\$2,950	\$7,326	\$25,944
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
		\$0	\$7,326	\$3,917	\$4,425	\$2,950	\$7,326	\$25,944

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Computer Replacement	\$7,326	E	ERF	\$0	\$7,326	\$0	\$0	\$0	\$0	\$7,326
22-01	Replacement	Computer	Computer Replacement	\$3,917	E	ERF	\$0	\$0	\$3,917	\$0	\$0	\$0	\$3,917
23-01	Replacement	Computer	Computer Replacement	\$4,425	E	ERF	\$0	\$0	\$0	\$4,425	\$0	\$0	\$4,425
24-01	Replacement	Computer	Computer Replacement	\$2,950	E	ERF	\$0	\$0	\$0	\$0	\$2,950	\$0	\$2,950
25-01	Replacement	Computer	Computer Replacement	\$7,326	E	ERF	\$0	\$0	\$0	\$0	\$0	\$7,326	\$7,326
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
			GRAND TOTAL	\$25,944			\$0	\$7,326	\$3,917	\$4,425	\$2,950	\$7,326	\$25,944

Reserve Schedule

Reserve Fund: 1.016 Human Resources

Reserve Cash Flow

Fund: 1022 Fund Center: 101419

ERF Group: HR.ERF

	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	15,876	21,881	23,555	28,638	33,213	39,263
Actual Purchases		-	-	-		-
Planned Purchases (Based on Capital Plan)	(1,495)	(7,326)	(3,917)	(4,425)	(2,950)	(7,326)
Transfer from Operating Budget	7,500	9,000	9,000	9,000	9,000	9,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	21,881	23,555	28,638	33,213	39,263	40,937

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Corporate Communications

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.118 Corporate Communications

Committee: Governance & Finance

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance & Finance

FUNDING:

Requisition and internal recoveries

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
CORPORATE COMMUNICATIONS										
<u>OPERATING COSTS:</u>										
Salaries and Wages	855,923	791,606	839,650	-	50,000	889,650	842,256	860,345	878,814	897,681
Allocations	42,877	42,877	43,862	-	-	43,862	44,947	45,840	46,750	47,679
Contract for Services	41,042	36,886	27,500	-	5,000	32,500	28,050	28,610	29,180	29,760
Printing & Copying	7,358	4,100	7,480	-	-	7,480	7,630	7,780	7,930	8,090
Other Operating Expenses	49,468	50,194	50,280	-	-	50,280	51,260	52,260	53,280	54,320
TOTAL OPERATING COSTS	996,668	925,663	968,772	-	55,000	1,023,772	974,143	994,835	1,015,954	1,037,530
*Percentage Increase over prior year			-2.8%			2.7%	-4.8%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	3,000	3,000	5,000	-	-	5,000	5,500	6,000	6,500	7,000
TOTAL CAPITAL / RESERVES	3,000	3,000	5,000	-	-	5,000	5,500	6,000	6,500	7,000
TOTAL COSTS	999,668	928,663	973,772	-	55,000	1,028,772	979,643	1,000,835	1,022,454	1,044,530
<u>Internal Recoveries</u>										
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS LESS INTERNAL RECOVERIES	999,668	928,663	973,772	-	55,000	1,028,772	979,643	1,000,835	1,022,454	1,044,530
<u>REVENUE</u>										
Transfer from Operating Project	(64,000)	(14,000)	-	-	(55,000)	(55,000)	-	-	-	-
Interest Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUES	(64,200)	(14,200)	(200)	-	(55,000)	(55,200)	(200)	(200)	(200)	(200)
NET COSTS	935,468	914,463	973,572	-	-	973,572	979,443	1,000,635	1,022,254	1,044,330
*Percentage increase over prior year Net Costs			4.1%			4.1%	0.6%	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
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.118							
	Corporate Communications	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$7,899	\$5,851	\$1,934	\$2,950	\$7,899	\$26,533
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$7,899	\$5,851	\$1,934	\$2,950	\$7,899	\$26,533

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	\$7,899	\$5,851	\$1,934	\$2,950	\$7,899	\$26,533
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
		\$0	\$7,899	\$5,851	\$1,934	\$2,950	\$7,899	\$26,533

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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
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 ERF = Equipment Replacement Fund
 Grant = Grants (Federal, Provincial)
 Cap = Capital Funds on Hand
 Other = Donations / Third Party Funding

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Computer Replacement	\$7,899	E	ERF	\$0	\$7,899	\$0	\$0	\$0	\$0	\$7,899
22-01	Replacement	Computer	Computer Replacement	\$5,851	E	ERF	\$0	\$0	\$5,851	\$0	\$0	\$0	\$5,851
23-01	Replacement	Computer	Computer Replacement	\$1,934	E	ERF	\$0	\$0	\$0	\$1,934	\$0	\$0	\$1,934
24-01	Replacement	Computer	Computer Replacement	\$2,950	E	ERF	\$0	\$0	\$0	\$0	\$2,950	\$0	\$2,950
25-01	Replacement	Computer	Computer Replacement	\$7,899	E	ERF	\$0	\$0	\$0	\$0	\$0	\$7,899	\$7,899
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL				\$26,533			\$0	\$7,899	\$5,851	\$1,934	\$2,950	\$7,899	\$26,533

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				
	2020	2021	2022	2023	2024	2025
Beginning Balance	11,667	8,354	5,455	5,104	9,170	12,720
Actual Purchases		-	-	-		-
Planned Purchases (Based on Capital Plan)	(6,313)	(7,899)	(5,851)	(1,934)	(2,950)	(7,899)
Transfer from Operating Budget	3,000	5,000	5,500	6,000	6,500	7,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	8,354	5,455	5,104	9,170	12,720	11,821

CAPITAL REGIONAL DISTRICT

2021 BUDGET

CORPORATE SERVICES

COMMITTEE OF THE WHOLE

OCTOBER 2020

COMMITTEE OF THE WHOLE
October 28, 2020
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CAPITAL REGIONAL DISTRICT

2021 BUDGET

Corporate Services

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.014 Corporate Services

Committee: Governance & Finance

DEFINITION:

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

SERVICE DESCRIPTION:

Risk management including insurance claims, loss control and tender call/contract review.
Corporate administrative support including legal services, legislative services, reception, mail, printing and Freedom of Information requests.
Support for electoral area volunteer services and fire departments.

PARTICIPATION:

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

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance & Finance

FUNDING:

Requisition and internal recoveries

Change in Budget 2020 to 2021

Service: 1.014 CORPORATE SERVICES

Total Expenditure**Comments****2020 Budget****1,953,983****Change in Salaries:**

Base salary change

35,983

Inclusive of estimated collective agreement changes

Step increase / paygrade change

73,578

Total Change in Salaries

109,561**Other Changes:**

Contract for Services

(30,000)

Reduction in one-time project Commission Review; \$120k carryforward in 2021 net of \$30k estimated spend in 2020 (Total Project \$150k)

Contract for Services

(30,000)

Reduction in one-time project EDRMS; \$70k carry forward in 2021 net of \$30k estimated spend in 2020 (Total Project \$100k)

Other Costs

2,996

Total Other Changes

(57,004)**2021 Budget****2,006,540**

% expense increase from 2020:

2.7%**Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

There is a one time favourable variance of \$170,000 (10.0%) due to partial vacancies (\$80,000); reduced use of auxiliary budget (\$70,000); legal services (\$7,000); and staff training (\$7,000).

CORPORATE SERVICES	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	1,539,336	1,388,000	1,648,897	-	-	1,648,897	1,654,432	1,689,934	1,726,193	1,763,225
Allocations	79,847	79,847	81,393	-	-	81,393	83,938	85,685	87,466	89,283
Legal Expenses	7,154	-	7,280	-	-	7,280	7,430	7,580	7,730	7,880
Contract for Services	250,000	60,000	-	-	190,000	190,000	-	-	-	-
Software Licenses	12,264	12,000	12,470	-	-	12,470	12,720	12,970	13,230	13,490
Other Operating Expenses	58,677	47,450	59,680	-	-	59,680	60,870	62,080	63,310	64,590
TOTAL OPERATING COSTS	1,947,278	1,587,297	1,809,720	-	190,000	1,999,720	1,819,390	1,858,249	1,897,929	1,938,468
*Percentage Increase over prior year						2.7%	-9.0%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	3,935	3,935	4,000	-	-	4,000	4,080	4,160	4,240	4,320
Transfer to Operating Reserve Fund	2,770	2,700	2,820	-	-	2,820	2,880	2,940	3,000	3,060
Transfer to Climate Action Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	6,705	6,635	6,820	-	-	6,820	6,960	7,100	7,240	7,380
TOTAL COSTS	1,953,983	1,593,932	1,816,540	-	190,000	2,006,540	1,826,350	1,865,349	1,905,169	1,945,848
*Percentage increase over prior year						2.7%	-9.0%	2.1%	2.1%	2.1%
REVENUE										
FOI Revenue	-	-	-	-	-	-	-	-	-	-
Climate Action Grant	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	(250,000)	(60,000)	-	-	(190,000)	(190,000)	-	-	-	-
TOTAL REVENUE	(250,000)	(60,000)	-	-	(190,000)	(190,000)	-	-	-	-
NET COSTS	1,703,983	1,533,932	1,816,540	-	-	1,816,540	1,826,350	1,865,349	1,905,169	1,945,848
*Percentage increase over prior year Net Costs						6.6%	0.5%	2.1%	2.1%	2.1%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	11.0	11.0	11.0	-	-	11.0	11.0	11.0	11.0	11.0

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

Service No.	1.014 CAO / Corporate Services	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$4,835	\$2,901	\$13,128	\$3,917	\$4,835	\$29,616
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$4,835	\$2,901	\$13,128	\$3,917	\$4,835	\$29,616

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	\$4,835	\$2,901	\$13,128	\$3,917	\$4,835	\$29,616
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
		\$0	\$4,835	\$2,901	\$13,128	\$3,917	\$4,835	\$29,616

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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 Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Computer Replacement	\$4,835	E	ERF	\$0	\$4,835	\$0	\$0	\$0	\$0	\$4,835
22-01	Replacement	Computer	Computer Replacement	\$2,901	E	ERF	\$0	\$0	\$2,901	\$0	\$0	\$0	\$2,901
23-01	Replacement	Computer	Computer Replacement	\$13,128	E	ERF	\$0	\$0	\$0	\$13,128	\$0	\$0	\$13,128
24-01	Replacement	Computer	Computer Replacement	\$3,917	E	ERF	\$0	\$0	\$0	\$0	\$3,917	\$0	\$3,917
25-01	Replacement	Computer	Computer Replacement	\$4,835	E	ERF	\$0	\$0	\$0	\$0	\$0	\$4,835	\$4,835
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
			GRAND TOTAL	\$29,616			\$0	\$4,835	\$2,901	\$13,128	\$3,917	\$4,835	\$29,616

Reserve Schedule

Reserve Fund: 1.014 CAO / Corporate Services

Reserve Cash Flow

Fund: 1022 Fund Center: 101366
ERF Group: CAO.ERF

	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	72,361	75,628	75,983	78,372	70,634	72,207
Actual Purchases		-	-	-		-
Planned Purchases (Based on Capital Plan)	(2,742)	(4,835)	(2,901)	(13,128)	(3,917)	(4,835)
Transfer from Operating Budget	5,110	5,190	5,290	5,390	5,490	5,600
Interest Income	900	-	-	-	-	-
Ending Balance \$	75,628	75,983	78,372	70,634	72,207	72,972

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Board Expenditures

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.011 Board Expenditures

Committee: Governance & 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:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance & Finance

FUNDING:

Requisition

1.011 - Board Expenditures	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Directors' Remuneration	748,503	748,000	763,041	-	-	763,041	778,302	793,868	809,745	825,940
Allocations	142,859	142,859	134,048	-	-	134,048	128,718	131,362	134,059	136,811
Legal Expenses	15,000	-	15,260	-	-	15,260	15,570	15,880	16,200	16,520
Contract for Services	19,307	5,000	19,640	-	-	19,640	20,030	20,430	20,840	21,260
Software Licenses	50,671	50,000	51,530	-	-	51,530	52,560	53,610	54,680	55,770
Meetings & Printing	26,245	12,000	26,690	-	-	26,690	27,220	27,760	28,320	28,890
Scholarship Programs	16,045	16,000	16,320	-	-	16,320	16,640	16,970	17,310	17,660
Other Operating Expenses	50,179	26,170	50,880	-	-	50,880	51,890	52,920	53,970	55,040
			-	-	-	-				
TOTAL OPERATING COSTS	1,068,809	1,000,029	1,077,409	-	-	1,077,409	1,090,930	1,112,800	1,135,124	1,157,891
*Percentage Increase over prior year						0.8%	1.3%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	40,000	40,000	40,000	-	-	40,000	40,800	41,620	42,450	43,300
TOTAL CAPITAL / RESERVE	40,000	40,000	40,000	-	-	40,000	40,800	41,620	42,450	43,300
TOTAL COSTS	1,108,809	1,040,029	1,117,409	-	-	1,117,409	1,131,730	1,154,420	1,177,574	1,201,191
*Percentage increase over prior year Total Costs						0.8%	1.3%	2.0%	2.0%	2.0%

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

Service No.	1.011 Board Expenditures	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$20,000	\$47,200	\$95,000	\$21,500	\$37,000	\$35,000	\$235,700
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
		\$20,000	\$47,200	\$95,000	\$21,500	\$37,000	\$35,000	\$235,700

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$20,000	\$47,200	\$95,000	\$21,500	\$37,000	\$35,000	\$235,700
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
		\$20,000	\$47,200	\$95,000	\$21,500	\$37,000	\$35,000	\$235,700

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

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	171,479	105,779	98,579	44,379	64,499	69,949
Actual Purchases		-	-	-	-	-
Planned Purchases (Based on Capital Plan)	(105,700)	(47,200)	(95,000)	(21,500)	(37,000)	(35,000)
Transfer from Operating Budget	40,000	40,000	40,800	41,620	42,450	43,300
Transfer from Operating Reserve	-					
Interest Income	-	-	-	-	-	-
Ending Balance \$	105,779	98,579	44,379	64,499	69,949	78,249

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Real Estate

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.015 Real Estate

Committee: Governance & 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 & Finance

FUNDING:

Internal recoveries and requisition

Real Estate Services	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	389,881	361,594	395,684	-	-	395,684	396,753	405,294	414,013	422,915
Allocations	55,708	55,708	55,021	-	-	55,021	53,321	54,378	55,457	56,556
Legal Expenses	1,104	1,100	1,120	-	-	1,120	1,140	1,160	1,180	1,200
Software Licenses	2,126	4,144	2,160	7,000	-	9,160	9,340	9,530	9,720	9,910
Other Operating Expenses	20,884	19,056	21,210	-	-	21,210	21,620	22,041	22,463	22,895
TOTAL OPERATING COSTS	469,703	441,602	475,195	7,000	-	482,195	482,174	492,403	502,833	513,476
*Percentage Increase over prior year						2.7%	0.0%	2.1%	2.1%	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
TOTAL CAPITAL / RESERVE	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
TOTAL COSTS	470,703	442,602	476,195	7,000	-	483,195	483,174	493,403	503,833	514,476
Internal Recoveries	(376,269)	(400,000)	(380,156)	(7,000)	-	(387,156)	(385,739)	(393,922)	(402,266)	(410,781)
NET COSTS	94,434	42,602	96,039	-	-	96,039	97,435	99,481	101,567	103,695
*Percentage increase over prior year Net Costs						1.7%	1.5%	2.1%	2.1%	2.1%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	3.0	3.0	3.0	0	0	3.0	3.0	3.0	3.0	3.0

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

Service No.	1.015 Real Estate	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$967	\$0	\$0	\$1,934	\$967	\$3,868
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$967	\$0	\$0	\$1,934	\$967	\$3,868

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	\$967	\$0	\$0	\$1,934	\$967	\$3,868
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
		\$0	\$967	\$0	\$0	\$1,934	\$967	\$3,868

Reserve Schedule

Reserve Fund: 1.015 Real Estate

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Reserve Cash Flow

Fund: 1022 Fund Center: 101418 ERF Group: PRPSRV.ERF	Budget					
	2020	2021	2022	2023	2024	2025
Beginning Balance	23,923	23,392	23,425	24,425	25,425	24,491
Actual Purchases	-	-	-	-		-
Planned Purchases (Based on Capital Plan)	(1,828)	(967)	-	-	(1,934)	(967)
Transfer from Operating Budget	1,000	1,000	1,000	1,000	1,000	1,000
Interest Income	297	-	-	-	-	-
Ending Balance \$	23,392	23,425	24,425	25,425	24,491	24,524

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 BUDGET

First Nations Relations

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.027 First Nations Relations

Committee: First Nations Relations

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All municipalities and electoral areas and the Songhees and Tsawout Bands

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance & Finance

FUNDING:

Requisition and internal recoveries

1.027 - First Nations Relations	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries and Wages	345,410	313,960	357,700	-	-	357,700	358,604	366,322	374,204	382,263
Allocations	26,664	26,664	38,493	-	-	38,493	42,221	43,065	43,926	44,805
Meetings, Programs & Special Events	48,034	22,500	41,580	-	-	41,580	42,410	43,260	44,130	45,010
Contract for Services	213,364	40,000	115,490	-	-	115,490	117,800	120,160	122,560	125,010
Legal Expenses	1,533	-	1,560	-	-	1,560	1,590	1,620	1,650	1,680
Other Operating Expenses	14,732	15,700	21,260	-	-	21,260	21,680	22,102	22,535	22,990
TOTAL OPERATING COSTS	649,737	418,824	576,083	-	-	576,083	584,305	596,529	609,005	621,758
*Percentage Increase over prior year						-11.3%	1.4%	2.1%	2.1%	2.1%
Internal Recoveries	(240,062)	(240,062)	(244,140)	-	-	(244,140)	(249,020)	(254,000)	(259,080)	(264,260)
TOTAL COSTS LESS INTERNAL RECOVERIES	409,675	178,762	331,943	-	-	331,943	335,285	342,529	349,925	357,498
<u>SOURCES OF FUNDING</u>										
Transfer from Internal Reserve Account	(100,000)	(20,000)	(17,000)	-	-	(17,000)	-	-	-	-
Other Income										
TOTAL REVENUE	(100,000)	(20,000)	(17,000)	-	-	(17,000)	-	-	-	-
NET COSTS	309,675	158,762	314,943	-	-	314,943	335,285	342,529	349,925	357,498
*Percentage Increase over prior year Net Costs						1.7%	6.5%	2.2%	2.2%	2.2%
AUTHORIZED POSITIONS:										
Salaried	3.0	3.0	3.0	-	-	3	3.0	3.0	3.0	3.0

Reserve Schedule

Reserve Fund: 1.027 FIRST NATIONS RELATIONS

Reserve Cash Flow

Fund: 1022 Fund Center: 102157
ERF Group: INTGOV.ERF

	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	4,287	4,287	4,287	4,287	4,287	4,287
Actual Purchases	-	-	-	-	-	-
Planned Purchases (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Operating Budget	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
Ending Balance \$	4,287	4,287	4,287	4,287	4,287	4,287

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Elections

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.103 Elections

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and contribution from Islands Trust.

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

Reserve Schedule

Reserve Fund: 1.103 Elections - Operating Reserve Fund

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

Reserve Cash Flow

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

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Union of B.C. Municipalities

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.104 Union of B.C. Municipalities

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

GENERAL INFORMATION:

Association of Vancouver Island and Coastal Communities (AVICC)

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

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

FINANCE & TECHNOLOGY

COMMITTEE OF THE WHOLE

OCTOBER 2020

COMMITTEE OF THE WHOLE

October 28, 2020

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CAPITAL REGIONAL DISTRICT

2021 BUDGET

Finance

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.017 Finance

Committee: Governance & 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 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 & Finance

FUNDING:

Requisition and internal recoveries

Change in Budget 2020 to 2021
Service: 1.017 Finance

Total Expenditure

Comments

2020 Budget - Financial Services

5,913,566

Change in Salaries:

Base salary change	108,610	Inclusive of estimated collective agreement changes
Step increase / paygrade change	(44,642)	
Term Positions Ending	(147,605)	CAWTP Term Positions
1.0 FTE Senior Financial Officer	2,759	2021 IBC 14a-2: Health & Capital Planning (Conversion)
1.0 FTE Financial Analyst	97,299	2021 IBC 15b-1: Financial Services Treasury
2.0 FTE Financial Analyst	99,960	2021 IBC 15b-2: Financial Support Local Services/PPS (1.0 FTE Conversion)
Reduction in auxiliary wages	(40,000)	offset 2021 IBC 15b-2: Financial Support Local Services/PPS
2.2 FTE Business Analyst/Data Entry Clerk	214,444	2021 Support IBC Financial Services
Annualization of 2020 Position	63,182	Annualization of 2020 IBC 15b-2: Asset Management
1.0 FTE Info Tech	(111,498)	Grants function re-positioned to Asset Management
Total Change in Salaries	<u>242,509</u>	

Other Changes:

Other Costs	27,878
Total Other Changes	<u>27,878</u>

2021 Budget: Financial Services Subtotal

6,183,953

2020 Budget - Asset Management

351,137

Change in Salaries:

Base salary change	4,008	Inclusive of estimated collective agreement changes
Step increase / paygrade change	4,148	
1.0 FTE Info Tech	111,498	Grants function re-positioned to Asset Management
Reduction in auxiliary wages	(10,260)	
Total Change in Salaries	<u>109,394</u>	

Other Changes:

Transfer to General Capital Fund	(125,000)	Asset Management Transfer to Capital Fund in 2020
Other Costs	(36,670)	
Total Other Changes	<u>(161,670)</u>	

2021 Budget: Asset Management Subtotal

298,861

2021 Budget Grand Total

6,482,814

% expense increase from 2020: 3.5%

Overall 2020 Budget Performance
 (expected variance to budget and surplus treatment)

There is a one-time favourable variance of \$287,000 (5.0%) due mainly to partial vacancy of positions and paygrade differences (\$361,000).

FINANCE	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	5,066,019	4,764,777	4,877,408	490,513	50,000	5,417,921	5,451,728	5,572,735	5,692,560	5,814,965
Allocations	263,024	263,704	245,653	2,000	-	247,653	250,749	255,826	261,005	266,291
Auditing Expense	60,000	60,000	61,020	-	-	61,020	62,240	63,480	64,750	66,050
Contract for Services	165,780	80,000	80,180	-	50,000	130,180	181,680	183,210	201,770	220,370
Consulting	-	-	-	-	-	-	-	-	-	-
Postage & Freight	245,640	245,721	234,670	-	-	234,670	239,360	244,150	249,030	254,010
Supplies	95,710	100,150	106,880	2,000	10,000	118,880	111,060	113,280	115,550	117,860
Other Operating Expenses	235,860	198,879	251,490	6,000	-	257,490	262,660	267,900	273,260	278,710
TOTAL OPERATING COSTS	6,132,033	5,713,231	5,857,301	500,513	110,000	6,467,814	6,559,477	6,700,581	6,857,925	7,018,256
*Percentage Increase over prior year						5.5%	1.4%	2.2%	2.3%	2.3%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	7,670	27,670	15,000	-	-	15,000	20,000	20,000	20,000	20,000
Transfer to General Capital Fund	125,000	125,000	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	132,670	152,670	15,000	-	-	15,000	20,000	20,000	20,000	20,000
TOTAL COSTS	6,264,703	5,865,901	5,872,301	500,513	110,000	6,482,814	6,579,477	6,720,581	6,877,925	7,038,256
<u>REVENUE</u>										
US Bank Rebate	(56,050)	(47,800)	(57,000)	-	-	(57,000)	(58,140)	(59,300)	(60,490)	(61,700)
Provincial Grants	(70,000)	(60,000)	(60,000)	-	-	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
Sales of Services	(213,540)	(200,127)	(214,000)	-	-	(214,000)	(218,280)	(222,650)	(227,110)	(231,650)
Other	(80,470)	(80,470)	(84,540)	-	-	(84,540)	(84,838)	(86,653)	(88,514)	(90,412)
Allocation Recoveries	-	-	-	(100,000)	-	(100,000)	(102,000)	(104,040)	(106,120)	(108,240)
Transfer from Reserve	(100,000)	-	-	-	(100,000)	(100,000)	-	-	-	-
TOTAL REVENUES	(520,060)	(388,397)	(415,540)	(100,000)	(100,000)	(615,540)	(523,258)	(532,643)	(542,234)	(552,002)
NET COSTS	5,744,643	5,477,504	5,456,761	400,513	10,000	5,867,274	6,056,219	6,187,938	6,335,691	6,486,254
*Percentage increase over prior year Net Costs						-5.0%	3.2%	2.2%	2.4%	2.4%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	40.5	40.5	37.5	5.2	-	42.7	42.7	42.7	42.7	42.7

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

Service No.	1.017 Finance	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$100,000	\$159,075	\$215,570	\$234,732	\$140,178	\$21,818	\$771,373
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
		\$100,000	\$159,075	\$215,570	\$234,732	\$140,178	\$21,818	\$771,373

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$100,000	\$100,000	\$200,000	\$200,000	\$100,000	\$0	\$600,000
Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$59,075	\$15,570	\$34,732	\$40,178	\$21,818	\$171,373
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
		\$100,000	\$159,075	\$215,570	\$234,732	\$140,178	\$21,818	\$771,373

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.017
Service Name: Finance

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Computer and Office Equipment Replacement	\$59,075	E	ERF	\$0	\$59,075	\$0	\$0	\$0	\$0	\$59,075
22-01	Replacement	Computer	Computer and Office Equipment Replacement	\$15,570	E	ERF	\$0	\$0	\$15,570	\$0	\$0	\$0	\$15,570
23-01	Replacement	Computer	Computer and Office Equipment Replacement	\$34,732	E	ERF	\$0	\$0	\$0	\$34,732	\$0	\$0	\$34,732
24-01	Replacement	Computer	Computer and Office Equipment Replacement	\$40,178	E	ERF	\$0	\$0	\$0	\$0	\$40,178	\$0	\$40,178
25-01	Replacement	Computer	Computer and Office Equipment Replacement	\$21,818	E	ERF	\$0	\$0	\$0	\$0	\$0	\$21,818	\$21,818
21-02	New	Enterprise Asset Management	SAP Software & Hardware costs for IBC 15b-2 "Asset Management and Risk Analysis"	\$625,000	E	Cap	\$100,000	\$100,000	\$200,000	\$200,000	\$100,000	\$0	\$600,000
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
			GRAND TOTAL	\$796,373			\$100,000	\$159,075	\$215,570	\$234,732	\$140,178	\$21,818	\$771,373

Reserve Schedule

Reserve Fund: 1.017 Finance

Reserve Cash Flow

Fund: 1022 Fund Center: 101420 ERF Group: FIN.ERF	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	139,694	123,224	79,149	83,579	68,847	48,669
Actual Purchases		-	-	-		
Planned Purchases (Based on Capital Plan)	(44,140)	(59,075)	(15,570)	(34,732)	(40,178)	(21,818)
Transfer from Operating Budget	27,670	15,000	20,000	20,000	20,000	20,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	123,224	79,149	83,579	68,847	48,669	46,851

Assumptions/Background:

Reserve Schedule

Reserve Fund: Asset Management

Reserve Cash Flow

Capital Fund	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	-	600,000	500,000	300,000	100,000	-
Actual Purchases	(25,000)	-	-	-		
Planned Purchases (Based on Capital Plan)		(100,000)	(200,000)	(200,000)	(100,000)	-
Transfer from Operating Budget	125,000					
Transfer from Allocation						
Interest Income	500,000	-	-	-	-	-
Ending Balance \$	600,000	500,000	300,000	100,000	-	-

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Regional Grant in Aid

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.112 Regional Grant in Aid

Committee: Governance & Finance Committee

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All member municipalities and electoral areas.

MAXIMUM LEVY:

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

PRIOR YEAR LEVIES:

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

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

FUNDING:

1.112 - Regional Grants in Aid	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Grants in Aid	1,444,622	-	1,452,600	-	-	1,452,600	-	-	-	-
TOTAL OPERATING COSTS	1,444,622	-	1,452,600	-	-	1,452,600	-	-	-	-
*Percentage Increase over prior year						0.6%	0.0%	0.0%	0.0%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	1,430,600	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,408,622)	(1,408,622)	(1,430,600)	-	-	(1,430,600)	-	-	-	-
Interest Income	(36,000)	(21,978)	(22,000)	-	-	(22,000)	-	-	-	-
TOTAL REVENUE	(1,444,622)	-	(1,452,600)	-	-	(1,452,600)	-	-	-	-
REQUISITION	-	-	-	-	-	-	-	-	-	-
*Percentage increase over prior year Requisition						0.0%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Victoria Family Court Committee

COMMITTEE OF THE WHOLE

OCTOBER 2020

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	
	2020 Previous Yr (50%) Converted	Previous Year Actual	(50%) Census Populations	
City of Colwood	467,335,257	4,272,694,615	16,859	4.01%
City of Victoria	3,802,392,177	28,842,004,286	85,792	25.57%
District of Central Saanich	630,209,611	5,288,501,682	16,814	4.59%
District of Highlands	82,584,078	765,883,689	2,225	0.60%
District of Langford	1,238,027,429	10,150,926,392	35,342	9.34%
District of Metchosin	141,352,646	1,381,213,441	4,708	1.16%
District of North Saanich	608,873,249	5,491,012,215	11,249	3.75%
District of Saanich	3,932,790,666	35,528,150,269	114,148	29.93%
District of Sooke	333,344,380	3,059,065,366	13,001	2.99%
District of Oak Bay	969,231,359	9,391,617,809	18,094	6.00%
Town of Sidney	527,003,806	4,442,242,189	11,672	3.51%
Town of View Royal	350,089,405	3,016,691,248	10,408	2.70%
Township of Esquimalt	441,694,787	3,932,409,391	17,655	4.02%
Subtotal	13,524,928,850	115,562,412,592	357,967	98.18%
Electoral Area				
Juan de Fuca EA	228,133,680	1,913,350,223	4,860	1.49%
Subtotal	228,133,680	1,913,350,223	4,860	1.49%
First Nations Taxation				
Songhees	19,001,544	158,461,000	1,842	0.32%
Subtotal	19,001,544	158,461,000	1,842	0.32%
TOTAL	13,772,064,074	117,634,223,815	364,669	100.00%

1.126 Vic Family Court & Youth Justice Committee			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Internal Allocation	216	216	268	-	-	268	325	332	338	345
Third Party Payments	15,718	15,718	15,620	-	-	15,620	15,563	15,556	15,550	15,543
TOTAL OPERATING COSTS	15,934	15,934	15,888	-	-	15,888	15,888	15,888	15,888	15,888
*Percentage Increase		0.0%	-0.29%			-0.29%	0.0%	0.0%	0.0%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	(46)	(46)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(888)	(888)	(888)	-	-	(888)	(888)	(888)	(888)	(888)
TOTAL REVENUE	(934)	(934)	(888)	-	-	(888)	(888)	(888)	(888)	(888)
REQUISITION	(15,000)	(15,000)	(15,000)	-	-	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
*Percentage Increase		0.0%	0.00%			0.00%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Greater Victoria Police Victims Services

COMMITTEE OF THE WHOLE

OCTOBER 2020

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		
	2019 Converted		2019 Actual	2020 Converted		2020 Actual
City of Colwood	467,335,257	3.69%	4,272,694,615	481,566,458	3.71%	4,376,278,815
City of Victoria	3,802,392,177	30.04%	28,842,004,286	4,016,398,746	30.91%	30,082,961,727
District of Central Saanich	630,209,611	4.98%	5,288,501,682	657,985,149	5.06%	5,446,784,895
Township of Esquimalt	441,694,787	3.49%	3,932,409,391	456,083,497	3.51%	4,050,747,456
District of Langford	1,238,027,429	9.78%	10,150,926,392	1,338,030,651	10.30%	10,919,092,082
District of Saanich	3,932,790,666	31.07%	35,528,150,269	3,906,061,746	30.06%	35,161,271,712
District of Oak Bay	969,231,359	7.66%	9,391,617,809	931,252,281	7.17%	9,000,862,259
District of Metchosin	141,352,646	1.12%	1,381,213,441	140,177,990	1.08%	1,368,320,842
Town of Sidney	527,003,806	4.16%	4,442,242,189	543,992,242	4.19%	4,544,259,546
Town of View Royal	350,089,405	2.77%	3,016,691,248	362,104,799	2.79%	3,130,354,407
District of Highland	82,584,078	0.65%	765,883,689	83,558,649	0.64%	769,857,750
Subtotal	12,582,711,221	99.40%	107,012,335,011	12,917,212,208	99.40%	108,850,791,491
Electoral Area						
JDF - Langford - R(761) ESA # 36	1,310,677	0.01%	4,251,300	1,012,424	0.01%	3,353,200
JDF - Langford - R(762) ESA # 36	8,884,450	0.07%	87,346,786	11,783,108	0.09%	116,213,625
JDF - Langford - R(763) ESA # 36	20,292,775	0.16%	202,009,200	20,304,980	0.16%	202,117,600
Subtotal	30,487,902	0.24%	293,607,286	33,100,512	0.25%	321,684,425
<u>First Nations Taxation</u>						
Songhees	19,001,544	0.15%	158,461,000	19,001,544	0.15%	158,461,000
Tsawout	26,083,283	0.21%	221,937,200	26,083,283	0.20%	221,937,200
Subtotal	45,084,827	0.36%	380,398,200	45,084,827	0.35%	380,398,200
TOTAL	12,658,283,950	100.00%	107,686,340,497	12,995,397,547	100.00%	109,552,874,116

1.128 Greater Victoria Police Victims Services	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS:										
Internal Allocation	4,971	4,971	5,401	-	-	5,401	5,842	5,959	6,078	6,200
Third Party Payments	281,200	281,200	286,800	-	-	286,800	292,500	298,350	304,317	310,403
Interest Charge	200	200	200	-	-	200	200	200	200	200
TOTAL OPERATING COSTS	286,371	286,371	292,401	-	-	292,401	298,542	304,509	310,595	316,803
*Percentage Increase		0.0%	2.11%			2.11%	2.1%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	(600)	(600)	-	-	-	-	-	-	-	-
Grants in Lieu	(14,461)	(14,461)	(14,461)	-	-	(14,461)	(14,461)	(14,461)	(14,461)	(14,461)
Interest Income	(110)	(110)	(110)	-	-	(110)	(110)	(110)	(110)	-
TOTAL REVENUE	(15,171)	(15,171)	(14,571)	-	-	(14,571)	(14,571)	(14,571)	(14,571)	(14,461)
REQUISITION	(271,200)	(271,200)	(277,830)	-	-	(277,830)	(283,971)	(289,938)	(296,024)	(302,342)
*Percentage Increase		0.0%	2.44%			2.44%	2.2%	2.1%	2.1%	2.1%

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Royal Theatre

COMMITTEE OF THE WHOLE

OCTOBER 2020

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 Governance and Finance Committee.

FUNDING:

ROYAL THEATRE	BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Third Party Payment	40,838	40,838	45,773	-	-	45,773	49,219	48,208	47,171	46,116
Insurance Costs	33,330	33,330	32,540	-	-	32,540	33,190	33,850	34,530	35,220
Internal Allocation	25,232	25,232	21,087	-	-	21,087	16,991	17,342	17,699	18,064
Operating Cost - Other (Interest)	600	600	600	-	-	600	600	600	600	600
TOTAL OPERATING COSTS	100,000	100,000	100,000	-	-	100,000	100,000	100,000	100,000	100,000
*Percentage Increase		0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%
<u>CAPITAL / RESERVE</u>										
Capital Equipment Purchase	100,000	100,000	100,000	-	-	100,000	100,000	100,000	100,000	100,000
Transfer to Capital Reserve Fund	380,000	380,000	380,000	-	-	380,000	380,000	380,000	380,000	380,000
TOTAL CAPITAL / RESERVES	480,000	480,000	480,000	-	-	480,000	480,000	480,000	480,000	480,000
Debt Charges	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	480,000	480,000	480,000	-	-	480,000	480,000	480,000	480,000	480,000
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year		-								
Balance C/F from Prior to Current year			-	-	-	-				
Revenue - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
REQUISITION	(580,000)	(580,000)	(580,000)	-	-	(580,000)	(580,000)	(580,000)	(580,000)	(580,000)
*Percentage increase over prior year requisition		0.0%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%

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

Service No.	1.290 Royal Theatre	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	B	\$50,000	\$1,010,000	\$540,000	\$500,000	\$1,000,000	\$400,000	\$3,450,000
Equipment	E	\$0	\$212,000	\$0	\$0	\$0	\$0	\$212,000
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
		\$50,000	\$1,222,000	\$540,000	\$500,000	\$1,000,000	\$400,000	\$3,662,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
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	\$69,000	\$0	\$0	\$500,000	\$0	\$569,000
Donations / Third Party Funding	Other	\$0	\$517,000	\$0	\$0	\$0	\$0	\$517,000
Reserve Fund	Res	\$0	\$586,000	\$540,000	\$500,000	\$500,000	\$400,000	\$2,526,000
		\$50,000	\$1,222,000	\$540,000	\$500,000	\$1,000,000	\$400,000	\$3,662,000

Service: 1.290 **Royal Theatre**

Proj. No. 18-01	Capital Project Title Replace Theatre Doors	Capital Project Description Replace theatre doors to soundproof theatre from lobby cross over.
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>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.</i>		

Proj. No. 20-03	Capital Project Title Add Balcony & Pit Railings	Capital Project Description Add railings to ensure patron safety and comfort
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>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.</i>		

Proj. No. 21-01	Capital Project Title HVAC Upgrade	Capital Project Description Replace 1994 HVAC main unit in audience chamber.
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>Replace main HVAC unit in the audience chamber.</i>		

Proj. No. 21-02	Capital Project Title Replace House Light System - Phase 2	Capital Project Description Replace House Light System with upgraded LED technology
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>Phase 2 will improve illumination in the audience chamber with the installation of new lighting fixtures, in new positions in the ceiling created by architectural intervention. The improved illumination will assist in maintaining appropriate COVID-19 cleaning standards.</i>		

Proj. No. 21-03	Capital Project Title Stage Light Fixtures	Capital Project Description Add new technology of computerized lighting fixtures to expand capability
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>Older incandescent lighting technology is replaced with energy efficient LED technology and lighting fixtures which are flexible in their deployment, a requirement of the advanced productions the Royal Theatre is currently supporting.</i>		

Service: 1.290 **Royal Theatre**

Proj. No. 21-04	Capital Project Title Replace Dimmer Modules and CEMs	Capital Project Description Replace 20+ year old dimmer & control modules that are past end of useful life
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>This project addresses the now expired lifespan of a group of critical elements in the stage lighting control system.</i>		

Proj. No. 21-05	Capital Project Title Replace Extendable Scissor Lift	Capital Project Description Replace existing scissor lift that is past end of life for safety & reliability
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>The current scissor lift has reached the end of its useful life as it is 25+ years.</i>		

Proj. No. 21-06	Capital Project Title COVID-19 Safety Improvements	Capital Project Description Prepare the theatre for opening with COVID-19 safety protocols in place
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>Prepare the theatre for re-opening with new COVID-19 safety protocols in place for the audience and staff protection which will require infrastructure improvements.</i>		

Proj. No. 21-07	Capital Project Title Accessible Access & Centre Front Doors	Capital Project Description Upgrading current building access and washrooms to improve accessibility
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>Install accessible electronic door arms on doors to the box office and accessible washrooms. This will include touchless sensors and emergency pull stations for both washrooms. Replace 3 sets of double doors from the street for increased access and security for the building.</i>		

Proj. No. 21-08	Capital Project Title Replace Exit Signs	Capital Project Description Replace existing exit signs with up to code internationally recognized, green pictogram "Running Man"
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>Replace existing exit signs with up to code internationally recognized, green pictogram "Running Man"</i>		

Service: 1.290 **Royal Theatre**

Proj. No. 21-09	Capital Project Title Add Water Bottle filling stations	Capital Project Description to reduce carbon footprint and increase patron access to water
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale Add water bottle filling stations in the west lobby (1x) and mezzanine (2x), to help reduce waste from plastic water bottles. Increase patron experience and safety in a post covid time where touchless water bottle filling stations will replace drinking fountains.		

Proj. No. 21-10	Capital Project Title Emergency Repairs	Capital Project Description For Unforeseen Emergency Repairs
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale To use for unforeseen emergency repairs		

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 B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area 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 for 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.		

Proj. No. 22-02	Capital Project Title Replace Seats and Aisle Lights	Capital Project Description Replace 20 year old seats that are at the end of useful life and aisle lights for safety and comfort
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols.		

Proj. No. 23-01	Capital Project Title Repair Building Envelope	Capital Project Description Repairing building envelope of the 1914 structure.
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale Repairing building envelope will ensure the 1914 structure will remain stable and will reduce energy consumption		

**1.290 Royal Theatre
Asset and Reserve Summary
2021 - 2025 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

	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	553,762	823,905	936,905	730,905	570,905	450,905	330,905
Planned Capital Expenditure (Based on Capital Plan)	(131,663)	(280,000)	(586,000)	(540,000)	(500,000)	(500,000)	(400,000)
Transfer from Operating Budget	383,000	383,000	380,000	380,000	380,000	380,000	380,000
Interest Income**	18,806	10,000	-	-	-	-	-
Total projected year end balance	823,905	936,905	730,905	570,905	450,905	330,905	310,905

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

McPherson Theatre

COMMITTEE OF THE WHOLE

OCTOBER 2020

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. Local Services Establishment Bylaw No. 2685, March 10, 1999.

SERVICE DESCRIPTION:

This is a service to provide funding for the support of the McPherson Theatre in the City of Victoria. The 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 Governance and Finance Committee.

FUNDING:

McPHERSON THEATRE			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS:										
Third Party Payments	308,667	308,667	309,214	-	-	309,214	307,380	306,523	305,649	304,757
Internal Allocations	39,355	39,355	40,486	-	-	40,486	42,320	43,177	44,051	44,943
Interest Charge	300	300	300	-	-	300	300	300	300	300
TOTAL OPERATING COSTS	348,322	348,322	350,000	-	-	350,000	350,000	350,000	350,000	350,000
*Percentage Increase	0.00%	0.00%	0.48%			0.48%	0.00%	0.00%	0.00%	0.00%
CAPITAL / RESERVE										
Capital Equipment Purchases	84,000	84,000	92,000	-	-	92,000	88,000	88,000	90,000	90,000
Transfer to Reserve Fund	353,521	353,521	343,843	-	-	343,843	347,843	347,843	345,843	345,843
TOTAL CAPITAL / RESERVES	437,521	437,521	435,843	-	-	435,843	435,843	435,843	435,843	435,843
TOTAL COSTS	785,843	785,843	785,843	-	-	785,843	785,843	785,843	785,843	785,843
FUNDING SOURCES (REVENUE)										
estimated balance C/F from current to Next y	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(35,843)	(35,843)	(35,843)	-	-	(35,843)	(35,843)	(35,843)	(35,843)	(35,843)
TOTAL REVENUE	(35,843)	(35,843)	(35,843)	-	-	(35,843)	(35,843)	(35,843)	(35,843)	(35,843)
REQUISITION	(750,000)	(750,000)	(750,000)	-	-	(750,000)	(750,000)	(750,000)	(750,000)	(750,000)
*Percentage increase over prior year requisition		0.0%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%

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

Service No.	1.295 McPherson Theatre	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	B	\$370,000	\$565,000	\$0	\$500,000	\$500,000	\$500,000	\$2,065,000
Equipment	E	\$0	\$170,000	\$0	\$0	\$0	\$0	\$170,000
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
		\$370,000	\$735,000	\$0	\$500,000	\$500,000	\$500,000	\$2,235,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$370,000	\$370,000	\$0	\$0	\$0	\$0	\$370,000
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	\$35,000	\$0	\$0	\$0	\$0	\$35,000
Donations / Third Party Funding	Other	\$0	\$9,000	\$0	\$0	\$0	\$0	\$9,000
Reserve Fund	Res	\$0	\$321,000	\$0	\$500,000	\$500,000	\$500,000	\$1,821,000
		\$370,000	\$735,000	\$0	\$500,000	\$500,000	\$500,000	\$2,235,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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 Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Replace Lobby Windows	Replacing the current single pane leaking windows	\$350,000	B	Cap	\$350,000	\$350,000	\$0	\$0	\$0	\$0	\$350,000
20-05	Study	Railing Study	Study to assess the upgrades to interior railings necessary for health and safety	\$20,000	B	Cap	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-01	Replacement	Replace stage light fixtures	Replacing old incandescent stage lighting with LED models.	\$50,000	E	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$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	\$35,000	\$0	\$0	\$0	\$0	\$35,000
21-03	Replacement	Replace House Light System Phase 2	Replace House Light System with upgraded LED technology.	\$80,000	B	Res	\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000
21-04	Replacement	Replace Extendable Scissor Lift	Replace current scissor lift that has reached the end of its useful life.	\$26,000	E	Res	\$0	\$26,000	\$0	\$0	\$0	\$0	\$26,000
21-05	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-06	Renewal	Accessible Access	Upgrade current box office access and washrooms to improve accessibility	\$10,000	B	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-07	Replacement	Replace Exit Signs	Replace existing exit signs with up to code, internationally recognized, green pictogram "Running Man"	\$10,000	B	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-08	New	Add water bottle filling stations	Add water bottle filling stations to reduce carbon footprint and increase patron access to water	\$15,000	E	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
21-09	Replacement	Replace and Add FOH Directional Signage	Replace and add directional signage to improve safety, access, audience flow and crowd management.	\$20,000	B	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-10	Replacement	Balcony Rail Fabrication and Installation	Install interior railings for patron and staff safety	\$25,000	B	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
21-11	Renewal	COVID-19 Safety Improvements	Prepare the theatre for opening with COVID-19 safety protocols in place	\$44,000	E	Grant	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
21-11	Renewal	COVID-19 Safety Improvements	Prepare the theatre for opening with COVID-19 safety protocols in place		E	Other	\$0	\$9,000	\$0	\$0	\$0	\$0	\$9,000
23-01	Renewal	Repair Building Envelope and Restore Façade	Repair building envelope and restore façade	\$1,500,000	B	Res	\$0	\$0	\$0	\$500,000	\$500,000	\$500,000	\$1,500,000
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
		GRAND TOTAL		\$2,230,000			\$370,000	\$735,000	\$0	\$500,000	\$500,000	\$500,000	\$2,235,000

Service: 1.295 **McPherson Theatre**

Proj. No. 18-01	Capital Project Title Replace Lobby Windows	Capital Project Description Replacing the current single pane leaking windows
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>Replace the current single pane leaking windows with better more energy efficient windows</i>		

Proj. No. 20-05	Capital Project Title Railing Study	Capital Project Description Study to assess the upgrades to interior railings necessary for health and safety
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>Study to assess the upgrades to interior railings necessary for health and safety</i>		

Proj. No. 21-01	Capital Project Title Replace stage light fixtures	Capital Project Description Replacing old incandescent stage lighting with LED models.
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>Older incandescent lighting technology is replaced with energy efficient LED technology and lighting fixtures which are flexible in the their deployment, a requirement of the advanced productions the Royal Theatre is currently supporting.</i>		

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 E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>This project addresses the now expired lifespan of a group of critical elements in the stage lighting control system.</i>		

Proj. No. 21-03	Capital Project Title Replace House Light System Phase 2	Capital Project Description Replace House Light System with upgraded LED technology.
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>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. This will improve illumination to the audience chamber.</i>		

Service: 1.295 **McPherson Theatre**

Proj. No. 21-04	Capital Project Title Replace Extendable Scissor Lift	Capital Project Description Replace current scissor lift that has reached the end of its useful life.
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>Replace existing 25+ year old scissor lift which has reached the end of its useful life.</i>		

Proj. No. 21-05	Capital Project Title Emergency Repairs	Capital Project Description For Unforeseen Emergency Repairs
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>Capital funds to accommodate any emergency repairs to the building.</i>		

Proj. No. 21-06	Capital Project Title Accessible Access	Capital Project Description Upgrade current box office access and washrooms to improve accessibility
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>Install electronic door arms on existing doors to the box office and accessible washrooms. Includes touchless door sensors and emergency pull stations for both washrooms.</i>		

Proj. No. 21-07	Capital Project Title Replace Exit Signs	Capital Project Description Replace existing exit signs with up to code, internationally recognized, green pictogram "Running Man"
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>replace existing exit signs with up to code, internationally recognized, green pictogram "Running Man"</i>		

Proj. No. 21-08	Capital Project Title Add water bottle filling stations	Capital Project Description Add water bottle filling stations to reduce carbon footprint and increase patron access to water
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>Add water bottle filling stations in Eastwick lobby, main lobby and mezzanine, to help reduce waste from plastic bottles. Increase patron experience and safety in a post COVID time where touchless water bottle filling stations will replace drinking fountains.</i>		

Service: 1.295 **McPherson Theatre**

Proj. No. 21-09	Capital Project Title Replace and Add FOH Directional Signage	Capital Project Description Replace and add directional signage to improve safety, access, audience flow and crowd management.
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>Replacing and adding directional signage will improve safety, access, audience flow and crowd management.</i>		

Proj. No. 21-10	Capital Project Title Balcony Rail Fabrication and Installation	Capital Project Description Install interior railings for patron and staff safety
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>Install upgrades to interior railings for safety of patrons and staff.</i>		

Proj. No. 21-11	Capital Project Title COVID-19 Safety Improvements	Capital Project Description Prepare the theatre for opening with COVID-19 safety protocols in place
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>To prepare the theatre for re-opening in response to the COVID-19 pandemic, implementation of new cleaning, sanitizing, safety, and physical distancing protocols which require infrastructure.</i>		

Proj. No. 23-01	Capital Project Title Repair Building Envelope and Restore Façade	Capital Project Description Repair building envelope and restore façade
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Arts & Culture
Project Rationale <i>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.</i>		

**1.295 McPherson Theatre
Asset and Reserve Summary
2021 - 2025 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

	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	1,339,943	1,664,880	1,373,401	1,396,244	1,744,087	1,591,930	1,437,773
Planned Capital Expenditure (Based on Capital Plan)	(71,094)	(665,000)	(321,000)	-	(500,000)	(500,000)	(500,000)
Transfer from Operating Budget	354,088	353,521	343,843	347,843	347,843	345,843	345,843
Interest Income*	41,943	20,000	-	-	-	-	-
Total projected year end balance	1,664,880	1,373,401	1,396,244	1,744,087	1,591,930	1,437,773	1,283,616

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Arts Grants and Development

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.297 Arts Grants and Development

Commission: 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			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
ARTS GRANTS										
<u>ARTS GRANTS:</u>										
Operating Grants	2,204,399	2,204,400	2,236,500	-	-	2,236,500	2,281,230	2,326,855	2,373,392	2,420,860
Project Grants	310,000	289,820	310,000	-	-	310,000	316,200	322,524	328,974	335,553
Total Grants Payment	2,514,399	2,494,220	2,546,500	-	-	2,546,500	2,597,430	2,649,379	2,702,366	2,756,413
		-0.8%	1.3%			1.3%	2.0%	2.0%	2.0%	2.0%
<u>ADMINISTRATION COSTS:</u>										
Salaries and Wages	289,616	289,616	296,642	-	-	296,642	297,318	303,726	310,271	316,956
Internal Allocations	60,114	60,114	67,536	-	-	67,536	74,602	76,102	77,631	79,191
Insurance Cost	660	660	700	-	-	700	710	720	730	740
Operating Cost - Other	28,802	24,515	30,696	-	-	30,696	31,309	31,935	32,574	33,226
Total Administration Costs	379,192	374,905	395,574	-	-	395,574	403,939	412,483	421,206	430,113
		-1.1%	4.3%			4.3%	2.1%	2.1%	2.1%	2.1%
TOTAL OPERATING COSTS	2,893,591	2,869,125	2,942,074	-	-	2,942,074	3,001,369	3,061,862	3,123,572	3,186,526
		-0.8%	1.7%			1.7%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE TRANSFER</u>										
Transfer to Operating Reserve Fund	-	12,466	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES TRANSFER	-	12,466	-	-	-	-	-	-	-	-
Internal Recoveries	(13,220)	(13,220)	(13,552)	-	-	(13,552)	(13,582)	(13,876)	(14,174)	(14,480)
TOTAL COSTS	2,880,371	2,868,371	2,928,522	-	-	2,928,522	2,987,787	3,047,986	3,109,398	3,172,046
		-0.4%	1.7%			1.7%	2.0%	2.0%	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	-	-	-	-	-	-	-	-	-	-
Revenue - Other	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(12,000)	-	(15,000)	-	-	(15,000)	-	-	-	-
Payments In Lieu of Taxes	(185,665)	(185,665)	(185,665)	-	-	(185,665)	(185,665)	(185,665)	(185,665)	(185,665)
TOTAL REVENUE	(197,665)	(185,665)	(200,665)	-	-	(200,665)	(185,665)	(185,665)	(185,665)	(185,665)
		-6.1%	1.5%			1.5%	-7.5%	0.0%	0.0%	0.0%
REQUISITION	(2,682,706)	(2,682,706)	(2,727,857)	-	-	(2,727,857)	(2,802,122)	(2,862,321)	(2,923,733)	(2,986,381)
			1.7%			1.7%	2.7%	2.1%	2.1%	2.1%
<u>AUTHORIZED POSITIONS:</u>										
	2.8	2.8	2.8		0.0	2.8	2.8	2.8	2.8	2.8

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

Service No.	1.297	Carry						
	Arts Grants and Development	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$1,550	\$0	\$0	\$0	\$1,550
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$1,550	\$0	\$0	\$0	\$1,550

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	\$1,550	\$0	\$0	\$0	\$1,550
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
		\$0	\$0	\$1,550	\$0	\$0	\$0	\$1,550

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.297
Service Name: Arts Grants and Development

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN													
Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Computer and Printer	IT scheduled Routine Replacement	\$1,890	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
22-01	Replacement	Computer and Printer	IT scheduled Routine Replacement	\$1,550	E	ERF	\$0	\$0	\$1,550	\$0	\$0	\$0	\$1,550
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
							\$0	\$0	\$0	\$0	\$0	\$0	\$0
			GRAND TOTAL	\$3,440			\$0	\$0	\$1,550	\$0	\$0	\$0	\$1,550

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 E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Arts & Culture
Project Rationale *Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department*

Proj. No. 22-01 **Capital Project Title** Computer and Printer **Capital Project Description** IT scheduled Routine Replacement
Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Arts & Culture
Project Rationale *Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department*

**1.297 Arts and Cultural Grants
Operating Reserve Summary
2021 - 2025 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	Actual		Budget				
	2019	2020	2021	2022	2023	2024	2025
Projected year end balance							
Beginning Balance	166,844	199,240	214,206	199,206	199,206	199,206	199,206
Planned Purchase			(15,000)				
Transfer from Ops Budget	27,701	12,466					
Interest Income*	4,695	2,500					
Total projected year end balance	199,240	214,206	199,206	199,206	199,206	199,206	199,206

Assumptions/Background:

15k in 2021 is to limit requisition increase to below 1.7%

* 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
2021 - 2025 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				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	9,068	9,184	7,300	7,300	5,750	5,750	5,750
Planned Purchase (Based on Capital Plan)		(1,984)	-	(1,550)	-	-	-
Transfer from Ops Budget							
Interest Income*	116	100	-	-	-	-	-
Ending Balance \$	9,184	7,300	7,300	5,750	5,750	5,750	5,750

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Feasibility Reserve Fund

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 21.1 Feasibility Study Reserve

Committee: Governance & 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:

Member Municipality	ASSESSMENTS			ASSESSMENTS		
	2019 Converted		2019 Actual	2020 Converted		2020 Actual
City of Colwood	413,555,801	3.12%	3,766,004,015	467,335,257	3.22%	4,272,694,615
District of Langford	1,094,749,961	8.26%	8,919,426,360	1,238,027,429	8.52%	10,150,926,392
District of Highland	76,515,855	0.58%	706,756,792	82,584,078	0.57%	765,883,689
City of Victoria	3,397,572,932	25.65%	25,938,617,772	3,802,392,177	26.18%	28,842,004,286
District of Central Saanich	585,075,444	4.42%	4,917,349,011	630,209,611	4.34%	5,288,501,682
Township of Esquimalt	401,350,752	3.03%	3,555,193,156	441,694,787	3.04%	3,932,409,391
District of Saanich	3,685,500,412	27.82%	33,373,289,134	3,932,790,666	27.08%	35,528,150,269
District of Oak Bay	914,104,829	6.90%	8,867,750,409	969,231,359	6.67%	9,391,617,809
District of North Saanich	573,433,132	4.33%	5,196,950,864	608,873,249	4.19%	5,491,012,215
District of Metchosin	129,871,419	0.98%	1,268,385,770	141,352,646	0.97%	1,381,213,441
Town of Sidney	472,321,557	3.57%	3,950,489,739	527,003,806	3.63%	4,442,242,189
District of Sooke	294,839,286	2.23%	2,702,811,506	333,344,380	2.30%	3,059,065,366
Town of View Royal	308,648,403	2.33%	2,655,917,318	350,089,405	2.41%	3,016,691,248
Subtotal	12,347,539,783	93.20%	105,818,941,846	13,524,928,850	93.13%	115,562,412,592
Electoral Area						
Juan de Fuca EA	204,054,344	1.54%	1,712,253,632	228,133,680	1.57%	1,913,350,223
Salt Spring Island (F)	401,038,363	3.03%	3,796,568,376	440,155,880	3.03%	4,157,391,950
Southern Gulf Islands	295,825,707	2.23%	2,863,845,743	329,891,049	2.27%	3,196,501,906
Subtotal	900,918,414	6.80%	8,372,667,751	998,180,609	6.87%	9,267,244,079
TOTAL	13,248,458,197	100.00%	114,191,609,597	14,523,109,459	100.00%	124,829,656,671

FEASIBILITY STUDY	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Regional Studies (un-allocated)	24,976	-	29,640	-	-	29,640	-	-	-	-
- IBC 12a-1: Study regional art facility needs	40,000	40,000	-	-	-	-	-	-	-	-
Total Regional	64,976	40,000	29,640	-	-	29,640	-	-	-	-
Electoral Area										
Southern Gulf Islands	-	-	-	-	-	-	-	-	-	-
Juan de Fuca	-	-	-	-	-	-	-	-	-	-
Salt Spring Island	-	-	-	-	-	-	-	-	-	-
Total Electoral Area	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	64,976	40,000	29,640	-	-	29,640	-	-	-	-
*Percentage Increase over prior year						-54.4%				
<u>REVENUES</u>										
Estimated balance c/fwd	-	29,640	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(24,976)	(28,186)	(29,640)	-	-	(29,640)	-	-	-	-
Interest Income	-	(1,454)	-	-	-	-	-	-	-	-
Recovery Cost	-	-	-	-	-	-	-	-	-	-
Feasibility Study Funding	-	-	-	-	-	-	-	-	-	-
Grant Provincial	-	-	-	-	-	-	-	-	-	-
Transfer from Revenue Fund	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	(24,976)	-	(29,640)	-	-	(29,640)	-	-	-	-
REQUISITION	(40,000)	(40,000)	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Information Technology

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.022 Information Technology

Committee: Governance & 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 municipalities and electoral areas and the Songhees and Tsawout Band

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance & Finance

FUNDING:

Requisition and internal recoveries

Change in Budget 2020 to 2021

Service: 1.022 INFORMATION TECHNOLOGY

Total Expenditure

Comments

2020 Budget

6,560,222

Change in Salaries:

Base salary change	90,046	Inclusive of estimated collective agreement changes
Step increase / paygrade change	98,001	
Annualization of 2020 position	63,182	Annualization of 2020 IBC 15b-2
0.5 FTE Systems Officer	32,392	2021 IBC 1a-2: Housing Investment Through RHFP and Other Funding Programs (6 months)
1.0 FTE Systems Officer	97,175	2021 IBC 15f-1.4: IT Support for Hartland Scales and Perfectmind Applications (9 months)
1.0 FTE Systems Officer	97,175	2021 IBC 15f-1.5: Mobile Maintenance Workorder Platform Support (9 months)
1.0 FTE Systems Officer	97,175	2021 IBC 15f-1.9: IWS Infrastructure Resilience - IT (9 months)
2.5 FTE Systems Officer / Business Analyst	161,958	2021 Support IBC IT&GIS (6 months)
Other Adjustments	(39,973)	
	<hr/>	
Total Change in Salaries	697,131	

Other Changes:

Licences & Fees	76,810	Inlcudes IBC 15f-1.7: Microsoft Office 365 - Maintenance/Support (\$52,000)
Office costs	27,000	Office costs associated with additional ongoing 6.0 FTEs
Human Resources allocation	26,923	
Other allocations - Cell Towers	(222,785)	Removal of Cell Towers budget
Other Costs	34,013	
	<hr/>	
Total Other Changes	(58,039)	

2021 Budget

7,199,314

% expense increase from 2020:

9.7%

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

There is a one-time favourable variance of \$140,000 (2.22%) due mainly to temporary vacancies of full time positions (\$232,000) and offset by \$67,000 additional costs for Software Licences.

1.022 INFORMATION TECHNOLOGY	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	3,891,864	3,619,431	4,103,120	485,875	-	4,588,995	4,895,223	5,000,381	5,107,773	5,217,488
Allocations	413,438	199,833	228,729	3,000	-	231,729	234,653	239,401	244,244	249,184
Consulting	44,370	39,500	44,940	-	-	44,940	45,840	46,750	47,680	48,630
Contract for Services	505,100	525,925	510,870	-	-	510,870	521,090	531,510	542,140	552,990
Software Licenses & Computer Mtce	974,260	1,041,050	999,070	52,000	-	1,051,070	1,072,100	1,093,540	1,115,400	1,137,710
Other Operating Expenses	307,430	290,160	309,430	12,000	15,000	336,430	327,850	334,380	341,070	347,890
TOTAL OPERATING COSTS	6,136,462	5,715,899	6,196,159	552,875	15,000	6,764,034	7,096,756	7,245,962	7,398,307	7,553,892
*Percentage Increase over prior year			1.0%			10.2%	4.9%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to General Capital Fund	325,770	325,770	335,140	-	-	335,140	343,840	452,720	461,770	471,010
Transfer to Equipment Replacement Fund	97,990	97,990	100,140	-	-	100,140	102,140	104,190	106,270	108,400
TOTAL CAPITAL / RESERVES	423,760	423,760	435,280	-	-	435,280	445,980	556,910	568,040	579,410
TOTAL COSTS	6,560,222	6,139,659	6,631,439	552,875	15,000	7,199,314	7,542,736	7,802,872	7,966,347	8,133,302
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS LESS INTERNAL RECOVERIES	6,560,222	6,139,659	6,631,439	552,875	15,000	7,199,314	7,542,736	7,802,872	7,966,347	8,133,302
Lease Revenue	(17,340)	-	-	-	-	-	-	-	-	-
Service Fees	(263,585)	-	(40,000)	-	-	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
Other Income	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	(280,925)	-	(40,000)	-	-	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
NET COSTS	6,279,297	6,139,659	6,591,439	552,875	15,000	7,159,314	7,502,736	7,762,872	7,926,347	8,093,302
*Percentage increase over prior year Net Costs			5.0%			14.0%	4.8%	3.5%	2.1%	2.1%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	30.0	30.0	30.0	6.0	-	36.0	36.0	36.0	36.0	36.0

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

Service No.	1.022 Information Technology	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$197,000	\$340,250	\$541,350	\$294,650	\$667,600	\$285,000	\$2,128,850
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
		\$197,000	\$340,250	\$541,350	\$294,650	\$667,600	\$285,000	\$2,128,850

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$197,000	\$320,000	\$529,000	\$290,000	\$648,000	\$260,000	\$2,047,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$20,250	\$12,350	\$4,650	\$19,600	\$25,000	\$81,850
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
		\$197,000	\$340,250	\$541,350	\$294,650	\$667,600	\$285,000	\$2,128,850

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Data Centre Replacements	Corporate Firewall	\$68,000	E	CAP	\$0	\$0	\$0	\$0	\$68,000	\$0	\$68,000
19-04	Replacement	Data Centre Replacements	Additional Storage	\$455,000	E	CAP	\$40,000	\$20,000	\$40,000	\$20,000	\$300,000	\$25,000	\$405,000
18-06	Replacement	Data Centre Replacements	Replace Backup	\$100,000	E	CAP	\$50,000	\$50,000	\$0	\$50,000	\$0	\$50,000	\$150,000
18-07	Replacement	Data Centre Replacements	Server Replacements	\$285,000	E	CAP	\$10,000	\$50,000	\$110,000	\$50,000	\$50,000	\$50,000	\$310,000
19-05	Replacement	Data Centre Replacements	Router & Switch Network Data Centre	\$114,000	E	CAP	\$0	\$10,000	\$54,000	\$20,000	\$20,000	\$15,000	\$119,000
19-06	Replacement	Data Centre Replacements	Wi-Fi Network System	\$150,000	E	CAP	\$20,000	\$0	\$50,000	\$0	\$50,000	\$0	\$100,000
22-01	Replacement	Data Centre Replacements	SPAM Email Appliance	\$40,000	E	CAP	\$0	\$0	\$40,000	\$0	\$0	\$30,000	\$70,000
20-02	Replacement	Data Centre Replacements	Virtual Server Hosts	\$345,000	E	CAP	\$0	\$90,000	\$135,000	\$40,000	\$40,000	\$25,000	\$330,000
20-03	Replacement	Data Centre Replacements	Application Load Balancer	\$60,000	E	CAP	\$25,000	\$0	\$0	\$0	\$35,000	\$0	\$35,000
20-04	Replacement	Data Centre Replacements	Network Data/Voice Switches (Fisgard)	\$305,000	E	CAP	\$40,000	\$65,000	\$70,000	\$65,000	\$35,000	\$20,000	\$255,000
20-05	Replacement	Data Centre Replacements	uninterruptible power supply	\$82,000	E	CAP	\$12,000	\$0	\$20,000	\$0	\$50,000	\$0	\$70,000
20-06	Replacement	Data Centre Replacements	Fisgard Phone System	\$40,000	E	CAP	\$0	\$10,000	\$10,000	\$20,000	\$0	\$20,000	\$60,000
20-07	Replacement	Meeting Room Equipment Replacement	Replacement of A/V technology components	\$81,250	E	ERF	\$0	\$20,250	\$12,350	\$4,650	\$19,600	\$25,000	\$81,850
17-01	Replacement	SAP	Business Warehouse	\$75,000	E	CAP	\$0	\$25,000	\$0	\$25,000	\$0	\$25,000	\$75,000
GRAND TOTAL				\$2,200,250			\$197,000	\$340,250	\$541,350	\$294,650	\$667,600	\$285,000	\$2,128,850

Reserve Schedule

Reserve Fund: 1.022 Information Technology

Reserve Cash Flow

Fund: 1022 Fund Center: 101421 ERF Group: INFOTECH.ERF (ITG.ERF)	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	153,969	202,585	308,755	414,385	522,535	633,245
Actual Purchases	(109,526)	-	-	-	-	-
Planned Purchases (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Operating Budget	157,142	106,170	105,630	108,150	110,710	116,330
Interest Income	1,000	-	-	-	-	-
Ending Balance \$	202,585	308,755	414,385	522,535	633,245	749,575

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.022 Fisgard Meeting Room ERF

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

Reserve Cash Flow

Fund: 1022 Fund Center: 102217

ERF Group: ITMTGROOM.ERF (ITG.ERF)

	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	-	30,972	27,722	35,372	50,722	51,122
Actual Purchases	-	-	-	-	-	-
Transfer from Other L&G ERF	38,372					
Planned Purchases (Based on Capital Plan)	(24,400)	(20,250)	(12,350)	(4,650)	(19,600)	(18,300)
Transfer from Operating Budget	17,000	17,000	20,000	20,000	20,000	17,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	30,972	27,722	35,372	50,722	51,122	49,822

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 BUDGET

GIS Information Systems

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.101 GIS Information Systems

Committee: Governance & 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 & Finance

FUNDING:

Requisition and internal recoveries.

1.101 GIS INFORMATION SYSTEMS	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	366,342	321,800	375,324	-	-	375,324	376,212	384,310	392,590	401,046
Allocations	21,132	8,332	9,529	-	-	9,529	9,720	9,915	10,114	10,317
Data Processing Services	91,110	92,500	93,110	-	-	93,110	94,970	96,870	98,810	100,790
Supplies	43,080	50,900	44,020	-	-	44,020	44,900	45,800	46,710	47,640
Other Operating Expenses	13,980	8,490	14,330	-	-	14,330	14,610	14,900	15,200	15,500
TOTAL OPERATING COSTS	535,644	482,022	536,313	-	-	536,313	540,412	551,795	563,424	575,293
*Percentage Increase over prior year			0.1%			0.1%	0.8%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	22,530	76,152	23,030	-	-	23,030	23,490	23,960	24,440	24,930
TOTAL CAPITAL / RESERVES	22,530	76,152	23,030	-	-	23,030	23,490	23,960	24,440	24,930
TOTAL COSTS	558,174	558,174	559,343	-	-	559,343	563,902	575,755	587,864	600,223
Internal Recoveries	(491,222)	(491,222)	(491,222)	-	-	(491,222)	(494,422)	(504,895)	(515,594)	(526,513)
TOTAL COSTS LESS INTERNAL RECOVERIES	66,952	66,952	68,121	-	-	68,121	69,480	70,860	72,270	73,710
<u>SOURCES OF FUNDING</u>										
PILT Revenue	(3,250)	(3,250)	(3,310)	-	-	(3,310)	(3,370)	(3,430)	(3,490)	(3,550)
TOTAL REVENUE	(3,250)	(3,250)	(3,310)	-	-	(3,310)	(3,370)	(3,430)	(3,490)	(3,550)
REQUISITION	(63,702)	(63,702)	(64,811)	-	-	(64,811)	(66,110)	(67,430)	(68,780)	(70,160)
*Percentage increase over prior year requisition			1.7%			1.7%	2.0%	2.0%	2.0%	2.0%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	3.0	3.0	3.0	-	-	3.0	3.0	3.0	3.0	3.0

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CAPITAL REGIONAL DISTRICT

2021 BUDGET

Geo-Spatial Referencing

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.335 Geo-Spatial Referencing

Committee: Governance & 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 & Finance

FUNDING:

Requisition

AUTHORITY:

General Services under the Municipal Act.

1.335 GEOSPATIAL REFERENCING	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Allocations	42,508	42,508	32,823	-	-	32,823	26,222	26,746	27,281	27,827
Contract for Services	20,820	18,850	21,280	-	-	21,280	21,710	22,140	22,580	23,030
Consulting	13,960	11,200	14,270	-	-	14,270	14,560	14,850	15,150	15,450
Facilities Rental	14,330	12,420	14,650	-	-	14,650	14,940	15,240	15,540	15,850
Software Licenses & Fees	20,150	20,600	20,600	-	-	20,600	21,010	21,430	21,860	22,290
Other Operating Expenses	16,770	13,470	17,100	-	-	17,100	17,440	17,790	18,150	18,510
TOTAL OPERATING COSTS	128,538	119,048	120,723	-	-	120,723	115,882	118,196	120,561	122,957
*Percentage Increase over prior year			-6.1%			-6.1%	-4.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	49,982	51,672	58,876	-	-	58,876	60,050	61,250	62,480	63,730
TOTAL CAPITAL / RESERVES	49,982	51,672	58,876	-	-	58,876	60,050	61,250	62,480	63,730
TOTAL COSTS	178,520	170,720	179,599	-	-	179,599	175,932	179,446	183,041	186,687
<u>SOURCES OF FUNDING</u>										
PILT Revenue	(8,950)	(8,950)	(9,150)	-	-	(9,150)	(9,330)	(9,510)	(9,700)	(9,890)
Sale of Services	(7,800)	-	(7,970)	-	-	(7,970)	(8,130)	(8,290)	(8,460)	(8,630)
Interest Income	(150)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	(16,900)	(9,100)	(17,270)	-	-	(17,270)	(17,610)	(17,950)	(18,310)	(18,670)
REQUISITION	(161,620)	(161,620)	(162,329)	-	-	(162,329)	(158,322)	(161,496)	(164,731)	(168,017)
*Percentage increase over prior year requisition			0.4%			0.4%	-2.5%	2.0%	2.0%	2.0%

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

Service No.	1.335							
	Geo-Spatial Referencing	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$40,000	\$30,000	\$45,000	\$40,000	\$0	\$155,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$40,000	\$30,000	\$45,000	\$40,000	\$0	\$155,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$40,000	\$30,000	\$45,000	\$40,000	\$0	\$155,000
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
		\$0	\$40,000	\$30,000	\$45,000	\$40,000	\$0	\$155,000

Reserve Schedule

Reserve Fund: 1.335 Geospatial

Reserve Cash Flow

Fund: 1022 Fund Center: 101726

ERF Group: GEOSPA.ERF

	ESTIMATED	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	68,348	80,349	99,225	129,275	145,525	168,005
Actual Purchases	-	-	-	-	-	-
Planned Purchases (Based on Capital Plan)	(40,000)	(40,000)	(30,000)	(45,000)	(40,000)	-
Transfer from Operating Budget	51,672	58,876	60,050	61,250	62,480	63,730
Interest Income	329	-	-	-	-	-
Ending Balance \$	80,349	99,225	129,275	145,525	168,005	231,735

Assumptions/Background:

**CAPITAL REGIONAL DISTRICT BOARD sitting as
COMMITTEE OF THE WHOLE**

October 28, 2020

Board Room, 625 Fisgard Street, Victoria

BUDGET REVIEW

Part B

5. Parks and Recreation

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

6. Environmental Services

- 6.1
 - 6.1.1 GM - Parks & Environmental Services
 - 6.1.2 Environmental Administration Services
- 6.2 **Environmental Resource Management**
 - 6.2.1 Environmental Resource Management
- 6.3 **Environmental Protection and Water Quality**
 - 6.3.1 Other Legislative & General - Climate
 - 6.3.2 Environmental Protection & Water Quality
 - 6.3.3 Regional Source Control Program
 - 6.3.4 Septage Disposal Agreement
 - 6.3.5 Millstream Site Remediation
 - 6.3.6 L.W.M.P - On Site Systems Management Program
 - 6.3.7 L.W.M.P. Peninsula Programs
 - 6.3.8 L.W.M.P. - Core and West Shore
 - 6.3.9 L.W.M.P. - Harbour Studies
 - 6.3.10 Climate Action and Adaptation
 - 6.3.11 Sooke Stormwater Quality Management
 - 6.3.12 Core and West Shore Stormwater Quality Management
 - 6.3.13 Saanich Peninsula - Stormwater Quality Management
 - 6.3.14 Saanich Peninsula - Source Control Stormwater
- 6.4 **Facilities Management & Engineering**
 - 6.4.1 Environmental Engineering Services
 - 6.4.2 Facility Management
 - 6.4.3 CRD Headquarters Building
 - 6.4.4 Corporate Satellite Facilities
 - 6.4.5 Family Court Building
 - 6.4.6 Health Facilities - VIHA
 - 6.4.7 I & I Enhancement Program

CAPITAL REGIONAL DISTRICT

2021 BUDGET

PARKS & RECREATION

COMMITTEE OF THE WHOLE

OCTOBER 2020

COMMITTEE OF THE WHOLE
October 28, 2020
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Click on the service area name below to access selected budgets

Parks and Recreation

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5.3	1.40X	SEAPARC - Recreation and Facilities	74 - 96

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Regional Parks

COMMITTEE OF THE WHOLE

OCTOBER 2020

DEFINITION:

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

Land Acquisition Fund: 2000 to 2009 Requisition increase equates to \$10 per average household each year.
2010 increased requisition equates to \$12 per average household.
2011-2014 increased requisition further \$2 per average household in each year.
2015-2019 requisition equates to \$20 per average household in each year.
2020-2029 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:	\$ (4,560,000)
REMAINING	<u>\$ 1,540,000</u>

	BASIS FOR COST APPORTIONMENT			BASIS FOR MAXIMUM LEVY		
	Converted 2019		Converted 2020		Actual 2019	Actual 2020
Member Municipality						
City of Colwood	467,335,257	3.21%	481,566,458	3.21%	4,272,694,615	4,376,278,815
City of Victoria	3,802,392,177	26.10%	4,016,398,746	26.80%	28,842,004,286	30,082,961,727
District of Central Saanich	630,209,611	4.33%	657,985,149	4.39%	5,288,501,682	5,446,784,895
Township of Esquimalt	441,694,787	3.03%	456,083,497	3.04%	3,932,409,391	4,050,747,456
District of Langford	1,238,027,429	8.50%	1,338,030,651	8.93%	10,150,926,392	10,919,092,082
District of Saanich	3,932,790,666	27.00%	3,906,061,746	26.07%	35,528,150,269	35,161,271,712
District of Oak Bay	969,231,359	6.65%	931,252,281	6.21%	9,391,617,809	9,000,862,259
District of North Saanich	608,873,249	4.18%	615,251,368	4.11%	5,491,012,215	5,493,557,267
District of Metchosin	141,352,646	0.97%	140,177,990	0.94%	1,381,213,441	1,368,320,842
Town of Sidney	527,003,806	3.62%	543,992,242	3.63%	4,442,242,189	4,544,259,546
Town of View Royal	350,089,405	2.40%	362,104,799	2.42%	3,016,691,248	3,130,354,407
District of Highland	82,584,078	0.57%	83,558,649	0.56%	765,883,689	769,857,750
District of Sooke	333,344,380	2.29%	353,006,866	2.36%	3,059,065,366	3,230,727,435
Subtotal	13,524,928,850	92.84%	13,885,470,442	92.66%	115,562,412,592	117,575,076,193
Electoral Area						
Juan de Fuca EA	228,133,680	1.57%	244,178,800	1.63%	1,913,350,223	2,059,785,495
Salt Spring Island (F)	440,155,880	3.02%	467,369,988	3.12%	4,157,391,950	4,402,932,233
Southern Gulf Islands	329,891,049	2.26%	342,990,218	2.29%	3,196,501,906	3,324,241,936
Subtotal	998,180,609	6.85%	1,054,539,006	7.04%	9,267,244,079	9,786,959,664
First Nations Taxation						
Songhees	19,001,544	0.13%	19,001,544	0.13%	158,461,000	158,461,000
Tsawout	26,083,283	0.18%	26,083,283	0.17%	221,937,200	221,937,200
Subtotal	45,084,827	0.31%	45,084,827	0.30%	380,398,200	380,398,200
TOTAL	14,568,194,286	100.00%	14,985,094,275	100.00%	125,210,054,871	127,742,434,057

REGIONAL PARKS SUMMARY			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS:										
Salaries and Wages	6,325,960	5,743,136	6,408,455	-	-	6,408,455	6,588,893	6,729,113	6,872,304	7,018,530
Internal Allocations	854,522	898,625	950,885	-	-	950,885	988,469	1,007,132	1,026,221	1,045,703
Insurance Cost	49,330	49,330	54,140	-	-	54,140	55,220	56,330	57,460	58,610
Consultant and Contract for Services	266,490	391,253	265,980	-	-	265,980	346,299	397,433	318,734	335,108
Vehicles and Equipment	327,280	426,224	354,800	-	-	354,800	361,896	369,134	376,516	384,047
Parks Maintenance and Repairs	245,350	265,680	255,997	-	-	255,997	306,117	312,239	318,485	324,854
Utilities & Disposal Costs	183,660	202,635	178,380	-	-	178,380	181,947	185,586	189,298	193,084
Operating Supplies	359,350	399,274	369,660	-	-	369,660	392,053	399,894	407,892	416,050
Legal/Licences/Surveys Cost	37,170	30,200	37,170	-	-	37,170	37,810	38,463	39,130	39,809
Telecommunications&Training	116,630	112,839	129,270	-	-	129,270	131,855	134,492	137,182	139,926
Operating Cost - Other	275,890	265,225	294,050	-	-	294,050	399,930	407,927	416,086	424,405
TOTAL OPERATING COSTS	9,041,632	8,784,421	9,298,787	-	-	9,298,787	9,790,490	10,037,743	10,159,309	10,380,126
*Percentage increase over prior year		-2.8%	2.84%			2.84%	5.29%	2.5%	1.2%	2.2%
CAPITAL / TRANSFER RESERVES										
Transfer to Operating Reserve Fund	8,500	8,500	7,000	-	-	7,000	7,000	2,000	7,000	5,000
Transfer to Capital Fund	237,200	237,000	114,670	-	-	114,670	117,190	119,770	122,400	125,100
Land Acquisition Levy	3,859,865	3,859,865	3,859,865	-	-	3,859,865	3,859,865	3,859,865	3,859,865	3,859,865
Transfer to ERF Reserve	275,000	275,000	280,500	-	-	280,500	286,110	291,832	297,669	303,622
Transfer to Capital Reserve Fund	2,091,000	2,375,690	2,100,601	-	-	2,100,601	2,145,826	2,190,114	2,235,334	2,281,504
TOTAL CAPITAL / RESERVE TRNSFER	6,471,565	6,756,055	6,362,636	-	-	6,362,636	6,415,991	6,463,581	6,522,268	6,575,091
*Percentage increase over prior year		4.4%	-1.68%			-1.68%	0.84%	0.7%	0.9%	0.8%
DEBT CHARGES	389,595	389,595	499,895	-	-	499,895	499,895	499,895	499,895	499,895
TOTAL COSTS	15,902,792	15,930,071	16,161,318	-	-	16,161,318	16,706,376	17,001,219	17,181,471	17,455,112
*Percentage increase over prior year			1.63%			1.63%	3.37%	1.8%	1.1%	1.6%
Internal Recoveries	(76,779)	(76,779)	(112,783)	-	-	(112,783)	(77,917)	(78,501)	(79,095)	(79,694)
OPERATING LESS RECOVERIES	15,826,013	15,853,292	16,048,535	-	-	16,048,535	16,628,459	16,922,718	17,102,377	17,375,418
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from current to Next year			1.41%			1.41%	3.61%	1.8%	1.1%	1.6%
Balance C/F from Prior to Current year										
Fee Income	(347,060)	(405,025)	(448,080)	-	-	(448,080)	(454,876)	(461,807)	(468,879)	(476,090)
Rental Income	(99,910)	(69,223)	(45,130)	-	-	(45,130)	(46,033)	(46,953)	(47,892)	(48,850)
Transfer from Operating Reserve Fund	(10,500)	(10,500)	-	-	-	-	-	(20,000)	-	(8,000)
Payments - In Lieu of Taxes	(667,939)	(667,940)	(667,939)	-	-	(667,939)	(667,939)	(667,939)	(667,939)	(667,939)
Grants - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(1,125,409)	(1,152,688)	(1,161,149)	-	-	(1,161,149)	(1,168,848)	(1,196,700)	(1,184,711)	(1,200,879)
REQUISITION	(14,700,604)	(14,700,604)	(14,887,386)	-	-	(14,887,386)	(15,459,611)	(15,726,019)	(15,917,666)	(16,174,539)
*Percentage increase over prior year requisition			1.27%			1.27%	3.84%	1.72%	1.22%	1.61%
PARTICIPANTS: Regional.										
AUTHORIZED POSITIONS:	54.00	54.00	54.00	-	-	54.00	54.00	54.00	54.00	54.00

1.280 Regional Parks

2021

<u>Ongoing Increase Items:</u>	-	<u>One-Time Increase Items:</u>	-				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 10%; text-align: center;">TOTAL</td> <td style="width: 30%;"></td> <td style="width: 10%; text-align: center;">\$0</td> </tr> </table>					TOTAL		\$0
	TOTAL		\$0				

2022

<u>Ongoing Increase Items:</u>	343,800	<u>One-Time Increase Items:</u>	40,000				
Parks & Trails Management Planning (1 FTE Planning Assistant)	\$103,800	Regional Parks Strategy Update	\$40,000				
Mapping Products (Auxiliary GIS Technician)	\$35,000						
Environmental Stewardship Volunteers	\$25,000						
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						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 10%; text-align: center;">TOTAL</td> <td style="width: 30%;"></td> <td style="width: 10%; text-align: center;">\$383,800</td> </tr> </table>					TOTAL		\$383,800
	TOTAL		\$383,800				

2023			
<u>Ongoing Increase Items:</u>	-	<u>One-Time Increase Items:</u>	60,000
		Regional Parks Strategy Update	\$60,000
	TOTAL		\$60,000
2024			
<u>Ongoing Increase Items:</u>	-	<u>One-Time Increase Items:</u>	-
	TOTAL		\$0
2025			
<u>Ongoing Increase Items:</u>	-	<u>One-Time Increase Items:</u>	-
	TOTAL		\$0

REGIONAL PARKS - 2021 BUDGET

REGIONAL PARKS SUMMARY

MISSION:

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:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOATL	TOTAL	TOTAL	TOTAL	TOTAL
Headquarters and Admin Services	1,160,155	1,143,723	1,289,094	-	-	1,289,094	1,328,315	1,355,889	1,384,027	1,412,739
Visitor Services	523,350	520,785	404,105	91,200	-	495,305	532,920	544,217	555,753	567,534
Environmental Interpretative Prgm	399,640	373,252	449,900	(49,420)	-	400,480	402,516	411,088	419,842	428,781
Volunteed Services Program	108,730	108,918	131,900	(20,890)	-	111,010	136,555	139,433	142,370	145,370
Social Science Research Program	137,410	128,909	125,990	(20,890)	-	105,100	141,195	169,215	147,343	150,486
Planning & Facility Development	811,905	948,331	844,300	-	-	844,300	1,028,386	1,069,166	1,030,381	1,052,047
Resource Management	235,990	214,532	234,760	-	-	234,760	236,707	241,681	246,761	251,947
Parks Operations North	944,470	1,002,302	929,260	5,360	-	934,620	1,070,238	1,092,785	1,115,805	1,139,308
Parks Operations West	912,980	923,431	926,610	(13,120)	-	913,490	919,135	939,117	959,521	980,355
Parks Operations Central			688,200	224,380	-	912,580	932,649	952,341	972,450	992,984
Regional Trails & Gulf Islands	725,520	667,168	69,110	(69,110)	-					
HQ Maintenance and Equipment	1,895,870	2,011,956	2,011,350	224,670	-	2,236,020	2,270,135	2,316,468	2,363,743	2,411,983
Compliance and Enforcement	970,012	508,255	950,125	(372,180)	-	577,945	580,262	592,404	604,857	617,574
Mount McDonald	83,561	83,561	72,880	-	-	72,880	74,699	75,337	75,991	86,660
TOTAL OPERATING COST	8,909,593	8,635,123	9,127,584			9,127,584	9,653,712	9,899,140	10,018,844	10,237,768
Percentage change over prior year			2.45%			2.45%	5.76%	2.54%	1.21%	2.19%
Land Acquisition Levy	3,859,865	3,859,865	3,859,865	-	-	3,859,865	3,859,865	3,859,865	3,859,865	3,859,865
Land Acquisition (planning costs)	55,260	72,519	58,420	-	-	58,420	58,860	60,102	61,370	62,664
Transfer to Operating Reserves Fund	8,500	8,500	7,000	-	-	7,000	7,000	2,000	7,000	5,000
Transfer to ERF and Capital	2,603,200	2,887,690	2,495,771	-	-	2,495,771	2,549,126	2,601,716	2,655,403	2,710,226
Debt Servicing Cost	389,595	389,595	499,895	-	-	499,895	499,895	499,895	499,895	499,895
TOTAL LAND, RESERVE AND DEBT	6,916,420	7,218,169	6,920,951			6,920,951	6,974,746	7,023,578	7,083,533	7,137,650
Percentage change over prior year			0.07%			0.07%	0.78%	0.70%	0.85%	0.76%
Balance C/F										
Transfer from Operating Reserve	(10,500)	(10,500)		-	-			(20,000)		(8,000)
Fee Income	(347,060)	(405,025)	(448,080)	-	-	(448,080)	(454,876)	(461,807)	(468,879)	(476,090)
Rental Income	(99,910)	(69,223)	(45,130)	-	-	(45,130)	(46,033)	(46,953)	(47,892)	(48,850)
Payments - In Lieu of Taxes	(667,939)	(667,940)	(667,939)	-	-	(667,939)	(667,939)	(667,939)	(667,939)	(667,939)
TOTAL REVENUE	(1,125,409)	(1,152,688)	(1,161,149)			(1,161,149)	(1,168,848)	(1,196,700)	(1,184,711)	(1,200,879)
TOTAL REQUISITION	(14,700,604)	(14,700,604)	(14,887,386)			(14,887,386)	(15,459,611)	(15,726,019)	(15,917,666)	(16,174,539)
Percentage change over prior year requisition			1.27%			1.27%	3.84%	1.72%	1.22%	1.61%
Participants: All municipalities and electoral areas										
AUTHORIZED POSITIONS:										
Salaried	54.00	54.00	54.00	-	-	54.00	54.00	54.00	54.00	54.00
Converted	-	-	-	-	-	-	-	-	-	-

REGIONAL PARKS - 2021 BUDGET

PROGRAM: HEADQUARTERS AND ADMINISTRATIVE SERVICES										
DESCRIPTION: Headquarters and Administrative Services provide management leadership, general division coordination, administrative and financial support services to Regional Parks.										
FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	371,420	367,041	390,910	-	-	390,910	391,811	400,255	408,880	417,689
Other Operating Expenditures	788,735	776,682	898,184	-	-	898,184	936,504	955,634	975,147	995,050
TOTAL EXPENDITURES	1,160,155	1,143,723	1,289,094	-	-	1,289,094	1,328,315	1,355,889	1,384,027	1,412,739
Requisition	(1,160,155)	(1,143,723)	(1,289,094)	-	-	(1,289,094)	(1,328,315)	(1,355,889)	(1,384,027)	(1,412,739)
Percentage Change			11.11%			11.11%	3.04%	2.08%	2.08%	2.07%

PROGRAM: LAND ACQUISITION										
FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Capital	3,859,865	3,859,865	3,859,865	-	-	3,859,865	3,859,865	3,859,865	3,859,865	3,859,865
Salaries & Wages	38,040	37,429	41,200	-	-	41,200	41,296	42,187	43,096	44,025
Other Operating Expenditures	17,220	35,090	17,220	-	-	17,220	17,564	17,915	18,274	18,639
TOTAL EXPENDITURES	3,915,125	3,932,384	3,918,285	-	-	3,918,285	3,918,725	3,919,967	3,921,235	3,922,529
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
Requisition	(3,915,125)	(3,932,384)	(3,918,285)	-	-	(3,918,285)	(3,918,725)	(3,919,967)	(3,921,235)	(3,922,529)
Percentage Change			0.08%			0.08%	0.01%	0.03%	0.03%	0.03%

REGIONAL PARKS - 2021 BUDGET

PROGRAM: TRANSFER TO RESERVES AND DEBT SERVICING										
FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Debt Servicing	389,595	389,595	499,895	-	-	499,895	499,895	499,895	499,895	499,895
Transfer to Capital Reserve Fund	1,816,500	1,816,500	1,821,460	-	-	1,821,460	1,861,532	1,900,554	1,940,395	1,981,073
Total Expenditures	2,206,095	2,206,095	2,321,355	-	-	2,321,355	2,361,427	2,400,449	2,440,290	2,480,968
REVENUE										
Transfer from Operating Reserve				-	-					
MFA Debt Reserve Fund Earning	(780)	(780)	(1,080)	-	-	(1,080)	(1,080)	(1,080)	(1,080)	(1,080)
Requisition	(2,205,315)	(2,205,315)	(2,320,275)			(2,320,275)	(2,360,347)	(2,399,369)	(2,439,210)	(2,479,888)
Percentage Change			5.21%			5.21%	1.73%	1.65%	1.66%	1.67%

Participants: All municipalities and electoral areas

REGIONAL PARKS - 2021 BUDGET

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

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	413,790	418,582	334,545	91,200	-	425,745	426,969	436,147	445,521	455,098
Other Operating Expenditures	109,560	102,203	69,560	-	-	69,560	105,951	108,070	110,232	112,436
TOTAL EXPENDITURES	523,350	520,785	404,105	91,200	-	495,305	532,920	544,217	555,753	567,534
Other Revenue										
TOTAL REVENUE										
Requisition	(523,350)	(520,785)	(404,105)	(91,200)	-	(495,305)	(532,920)	(544,217)	(555,753)	(567,534)
Percentage Change			-22.78%			-5.36%	7.59%	2.12%	2.12%	2.12%

PROGRAM:	ENVIRONMENTAL INTERPRETIVE PROGRAM
DESCRIPTION:	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:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	378,000	360,412	428,260	(49,420)	-	378,840	380,444	388,574	396,878	405,358
Other Operating Expenditures	21,640	12,840	21,640	-	-	21,640	22,073	22,514	22,965	23,424
Internal Recoveries				-	-					
TOTAL EXPENDITURES	399,640	373,252	449,900	(49,420)	-	400,480	402,516	411,088	419,842	428,781
Program Fees and Donations	(14,400)	(5,340)	(14,400)	-	-	(14,400)	(14,688)	(14,982)	(15,281)	(15,587)
TOTAL REVENUE	(14,400)	(5,340)	(14,400)	-	-	(14,400)	(14,688)	(14,982)	(15,281)	(15,587)
Requisition	(385,240)	(367,912)	(435,500)	49,420	-	(386,080)	(387,828)	(396,106)	(404,561)	(413,194)
Percentage Change			13.05%			0.22%	0.45%	2.13%	2.13%	2.13%

REGIONAL PARKS - 2021 BUDGET

PROGRAM:	VOLUNTEER SERVICES PROGRAM
DESCRIPTION:	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:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	100,710	105,942	123,880	(20,890)	-	102,990	123,375	125,989	128,658	131,383
Other Operating Expenditures	8,020	2,976	8,020	-	-	8,020	13,180	13,444	13,713	13,987
TOTAL EXPENDITURES	108,730	108,918	131,900	(20,890)	-	111,010	136,555	139,433	142,370	145,370
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
Requisition	(108,730)	(108,918)	(131,900)	20,890	-	(111,010)	(136,555)	(139,433)	(142,370)	(145,370)
Percentage Change			21.31%			2.10%	23.01%	2.11%	2.11%	2.11%

PROGRAM:	SOCIAL SCIENCE RESEARCH PROGRAM
DESCRIPTION:	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:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	134,270	124,217	158,290	(20,890)	-	137,400	137,992	140,940	143,951	147,026
Other Operating Expenditures	3,140	4,692	3,140	-	-	3,140	3,203	28,275	3,392	3,460
Internal Recovery	-	-	(35,440)	-	-	(35,440)	-	-	-	-
TOTAL EXPENDITURES	137,410	128,909	125,990	(20,890)	-	105,100	141,195	169,215	147,343	150,486
Transfer to Operating Reserve	5,000	5,000	5,000	-	-	5,000	5,000	-	5,000	5,000
Recovery Cost	(2,900)	(25,106)	(2,900)	-	-	(2,900)	(2,958)	(3,017)	(3,078)	(3,139)
Transfer From Own Funds	-	-	-	-	-	-	-	(20,000)	-	-
TOTAL REVENUE	(2,900)	(25,106)	(2,900)	-	-	(2,900)	(2,958)	(23,017)	(3,078)	(3,139)
Requisition	(139,510)	(108,803)	(128,090)	20,890	-	(107,200)	(143,237)	(146,198)	(149,265)	(152,347)
Percentage Change			-8.19%			-23.16%	33.62%	2.07%	2.10%	2.06%

REGIONAL PARKS - 2021 BUDGET

PROGRAM:	PLANNING & FACILITY DEVELOPMENT
DESCRIPTION:	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:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	642,910	672,643	662,570			662,570	793,022	809,897	827,130	844,727
Other Operating Expenditures	168,995	275,688	181,730			181,730	235,364	259,269	203,251	207,320
TOTAL OPS EXPENDITURES	811,905	948,331	844,300	-	-	844,300	1,028,386	1,069,166	1,030,381	1,052,047
Transfer to Capital Reserve Fund	204,000	204,000	208,080			208,080	212,660	217,340	222,120	227,000
TOTAL TRANSFERS	204,000	204,000	208,080			208,080	212,660	217,340	222,120	227,000
Other Revenue		(3,208)								
TOTAL REVENUE	-	(3,208.00)	-	-	-	-	-	-	-	-
Requisition	(1,015,905)	(1,149,123)	(1,052,380)	-	-	(1,052,380)	(1,241,046)	(1,286,506)	(1,252,501)	(1,279,047)
Percentage Change			3.59%			3.59%	17.93%	3.66%	-2.64%	2.12%

PROGRAM:	RESOURCE MANAGEMENT
DESCRIPTION:	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:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	157,180	135,722	155,810			155,810	156,178	159,541	162,978	166,489
Other Operating Expenditures	78,810	78,810	78,950			78,950	80,529	82,140	83,782	85,458
TOTAL EXPENDITURES	235,990	214,532	234,760	-	-	234,760	236,707	241,681	246,761	251,947
Grant Revenue										
TOTAL REVENUE				-	-					
Requisition	(235,990)	(214,532)	(234,760)	-	-	(234,760)	(236,707)	(241,681)	(246,761)	(251,947)
Percentage Change			-0.52%			-0.52%	0.83%	2.10%	2.10%	2.10%

Participants: All municipalities and electoral areas

REGIONAL PARKS - 2021 BUDGET

PROGRAM:		HEADQUARTERS MAINTENANCE AND EQUIPMENT								
DESCRIPTION:		This program is made up of three functions: (1) headquarters maintenance, (2) vehicles and equipment (3) equipment maintenance & operations. Headquarters maintenance includes janitorial services and the maintenance of the structural components of the buildings and ancillary equipment. Vehicles and Equipment is the purchase, repair and preventative maintenance of small equipment, fleet vehicles and heavy construction equipment. Equipment maintenance & operations is the day to day project and park maintenance tasks assigned to equipment operators.								
FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	1,379,500	1,344,706	1,398,390			1,398,390	1,415,753	1,444,998	1,474,843	1,505,305
Other Operating Expenditures	516,370	667,250	612,960	224,670		837,630	854,383	871,470	888,900	906,678
TOTAL OPS EXPENDITURES	1,895,870	2,011,956.00	2,011,350	224,670.00	-	2,236,020	2,270,135	2,316,468	2,363,743	2,411,983
Transfer to Capital and ERF	537,700	537,500	421,231			421,231	429,934	438,822	447,888	457,153
TOTAL CAP EXPENDITURES	537,700	537,500.00	421,231	-	-	421,231	429,934	438,822	447,888	457,153
Other Revenue		(1,195)								
TOTAL REVENUE	-	(1,195.00)	-	-	-	-	-	-	-	-
Requisition	(2,433,570)	(2,548,261)	(2,432,581)	(224,670)		(2,657,251)	(2,700,069)	(2,755,290)	(2,811,631)	(2,869,136)
Percentage Change			-0.04%			9.19%	1.61%	2.05%	2.04%	2.05%

PROGRAM:		COMPLIANCE AND ENFORCEMENT								
DESCRIPTION:		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:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	698,110	207,885	693,390	(244,560)		448,830	450,204	459,872	469,747	479,833
Bylaw Enforcement	103,892	135,000	114,725			114,725	115,380	117,561	119,839	122,165
Other Operating Expenditures	168,010	165,370	142,010	(127,620)		14,390	14,678	14,971	15,271	15,576
TOTAL OPS EXPENDITURES	970,012	508,255	950,125	(372,180)	-	577,945	580,262	592,404	604,857	617,574
Transfer to Operating Reserve										
TOTAL CAP EXPENDITURES	-	-	-	-	-	-	-	-	-	-
Other Revenue										
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
Requisition	(970,012)	(508,255)	(950,125)	372,180		(577,945)	(580,262)	(592,404)	(604,857)	(617,574)
Percentage Change			-2.05%			-40.42%	0.40%	2.09%	2.10%	2.10%

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

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages										
Other Operating Expenditures	111,350	111,350	101,163			101,163	103,486	104,638	105,816	117,014
Internal Recoveries	(27,789)	(27,789)	(28,283)			(28,283)	(28,787)	(29,301)	(29,825)	(30,354)
TOTAL OPS EXPENDITURES	83,561	83,561	72,880			72,880	74,699	75,337	75,991	86,660
Transfer to Operating Reserve	3,500	3,500	2,000			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
TOTAL CAP EXPENDITURES	48,500	48,500	47,000			47,000	47,000	47,000	47,000	45,000
Lease Revenue	(97,480)	(107,209)	(107,200)			(107,200)	(107,200)	(107,200)	(107,200)	(107,200)
Transfer from Operating Reserve	(10,500)	(10,500)								(8,000)
TOTAL REVENUE	(107,980)	(117,709)	(107,200)			(107,200)	(107,200)	(107,200)	(107,200)	(115,200)
Requisition	(24,081)	(14,352)	(12,680)			(12,680)	(14,499)	(15,137)	(15,791)	(16,460)
Percentage Change			-47.34%			-47.34%	14.35%	4.40%	4.32%	4.24%

Participants: All municipalities and electoral areas

REGIONAL PARKS - 2021 BUDGET

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

PARKS OPERATIONS NORTH

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	666,610	729,398	670,900	84,000		754,900	756,924	773,204	789,832	806,817
Other Operating Expenditures	277,860	272,904	258,360	(78,640)		179,720	313,314	319,581	325,973	332,492
TOTAL EXPENDITURES	944,470	1,002,302	929,260	5,360.00	-	934,620	1,070,238	1,092,785	1,115,805	1,139,308
Fee and Rental Revenue	(183,520)	(197,850)	(242,900)	(72,230)		(315,130)	(321,433)	(327,861)	(334,418)	(341,107)
TOTAL REVENUE	(183,520)	(197,850)	(242,900)	(72,230.00)	-	(315,130)	(321,433)	(327,861)	(334,418)	(341,107)
Requisition	(760,950)	(804,452)	(686,360)	66,870.00	-	(619,490)	(748,806)	(764,924)	(781,387)	(798,201)
Percentage Change			-9.80%			-18.59%	20.87%	2.15%	2.15%	2.15%

PARKS OPERATIONS WEST

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	755,150	759,141	760,950	(5,610)		755,340	757,365	773,655	790,293	807,287
Other Operating Expenditures	180,660	187,120	188,490	(7,510)		180,980	184,600	188,292	192,057	195,899
Internal Recoveries	(22,830)	(22,830)	(22,830)			(22,830)	(22,830)	(22,830)	(22,830)	(22,830)
TOTAL EXPENDITURES	912,980	923,431	926,610	(13,120)		913,490	919,135	939,117	959,521	980,355
Fee and Rental Revenue	(101,390)	(83,060)	(72,230)	72,230						
TOTAL REVENUE	(101,390)	(83,060)	(72,230)	72,230						
Requisition	(811,590)	(840,371)	(854,380)	(59,110)		(913,490)	(919,135)	(939,117)	(959,521)	(980,355)
Percentage Change			5.27%			12.56%	0.62%	2.17%	2.17%	2.17%

Participants: All municipalities and electoral areas

PARKS OPERATIONS CENTRAL

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages			535,130	220,400		755,530	757,561	773,854	790,496	807,495
Other Operating Expenditures			153,070	3,980		157,050	175,088	178,487	181,953	185,489
Internal Recoveries										
TOTAL EXPENDITURES			688,200	224,380		912,580	932,649	952,341	972,450	992,984
Fee and Rental Revenue										
TOTAL REVENUE										
Requisition			(688,200)	(224,380)		(912,580)	(932,649)	(952,341)	(972,450)	(992,984)
Percentage Change			#DIV/0!			#DIV/0!	2.20%	2.11%	2.11%	2.11%

Participants: All municipalities and electoral areas

REGIONAL PARKS - 2021 BUDGET

PROGRAM:	REGIONAL TRAILS AND GULF ISLANDS
MISSION:	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:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Regional Trails										
Salaries & Wages	533,920	423,968								
Other Operating Expenditures	118,370	187,150								
	652,290	611,118		-	-					
Gulf Islands										
Salaries & Wages	56,350	56,050	54,230	(54,230)						
Other Operating Expenditures	16,880		14,880	(14,880)						
	73,230	56,050	69,110	(69,110)	-					
E&N Trail										
Salaries										
Other Operating Expenditures										
				-	-					
TOTAL EXPENDITURES	725,520	667,168	69,110	(69,110)	-					
Other Revenue										
TOTAL REVENUE					-					
Requisition	(725,520)	(667,168)	(69,110)	69,110	-					
Percentage Change			-90.47%			-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Participants: All municipalities and electoral areas

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

Service No.	1.280 Regional Parks	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$690,000	\$485,000	\$0	\$0	\$0	\$1,175,000
Equipment	E	\$11,640	\$1,526,640	\$68,000	\$102,000	\$74,000	\$60,000	\$1,830,640
Land	L	\$0	\$11,150,000	\$3,830,000	\$3,800,000	\$3,800,000	\$3,800,000	\$26,380,000
Engineered Structures	S	\$3,298,627	\$6,213,627	\$4,030,000	\$4,314,740	\$1,635,000	\$2,770,000	\$18,963,367
Vehicles	V	\$0	\$180,000	\$225,000	\$236,000	\$555,000	\$370,000	\$1,566,000
		\$3,310,267	\$19,760,267	\$8,638,000	\$8,452,740	\$6,064,000	\$7,000,000	\$49,915,007

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$3,310,267	\$3,310,267	\$0	\$0	\$0	\$0	\$3,310,267
Debenture Debt (New Debt Only)	Debt	\$0	\$540,000	\$0	\$0	\$0	\$0	\$540,000
Equipment Replacement Fund	ERF	\$0	\$209,000	\$293,000	\$278,000	\$629,000	\$430,000	\$1,839,000
Grants (Federal, Provincial)	Grant	\$0	\$1,275,000	\$2,700,000	\$2,100,000	\$0	\$0	\$6,075,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$14,426,000	\$5,645,000	\$6,074,740	\$5,435,000	\$6,570,000	\$38,150,740
		\$3,310,267	\$19,760,267	\$8,638,000	\$8,452,740	\$6,064,000	\$7,000,000	\$49,915,007

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.280
Service Name: Regional Parks

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
14-01	Replacement	Install/Replace Signs	Insatll/ replace signs by replacing wayfinding & regulatory signs and updating trail data and park maps.	\$350,000	S	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
15-02	New	Mayne Island Demonstration Trail	Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.	\$2,410,000	S	Cap	\$64,425	\$64,425	\$0	\$0	\$0	\$0	\$64,425
15-02	New	Mayne Island Demonstration Trail	Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.		S	Res	\$0	\$575,000	\$575,000	\$0	\$0	\$0	\$1,150,000
15-02	New	Mayne Island Demonstration Trail	Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.		S	Grant	\$0	\$575,000	\$575,000	\$0	\$0	\$0	\$1,150,000
16-01	New	Develop Ecosystem Inventory for Land Acquisition	Develop Ecosystem Inventory for land acquisition including GIS modelling of areas of high conservation value west of Sooke River.	\$81,250	E	Cap	\$11,640	\$11,640	\$0	\$0	\$0	\$0	\$11,640
16-02	Renewal	Upgrade Durrance Lake Dam	Upgrade Durrance Lake Dam for seismic stability and flow control.	\$1,125,290	S	Res	\$0	\$0	\$0	\$504,740	\$0	\$0	\$504,740
16-02	Renewal	Upgrade Durrance Lake Dam	Upgrade Durrance Lake Dam for seismic stability and flow control.		S	Cap	\$128,500	\$128,500	\$0	\$0	\$0	\$0	\$128,500
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	Cap	\$2,829,459	\$2,829,459	\$0	\$0	\$0	\$0	\$2,829,459
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.		S	Debt	\$0	\$540,000	\$0	\$0	\$0	\$0	\$540,000
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.		S	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
18-01a	New	Planning S2S and SHW	Planning of visitor facilities	\$58,104	S	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
18-01b	New	Trail improvements S2S and SHW	Construct trails in parks	\$241,896	S	Cap	\$0					\$0	\$0
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	\$0	\$100,000
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	\$137,000	\$137,000	\$0	\$0	\$0	\$0	\$137,000
19-05	Renewal	Repair Veitch Creek, Ayum, Matheson, Charters, Bilsten & Interurban Bridges	Undertake slope protection, footing armouring and pier reinforcement for bridges	\$424,000	S	Cap	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
19-05	Renewal	Repair Veitch Creek, Ayum, Matheson, Charters, Bilsten & Interurban Bridges	Undertake slope protection, footing armouring and pier reinforcement for bridges.		S	Res	\$0	\$340,000	\$0	\$0	\$0	\$0	\$340,000
19-07	Study	Elk/Beaver Lake Geotechnical Assessment	Complete geotechnical investigations and inflow design studies as required for Dam Safety Review for dams at Thetis and Elk/Beaver Lakes.	\$50,000	S	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-08	Study	Thetis Lake 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.	\$25,000	S	Cap	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
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	Cap	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
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	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
20-09	Renewal	Design & Expand East Sooke Aylard Farm Parking	Developing and constructing an engineered long term solution to meet on-going parking demands.	\$383,000	S	Cap	\$4,243	\$4,243	\$0	\$0	\$0	\$0	\$4,243
20-09	Renewal	Design & Expand East Sooke Aylard Farm Parking	Developing and constructing an engineered long term solution to meet on-going parking demands.		S	Res	\$0	\$25,000	\$0	\$350,000	\$0	\$0	\$375,000
21-01	Study	Implement Humpback Reservoir Dam Safety Review	Implement Humpback Reservoir Dam safety review as per provincial regulations.	\$75,000	S	Res	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
21-02	New	Design & Construct E&N Rail Trail Phase 5	Design & construct E&N Rail Trail Phase 5 to create 4 kms of new trail.	\$4,400,000	S	Res	\$0	\$200,000	\$100,000	\$100,000	\$0	\$0	\$400,000
21-02	New	Design & Construct E&N Rail Trail Phase 5	Design & construct E&N Rail Trail Phase 5 to create 4 kms of new trail.		S	Grant	\$0	\$0	\$2,000,000	\$2,000,000	\$0	\$0	\$4,000,000
21-03	Replacement	Construct Hamsterly Beach Washroom	Construct Hamsterly Beach washroom to replace the current washroom.	\$600,000	B	Res	\$0	\$600,000	\$0	\$0	\$0	\$0	\$600,000
21-04	Study	Selkirk Trestle Condition Assessment	Assess condition of Selkirk Trestle to enable future capital planning	\$75,000	S	Res	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
21-05	Replacement	Replace Hamsterly Beach Playground	Provide a new playground in one of the busiest day use areas in the Regional Park system.	\$200,000	S	Res	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
21-06	New	Purchase and Install Elk Lake Remediation Systems	In-lake remediation systems (structures, oxygen-tanks, etc.) will be purchased and installed at Elk and Beaver Lakes	\$1,400,000	E	Res	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000
21-06	New	Purchase and Install Elk Lake Remediation Systems	In-lake remediation systems (structures, oxygen-tanks, etc.) will be purchased and installed at Elk and Beaver Lakes		E	Grant	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000
21-07	Replacement	Replace Picnic Shelter at Aylard Farm - East Sooke Regional Park	Current structure at end of useful life cycle.	\$175,000	S	Res	\$0	\$175,000	\$0	\$0	\$0	\$0	\$175,000
21-08	Renewal	Implement Environmental Restoration at Sooke Potholes Contaminated Site	Clean-up/Restoration work associated with contamination site.	\$150,000	L	Res	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
21-09	Renewal	Repair Thetis Lake Toilet Building	Older building structure requires repairs to keep in good running order.	\$40,000	B	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
21-10	New	Purchase 1/3 share in BurnBoss Equipment	Joint purchase with IWS & Epro	\$35,000	E	Res	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
21-11	New	Construct Sooke Potholes Campground Toilet Building	To maintain adequate level of public health and sanitation.	\$20,000	B	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-12	Renewal	Repair Paving on Lochside Trail near Swan Lake	Paving to improve surface of Lochside Regional Trail and enhance user safety.	\$70,000	S	Res	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000
21-13	New	Purchase of Club Car Carryall 1550	Personal utility vehicle for rough terrain.	\$40,000	V	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
21-14	New	Purchase of Pressure Washer Trailer	Mobility and operational efficiencies.	\$11,000	E	Res	\$0	\$11,000	\$0	\$0	\$0	\$0	\$11,000
21-15	New	Construct Toilet Building at Tower Point	Needed to maintain adequate level of public health and sanitation at busy day-use site.	\$30,000	B	Res	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
21-16	Renewal	Design & Construct Improvements to Tower Point Parking Area	Busy site receives high use, parking can be optimized for high capacity.	\$50,000	S	Res	\$0	\$15,000	\$35,000	\$0	\$0	\$0	\$50,000
21-17	Replacement	Vehicle Replacement	Vehicle replacement based on a schedule for fleet vehicles.	N/A	V	ERF	\$0	\$140,000	\$225,000	\$236,000	\$555,000	\$370,000	\$1,526,000
21-18	Replacement	Equipment Replacement	Equipment replacement of outdoor and indoor equipment and furniture.	N/A	E	ERF	\$0	\$69,000	\$68,000	\$42,000	\$74,000	\$60,000	\$313,000
21-19	New	Potential Land Acquisition Transactions	Potential land acquisition transactions for appraisals, environmental assessments and surveys.	N/A	L	Res	\$0	\$11,000,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$26,200,000
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	\$60,000	\$275,000	\$0	\$0	\$335,000
22-02	Renewal	Design & Construct Elk/Beaver Lake Dams Upgrades (Dams 1, 2 & 3)	Design & implement improvements at south dam on Beaver Lake.	\$1,000,000	S	Res	\$0	\$0	\$200,000	\$0	\$800,000	\$0	\$1,000,000
22-03	Renewal	Repair Paving at Matheson Lake Parking Lot	Repair parking lot surface to enhance visitor experience and provide safe access to the park.	\$70,000	S	Res	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
22-04	Decommission	Sooke Potholes Lodge Site Demolition	This project will focus on the removal and rehabilitation of the old lodge site.	\$425,000	B	Res	\$0	\$0	\$425,000	\$0	\$0	\$0	\$425,000
22-05	New	Design & Construct West Beach Access Road and Parking at Thetis Lake	Design and construct improved access to West Beach parking area.	\$340,000	S	Res	\$0	\$0	\$40,000	\$0	\$300,000	\$0	\$340,000
22-06	Renewal	Implement Shoreline Stabilization at Thetis Lake Main Beach	Remove and replace old sandbags stabilizing the trail and beach area.	\$30,000	L	Res	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
22-07	Replacement	Replace Coles Bay Toilet Building	Replace and standardize Coles Bay toilet building that has exceeded its serviceable life span.	\$40,000	B	Res	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
22-08	Replacement	Replace Elk Lake Fishing Pier	Provide improved access, safety and capacity for the many anglers that use this facility.	\$250,000	S	Res	\$0	\$0	\$125,000	\$0	\$0	\$0	\$125,000
22-08	Replacement	Replace Elk Lake Fishing Pier	Provide improved access, safety and capacity for the many anglers that use this facility.		S	Grant	\$0	\$0	\$125,000	\$0	\$0	\$0	\$125,000
22-09	Decommission	Demolish Witt's Lagoon Nature Center	The temporary portable trailer is beyond it's serviceable lifespan.	\$20,000	B	Res	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
22-10	Replacement	Replace Matheson Creek Bridge	This project is to replace the footbridge on the Matheson Creek Trail.	\$60,000	S	Res	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000
22-11	Renewal	Demolish Francis/King Residence and Upgrade Parking Area	This project is to remove the old residence at Francis King and use the footprint to increase parking capacity.	\$40,000	S	Res	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
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	\$60,000	\$0	\$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	\$20,000	\$30,000	\$0	\$50,000
23-03	New	Implement Mount Work Mangement Plan Actions	Capital funds identified to implement short and medium term actions identified in the Mount Work Management Plan.	\$200,000	S	Res	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000
23-04	New	Implement East Sooke Management Plan Actions	Capital funds identified to implement short and medium term actions identified in the East Sooke Management Plan.	\$200,000	S	Res	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000
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	\$100,000	\$0	\$0	\$100,000
23-05	Study	Design Salt Spring Island Regional Trail	Engineering design and cost estimate for 5 km of regional trail on Salt Spring Island		S	Grant	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
23-06	New	Implement Matheson Lake & Roche Cove Management Plan Actions	Capital funds identified to implement short and medium term actions identified in the Matheson Lake and Roche Cove Management Plans.	\$100,000	S	Res	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
23-07	Renewal	Repair Paving on Lochside Trail in Sidney	Paving to improve surface of trail and enhance user safety.	\$80,000	S	Res	\$0	\$0	\$0	\$80,000	\$0	\$0	\$80,000
23-08	New	Construct Eagle Beach Retaining Wall	Project to mitigate erosion on Eagle Beach at Elk Lake.	\$50,000	S	Res	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
23-09	Renewal	Repair Wilkinson, Millstream and Colwood Creek Bridges	Implement repairs to bridges on the Galloping Goose Trail as identified in engineering report.	\$60,000	S	Res	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000
23-10	Replacement	Assess, Design & Replace Swan and Brett Trestles	Project to replace critical assets on the Lochside Regional Trail as identified in engineering report.	\$3,950,000	S	Res	\$0	\$0	\$0	\$150,000	\$0	\$2,500,000	\$2,650,000
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	\$200,000	\$0	\$200,000
24-02	Renewal	Expand Harbourview Parking Lot in Sea to Sea Regional Park	Project to increase parking capacity at Harbourview Road in order to meet visitor use demands.	\$100,000	S	Res	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
24-03	Renewal	Upgrade Sooke Potholes Campground Road	Improvements to road between parking lot #3 and Spring Salmon Place Campground.	\$100,000	S	Res	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
24-04	Renewal	Repair Brookleigh Boat Launch	Improving the boat launch at Brookleigh Beach on Elk Lake.	\$80,000	S	Res	\$0	\$0	\$0	\$0	\$80,000	\$0	\$80,000
25-01	Renewal	Repair Paving at Beaver Lake Entrance Road	Paving the Beaver Lake Entrance Road and mitigating potholes.	\$170,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$170,000	\$170,000
25-02	Renewal	Repair Paving on Lochside Trail from Swan Trestle to Quadra	Paving to address root heaves and cracking on paved trail surface.	\$80,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$80,000	\$80,000
25-03	Renewal	Repair Brookleigh Beach Dock	Replace and repair surface and railings on Brookleigh Beach dock on Elk Lake.	\$20,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000
GRAND TOTAL				\$27,521,040			\$3,310,267	\$19,760,267	\$8,638,000	\$8,452,740	\$6,064,000	\$7,000,000	\$49,915,007

Service: 1.280

Regional Parks

Proj. No. 14-01

Capital Project Title Install/Replace Signs

Capital Project Description Insatll/ replace signs by replacing wayfinding & regulatory signs and updating trail data and park maps.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

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 leading to parks..*

Proj. No. 15-02

Capital Project Title Mayne Island Demonstration Trail

Capital Project Description Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.

Asset Class S

Board Priority Area Community Wellbeing – Transportation & Housing

Corporate Priority Area Transportation

Project Rationale *Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.*

Proj. No. 16-01

Capital Project Title Develop Ecosystem Inventory for Land Acquisition

Capital Project Description Develop Ecosystem Inventory for land acquisition including GIS modelling of areas of high conservation value west of Snoke River

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

Project Rationale *In preparation for the 2019 land acquisition strategy update, this project will develop an interactive GIS-based model to evaluate areas for potential inclusion in the regional lparks system. This product will facilitate internal planning and public engagement. The information will be used to inform the development of the Land Acquisition Strategy and support decision-making regarding the potential extension of the land acquisition fund beyond 2019.*

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

Board Priority Area Climate Action & Environmental

Corporate Priority Area Parks & Natural Resource Protection

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 recommendations in 2020-21.*

Service: 1.280 **Regional Parks**

Proj. No. 17-01	Capital Project Title Construct E&N Rail Trail Phases 3 & 4	Capital Project Description 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.
Asset Class S	Board Priority Area Community Wellbeing – Transportation	Corporate Priority Area Transportation
Project Rationale <i>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.</i>		

Proj. No. 18-01a	Capital Project Title Planning S2S and SHW	Capital Project Description Planning of visitor facilities
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>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.</i>		

Proj. No. 18-01b	Capital Project Title Trail improvements S2S and SHW	Capital Project Description Construct trails in parks
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>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.</i>		

Proj. No. 18-02	Capital Project Title Implement Kiosk Strategy	Capital Project Description Implement kiosk strategy for the purpose of replacing ageing information kiosks.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>This is a continuing project to replace ageing information kiosk structures in Regional Parks, project is anticipated to continue through to 2023.</i>		

Service: 1.280

Regional Parks

Proj. No. 19-04

Capital Project Title Develop Jordan River Regional Park

Capital Project Description Develop Jordan River Regional Park by removing buildings and developing new facilities at the campground.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

Project Rationale *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.*

Proj. No. 19-05

Capital Project Title Repair Veitch Creek, Ayum, Matheson, Charters, Bilsten & Interurban Bridges

Capital Project Description Undertake slope protection, footing armouring and pier reinforcement for bridges

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

Project Rationale *2018 condition assessment completed by consulting engineers recommends slope protection, footing armouring and pier reinforcement for Veitch Creek bridge on the Galloping Goose Trail.*

Proj. No. 19-07

Capital Project Title Elk/Beaver Lake Geotechnical Assessment

Capital Project Description Complete geotechnical investigations and inflow design studies as required for Dam Safety Review for dams at Thetis and Elk/Beaver Lakes.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

Project Rationale *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.*

Proj. No. 19-08

Capital Project Title Thetis Lake Inflow Design for 6 Dams

Capital Project Description Complete geotechnical investigations and inflow design studies as required for Dam Safety Review for dams at Thetis and Elk/Beaver Lakes.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

Project Rationale *Complete geotechnical investigations and inflow design studies as required for Dam Safety Review for dams at Thetis and Elk/Beaver Lakes.*

Service: 1.280 **Regional Parks**

Proj. No. 20-03	Capital Project Title Construct Park Facilities at St. John Point and Mill Farm	Capital Project Description Construct new facilities identified in management plans for these two parks.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>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.</i>		

Proj. No. 20-08	Capital Project Title Develop Matthew's Point Facilities	Capital Project Description Develop visitor facilities at Matthews Point Regional Park as identified in the management plan.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>This project is to install facilities at Matthews Point including trail work, signs, kiosk, and toilet building.</i>		

Proj. No. 20-09	Capital Project Title Design & Expand East Sooke Aylard Farm Parking	Capital Project Description Developing and constructing an engineered long term solution to meet on-going parking demands.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Developing and constructing an engineered long term solution to meet on-going parking demands in busy park, in place of in-the-field temporary dirt lot parking location.</i>		

Service: 1.280

Regional Parks

Proj. No. 21-01

Capital Project Title Implement Humpback Reservoir Dam Safety Review

Capital Project Description Implement Humpback Reservoir Dam safety review as per provincial regulations.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

Project Rationale A dam safety review is required by provincial dam safety regulations every ten years.

Proj. No. 21-02

Capital Project Title Design & Construct E&N Rail Trail Phase 5

Capital Project Description Design & construct E&N Rail Trail Phase 5 to create 4 kms of new trail.

Asset Class S

Board Priority Area Community Wellbeing – Transportation & Housing

Corporate Priority Area Transportation

Project Rationale 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.

Proj. No. 21-03

Capital Project Title Construct Hamsterly Beach Washroom

Capital Project Description Construct Hamsterly Beach washroom to replace the current washroom.

Asset Class B

Board Priority Area Climate Action & Environmental

Corporate Priority Area Parks & Natural Resource Protection

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 Selkirk Trestle Condition Assessment

Capital Project Description Assess condition of Selkirk Trestle to enable future capital planning

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

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. 21-05	Capital Project Title Replace Hamsterly Beach Playground	Capital Project Description Provide a new playground in one of the busiest day use areas in the Regional Park system.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>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.</i>		

Proj. No. 21-06	Capital Project Title Purchase and Install Elk Lake Remediation Systems	Capital Project Description In-lake remediation systems (structures, oxygen-tanks, etc.) will be purchased and installed at Elk and Beaver Lakes
Asset Class E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Pending CRD approval and adoption of the recommendations of the Elk-Beaver Lake Initiative, in-lake remediation systems (structures, oxygen-tanks, etc.) will</i>		

Proj. No. 21-07	Capital Project Title Replace Picnic Shelter at Aylard Farm - East Sooke Regional Park	Capital Project Description Current structure at end of useful life cycle.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Current structure at end of useful life cycle, not repairable, high use location.</i>		

Proj. No. 21-08	Capital Project Title Implement Environmental Restoration at Sooke Potholes Contaminated Site	Capital Project Description Clean-up/Restoration work associated with contamination site.
Asset Class L	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Clean-up/Restoration work associated with contamination site in old hanger structure in park.</i>		

Proj. No. 21-09	Capital Project Title Repair Thetis Lake Toilet Building	Capital Project Description Older building structure requires repairs to keep in good running order.
Asset Class B	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Older building structure with piped water, flush toilets etc., requires repairs to keep in good running order.</i>		

Service: 1.280 **Regional Parks**

Proj. No. 21-10	Capital Project Title Purchase 1/3 share in BurnBoss Equipment	Capital Project Description Joint purchase with IWS & Epro
Asset Class E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>A mobile unit for the burning of vegetation waste. Parks will share ownership of the unit with IWS and Environmental Protection.</i>		

Proj. No. 21-11	Capital Project Title Construct Sooke Potholes Campground Toilet Building	Capital Project Description To maintain adequate level of public health and sanitation.
Asset Class B	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Important to maintain adequate level of public health and sanitation at site with overnight accomodation.</i>		

Proj. No. 21-12	Capital Project Title Repair Paving on Lochside Trail near Swan Lake	Capital Project Description Paving to improve surface of Lochside Regional Trail and enhance user safety.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Paving to improve surface of Lochside Regional Trail and enhance user safety. Addresses root heaves and cracking on paved trail surface.</i>		

Proj. No. 21-13	Capital Project Title Purchase of Club Car Carryall 1550	Capital Project Description Personal utility vehicle for rough terrain.
Asset Class V	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Personal utility vehicle for rough terrain.</i>		

Proj. No. 21-14	Capital Project Title Purchase of Pressure Washer Trailer	Capital Project Description Mobility and operational efficiencies.
Asset Class E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Mobility and operational efficiencies.</i>		

Service: 1.280 **Regional Parks**

Proj. No. 21-15	Capital Project Title Construct Toilet Building at Tower Point	Capital Project Description Needed to maintain adequate level of public health and sanitation at busy day-use site.
Asset Class B	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Needed to maintain adequate level of public health and sanitation at busy day-use site.</i>		

Proj. No. 21-16	Capital Project Title Design & Construct Improvements to Tower Point Parking Area	Capital Project Description Busy site receives high use, parking can be optimized for high capacity.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Busy site receives high use, parking can be optimized for high capacity.</i>		

Proj. No. 21-17	Capital Project Title Vehicle Replacement	Capital Project Description Vehicle replacement based on a schedule for fleet vehicles.
Asset Class V	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Regional Parks maintains a vehicle replacement fund to replace vehicles as they reach the end of their serviceable life.</i>		

Proj. No. 21-18	Capital Project Title Equipment Replacement	Capital Project Description Equipment replacement of outdoor and indoor equipment and furniture.
Asset Class E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>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.</i>		

Proj. No. 21-19	Capital Project Title Potential Land Acquisition Transactions	Capital Project Description Potential land acquisition transactions for appraisals, environmental assessments and surveys.
Asset Class L	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Potential Land Acquisition transactions estimated at maximum funds available.</i>		

Service: 1.280 **Regional Parks**

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	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>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</i>		

Proj. No. 22-02	Capital Project Title Design & Construct Elk/Beaver Lake Dams Upgrades (Dams 1, 2 & 3)	Capital Project Description Design & implement improvements at south dam on Beaver Lake.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Improvements include 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 2022 and construction in 2024.</i>		

Proj. No. 22-03	Capital Project Title Repair Paving at Matheson Lake Parking Lot	Capital Project Description Repair parking lot surface to enhance visitor experience and provide safe access to the park.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Repair parking lot surface to enhance visitor experience and provide safe access to the park.</i>		

Proj. No. 22-04	Capital Project Title Sooke Potholes Lodge Site Demolition	Capital Project Description This project will focus on the removal and rehabilitation of the old lodgesite.
Asset Class B	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>This project will focus on the removal and rehabilitation of the old lodgesite that was abandoned in the 1980's.</i>		

Proj. No. 22-05	Capital Project Title Design & Construct West Beach Access Road and Parking at Thetis Lake	Capital Project Description Design and construct improved access to West Beach parking area.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Design and construct improved access to West Beach parking area to provide more parking and safe access for park visitors, staff and emergency responders.</i>		

Service: 1.280 **Regional Parks**

Proj. No. 22-06	Capital Project Title Implement Shoreline Stabilization at Thetis Lake Main Beach	Capital Project Description Remove and replace old sandbags stabilizing the trail and beach area.
Asset Class L	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale Remove and replace old sandbags stabilizing the trail and beach area leading away from the east side of Thetis Lake Main Beach.		

Proj. No. 22-07	Capital Project Title Replace Coles Bay Toilet Building	Capital Project Description Replace and standardize Coles Bay toilet building that has exceeded its serviceable life span.
Asset Class B	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale Replace and standardize Coles Bay toilet building that has exceeded its serviceable life span.		

Proj. No. 22-08	Capital Project Title Replace Elk Lake Fishing Pier	Capital Project Description Provide improved access, safety and capacity for the many anglers that use this facility.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale This project is grant dependant and seeks to replace and improve on the very popular Elk Lake Fishing Pier. Provide improved access, safety and capacity for the many anglers that use this facility.		

Proj. No. 22-09	Capital Project Title Demolish Witty's Lagoon Nature Center	Capital Project Description The temporary portable trailer is beyond it's serviceable lifespan.
Asset Class B	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale The temporary portable trailer that serves as Nature Center at Witty's Lagoon has been in place for over 20 years and is beyond it's serviceable lifespan.		

Proj. No. 22-10	Capital Project Title Replace Matheson Creek Bridge	Capital Project Description This project is to replace the footbridge on the Matheson Creek Trail.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale This project is to replace the footbridge on the Matheson Creek Trail.		

Service: 1.280 **Regional Parks**

Proj. No. 22-11	Capital Project Title Demolish Francis/King Residence and Upgrade Parking Area	Capital Project Description This project is to remove the old residence at Francis King and use the footprint to increase parking capacity.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>This project is to remove the old residence at Francis King and use the footprint to increase parking capacity. The residence requires significant work and the parking capacity at Francis King does not meet the demand.</i>		

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	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>A new backup power supply is required for the emergency communication equipment located on Mount McDonald.</i>		

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	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>The Mary Lake Trail will help to provide a connected trail network from Thetis Lake Regional Park to Gowlland Tod Provincial Park.</i>		

Proj. No. 23-03	Capital Project Title Implement Mount Work Mangement Plan Actions	Capital Project Description Capital funds identified to implement short and medium term actions identified in the Mount Work Management Plan.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Capital funds identified to implement short and medium term actions identified in the Mount Work Management Plan.</i>		

Service: 1.280 **Regional Parks**

Proj. No. 23-04	Capital Project Title Implement East Sooke Management Plan Actions	Capital Project Description Capital funds identified to implement short and medium term actions identified in the East Sooke Management Plan.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale Capital funds identified to implement short and medium term actions identified in the East Sooke Management Plan.		

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	Board Priority Area Community Wellbeing – Transportation & Housing	Corporate Priority Area Transportation
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 Implement Matheson Lake & Roche Cove Management Plan Actions	Capital Project Description Capital funds identified to implement short and medium term actions identified in the Matheson Lake and Roche Cove
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale Capital funds identified to implement short and medium term actions identified in the Matheson Lake and Roche Cove Management Plans.		

Proj. No. 23-07	Capital Project Title Repair Paving on Lochside Trail in Sidney	Capital Project Description Paving to improve surface of trail and enhance user safety.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale Paving to improve surface of trail and enhance user safety. Addresses root heaves and cracking on paved trail surface.		

Proj. No. 23-08	Capital Project Title Construct Eagle Beach Retaining Wall	Capital Project Description Project to mitigate erosion on Eagle Beach at Elk Lake.
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale Project to mitigate erosion on Eagle Beach at Elk Lake. roject to mitigate erosion on Eagle Beach at Elk Lake.		

Service: 1.280 **Regional Parks**

Proj. No. 23-09	Capital Project Title Repair Wilkinson, Millstream and Colwood Creek Bridges	Capital Project Description Implement repairs to bridges on the Galloping Goose Trail as identified in engineering report.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Implement repairs to bridges on the Galloping Goose Trail as identified in engineering report.</i>		

Proj. No. 23-10	Capital Project Title Assess, Design & Replace Swan and Brett Trestles	Capital Project Description Project to replace critical assets on the Lochside Regional Trail as identified in engineering report.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Project to replace critical assets on the Lochside Regional Trail as identified in engineering report.</i>		

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 arrest deterioration.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>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.</i>		

Proj. No. 24-02	Capital Project Title Expand Harbourview Parking Lot in Sea to Sea Regional Park	Capital Project Description Project to increase parking capacity at Harbourview Road in order to meet visitor use demands.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Project to increase parking capacity at Harbourview Road in order to meet visitor use demands.</i>		

Proj. No. 24-03	Capital Project Title Upgrade Sooke Potholes Campground Road	Capital Project Description Improvements to road between parking lot #3 and Spring Salmon Place Campground.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Parks & Natural Resource Protection
Project Rationale <i>Improve visitor experience and enhance safe access through improvements to road between parking lot #3 and Spring Salmon Place Campground.</i>		

Service: 1.280

Regional Parks

Proj. No. 24-04

Capital Project Title Repair Brookleigh Boat Launch

Capital Project Description Improving the boat launch at Brookleigh Beach on Elk Lake.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

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

Proj. No. 25-01

Capital Project Title Repair Paving at Beaver Lake Entrance Road

Capital Project Description Paving the Beaver Lake Entrance Road and mitigating potholes.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

Project Rationale *Improve visitor experience and enhance safe access through paving the Beaver Lake Entrance Road; mitigating potholes on one of the busiest vehicle accesses in the CRD Regional Parks system.*

Proj. No. 25-02

Capital Project Title Repair Paving on Lochside Trail from Swan Trestle to Quadra

Capital Project Description Paving to address root heaves and cracking on paved trail surface.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

Project Rationale *Paving to improve surface of Lochside Regional Trail and enhance user safety. Addresses root heaves and cracking on paved trail surface.*

Proj. No. 25-03

Capital Project Title Repair Brookleigh Beach Dock

Capital Project Description Replace and repair surface and railings on Brookleigh Beach dock on Elk Lake.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Parks & Natural Resource Protection

Project Rationale *Replace and repair surface and railings on Brookleigh Beach dock on Elk Lake.*

**1.280 Regional Parks
Operating Reserve Summary
2021 - 2025 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	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Projected year end balance							
Operating Reserve	83,135	82,135	89,135	96,135	78,135	85,135	90,135
Operating Reserve - Legacy Fund	14,375	14,550	14,550	14,550	14,550	14,550	14,550
Total projected year end balance	97,510	96,685	103,685	110,685	92,685	99,685	104,685

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks
Operating Reserve Summary
2021 - 2025 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				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	72,548	83,135	82,135	89,135	96,135	78,135	85,135
Planned Purchase	-	(10,500)	-	-	(20,000)	-	-
Transfer from Ops Budget	8,500	8,500	7,000	7,000	2,000	7,000	5,000
Interest Income*	2,087	1,000					
Total projected year end balance	83,135	82,135	89,135	96,135	78,135	85,135	90,135

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
 2021 - 2025 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				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	13,662	14,375	14,550	14,550	14,550	14,550	14,550
Planned Purchase							
Donation Received	325	-					
Interest Income*	388	175					
Total projected year end balance	14,375	14,550	14,550	14,550	14,550	14,550	14,550

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
2021 - 2025 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	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Projected year end balance							
- Land Acquisition Levy	5,555,182	7,445,047	304,912	364,777	424,642	484,507	544,372
- Infrastructure/SSI&SGI Trail/Dams	2,198,209	2,217,442	892,043	1,192,869	1,108,223	1,708,557	1,220,061
Total Capital Reserve Fund	7,753,391	9,662,489	1,196,955	1,557,646	1,532,865	2,193,064	1,764,433
Parks Statutory Land Acquisition Reserve	1,067,017	1,079,017	1,079,017	1,079,017	1,079,017	1,079,017	1,079,017
Equipment Replacement Fund	634,902	549,902	621,402	614,512	628,344	297,013	170,635
Total projected year end balance	9,455,310	11,291,408	2,897,374	3,251,175	3,240,226	3,569,094	3,014,085

See attached reserve schedules for projected annual cash flows.

1.280 Regional Parks
 Capital Reserve Fund Schedule
 2021 - 2025 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

	Actual	Est. Actual	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	8,509,809	5,555,182	7,445,047	304,912	364,777	424,642	484,507
Land Acquisition Expenditure (at maximum available)	(6,806,318)	(2,020,000)	(11,000,000)	(3,800,000)	(3,800,000)	(3,800,000)	(3,800,000)
Land Acquisition Annual Levy	3,751,181	3,859,865	3,859,865	3,859,865	3,859,865	3,859,865	3,859,865
Other proceeds							
Interest Income*	100,510	50,000	-	-	-	-	-
Ending Balance \$ - Land Acquisition Levy Portion	5,555,182	7,445,047	304,912	364,777	424,642	484,507	544,372

Assumptions/Background:

- A Regional Park Land Acquisition Requisition was established in 2000 for a ten year period (2000-2009) at a rate of \$10 per average residential household assessment. In 2010, the requisition was extended for another ten years(2010-2019) at a rate of \$12 per average residential household assessment starting in 2010 and increasing by \$2 per year to a maximum of \$20 in 2015 and then remaining at this rate until 2019. Program renewed for an additional 10 year 2020-2029 at \$20 per average residential household assessment.
- Land Acquisition Requisition for 2021-2025 are estimated based on 2020 Assessment data.
- Land Acquisition Expendture is estimated at maximum available each year.

1.280 Regional Parks
 Capital Reserve Fund Schedule
 2021 - 2025 Financial Plan

Capital Reserve Fund Schedule

Infrastructure Portion	Actual	Est. Actual	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	1,472,957	2,198,209	2,217,442	892,043	1,192,869	1,108,223	1,708,557
Planned Capital Expenditure (Based on Capital Plan)	(1,374,776)	(2,381,457)	(3,426,000)	(1,845,000)	(2,274,760)	(1,635,000)	(2,770,000)
Transfer from Operating Budget							
--Other Infrastructure	1,649,936	1,046,690	771,601	807,938	843,142	879,079	915,761
--SSI/SIGI Trails	200,000	204,000	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
--Infrastructure Renewal Special		925,000	925,000	925,000	925,000	925,000	925,000
Interest Income*	50,093	25,000	-	-	-	-	-
Ending Balance \$ - Infrastructure Portion	2,198,209	2,217,442	892,043	1,192,869	1,108,223	1,708,557	1,220,061

* 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
 2021 - 2025 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

	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	1,037,811	1,067,017	1,079,017	1,079,017	1,079,017	1,079,017	1,079,017
Park Land Acquisition	-	-	-	-	-	-	-
Proceeds from Sale of Surplus Park Land							
Interest Income	29,206	12,000	-				
Ending Balance \$ - Parks Statutory Land Acquisition Reserve	1,067,017	1,079,017	1,079,017	1,079,017	1,079,017	1,079,017	1,079,017

1.280 Regional Parks
 Equipment Replacement Fund Schedule (ERF)
 2021 - 2025 Financial Plan

Equipment Replacement Fund Schedule (ERF)

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

Cost Centre: 101423 (PLO)
 Equipment Replacement Fund

	Actual	Est. Actual	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	762,871	634,902	549,902	621,402	614,512	628,344	297,013
Planned Purchase (Based on Capital Plan)	(170,235)	(364,000)	(209,000)	(293,000)	(278,000)	(629,000)	(430,000)
Transfer from Operating Budget	25,000	275,000	280,500	286,110	291,832	297,669	303,622
Disposal Proceeds	8,501	-	-	-	-	-	-
Interest Income*	8,764	4,000	-	-	-	-	-
Ending Balance \$	634,902	549,902	621,402	614,512	628,344	297,013	170,635

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Panorama Recreation

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.44X Panorama Recreation

Commission: Peninsula Recreation

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

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

CAPITAL DEBT:

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

Commission: Peninsula Recreation

<u>Participants</u>	<u>Converted Assessment</u>	<u>Census Population</u>	<u>%</u>	<u>Actual Assessment</u>
<u>2016</u>		2011 Census		
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
TOTAL 2016	1,222,423,540	38,203	100.00%	10,343,121,186
<u>2017</u>		2016 Census		
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
TOTAL 2017	1,405,568,641	39,735	100.00%	12,084,802,861
<u>2018</u>		2016 Census		
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
TOTAL 2018	1,629,330,463	39,735	100.00%	14,059,644,856
<u>2019</u>		2016 Census		
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
TOTAL 2018	1,774,023,122	39,735	100.00%	15,277,803,594
<u>2020</u>		2016 Census		
Central Saanich	657,985,149	16,814	39.26%	5,446,784,895
North Saanich	615,251,368	11,249	31.08%	5,493,557,267
Sidney	543,992,242	11,672	29.65%	4,544,259,546
TOTAL 2018	1,817,228,759	39,735	100.00%	15,484,601,708

Change in Budget 2020 to 2021

Service: 1.44X Panorama Rec Center

Total Expenditure**Comments****2020 Budget****7,182,406****Change in Salaries:**

Base salary change	67,189
Salaried positions left vacant in 2020	178,835
Step Increase/paygrade change	1,537

Inclusive of collective agreement changes
Positions returning in 2021

Total Change in Salaries	<u>247,561</u>
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Other Changes:

Instructional services	132,072
Internal allocations	77,205
Repair and maintenance	65,764
Other operating costs	61,137
Strategic planning	51,000
Operating supplies	41,957
Contracted services	36,879
Transfer to capital reserve and ERF	24,772
Utilities	(25,598)
Total Other Changes	<u>465,188</u>

Partial return of contract instructors, following 2020 closure period
Partial return of service programming, following 2020 closure period
Partial return of service programming, following 2020 closure period
Quadrennial service planning
Partial return of service programming, following 2020 closure period
Energy cost saving compared to 2020 related to the DES

2021 Budget**7,895,155****Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

The 2020 budget as amended for the effect of COVID-19, the 2021 budget continues to be based on the limited service levels that can be provided given the health and safety conditions existing during the pandemic.

PANORAMA RECREATION	BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS:										
Salaries and Wages	3,827,584	3,827,584	4,075,145	-	-	4,075,145	4,136,920	4,224,356	4,313,633	4,404,794
Utilities	655,576	655,576	629,978	-	-	629,978	645,103	660,599	676,473	692,738
Recreation Programs and Special Events	165,103	165,102	342,554	-	51,000	393,554	349,405	356,393	363,521	370,792
Operating Supplies & Promotion	226,933	226,933	267,777	-	-	267,777	273,133	278,597	284,165	289,850
Maintenance and Repairs	330,521	330,521	387,696	-	-	387,696	396,150	403,273	410,507	417,888
Internal Allocations	438,587	436,587	513,422	-	-	513,422	559,854	571,051	582,471	594,121
Licences/Surveys/Legal/Meeting	138,106	138,107	170,459	-	-	170,459	173,868	177,347	180,893	184,512
Advertising/Printing/Brouchures/Signs	40,693	42,693	35,285	-	-	35,285	35,991	36,709	37,445	38,194
Telephone/IT & Network Systems	54,378	54,378	54,779	-	-	54,779	55,875	56,992	58,132	59,294
Vehicles and Travel	55,361	55,361	68,889	-	-	68,889	70,266	71,674	73,105	74,569
Insurance	41,980	41,980	42,760	-	-	42,760	43,615	44,488	45,377	46,285
Contingency	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
TOTAL OPERATING COSTS	6,024,822	6,024,822	6,638,744	-	51,000	6,689,744	6,790,179	6,931,478	7,075,722	7,223,036
Percentage increase over prior year			10.2%			11.0%	1.5%	2.1%	2.1%	2.1%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	5,370	5,370	7,805	-	-	7,805	7,961	8,120	8,283	8,448
Transfer to Capital Reserve Fund	-	-	205,602	-	-	205,602	205,602	411,204	890,831	890,831
Transfer to Equipment Replacement Fund	396,000	396,000	215,170	-	-	215,170	396,000	396,000	396,000	396,000
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	401,370	401,370	428,577	-	-	428,577	609,563	815,324	1,295,114	1,295,279
Percentage increase over prior year			6.8%			6.8%	42.2%	33.8%	58.8%	0.0%
DEBT CHARGES	756,214	756,214	776,834	-	-	776,834	926,877	857,977	378,350	241,001
TOTAL COSTS	7,182,406	7,182,406	7,844,155	-	51,000	7,895,155	8,326,619	8,604,779	8,749,185	8,759,316
Percentage increase over prior year		0.0%	9.2%			9.9%	5.5%	3.3%	1.7%	0.1%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recoveries - Other	-	-	-	-	-	-	-	-	-	-
OPERATING LESS RECOVERIES	7,182,406	7,182,406	7,844,155	-	51,000	7,895,155	8,326,619	8,604,779	8,749,185	8,759,316
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Fee Income	(1,520,819)	(1,520,819)	(1,689,149)	-	-	(1,689,149)	(1,722,933)	(1,757,388)	(1,792,541)	(1,828,390)
Rental Income	(478,406)	(478,406)	(806,300)	-	-	(806,300)	(822,219)	(838,251)	(854,604)	(871,283)
Sponsorships	(12,459)	(12,459)	(12,610)	-	-	(12,610)	(12,805)	(13,004)	(13,208)	(13,414)
Transfer from Operating Reserve Fund	-	-	-	-	(51,000)	(51,000)	-	-	-	-
Payments - In Lieu of Taxes	(160,875)	(160,875)	(160,875)	-	-	(160,875)	(160,875)	(160,875)	(160,875)	(160,875)
Grants - Other	(16,000)	(16,000)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(2,188,559)	(2,188,559)	(2,668,934)	-	(51,000)	(2,719,934)	(2,718,832)	(2,769,517)	(2,821,227)	(2,873,962)
Percentage increase over prior year		0.0%	21.9%			24.3%	0.0%	1.9%	1.9%	1.9%
REQUISITION	(4,993,847)	(4,993,847)	(5,175,221)	-	-	(5,175,221)	(5,607,787)	(5,835,262)	(5,927,958)	(5,885,354)
Percentage increase over prior year			3.6%			3.6%	8.4%	4.1%	1.6%	-0.7%
PARTICIPANTS: North Saanich, Sidney, Central Saanich										
AUTHORIZED POSITIONS:										
Salaried	34.85	34.85	34.85	0.00	0.00	34.85	34.85	34.85	34.85	34.85
Converted Auxiliaries	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50

*Amended Budget Bylaw #4366 (approved September 9, 2020) - Board Budget reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

PANORAMA RECREATION	BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS										
Arena	1,503,721	1,503,721	1,635,584	-	-	1,635,584	1,677,864	1,713,372	1,749,636	1,799,353
Pool	1,747,616	1,747,616	1,899,673	-	-	1,899,673	1,945,664	1,986,665	2,028,534	2,083,972
Recreation - Community Recreation	2,643,897	2,643,896	3,032,884	-	-	3,032,884	3,095,650	3,160,019	3,225,716	3,305,490
Administration	84,958	84,959	28,408	-	51,000	79,408	28,963	29,542	30,119	(7,331)
Contingency	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
	6,030,192	6,030,192	6,646,549	-	51,000	6,697,549	6,798,140	6,939,598	7,084,004	7,231,484
Percentage increase over prior year			10.2%			11.1%				
CAPITAL / RESERVE										
Arena	132,000	132,000	174,524	-	-	174,524	234,801	337,602	337,602	337,602
Pool	132,000	132,000	174,525	-	-	174,525	234,801	337,602	817,229	817,229
Community Recreation	132,000	132,000	71,723	-	-	71,723	132,000	132,000	132,000	132,000
	396,000	396,000	420,772	-	-	420,772	601,602	807,204	1,286,831	1,286,831
DEBT CHARGES										
Arena	73,188	73,188	90,958	-	-	90,958	241,001	241,001	241,001	241,001
Pool	683,026	683,026	685,876	-	-	685,876	685,876	616,976	137,349	-
	756,214	756,214	776,834	-	-	776,834	926,877	857,977	378,350	241,001
TOTAL OPERATING, CAPITAL AND DEBT COSTS	7,182,406	7,182,406	7,844,155	-	51,000	7,895,155	8,326,619	8,604,779	8,749,185	8,759,316
FUNDING SOURCES (REVENUE)										
Arena	(438,233)	(438,236)	(611,608)	-	-	(611,608)	(623,842)	(636,315)	(649,045)	(662,024)
Pool	(305,897)	(305,897)	(333,882)	-	-	(333,882)	(340,503)	(347,256)	(354,144)	(361,169)
Community Recreation	(1,182,592)	(1,182,592)	(1,534,169)	-	-	(1,534,169)	(1,564,644)	(1,595,524)	(1,627,025)	(1,659,153)
Administration	(84,962)	(84,959)	(28,400)	-	(51,000)	(79,400)	(28,968)	(29,547)	(30,138)	(30,741)
TOTAL REVENUE	(2,011,684)	(2,011,684)	(2,508,059)	-	-	(2,559,059)	(2,557,957)	(2,608,642)	(2,660,352)	(2,713,087)
Estimated balance C/F current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(160,875)	(160,875)	(160,875)	-	-	(160,875)	(160,875)	(160,875)	(160,875)	(160,875)
Grants - Other	(16,000)	(16,000)	-	-	-	-	-	-	-	-
REQUISITION	(4,993,847)	(4,993,847)	(5,175,221)	-	(51,000)	(5,175,221)	(5,607,787)	(5,835,262)	(5,927,958)	(5,885,354)
Percentage increase			3.6%			3.6%	8.4%	4.1%	1.6%	-0.7%
AUTHORIZED POSITIONS: Salaried	34.85	34.85	34.85	0.00	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 %	28.01%		31.97%			32.41%	30.72%	30.32%	30.41%	30.97%
User Funding excluding debt%	31.30%		35.49%			35.95%	34.57%	33.67%	31.78%	31.85%

* Amended Budget Bylaw #4366 (approved September 9, 2020) - Board Budget reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

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2021			
<u>Continuous Supplementary Items:</u>	\$0	<u>One-Time Single Supplementary Items:</u>	\$0
		Strategic Planning - contract for services	\$51,000
		Strategic Planning revenue from operating reserves	(\$51,000)
SUPPLEMENTARY TOTAL			
2022			
<u>Continuous Supplementary Items:</u>	\$0	<u>One-Time Single Supplementary Items:</u>	\$0
SUPPLEMENTARY TOTAL			
2023			
<u>Continuous Supplementary Items:</u>	\$0	<u>One-Time Single Supplementary Items:</u>	\$0
SUPPLEMENTARY TOTAL			
2024			
<u>Continuous Supplementary Items:</u>	\$0	<u>One-Time Single Supplementary Items:</u>	\$0
SUPPLEMENTARY TOTAL			
2025			
<u>Continuous Supplementary Items:</u>	\$0	<u>One-Time Single Supplementary Items:</u>	\$0
SUPPLEMENTARY TOTAL			

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
PANORAMA RECREATION - ADMINISTRATION										
<u>ADMINISTRATION COSTS</u>										
Salaries and Wages	353,252	353,252	404,457	-	-	404,457	405,381	414,119	423,045	432,162
Other Internal Allocations	425,190	425,190	502,394	-	-	502,394	548,605	559,577	570,768	582,184
Operating - Other	96,748	96,749	123,914	-	-	123,914	126,392	128,920	131,499	134,128
Telephone Rent & Installation	35,776	35,776	37,827	-	-	37,827	38,584	39,355	40,142	40,945
Operating - Supplies	21,428	21,428	21,557	-	-	21,557	21,988	22,428	22,876	23,334
Contract for Services & fees for service	66,055	66,055	98,462	-	51,000	149,462	100,431	102,440	104,489	106,579
Insurance	41,980	41,980	42,760	-	-	42,760	43,615	44,488	45,377	46,285
Allocation - System Services	11,397	11,397	11,028	-	-	11,028	11,249	11,474	11,703	11,937
Transfer to Operating Reserve Fund	5,370	5,370	7,805	-	-	7,805	7,961	8,120	8,283	8,448
TOTAL ADMINISTRATION COSTS	1,057,196	1,057,197	1,250,204	-	51,000	1,301,204	1,304,206	1,330,921	1,358,183	1,386,002
<u>MAINTENANCE COSTS</u>										
Salaries and Wages	1,479,759	1,479,759	1,564,050	-	-	1,564,050	1,598,154	1,631,990	1,666,541	1,701,821
Maintenance	71,283	71,283	105,904	-	-	105,904	108,022	110,182	112,386	114,634
Operating - Other	50,418	50,418	65,940	-	-	65,940	67,259	68,603	69,976	71,376
Utility	581,776	581,776	553,226	-	-	553,226	566,286	579,661	593,357	607,386
Operating - Supplies	85,471	85,471	87,412	-	-	87,412	89,161	90,944	92,762	94,617
Travel and Vehicles	21,796	21,796	22,276	-	-	22,276	22,722	23,176	23,639	24,112
TOTAL MAINTENANCE COSTS	2,290,503	2,290,503	2,398,808	-	-	2,398,808	2,451,604	2,504,556	2,558,661	2,613,946
<u>PROGRAM ADMINISTRATION COSTS</u>										
Salaries and Wages	548,632	548,632	542,543	-	-	542,543	553,623	565,524	577,680	590,099
Operating - Other	42,050	42,050	49,474	-	-	49,474	50,463	51,473	52,502	53,552
Operating - Supplies	9,825	9,825	5,499	-	-	5,499	5,609	5,721	5,836	5,952
Staff Training	1,000	1,000	2,400	-	-	2,400	2,448	2,497	2,547	2,598
TOTAL PROGRAM COSTS	601,507	601,507	599,916	-	-	599,916	612,143	625,215	638,565	652,201
TOTAL COSTS	3,949,206	3,949,207	4,248,928	-	51,000	4,299,928	4,367,953	4,460,692	4,555,409	4,652,149
Transfers to Capital						-				
TOTAL COSTS	3,949,206	3,949,207	4,248,928	-	51,000	4,299,928	4,367,953	4,460,692	4,555,409	4,652,149
<u>RECOVERED FROM ARENA, POOL, PARKS, RECREATION AND MULTI-PURPOSE ROOM</u>										
Internal Recovery - Administration	(972,238)	(972,238)	(1,221,810)	-	-	(1,221,810)	(1,275,240)	(1,301,370)	(1,328,040)	(1,355,250)
Internal Recovery - Maintenance	(2,290,503)	(2,290,503)	(2,398,800)	-	-	(2,398,800)	(2,451,600)	(2,504,550)	(2,558,670)	(2,613,960)
Internal Recovery - Programs Administration	(601,507)	(601,507)	(599,910)	-	-	(599,910)	(612,150)	(625,230)	(638,580)	(690,270)
OPERATING COSTS LESS INTERNAL RECOVERIES	84,958	84,959	28,408	-	51,000	79,408	28,963	29,542	30,119	(7,331)
<u>FUNDING SOURCES (REVENUE)</u>										
Other Income	(84,962)	(84,959)	(28,400)	-	(51,000)	(79,400)	(28,968)	(29,547)	(30,138)	(30,741)
TOTAL REVENUE	(84,962)	(84,959)	(28,400)	-	(51,000)	(79,400)	(28,968)	(29,547)	(30,138)	(30,741)
REQUISITION	4	-	(8)	-	-	(8)	5	5	20	38,072
<small>PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney</small>										
AUTHORIZED POSITIONS: Salaried	24.85	24.85	24.85	0.00	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

*Amended Budget Bylaw #4366 (approved September 9, 2020) - Board Budget reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

PANORAMA RECREATION - ICE ARENA	BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS										
Salaries and Wages	136,594	136,594	115,741	-	-	115,741	116,271	118,753	121,287	123,874
Internal Allocations - Administration	324,078	324,078	407,270	-	-	407,270	425,080	433,790	442,680	451,750
Internal Allocations - Maintenance	763,500	763,500	799,600	-	-	799,600	817,200	834,850	852,890	871,320
Internal Allocations - Program Administration	200,500	200,500	199,970	-	-	199,970	204,050	208,410	212,860	230,090
Operating - Supplies	14,500	14,500	36,078	-	-	36,078	36,800	37,535	38,286	39,052
Maintenance	36,593	36,593	46,156	-	-	46,156	47,079	48,021	48,981	49,961
Instructional Services and Travel	27,956	27,956	30,769	-	-	30,769	31,384	32,013	32,652	33,306
Contingency						-				
TOTAL OPERATING COSTS	1,503,721	1,503,721	1,635,584	-	-	1,635,584	1,677,864	1,713,372	1,749,636	1,799,353
Percentage Increase		0.0%	8.8%			8.8%	2.6%	2.1%	2.1%	2.8%
CAPITAL / RESERVE										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	71,723	-	-	71,723	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	-	-	102,801	-	-	102,801	102,801	205,602	205,602	205,602
TOTAL CAPITAL / RESERVES	132,000	132,000	174,524	-	-	174,524	234,801	337,602	337,602	337,602
DEBT CHARGES	73,188	73,188	90,958	-	-	90,958	241,001	241,001	241,001	241,001
TOTAL COSTS	1,708,909	1,708,909	1,901,066	-	-	1,901,066	2,153,666	2,291,975	2,328,239	2,377,956
FUNDING SOURCES (REVENUE)										
Revenue - Fees	(438,233)	(438,236)	(611,608)	-	-	(611,608)	(623,842)	(636,315)	(649,045)	(662,024)
TOTAL REVENUE	(438,233)	(438,236)	(611,608)	-	-	(611,608)	(623,842)	(636,315)	(649,045)	(662,024)
REQUISITION	(1,270,676)	(1,270,673)	(1,289,458)	-	-	(1,289,458)	(1,529,824)	(1,655,660)	(1,679,194)	(1,715,932)
Percentage Increase		0.0%	1.5%			1.5%	18.6%	8.2%	1.4%	2.2%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	1.00	1.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
User Funding %	25.64%		32.17%			32.17%	28.97%	27.76%	27.88%	27.84%
User Funding excluding debt%	26.79%		33.79%			33.79%	32.62%	31.03%	31.10%	30.98%

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PANORAMA RECREATION - SWIMMING POOL	BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS										
Salaries and Wages	361,441	361,441	354,742	-	-	354,742	358,481	365,944	373,561	381,337
Internal Allocations - Administration	324,080	324,080	407,270	-	-	407,270	425,080	433,790	442,680	451,750
Internal Allocations - Maintenance	763,503	763,503	799,600	-	-	799,600	817,200	834,850	852,890	871,320
Internal Allocations - Program Administration	200,500	200,500	199,970	-	-	199,970	204,050	208,410	212,860	230,090
Maintenance	45,800	45,800	65,990	-	-	65,990	67,310	68,656	70,029	71,430
Operating - Supplies	46,393	46,393	62,700	-	-	62,700	63,954	65,233	66,537	67,869
Instructional Services	5,899	5,899	9,401	-	-	9,401	9,589	9,782	9,977	10,176
Contingency						-				
TOTAL OPERATING COSTS	1,747,616	1,747,616	1,899,673	-	-	1,899,673	1,945,664	1,986,665	2,028,534	2,083,972
Percentage Increase		0.0%	8.7%			8.7%	2.4%	2.1%	2.1%	2.7%
CAPITAL / RESERVE										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	71,724	-	-	71,724	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	-	-	102,801	-	-	102,801	102,801	205,602	685,229	685,229
TOTAL CAPITAL / RESERVES	132,000	132,000	174,525	-	-	174,525	234,801	337,602	817,229	817,229
DEBT CHARGES	683,026	683,026	685,876	-	-	685,876	685,876	616,976	137,349	-
TOTAL COSTS	2,562,642	2,562,642	2,760,074	-	-	2,760,074	2,866,341	2,941,243	2,983,112	2,901,201
FUNDING SOURCES (REVENUE)										
Revenue - Fees	(305,897)	(305,897)	(333,882)	-	-	(333,882)	(340,503)	(347,256)	(354,144)	(361,169)
TOTAL REVENUE	(305,897)	(305,897)	(333,882)	-	-	(333,882)	(340,503)	(347,256)	(354,144)	(361,169)
REQUISITION	(2,256,745)	(2,256,745)	(2,426,192)	-	-	(2,426,192)	(2,525,838)	(2,593,987)	(2,628,968)	(2,540,032)
Percentage Increase		0.0%	7.5%			7.5%	4.1%	2.7%	1.3%	-3.4%
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 %	11.94%		12.10%			12.10%	11.88%	11.81%	11.87%	12.45%
User Funding excluding debt%	16.27%		16.10%			16.10%	15.62%	14.94%	12.44%	12.45%

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PANORAMA RECREATION - COMMUNITY COMMUNITY RECREATION	BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
COMMUNITY RECREATION COSTS										
Salaries and Wages	947,906	947,906	1,093,612	-	-	1,093,612	1,105,010	1,128,026	1,151,519	1,175,501
Internal Allocations - Administration	324,080	324,080	407,270	-	-	407,270	425,080	433,790	442,680	451,750
Internal Allocations - Maintenance	763,500	763,500	799,600	-	-	799,600	817,200	834,850	852,890	871,320
Internal Allocations - Program Administration	200,507	200,507	199,970	-	-	199,970	204,050	208,410	212,860	230,090
Instructional Service	185,463	185,462	325,953	-	-	325,953	333,972	340,652	347,433	354,354
Operating - Supplies	125,441	125,441	121,183	-	-	121,183	124,136	127,165	130,266	133,446
Leasehold Improvements	97,000	97,000	85,296	-	-	85,296	86,202	87,126	88,068	89,029
TOTAL COMMUNITY RECREATION COSTS	2,643,897	2,643,896	3,032,884	-	-	3,032,884	3,095,650	3,160,019	3,225,716	3,305,490
Percentage Increase		0.0%	14.7%			14.7%	2.1%	2.1%	2.1%	2.5%
CAPITAL / RESERVE										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	71,723	-	-	71,723	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	132,000	132,000	71,723	-	-	71,723	132,000	132,000	132,000	132,000
TOTAL COSTS	2,775,897	2,775,896	3,104,607	-	-	3,104,607	3,227,650	3,292,019	3,357,716	3,437,490
FUNDING SOURCES (REVENUE)										
Revenue - Community Recreation	(1,182,592)	(1,182,592)	(1,534,169)	-	-	(1,534,169)	(1,564,644)	(1,595,524)	(1,627,025)	(1,659,153)
Grants - Other	(16,000)	(16,000)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(1,198,592)	(1,198,592)	(1,534,169)	-	-	(1,534,169)	(1,564,644)	(1,595,524)	(1,627,025)	(1,659,153)
REQUISITION	(1,577,305)	(1,577,304)	(1,570,438)	-	-	(1,570,438)	(1,663,006)	(1,696,495)	(1,730,691)	(1,778,337)
Percentage Increase		0.0%	-0.4%			-0.4%	5.9%	2.0%	2.0%	2.8%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	7.00	7.00	7.00	0.00	0.00	7.00	7.00	7.00	7.00	7.00
User Funding %	42.60%		49.42%			49.42%	48.48%	48.47%	48.46%	48.27%

*Amended Budget Bylaw #4366 (approved September 9, 2020) - Board Budget reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

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

Service No.	1.44x Panorama Recreation	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	B	\$567,179	\$3,669,179	\$190,000	\$70,000	\$136,000	\$250,000	\$4,315,179
Equipment	E	\$0	\$499,600	\$286,150	\$180,500	\$524,525	\$613,069	\$2,103,844
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$80,000	\$103,600	\$0	\$0	\$0	\$183,600
Vehicles	V	\$0	\$468,000	\$0	\$26,000	\$0	\$0	\$494,000
		\$567,179	\$4,716,779	\$579,750	\$276,500	\$660,525	\$863,069	\$7,096,623

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$567,179	\$487,179	\$80,000	\$0	\$0	\$0	\$567,179
Debenture Debt (New Debt Only)	Debt	\$0	\$1,753,000	\$0	\$0	\$0	\$0	\$1,753,000
Equipment Replacement Fund	ERF	\$0	\$817,600	\$286,150	\$206,500	\$374,525	\$478,069	\$2,162,844
Grants (Federal, Provincial)	Grant	\$0	\$750,000	\$55,000	\$0	\$0	\$0	\$805,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$909,000	\$158,600	\$70,000	\$286,000	\$385,000	\$1,808,600
		\$567,179	\$4,716,779	\$579,750	\$276,500	\$660,525	\$863,069	\$7,096,623

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.44x
Service Name: Panorama Recreation

CAPITAL BUDGET FORM
 2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp. Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
15-01	Study	Inspection - asbestos inventory	Inspection - asbestos inventory	\$20,925	B	Cap	\$20,925	\$20,925	\$0	\$0	\$0	\$0	\$20,925
17-04	Renewal	Dessicant dehumidifier for Ice Plant	Replace Dessicant dehumidifier/socks for Ice Plant due to aging	\$350,000	B	Cap	\$314,357	\$314,357	\$0	\$0	\$0	\$0	\$314,357
17-08	Renewal	Arena concourse (lobby) roof	renew arena concourse (lobby) roof due to leakage	\$85,000	B	Cap	\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$80,000
18-02	New	Install Plant Maintenance SAP Program	Plant Maintenance SAP Program for PRC maintenance projects	\$150,000	E	Res	\$0	\$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	\$0	\$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	\$0	\$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	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
18-14	New	Install roof safety guide wires - arenas, tennis buildings	Install roof safety guide wires, arenas, tennis buildings for safety of workers	\$168,000	B	Cap	\$151,897	\$151,897	\$0	\$0	\$0	\$0	\$151,897
19-08	Replacement	Replace weight room (stretching area) HVAC	Replace weight room (stretching area) HVAC due to end of life	\$9,000	B	Res	\$0	\$9,000	\$0	\$0	\$0	\$0	\$9,000
19-09	Replacement	Replace Ice Resurfacer	Replace Ice Resurfacer on 5 year cycle	\$209,000	V	ERF	\$0	\$209,000	\$0	\$0	\$0	\$0	\$209,000
19-13	Renewal	Accessibility Upgrades	Upgrades throughout facility for increased accessibility	\$20,000	B	Grant	\$0	\$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
19-15	New	Heat Recovery Plant	Construct heat recovery plant		B	Grant	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000
20-06	Replacement	Replace Ice Resurfacer	Replace Ice Resurfacer on 5 year cycle	\$209,000	V	ERF	\$0	\$209,000	\$0	\$0	\$0	\$0	\$209,000
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	\$0	\$33,600	\$0	\$0	\$0	\$33,600
20-10	New	Level 3 Electric Vehicle charging station	Level 3 Electric car charging station in parking area	\$65,000	S	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		S	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21-01	Renewal	Roof - Arena A, B & Tennis	Renewal Roof on both arenas and tennis building	\$120,000	B	Res	\$0	\$120,000	\$0	\$0	\$0	\$0	\$120,000
21-05	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$349,600	E	ERF	\$0	\$349,600	\$0	\$0	\$0	\$0	\$349,600
21-06	Replacement	Vehicle Replacement (Club car)	Replace Club Car due to end of life	\$12,000	V	ERF	\$0	\$12,000	\$0	\$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	\$55,000	\$0	\$0	\$0	\$55,000
22-01	Replacement	Replace Arena B rubber flooring	Replace Arena B rubber flooring due to end of life	\$0	B	Grant	\$0	\$0	\$55,000	\$0	\$0	\$0	\$55,000
22-02	Replacement	Replace Daktronix/Electronic Road Sign	Replace Daktronix/Electronic Road Sign due to end of life	\$70,000	S	Res	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
22-05	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$286,150	E	ERF	\$0	\$0	\$286,150	\$0	\$0	\$0	\$286,150
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	\$310,000	\$0	\$0	\$0	\$0	\$310,000
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)		B	Grant	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
23-04	Replacement	Replace Fitness Studio HVAC	Replace Fitness Studio HVAC due to end of life	\$50,000	B	Res	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
23-05	Replacement	Swirl pool boiler	Replace Swirl Pool boiler due to end of life	\$30,000	E	ERF	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000
23-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$150,500	E	ERF	\$0	\$0	\$0	\$150,500	\$0	\$0	\$150,500
23-07	Replacement	Replace Chevrolet Passenger car	Replace Chevrolet Passenger car due to end of life	\$38,000	V	ERF	\$0	\$38,000	\$0	\$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	\$15,000	\$0	\$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	\$11,000	\$0	\$0	\$11,000
23-13	Replacement	Overhead Doors Olympia bay - auto	replacement of automatic overhead doors to ice resurfacer bay #2	\$20,000	B	Res	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
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	\$110,000	\$0	\$110,000
24-02	Replacement	Arena Lobby HVAC	Replace Arena Lobby HVAC due to end of life	\$30,000	E	ERF	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000
24-03	Replacement	Tennis Ceiling/Wall insulation	Replace Tennis insulation due to end of life	\$93,000	B	Res	\$0	\$93,000	\$0	\$0	\$0	\$0	\$93,000
24-04	Replacement	Refinish indoor tennis surface	Refinish indoor tennis surface due to end of life	\$26,000	B	Res	\$0	\$0	\$0	\$0	\$26,000	\$0	\$26,000
24-05	Replacement	Greenglade Playground	Replace Greenglade playground due to end of life	\$150,000	E	Res	\$0	\$0	\$0	\$0	\$150,000	\$0	\$150,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.44x
 Service Name: Panorama Recreation

CAPITAL BUDGET FORM
 2021 & Forecast 2022 to 2025

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

Capital Exp. Type
 Study - Expenditure for feasibility and business case report.
 New - Expenditure for new asset only
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 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)
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 STLoan = Short Term Loans
 WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
24-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$324,525	E	ERF	\$0	\$0	\$0	\$0	\$324,525	\$0	\$324,525
24-07	Replacement	Overhead Doors Olympia bay - auto	replacement of automatic overhead doors to ice resurfacers bay #1	\$20,000	E	ERF	\$0	\$0	\$0	\$0	\$20,000	\$0	\$20,000
25-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$418,069	E	ERF	\$0	\$0	\$0	\$0	\$0	\$418,069	\$418,069
25-03	Renewal	Rebuild ice plant compressor	rebuild ice plant compressors #1 & #2	\$25,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
25-04	Replacement	Replace lap pool heater	replacement of lap pool heater	\$50,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
25-05	Replacement	Replacement of underwater lighting	Replacement of undrewater lighting in pool	\$50,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
25-06	Renewal	Re-tile pool	Re-tile pool	\$200,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
25-07	Replacement	Replace heating system in tennis courts	Replace heating system in tennis courts	\$60,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000
25-09	Replacement	Phone system	upgrade main phone system	\$60,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000
GRAND TOTAL				\$7,132,444			\$667,179	\$4,716,779	\$579,750	\$276,500	\$660,525	\$863,069	\$7,096,623

Service: 1.44x **Panorama Recreation**

Proj. No. 15-01	Capital Project Title Inspection - asbestos inventory	Capital Project Description Inspection - asbestos inventory
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale <i>Absebestos Inventory has not been completed for Panorama Recreation and Greenglade Community Centre. Inventory inspection will limit the possibility associated with potential exposure risks</i>		

Proj. No. 17-04	Capital Project Title Dessicant dehumidifier for Ice Plant	Capital Project Description Replace Dessicant dehumidifier/socks for Ice Plant due to aging
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale <i>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 ***2020 Update*** heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding</i>		

Proj. No. 17-08	Capital Project Title Arena concourse (lobby) roof	Capital Project Description renew arena concourse (lobby) roof due to leakage
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale <i>***2020 Update*** Roof is at end of life. Project on hold due until energy recovery project is complete as dehumification equipment will be relocated from this roof.</i>		

Proj. No. 18-02	Capital Project Title Install Plant Maintenance SAP Program	Capital Project Description Plant Maintenance SAP Program for PRC maintenance projects
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale <i>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 ***2020 Update*** No change</i>		

Service: 1.44x

Panorama Recreation

Proj. No. 18-03

Capital Project Title DDC Replacement (direct digital controls)

Capital Project Description Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

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

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

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

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. ***2020 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

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Recreation

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

Service: 1.44x **Panorama Recreation**

Proj. No. 18-14	Capital Project Title Install roof safety guide wires - arenas, tennis buildings	Capital Project Description Install roof safety guide wires, arenas, tennis buildings for safety of workers
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale <i>Install roof safety guide wires, arenas, tennis buildings for safety of workers</i>		

Proj. No. 19-08	Capital Project Title Replace weight room (stretching area) HVAC	Capital Project Description Replace weight room (stretching area) HVAC due to end of life
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale <i>This project should directly follow energy recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding</i>		

Proj. No. 19-09	Capital Project Title Replace Ice Resurfacer	Capital Project Description Replace Ice Resurfacer on 5 year cycle
Asset Class V	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale <i>2014 Olympia ice resurfacer (A) replaced with electric model \$209,000 (trade-in est. \$30,000) *** 2020 Update*** both ice resurfacers will be put out for bid together ***2020 Update*** RFP for 2 machines (2019 funded and 2020 funded) Order placed for units \$162,106.00 plus levies, fees and taxes per unit in addition to 32k and 30k trade ins. expected delivery of equipment Q3 2021</i>		

Proj. No. 19-13	Capital Project Title Accessibility Upgrades	Capital Project Description Upgrades throughout facility for increased accessibility
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale <i>Grant funded upgrades for accessiblites</i>		

Proj. No. 19-15	Capital Project Title Heat Recovery Plant	Capital Project Description Construct heat recovery plant
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale <i>Total Project Budget 2.8M. assumed 700k grant funded, dehumidifier replacement project (320k) and weight room HVAC (50k) all part of 2.453M. ***2020 Update*** project approved for \$2.4M contingent on \$700k grant funding. Also to utilize remaining funding from projects 17-04 and 18-09</i>		

Service: 1.44x **Panorama Recreation**

Proj. No. 20-06	Capital Project Title Replace Ice Resurfacer	Capital Project Description Replace Ice Resurfacer on 5 year cycle
Asset Class V	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale 2015 Olympia ice resurfacer (A) replaced with electric model \$209,000 (trade-in est. \$30,000) *** 2020 Update*** unit going for bid at same time as 2019 unit *** 2020 Update*** both ice resurfacers will be put out for bid together ***2020 Update*** RFP for 2 machines (2019 funded and 2020 funded) Order placed for units \$162,106.00 plus levies, fees and taxes per unit in addition to 32k and 30k trade ins. expected delivery of equipment Q3 2021		

Proj. No. 20-08	Capital Project Title Resurface/line painting (outdoor) Tennis courts	Capital Project Description Resurface/line painting (outdoor) Tennis courts due to end of life
Asset Class S	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale 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 assemsnet of the stability of the bank. resurfacing to take place after bank has been determined stable ***2020 Update*** bank assemsent showed movement of ground with no certain cause without investagative excavation and disruption to playing surface. Funding moved to 2022 while we investigate options for surface stabalization prior to resurfacing.		

Proj. No. 20-10	Capital Project Title Level 3 Electric Vehicle charging station	Capital Project Description Level 3 Electric car charging station in parking area
Asset Class S	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale level 3 charging stations. ***2020 Update*** Project ready to move when we find an appropriate grant		

Proj. No. 21-01	Capital Project Title Roof - Arena A, B & Tennis	Capital Project Description Renewal Roof on both arenas and tennis building
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale 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 ***2020 Update*** no foreseeable hold ups		

Service: 1.44x **Panorama Recreation**

Proj. No. 21-05	Capital Project Title Equipment Replacement (pooled)	Capital Project Description Annual replacement of equipment in pooled account
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale Annual replacement of equipment in pooled account due to end of life cycle		

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

Proj. No. 22-01	Capital Project Title Replace Arena B rubber flooring	Capital Project Description Replace Arena B rubber flooring due to end of life
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale 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 ***2020 Update*** Moved project into 2022 and added 50% grant funding requirement		

Proj. No. 22-02	Capital Project Title Replace Daktronic/Electronic Road Sign	Capital Project Description Replace Daktronic/Electronic Road Sign due to end of life
Asset Class S	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale Replacement of existing Electric Road Signage due to end of life		

Proj. No. 22-05	Capital Project Title Equipment Replacement (pooled)	Capital Project Description Annual replacement of equipment in pooled account
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale Annual replacement of equipment in pooled account due to end of life cycle		

Service: 1.44x **Panorama Recreation**

Proj. No. 23-01	Capital Project Title LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Capital Project Description Change lighting in all areas to LED (other than Tennis bldg)
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale ***2020 Update*** Pooled LED conversion projects from multiple years		

Proj. No. 23-04	Capital Project Title Replace Fitness Studio HVAC	Capital Project Description Replace Fitness Studio HVAC due to end of life
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale End of Life		

Proj. No. 23-05	Capital Project Title Swirl pool boiler	Capital Project Description Replace Swirl Pool boiler due to end of life
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale ***2020 Update*** boiler nearing end of life		

Proj. No. 23-06	Capital Project Title Equipment Replacement (pooled)	Capital Project Description Annual replacement of equipment in pooled account
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale Annual replacement of equipment in pooled account due to end of life cycle		

Proj. No. 23-07	Capital Project Title Replace Chevrolet Passenger car	Capital Project Description Replace Chevrolet Passenger car due to end of life
Asset Class V	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale end of lifecycle ***2019 update*** project moved to 2021, for electification		

Service: 1.44x **Panorama Recreation**

Proj. No. 23-08 **Capital Project Title** Replace Utility trailer **Capital Project Description** Replace Utility trailer due to end of life
Asset Class V **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation
Project Rationale end of lifecycle, lowered ramp access trailer required

Proj. No. 23-09 **Capital Project Title** Replace Play in the Park Trailer **Capital Project Description** Replace Play in the Park Trailer due to end of life
Asset Class V **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation
Project Rationale end of lifecycle replacement. Consider larger trailer for equipment used ***2020 Update*** condition assemsment shows life still remains. Usage has reduced due to COVID19

Proj. No. 23-13 **Capital Project Title** Overhead Doors Olympia bay - auto **Capital Project Description** replacement of automatic overhead doors to ice resurfacers bay #2
Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation
Project Rationale Replace due to end of life cycle

Proj. No. 24-01 **Capital Project Title** Arena A&B insulation **Capital Project Description** Replace and install insulation Arena A&B ceiling and walls due to end of life
Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation
Project Rationale end of lifecycle and Increase building efficiency

Proj. No. 24-02 **Capital Project Title** Arena Lobby HVAC **Capital Project Description** Replace Arena Lobby HVAC due to end of life
Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation
Project Rationale replace arena lobby HVAC replacement due to end of life

Service: 1.44x **Panorama Recreation**

Proj. No. 24-03	Capital Project Title Tennis Ceiling/Wall insulation	Capital Project Description Replace Tennis insulation due to end of life
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale End of lifecycle and improve building efficiency ***2020 Update*** moved to 2021		

Proj. No. 24-04	Capital Project Title Refinish indoor tennis surface	Capital Project Description Refinish indoor tennis surface due to end of life
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale Refinish indoor tennis surface due to end of life		

Proj. No. 24-05	Capital Project Title Greenglade Playground	Capital Project Description Replace Greenglade playground due to end of life
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale replace Greenglade Playground due to end of life. Project should be candidate for substantial grant funding		

Proj. No. 24-06	Capital Project Title Equipment Replacement (pooled)	Capital Project Description Annual replacement of equipment in pooled account
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale Annual replacement of equipment in pooled account due to end of life cycle		

Proj. No. 24-07	Capital Project Title Overhead Doors Olympia bay - auto	Capital Project Description replacement of automatic overhead doors to ice resurfacer bay #1
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale ***2020 Update*** replacement due to end of life cycle		

Service: 1.44x **Panorama Recreation**

Proj. No. 25-01 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Annual replacement of equipment in pooled account
Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation
Project Rationale Annual replacement of equipment in pooled account due to end of life cycle

Proj. No. 25-03 **Capital Project Title** Rebuild ice plant compressor **Capital Project Description** rebuild ice plant compressors #1 & #2
Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation
Project Rationale 2 screw compressor rebuilds

Proj. No. 25-04 **Capital Project Title** Replace lap pool heater **Capital Project Description** replacement of lap pool heater
Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation
Project Rationale replace boilers for back up pool heat due to end of life cycle

Proj. No. 25-05 **Capital Project Title** Replacement of underwater lighting **Capital Project Description** Replacement of undrewater lighting in pool
Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation
Project Rationale replace due to end of life cycle

Proj. No. 25-06 **Capital Project Title** Re-tile pool **Capital Project Description** Re-tile pool
Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation
Project Rationale replace pool tile liner due to end of life

Service: 1.44x **Panorama Recreation**

Proj. No. 25-07	Capital Project Title Replace heating sustem in tennis courts	Capital Project Description Replace heating sustem in tennis courts
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Recreation
Project Rationale ***2020 Update*** replace gas fired heaters in tennis if needed after energy recovery project		

**1.44X Panorama Recreation
Operating Reserve Summary
2021 - 2025 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				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	45,302	54,255	60,425	17,230	25,191	33,311	41,594
Planned Purchase	-	-	(51,000)	-	-	-	-
Transfer from Ops Budget	7,575	5,370	7,805	7,961	8,120	8,283	8,448
Interest Income*	1,378	800					
Total projected year end balance	54,255	60,425	17,230	25,191	33,311	41,594	50,042

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 Panaroama Recreation
 Asset and Reserve Summary Schedule
 2021 - 2025 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	Est. Actual	Budget				
	2019	2020	2021	2022	2023	2024	2025
Capital Reserve	3,081,888	2,786,888	2,083,490	2,130,492	2,471,696	3,076,527	3,582,358
Equipment Replacement Fund	625,006	686,686	84,256	194,106	383,606	405,081	323,012
Total projected year end balance	3,706,894	3,473,574	2,167,746	2,324,598	2,855,302	3,481,608	3,905,370

1.44X Panorama Recreation
 Capital Reserve Fund Schedule
 2021 - 2025 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	Est. Actual	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	2,047,645	3,081,888	2,786,888	2,083,490	2,130,492	2,471,696	3,076,527
Planned Capital Expenditure (Based on Capital Plan)	(36,500)	(343,000)	(909,000)	(158,600)	(70,000)	(286,000)	(385,000)
Transfer from Operating Budget*	1,003,333	-	205,602	205,602	411,204	890,831	890,831
Donations \$ other Sponsorships							
Interest Income**	67,411	48,000	-	-	-	-	-
Ending Balance \$	3,081,888	2,786,888	2,083,490	2,130,492	2,471,696	3,076,527	3,582,358

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

1.44X Panaroama Recreation
 Equipment Replacement Fund Schedule (ERF)
 2021 - 2025 Financial Plan

Equipment Replacement Fund Schedule (ERF)

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

Equipment Replacement Fund	Actual	Est. Actual	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	448,236	625,006	686,686	84,256	194,106	383,606	405,081
Planned Purchase (Based on Capital Plan) Transfer to Capital Fund	(227,421)	(348,000)	(817,600)	(286,150)	(206,500)	(374,525)	(478,069)
Transfer from Operating Budget	396,000	396,000	215,170	396,000	396,000	396,000	396,000
Equipment and Vehicle Disposal Proceeds	247	5,735					
Interest Income*	7,945	7,945					
Ending Balance \$	625,006	686,686	84,256	194,106	383,606	405,081	323,012

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

SEAPARC

COMMITTEE OF THE WHOLE

OCTOBER 2020

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

Commission: Sooke Electoral Area Parks & Rec

DEFINITION:

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

Bylaw history for reference purposes:

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

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 DeMamie Golf Course Acquisition, \$750,000 issued).

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

Commission: Sooke Electoral Area Parks & Rec

LEVY STATISTICS

Area	Year	Folios	Converted Assessment	Actual Assessment	Max. Levy	Actual Levy	Residential Tax Rate /1000
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	
Summary	2015	8,727	353,119,218	3,083,863,250	4,934,181	2,557,290	
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	
Summary	2016	8,869	368,334,125	3,212,366,172	5,139,786	2,608,580	
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	
Summary	2017	8,924	403,104,603	3,530,635,076	5,649,016	2,667,750	
District of Sooke	2018	5,917	294,839,286	2,702,811,506		2,014,506	
JDF-Sooke Rec - Y(762) SRVA # 52	2018	3,185	173,538,125	1,425,245,746		653,484	
Summary	2018	9,102	468,377,411	4,128,057,252	6,604,892	2,667,990	
District of Sooke	2019	6,101	333,993,462	3,065,742,528		2,089,177	
JDF-Sooke Rec - Y(762) SRVA # 52	2019	3,215	196,338,432	1,614,823,137		680,332	
Summary	2019	9,316	530,331,894	4,680,565,665	7,488,905	2,769,509	
District of Sooke	2020	6,234	353,006,866	3,230,727,435		2,159,679	
JDF-Sooke Rec - Y(762) SRVA # 52	2020	3,245	209,766,738	1,733,273,570		700,197	
Summary	2020	9,479	562,773,604	4,964,001,005	7,942,402	2,859,876	

Change in Budget 2020 to 2021

Service: 1.40X SEAPARC

Total Expenditure**Comments****2020 Budget****3,557,036****Change in Salaries:**

Base salary change 21,880

Step Increase/paygrade change 2,922

Increased auxiliary wages 53,771

Inclusive of collective agreement changes

Partial return of programming positions compared to 2020

Total Change in Salaries 78,573**Other Changes:**

Internal allocations 37,950

Utilities 20,167

Other operating costs (9,632)

Partial return of service programming, following 2020 closure period

Total Other Changes 48,485**2021 Budget****3,684,094****Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

The 2020 budget as amended for the effect of COVID-19, the 2021 budget continues to be based on the limited service levels that can be provided given the health and safety conditions existing during the pandemic.

SEAPARC - ALL SERVICE AREAS	BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS:										
Salaries and Wages	2,042,409	2,064,590	2,120,982	-	-	2,120,982	2,304,848	2,353,569	2,403,315	2,454,290
Electricity & Utilities	214,570	215,030	234,737	-	-	234,737	239,431	244,221	249,106	254,088
Operating Supplies & Promotion	218,301	201,440	204,798	-	-	204,798	208,893	214,191	218,471	222,841
Maintenance and Repairs	160,680	167,310	176,910	-	-	176,910	180,448	184,055	187,739	191,494
Internal Allocations	208,140	208,140	245,509	-	-	245,509	252,737	257,792	262,948	268,208
Contract for Services	56,120	41,820	52,050	-	-	52,050	53,092	54,153	55,236	56,340
Vehicles and Travel	26,960	19,800	26,600	-	-	26,600	27,132	27,674	28,227	28,791
Operating - Other	65,450	50,950	57,432	-	-	57,432	58,581	59,751	60,946	62,163
Insurance Cost	25,290	25,290	25,950	-	-	25,950	26,460	26,980	28,060	28,060
Contingency	20,000	-	20,000	-	-	20,000	20,400	20,808	21,224	21,648
TOTAL OPERATING COSTS	3,037,920	2,994,370	3,164,968	-	-	3,164,968	3,372,022	3,443,194	3,515,272	3,587,923
Percentage increase over prior year		-1.4%	4.18%			4.18%	6.54%	2.1%	2.1%	2.1%
CAPITAL / TRANSFER RESERVES										
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	-	-
Transfer to Capital Reserve Fund	320,000	385,419	320,000	-	-	320,000	320,000	330,000	340,000	340,000
Transfer to Equipment Replacement Fund	90,000	90,000	90,000	-	-	90,000	95,000	95,000	100,000	100,000
Capital Equipment Purchases	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	415,000	480,419	415,000	-	-	415,000	420,000	430,000	440,000	440,000
		15.8%	0.00%			0.00%	1.20%	2.4%	2.3%	0.0%
DEBT CHARGES	104,116	104,120	104,126	-	-	104,126	104,126	104,126	104,126	54,126
TOTAL COSTS	3,557,036	3,578,909	3,684,094	-	-	3,684,094	3,896,148	3,977,320	4,059,398	4,082,049
FUNDING SOURCES (REVENUE)										
Balance C/F from Current to Next year						-				
Balance C/F from Prior to Current year						-				
Fee Income	(455,631)	(466,990)	(486,780)	-	-	(486,780)	(496,517)	(506,446)	(516,575)	(526,906)
Rental Income	(236,486)	(247,000)	(275,140)	-	-	(275,140)	(280,643)	(286,255)	(291,981)	(297,821)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Payments - In Lieu of Taxes	(5,043)	(5,043)	(5,043)	-	-	(5,043)	(5,043)	(5,043)	(5,043)	(5,043)
TOTAL REVENUE	(697,160)	(719,033)	(766,963)	-	-	(766,963)	(782,203)	(797,744)	(813,599)	(829,770)
			10.01%			10.01%	1.99%	2.0%	2.0%	2.0%
REQUISITION	(2,859,876)	(2,859,876)	(2,917,131)	-	-	(2,917,131)	(3,113,945)	(3,179,576)	(3,245,799)	(3,252,279)
Percentage increase over prior year requisition			2.00%			2.00%	6.75%	2.11%	2.08%	0.20%
PARTICIPANTS: Sooke and JDF AUTHORIZED POSITIONS: Salaried	18.60	18.60	18.60	0.50	-	19.10	19.10	19.10	19.10	19.10

* Amended Budget (approved September 9, 2020) - Budget amendment reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

SEAPARC - ALL SERVICE AREAS	BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS</u>										
Arena	987,130	967,910	1,036,296	-	-	1,036,296	1,064,781	1,086,717	1,109,707	1,132,139
Golf Course	118,630	118,630	118,183	-	-	118,183	120,044	122,549	125,108	127,724
Community Recreation	518,840	497,320	608,810	-	-	608,810	624,221	638,363	651,565	665,075
Fitness Gym	109,340	109,340	99,440	-	-	99,440	149,226	152,372	155,588	158,877
Outdoor Facilities	33,150	33,150	38,960	-	-	38,960	36,737	37,497	38,272	39,061
Multi-Purpose Rooms	39,540	39,540	37,869	-	-	37,869	38,503	39,514	40,314	41,097
Concession	21,200	21,200	4,840	-	-	4,840	4,937	5,035	5,135	5,238
Pool	1,212,710	1,209,900	1,223,240	-	-	1,223,240	1,333,573	1,361,148	1,389,583	1,418,712
Port Renfrew										
Contingency	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATION AND OVERHEAD COSTS	3,040,540	2,996,990	3,167,638	-	-	3,167,638	3,372,022	3,443,195	3,515,272	3,587,923
*Percentage increase over prior year			4.18%			4.18%	6.45%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	320,000	385,419	320,000	-	-	320,000	320,000	330,000	340,000	340,000
Transfer to Equipment Replacement Fund	90,000	90,000	90,000	-	-	90,000	95,000	95,000	100,000	100,000
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	-	-
TOTAL CAPITAL/RESERVES	415,000	480,419	415,000	-	-	415,000	420,000	430,000	440,000	440,000
<u>DEBT CHARGES</u>										
Fitness Gym	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	-
Golf Course	54,116	54,120	54,126	-	-	54,126	54,126	54,126	54,126	54,126
TOTAL OPERATING, CAPITAL AND DEBT COSTS	3,559,656	3,581,529	3,686,764	-	-	3,686,764	3,896,148	3,977,321	4,059,398	4,082,049
<u>FUNDING SOURCES (REVENUE)</u>										
Arena	(234,356)	(244,870)	(282,000)	-	-	(282,000)	(284,917)	(290,615)	(296,427)	(302,356)
Golf Course	(123,400)	(123,400)	(126,530)	-	-	(126,530)	(129,061)	(131,642)	(134,275)	(136,961)
Community Recreation	(153,660)	(153,660)	(166,860)	-	-	(166,860)	(170,198)	(173,601)	(177,074)	(180,616)
Outdoor Facilities										
Fitness Gym	(50,000)	(50,000)	(96,800)	-	-	(96,800)	(98,736)	(100,711)	(102,725)	(104,779)
Multi-Purpose Rooms	(4,500)	(4,500)	(1,100)	-	-	(1,100)	(1,122)	(1,144)	(1,167)	(1,190)
Concession	(17,600)	(17,600)	(5,100)	-	-	(5,100)	(5,202)	(5,306)	(5,412)	(5,520)
Pool	(111,221)	(122,580)	(86,200)	-	-	(86,200)	(87,924)	(89,682)	(91,476)	(93,305)
TOTAL REVENUE	(694,737)	(716,610)	(764,590)	-	-	(764,590)	(777,160)	(792,701)	(808,556)	(824,727)
Balance C/F from current to Next Year	-	-	-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(5,043)	(5,043)	(5,043)	-	-	(5,043)	(5,043)	(5,043)	(5,043)	(5,043)
REQUISITION	(2,859,876)	(2,859,876)	(2,917,131)	-	-	(2,917,131)	(3,113,945)	(3,179,577)	(3,245,799)	(3,252,279)
*Percentage increase over prior year requisition		0.0%	2.00%			2.00%	6.75%	2.11%	2.08%	0.20%
PARTICIPANTS: District of Sooke, Sooke Recreation SA #6										
AUTHORIZED POSITIONS:										
Salaried	18.60	18.60	18.60	0.50	-	19.10	19.10	19.10	19.10	19.10

* Amended Budget (approved September 9, 2020) - Budget amendment reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES	BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS - ARENA</u>										
Salaries and Wages	125,000	125,000	132,721	-	-	132,721	135,375	138,082	140,844	143,661
Internal Allocations - Maintenance	263,540	263,540	268,210	-	-	268,210	268,982	274,763	280,667	286,697
Internal Allocations - Operations	268,510	263,290	273,365	-	-	273,365	291,192	297,266	303,517	309,970
Utility	88,330	88,330	94,757	-	-	94,757	96,652	98,585	100,557	102,568
Other Internal Allocations & Insurance	145,010	145,010	168,145	-	-	168,145	171,499	174,920	178,958	181,976
Maintenance & Operating Supplies	86,740	82,740	89,098	-	-	89,098	90,881	92,697	94,552	96,443
Contingency	10,000	-	10,000	-	-	10,000	10,200	10,404	10,612	10,824
	987,130	967,910	1,036,296	-	-	1,036,296	1,064,781	1,086,717	1,109,707	1,132,139
<u>OPERATING COSTS - GOLF COURSE</u>										
Salaries and Wages	54,570	54,570	55,123	-	-	55,123	55,413	56,594	57,798	59,029
Internal Allocations - Maintenance	12,740	12,740	14,010	-	-	14,010	14,050	14,352	14,661	14,976
Internal Allocations - Operations	11,930	11,930	12,160	-	-	12,160	12,953	13,223	13,501	13,788
Utility	4,000	4,000	4,200	-	-	4,200	4,284	4,370	4,457	4,546
Maintenance & Supplies & Operating Cost	35,390	35,390	32,690	-	-	32,690	33,344	34,010	34,691	35,385
	118,630	118,630	118,183	-	-	118,183	120,044	122,549	125,108	127,724
<u>OPERATING COSTS - RECREATION PROGRAMS</u>										
Salaries and Wages	305,950	305,950	387,298	-	-	387,298	392,274	400,495	408,753	417,182
Internal Allocations - Maintenance	19,540	19,540	19,930	-	-	19,930	19,987	20,417	20,856	21,304
Internal Allocations - Operations	136,350	131,130	140,380	-	-	140,380	149,534	152,654	155,864	159,177
Operating Other	57,000	40,700	61,202	-	-	61,202	62,426	64,797	66,092	67,412
Contingency	-	-	-	-	-	-	-	-	-	-
	518,840	497,320	608,810	-	-	608,810	624,221	638,363	651,565	665,075
<u>OPERATING COSTS - FITNESS GYM</u>										
Salaries and Wages	40,000	40,000	22,000	-	-	22,000	70,101	71,577	73,084	74,622
Internal Allocations - Maintenance	44,340	44,340	45,900	-	-	45,900	46,032	47,021	48,032	49,064
Internal Allocations - Operations	20,000	20,000	20,400	-	-	20,400	21,730	22,184	22,650	23,132
Operating Other	5,000	5,000	11,140	-	-	11,140	11,363	11,590	11,822	12,059
Consultant Expenses	-	-	-	-	-	-	-	-	-	-
	109,340	109,340	99,440	-	-	99,440	149,226	152,372	155,588	158,877

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES										
<u>OUTDOOR FACILITIES</u>	33,150	33,150	38,960	-	-	38,960	36,737	37,497	38,272	39,061
<u>MULTI-PURPOSE ROOMS</u>	39,540	39,540	37,869	-	-	37,869	38,503	39,514	40,314	41,097
<u>CONCESSION</u>	21,200	21,200	4,840	-	-	4,840	4,937	5,035	5,135	5,238
TOTAL OPERATING COSTS	1,827,830	1,787,090	1,944,398	-	-	1,944,398	2,038,449	2,082,047	2,125,689	2,169,211
Percentage Increase		-2.2%	6.38%			6.38%	4.8%	2.1%	2.1%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve fund	320,000	320,000	320,000	-	-	320,000	320,000	330,000	340,000	340,000
Transfer to Equipment Replacement Fund	90,000	90,000	90,000	-	-	90,000	95,000	95,000	100,000	100,000
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	-	-
TOTAL CAPITAL / RESERVES	415,000	415,000	415,000	-	-	415,000	420,000	430,000	440,000	440,000
Golf Debt	54,116	54,120	54,126	-	-	54,126	54,126	54,126	54,126	54,126
Fitness Gym Debt	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	-
DEBT CHARGES	104,116	104,120	104,126	-	-	104,126	104,126	104,126	104,126	54,126
TOTAL COSTS RECREATION SERVICES	2,346,946	2,306,210	2,463,524	-	-	2,463,524	2,562,575	2,616,173	2,669,815	2,663,337
<u>OPERATION AND OVERHEAD COSTS</u>										
Salaries and Wages	461,300	461,300	473,410	-	-	473,410	515,219	526,179	537,504	549,252
Internal Allocations	50,230	50,230	58,349	-	-	58,349	59,496	60,686	61,901	63,140
Internet Services & Telephone	34,110	34,110	33,700	-	-	33,700	34,374	35,062	35,763	36,479
Advertising	70,240	70,240	66,560	-	-	66,560	67,891	69,249	70,633	72,046
Travel, Training & Consultants	28,010	19,120	23,640	-	-	23,640	24,113	24,594	25,086	25,587
Operating - Other	60,330	53,560	59,180	-	-	59,180	60,362	61,568	62,798	64,055
TOTAL OPERATION AND OVERHEAD COSTS	704,220	688,560	714,839	-	-	714,839	761,455	777,338	793,685	810,559
<u>MAINTENANCE COSTS - SALARIES</u>	730,570	730,570	742,420	-	-	742,420	744,558	760,559	776,902	793,594
TOTAL OVERHEAD & MAINTENANCE COSTS	1,434,790	1,419,130	1,457,259	-	-	1,457,259	1,506,013	1,537,897	1,570,587	1,604,153
Internal Recovery - Operations	(704,220)	(688,560)	(714,839)	-	-	(714,839)	(761,455)	(777,338)	(793,685)	(810,559)
Internal Recovery - Maintenance	(730,570)	(730,570)	(742,420)	-	-	(742,420)	(744,558)	(760,559)	(776,902)	(793,594)
OPERATING COSTS LESS INTERNAL RECOVERIES	2,346,946	2,306,210	2,463,524	-	-	2,463,524	2,562,575	2,616,173	2,669,815	2,663,337

SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES	BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
FUNDING SOURCES (REVENUE)										
Arena - Fee Charges	(29,600)	(29,600)	(32,040)	-	-	(32,040)	(32,681)	(33,335)	(34,001)	(34,681)
Arena - Rental Income	(204,756)	(215,270)	(249,960)	-	-	(249,960)	(252,236)	(257,280)	(262,426)	(267,675)
Golf Course - Fee Charges	(100,200)	(100,200)	(102,040)	-	-	(102,040)	(104,081)	(106,163)	(108,287)	(110,453)
Golf Course - Rental and Sales Income	(23,200)	(23,200)	(24,490)	-	-	(24,490)	(24,980)	(25,479)	(25,988)	(26,508)
Recreation - Fee Charges	(152,500)	(152,500)	(165,780)	-	-	(165,780)	(169,096)	(172,477)	(175,928)	(179,447)
Recreation - Other Misc Income	(1,160)	(1,160)	(1,080)	-	-	(1,080)	(1,102)	(1,124)	(1,146)	(1,169)
Fitness Gym - Fee Charges	(50,000)	(50,000)	(96,800)	-	-	(96,800)	(98,736)	(100,711)	(102,725)	(104,779)
Multi-Purpose Room - Rental Income	(4,500)	(4,500)	(1,100)	-	-	(1,100)	(1,122)	(1,144)	(1,167)	(1,190)
Concession - Sales and Commissions	(17,600)	(17,600)	(5,100)	-	-	(5,100)	(5,202)	(5,306)	(5,412)	(5,520)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(583,516)	(594,030)	(678,390)	-	-	(678,390)	(689,236)	(703,019)	(717,080)	(731,422)
REQUISITION & PILT	(1,763,430)	(1,712,180)	(1,785,134)	-	-	(1,785,134)	(1,873,339)	(1,913,154)	(1,952,735)	(1,931,915)
Percentage Increase		-2.9%	1.23%			1.23%	4.9%	2.1%	2.1%	-1.1%
PARTICIPANTS: District of Sooke, Portion of JDF										
AUTHORIZED POSITIONS:										
AUTHORIZED POSITIONS: Salaried	15.45	15.45	15.45	0.00	0.00	15.45	15.45	15.45	15.45	15.45

* Amended Budget (approved September 9, 2020) - Budget amendment reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

SEAPARC - SWIMMING POOL	BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATION COSTS										
Salaries and Wages	317,819	340,000	303,810	-	-	303,810	387,624	395,714	403,973	412,404
Internal Allocations - Maintenance	345,920	345,920	351,380	-	-	351,380	352,394	359,770	367,539	375,513
Internal Allocations - Operations	260,180	254,960	261,135	-	-	261,135	278,164	283,966	289,938	296,102
Utility	121,640	122,100	135,160	-	-	135,160	137,863	140,621	143,434	146,303
Operating - Supplies	69,591	52,730	60,790	-	-	60,790	62,006	63,245	64,510	65,798
Other Internal Allocations & Insurance	38,190	38,190	44,965	-	-	44,965	48,202	49,166	50,149	51,152
Maintenance	49,370	56,000	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
TOTAL OPERATING COSTS	1,212,710	1,209,900	1,223,240	-	-	1,223,240	1,333,573	1,361,148	1,389,583	1,418,712
*Percentage Increase		-0.2%	0.87%			0.87%				
TOTAL COSTS	1,212,710	1,209,900	1,223,240	-	-	1,223,240	1,333,573	1,361,148	1,389,583	1,418,712
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recoveries - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	1,212,710	1,209,900	1,223,240	-	-	1,223,240	1,333,573	1,361,148	1,389,583	1,418,712
FUNDING SOURCES (REVENUE)										
Revenue - Fees	(97,641)	(109,000)	(80,100)	-	-	(80,100)	(81,702)	(83,336)	(85,003)	(86,703)
Other Income	(4,580)	(4,580)	(1,100)	-	-	(1,100)	(1,122)	(1,144)	(1,167)	(1,190)
Rental Income	(9,000)	(9,000)	(5,000)	-	-	(5,000)	(5,100)	(5,202)	(5,306)	(5,412)
TOTAL REVENUE	(111,221)	(122,580)	(86,200)	-	-	(86,200)	(87,924)	(89,682)	(91,476)	(93,305)
REQUISITION & PILT	(1,101,489)	(1,087,320)	(1,137,040)	-	-	(1,137,040)	(1,245,649)	(1,271,466)	(1,298,107)	(1,325,407)
Percentage Increase		-1.3%	3.23%			3.23%	9.6%	2.1%	2.1%	2.1%
PARTICIPANTS: District of Sooke, Portion of JDF AUTHORIZED POSITIONS: AUTHORIZED POSITIONS: Salaried	3.15	3.15	3.15	0.50	0.00	3.65	3.65	3.65	3.65	3.65

* Amended Budget (approved September 9, 2020) - Budget amendment reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

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

Service No.	1.40X SEAPARC	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	B	\$400,000	\$424,500	\$330,000	\$0	\$200,000	\$0	\$954,500
Equipment	E	\$18,500	\$266,700	\$118,700	\$116,000	\$66,000	\$0	\$567,400
Land	L	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
Engineered Structures	S	\$25,000	\$35,000	\$0	\$1,000,000	\$0	\$200,000	\$1,235,000
Vehicles	V	\$0	\$0	\$30,000	\$30,000	\$0	\$0	\$60,000
		\$443,500	\$726,200	\$478,700	\$1,146,000	\$766,000	\$200,000	\$3,316,900

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$37,000	\$37,000	\$0	\$0	\$0	\$0	\$37,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
Equipment Replacement Fund	ERF	\$6,500	\$89,700	\$93,700	\$66,000	\$66,000	\$0	\$315,400
Grants (Federal, Provincial)	Grant	\$400,000	\$470,000	\$0	\$750,000	\$0	\$0	\$1,220,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$129,500	\$385,000	\$330,000	\$200,000	\$200,000	\$1,244,500
		\$443,500	\$726,200	\$478,700	\$1,146,000	\$766,000	\$200,000	\$3,316,900

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.40X

Service Name: SEAPARC

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
16-02	Renewal	Building Renewal	Building assessment and repairs	\$189,000	B	Res	\$0	\$0	\$130,000	\$0	\$0	\$0	\$130,000
17-06	Replacement	Mechanical Equipment	Replacement of pumps/motors/electrical/hvac	N/A	E	ERF	\$0	\$25,000	\$20,000	\$30,000	\$30,000	\$0	\$105,000
17-08	Replacement	Computer Replacement	Replacement of computers	N/A	E	ERF	\$0	\$7,200	\$2,700	\$0	\$0	\$0	\$9,900
18-01	Replacement	Pool Lactronator System	Replacement of lectronator system	N/A	E	ERF	\$0	\$6,000	\$6,000	\$6,000	\$6,000	\$0	\$24,000
18-02	Replacement	Pool Tile Re-Grout	Replacement pool tile grout	\$19,000	B	Res	\$0	\$9,500	\$0	\$0	\$0	\$0	\$9,500
18-04	Renewal	Compressor Drive Motors	Renewal compressor drive motors	\$13,000	E	ERF	\$6,500	\$6,500	\$0	\$0	\$0	\$0	\$6,500
18-06	Renewal	Golf Course Irrigaion Upgrade	Renewal golf course irrigaiton upgrade	\$22,000	E	Cap	\$12,000	\$12,000	\$0	\$0	\$0	\$0	\$12,000
18-06	Renewal	Golf Course Irrigaion Upgrade	Renewal golf course irrigaiton upgrade		E	Res	\$0	\$5,000	\$5,000	\$0	\$0	\$0	\$10,000
18-07	Renewal	Access improvements	Facility improvements 15k/5k grant	\$15,000	B	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
19-04	New	Multi Sport Box	Construction of Multit Sport Box	\$400,000	B	Grant	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$400,000
20-04	Renewal	Parking Lot Remediation	Renewal parking lot remediation	\$25,000	S	Cap	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
20-05	Replacement	Community Recreation Bus	Replacement community recreation bus	\$30,000	V	ERF	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
20-06	New	Utility Service - Outdoor Facilities	New utility service outdoor facilities	\$10,000	S	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
20-08	Renewal	Electrical Distribution	Renewal electrical distribution	\$50,000	E	Res	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
20-09	Replacement	Arena DHW Storage	Replacement of original hot water storage tank	\$20,000	E	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-02	New	Outdoor Activity Space Development	New outdoor activity space development	\$140,000	E	Res	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000
21-02	New	Outdoor Activity Space Development	New outdoor activity space development		E	Grant	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000
21-03	Replacement	Grounds Equipment	Mower/Tractor Replacement	\$75,000	E	ERF	\$0	\$45,000	\$0	\$0	\$30,000	\$0	\$75,000
22-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$200,000	B	Res	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
22-03	Renewal	Radio Upgrade	Upgrade Radio System	\$35,000	E	ERF	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
23-01	Replacement	Truck	Replace pickup truck with replacement from Water	\$30,000	V	ERF	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000
23-02	Replacement	Chiller	Replace ice plant chiller	\$80,000	E	Res	\$0	\$0	\$0	\$80,000	\$0	\$0	\$80,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal	\$1,000,000	S	Res	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal		S	Grant	\$0	\$0	\$0	\$750,000	\$0	\$0	\$750,000
24-01	New	Land Aquisition	New land aquisition	\$500,000	L	Debt	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
24-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$200,000	B	Res	\$0	\$0	\$0	\$0	\$200,000	\$0	\$200,000
25-01	Replacement	Golf Works building	Replacement of work building	\$200,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
GRAND TOTAL				\$3,253,000			\$443,500	\$726,200	\$478,700	\$1,146,000	\$766,000	\$200,000	\$3,316,900

Service: 1.40X **SEAPARC**

Proj. No. 16-02 **Capital Project Title** Building Renewal **Capital Project Description** Building assessment and repairs
Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **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 asthetic appearance, repair and painting are required.

Proj. No. 17-06 **Capital Project Title** Mechanical Equipment **Capital Project Description** Replacement of pumps/motors/electrical/hvac
Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **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 **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation
Project Rationale CRD IT's infrastructure renewal plan for replacement

Proj. No. 18-01 **Capital Project Title** Pool Lectronator System **Capital Project Description** Replacement of lectronator system
Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation
Project Rationale The pool disinfection system requries 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 requierments and assement of current equipment.

Proj. No. 18-02 **Capital Project Title** Pool Tile Re-Grout **Capital Project Description** Replacement pool tile grout
Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **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. 18-04 **Capital Project Title** Compressor Drive Motors **Capital Project Description** Renewal compressor drive motors

Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

Project Rationale Preventive measure to ensure no interruption of service, motor has been in service since 1998.

Proj. No. 18-06 **Capital Project Title** Golf Course Irrigation Upgrade **Capital Project Description** Renewal golf course irrigation upgrade

Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority 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 **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

Project Rationale SEAPARC requires functional upgrades to assist individuals with mobility challenges to access services

Proj. No. 19-04 **Capital Project Title** Multi Sport Box **Capital Project Description** Construction of Multi Sport Box

Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

Project Rationale 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

Proj. No. 20-04 **Capital Project Title** Parking Lot Remediation **Capital Project Description** Renewal parking lot remediation

Asset Class S **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

Project Rationale 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.

Service: 1.40X **SEAPARC**

Proj. No. 21-03 **Capital Project Title** Grounds Equipment **Capital Project Description** Mower/Tractor Replacement

Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

Project Rationale *Mower/Tractor Replacement at end of useful life*

Proj. No. 22-02 **Capital Project Title** Pool Roof Replacement **Capital Project Description** Pool Roof Replacement

Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

Project Rationale *Building envelope evaluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on condition and estimated remaining life. Continuing project to ensure integrity of building envelope.*

Proj. No. 22-03 **Capital Project Title** Radio Upgrade **Capital Project Description** Upgrade Radio System

Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

Project Rationale *Radio system has been in service for over 20 years. Intermittent service issues have been experienced and upgrading components and altering system programming was recommended by CRD IT to enhance performance for offsite users and ensure reliable communications. System is used for staff check-ins,*

Proj. No. 23-01 **Capital Project Title** Truck **Capital Project Description** Replace pickup truck with replacement from Water

Asset Class V **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

Project Rationale *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 area use, replacement with a low mileage vehicle scheduled for replacement from CRD Fleet is pursued over purchasing new.*

Proj. No. 23-02 **Capital Project Title** Chiller **Capital Project Description** Replace Ice plant chiller

Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

Project Rationale *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 age of the equipment, replacement is required.*

Service: 1.40X **SEAPARC**

Proj. No. 23-03 **Capital Project Title** Skate Park Renewal **Capital Project Description** Replacement skate park renewal

Asset Class S **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

Project Rationale *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. Numerous cracks throughout the slab and eroded curbs/park features need remediation to ensure contiued usage.*

Proj. No. 24-01 **Capital Project Title** Land Aquistion **Capital Project Description** New land aquistion

Asset Class L **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

Project Rationale *Identified in strategic plan as ongiong priority to adress continued growth in the service area and demand for recreational opportunities.*

Proj. No. 24-02 **Capital Project Title** Pool Roof Replacement **Capital Project Description** Pool Roof Replacement

Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

Project Rationale *Building envelope evaluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on condition and estimiated remaing life. Continuing project to ensure integrety of building envelope.*

Proj. No. 25-01 **Capital Project Title** Golf Works building **Capital Project Description** Replacement of work building

Asset Class S **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

Project Rationale *Replace building increase space and due to end of useful life*

1.40X SEAPARC
Operating Reserve Summary
2021 - 2025 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 Projected year end balance	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Operating Reserve	16,224	21,424	26,424	31,424	36,424	36,424	36,424
Operating Reserve - Legacy Fund	1,894	1,922	1,922	1,922	1,922	1,922	1,922
Total projected year end balance	18,118	23,346	28,346	33,346	38,346	38,346	38,346

See attached reserve schedules for projected annual cash flows.

**1.40X Sooke and Electoral Area Recreation and Facilities (SEAPARC)
 Operating Reserve Summary
 2021 - 2025 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				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	15,780	16,224	21,424	26,424	31,424	36,424	36,424
Planned Purchase	-	-	-	-	-	-	-
Transfer from Ops Budget	-	5,000	5,000	5,000	5,000	-	-
Interest Income*	444	200					
Total projected year end balance	16,224	21,424	26,424	31,424	36,424	36,424	36,424

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
2021 - 2025 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				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	1,842	1,894	1,922	1,922	1,922	1,922	1,922
Planned Purchase							
Transfer from Ops Budget	-	-					
Interest Income*	52	28					
Total projected year end balance	1,894	1,922	1,922	1,922	1,922	1,922	1,922

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
 2021 - 2025 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				
	2019	2020	2021	2022	2023	2024	2025
Capital Reserve	522,460	330,873	521,373	456,373	456,373	596,373	736,373
Equipment Replacement Fund	47,110	48,410	48,710	50,010	79,010	113,010	213,010
Total projected year end balance	569,569	379,282	570,082	506,382	535,382	709,382	949,382

1.40X SEAPARC Recreation Combined
 Capital Reserve Fund Schedule
 2021 - 2025 Financial Plan

Capital Reserve Fund Schedule

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

Capital Reserve Fund	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	1,359,331	522,460	330,873	521,373	456,373	456,373	596,373
Planned Capital Expenditure (Based on Capital Plan)	(1,389,366)	(581,000)	(129,500)	(385,000)	(330,000)	(200,000)	(200,000)
Transfer from Operating Budget	524,119	385,413	320,000	320,000	330,000	340,000	340,000
Interest Income*	28,375	4,000	-	-	-	-	-
Ending Balance \$	522,460	330,873	521,373	456,373	456,373	596,373	736,373

* 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)
 2021 - 2025 Financial Plan

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF

Equipment Replacement Fund	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	48,715	47,110	48,410	48,710	50,010	79,010	113,010
Planned Purchase (Based on Capital Plan)	(92,979)	(89,200)	(89,700)	(93,700)	(66,000)	(66,000)	-
Transfer from Operating Budget	90,000	90,000	90,000	95,000	95,000	100,000	100,000
Equipment Disposal	397	-					
Interest Income*	977	500	-	-	-	-	-
Ending Balance \$	47,110	48,410	48,710	50,010	79,010	113,010	213,010

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

ENVIRONMENTAL SERVICES

COMMITTEE OF THE WHOLE

OCTOBER 2020

COMMITTEE OF THE WHOLE
October 28, 2020
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Environmental Services

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CAPITAL REGIONAL DISTRICT

2021 BUDGET

GM - Parks & Environmental Services

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.028 GM - Environmental Services and Regional Parks

Committee: Parks & Environment

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

MAXIMUM CAPITAL DEBT:

N/A

FUNDING:

Requisition

1.028 - GM - Environmental Services & Regional Parks

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries and Wages	376,402	375,500	385,672	-	-	385,672	386,641	394,963	403,461	412,150
Contract for Services	3,000	2,000	3,000	-	-	3,000	3,060	3,120	3,180	3,240
Allocation - Standard Overhead	25,987	25,987	35,214	-	-	35,214	43,718	44,592	45,484	46,393
Allocation - Human Resources	8,691	8,691	9,705	-	-	9,705	9,899	10,097	10,299	10,505
Allocation - Building Occupancy	13,543	13,543	14,339	-	-	14,339	14,753	15,037	15,327	15,622
Allocation - All other	190	190	213	-	-	213	214	218	223	228
Insurance	790	790	800	-	-	800	810	820	830	840
TOTAL OPERATING COSTS	428,603	426,701	448,943	-	-	448,943	459,095	468,847	478,804	488,978
*Percentage Increase over prior year						4.7%	2.3%	2.1%	2.1%	2.1%
Recovery for First Aid Officer	(90)	(90)	(92)	-	-	(92)	(94)	(96)	(98)	(100)
NET COSTS	428,513	426,611	448,851	-	-	448,851	459,001	468,751	478,706	488,878
*Percentage increase over prior year Net Costs						4.7%	2.3%	2.1%	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

2021 BUDGET

Environmental Administration Services

COMMITTEE OF THE WHOLE

OCTOBER 2020

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							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	85,875	106,043	85,380			85,380	85,650	87,489	89,367	91,284
Allocations	99,264	57,745	56,046			56,046	55,605	56,703	57,823	58,965
Operating - Other Costs - Summary	71,242	40,610	52,069			52,069	52,924	53,987	55,073	56,179
TOTAL OPERATING COSTS	256,382	204,397	193,495	-	-	193,495	194,179	198,179	202,263	206,428
*Percentage Increase over prior year	0.00%	-20.28%	-24.53%	0.00%	0.00%	-24.53%	0.35%	2.06%	2.06%	2.06%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	256,382	204,397	193,495	-	-	193,495	194,179	198,179	202,263	206,428
*Percentage Increase over prior year	0.00%	-20.28%	-24.53%	0.00%	0.00%	-24.53%	0.35%	2.06%	2.06%	2.06%
Internal Recoveries	(256,382)	(204,397)	(193,495)			(193,495)	(194,179)	(198,179)	(202,263)	(206,428)
OPERATING COSTS LESS INTERNAL RECOVERIES	-	-	0	-	-	0	-	-	0	-
<u>FUNDING SOURCES (REVENUE)</u>										
REQUISITION	-	-	(0)	-	-	(0)	-	-	(0)	-
*Percentage Increase over prior year										
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Salaried	1.00	1.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Hourly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

Service No.	1.575	Carry						
	Environmental Administration Serv	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$7,000	\$7,000	\$0	\$10,500	\$0	\$0	\$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
		\$7,000	\$7,000	\$0	\$10,500	\$0	\$0	\$17,500

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$7,000	\$7,000	\$0	\$10,500	\$0	\$0	\$17,500
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
		\$7,000	\$7,000	\$0	\$10,500	\$0	\$0	\$17,500

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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 Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	Replacement	Office Furniture	ERF replacement of desks, chairs, shelves	\$7,000	E	ERF	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$7,000
20-02	Replacement	Office Equipment	ERF replacement of computers, printers	\$10,500	E	ERF	\$0	\$0	\$0	\$10,500	\$0	\$0	\$10,500
GRAND TOTAL				\$17,500			\$7,000	\$7,000	\$0	\$10,500	\$0	\$0	\$17,500

**1.575 ES Headquarters Administration
 Operating Reserve Summary
 2021 - 2025 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

Operating Reserve Schedule Fund: 1500 Fund Center: 105523	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	43,245	43,950	43,950	43,950	43,950	43,950
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income*	705	-	-	-	-	-
Total projected year end balance	43,950	43,950	43,950	43,950	43,950	43,950

* 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 ES Headquarters Administration
Equipment Reserve Summary
2021 - 2025 Financial Plan**

ERF Reserve Cash Flow (Equipment Portion)

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

Equipment Replacement Fund Fund: 1022 Fund Center: 101449	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	150,590	155,490	162,490	162,490	172,990	172,990
Planned Purchase (Based on Capital Plan)	3,000	7,000	-	10,500	-	-
Transfer from Operating Budget	-	-	-	-	-	-
Interest Income*	1,900	-	-	-	-	-
Total projected year end balance	155,490	162,490	162,490	172,990	172,990	172,990

* 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:

Contributions stopped effective 2015 budget given sufficient funds are available.

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Environmental Resource Management

COMMITTEE OF THE WHOLE

OCTOBER 2020

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, 2019 \$2,366,337
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 2020 to 2021
Service: Environmental Resource Management

Total Expenditure

Comments

2020 Budget

26,288,378

Change in Salaries:

Base salary change	64,612	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(2,373)	Two position step increase offset by one position pay grade reclassified lower
1.0 FTE Sr. Project Coordinator, Resource Recovery	3,017	2021 IBC 9a-1.1 - 3 year term position 2021-2023 extension
1.0 FTE Kitchen Scraps Attendant	86,922	2021 IBC 9b-0.3 - 2 year term position 2021-2022
2 - 0.5 FTE Landfill Attendants - Part-time	75,943	2021 IBC 9b-0.2 Two regular part time landfill attendant
0.5 FTE Hartland Waste Technician	42,500	2021 IBC 9b-0.1 Hartland Waste Tech
Reduction in auxiliary wages	(162,885)	
Total Change in Salaries	107,736	

Other Changes:

Transfer to General Capital Fund and ERF	573,455	Increase transfer to accommodate a large scale capital program
Landfilling operating costs	227,279	Anticipated increase in contract cost
Leachate conveyance treatment	243,570	Higher leachate treatment cost at the Residual Treatment Facility
Diversion operating costs	102,783	Anticipated increase in contract cost
SWMP program planning costs	97,000	
Transfer to Millstream Capital	(143,039)	Millstream project expected to substantially complete in 2021. ERM will continue to fund debt until 2028 and ongoing monitoring costs
Debt retirement	(1,180,773)	
Transfer to Operating Reserve Fund	(1,244,980)	
Standard overhead allocation	184,769	
Other Costs	206,569	
Total Other Changes:	(933,367)	

2021 Budget

25,462,747

% expense increase from 2020:

-3.1%

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

There is a one-time favorable variance due to higher than expected tipping fees of \$1M, of which \$160K is additional tipping fees estimated from biosolids disposal and operating costs remaining relatively stable. The landfill remained operational during COVID and has not seen significant lost in volume from March to July compared to 2019. The reduction to tonnage in 2020 due to lack of cruise ship waste is not substantial to impact overall revenue (less than 1%). The surplus from operations will be carried forward to 2021 budget as capital transfers.

CAPITAL REGIONAL DISTRICT 2021 BUDGET

PROGRAM GROUP: ERM SUMMARY: ERM GROUP	BUDGET REQUEST						2022 Budget	2023 BUDGET	2024 BUDGET	2025 BUDGET
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 Ongoing	2021 One-Time	2021 TOTAL				
<u>GENERAL PROGRAM EXPENDITURES:</u>										
Diversion Services	13,343,074	13,253,896	13,780,247	118,221	-	13,898,468	14,062,408	14,114,214	14,264,469	14,417,760
Landfilling Services	7,189,725	7,201,700	7,741,073	44,469	-	7,785,542	7,845,680	7,855,100	7,957,718	8,062,452
Energy Recovery Services	856,482	856,482	872,875	2,122	-	874,997	886,720	691,774	527,347	538,132
TOTAL OPERATING EXPENDITURES	21,389,281	21,312,078	22,394,194	164,813	-	22,559,007	22,794,808	22,661,088	22,749,534	23,018,344
*Percentage Change		-0.4%	4.7%			5.5%	1.0%	-0.6%	0.4%	1.2%
Sale of Renewable Natural Gas (net revenue)	-	-	-	-	-	-	-	-	(3,500,000)	(3,500,000)
Revenue - Other	(8,243,958)	(8,115,999)	(8,291,024)	-	-	(8,291,024)	(8,290,144)	(8,015,144)	(7,740,144)	(7,740,144)
NET OPERATING EXPENDITURES	13,145,323	13,196,079	14,103,170	164,813	-	14,267,983	14,504,664	14,645,944	11,509,390	11,778,200
<u>CAPITAL EXPENDITURES</u>										
Capital & Equip Replacement - Programs	283,000	283,000	-	-	-	-	-	192,694	62,365	406,047
TOTAL CAPITAL EQUIPMENT	283,000	283,000	-	-	-	-	-	192,694	62,365	406,047
Debt Service	1,383,043	1,383,043	202,270	-	-	202,270	202,270	202,270	202,270	202,270
Transfer to General Capital Reserve Fund	1,248,074	1,248,074	2,104,529	-	-	2,104,529	966,732	632,750	3,899,625	3,287,125
Transfer to Landfill Closure Fund	420,000	420,000	420,000	-	-	420,000	420,000	420,000	420,000	420,000
Transfer to Millstream Remediation Debt	320,000	320,000	176,961	-	-	176,961	69,834	69,842	69,850	69,858
NET OPERATING & CAPITAL EXPENDITURE	16,799,440	16,850,196	17,006,930	164,813	-	17,171,743	16,163,500	16,163,500	16,163,500	16,163,500
*Percentage Change		0.3%	1.2%			2.2%	-5.9%	0.0%	0.0%	0.0%
Transfer (From) or To Sustainability Reserve Fund Balance Carry Forward	1,244,980 (943,420)	1,244,980 (943,420)	- (1,008,244)	-	-	- (1,008,244)	-	-	-	-
TIPPING FEE (based on inflation)	(17,101,000)	(18,160,000)	(15,998,687)	(164,813)	-	(16,163,500)	(16,163,500)	(16,163,500)	(16,163,500)	(16,163,500)
(Surplus)/deficit	-	(1,008,244)	-	-	-	-	-	-	-	-
\$/TONNE TIPPING FEE							\$ 110	\$ 110	\$ 110	\$ 110
# FTE's Regular:	22.2	22.2	22.2	1.5	-	23.7	23.7	23.7	23.7	23.7
Term (2021-2023) - RNG Project Coordinator	1	1	-	1	-	1	1	1	-	-
Term (2021-2022) - Food Waste Attendant	-	-	-	1	-	1	1	-	-	-

CAPITAL REGIONAL DISTRICT 2021 BUDGET

PROGRAM GROUP: ERM SUMMARY: ERM GROUP	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 Ongoing	2021 One-Time	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 BUDGET	2025 BUDGET
PROGRAM EXPENDITURES:										
<u>Diversion Services</u>										
Operating Expenditures	13,343,074	13,253,896	13,780,248	118,221	-	13,898,469	14,062,408	14,114,214	14,264,469	14,417,761
Fee Revenue (kitchen scraps, recycling fees)	(1,747,600)	(1,670,000)	(1,738,999)	-	-	(1,738,999)	(1,739,000)	(1,739,000)	(1,739,000)	(1,739,000)
EPR Revenue (MMBC, paint, electronics)	(5,671,257)	(5,700,000)	(5,836,044)	-	-	(5,836,044)	(5,836,044)	(5,836,044)	(5,836,044)	(5,836,044)
Sale of Material Revenue (metal, appliances)	(120,100)	(152,856)	(60,100)	-	-	(60,100)	(60,100)	(60,100)	(60,100)	(60,100)
DIVERSION SERVICES NET COSTS	5,804,117	5,731,040	6,145,104	118,221	-	6,263,325	6,427,264	6,479,070	6,629,325	6,782,617
<u>Landfilling Services</u>										
Operating Expenditures	7,189,725	7,201,700	7,741,073	44,469	-	7,785,542	7,845,680	7,855,100	7,957,718	8,062,452
Debt Expenditures	1,383,043	1,383,043	202,270	-	-	202,270	202,270	202,270	202,270	202,270
Trf to Millstream Remediation Debt	320,000	320,000	176,961	-	-	176,961	69,834	69,842	69,850	69,858
Tipping Fee Revenue (general refuse, controlled waste)	(17,101,000)	(18,160,000)	(15,998,687)	(164,813)	-	(16,163,500)	(16,163,500)	(16,163,500)	(16,163,500)	(16,163,500)
Other (permits, fines, cell tower revenue)	(105,001)	(93,143)	(105,880)	-	-	(105,880)	(105,000)	(105,000)	(105,000)	(105,000)
LANDFILLING SERVICES NET REVENUE	(8,313,233)	(9,348,400)	(7,984,263)	(120,344)	-	(8,104,607)	(8,150,716)	(8,141,288)	(8,038,662)	(7,933,920)
<u>Energy Recovery Services</u>										
Operating Expenditures (electricity)	856,482	856,482	872,875	2,122	-	874,997	886,720	691,774	527,347	538,132
Other (sale of electricity)	(600,000)	(500,000)	(550,000)	-	-	(550,000)	(550,000)	(275,000)	-	-
Sale of Renewable Natural Gas (net revenue)	-	-	-	-	-	-	-	-	(3,500,000)	(3,500,000)
ENERGY RECOVERY SERVICES NET COSTS	256,482	356,482	322,875	2,122	-	324,997	336,720	416,774	(2,972,653)	(2,961,868)
TOTAL NET COSTS	(2,252,634)	(3,260,878)	(1,516,284)	-	-	(1,516,285)	(1,386,732)	(1,245,444)	(4,381,990)	(4,113,171)
Transfer (From) or To Sustainability Reserve	1,244,980	1,244,980	-	-	-	-	-	-	-	-
Transfer (From) or To General Capital Reserve	1,244,074	1,244,074	2,100,528	-	-	2,100,528	962,732	628,750	3,895,625	3,283,125
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	-	-	-	-	-	-	-	-	-	-
Transfer (From) or To ERF	283,000	283,000	-	-	-	-	-	192,694	62,365	406,047
Fund Balance Carry Forward	(943,420)	(943,420)	(1,008,244)	-	-	(1,008,244)	-	-	-	-
(Surplus)/deficit	-	(1,008,244)	-	-	-	-	-	-	-	-
Sustainability Reserve Fund Balance	34,219,152	34,998,173	29,502,173			29,502,173	16,506,173	5,042,173	5,046,173	5,050,173
\$/TONNE TIPPING FEE							\$ 110	\$ 110	\$ 110	\$ 110
# FTE's Regular:	22.2	22.2	22.2	1.5	-	23.7	23.7	23.7	23.7	23.7
Term (2021-2023) - RNG Project Coordinator	1	1	1	-	-	1	1	1	-	-
Term (2021-2022) - Food Waste Attendant	-	-	1	-	-	1	1	-	-	-

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

Service No.	1.521 Environmental Resource Management	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$250,000	\$843,000	\$283,000	\$283,000	\$283,000	\$0	\$1,692,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$2,728,000	\$10,278,000	\$15,950,000	\$17,868,000	\$5,050,000	\$2,000,000	\$51,146,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$2,978,000	\$11,121,000	\$16,233,000	\$18,151,000	\$5,333,000	\$2,000,000	\$52,838,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$853,000	\$953,000	\$250,000	\$0	\$250,000	\$0	\$1,453,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$643,000	\$283,000	\$1,233,000	\$283,000	\$0	\$2,442,000
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	\$2,125,000	\$9,525,000	\$15,700,000	\$16,918,000	\$4,800,000	\$2,000,000	\$48,943,000
		\$2,978,000	\$11,121,000	\$16,233,000	\$18,151,000	\$5,333,000	\$2,000,000	\$52,838,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.521

Service Name: Environmental Resource Management

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
16-06	Renewal	Replacing of Small Equipments	Replacing of Small Equipments	\$1,200,000	E	ERF	\$0	\$400,000	\$240,000	\$240,000	\$240,000	\$0	\$1,120,000
17-01	Renewal	Gas & Leachate Collection Pipe Extension	Gas & Leachate Collection Pipe Extension	\$2,550,000	S	Res	\$0	\$500,000	\$500,000	\$450,000	\$400,000	\$0	\$1,850,000
17-02	Renewal	Aggregate Production for Internal Use	Aggregate Production for Internal Use	\$13,250,000	S	Res	\$1,500,000	\$4,250,000	\$2,750,000	\$2,750,000	\$3,500,000	\$0	\$13,250,000
17-04	Renewal	Progressive Closure of External Faces	Progressive Closure of External Faces	\$800,000	S	Res	\$100,000	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$800,000
17-05	Renewal	Ground/Surface Water Monitoring Upgrades	Ground/Surface Water Monitoring Upgrades	\$60,000	S	Cap	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$60,000
17-07	Renewal	Computer Equipment	Computer Equipment	\$52,000	E	ERF	\$0	\$13,000	\$13,000	\$13,000	\$13,000	\$0	\$52,000
17-09	Renewal	Vehicle Replacements	Vehicle Replacements	\$120,000	E	ERF	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$0	\$120,000
17-11	Renewal	Food Waste Transfer Station Relocation Planning	Food Waste Transfer Station Relocation Planning	\$25,000	S	ERF	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
17-12	New	Hartland Environmental Performance Model - Scoping/Procurement	Hartland Environmental Performance Model - Scoping/Procurement	\$250,000	S	Res	\$225,000	\$225,000	\$0	\$0	\$0	\$0	\$225,000
17-14	New	Landfill Gas Utilization	Landfill Gas Utilization	\$23,718,000	S	Res	\$0	\$1,500,000	\$10,000,000	\$11,468,000	\$0	\$0	\$22,968,000
18-01	New	Interim Covers - West and North Slopes	Interim Covers - West and North Slopes	\$800,000	S	Res	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$800,000
18-02	Renewal	Paving of Service Roads	Paving of Service Roads	\$200,000	S	Cap	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
18-03	Renewal	Cell 3 Bottom Lift Gas Wells / Leachate Drain	Cell 3 Bottom Lift Gas Wells / Leachate Drain	\$693,000	S	Cap	\$193,000	\$193,000	\$250,000	\$0	\$250,000	\$0	\$693,000
18-05	Renewal	Controlled Waste & Asbestos Area Development	Controlled Waste & Asbestos Area Development	\$100,000	S	Res	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0	\$100,000
18-08	New	Wheel Washing Station Upgrade	Wheel Washing Sation Upgrade	\$100,000	S	Cap	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
19-04	New	Hartland North Building	Project Site Office/Scale House	\$400,000	S	Cap	\$300,000	\$400,000	\$0	\$0	\$0	\$0	\$400,000
20-02	New	New Equipment	Fork Lift	\$50,000	E	Res	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-04	New	New Scale Software	New Scale Software	\$350,000	E	Res	\$200,000	\$350,000	\$0	\$0	\$0	\$0	\$350,000
22-01	Renewal	Sedimentation Pond Relining	Sedimentation Pond Relining	\$350,000	S	Res	\$0	\$0	\$0	\$350,000	\$0	\$0	\$350,000
22-02	New	Cell 4 Liner Installation	Cell 4 Liner Installation	\$3,100,000	S	Res	\$0	\$100,000	\$2,000,000	\$1,000,000	\$0	\$0	\$3,100,000
24-01	New	Cell 5&6 GRW	Cell 5&6 Gravity Retaining Wall Construction	\$1,500,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$1,500,000
23-01	Replacement	Gas Flare	Gas Flare	\$700,000	S	ERF	\$0	\$0	\$0	\$700,000	\$0	\$0	\$700,000
22-03	Decommission	Leachate Line Decommissioning	Leachate Line Decommissioning	\$1,600,000	S	Res	\$0	\$100,000	\$0	\$500,000	\$500,000	\$500,000	\$1,600,000
22-04	Decommission	Cogen Unit Decommissioning	Cogen Unit Decommissioning	\$250,000	S	ERF	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000
21-01	New	Hartland North Site Buffer Acquisition	Hartland North Site Buffer Acquisition	\$2,000,000	S	Res	\$0	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000
GRAND TOTAL				\$54,218,000			\$2,978,000	\$11,121,000	\$16,233,000	\$18,151,000	\$5,333,000	\$2,000,000	\$52,838,000

Service: 1.521 Environmental Resource Management

Proj. No. 16-06 **Capital Project Title** Replacing of Small Equipments **Capital Project Description** Replacing of Small Equipments

Asset Class E **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling

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

Proj. No. 17-01 **Capital Project Title** Gas & Leachate Collection Pipe Extension **Capital Project Description** Gas & Leachate Collection Pipe Extension

Asset Class S **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling

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.

Proj. No. 17-02 **Capital Project Title** Aggregate Production for Internal Use **Capital Project Description** Aggregate Production for Internal Use

Asset Class S **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling

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 S **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling

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.

Service: 1.521 **Environmental Resource Management**

Proj. No. 17-05	Capital Project Title Ground/Surface Water Monitoring Upgrades	Capital Project Description Ground/Surface Water Monitoring Upgrades
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Landfill & Recycling
Project Rationale <i>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.</i>		

Proj. No. 17-07	Capital Project Title Computer Equipment	Capital Project Description Computer Equipment
Asset Class E	Board Priority Area Climate Action & Environmental	Corporate Priority Area Landfill & Recycling
Project Rationale <i>Replacement of computer equipment due to end of life cycle</i>		

Proj. No. 17-09	Capital Project Title Vehicle Replacements	Capital Project Description Vehicle Replacements
Asset Class E	Board Priority Area Climate Action & Environmental	Corporate Priority Area Landfill & Recycling
Project Rationale <i>Replacement of vehicle due to end of life cycle</i>		

Proj. No. 17-11	Capital Project Title Food Waste Transfer Station Relocation Planning	Capital Project Description Food Waste Transfer Station Relocation Planning
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Landfill & Recycling
Project Rationale <i>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.</i>		

Service: 1.521 Environmental Resource Management

Proj. No. 17-12 **Capital Project Title** Hartland Environmental Performance Model - Scoping/Procurement **Capital Project Description** Hartland Environmental Performance Model - Scoping/Procurement

Asset Class S **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling

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 S **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling

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 S **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling

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.*

Proj. No. 18-02 **Capital Project Title** Paving of Service Roads **Capital Project Description** Paving of Service Roads

Asset Class S **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling

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.*

Service: 1.521 **Environmental Resource Management**

Proj. No. 18-03	Capital Project Title Cell 3 Bottom Lift Gas Wells / Leachate Drain	Capital Project Description Cell 3 Bottom Lift Gas Wells / Leachate Drain
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Landfill & Recycling
Project Rationale <i>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.</i>		

Proj. No. 18-05	Capital Project Title Controlled Waste & Asbestos Area Development	Capital Project Description Controlled Waste & Asbestos Area Development
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Landfill & Recycling
Project Rationale <i>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 burrial to ensure safe disposal.</i>		

Proj. No. 18-08	Capital Project Title Wheel Washing Station Upgrade	Capital Project Description Wheel Washing Sation Upgrade
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Landfill & Recycling
Project Rationale <i>The existing wheel washing station needs to be upgraded in order to manage the wastewater and sludge from the station.</i>		

Proj. No. 19-04	Capital Project Title Hartland North Building	Capital Project Description Project Site Office/Scale House
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Landfill & Recycling
Project Rationale <i>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 interrim project office until a north admin facility is developed in the future.</i>		

Service: 1.521 Environmental Resource Management

Proj. No. 20-02 **Capital Project Title** New Equipment **Capital Project Description** Fork Lift
Asset Class E **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling
Project Rationale A small to medium sized fork lift is required to help load pallets at the front end material recycling area.

Proj. No. 20-04 **Capital Project Title** New Scale Software **Capital Project Description** New Scale Software
Asset Class E **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling
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. 22-01 **Capital Project Title** Sedimentation Pond Relining **Capital Project Description** Sedimentation Pond Relining
Asset Class S **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling
Project Rationale To prevent leakage and fines from migrating off site into the north freshwater drainage area, the sedimentation pond must be relined.

Proj. No. 22-02 **Capital Project Title** Cell 4 Liner Installation **Capital Project Description** Cell 4 Liner Installation
Asset Class S **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling
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** Leachate Line Decommissioning **Capital Project Description** Leachate Line Decommissioning
Asset Class S **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling
Project Rationale Antiquated electrical systems across the site require upgrades to bring it up to current standards and code.

Service: 1.521 **Environmental Resource Management**

Proj. No. 22-04 **Capital Project Title** Cogen Unit Decommissioning **Capital Project Description** Cogen Unit Decommissioning
Asset Class S **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling
Project Rationale Engineered Liner Installation is required along the North West edge of the property to protect the hydraulic trap and prevent off site leachate migration

Proj. No. 24-01 **Capital Project Title** Cell 5&6 GRW **Capital Project Description** Cell 5&6 Gravity Retaining Wall
Asset Class S **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling
Project Rationale This project will allow for the construction of a mass gravity retaining wall along the North West operating perimeter to increase the amount of final waste deposition and extend the life of the landfill

Proj. No. 23-01 **Capital Project Title** Gas Flare **Capital Project Description** Gas Flare
Asset Class S **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling
Project Rationale This project will allow for the replacement of the old gas flare to allow for effective destruction of methane during RNG plant shutdowns

Proj. No. 21-01 **Capital Project Title** Hartland North Site Buffer Acquisition **Capital Project Description** Hartland North Site Buffer Acquisition
Asset Class S **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Landfill & Recycling
Project Rationale This project will allow for the decommissioning and deconstruction of the old Maxim Cogen Unit ahead of the new RNG plant construction.

1.521 Environmental Resource Management
 Capital Reserve Fund Schedule - ERM
 2021 - 2025 Financial Plan

Capital Reserve Fund Schedule - ERM

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

Capital Reserve Fund Schedule

Bylaw 2164 established a Solid Waste Refuse Disposal Reserve Fund for the ERM Service (was called Solid Waste Service). There are three portions in the Reserve Fund: Landfill Closure, restricted funds to cover the liability of closing Phase 2 and post-closure maintenance. Capital Reserve is working capital and not restricted. Gulf Island Recycling Depots and the Compost Education Centre have budgeted amounts transferred to Capital Reserve Fund each year for the depots' capital needs.

Landfill Closure Portion Fund: 1020 Fund Centre: 101363	Est Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	10,138,653	10,658,112	11,078,112	11,498,112	11,918,112	12,338,112
Planned Capital Expenditure (Based on Capital Plan)	-	-	-	-	-	-
Realized Loss (Gain)	(98,459)	-	-	-	-	-
Transfer IN	420,000	420,000	420,000	420,000	420,000	420,000
Interest Income*	197,918	-	-	-	-	-
Ending Balance \$	10,658,112	11,078,112	11,498,112	11,918,112	12,338,112	12,758,112

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
 2021 - 2025 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 Fund: 1020 Fund Centre: 101364	Est Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	6,908,979	3,674,849	5,779,378	3,796,110	719,309	717,460
Planned Capital Expenditure (RNG)	(750,000)	(1,500,000)	(10,000,000)	(11,468,060)	-	-
Planned Capital Expenditure (Based on Capital Plan)	(4,580,000)	(4,000,000)	(5,950,000)	(3,709,491)	(3,901,474)	(2,000,000)
Transfer IN RNG (from sustainability res)	750,000	5,500,000	13,000,000	11,468,000	-	-
Transfer IN capital program (from operating)	1,244,074	2,104,529	966,732	632,750	3,899,625	2,003,928
Interest Income*	101,796	-	-	-	-	-
Ending Balance \$	3,674,849	5,779,378	3,796,110	719,309	717,460	721,388

Assumptions/Background:
 Maintain balance at least \$0.5M as 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.

1.521 Environmental Resource Management
 Capital Reserve Fund Schedule - ERM
 2021 - 2025 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 Fund: 1020 Fund Centre: 101592-96, 102102	Est Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	60,601	53,591	57,591	61,591	65,591	69,591
Planned Capital Expenditure (Based on Capital Plan)	-	-	-	-	-	-
Transfer to Solid Waste Operations	(11,011)	-	-	-	-	-
Transfer IN	4,000	4,000	4,000	4,000	4,000	4,000
Ending Balance \$	53,591	57,591	61,591	65,591	69,591	73,591

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
 2021 - 2025 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 Fund: 1020 Fund Centre: 102207	Est Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Planned Capital Expenditure (Based on Capital Plan)	-	-	-	-	-	-
Transfer IN	-	-	-	-	-	-
Ending Balance \$	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000

Assumptions/Background:
 Earmarked to airspace expansion plans. 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
2021 - 2025 Financial Plan**

ERF Reserve Fund Schedule

ERF: ERM ERF or PERS Fund for Equipment
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Equipment Replacement Fund Fund: 1022 Fund Centre: 101447	Est Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	3,108,511	3,173,611	2,530,611	2,247,611	1,207,305	986,670
Planned Purchase (Based on Capital Plan)	(264,301)	(643,000)	(283,000)	(1,233,000)	(283,000)	-
Transfer IN (from Ops Budget)	283,000	-	-	192,694	62,365	406,047
Disposal of equipment	6,889	-	-	-	-	-
Interest Income*	39,511	-	-	-	-	-
Ending Balance \$	3,173,611	2,530,611	2,247,611	1,207,305	986,670	1,392,717

<p>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...</p>
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**1.521 Environmental Resource Management
Operating Reserve Summary
2021 - 2025 Financial Plan**

Profile

Environmental Resource Management

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

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center 105509	Est Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	33,724,173	34,998,173	29,502,173	16,506,173	5,042,173	5,046,173
Planned Purchase - RNG project	(750,000)	(1,500,000)	(10,000,000)	(11,468,000)	-	-
Planned transfer - Capital program	-	(4,000,000)	(3,000,000)	-	-	-
Transfer to/from Ops Budget	1,248,980	4,000	4,000	4,000	4,000	4,000
Interest Income*	775,020	-	-	-	-	-
Total projected year end balance	34,998,173	29,502,173	16,506,173	5,042,173	5,046,173	5,050,173

Assumptions/Background:

Reserve expected to stabilize upon approval for implementation of new SWMP. Retain a minimum \$5M balance in ERM for rate stabilization

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Other Legislative & General - Climate

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.012 Other Legislative & General - Climate

Committee: Governance & Finance

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

N/A

FUNDING:

Requisition

1.012 OTHER LEGISLATIVE & GENERAL - CLIMATE	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	106,907	94,700	114,081	-	-	114,081	114,340	116,804	119,320	121,890
Contributions - projects	30,000	-	-	-	-	-	-	-	-	-
Other Operating Expenses		744								
TOTAL OPERATING COSTS	136,907	95,444	114,081	-	-	114,081	114,340	116,804	119,320	121,890
*Percentage Increase over prior year							0.2%	2.2%	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
TOTAL CAPITAL / RESERVES	100,000	100,000	100,000	-	-	100,000	100,000	100,000	100,000	100,000
TOTAL COSTS	236,907	195,444	214,081	-	-	214,081	214,340	216,804	219,320	221,890
*Percentage increase over prior year requisition							0.1%	1.1%	1.2%	1.2%
REVENUE										
Climate Action Grant	(55,000)	(69,927)	(55,000)	-	-	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
Transfer from Operating Project	(30,000)	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(85,000)	(69,927)	(55,000)	-	-	(55,000)	(55,000)	55,000	55,000	55,000
NET COSTS	151,907	125,517	159,081	-	-	159,081	159,340	161,804	164,320	166,890
*Percentage increase over prior year Net Costs						4.7%	0.2%	1.5%	1.6%	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

2021 BUDGET

Environmental Protection and Water Quality

COMMITTEE OF THE WHOLE

OCTOBER 2020

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 2020 to 2021

Service: **Environmental Protection and WQ**

Total Expenditure

Comments

2020 Budget

7,839,814

Change in Salaries:

Base salary change	93,024	Inclusive of estimated collective agreement changes
Step increase/paygrade change	83,637	
Term position expiry	(106,649)	Cross Connection Control Inspector position moved to permanent
Cross Connection Control Inspector	107,149	IBC - 10a-4 Cross Connection Control Inspection
FTE addition to support program (0.4 FTE)	30,423	IBC - 10d-2 Leech River Water Quality Operations
Total Change in Salaries	207,584	

Other Changes:

WQ CAWW lab costs	68,250	
Leech River Water Quality overhead	24,344	IBC - 10d-2 Leech River Water Quality Operations
Other costs	113,580	
Total Other Changes	202,754	

2021 Budget

8,250,152

% expense increase from 2020:

5.2%

% Requisition increase from 2020 (if applicable):

Requisition funding is (x)% of service revenue

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

There is a one time favourable variance of \$49,855 (0.6%) due mainly to cost savings from training and program development. This variance will be carried forward as a surplus to offset 2021 charge-out rates.

ENVIRONMENTAL SUSTAINABILITY - PROTECTIVE PROGRAMS DIVISION	BUDGET REQUEST						2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL				
<u>OPERATING COSTS:</u>										
Protective Program Division Expenditures	5,981,939	5,874,944	6,031,541	162,149	-	6,193,690	6,227,769	6,359,104	6,493,194	6,630,093
Water Quality Program Division Expenditures	1,857,875	1,845,099	1,988,212	68,250	-	2,056,462	2,068,030	2,111,736	2,156,370	2,201,953
TOTAL OPERATING COSTS	7,839,814	7,720,043	8,019,753	230,399	-	8,250,152	8,295,799	8,470,840	8,649,564	8,832,046
*Percentage Increase over prior year	0.00%	-1.53%	2.30%	2.94%	0.00%	5.23%	0.55%	2.11%	2.11%	2.11%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Capital Costs	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	7,839,814	7,720,043	8,019,753	230,399	-	8,250,152	8,295,799	8,470,840	8,649,564	8,832,046
*Percentage Increase over prior year	0.00%	-1.53%	2.30%	2.94%	0.00%	5.23%	0.55%	2.11%	2.11%	2.11%
Allocation Recovery - Environmental Services	(5,966,939)	(5,909,939)	(5,981,546)	(162,149)	-	(6,143,695)	(6,227,769)	(6,359,104)	(6,493,194)	(6,630,093)
Allocation Recovery - Water Quality	(1,812,875)	(1,800,099)	(1,988,212)	(68,250)	-	(2,056,462)	(2,068,030)	(2,111,736)	(2,156,370)	(2,201,953)
OPERATING COSTS LESS INTERNAL RECOVERIES	60,000	10,005	49,995	-	-	49,995	-	-	-	-
*Percentage Increase over prior year	0.00%	-83.33%	-16.67%	0.00%	0.00%	-16.67%	0.00%	0.00%	0.00%	0.00%
FUNDING SOURCES (REVENUE)										
(Surplus) / Deficit	-	(49,995)	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	(60,000)	(60,000)	(49,995)	-	-	(49,995)	-	-	-	-
Recovery Cost	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve - Env. Services	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve - Water Quality	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(60,000)	(10,005)	(49,995)	-	-	(49,995)	-	-	-	-
REQUISITION	-	-	-	-	-	-	-	-	-	-
*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:										
Salaried	54.55	54.55	54.55	1.40	0.00	55.95	55.95	55.95	55.95	55.95
Term	2.00	2.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	0.00

ENVIRONMENTAL SUSTAINABILITY - PROTECTIVE PROGRAMS DIVISION	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	6,106,974	6,107,703	6,176,753	137,805	-	6,314,558	6,332,800	6,468,895	6,607,912	6,749,900
Allocations	1,149,692	1,185,560	1,272,760	-	-	1,272,760	1,286,944	1,312,368	1,338,316	1,364,770
Operating Costs - Other - Summary	583,148	426,779	570,240	92,594	-	662,834	676,055	689,577	703,336	717,376
TOTAL OPERATING COSTS	7,839,814	7,720,043	8,019,753	230,399	-	8,250,152	8,295,799	8,470,840	8,649,564	8,832,046
*Percentage Increase over prior year	0.00%	-1.53%	2.30%	2.94%	0.00%	5.23%	0.55%	2.11%	2.11%	2.11%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	7,839,814	7,720,043	8,019,753	230,399	-	8,250,152	8,295,799	8,470,840	8,649,564	8,832,046
*Percentage Increase over prior year	0.00%	-1.53%	2.30%	2.94%	0.00%	5.23%	0.55%	2.11%	2.11%	2.11%
Allocation Recovery - Environmental Services	(7,779,814)	(7,710,038)	(7,969,758)	(230,399)	-	(8,200,157)	(8,295,799)	(8,470,840)	(8,649,564)	(8,832,046)
OPERATING COSTS LESS INTERNAL RECOVERIES	60,000	10,005	49,995	-	-	49,995	-	-	-	-
*Percentage Increase over prior year	0.00%	-83.33%	-16.68%	0.00%	0.00%	-16.68%	0.00%	0.00%	0.00%	0.00%
FUNDING SOURCES (REVENUE)										
(Surplus) / Deficit		(49,995)								
Balance C/F from Prior to Current year	(60,000)	(60,000)	(49,995)	-	-	(49,995)	-	-	-	-
Recovery Cost	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(60,000)	(109,995)	(49,995)	-	-	(49,995)	-	-	-	-
REQUISITION	-	-	-	-	-	-	-	-	-	-
*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:										
Salaried	54.55	54.55	54.55	1.40	0.00	55.95	55.95	55.95	55.95	55.95
Term	2.00	2.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	0.00

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

Service No.	1.578	Carry						
	Environmental Protection	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$67,000	\$415,000	\$76,000	\$96,000	\$98,000	\$75,500	\$760,500
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$42,000	\$240,000	\$0	\$0	\$0	\$282,000
		\$67,000	\$457,000	\$316,000	\$96,000	\$98,000	\$75,500	\$1,042,500

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$67,000	\$457,000	\$316,000	\$96,000	\$98,000	\$75,500	\$1,042,500
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
		\$67,000	\$457,000	\$316,000	\$96,000	\$98,000	\$75,500	\$1,042,500

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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 Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Annual Scientific/Field/Outreach/Printers/Copiers equipment replacement	ERF replacement of Scientific/Field/Outreach /Printers/Copiers equipment	\$355,000	E	ERF	\$40,000	\$104,000	\$40,000	\$70,000	\$64,000	\$37,000	\$315,000
18-02	Replacement	Annual Computer equipment replacement	ERF replacement of computer equipment	\$95,500	E	ERF	\$0	\$21,000	\$21,000	\$11,000	\$19,000	\$23,500	\$95,500
18-03	Replacement	Annual vehicle replacement	ERF replacement of vehicles	\$282,000	V	ERF	\$0	\$42,000	\$240,000	\$0	\$0	\$0	\$282,000
18-04	Replacement	Furniture replacement	ERF replacement of furniture	\$52,000	E	ERF	\$2,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
19-01	Replacement	IT Database Programs	Address based database & EQIS	\$300,000	E	ERF	\$25,000	\$275,000	\$0	\$0	\$0	\$0	\$275,000
20-01	New	Furniture	New furniture	\$25,000	E	ERF	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
GRAND TOTAL				\$1,109,500			\$67,000	\$457,000	\$316,000	\$96,000	\$98,000	\$75,500	\$1,042,500

Service: 1.578

Environmental Protection

Proj. No. 18-01

Capital Project Title Annual Scientific/Field/Outreach/Printers/Copiers equipment replacement

Capital Project Description ERF replacement of Scientific/Field/Outreach /Printers/Copiers equipment

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Replacement of routine sampling/outreach/printers/copiers equipment.

Proj. No. 18-02

Capital Project Title Annual Computer equipment replacement

Capital Project Description ERF replacement of computer equipment

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Routine replacement of various computer equipment due to end of calculated lifecycle (4yrs). *Note: expense is calculated on 2020 values*. 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 V

Board Priority Area 0

Corporate Priority Area 0

Project Rationale 2021-Replace F12004(Smart Car) 2022-Replace F11001(Dodge Caravan), F11003(Ford Ranger), F11009(Ford Transit), F0111(Chev Colorado).

Service: 1.578 **Environmental Protection**

Proj. No. 18-04	Capital Project Title Furniture Replacement	Capital Project Description ERF furniture
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale Replacement for stand-up desks & office chairs		

Proj. No. 19-01	Capital Project Title IT Database Programs	Capital Project Description Address based database & EQIS
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale Database development and maintenance - Address based database & EQIS		

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

Service No.	1.579	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
	Environmental Water Quality							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$21,000	\$0	\$0	\$0	\$0	\$21,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$21,000	\$0	\$0	\$0	\$0	\$21,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$21,000	\$0	\$0	\$0	\$0	\$21,000
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
		\$0	\$21,000	\$0	\$0	\$0	\$0	\$21,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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 Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Furniture/Equipment replacement	ERF Replacement of furniture	\$21,000	E	ERF	\$0	\$21,000	\$0	\$0	\$0	\$0	\$21,000
GRAND TOTAL				\$21,000			\$0	\$21,000	\$0	\$0	\$0	\$0	\$21,000

Service: 1.579 **Environmental Water Quality**

Proj. No. 21-01	Capital Project Title Furniture/Equipment replacement	Capital Project Description ERF Replacement of furniture
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale Replacement of sample reception area log in/desk, replacement of 2 workstation desks in AE lab, replacement of T&O analytical station, dividers		

**1.578 Environmental Protection
Operating Reserve Summary
2021 - 2025 Financial Plan**

Profile

Environmental Protection

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

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105525 (105522)	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	758,097	768,097	768,097	768,097	768,097	768,097
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income*	10,000	-	-	-	-	-
Total projected year end balance	768,097	768,097	768,097	768,097	768,097	768,097

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

Assumptions/Background:

Reserve balance retained for charge-out rate stabilization

**1.578 Environmental Protection
Equipment Reserve Summary
2021 - 2025 Financial Plan**

ERF Reserve Cash Flow

Environmental Protection is responsible for providing scientific and technical expertise in order to protect the region's environmental resources and functions. Key areas of focus are the Climate Action Program, Integrated Watershed Management, Wastewater and Marine Environment Program. The total historical value as of Dec 31, 2014, for vehicles and equipment, was \$392K with a replacement value on equipment of \$442K*.

Equipment Replacement Fund Fund: 1022 Fund Center: 101492/101647	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,140,293	1,113,417	656,417	340,417	244,417	146,417
Planned Purchase (Based on Capital Plan)	(28,776)	(457,000)	(316,000)	(96,000)	(98,000)	(75,500)
Transfer from Operating Budget	-	-	-	-	-	-
Interest Income*	1,900	-	-	-	-	-
Total projected year end balance	1,113,417	656,417	340,417	244,417	146,417	70,917

* 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:

Contributions from Operating budget reduced starting 2016.

**1.579 Environmental Sustainability HQ Water Quality
Operating Reserve Summary
2021 - 2025 Financial Plan**

Profile

Environmental Sustainability HQ Water Quality

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

Operating Reserve Schedule

Operating Reserve Schedule

Fund: 1500 Fund Center: 105517

	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	171,579	174,181	145,681	145,681	145,681	145,681
Planned Purchase	-	(28,500)	-	-	-	-
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income*	2,602	-	-	-	-	-
Total projected year end balance	174,181	145,681	145,681	145,681	145,681	145,681

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

**1.579 Environmental Sustainability HQ Water Quality
Equipment Reserve Summary
2021 - 2025 Financial Plan**

ERF Reserve Cash Flow

Water Quality Senior Budget - Equipment Replacement for Equipment

Equipment Replacement Fund Fund: 1022 Fund Center: 102075	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	51,576	21,103	103	103	103	103
Planned Purchase (Based on Capital Plan)	(30,473)	(21,000)	-	-	-	-
Transfer from Operating Budget	-	-	-	-	-	-
Interest Income*	-	-	-	-	-	-
Total projected year end balance	21,103	103	103	103	103	103

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

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Regional Source Control Program

COMMITTEE OF THE WHOLE

OCTOBER 2020

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 = (2020 - \$4,718,258)

MAXIMUM CAPITAL DEBT:

COMMITTEE:

Parks and Environment

FUNDING: Requisition, permit fees and other fees

COST APPORTIONMENT:

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

RESERVE FUND:

Bylaw No. 4144 Operating Reserve Fund

	<u>Estimated Yearly Flow</u>	<u>% of Total Flows</u>	
Saanich	9,170,992	26.35%	
Oak Bay	2,822,595	8.11%	
Victoria	12,397,164	35.62%	
Esquimalt	1,992,251	5.72%	
View Royal	827,710	2.38%	
Colwood	1,185,159	3.41%	
Langford	2,509,309	7.21%	88.80%
Sidney	1,291,715	3.71%	
Central Saanich	1,358,126	3.90%	
North Saanich	499,706	1.44%	
Esquimalt Band	25,336	0.07%	
Tseycum Band	11,649	0.03%	
Pauquachin Band	28,236	0.08%	
Songhees Band	222,220	0.64%	
D.N.D.	141,456	0.41%	
Institute of Ocean Sciences (I.O.S.)	5,440	0.02%	
Ganges Sewer	176,401	0.51%	
Maliview Sewer	18,374	0.05%	
Magic Lake Estates Sewer	100,832	0.29%	
Port Renfrew Sewer	19,326	0.06%	11.20%
TOTAL	34,803,997	100.00%	100.00%

Change in Budget 2020 to 2021Service: **Regional Source Control Program****Total Expenditure****Comments****2020 Budget****1,605,745****Change in Salaries:**

-

Other Changes:

Contract for Services

90,000

One-time enhanced key manhole project

Other costs

(4,582)

Total Other Changes

85,418

2021 Budget**1,691,163***% expense increase from 2020:***5.3%***% Requisition increase from 2020 (if applicable):***1.7%***Requisition funding is (x)% of service revenue***Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

There is a one time favourable variance of \$67,100 (4.2%) due mainly to delays in the planned Enhanced Key Manhole Sampling project. This was due to COVID related business interruptions and reduction of tourism. This variance will be carried forward to 2021 to be spent on the rescheduled sampling project.

3.755 - REGIONAL SOURCE CONTROL PROGRAM			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS:										
Allocations - EPro Labour	1,344,687	1,310,000	1,344,687	-	-	1,344,687	1,397,640	1,425,590	1,454,100	1,483,180
Operation - Other Costs	137,558	87,723	110,276	-	-	110,276	111,559	113,798	116,074	118,385
Contract For Services	113,500	65,000	75,000	-	-	75,000	50,000	51,000	52,020	53,060
Consultant Expenses	10,000	70,000	161,200	-	-	161,200	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	1,605,745	1,532,723	1,691,163	-	-	1,691,163	1,559,199	1,590,388	1,622,194	1,654,625
*Percentage Increase over prior year	0.00%	-4.55%	5.32%	0.00%	0.00%	5.32%	-7.80%	2.00%	2.00%	2.00%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	1,605,745	1,532,723	1,691,163	-	-	1,691,163	1,559,199	1,590,388	1,622,194	1,654,625
*Percentage Increase over prior year	0.00%	-4.55%	5.32%	0.00%	0.00%	5.32%	-7.80%	2.00%	2.00%	2.00%
Internal Recoveries	(53,696)	(53,696)	(54,610)	-	-	(54,610)	(55,700)	(56,810)	(57,950)	(59,110)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	1,552,049	1,479,027	1,636,553	-	-	1,636,553	1,503,499	1,533,578	1,564,244	1,595,515
*Percentage Increase over prior year	0.00%	-4.70%	5.44%	0.00%	0.00%	5.44%	-8.13%	2.00%	2.00%	2.00%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)		67,096								
Balance C/F from Prior to Current year	(97,774)	(97,774)	(67,096)	-	-	(67,096)	-	-	-	-
Fees Charged	(53,000)	(53,000)	(53,900)	-	-	(53,900)	(54,980)	(56,080)	(57,200)	(58,340)
Revenue - Other	(2,000)	(500)	(2,030)	-	-	(2,030)	(2,070)	(2,110)	(2,150)	(2,190)
Grants in Lieu of Taxes	(93,922)	(93,922)	(95,520)	-	-	(95,520)	(97,430)	(99,380)	(101,370)	(103,390)
Transfer From Operating Reserve	(4,426)	-	(94,967)	-	-	(94,967)	(50,508)	(51,517)	(52,534)	(53,585)
TOTAL REVENUE	(251,122)	(178,100)	(313,513)	-	-	(313,513)	(204,988)	(209,087)	(213,254)	(217,505)
REQUISITION	(1,300,927)	(1,300,927)	(1,323,040)	-	-	(1,323,040)	(1,298,511)	(1,324,491)	(1,350,990)	(1,378,010)
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	-1.85%	2.00%	2.00%	2.00%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Oak Bay, C. Saanich, N. Saanich, Langford; Sewered Local Areas of Ganges, Maliview, Magic Lakes, Pt. Renfrew, DND, Songhees and Esquimalt Bands										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**3.755 Regional Source Control
Operating Reserve Summary
2021 - 2025 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

Operating Reserve Schedule Fund: 1500 Fund Center: 105504	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	474,320	481,514	386,547	336,039	284,522	231,988
Planned Purchase	-	-	-	-	-	-
Transfer to/from Ops Budget	-	(94,967)	(50,508)	(51,517)	(52,534)	(53,585)
Interest Income*	7,194	-	-	-	-	-
Total projected year end balance	481,514	386,547	336,039	284,522	231,988	178,403

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Septage Disposal Agreement

COMMITTEE OF THE WHOLE

OCTOBER 2020

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 2019.

	<u>2020 Budget</u>
Central Saanich	4.3059%
Colwood	5.9779%
Esquimalt	1.9982%
Highlands	9.9006%
Langford	10.0018%
Metchosin	3.1685%
North Saanich	5.9670%
Oak Bay	0.0399%
Saanich	9.4202%
Sidney	0.8377%
Sooke	12.1383%
Victoria	35.0398%
View Royal	0.2863%
Port Renfrew	0.8672%
Juan de Fuca	0.0507%
	<hr/>
	100.00%

MAXIMUM LEVY:

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

MAXIMUM CAPITAL DEBT:

COMMISSION:

FUNDING:

SPL Liquid Waste Volumes - 2016

	Septage Vol ¹	FOG Vol ²	Other Vol ³	TOTAL	Total %	Septage % ¹	FOG % ²	Other % ³
Central Saanich	222,892	33,273	77,038	333,203	3.45%	66.9	10.0	23.1
Colwood	391,031	5,963	58,461	455,455	4.72%	85.9	1.3	12.8
Esquimalt	4,384	22,205	143,116	169,705	1.76%	2.6	13.1	84.3
Highland	103,907	0	2,218,524	2,322,431	24.07%	4.5	0.0	95.5
Langford	561,951	37,393	195,298	794,642	8.24%	70.7	4.7	24.6
Metchosin	276,334	1,815	64,818	342,967	3.55%	80.6	0.5	18.9
North Saanich	381,314	2,259	285,337	668,910	6.93%	57.0	0.3	42.7
Oak Bay	0	1,347	10,728	12,075	0.13%	0.0	11.2	88.8
Saanich	541,526	35,784	111,004	688,314	7.13%	78.7	5.2	16.1
Sidney	16,446	8,086	24,946	49,478	0.51%	33.2	16.3	50.4
Sooke	474,074	4,651	139,900	618,625	6.41%	76.6	0.8	22.6
Victoria	19,572	909,449	2,168,842	3,097,863	32.11%	0.6	29.4	70.0
View Royal	12,769	7,086	13,722	33,577	0.35%	38.0	21.1	40.9
Port Renfrew	28,797	0	31,672	60,469	0.63%	47.6	0.0	52.4
Juan de Fuca	0	0	0	0	0.00%	0.0	0.0	0.0
TOTAL	3,034,997	1,069,311	5,543,406	9,647,714	100%			

Notes:

1. Septage = Institutional, Commercial, and Residential

2. FOG = Fats, Oils and Greases

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

3.700 - SEPTAGE DISPOSAL AGREEMENT			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	124,007	135,290	125,745	-	-	125,745	128,629	131,340	133,983	136,678
Contract For Services	16,319	38,068	14,901	-	-	14,901	15,190	15,490	15,800	16,120
Contingency	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	140,326	173,359	140,646	-	-	140,646	143,819	146,830	149,783	152,798
*Percentage Increase over prior year	0.00%	23.54%	0.23%	0.00%	0.00%	0.23%	2.26%	2.09%	2.01%	2.01%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Sewer Capital	63,582	46,549	15,891	-	-	15,891	-	-	-	-
TOTAL CAPITAL / RESERVES	63,582	46,549	15,891	-	-	15,891	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	203,908	219,908	156,537	-	-	156,537	143,819	146,830	149,783	152,798
*Percentage Increase over prior year	0.00%	7.85%	-23.23%	0.00%	0.00%	-23.23%	-8.12%	2.09%	2.01%	2.01%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	203,908	219,908	156,537	-	-	156,537	143,819	146,830	149,783	152,798
*Percentage Increase over prior year	0.00%	7.85%	-23.23%	0.00%	0.00%	-23.23%	-8.12%	2.09%	2.01%	2.01%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	(64,310)	(64,310)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,596)	(2,596)	(2,640)	-	-	(2,640)	(2,690)	(2,740)	(2,790)	(2,840)
Fees Charged	(2,500)	(2,500)	(2,540)	-	-	(2,540)	(2,590)	(2,640)	(2,690)	(2,740)
Sale of Goods and Services	(84,000)	(100,000)	(100,000)	-	-	(100,000)	(102,000)	(104,040)	(106,120)	(108,240)
Revenue - Other	(2,187)	(2,187)	(2,220)	-	-	(2,220)	(2,260)	(2,310)	(2,360)	(2,410)
TOTAL REVENUE	(155,593)	(171,593)	(107,400)	-	-	(107,400)	(109,540)	(111,730)	(113,960)	(116,230)
REQUISITION	(48,315)	(48,315)	(49,137)	-	-	(49,137)	(34,279)	(35,100)	(35,823)	(36,568)
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	-30.24%	2.40%	2.06%	2.08%
PARTICIPANTS: All Municipalities										
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

2021 BUDGET

Millstream Site Remediation

COMMITTEE OF THE WHOLE

OCTOBER 2020

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 (2020 Assessment - \$2,512,332).

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

3.701 - MILLSTREAM SITE REMEDIATION			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Allocations	3,339	3,339	1,441	-	-	1,441	769	784	800	816
TOTAL OPERATING COSTS	3,339	3,339	1,441	-	-	1,441	769	784	800	816
*Percentage Increase over prior year	0.00%	0.00%	-56.84%	0.00%	0.00%	-56.84%	-46.63%	1.95%	2.04%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Fund	511,483	511,483	233,630	-	-	233,630	-	-	-	-
TOTAL CAPITAL / RESERVES	511,483	511,483	233,630	-	-	233,630	-	-	-	-
Debt Expenditures	144,904	144,904	138,920	-	-	138,920	138,920	138,920	138,920	138,920
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	659,726	659,726	373,991	-	-	373,991	139,689	139,704	139,720	139,736
*Percentage Increase over prior year	0.00%	0.00%	-43.31%	0.00%	0.00%	-43.31%	-62.65%	0.01%	0.01%	0.01%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	659,726	659,726	373,991	-	-	373,991	139,689	139,704	139,720	139,736
*Percentage Increase over prior year	0.00%	0.00%	-43.31%	0.00%	0.00%	-43.31%	-62.65%	0.01%	0.01%	0.01%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	(17)	(17)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Grants in Lieu of Taxes	(19,709)	(19,709)	(20,050)	-	-	(20,050)	-	-	-	-
Transfer From Own Funds	(320,000)	(320,000)	(176,961)	-	-	(176,961)	(69,835)	(69,842)	(69,850)	(69,858)
Revenue - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(339,726)	(339,726)	(197,031)	-	-	(197,031)	(69,855)	(69,862)	(69,870)	(69,878)
REQUISITION	(320,000)	(320,000)	(176,961)	-	-	(176,961)	(69,835)	(69,842)	(69,850)	(69,858)
*Percentage Increase over prior year	0.00%	0.00%	-44.70%	0.00%	0.00%	-44.70%	-60.54%	0.01%	0.01%	0.01%
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
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

Service No.	3.701	Carry						
	Millstream Site Remediation	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$249,597	\$632,597	\$0	\$0	\$0	\$0	\$632,597
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$249,597	\$632,597	\$0	\$0	\$0	\$0	\$632,597

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$55,767	\$289,397	\$0	\$0	\$0	\$0	\$289,397
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	\$193,830	\$343,200	\$0	\$0	\$0	\$0	\$343,200
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$249,597	\$632,597	\$0	\$0	\$0	\$0	\$632,597

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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 Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
17-01	Renewal	Millstream Meadows Remediation	CRD contaminated site remediation	\$14,705,734	L	Cap	\$55,767	\$289,397	\$0	\$0	\$0	\$0	\$289,397
17-01	Renewal	Millstream Meadows Remediation	CRD contaminated site remediation		L	Grant	\$193,830	\$343,200	\$0	\$0	\$0	\$0	\$343,200
GRAND TOTAL				\$14,705,734			\$249,597	\$632,597	\$0	\$0	\$0	\$0	\$632,597

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 L	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Millstream Site Remediation: 2017/2018 Detailed Site Investigation (Part 2), 2018/2019 Remediation/Risk Assessment(includes Planning/Estimating), 2019/2020 Finalize Site Investigation and Remediation/Risk Assessment, 2020/2021 Make application for Provincial certification, 2021/2022 Project Completion and site divestment</i>		

CAPITAL REGIONAL DISTRICT

2021 BUDGET

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

COMMITTEE OF THE WHOLE

OCTOBER 2020

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	3,313	41.08%
Langford	2,439	30.24%
Saanich	2,252	27.92%
View Royal	61	0.76%
	8,065	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 - LWMP - ON SITE SYSTEM MANAGEMENT PROG	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	318,571	122,106	200,437	-	-	200,437	184,080	184,130	184,180	187,317
Contract For Services	-	5,979	6,000	-	-	6,000	6,120	6,240	6,360	3,393
TOTAL OPERATING COSTS	318,571	128,085	206,437	-	-	206,437	190,200	190,370	190,540	190,710
*Percentage Increase over prior year	0.00%	-59.79%	-35.20%	0.00%	0.00%	-35.20%	-7.87%	0.09%	0.09%	0.09%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	86,579	-	-	86,579	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	86,579	-	-	86,579	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	318,571	128,085	293,016	-	-	293,016	190,200	190,370	190,540	190,710
*Percentage Increase over prior year	0.00%	-59.79%	-8.02%	0.00%	0.00%	-8.02%	-35.09%	0.09%	0.09%	0.09%
Transfer from Operating Reserve Fund	(87,500)	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	231,071	128,085	293,016	-	-	293,016	190,200	190,370	190,540	190,710
*Percentage Increase over prior year	0.00%	-44.57%	26.81%	0.00%	0.00%	26.81%	-35.09%	0.09%	0.09%	0.09%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)		102,986								
Balance C/F from Prior to Current year	(41,197)	(41,197)	(102,986)	-	-	(102,986)	-	-	-	-
Grants in Lieu of Taxes	(8,434)	(8,434)	(8,590)	-	-	(8,590)	(8,760)	(8,930)	(9,100)	(9,270)
TOTAL REVENUE	(49,631)	53,355	(111,576)	-	-	(111,576)	(8,760)	(8,930)	(9,100)	(9,270)
REQUISITION	(181,440)	(181,440)	(181,440)	-	-	(181,440)	(181,440)	(181,440)	(181,440)	(181,440)
*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: Colwood, Langford, Saanich, View Royal AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3.707 L.W.M.P. On Site Systems Management Program
Operating Reserve Summary
2021 - 2025 Financial Plan

Profile

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

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

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105526	Estimated Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	109,413	111,073	110,152	110,152	110,152	110,152
Planned Purchase	-	(87,500)	-	-	-	-
Transfer from Ops Budget	-	86,579	-	-	-	-
Interest Income*	1,659	-	-	-	-	-
Total projected year end balance	111,073	110,152	110,152	110,152	110,152	110,152

* 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 2021 planned for Onsite database rewrite, this project was deferred from 2020.

CAPITAL REGIONAL DISTRICT

2021 BUDGET

L.W.M.P. - Peninsula Programs

COMMITTEE OF THE WHOLE

OCTOBER 2020

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

Committee: Parks & Environment

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

PARTICIPATION:

MAXIMUM LEVY:

Greater of \$5,663,000 or \$1.56 / \$1,000 of actual assessments (2020 - \$24,155,979).

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: Parks & Environment

	<u>Operating</u>
Central Saanich	43.12%
North Saanich (*see note below)	15.87%
Sidney	41.01%
Total	<u><u>100.00%</u></u>

Note:

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

3.720 - LWMP (PENINSULA)	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS:										
Operating Expenditures	21,875	21,877	41,738	41,000	-	82,738	107,341	24,080	24,557	25,047
Contract For Services	25,000	20,000	-	-	-	-	11,799	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	46,875	41,877	41,738	41,000	-	82,738	119,140	24,080	24,557	25,047
*Percentage Increase over prior year	0.00%	-10.66%	-10.96%	87.47%	0.00%	76.51%	44.00%	-79.79%	1.98%	2.00%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	4,998	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	4,998	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	46,875	46,875	41,738	41,000	-	82,738	119,140	24,080	24,557	25,047
*Percentage Increase over prior year	0.00%	0.00%	-10.96%	87.47%	0.00%	76.51%	44.00%	-79.79%	1.98%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	46,875	46,875	41,738	41,000	-	82,738	119,140	24,080	24,557	25,047
*Percentage Increase over prior year	0.00%	0.00%	-10.96%	87.47%	0.00%	76.51%	44.00%	-79.79%	1.98%	2.00%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(200)	(200)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
Transfer From Operating Reserve	(35,000)	(35,000)	(29,658)	-	-	(29,658)	-	-	-	-
TOTAL REVENUE	(35,200)	(35,200)	(29,868)	-	-	(29,868)	(210)	(210)	(210)	(210)
REQUISITION	(11,675)	(11,675)	(11,870)	(41,000)	-	(52,870)	(118,930)	(23,870)	(24,347)	(24,837)
*Percentage Increase over prior year	0.00%	0.00%	1.67%	351.18%	0.00%	352.85%	124.95%	-79.93%	2.00%	2.01%
PARTICIPANTS: Central Saanich, North Saanich, Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**3.720 L.W.M.P. Peninsula
Operating Reserve Summary
2021 - 2025 Financial Plan**

Profile

L.W.M.P. Peninsula

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

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105527	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	59,471	30,371	713	713	713	713
Planned Purchase	(35,000)	(29,658)	-	-	-	-
Transfer from Ops Budget	4,998	-	-	-	-	-
Interest Income*	902	-	-	-	-	-
Total projected year end balance	30,371	713	713	713	713	713

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

2021 BUDGET

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

COMMITTEE OF THE WHOLE

OCTOBER 2020

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

PARTICIPATION:

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	2016	2016	2016	2030	2030
	* Volumes	%	** Volumes	%	** Volumes	%
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%
TOTAL	68,320,700	100.000%	36,331,599	100.000%	40,186,263	100.000%

* = Design Flow
 ** = Average Annual Flow

FUNDING:

Requisition

RESERVE FUND:

Bylaw No. 4144 Operating Reserve Fund

3.750 - LWMP - CORE AND WEST SHORE	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	1,169,917	1,169,278	178,461	-	-	178,461	184,345	188,047	191,817	195,664
Consultant Expenses	-	-	100,000	-	-	100,000	102,000	104,040	106,120	108,240
Contract For Services	35,000	35,639	35,600	-	-	35,600	36,310	37,040	37,780	38,540
TOTAL OPERATING COSTS	1,204,917	1,204,917	314,061	-	-	314,061	322,655	329,127	335,717	342,444
*Percentage Increase over prior year	0.00%	0.00%	-73.94%	0.00%	0.00%	-73.94%	2.74%	2.01%	2.00%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	57,055	-	-	57,055	55,885	56,983	58,113	59,266
TOTAL CAPITAL / RESERVES	-	-	57,055	-	-	57,055	55,885	56,983	58,113	59,266
Debt Expenditures MFA Debt Reserve										
TOTAL COSTS	1,204,917	1,204,917	371,116	-	-	371,116	378,540	386,110	393,830	401,710
*Percentage Increase over prior year	0.00%	0.00%	-69.20%	0.00%	0.00%	-69.20%	2.00%	2.00%	2.00%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	1,204,917	1,204,917	371,116	-	-	371,116	378,540	386,110	393,830	401,710
*Percentage Increase over prior year	0.00%	0.00%	-69.20%	0.00%	0.00%	-69.20%	2.00%	2.00%	2.00%	2.00%
<u>FUNDING SOURCES (REVENUE)</u>										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(27,359)	(27,359)	(27,820)	-	-	(27,820)	(28,380)	(28,950)	(29,530)	(30,120)
Transfer From Operating Reserve	(840,000)	(840,000)	-	-	-	-	-	-	-	-
Revenue - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(867,359)	(867,359)	(27,820)	-	-	(27,820)	(28,380)	(28,950)	(29,530)	(30,120)
REQUISITION	(337,558)	(337,558)	(343,296)	-	-	(343,296)	(350,160)	(357,160)	(364,300)	(371,590)
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	2.00%	2.00%	2.00%	2.00%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford, Saanich, Oak Bay, View Royal, and Songhees and Esquimalt Bands										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**3.750 L.W.M.P. Core and West Shore
Operating Reserve Summary
2021 - 2025 Financial Plan**

Profile

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

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

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105528	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,641,960	826,863	883,918	939,803	996,786	1,054,899
Planned Purchase	(840,000)	-	-	-	-	-
Transfer from Ops Budget	-	57,055	55,885	56,983	58,113	59,266
Interest Income*	24,903	-	-	-	-	-
Total projected year end balance	826,863	883,918	939,803	996,786	1,054,899	1,114,165

Assumptions/Background:

2020 planned spending relates to biosolid management. 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

2021 BUDGET

L.W.M.P. - Harbour Studies

COMMITTEE OF THE WHOLE

OCTOBER 2020

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 by Bylaw No. 3837 (2012).

SERVICE DESCRIPTION:

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

PARTICIPATION:

	<u>2020</u>
City of Colwood	6.1260%
City of Victoria	30.5230%
Township of Esquimalt	6.0770%
City of Langford	13.8492%
District of Saanich	39.6690%
Town of View Royal	3.7558%
TOTAL	<u>100.000%</u>

MAXIMUM LEVY:

Greater of \$350,000 or \$0.0064 per \$1,000 of actual assessments (2020 - \$561,413)

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Core Area Liquid Waste Management Committee

FUNDING:

Requisition

RESERVE FUND:

Bylaw No. 4144 Operating Reserve Fund

3.752 - LWMP - HARBOURS STUDIES			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Allocations	268,039	268,039	336,472	-	-	336,472	348,636	355,606	362,729	369,974
Consultant Expenses	70,333	70,333	-	-	-	-	-	-	-	-
Contract for Services	2,000	2,000	6,336	-	-	6,336	-	-	-	-
Operating - Other Costs	2,570	2,570	550	-	-	550	560	570	580	590
Contingency	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	342,942	342,942	343,358	-	-	343,358	349,196	356,176	363,309	370,564
*Percentage Increase over prior year	0.00%	0.00%	0.12%	0.00%	0.00%	0.12%	1.70%	2.00%	2.00%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	342,942	342,942	343,358	-	-	343,358	349,196	356,176	363,309	370,564
*Percentage Increase over prior year	0.00%	0.00%	0.12%	0.00%	0.00%	0.12%	1.70%	2.00%	2.00%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	342,942	342,942	343,358	-	-	343,358	349,196	356,176	363,309	370,564
*Percentage Increase over prior year	0.00%	0.00%	0.12%	0.00%	0.00%	0.12%	1.70%	2.00%	2.00%	2.00%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year										
Grants in Lieu of Taxes	(24,178)	(24,178)	(24,590)	-	-	(24,590)	(25,080)	(25,580)	(26,090)	(26,610)
Revenue - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(24,178)	(24,178)	(24,590)	-	-	(24,590)	(25,080)	(25,580)	(26,090)	(26,610)
REQUISITION	(318,764)	(318,764)	(318,768)	-	-	(318,768)	(324,116)	(330,596)	(337,219)	(343,954)
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.68%	2.00%	2.00%	2.00%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford, Saanich, View Royal, Songhees and Esquimalt Bands (New 2021: North Saanich, Sidney, Central Saanich)										
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

2021 BUDGET

Climate Action and Adaptation

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.309 Climate Action and Adaptation

Committee: Parks & Environment

DEFINITION:

Establishment Bylaw No. 3510 (Jan 2009), as amended by Bylaw No. 4058 (Feb 2016), 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 \$459,873 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									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS:										
Salaries and Wages	98,264	112,065	-	109,038	-	109,038	109,286	-	-	-
Allocations - EPro Labour	321,749	312,570	327,219	-	-	327,219	334,420	341,110	347,930	354,890
Contract For Services	20,440	14,500	20,790	-	-	20,790	21,210	83,101	85,761	88,475
Consultant Expenses	23,389	27,075	23,790	-	-	23,790	24,270	24,760	25,260	25,770
Operating - Other Costs	104,587	23,522	93,560	-	-	93,560	42,292	42,141	41,991	41,832
Allocations - Others	8,252	8,252	10,358	-	-	10,358	11,782	12,018	12,258	12,503
Insurance Costs	870	870	910	-	-	910	930	950	970	990
TOTAL OPERATING COSTS	577,551	498,853	476,627	109,038	-	585,665	544,190	504,080	514,170	524,460
*Percentage Increase over prior year	0.00%	-13.63%	-17.47%	18.88%	0.00%	1.40%	-7.08%	-7.37%	2.00%	2.00%
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	38,284	1,301	-	-	1,301	-	-	-	-
TOTAL CAPITAL / RESERVES	-	38,284	1,301	-	-	1,301	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	577,551	537,137	477,928	109,038	-	586,966	544,190	504,080	514,170	524,460
*Percentage Increase over prior year	0.00%	-7.00%	-17.25%	18.88%	0.00%	1.63%	-7.29%	-7.37%	2.00%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	577,551	537,137	477,928	109,038	-	586,966	544,190	504,080	514,170	524,460
*Percentage Increase over prior year	0.00%	-7.00%	-17.25%	18.88%	0.00%	1.63%	-7.29%	-7.37%	2.00%	2.00%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)		52,467								
Balance C/F from Prior to Current year	(51,153)	(51,153)	(52,467)	-	-	(52,467)	-	-	-	-
Grants in Lieu of Taxes	(25,642)	(25,641)	(26,080)	-	-	(26,080)	(26,600)	(27,140)	(27,690)	(28,250)
Grants - Federal/Provincial/Other	(50,000)	(62,000)	-	(50,000)	-	(50,000)	(50,000)	-	-	-
Transfer From Own Funds	-	(54)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(126,795)	(86,381)	(78,547)	(50,000)	-	(128,547)	(76,600)	(27,140)	(27,690)	(28,250)
REQUISITION	(450,756)	(450,756)	(399,381)	(59,038)	-	(458,419)	(467,590)	(476,940)	(486,480)	(496,210)
*Percentage Increase over prior year	0.00%	0.00%	-11.40%	13.10%	0.00%	1.70%	2.00%	2.00%	2.00%	2.00%
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	1.00	1.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00	0.00

**1.309 Climate Action and Adaptation
Operating Reserve Summary
2021 - 2025 Financial Plan**

Profile

Climate Action and Adaptation

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

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105503 Projected year end balance	Est Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	14,163	52,662	53,963	53,963	53,963	53,963
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	38,284	1,301	-	-	-	-
Interest Income*	215	-	-	-	-	-
Total projected year end balance	52,662	53,963	53,963	53,963	53,963	53,963

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

Assumptions/Background:

Reserve balance retained for projects to be co-funded by grants

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Sooke Stormwater Quality Management

COMMITTEE OF THE WHOLE

OCTOBER 2020

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									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2,021.00 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	20,221	10,492	20,223	-	-	20,223	20,801	21,216	21,642	22,068
Contract For Services	4,500	14,229	46,181	-	-	46,181	56,491	10,380	10,590	10,800
Contingency	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	24,721	24,721	66,404	-	-	66,404	77,292	31,596	32,232	32,868
*Percentage Increase over prior year	0.00%	0.00%	168.61%	0.00%	-	168.61%	16.40%	-59.12%	2.01%	1.97%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	12,200	12,200	(28,854)	-	-	(28,854)	(38,992)	7,464	7,608	7,772
TOTAL CAPITAL / RESERVES	12,200	12,200	(28,854)	-	-	(28,854)	(38,992)	7,464	7,608	7,772
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	36,921	36,921	37,550	-	-	37,550	38,300	39,060	39,840	40,640
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	-	1.70%	2.00%	1.98%	2.00%	2.01%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	36,921	36,921	37,550	-	-	37,550	38,300	39,060	39,840	40,640
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	-	1.70%	2.00%	1.98%	2.00%	2.01%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(77)	(77)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(77)	(77)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
REQUISITION	(36,844)	(36,844)	(37,470)	-	-	(37,470)	(38,220)	(38,980)	(39,760)	(40,560)
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	-	1.70%	2.00%	1.99%	2.00%	2.01%
PARTICIPANTS: Sooke										
AUTHORIZED POSITIONS:										
Salaried	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

1.531 Storm Water Quality - Sooke
Operating Reserve Summary
2021 - 2025 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

Operating Reserve Schedule Fund: 1500 Fund Center: 105518	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Beginning Balance	55,674	67,874	39,020	28	7,492	15,100
Planned Purchase	-	(28,854)	(40,890)	-	-	-
Transfer from Ops Budget	12,200	-	1,898	7,464	7,608	7,772
Interest Income*	-	-	-	-	-	-
Total projected year end balance	67,874	39,020	28	7,492	15,100	22,872

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Core and West Shore Stormwater Quality Management

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.536 Core and West Shore Stormwater Quality Management

Committee: Core Area Liquid Waste Management

DEFINITION:

This program coordinates the management of stormwater quality and surface water resources in cooperation with the seven core municipalities. The program includes investigations to assess shoreline discharges and contaminant sources and protect the marine environment using a watershed management planning approach. Establishment Bylaw 2567, adopted Feb 25, 1998.

SERVICE DESCRIPTION:

The service provides a stormwater quality program in the Core Area to coordinate the management of stormwater quality and surface water resources. The program includes investigation to assess shoreline discharges and contaminant sources and protect the marine environment using an integrated watershed management approach.

PARTICIPATION:

The apportionment of annual operating costs among the participants shall be on the basis of:

- one-sixth in proportion to population of the participants
- one-sixth in proportion to land area of the participants
- one-third in proportion to converted assessments of the participants
- one-third in proportion to the number of high and medium priority discharges of stormwater to the environment in the prior year within the boundaries of each of the participants, as determined by the Capital Region District Board.

The participants are:

City of Colwood
City of Victoria
Township of Esquimalt
District of Langford
District of Oak Bay
District of Saanich
Town of View Royal
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 MANAGEMENT - CORE AND WEST SHORE			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	589,296	614,203	570,173	-	-	570,173	583,622	595,285	607,186	619,327
Contract For Services	113,940	113,500	91,111	-	-	91,111	88,808	90,585	92,404	94,273
Consultant Expenses	30,700	-	59,075	-	-	59,075	60,260	61,470	62,700	63,950
TOTAL OPERATING COSTS	733,936	727,703	720,359	-	-	720,359	732,690	747,340	762,290	777,550
*Percentage Increase over prior year	0.00%	-0.85%	-1.85%	0.00%	0.00%	-1.85%	1.71%	2.00%	2.00%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	2,000	8,233	-	-	-	-	2,070	2,110	2,150	2,190
TOTAL CAPITAL / RESERVES	2,000	8,233	-	-	-	-	2,070	2,110	2,150	2,190
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	735,936	735,936	720,359	-	-	720,359	734,760	749,450	764,440	779,740
*Percentage Increase over prior year	0.00%	0.00%	-2.12%	0.00%	0.00%	-2.12%	2.00%	2.00%	2.00%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	(33,107)	(33,107)	(33,769)	-	-	(33,769)	(34,440)	(35,130)	(35,830)	(36,550)
OPERATING COSTS LESS INTERNAL RECOVERIES	702,829	702,829	686,590	-	-	686,590	700,320	714,320	728,610	743,190
*Percentage Increase over prior year	0.00%	0.00%	-2.31%	0.00%	0.00%	-2.31%	2.00%	2.00%	2.00%	2.00%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year										
Grants in Lieu of Taxes	(60,892)	(60,892)	(61,930)	-	-	(61,930)	(63,170)	(64,430)	(65,720)	(67,040)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
Other Revenue	(27,716)	(27,716)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(88,608)	(88,608)	(61,930)	-	-	(61,930)	(63,170)	(64,430)	(65,720)	(67,040)
REQUISITION	(614,221)	(614,221)	(624,660)	-	-	(624,660)	(637,150)	(649,890)	(662,890)	(676,150)
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	2.00%	2.00%	2.00%	2.00%
PARTICIPANTS: Victoria, Saanich, Esquimalt, View Royal, Oak Bay, Langford, Colwood, Songhees Band, Esquimalt Band										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**1.536 Stormwater Quality Management - Core
Operating Reserve Summary
2021- 2025 Financial Plan**

Profile

Stormwater Quality Management - Core

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

Operating Reserve Schedule

Operating Reserve Schedule	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Beginning Balance	68,696	77,971	77,971	80,041	82,151	84,301
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	8,233	-	2,070	2,110	2,150	2,190
Interest Income*	1,042	-	-	-	-	-
Total projected year end balance	77,971	77,971	80,041	82,151	84,301	86,491

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

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Saanich Peninsula - Stormwater Quality Management

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.537 Saanich Peninsula - Stormwater Quality Management

Commission: Saanich Peninsula Waste Water

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Greater of \$106,017 or \$0.0103/\$1,000 of actual assessments. The actual assessment for 2020 was \$109,946.

MAXIMUM CAPITAL DEBT:

Nil

COMMITTEE:

Saanich Peninsula Wastewater Commission

FUNDING:

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

USER CHARGE:

N/A

	<u>Stormwater</u>
Central Saanich	27.58%
North Saanich	35.68%
Sidney	24.33%
Tsawout Band	4.49%
Tsartlip Band	5.57%
Pauquachin Band	0.98%
Tseycum Band	1.37%
Total	<u>100.00%</u>

Note:

* Service established effective 2010; previously provided by agreement

1.537 SOURCE CONTROL STORMWATER - SAANICH PENINSULA			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	72,938	83,005	75,443	-	-	75,443	77,371	78,919	80,488	82,091
Contract For Services	29,857	17,500	22,500	-	-	22,500	22,529	22,980	23,452	23,919
Consultant Expenses	11,000	2,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
TOTAL OPERATING COSTS	113,795	102,505	112,943	-	-	112,943	115,200	117,509	119,860	122,250
*Percentage Increase over prior year	0.00%	-9.92%	-0.75%	0.00%	0.00%	-0.75%	2.00%	2.00%	2.00%	1.99%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	11,290	2,787	-	-	2,787	2,840	2,891	2,950	3,010
TOTAL CAPITAL / RESERVES	-	11,290	2,787	-	-	2,787	2,840	2,891	2,950	3,010
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	113,795	113,795	115,730	-	-	115,730	118,040	120,400	122,810	125,260
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	2.00%	2.00%	2.00%	1.99%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	113,795	113,795	115,730	-	-	115,730	118,040	120,400	122,810	125,260
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	2.00%	2.00%	2.00%	1.99%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(3,849)	(3,849)	(3,910)	-	-	(3,910)	(3,980)	(4,060)	(4,140)	(4,220)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(3,849)	(3,849)	(3,910)	-	-	(3,910)	(3,980)	(4,060)	(4,140)	(4,220)
REQUISITION	(109,946)	(109,946)	(111,820)	-	-	(111,820)	(114,060)	(116,340)	(118,670)	(121,040)
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	2.00%	2.00%	2.00%	2.00%
PARTICIPANTS: Central Saanich, North Saanich, Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**1.537 Saanich Peninsula - Source Control Stormwater
Operating Reserve Summary
2021 - 2025 Financial Plan**

Profile

Saanich Peninsula - Source Control Stormwater

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

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105520	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Beginning Balance	27,114	38,816	41,603	44,443	47,334	50,284
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	11,290	2,787	2,840	2,891	2,950	3,010
Interest Income*	411	-	-	-	-	-
Total projected year end balance	38,816	41,603	44,443	47,334	50,284	53,294

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Saanich Peninsula - Source Control Stormwater

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.538 Saanich Peninsula - Source Control Stormwater

Commission: Saanich Peninsula Waste Water

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Maximum Levy: Greater of \$51,715 or \$0.005/\$1,000 of actual assessments. The actual assessment for 2020 was \$77,423.

MAXIMUM CAPITAL DEBT:

Nil

COMMITTEE:

Saanich Peninsula Wastewater

FUNDING:

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

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

USER CHARGE:

N/A

Service: 1.538 Saanich Peninsula - Source Control Stormwater

Commission: Saanich Peninsula Waste Water

	<u>2020</u>
Central Saanich	42.86%
North Saanich	28.14%
Sidney	28.99%
Total	<u><u>100.00%</u></u>

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

1.538 STORMWATER QUALITY MANAGEMENT - SAANICH PENINSULA			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	48,033	45,149	55,480	-	-	55,480	46,463	47,390	48,329	49,290
Contract For Services	13,400	2,500	7,000	-	-	7,000	7,140	7,280	7,430	7,580
Contingency	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	61,433	47,649	62,480	-	-	62,480	53,603	54,670	55,759	56,870
*Percentage Increase over prior year	0.00%	-22.44%	1.70%	0.00%	0.00%	1.70%	-14.21%	1.99%	1.99%	1.99%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	9,684	-	-	-	-	2,217	2,260	2,311	2,360
TOTAL CAPITAL / RESERVES	-	9,684	-	-	-	-	2,217	2,260	2,311	2,360
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	61,433	57,333	62,480	-	-	62,480	55,820	56,930	58,070	59,230
*Percentage Increase over prior year	0.00%	-6.67%	1.70%	0.00%	0.00%	1.70%	-10.66%	1.99%	2.00%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	61,433	57,333	62,480	-	-	62,480	55,820	56,930	58,070	59,230
*Percentage Increase over prior year	0.00%	-6.67%	1.70%	0.00%	0.00%	1.70%	-10.66%	1.99%	2.00%	2.00%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	(3,519)	(3,519)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,550)	(1,550)	(1,580)	-	-	(1,580)	(1,610)	(1,640)	(1,670)	(1,700)
Transfer From Operating Reserve	(4,100)	-	(7,750)	-	-	(7,750)	-	-	-	-
TOTAL REVENUE	(9,169)	(5,069)	(9,330)	-	-	(9,330)	(1,610)	(1,640)	(1,670)	(1,700)
REQUISITION	(52,264)	(52,264)	(53,150)	-	-	(53,150)	(54,210)	(55,290)	(56,400)	(57,530)
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	1.99%	1.99%	2.01%	2.00%
PARTICIPANTS: Sooke										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**1.538 Saanich Peninsula -Stormwater Quality Management
Operating Reserve Summary
2021 - 2025 Financial Plan**

Profile

Saanich Peninsula -Stormwater Quality Management

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

Operating Reserve Schedule

Operating Reserve Schedule	Est. Actual	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Beginning Balance	48,986	59,413	51,663	53,880	56,140	58,451
Planned Purchase	-	(7,750)	-	-	-	-
Transfer from Ops Budget	9,684	-	2,217	2,260	2,311	2,360
Interest Income*	743	-	-	-	-	-
Total projected year end balance	59,413	51,663	53,880	56,140	58,451	60,811

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Environmental Engineering Services

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.576 Environmental Engineering Services

Committee: Environmental Services

DEFINITION:

To provide Engineering Services relative to various Operating and Capital projects, for Environmental Sustainability, Integrated Water, Parks, and Corporate Services. The cost of this function is principally allocated to functions and capital projects using these Services.

PARTICIPATION:

All budgets and projects receiving Engineering Services

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

N/A

COST RECOVERY:

Time charges to Capital projects, Environment Resource Management and Service budgets.

Change in Budget 2020 to 2021

Service: 1.576 Env Engineering Services

Total Expenditure**Comments****2020 Budget****2,460,610****Change in Salaries:**

Base salary change

50,390

Inclusive of collective agreement changes

Step Increase/paygrade change

-

Engineer 5

133,239

FTE transfer from IWS

Total Change in Salaries

183,629**Other Changes:**

Internal allocations

3,051

Transfer to capital fund

45,000

Other operating costs

6,592

Total Other Changes

54,643**2021 Budget**

2,698,882**Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

<i>The 2020 actuals are anticipated to result in a \$110,397 surplus which will be directed to the ERF for the department.</i>
--

1.576 - Engineering Services			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	1,939,212	1,833,680	1,989,602	133,239	-	2,122,841	2,142,518	2,188,445	2,235,352	2,283,261
Internal Allocations	349,655	336,890	352,706	-	-	352,706	358,710	365,452	372,325	379,340
Consulting and Legal	10,000	53,000	9,000	-	-	9,000	9,180	9,364	9,552	9,743
Operating Supplies	51,940	51,734	50,500	5,000	5,000	60,500	56,610	57,741	58,896	60,073
Telecommunication	37,648	31,836	35,000	-	-	35,000	35,700	36,414	37,143	37,886
Vehicle and Equipment	26,410	26,564	27,400	310	-	27,710	28,264	28,829	29,406	29,993
Operating Cost - Other	45,744	16,508	43,125	3,000	-	46,125	47,040	47,977	48,934	49,910
TOTAL OPERATING COSTS	2,460,609	2,350,212	2,507,333	141,549	5,000	2,653,882	2,678,022	2,734,222	2,791,608	2,850,206
*Percentage increase over prior year operating costs		-4.5%	1.90%			7.85%	0.91%	2.10%	2.10%	2.10%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Fund	-	-	-	-	45,000	45,000	-	-	-	-
Transfer to ERF	-	110,397	-	-	-	-	20,000	20,000	20,000	20,000
TOTAL CAPITAL / RESERVES	-	110,397	-	-	45,000	45,000	20,000	20,000	20,000	20,000
TOTAL COSTS	2,460,609	2,460,609	2,507,333	141,549	50,000	2,698,882	2,698,022	2,754,222	2,811,608	2,870,206
*Percentage increase over prior year operating costs		0.0%				9.68%	-0.03%	2.08%	2.08%	2.08%
Internal Recoveries	(2,460,609)	(2,460,609)	(2,507,333)	(191,549)	-	(2,698,882)	(2,698,022)	(2,754,222)	(2,811,608)	(2,870,206)
*Percentage increase over prior year operating costs		0.0%				9.68%	-0.03%	2.08%	2.08%	2.08%
OPERATING LESS RECOVERIES	-	-	-	(50,000)	50,000	-	-	-	-	-
<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										
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
REQUISITION	-	-	-	50,000	(50,000)	-	-	-	-	-
*Percentage increase over prior year requisition										
<u>AUTHORIZED POSITIONS:</u>										
Salaried	14	14	14	1	-	15	15	15	15	15

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

Service No.	1.576 Environmental Engineering Service	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$125,000	\$0	\$40,000	\$80,000	\$0	\$245,000
		\$0	\$165,000	\$40,000	\$80,000	\$120,000	\$40,000	\$445,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$120,000	\$40,000	\$80,000	\$120,000	\$40,000	\$400,000
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
		\$0	\$165,000	\$40,000	\$80,000	\$120,000	\$40,000	\$445,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-02	Replacement	Engineering Equipment	Engineering Equipment	\$75,000	E	ERF	\$0	\$15,000	\$15,000	\$0	\$0	\$0	\$30,000
18-03	Replacement	Computer Equipment	Computer Equipment	\$119,000	E	ERF	\$0	\$25,000	\$25,000	\$0	\$0	\$0	\$50,000
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	\$40,000	\$0	\$0	\$0	\$0	\$40,000
21-02	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F01074 (light pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.	\$40,000	V	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
21-03	New	ES Vehicle	New ES vehicle	\$45,000	V	Cap		\$45,000	\$0	\$0	\$0	\$0	\$45,000
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	\$40,000	\$0	\$0	\$40,000
23-02	Replacement	Engineering Equipment	Engineering Equipment	\$75,000	E	ERF	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000	\$45,000
23-03	Replacement	Computer Equipment	Computer Equipment	\$125,000	E	ERF	\$0	\$0	\$0	\$25,000	\$25,000	\$25,000	\$75,000
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	\$40,000	\$0	\$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	\$40,000	\$0	\$40,000
GRAND TOTAL				\$639,000			\$0	\$165,000	\$40,000	\$80,000	\$120,000	\$40,000	\$445,000

Service: 1.576 **Environmental Engineering Services**

Proj. No. 18-02	Capital Project Title Engineering Equipment	Capital Project Description Engineering Equipment
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Accountability
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 E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Accountability
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 V	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Accountability
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>		

Proj. No. 21-02	Capital Project Title Replacement ES Vehicle	Capital Project Description Replace aging fleet vehicle unit #F01074 (light pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.
Asset Class V	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Accountability
Project Rationale <i>This vehicle is a light pick-up used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 11 years old, which is beyond the CRD recommended replacement strategy of 7 years.</i>		

Proj. No. 21-03	Capital Project Title ES Vehicle	Capital Project Description New ES vehicle
Asset Class V	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Accountability
Project Rationale <i>New vehicle for ES fleet due to additional senior engineer.</i>		

Service: 1.576 **Environmental Engineering Services**

Proj. No. 23-01	Capital Project Title Replacement ES Vehicle	Capital Project Description 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.
Asset Class V	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Accountability
Project Rationale <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>		

Proj. No. 23-02	Capital Project Title Engineering Equipment	Capital Project Description Engineering Equipment
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Accountability
Project Rationale <i>Replace engineering equipment based on life cycle assessment.</i>		

Proj. No. 23-03	Capital Project Title Computer Equipment	Capital Project Description Computer Equipment
Asset Class E	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Accountability
Project Rationale <i>Replace computer equipment based on life cycle assessment.</i>		

Proj. No. 24-01	Capital Project Title Replacement ES Vehicle	Capital Project Description Replace aging fleet vehicle unit #FQ14020 (Transit) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.
Asset Class V	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Accountability
Project Rationale <i>This vehicle is a transit van up 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 beyond the CRD recommended replacement strategy of 7 years.</i>		

Service: 1.576 **Environmental Engineering Services**

Proj. No. 24-02	Capital Project Title Replacement ES Vehicle	Capital Project Description 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.
Asset Class V	Board Priority Area Advocacy, Governance &	Corporate Priority Area Accountability
Project Rationale <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 10 years old, which is beyond the CRD recommended replacement strategy of 7 years.</i>		

1.576 Engineering Services
 Asset and Reserve Summary
 2021 - 2025 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				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	483,142	490,335	458,335	338,335	318,335	258,335	158,335
Planned Purchase (Based on Capital Plan)	(8,452)	(37,000)	(120,000)	(40,000)	(80,000)	(120,000)	(40,000)
Transfer from Ops Budget	-	-	-	20,000	20,000	20,000	20,000
Proceed disposal of Equipment	9,435	-					
Interest Income*	6,211	5,000					
Total projected year end balance	490,335	458,335	338,335	318,335	258,335	158,335	138,335

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Facility Management

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.105 Facility Management

Committee: Governance & 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 & Finance

FUNDING:

GENERAL INFORMATION:

All costs are recovered from user departments and requisition.

Change in Budget 2020 to 2021**Service: 1.10X Facility Mgt & Building Services****Total Expenditure****Comments****2020 Budget****3,012,070****Change in Salaries:**

Base salary change	(35,133)
Step Increase/paygrade change	-
Facility Maintenance Worker 2	86,959
Project Coordinator	107,148
Facility Maintenance Worker 4	95,107

Inclusive of collective agreement changes

IBC 15c1.2 : FMW2 Formalize FTE

IBC 15f1.3 : FM Centralization Strategy (Project Coordinator)

IBC 8a1.2 : FM Centralization Strategy FMW (CAWTP)

Total Change in Salaries

254,081

Other Changes:

Internal allocations	17,773
Transfer to reserve	66,993
Other operating costs	(7,477)

Total Other Changes

77,289

2021 Budget**3,343,440****Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

<i>There are no anticipated overall variances for the 2020 budget year.</i>

1.105 Facility Management			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	915,639	891,904	884,751	289,214	-	1,173,965	1,178,371	1,202,995	1,228,139	1,253,811
Internal Allocations	268,025	268,022	244,612	-	-	244,612	247,316	252,007	256,790	261,670
Consulting Service	51,000	51,000	52,000	-	-	52,000	53,040	54,101	55,183	56,285
Operating Supplies	26,418	30,848	27,400	-	-	27,400	27,948	28,507	29,077	29,659
Telecommunication	13,372	15,576	14,840	-	-	14,840	15,137	15,440	15,748	16,063
Vehicle and Equipment	39,489	39,417	40,292	-	-	40,292	41,113	41,950	42,803	43,659
Operating Cost - Other	59,455	50,284	88,872	-	-	88,872	90,649	92,461	94,311	96,198
TOTAL OPERATING COSTS	1,373,398	1,347,051	1,352,767	289,214	-	1,641,981	1,653,574	1,687,461	1,722,051	1,757,345
*Percentage increase over prior year operating costs		-1.9%		-1.50%		19.56%	0.71%	2.05%	2.05%	2.05%
<u>CAPITAL / RESERVE</u>										
Transfer to ERF	45,593	45,593	48,585	-	-	48,585	49,155	49,738	50,336	50,940
TOTAL CAPITAL / RESERVES	45,593	45,593	48,585	-	-	48,585	49,155	49,738	50,336	50,940
TOTAL COSTS	1,418,991	1,392,644	1,401,352	289,214	-	1,690,566	1,702,729	1,737,199	1,772,387	1,808,285
*Percentage increase over prior year operating costs		-1.9%				19.14%	0.72%	2.02%	2.03%	2.03%
Internal Recoveries	(1,163,913)	(1,163,410)	(1,172,049)	(289,214)	-	(1,461,263)	(1,472,718)	(1,502,810)	(1,533,531)	(1,564,887)
OPERATING LESS RECOVERIES	255,078	229,234	229,303	-	-	229,303	230,011	234,390	238,856	243,398
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(99,788)	(73,944)	(70,129)	-	-	(70,129)	(67,654)	(68,785)	(69,940)	(71,103)
TOTAL REVENUE	(99,788)	(73,944)	(70,129)	-	-	(70,129)	(67,654)	(68,785)	(69,940)	(71,103)
Estimated balance C/F from current to Next year										
REQUISITION	(155,290)	(155,290)	(159,174)	-	-	(159,174)	(162,357)	(165,605)	(168,916)	(172,295)
*Percentage increase over prior year requisition						2.50%	2%	2%	2%	2%
AUTHORIZED POSITIONS FTE:	7	7	7	3	-	10	10	10	10	10

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

Service No.	1.105	Carry						
	Facilities Management	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$18,600	\$2,000	\$2,000	\$3,500	\$2,000	\$28,100
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$120,000	\$50,000	\$50,000	\$50,000	\$0	\$270,000
		\$0	\$138,600	\$52,000	\$52,000	\$53,500	\$2,000	\$298,100

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	\$138,600	\$52,000	\$52,000	\$53,500	\$2,000	\$298,100
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
		\$0	\$138,600	\$52,000	\$52,000	\$53,500	\$2,000	\$298,100

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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 Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
17-02	Replacement	Desktop Computers	Replace desktop computers	\$16,200	E	ERF	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$0	\$8,000
19-01	Replacement	Laptop	Replace laptop	\$1,600	E	ERF	\$0	\$1,600	\$0	\$0	\$0	\$0	\$1,600
19-03	Replacement	Production Printer	Replace Production Printer	\$15,000	E	ERF	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
21-01	Replacement	Unit F01112	Replace 2010 Chev Express Van	\$50,000	V	ERF	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
21-02	New	New Vehicle	New CAWWTP Position	\$50,000	V	ERF	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
23-01	Replacement	Unit F12001	replace 2012 Jeep Patriot	\$50,000	V	ERF	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
24-01	Replacement	Unit F13022	replace 2014 Ford F250	\$50,000	V	ERF	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
24-02	Replacement	Laptop	Replace laptop	\$1,500	E	ERF	\$0	\$0	\$0	\$0	\$1,500	\$0	\$1,500
25-01	Replacement	Desktop Computers	Replace desktop computers	\$10,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
20-01	Replacement	Pool Vehicle - F00959	Replace 2005 Toyota Prius	\$35,000	V	ERF	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
20-02	Replacement	Pool Vehicle - F11004	Replace 2010 Chev Malibu	\$35,000	V	ERF	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
GRAND TOTAL				\$314,300			\$0	\$138,600	\$52,000	\$52,000	\$53,500	\$2,000	\$298,100

Service: 1.105

Facilities Management

Proj. No. 17-02

Capital Project Title Desktop Computers

Capital Project Description Replace desktop computers

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Accountability

Project Rationale *Replace desktop computers as scheduled by IT on a 3 year cycle.*

Proj. No. 19-01

Capital Project Title Laptop

Capital Project Description Replace laptop

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Accountability

Project Rationale *Replace laptop computer as scheduled by IT on a 3 year cycle.*

Proj. No. 19-03

Capital Project Title Production Printer

Capital Project Description Replace Production Printer

Asset Class E

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Accountability

Project Rationale *Replace laser printer formally shared with Accounting Services on the 3rd floor.*

Proj. No. 21-01

Capital Project Title Unit F01112

Capital Project Description Replace 2010 Chev Express Van

Asset Class V

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Accountability

Project Rationale *Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.*

Service: 1.105 **Facilities Management**

Proj. No. 21-02 **Capital Project Title** New Vehicle **Capital Project Description** New CAWWTP Position

Asset Class V **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Accountability

Project Rationale *New all electric or hybrid vehicle as scheduled by Facility Management.*

Proj. No. 23-01 **Capital Project Title** Unit F12001 **Capital Project Description** replace 2012 Jeep Patriot

Asset Class V **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Accountability

Project Rationale *Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.*

Proj. No. 24-01 **Capital Project Title** Unit F13022 **Capital Project Description** replace 2014 Ford F250

Asset Class V **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Accountability

Project Rationale *Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.*

Proj. No. 24-02 **Capital Project Title** Laptop **Capital Project Description** Replace laptop

Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Accountability

Project Rationale *Replace laptop computer as scheduled by IT on a 3 year cycle.*

Proj. No. 25-01 **Capital Project Title** Desktop Computers **Capital Project Description** Replace desktop computers

Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Accountability

Project Rationale *Replace desktop computers as scheduled by IT on a 3 year cycle.*

Service: 1.105 **Facilities Management**

Proj. No. 20-01	Capital Project Title Pool Vehicle - F00959	Capital Project Description Replace 2005 Toyota Prius
Asset Class V	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Accountability
Project Rationale <i>Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.</i>		

Proj. No. 20-02	Capital Project Title Pool Vehicle - F11004	Capital Project Description Replace 2010 Chev Malibu
Asset Class V	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Accountability
Project Rationale <i>Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.</i>		

**1.105 Facility Management
Asset and Reserve Summary
2021 - 2025 Financial Plan**

Asset Profile

Facility Management ERF

Facility Management assets consist of vehicles and equipment.

Equipment Replacement Fund Schedule (ERF)

Equipment Replacement Schedule	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Projected year end balance							
Beginning Balance	322,051	326,954	333,797	243,591	240,746	238,484	235,320
Planned Purchase (Based on Capital Plan)	(32,273)	(41,750)	(138,600)	(52,000)	(52,000)	(53,500)	(2,000)
Transfer from Ops Budget	32,943	45,593	48,394	49,155	49,738	50,336	50,940
Proceed disposal of Equipment							
Interest Income*	4,233	3,000					
Total projected year end balance	326,954	333,797	243,591	240,746	238,484	235,320	284,260

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

CRD Headquarters Building

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.106 CRD Headquarter Building

Committee: Governance & 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 & 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			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Internal Allocations	217,676	207,746	233,065	-	-	233,065	250,066	254,866	259,764	264,759
Insurance Cost	38,650	38,650	39,420	-	-	39,420	40,210	41,020	41,840	42,680
Repairs and Maintenance Costs	193,790	219,026	196,150	-	-	196,150	205,164	208,911	212,725	216,613
Rental and Leases	88,127	85,562	89,650	-	-	89,650	91,442	93,270	95,134	97,036
Electricity & Utilities	185,410	179,500	186,020	-	-	186,020	189,551	193,151	197,324	201,071
Operating Supplies	41,000	36,000	41,600	-	-	41,600	42,432	43,280	44,147	45,029
Internal Labour Cost	324,030	304,742	298,200	-	-	298,200	298,573	304,745	311,049	317,487
Operating Cost - Other	225,876	226,638	223,390	-	-	223,390	227,857	232,417	237,063	241,803
TOTAL OPERATING COSTS	1,314,559	1,297,864	1,307,495	-	-	1,307,495	1,345,295	1,371,660	1,399,046	1,426,478
*Percentage increase over prior year operating costs		-1.3%		-0.54%		-0.54%	2.89%	1.96%	2.00%	1.96%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	58,952	77,666	87,953	-	-	87,953	87,948	90,810	92,193	92,099
Transfer to ERF	-	17,000	35,000	-	-	35,000	35,000	35,000	35,000	35,000
TOTAL CAPITAL / RESERVES	58,952	94,666	122,953	-	-	122,953	122,948	125,810	127,193	127,099
TOTAL COSTS	1,373,511	1,392,530	1,430,448	-	-	1,430,448	1,468,243	1,497,470	1,526,239	1,553,577
*Percentage increase over prior year operating costs		1.4%				4.15%	2.64%	1.99%	1.92%	1.79%
Internal Recoveries (Building Occupancy)	(1,252,348)	(1,247,520)	(1,281,578)	-	-	(1,281,578)	(1,319,055)	(1,344,750)	(1,370,953)	(1,397,688)
*Percentage increase over prior year operating costs		-0.4%				2.33%	2.92%	1.95%	1.95%	1.95%
OPERATING LESS RECOVERIES	121,163	145,010	148,870	-	-	148,870	149,188	152,720	155,286	155,889
		19.7%		22.87%		22.87%	0.21%	2.37%	1.68%	0.39%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance C/F from current to next year										
Fees Charged	(2,700)	(2,700)	(2,700)	-	-	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)
Lease Revenue	(99,603)	(99,604)	(99,603)	-	-	(99,603)	(99,603)	(102,555)	(104,030)	(104,030)
Recovery - Other	(18,860)	(42,706)	(46,567)	-	-	(46,567)	(46,885)	(47,465)	(48,556)	(49,159)
TOTAL REVENUE	(121,163)	(145,010)	(148,870)	-	-	(148,870)	(149,188)	(152,720)	(155,286)	(155,889)
REQUISITION	-	-	-	-	-	-	-	-	-	-
*Percentage increase over prior year requisition										

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

Service No.	1.106	Carry						
	Facilities and Risk	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	B	\$59,729	\$949,729	\$200,000	\$1,115,000	\$1,600,000	\$100,000	\$3,964,729
Equipment	E	\$50,000	\$65,000	\$0	\$0	\$0	\$0	\$65,000
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
		\$109,729	\$1,014,729	\$200,000	\$1,115,000	\$1,600,000	\$100,000	\$4,029,729

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$109,729	\$109,729	\$0	\$0	\$0	\$0	\$109,729
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	\$905,000	\$200,000	\$1,115,000	\$1,600,000	\$100,000	\$3,920,000
		\$109,729	\$1,014,729	\$200,000	\$1,115,000	\$1,600,000	\$100,000	\$4,029,729

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.106

1.106

Service Name:

Facilities and Risk

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Parkade Floor Reseal	Reseal parkade floor	\$34,729	B	Cap	\$34,729	\$34,729	\$0	\$0	\$0	\$0	\$34,729
20-01	Replacement	Hot Water Tank	303 Liter hot water tank	\$20,000	B	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
20-03	New	New Flag Poles	Flag pole design and installation	\$30,000	B	Cap	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
20-04	New	Exterior Lighting Upgrades	New exterior lights with digital controls	\$65,000	E	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-04	New	Exterior Lighting Upgrades	New exterior lights with digital controls		E	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
21-01	Replacement	HVAC System Upgrade	Feasibility design and detailed project plan	\$2,650,000	B	Res	\$0	\$50,000	\$100,000	\$1,000,000	\$1,500,000	\$0	\$2,650,000
21-02	New	EV Charging infrastructure	EV charging infrastructure - HQ Building	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-03	Replacement	Bike storage	Additional bike cage	\$20,000	B	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-04	Renewal	Centre for Engagement	Reconfiguration / re-design	\$100,000	B	Res	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
21-05	Renewal	Security Upgrades	Enhance physical security and monitoring	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-06	New	Interior Renovations	Interior renovations - HQ Building	\$100,000	B	Res	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
21-07	Renewal	1st Floor re-design	Optimize space usage	\$400,000	B	Res	\$0	\$400,000	\$0	\$0	\$0	\$0	\$400,000
21-08	Defer	Emergency Repairs	For unforeseen emergency repairs	\$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	\$15,000	\$0	\$0	\$15,000
GRAND TOTAL				\$3,634,729			\$109,729	\$1,014,729	\$200,000	\$1,115,000	\$1,600,000	\$100,000	\$4,029,729

Service: 1.106 **Facilities and Risk**

Proj. No. 21-02	Capital Project Title EV Charging infrastructure	Capital Project Description EV charging infrastructure - HQ Building
Asset Class B	Board Priority Area Climate Action & Environmental	Corporate Priority Area Climate Action & Adaptation
Project Rationale Provide electrical infrastructure to accommodate additional EV chargers for CRD vehicles. Several vehicles are scheduled to be replaced in 2021 and the infrastructure is required prior to receiving the vehicles.		

Proj. No. 21-03	Capital Project Title Bike storage	Capital Project Description Additional bike cage
Asset Class B	Board Priority Area Climate Action & Environmental	Corporate Priority Area Climate Action & Adaptation
Project Rationale Providing additional bike storage through the installation of secure bike racks throughout the Fiskard parkade.		

Proj. No. 21-04	Capital Project Title Centre for Engagement	Capital Project Description Reconfiguration / re-design
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Accountability
Project Rationale Reconfigure the Centre for Engagement to better suite current programming needs. Work includes upgrades to the HVAC and electrical systems, and changes to the interior to reflect Corporate branding.		

Proj. No. 21-05	Capital Project Title Security Upgrades	Capital Project Description Enhance physical security and monitoring
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Accountability
Project Rationale Following a security analysis, enhancement to physical security measures and electronic monitoring		

Proj. No. 21-06	Capital Project Title Interior Renovations	Capital Project Description Interior renovations - HQ Building
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Accountability
Project Rationale Contingent amount for office and floor plate reconfiguration due to department and staff relocations		

**1.106 CRD HQ Building
Asset and Reserve Summary
2021 - 2025 Financial Plan**

Asset Profile

CRD HQ Building ERF

CRD HQ Building assets building equipment.

Equipment Replacement Fund Schedule (ERF)

Equipment Replacement Schedule	Actual	Estimate	Budget				
	2019	2020	2021	2022	2023	2024	2025
Projected year end balance							
Beginning Balance	-	-	-	15,000	30,000	45,000	60,000
Planned Purchase (Based on Capital Plan)	-	-	-	-	-	-	-
Transfer from Ops Budget	-	-	15,000	15,000	15,000	15,000	15,000
Proceed disposal of Equipment							
Interest Income*	-	-					
Total projected year end balance	-	-	15,000	30,000	45,000	60,000	75,000

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

1.106 CRD HQ Building & 1.226 Health Facilities - VIHA
Asset and Reserve Summary
2021 - 2025 Financial Plan

Asset Profile

CRD HQ Office Facilities & Health Facilities - VIHA

Office Facilities manages office buildings and rental units owned by the CRD. Assets include CRD Headquarters building, 3 buildings currently occupied by VIHA and JDF administration building currently occupied by JDF Planning, Building Inspection and Emergency Services. The total historical value as at December 31, 2015 was \$38M. Total replacement value for the facilities is \$39M (Note A).

Assets held by Health Facilities - VIHA consist of Peninsula Health Unit, Victoria Health Unit and Esquimalt Health unit built in 1994, 1986 and 1990. The total historical value as of Dec 31, 2015 for all three health units building structures was \$12M with an estimated replacement value of \$22M (Note A).

Note A: Insured Value Table

Description	\$ Amount*
1.106 Office Facilities	
CRD Headquarters Building- Phase 1 & 2	39,232,179
JDF Administration Building (New)	95,873
Total	\$ 39,328,052
1.226 health Facilities - VIHA	
Peninsula Health Unit	9,481,300
Victoria Health Unit	7,900,300
Esquimalt Health Unit	4,830,300
Total	\$ 22,211,900

*Annual insurance renewal - replacement values as assessed in 2015.

**1.106 CRD HQ Building & 1.226 Health Facilities - VIHA
 Asset and Reserve Summary
 2021 - 2025 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				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	6,628,075	7,623,363	7,417,830	7,049,523	5,028,966	4,459,031	3,465,744
Planned Capital Expenditure (Based on Capital Plan)	9,631	(1,089,729)	(1,155,000)	(2,807,500)	(1,360,000)	(1,785,000)	(100,000)
Transfer from Ops Budget	791,002	784,196	786,693	786,943	790,065	791,713	791,890
Interest Income**	194,655	100,000					
Total projected year end balance	7,623,363	7,417,830	7,049,523	5,028,966	4,459,031	3,465,744	4,157,634

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Corporate Satellite Facilities

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.107 Corporate Satellite Facilities

Committee: Governance & 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 & Finance

FUNDING:

All costs are recovered from user departments.

1.107 - CORPORATE SATELLITE FACILITIES

	BUDGET REQUEST				2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL		
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING					2021 ONE-TIME	2021 TOTAL
OPERATING COSTS:										
Rentals and Leases	80,274	74,928	81,370	-	-	81,370	86,580	87,180	88,280	89,380
Internal Allocations	17,232	17,232	18,875	-	-	18,875	20,911	21,329	21,756	22,190
Insurance Cost	-	-	1,340	-	-	1,340	1,370	1,400	1,430	1,460
Electricity & Utilities	18,497	21,416	19,040	-	-	19,040	19,422	19,808	20,205	20,609
Repairs and Maintenance Costs	13,014	18,209	12,791	-	-	12,791	13,601	13,855	14,113	14,373
Operating Cost - Other	77,801	69,991	76,260	-	-	76,260	77,232	78,796	80,394	82,024
TOTAL OPERATING COSTS	206,818	201,776	209,676	-	-	209,676	219,116	222,368	226,178	230,036
*Percentage Increase over prior year		-2.44%	1.38%	-	-	1.38%	4.50%	1.48%	1.71%	1.71%
CAPITAL / RESERVE										
Transfer to Reserve Fund	12,750.00	12,750.00	12,750.00	-	-	12,750	13,005	13,265	13,530	13,801
TOTAL CAPITAL / RESERVES	12,750	12,750	12,750	-	-	12,750	13,005	13,265	13,530	13,801
TOTAL COSTS	219,568	214,526	222,426	-	-	222,426	232,121	235,633	239,708	243,837
*Percentage Increase over prior year		-2.30%	1.30%	-	-	1.30%	4.36%	1.51%	1.73%	1.72%
Internal Recoveries	(219,568)	(214,526)	(222,426)	-	-	(222,426)	(232,121)	(235,633)	(239,708)	(243,837)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
REQUISITION	-	-	-	-	-	-	-	-	-	-
PARTICIPANTS: Costs recovered internally										

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

Service No.	1.107							
	Corporate Satellite Facilities	Carry	2021	2022	2023	2024	2025	TOTAL
		Forward from						
		2020						

EXPENDITURE

Buildings	B	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000

SOURCE OF FUNDS

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

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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 Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Emergency Repairs	For Unforeseen Emergency Repairs	\$25,000	B	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
GRAND TOTAL				\$25,000			\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

Service: 1.107 **Corporate Satellite Facilities**

Proj. No. 21-01	Capital Project Title Emergency Repairs	Capital Project Description For Unforeseen Emergency Repairs
Asset Class B	Board Priority Area Advocacy, Governance & Accountability	Corporate Priority Area Accountability
Project Rationale <i>To cover unforeseen emergency repairs to the building.</i>		

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Family Court Building

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.123 Family Court Building

Committee: Governance & 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

	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS:										
Internal Allocations	22,068	22,068	19,896	-	-	19,896	20,232	20,639	21,051	21,472
Insurance Cost	5,370	5,370	5,250	-	-	5,250	5,340	5,440	5,540	5,640
Repairs and Maintenance Costs	21,299	21,299	-	-	-	-	-	-	-	-
Electricity&Utilities	40,300	40,300	17,900	-	-	17,900	18,258	18,623	18,996	19,376
Internal Labour Cost	17,900	4,000	9,560	-	-	9,560	9,572	9,770	9,972	10,178
Operating Cost - Other	13,200	500	2,400	-	-	2,400	2,449	2,497	2,546	2,598
TOTAL OPERATING COSTS	120,137	93,537	55,006	-	-	55,006	55,851	56,969	58,105	59,264
*Percentage Increase over prior year						-54.21%	1.54%	2.00%	1.99%	1.99%
CAPITAL / RESERVE										
Transfer to Reserve Fund	25,158	51,758.00	94,354	-	-	94,354	93,509	92,391	91,255	90,096
TOTAL CAPITAL / RESERVES	25,158	51,758.00	94,354	-	-	94,354	93,509	92,391	91,255	90,096
TOTAL COSTS	145,295	145,295	149,360	-	-	149,360	149,360	149,360	149,360	149,360
*Percentage Increase over prior year						2.80%	0.00%	0.00%	0.00%	0.00%
FUNDING SOURCES (REVENUE)										
Surplus C/F from current to next year										
Rental Income	(149,360)	(149,360.00)	(149,360)	-	-	(149,360)	(149,360)	(149,360)	(149,360)	(149,360)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	4,065	4,065	-	-	-	-	-	-	-	-
TOTAL REVENUE	(145,295)	(145,295)	(149,360)	-	-	(149,360)	(149,360)	(149,360)	(149,360)	(149,360)
REQUISITION	-	-	-	-	-	-	-	-	-	-

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

Service No.	1.123	Carry						
	Family Court Building	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	B	\$87,500	\$287,500	\$0	\$0	\$0	\$0	\$287,500
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
		\$87,500	\$287,500	\$0	\$0	\$0	\$0	\$287,500

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$87,500	\$87,500	\$0	\$0	\$0	\$0	\$87,500
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	\$200,000	\$0	\$0	\$0	\$0	\$200,000
		\$87,500	\$287,500	\$0	\$0	\$0	\$0	\$287,500

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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
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ERF = Equipment Replacement Fund
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Other = Donations / Third Party Funding

Funding Source Codes (cont)
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STLoan = Short Term Loans
WU - Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN													
Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-02	Replacement	Boiler Replacement	Feasibility work and replacement of Boiler	\$150,000	B	Cap	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000
19-02	Replacement	Boiler Replacement	Feasibility work and replacement of Boiler		B	Res		\$110,000	\$0	\$0	\$0	\$0	\$110,000
20-01	Renewal	AHU Replacement	Major repairs to AHU	\$40,000	B	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
20-02	Renewal	Exterior Upgrades	Wood Window & Trim Replacement	\$47,500	B	Cap	\$47,500	\$47,500	\$0	\$0	\$0	\$0	\$47,500
21-01	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
GRAND TOTAL				\$287,500			\$87,500	\$287,500	\$0	\$0	\$0	\$0	\$287,500

Service: 1.123 **Family Court Building**

Proj. No. 19-02 **Capital Project Title** Boiler Replacement **Capital Project Description** Feasibility work and replacement of Boiler

Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities

Project Rationale *Conduct feasibility study on the life cycle of this unit and for replacement of the unit*

Proj. No. 20-01 **Capital Project Title** AHU Replacement **Capital Project Description** Major repairs to AHU

Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities

Project Rationale *Reaching the 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 B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities

Project Rationale *To refurbish the exterior windows and trim per the VFA report.*

Proj. No. 21-01 **Capital Project Title** Emergency Repairs **Capital Project Description** For Unforeseen Emergency Repairs

Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities

Project Rationale *Contingency for unforeseen emergency repairs*

**1.123 Family Court Building
Asset and Reserve Summary
2021 - 2025 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				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	190,866	240,650	247,908	142,262	235,771	328,162	419,417
Transfer to Cap Fund	(40,000)	(47,500)	(200,000)	-	-	-	-
Transfer from Ops Budget	83,741	51,758	94,354	93,509	92,391	91,255	90,096
Interest Income**	6,043	3,000					
Total projected year end balance	240,650	247,908	142,262	235,771	328,162	419,417	509,513

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Health Facilities - VIHA

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.226 Health Facilities - VIHA

Committee: Governance & 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 & Finance

FUNDING:

All costs are recovered by lease payment from Island Health.

1.226 - HEALTH FACILITIES - VIHA

	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING					2021 ONE-TIME	2021 TOTAL
OPERATING COSTS:										
Internal Allocation	294,487	215,925	255,769	-	-	255,769	273,809	279,286	284,870	290,568
Insurance Cost	24,420	24,420	24,660	-	-	24,660	25,150	25,650	26,150	26,660
Repairs and Maintenance Costs	189,540	190,040	180,855	-	-	180,855	184,473	188,161	191,920	195,759
Electricity&Utilities	165,200	165,200	196,400	-	-	196,400	200,328	204,335	208,421	212,589
Internal Labour Cost	311,670	292,031	311,750	-	-	311,750	312,140	318,593	325,184	331,913
Consultant Expenses	15,000	10,000	-	-	-	-	-	-	-	-
Operating Supplies	45,400	12,700	9,300	-	-	9,300	9,486	9,676	9,868	10,067
Operating Cost - Other	397,685	78,310	47,850	-	-	47,850	48,807	49,782	50,779	51,794
TOTAL OPERATING COSTS	1,443,402	988,626.00	1,026,584	-	-	1,026,584	1,054,193	1,075,483	1,097,193	1,119,350
*Percentage Increase over prior year						-28.88%	2.69%	2.02%	2.02%	2.02%
CAPITAL / RESERVE										
Transfer to Reserve Fund	553,670	553,670	553,670	-	-	553,670	553,670	553,670	553,670	553,670
TOTAL CAPITAL / RESERVES	553,670	553,670	553,670	-	-	553,670	553,670	553,670	553,670	553,670
TOTAL COSTS	1,997,072	1,542,296	1,580,254	-	-	1,580,254	1,607,863	1,629,153	1,650,863	1,673,020
*Percentage Increase over prior year						-20.87%	1.75%	1.32%	1.33%	1.34%
FUNDING SOURCES (REVENUE)										
Estimated Surplurs to VIHA						-				
Revenue - Other (Interest)	(3,500)	(3,500)	(3,500)	-	-	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)
Lease Revenue from VIHA	(1,993,572)	(1,538,796)	(1,576,754)	-	-	(1,576,754)	(1,604,363)	(1,625,653)	(1,647,362)	(1,669,520)
TOTAL REVENUE	(1,997,072)	(1,542,296)	(1,580,254)	-	-	(1,580,254)	(1,607,863)	(1,629,153)	(1,650,862)	(1,673,020)
REQUISITION	-	-	-	-	-	-	1.75%	1.32%	1.33%	1.34%
							-	-	(1)	-

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

Service No.	1.226	Carry						
	Health Facilities - VIHA	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	B	\$680,000	\$830,000	\$2,522,500	\$0	\$0	\$0	\$3,352,500
Equipment	E	\$0	\$75,000	\$85,000	\$245,000	\$110,000	\$0	\$515,000
Land	L	\$0	\$0	\$0	\$0	\$75,000	\$0	\$75,000
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$680,000	\$905,000	\$2,607,500	\$245,000	\$185,000	\$0	\$3,942,500

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$680,000	\$680,000	\$0	\$0	\$0	\$0	\$680,000
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	\$225,000	\$2,607,500	\$245,000	\$185,000	\$0	\$3,262,500
		\$680,000	\$905,000	\$2,607,500	\$245,000	\$185,000	\$0	\$3,942,500

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.226
 Service Name: Health Facilities - VIHA

CAPITAL BUDGET FORM
 2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
EHU-20-01	Renewal	Building Envelope Replacement	Building Envelope Replacement Detailed Design	\$2,022,500	B	Cap	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$150,000
EHU-20-01	Renewal	Building Envelope Replacement	Building Envelope Replacement Detailed Design		B	Res	\$0	\$0	\$1,872,500	\$0	\$0	\$0	\$1,872,500
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-21-03	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
EHU-22-01	Renewal	HVAC Upgrades	Replace HWT and Distribution	\$70,000	E	Res	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
EHU-23-01	Renewal	HVAC Upgrades	Overhaul Air Handling Unit	\$70,000	E	Res	\$0	\$0	\$0	\$70,000	\$0	\$0	\$70,000
PHU-20-01	Renewal	Roof Replacement	Lower Flat Roof Replacement	\$465,000	B	Cap	\$465,000	\$465,000	\$0	\$0	\$0	\$0	\$465,000
PHU-21-01	Replacement	HVAC Upgrades	AHU Compressor Replacement	\$75,000	E	Res	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
PHU-21-02	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
PHU-23-01	Study	Boiler Replacement	Boiler Replacement Detailed Design & Construction	\$120,000	E	Res	\$0	\$0	\$0	\$10,000	\$110,000	\$0	\$120,000
PHU-24-01	Renewal	Asphalt Parking Lot	Repave Parking Lot	\$75,000	L	Res	\$0	\$0	\$0	\$0	\$75,000	\$0	\$75,000
VHU-20-01	Renewal	Exterior Upgrades	Repaint Exterior Cladding	\$55,000	B	Cap	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$55,000
VHU-20-02	Renewal	Roof Replacement	Replace Built-up Roofing Detailed Design & Construction	\$210,000	B	Cap	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
VHU-20-02	Renewal	Roof Replacement	Replace Built-up Roofing Detailed Design & Construction		B	Res	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
VHU-21-01	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
VHU-22-01	Replacement	HVAC Upgrades	Overhaul AHU 1&2 and Condensing Units	\$180,000	E	Res	\$0	\$0	\$15,000	\$165,000	\$0	\$0	\$180,000
GRAND TOTAL				\$3,942,500			\$680,000	\$905,000	\$2,607,500	\$245,000	\$185,000	\$0	\$3,942,500

Service: 1.226 **Health Facilities - VIHA**

Proj. No. EHU-20-01 **Capital Project Title** Building Envelope Replacement **Capital Project Description** Building Envelope Replacement Detailed Design

Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities

Project Rationale *detailed assessment and design of the building envelope , reached end of useful life*

Proj. No. EHU-21-01 **Capital Project Title** Roof Replacement **Capital Project Description** Replace Flat Roofs

Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities

Project Rationale *refurbish flat roof, reached end of useful life*

Proj. No. EHU-21-02 **Capital Project Title** Exterior Doors **Capital Project Description** Replace Exterior Doors to be accessible

Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities

Project Rationale *refurbish exterior doors to be more accessible*

Proj. No. EHU-21-03 **Capital Project Title** Emergency Repairs **Capital Project Description** For Unforeseen Emergency Repairs

Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities

Project Rationale *To cover unforeseen major emergency repairs*

Service: 1.226 **Health Facilities - VIHA**

Proj. No. EHU-22-01 **Capital Project Title** HVAC Upgrades **Capital Project Description** Replace HWT and Distribution
Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities
Project Rationale *feasibility study of the HWT and distribution system per the VFA data*

Proj. No. EHU-23-01 **Capital Project Title** HVAC Upgrades **Capital Project Description** Overhaul Air Handling Unit
Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities
Project Rationale *refurbish AHU , reached end of useful life - per VFA report*

Service: 1.226 **Health Facilities - VIHA**

Proj. No. PHU-20-01 **Capital Project Title** Roof Replacement **Capital Project Description** Lower Flat Roof Replacement

Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities

Project Rationale *refurbish flat roof, reached end of useful life*

Proj. No. PHU-21-01 **Capital Project Title** HVAC Upgrades **Capital Project Description** AHU Compressor Replacement

Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities

Project Rationale *replacement of AHU compressor , reached end of useful life - per VFA report*

Proj. No. PHU-21-02 **Capital Project Title** Emergency Repairs **Capital Project Description** For Unforeseen Emergency Repairs

Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities

Project Rationale *To cover unforeseen major emergency repairs*

Proj. No. PHU-23-01 **Capital Project Title** Boiler Replacement **Capital Project Description** Boiler Replacement Detailed Design & Construction

Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities

Project Rationale *feasibility study and detailed design of Boiler , reached end of useful life - per VFA report*

Proj. No. PHU-24-01 **Capital Project Title** Asphalt Parking Lot **Capital Project Description** Repave Parking Lot

Asset Class L **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities

Project Rationale *refurbish parking lot ; end of useful life*

Service: 1.226 **Health Facilities - VIHA**

Proj. No. VHU-20-01 **Capital Project Title** Exterior Upgrades **Capital Project Description** Repaint Exterior Cladding
Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities
Project Rationale *refurbish and paint exterior cladding - end of useful life*

Proj. No. VHU-20-02 **Capital Project Title** Roof Replacement **Capital Project Description** Replace Built-up Roofing Detailed Design & Construction
Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities
Project Rationale *feasibility study and detailed deisgn for roof replacement; end of useful life*

Proj. No. VHU-21-01 **Capital Project Title** Emergency Repairs **Capital Project Description** For Unforeseen Emergency Repairs
Asset Class B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities
Project Rationale *To cover unforeseen major emergency repairs*

Proj. No. VHU-22-01 **Capital Project Title** HVAC Upgrades **Capital Project Description** Overhaul AHU 1&2 and Condensing Units
Asset Class E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Health Facilities
Project Rationale *refurbish AHU condensing units ; per VFA report*

CAPITAL REGIONAL DISTRICT

2021 BUDGET

I & I Enhancement Program

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 3.709 I & I Enhancement Program

Committee: Core Area Liquid Waste Management

DEFINITION:

The Inflow and Infiltration (I&I) Program engages with Core area and Peninsula municipalities and First Nations to identify and reduce the amount of rain and ground water that enters the sanitary sewer system

SERVICE DESCRIPTION:

Requirement of the Core Area Liquid Waste Management Plan (LWMP) 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:

Core Area Sewer Participants (LWMP)

Districts of Central Saanich, North Saanich and Town of Sidney (SPLWMP).

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Core Area Liquid Waste Committee

Saanich Peninsula Wastewater Commission

FUNDING: Funded by Core Area Wastewater Treatment Project and LWMP Peninsula Budget

MAXIMUM REQUISITION:

3.709 - I & I ENHANCEMENT PROGRAM	BUDGET REQUEST						2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL				
<u>OPERATING COSTS:</u>										
Operating Expenditures	347,987	351,310	351,124	23,000	-	374,124	371,330	368,562	375,934	383,457
Consultant Expenses	44,864	44,800	45,630	-	-	45,630	46,540	47,470	48,420	49,390
Contract For Services	32,863	52,800	33,420	18,000	-	51,420	89,090	34,770	35,470	36,180
TOTAL OPERATING COSTS	425,714	448,910	430,174	41,000	-	471,174	506,960	450,802	459,824	469,027
*Percentage Increase over prior year	0.00%	5.45%	1.05%	9.63%	0.00%	10.68%	7.60%	-11.08%	2.00%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	425,714	448,910	430,174	41,000	-	471,174	506,960	450,802	459,824	469,027
*Percentage Increase over prior year	0.00%	5.45%	1.05%	9.63%	0.00%	10.68%	7.60%	-11.08%	2.00%	2.00%
Internal Recoveries	(425,714)	(448,910)	(430,174)	(41,000)	-	(471,174)	(506,960)	(450,802)	(459,824)	(469,027)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	-	-	-	-	-	-	-	-	-	-
*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%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Recovery Costs	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
REQUISITION	-	-	-	-	-	-	-	-	-	-
*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: 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 28, 2020

Board Room, 625 Fisgard Street, Victoria

BUDGET REVIEW

Part C

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 Traffic Safety
 - 7.4.2 Regional Planning Services
 - 7.4.3 Regional Growth Strategy

- 7.5 **Emergency Services**
 - 7.5.1 Corporate Emergency
 - 7.5.2 Emergency Planning Coordination
 - 7.5.3 Regional Emergency Program Support
 - 7.5.4 Hazardous Material Incident Response
 - 7.5.5 911 Call Answer
 - 7.5.6 911 Call Answer - Municipalities
 - 7.5.7 913 Fire Dispatch
 - 7.5.8 Regional CREST Contribution
 - 7.5.9 Animal Care Services
 - 7.5.10 Noise Control
 - 7.5.11 Nuisance & Unsightly Premises
 - 7.5.12 ByLaw Services

- 7.6 **Building Inspection**
 - 7.6.1 Building Inspection

**CAPITAL REGIONAL DISTRICT BOARD sitting as
COMMITTEE OF THE WHOLE**

October 28, 2020

Board Room, 625 Fisgard Street, Victoria

BUDGET REVIEW

Part C

8. Integrated Water Services

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- 8.1.2 JDF Water Distribution

8.2 Core Area Wastewater

- Cost Sharing Allocation
- 8.2.1 North West Trunk Sewer
- 8.2.2 North East Trunk Sewer
- 8.2.3 East Coast Interceptor
- 8.2.4 North East Trunk 2 (Bowker)
- 8.2.5 Core Area Wastewater Operations
- 8.2.6 CAWTP
- 8.2.7 IW - Environmental Operations

8.3 Saanich Peninsula Liquid Waste & Water Operations

- 8.3.1 Saanich Peninsula Water Supply
- 8.3.2 Central Saanich Odour Management
- 8.3.3 Saanich Peninsula Wastewater

CAPITAL REGIONAL DISTRICT

2021 BUDGET

PLANNING & PROTECTIVE SERVICES

COMMITTEE OF THE WHOLE

OCTOBER 2020

COMMITTEE OF THE WHOLE
October 28, 2020
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COMMITTEE OF THE WHOLE
October 28, 2020
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7.5.9	1.313	Animal Care Services	91 - 98
7.5.10	1.320	Noise Control	99 - 102
7.5.11	1.322	Nuisance & Unsightly Premises	103 - 106
7.5.12	1.323	ByLaw Services	107 - 112

7.6 Building Inspection

7.6.1	1.318	Building Inspection	113 - 121
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CAPITAL REGIONAL DISTRICT

2021 BUDGET

GM - Planning & Protective Services

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.024 GM - Planning & Protective Services

Committee: Planning, Transportation & 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, Transportation and Protective Services

FUNDING:

Requisition and Internal Recoveries

1.024 - GM - Planning & Protective Services

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	419,761	400,000	425,935	-	-	425,935	426,978	436,175	445,577	455,179
Contract for Services	13,020	13,000	13,240	-	-	13,240	13,500	13,770	14,050	14,330
Internal Allocations	81,305	81,305	84,604	-	-	84,604	85,651	87,338	89,058	90,813
Operating Other	17,702	15,840	20,010	-	-	20,010	20,400	20,790	21,190	21,590
TOTAL OPERATING COSTS	531,788	510,145	543,789	-	-	543,789	546,529	558,073	569,875	581,912
*Percentage Increase over prior year						2.3%	0.5%	2.1%	2.1%	2.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Internal Recoveries	(249,029)	(249,029)	(256,271)	-	-	(256,271)	(261,393)	(266,597)	(271,921)	(277,336)
TOTAL REVENUES	(249,029)	(249,029)	(256,271)	-	-	(256,271)	(261,393)	(266,597)	(271,921)	(277,336)
NET COSTS	282,759	261,116	287,518	-	-	287,518	285,136	291,476	297,954	304,576
*Percentage increase over prior year Net Costs						1.7%	-0.8%	2.2%	2.2%	2.2%
AUTHORIZED POSITIONS:										
Salaried	2.5	2.5	2.5	-	-	2.5	2.5	2.5	2.5	2.5

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

Service No.	1.024 GM - Planning & Protective Service	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$1,475	\$1,934	\$0	\$0	\$3,409
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$1,475	\$1,934	\$0	\$0	\$3,409

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	\$1,475	\$1,934	\$0	\$0	\$3,409
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
		\$0	\$0	\$1,475	\$1,934	\$0	\$0	\$3,409

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Computer Replacement	\$0	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
22-01	Replacement	Computer	Computer Replacement	\$1,475	E	ERF	\$0	\$0	\$1,475	\$0	\$0	\$0	\$1,475
23-01	Replacement	Computer	Computer Replacement	\$1,934	E	ERF	\$0	\$0	\$0	\$1,934	\$0	\$0	\$1,934
24-01	Replacement	Computer	Computer Replacement	\$0	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25-01	Replacement	Computer	Computer Replacement	\$0	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL				\$3,409			\$0	\$0	\$1,475	\$1,934	\$0	\$0	\$3,409

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				
	2020	2021	2022	2023	2024	2025
Beginning Balance	12,307	12,307	12,307	10,832	8,898	8,898
Actual purchase	-					
Planned Purchase (Based on Capital Plan)	-	-	(1,475)	(1,934)	-	-
Interest Income*	-					
Transfer from Ops Budget	-	-	-	-	-	-
Ending Balance \$	12,307	12,307	10,832	8,898	8,898	8,898

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

2021 BUDGET

Health & Capital Planning Strategies

COMMITTEE OF THE WHOLE

OCTOBER 2020

Change in Budget 2020 to 2021

Service: 1.018 Health & Capital Planning Strategies

Total Expenditure**Comments****2020 Budget****532,916****Change in Salaries:**

Base salary change	6,673	Inclusive of estimated collective agreement changes
Step increase/paygrade change	-	
1.0 FTE Senior Project Coordinator IBC 14a-1	114,085	Two-year term position to be funded by the CRHD Administration and Feasibility Studies Reserve
Summit Project Manager	(18,555)	Term position ended February 2020
Total Change in Salaries	102,203	

Other Changes:

Standard Overhead Allocation	(19,573)	Decrease in 2020 operating costs
Building Occupancy Allocation	3,518	Project Mgr. office (previously allocated to Summit)
Other Costs	3,836	
Total Other Changes	(12,219)	

2021 Budget**622,900**

% expense increase from 2020:

16.9%**Overall 2020 Budget Performance**

(expected variance to budget and surplus treatment)

Estimated one-time variance of \$14,464 (2.6%) due to savings in administrative costs. This surplus will be transferred to the CRHD Administration and Feasibility Studies Reserve.

This reserve is sufficiently funded to cover the 2021 increase in salary costs related to the requested Senior Project Coordinator, 2-year term position (IBC 14a-1), therefore no CRD or CRHD requisition increase for 2021 is required.

1.018 - HEALTH AND CAPITAL PLANNING STRATEGIES

			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS:										
Salaries and Wages	270,900	270,900	277,567	114,085	-	391,652	392,545	284,197	290,322	296,578
Wages & Benefits - Summit Project Manager	18,555	16,622	-	-	-	-	-	-	-	-
Legal/Auditing Costs	21,534	21,000	22,470	-	-	22,470	22,922	23,380	23,844	24,322
Consultants	3,291	-	3,347	-	-	3,347	3,414	3,482	3,552	3,623
Allocations - Standard Overhead	124,039	124,039	104,466	-	-	104,466	108,315	110,481	112,691	114,944
Allocations - Human Resources	6,165	6,165	6,985	-	-	6,985	7,125	7,268	7,413	7,561
Allocations - Others	63,039	65,371	68,145	-	-	68,145	69,604	70,976	72,382	73,812
Operating - Other Costs	23,431	12,791	23,840	-	-	23,840	24,323	24,807	25,306	25,810
TOTAL OPERATING COSTS	530,954	516,888	506,820	114,085	-	620,905	628,248	524,591	535,510	546,650
*Percentage Increase over prior year	0.00%	-2.65%	-4.55%	21.49%	0.00%	16.94%	1.18%	-16.50%	2.08%	2.08%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Reserve	1,962	1,962	1,995	-	-	1,995	2,035	2,076	2,117	2,160
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	1,962	1,962	1,995	-	-	1,995	2,035	2,076	2,117	2,160
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	532,916	518,850	508,815	114,085	-	622,900	630,283	526,667	537,627	548,810
*Percentage Increase over prior year	0.00%	-2.64%	-4.52%	21.41%	0.00%	16.89%	1.19%	-16.44%	2.08%	2.08%
Recovery - Capital Regional Hospital District	(514,361)	(514,361)	(508,815)	(114,085)	-	(622,900)	(630,283)	(526,667)	(537,627)	(548,810)
Recovery - Summit Capital for Project Manager (Apr/15-Feb/20)	(18,555)	(18,953)	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	-	(14,464)	-	-	-	-	-	-	-	-
*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%
Surplus / (Deficit)		14,464								
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Balance transferred to HD Section 20 Reserve	-	(14,464)	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
REQUISITION	-	-	-	-	-	-	-	-	-	-
*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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term Position - Senior Project Coordinator 2-year term (IBC 14a-1)	0.00	0.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00	0.00

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

Service No.	1.018 Health & Capital Planning Strategies	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$3,000	\$0	\$1,973	\$1,505	\$3,009	\$9,487
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$3,000	\$0	\$1,973	\$1,505	\$3,009	\$9,487

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	\$3,000	\$0	\$1,973	\$1,505	\$3,009	\$9,487
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
		\$0	\$3,000	\$0	\$1,973	\$1,505	\$3,009	\$9,487

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.018
 Service Name: Health & Capital Planning Strategies

CAPITAL BUDGET FORM
 2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN													
Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Replace Computers	\$9,487	E	ERF	\$0	\$3,000	\$0	\$1,973	\$1,505	\$3,009	\$9,487
GRAND TOTAL				\$9,487			\$0	\$3,000	\$0	\$1,973	\$1,505	\$3,009	\$9,487

**1.018 Health and Capital Planning Strategies
 Asset and Reserve Summary
 2021-2025 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 of current assets is \$40,923. Net book value as at December 31, 2019 is \$7,844.
 The equipment replacement funds set aside are for replacement of office equipment/furniture only.

Reserve Cash Flow

Fund Centre - 101851	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	17,793	16,076	15,071	17,106	14,429	16,509
Planned Purchase (Based on Capital Plan)	(3,979)	(3,000)	-	(1,973)	(1,505)	(3,009)
Interest Revenue	300					
Transfer from Operating Budget	1,962	1,995	2,035	2,076	2,117	2,160
Ending Balance \$	16,076	15,071	17,106	17,209	16,509	15,660

Assumptions/Background:

2020 - 1 standard laptop and 1 printer
 2021 - 2 standard laptops
 2023 - 2 standard desktops
 2024 - 1 standard laptops
 2025 - 2 standard laptops

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Community Health

COMMITTEE OF THE WHOLE

OCTOBER 2020

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

			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS:										
Salaries - Planner (Term)	104,654	104,654	-	107,149	-	107,149	107,392	109,706	28,017	-
Contract for Services - GVCEH	475,000	475,000	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
Contract for Services - ACEH	-	-	150,000	-	-	150,000	150,000	-	-	-
Consultant Costs	-	-	-	-	-	-	-	-	-	-
Legal Costs	4,000	-	4,068	-	-	4,068	4,137	4,207	4,279	4,352
Allocation - Corporate	20,969	20,969	33,042	-	-	33,042	42,198	43,042	43,903	44,781
Allocation - Building Occupancy	1,984	1,984	1,954	-	-	1,954	2,017	2,060	2,104	2,149
Allocation - Human Resources	2,146	2,146	2,698	-	-	2,698	2,752	2,807	2,863	2,920
Contribution to Projects - Public Health Bylaw Signage	34,505	34,505	-	-	-	-	-	-	-	-
Operating - Other Costs	7,411	8,312	5,455	-	11,000	16,455	5,542	5,627	5,715	5,805
TOTAL OPERATING COSTS	827,419	824,320	698,967	107,149	11,000	817,116	815,788	669,199	588,631	561,757
*Percentage Increase over prior year		-0.37%	-15.52%	12.95%	1.33%	-1.25%	-0.16%	-17.97%	-12.04%	-4.57%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Reserve	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	827,419	824,320	698,967	107,149	11,000	817,116	815,788	669,199	588,631	561,757
*Percentage Increase over prior year	0.00%	-0.37%	-15.52%	12.95%	1.33%	-1.25%	-0.16%	-17.97%	-12.04%	-4.57%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	827,419	824,320	698,967	107,149	11,000	817,116	815,788	669,199	588,631	561,757
*Percentage Increase over prior year		-0.37%	-15.52%	12.95%	1.33%	-1.25%	-0.16%	-17.97%	-12.04%	-4.57%
Surplus / (Deficit)		15,097								
Balance C/F from Prior to Current year	(25,144)	(25,142)	(15,097)	-	-	(15,097)	-	-	-	-
Payments In Lieu of Taxes	(24,568)	(24,568)	(24,568)	-	-	(24,568)	(24,568)	(24,568)	(24,568)	(24,568)
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	(60,000)	(60,000)	(60,000)	-	-	(60,000)	(60,000)	(60,000)	-	-
Grants - ROM/CSPC Partnership (2019-2020)	(2,400)	(2,400)	-	-	-	-	-	-	-	-
Grants - BC Healthy Communities (2020-2021)	-	(12,000)	-	-	(3,000)	(3,000)	-	-	-	-
Revenue - Other	(880)	(880)	(880)	-	-	(880)	(880)	(880)	(880)	(880)
TOTAL REVENUE	(212,992)	(209,893)	(200,545)	-	(3,000)	(203,545)	(185,448)	(185,448)	(125,448)	(125,448)
REQUISITION	(614,427)	(614,427)	(498,422)	(107,149)	(8,000)	(613,571)	(630,340)	(483,751)	(463,183)	(436,309)
*Percentage Increase over prior year		0.00%	-18.88%	17.44%	1.30%	-0.14%	2.73%	-23.26%	-4.25%	-5.80%
PARTICIPANTS: all Municipalities, Electoral Areas, Tsawout and Songhees First Nations										
AUTHORIZED POSITIONS:										
Salaried Position (Term)	Term	Term	Term			Term	Term	Term	Term	Term
Hourly	1.00	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Land Banking and Housing (Regional Housing)

COMMITTEE OF THE WHOLE

OCTOBER 2020

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 1,600 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, the 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.

In 2020, the CRD Board approved an additional Loan Authorization Bylaw No. 4327 in the amount of \$10 million to match the commitments from the other RHFP partners and expand the RHFP program to 2022.

PARTICIPATION: All member municipalities and electoral areas based on converted hospital assessment values.

MAXIMUM LEVY:

Greater of \$2,423,000 or \$0.031 per \$1,000 Hospital actual assessments for land and improvements.

MAXIMUM CAPITAL DEBT:

Authorized:	LA Bylaw No. 3715 (Jan. 12, 2011)	25,000,000	
Authorized:	LA Bylaw No. 4327 (Mar. 11, 2020)	10,000,000	
Borrowed:	SI Bylaw No. 4009 (Feb. 11, 2015) 10yr term	-9,413,000	CRHC land purchase
Remaining:	Active via Temp. Borrowing Bylaw No. 3985 (nil expiry)	<u>25,587,000</u>	

COMMITTEE: Hospitals and Housing

FUNDING: Requisition and internal recoveries

1.310 LAND BANKING AND HOUSING

			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS:										
Salaries (Regular Full & Auxiliary)	1,101,223	1,003,123	1,139,015	85,312	66,244	1,290,571	1,097,443	970,506	867,847	886,549
Allocation - Standard OH	65,128	65,128	75,810	5,110	-	80,920	85,515	87,225	88,970	90,749
Allocation - Building Occupancy	18,520	18,520	29,102	-	-	29,102	31,180	31,807	32,446	33,098
Allocation - Real Estate	82,382	82,382	42,015	-	-	42,015	-	-	-	-
Allocation - Human Resources	18,787	18,787	28,395	-	-	28,395	28,963	29,542	30,133	30,736
Allocation - GM Planning and Protective Services	36,280	36,280	37,337	-	-	37,337	38,080	38,840	39,620	40,410
Consultants	205,000	217,817	45,000	-	45,000	90,000	45,000	45,000	45,000	45,000
Legal	23,571	23,571	23,970	-	-	23,970	24,450	24,940	25,440	25,950
Conferences and Staff Training	13,018	6,300	9,180	-	-	9,180	9,370	9,560	9,750	9,940
New Workstations and Equipment	40,505	40,500	-	-	-	-	-	-	-	-
Operating - Other Costs	28,038	29,125	28,240	8,424	8,510	45,174	37,400	38,140	38,900	39,680
TOTAL OPERATING COSTS	1,632,452	1,541,533	1,458,064	98,846.00	119,754	1,676,664	1,397,401	1,275,560	1,178,106	1,202,112
*Percentage Increase over prior year		-5.57%	-10.68%	6.06%	7.34%	2.71%	-16.66%	-8.72%	-7.64%	2.04%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Reserve	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
Transfer to Operating Reserve	-	42,000	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	4,000	46,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
Debt Expenditures	1,033,963	1,009,463	1,009,463	-	-	1,009,463	1,746,988	2,200,258	2,968,513	2,864,970
MFA Debt Reserve	2,190	2,190	2,390	-	-	2,390	98,390	61,390	102,390	2,390
TOTAL COSTS	2,672,605	2,599,186	2,473,917	98,846.00	119,754	2,692,517	3,246,779	3,541,208	4,253,009	4,073,472
*Percentage Increase over prior year		-2.75%	-7.43%	3.70%	4.48%	0.75%	20.59%	9.07%	20.10%	-4.22%
Transfer from Operating Reserve	-	-	(56,000)	-	-	(56,000)	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	2,672,605	2,599,186	2,417,917	98,846	119,754	2,636,517	3,246,779	3,541,208	4,253,009	4,073,472
Surplus / (Deficit)		57,195								
Balance C/F from Prior to Current year	(263,170)	(263,170)	(16,195)	-	(41,000)	(57,195)	-	-	-	-
Recovery - CRHC	(241,250)	(238,935)	(244,354)	-	0	(244,354)	(235,122)	(244,507)	(196,467)	(200,626)
Recovery - CRHD	(141,154)	(141,154)	(143,978)	-	0	(143,978)	(118,287)	(120,653)	-	-
Recovery - Capital Projects	(256,320)	(206,410)	(346,849)	-	(66,244)	(413,093)	(198,356)	(36,926)	-	-
FCM (Covid Response Fund)	-	(41,000)	-	-	-	-	-	-	-	-
Admin Fees - RHTF	(35,130)	(35,130)	(35,130)	-	-	(35,130)	(35,130)	(2,000)	(2,000)	(2,000)
Lease Revenue - CRHC	(63,000)	(63,000)	(63,000)	-	-	(63,000)	(63,000)	(63,000)	(63,000)	(63,000)
Grant Revenue	(293,729)	(293,729)	(184,261)	(66,356)	-	(250,617)	(308,550)	(301,092)	(198,009)	(163,648.20)
Interest Income	(12,190)	(7,190)	(7,390)	-	-	(7,390)	(7,390)	(7,390)	(7,390)	(7,390)
Payments In Lieu of Taxes	(74,735)	(74,735)	(74,735)	-	-	(74,735)	(137,233)	(137,233)	(137,233)	(137,233)
Deferred Revenue (Balance Sheet Account adj)	(9,463)	(9,463)	(9,463)	-	-	(9,463)	(9,463)	(9,463)	(9,463)	(9,163)
TOTAL REVENUE	(1,390,141)	(1,316,721)	(1,125,355)	(66,356.40)	(107,244)	(1,298,955)	(1,112,530)	(922,264)	(613,562)	(583,060)
REQUISITION	(1,282,464)	(1,282,465)	(1,292,562)	(32,489.60)	(12,510)	(1,337,562)	(2,134,249)	(2,618,944)	(3,639,447)	(3,490,411)
*Percentage Increase over prior year		0.00%	0.79%	2.53%	0.98%	4.30%	59.56%	22.71%	38.97%	-4.09%
PARTICIPANTS: All Municipalities and Electoral Areas, Tsaout and Songhees First Nations										
AUTHORIZED POSITIONS:										
Salaried	6.00	6.00	6.00	0.00	0.00	6.00	6.00	6.00	6.00	6.00
Term	3.00	3.00	3.00	0.80	0.00	3.80	2.80	1.80	0.00	0.00

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

Service No.	1.310	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
	Land Banking and Housing							

EXPENDITURE

Buildings	B	\$0	\$32,683,518	\$156,500,000	\$0	\$0	\$0	\$189,183,518
Equipment	E	\$0	\$2,000	\$1,500	\$4,000	\$5,000	\$0	\$12,500
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
		\$0	\$32,685,518	\$156,501,500	\$4,000	\$5,000	\$0	\$189,196,018
		\$0	\$32,685,518	\$156,501,500	\$4,000	\$5,000	\$0	\$189,196,018

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$21,300,000	\$0	\$0	\$0	\$21,300,000
Equipment Replacement Fund	ERF	\$0	\$2,000	\$1,500	\$4,000	\$5,000	\$0	\$12,500
Grants (Federal, Provincial)	Grant	\$0	\$7,200,000	\$0	\$0	\$0	\$0	\$7,200,000
Donations / Third Party Funding	Other	\$0	\$25,483,518	\$135,200,000	\$0	\$0	\$0	\$160,683,518
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$32,685,518	\$156,501,500	\$4,000	\$5,000	\$0	\$189,196,018
		\$0	\$32,685,518	\$156,501,500	\$4,000	\$5,000	\$0	\$189,196,018

Service: 1.310

Land Banking and Housing

Proj. No. 18-02b

Capital Project Title RHPF - 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 B

Board Priority Area 0

Corporate Priority Area

0

Project Rationale In 2018 CMHC signed a definitive agreement with the CRD and BC Housing which created the Regional Housing First Program with a total of \$90 million to create new affordable housing units within the region. In 2020, each of the three partners increased their contribution by \$10 million to bring the total to \$120 million.

Proj. No. 18-03

Capital Project Title RHPF - acquire 520 Housing Units
(CRD/CRHD/CRHC)

Capital Project Description

CRD purchase 520 affordable housing units. 60yr prepaid lease with CRHC as operator. Funding from CRD \$11.3M + 10M debt (71 units) and CRHD \$10M (33 units) and CRHC \$125.2M mortgage (416 units)

Partnering Agreement - CRD, CRHD, BC Housing, CMHC & Island Health. Timing difference between capital expense and Partnering Agreement commitment.

Asset Class B

Board Priority Area 0

Corporate Priority Area

0

Project Rationale In 2018 CMHC signed a definitive agreement with the CRD and BC Housing which created the Regional Housing First Program with a total of \$90 million to create new affordable housing units within the region. In 2020, each of the three partners increased their contribution by \$10 million to bring the total to \$120 million.

Service: 1.310 Land Banking and Housing

Proj. No. 20-01	Capital Project Title Office Equipment Replacement	Capital Project Description Office equipment scheduled replacement
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
<p>Project Rationale <i>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</i></p>		

**1.310 Land Bank & Housing
Operating Reserve Summary
2021 - 2025 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	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	56,371	99,064	43,064	43,064	43,064	43,064
Transfer to Operating Budget		(56,000)				
Transfer to Capital Fund						
Transfer from Operating Budget	42,000					
Interest Income *	693					
Total projected year end balance	99,064	43,064	43,064	43,064	43,064	43,064

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 Bank & Housing
Asset and Reserve Summary
2021 - 2025 Financial Plan**

Asset Profile

Land Bank & 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 - FC 102079

Equipment Replacement Schedule	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	19,247	17,934	19,934	22,434	22,434	21,434
Planned Purchase (Based on Capital Plan)		(2,000)	(1,500)	(4,000)	(5,000)	-
Actual Purchase	(5,513)					
Transfer from Operating Budget	4,000	4,000	4,000	4,000	4,000	4,000
Interest Income *	200					
Total projected year end balance	17,934	19,934	22,434	22,434	21,434	25,434

Assumptions/Background:

2020 three 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

2021 BUDGET

Regional Housing Trust Fund

COMMITTEE OF THE WHOLE

OCTOBER 2020

DEFINITION:

This service was established by Bylaw No. 3266 cited as "Capital Regional District Regional Housing Trust Fund Service Establishment Bylaw No. 1, 2005". Administered by Regional Housing, per Bylaw No.3294 cited as "Capital Regional District Housing Trust Fund Commission and Administrative Bylaw No. 1, 2005".

SERVICE DESCRIPTION:

The function enables the CRD to provide capital funding to:

- 1) assist in the acquisition, development and retention of housing that is affordable
- 2) facilitate social and economic investment in affordable housing
- 3) assist people in core housing need
- 4) facilitate achieving the strategic directions outlined in the CRD's Regional Growth Strategy / Housing Affordability Strategy

In 2016, the CRD Board approved the development of the Regional Housing First Program (RHFP) under service 1.310 Land Banking and Housing. As borrowing is undertaken in 2021 and 2022 for the RHFP, the Regional Housing Trust Fund will be wound-down and requisition capacity transferred from service 1.311 to service 1.310 to fund RHFP debt costs.

PARTICIPATION:

The member municipalities of Metchosin, North Saanich, Saanich, View Royal, Victoria, Salt Spring Island (2006), Sooke (2006), Central Saanich (2007), Esquimalt (2007), Oak Bay (2008), Sidney and Southern Gulf Islands (2010), Highlands (2014) based 50% on population and 50% on converted assessments.

MAXIMUM LEVY:

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

1.311 - REGIONAL HOUSING TRUST FUND			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
Note: Service Phased out 2021 & Suspended 2022										
<u>OPERATING COSTS:</u>										
Prior Year Unallocated Capital Grants	3,148,119	345,000	3,058,800	-	-	3,058,800	-	-	-	-
Current Year Capital Grants	1,042,082	804,000	1,043,191	-	-	1,043,191	223,085			
Housing Programs Administration Service Fee	33,130	33,130	33,130	-	-	33,130	33,130			
Allocation - Standard OH	2,848	2,848	0	-	-	0	0			
Consultant Expenses	-	-	-	-	-	-	-			
Legal Costs	4,000	4,000	4,070	-	-	4,070	4,150			
Other Costs	2,040	2,040	2,070	-	-	2,070	2,110			
TOTAL OPERATING COSTS	4,232,219	1,191,018	4,141,261	-	-	4,141,261	262,475	-	-	-
*Percentage Increase over prior year		-71.86%	-2.15%	0.00%	0.00%	-2.15%	0.00%	-	-	-
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Reserve	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	4,232,219	1,191,018	4,141,261	-	-	4,141,261	262,475	-	-	-
*Percentage Increase over prior year		-71.86%	-2.15%	-	-	-2.15%	0.00%	-	-	-
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	4,232,219	1,191,018	4,141,261	-	-	4,141,261	262,475	-	-	-
*Percentage Increase over prior year	0.00%	-71.86%	-2.15%	-	-	-2.15%	0.00%	-	-	-
Surplus / (Deficit)		3,058,800								
Balance C/F from Prior to Current year	(3,148,119)	(3,148,119)	(3,058,800)	-	-	(3,058,800)	-	-	-	-
Revenue - Other Interest Income	(21,602)	(39,201)	(19,963)	-	-	(19,963)	0	-	-	-
Payments In Lieu of Taxes	(62,498)	(62,498)	(62,498)	-	-	(62,498)	0	-	-	-
Grants - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(3,232,219)	(191,018)	(3,141,261)	-	-	(3,141,261)	0	-	-	-
REQUISITION	(1,000,000)	(1,000,000)	(1,000,000)	-	-	(1,000,000)	(262,475)	-	-	-
*Percentage Increase over prior year		0.00%	0.00%	0.00%	0.00%	0.00%	-73.75%	-100.00%	0.00%	-
PARTICIPANTS: Victoria, C.Saanich, Esquimalt, Saanich, Oak Bay, N. Saanich, Metchosin, View Royal, Sooke, Sidney, Highlands, SSI, SGI										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Traffic Safety

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.230 Traffic Safety

Committee: Traffic Safety

DEFINITION:

To establish a Traffic Safety Commission as an extended service to participants.
Establishment Bylaw No. 1828 (1990), Bylaw No. 1921 (1991), No. 3614 (2009), and No. 4166 (2017).

SERVICE DESCRIPTION:

This service provides funding and support for the Traffic Safety Commission, a CRD commission that advises the CRD Board on Traffic Safety problems and puts in place applicable Traffic Safety Programs. Representatives from about 14 organizations concerned with traffic safety, such as the BC Ambulance Service, make up the commission. 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:

1.230 - Traffic Safety Commission	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Allocation - Finance & Corp. Svc	3,222	3,222	5,135	-	-	5,135	5,744	5,859	5,976	6,096
Insurance Costs	300	300	350	-	-	350	350	350	350	350
Advertising, Promotion and Meetings	71,594	55,000	67,691	-	-	67,691	51,556	52,631	53,734	54,864
Other Expenses	37,514	37,514	18,190	-	-	18,190	18,510	18,840	19,170	19,510
TOTAL COSTS	112,630	96,036	91,366	-	-	91,366	76,160	77,680	79,230	80,820
*Percentage Increase over prior year						-18.9%	-16.6%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	16,694	(16,694)	-	-	(16,694)	-	-	-	-
Balance c/fwd from 2019 to 2020	(38,013)	(38,013)	-	-	-	-	-	-	-	-
Grants in Lieu	(3,305)	(3,305)	(3,360)	-	-	(3,360)	(3,430)	(3,500)	(3,570)	(3,650)
Other Revenue	(200)	(300)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(41,518)	(24,924)	(20,254)	-	-	(20,254)	(3,630)	(3,700)	(3,770)	(3,850)
REQUISITION	(71,112)	(71,112)	(71,112)	-	-	(71,112)	(72,530)	(73,980)	(75,460)	(76,970)
*Percentage increase over prior year Requisition						0.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Regional Planning Services

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.324 Regional Planning Services

Committee: Planning, Transportation & 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

1.324 - Regional Planning Services	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Regional Information Systems (RIS):										
Salaries & Wages	515,610	476,633	528,809	-	-	528,809	492,072	522,670	533,894	545,360
Contract for Services	10,956	-	10,995	-	-	10,995	11,210	11,430	11,660	11,890
Consulting	27,390	20,000	27,390	-	-	27,390	27,940	28,500	29,070	29,650
Allocations	154,078	154,078	180,298	-	-	180,298	185,429	189,150	192,950	196,823
Implementation of Data Review	50,000	35,000	-	-	50,000	50,000	50,000	50,000	50,000	50,000
Other Operating Expenses	49,574	26,921	26,450	-	-	26,450	26,990	27,540	28,090	28,640
TOTAL OPERATING COSTS - RIS	807,607	712,632	773,942	-	50,000	823,942	793,641	829,290	845,664	862,363
*Percentage Increase over prior year						2.0%	-3.7%	4.5%	2.0%	2.0%
Regional Transportation (RT):										
Salaries & Wages	451,269	413,401	454,665	-	-	454,665	401,837	410,461	419,271	428,270
Contract for Services	62,495	62,495	63,560	-	-	63,560	64,830	66,130	67,450	68,800
Ready, Step, Roll	50,000	25,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
Transportation Model Recalibration	-	-	-	-	-	-	225,000	-	-	-
Origin/Destination Study	-	-	-	-	-	-	475,000	-	-	-
Allocations	44,828	50,828	59,226	-	-	59,226	61,150	62,379	63,633	64,909
Other Operating Expenses	21,618	9,840	11,501	-	-	11,501	11,720	11,940	12,190	12,430
TOTAL OPERATING COSTS - RT	630,211	561,564	638,952	-	-	638,952	1,289,537	600,910	612,544	624,409
*Percentage Increase over prior year						1.4%	101.8%	-53.4%	1.9%	1.9%
TOTAL OPERATING COSTS	1,437,817	1,274,196	1,412,894	-	50,000	1,462,894	2,083,178	1,430,200	1,458,208	1,486,772
						1.7%				
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	46,200	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	10,000	10,000	2,500	-	-	2,500	2,500	2,500	2,500	2,500
TOTAL CAPITAL / RESERVES	56,200	10,000	2,500	-	-	2,500	2,500	2,500	2,500	2,500
TOTAL COSTS	1,494,017	1,284,196	1,415,394	-	50,000	1,465,394	2,085,678	1,432,700	1,460,708	1,489,272
						-1.9%				
<u>FUNDING SOURCES (REVENUE)</u>										
Carry forward from 2020 to 2021	-	125,493	(125,493)	-	-	(125,493)	-	-	-	-
Carry forward from 2019 to 2020	(173,970)	(173,970)	-	-	-	-	-	-	-	-
Revenue - Other	(2,760)	(2,500)	(2,830)	-	-	(2,830)	(2,900)	(2,970)	(3,040)	(3,100)
Recovery - Other	(530)	-	(540)	-	-	(540)	(550)	(560)	(570)	(580)
Grants in Lieu of Taxes	(60,526)	(60,526)	(61,950)	-	-	(61,950)	(63,310)	(64,700)	(66,130)	(67,450)
Transfer from Internal Reserve Account	(88,000)	-	(36,491)	-	(50,000)	(86,491)	(771,428)	(67,080)	(54,658)	(55,102)
TOTAL REVENUE	(325,786)	(111,503)	(227,304)	-	(50,000)	(277,304)	(838,188)	(135,310)	(124,398)	(126,232)
REQUISITION	(1,168,231)	(1,168,231)	(1,188,090)	-	-	(1,188,090)	(1,247,490)	(1,297,390)	(1,336,310)	(1,363,040)
*Percentage increase over prior year Requisition						1.7%	5.0%	4.0%	3.0%	2.0%
Salaried	6.5	6.5	6.5			6.5	6.5	6.5	6.5	6.5

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

Service No.	1.324 Regional Planning Services	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$17,300	\$5,100	\$12,000	\$0	\$0	\$0	\$34,400
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$17,300	\$5,100	\$12,000	\$0	\$0	\$0	\$34,400

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$17,300	\$5,100	\$12,000	\$0	\$0	\$0	\$34,400
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$17,300	\$5,100	\$12,000	\$0	\$0	\$0	\$34,400

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Computer Replacement	Computer Replacement	\$36,700	E	ERF	\$0	\$17,300	\$5,100	\$2,000	\$0	\$0	\$24,400
22-01	Renewal	Photocopier Renewal	Photocopier Renewal	\$10,000	E	ERF	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000
			GRAND TOTAL	\$46,700			\$0	\$17,300	\$5,100	\$12,000	\$0	\$0	\$34,400

Regional Planning Services
 Reserve Summary Schedule
 2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Equipment Replacement Fund	81,896	67,096	64,496	54,996	57,496	59,996
Operating Reserve Fund	1,933,604	1,847,113	1,075,685	1,008,605	953,947	898,845
Total	2,015,500	1,914,209	1,140,181	1,063,601	1,011,443	958,841

Reserve Schedule

Reserve Fund: 1.324 Regional Planning Services - Equipment Replacement Fund

ERF Group: RGPLAN.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101427	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		82,596	81,896	67,096	64,496	54,996	57,496
Transfer from Ops Budget		10,000	2,500	2,500	2,500	2,500	2,500
Planned Purchase		(10,700)	(17,300)	(5,100)	(12,000)	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		81,896	67,096	64,496	54,996	57,496	59,996

Assumptions/Background:

Maintain adequate funding for lifecycle replacement of computer equipment and furnishings.

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

Reserve Schedule

Reserve Fund: 1.324 Regional Planning Services - Operating Reserve Fund

Op Rsv Funds B#4102,03,4144,45,46,47

Reserve Cash Flow

Fund: Fund Centre:	1500 105501	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		1,945,734	1,933,604	1,847,113	1,075,685	1,008,605	953,947
Transfer from Ops Budget		46,200	-	-	-	-	-
Transfer to Ops Budget		(38,000)	(36,491)	(21,428)	(17,080)	(4,658)	(5,102)
Transfer to Ops Budget		(50,000)	(50,000)	(750,000)	(50,000)	(50,000)	(50,000)
Interest Income		29,670	-	-	-	-	-
Ending Balance \$		1,933,604	1,847,113	1,075,685	1,008,605	953,947	898,845

Assumptions/Background:

2021-2025 - \$50k - Implementation of Data Review
 2022 - \$225k - Regional Transportation Model Update
 2022 - \$475k - Origin and Destination Study

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Regional Growth Strategy

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.330 Regional Growth Strategy

Committee: Planning, Transportation & 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

1.330 - Regional Growth Strategy	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	163,001	119,212	166,595	-	-	166,595	167,772	171,316	174,937	178,635
Consulting	21,411	21,411	21,770	-	-	21,770	22,210	22,650	23,100	23,560
Special Projects	15,000	-	15,000	-	45,000	60,000	15,000	300,000	-	-
Allocations	101,870	101,870	105,280	-	-	105,280	111,107	113,338	115,612	117,927
Other Operating Expenses	30,407	12,000	25,560	-	-	25,560	26,070	26,600	27,130	27,670
TOTAL OPERATING COSTS	331,689	254,493	334,205	-	45,000	379,205	342,159	633,904	340,779	347,792
*Percentage Increase over prior year						14.3%	-9.8%	85.3%	-46.2%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	17,196	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	-	17,196	-	-	-	-	-	-	-	-
TOTAL COSTS	331,689	271,689	334,205	-	45,000	379,205	342,159	633,904	340,779	347,792
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance Carry Forward	-	45,000	-	-	(45,000)	(45,000)	-	-	-	-
Transfer from Operating Reserve Fund	(15,000)	-	(15,000)	-	-	(15,000)	(15,000)	(300,000)	-	-
Grants in Lieu of Taxes	(20,915)	(20,915)	(22,060)	-	-	(22,060)	(22,540)	(23,030)	(23,540)	(24,010)
Revenue - Other	(1,000)	(1,000)	(1,020)	-	-	(1,020)	(1,040)	(1,060)	(1,080)	(1,100)
TOTAL REVENUE	(36,915)	23,085	(38,080)	-	(45,000)	(83,080)	(38,580)	(324,090)	(24,620)	(25,110)
REQUISITION	(294,774)	(294,774)	(296,125)	-	-	(296,125)	(303,579)	(309,814)	(316,159)	(322,682)
*Percentage increase over prior year Requisition						0.5%	2.5%	2.1%	2.0%	2.1%
<u>AUTHORIZED POSITIONS</u>										
Salaried	1.0	1.0	1.0			1.0	2.0	2.0	2.0	2.0

Reserve Schedule

Reserve Fund: 1.330 Regional Growth Strategy - Operating Reserve Fund

Op Rsv Funds B#4102,03,4144,45,46,47

Reserve Cash Flow

Fund: Fund Centre:	1500 105502	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		1,343,697	1,366,273	1,351,273	1,336,273	1,036,273	1,036,273
Transfer from Ops Budget		17,196	-	-	-	-	-
Transfer to Ops Budget		(15,000)	(15,000)	(15,000)	(300,000)	-	-
Interest Income		20,380	-	-	-	-	-
Ending Balance \$		1,366,273	1,351,273	1,336,273	1,036,273	1,036,273	1,036,273

Assumptions/Background:
 2021/2022 - \$15k - Food Lands Trust Business Case
 2023 - \$300k - Regional Growth Strategy Review and Update

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Corporate Emergency

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.025 Corporate Emergency

Committee: Planning, Transportation & Protective Services

DEFINITION:

Planning and coordination for disasters or emergencies.

SERVICE DESCRIPTION:

Coordinate and administer the Corporate Emergency Plan in accordance with the *Emergency Program Act* as a local authority and regional service provider and ensure integration with the three Electoral Area Emergency Plans to provide business continuity and CRD divisional coordination in the case of an emergency.

PARTICIPATION:

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

MAXIMUM LEVY:

N/A

COMMITTEE:

Planning, Transportation & Protective Services

FUNDING:

Requisition

1.025 - Corporate Emergency	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET*	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries and Wages	802,000	342,000	100,611	-	-	100,611	100,839	103,012	105,231	107,498
Allocations	125,835	125,835	151,652	-	-	151,652	153,915	157,103	160,360	163,548
Supplies	127,270	233,118	2,660	-	-	2,660	2,720	2,780	2,840	2,900
Other Operating Expenses	107,948	94,317	44,650	-	-	44,650	45,550	46,450	47,370	48,320
TOTAL OPERATING COSTS	1,163,053	795,270	299,573	-	-	299,573	303,024	309,345	315,801	322,266
*Percentage Increase over prior year						-74.2%	1.2%	2.1%	2.1%	2.0%
Transfer from Operating Reserve Fund	(710,000)	(295,000)	-	-	-	-	-	-	-	-
NET OPERATING COSTS	453,053	500,270	299,573	-	-	299,573	303,024	309,345	315,801	322,266
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	2,044	3,965	2,080	-	-	2,080	2,120	2,160	2,200	2,240
TOTAL COSTS	455,097	504,235	301,653	-	-	301,653	305,144	311,505	318,001	324,506
Internal Recoveries	(92,000)	(92,000)	(100,611)	-	-	(100,611)	(100,839)	(103,012)	(105,231)	(107,498)
OPERATING COSTS LESS INTERNAL RECOVERIES	363,097	412,235	201,042	-	-	201,042	204,305	208,493	212,770	217,008
Grant Revenue	(168,880)	(218,018)	-	-	-	-	-	-	-	-
NET COSTS	194,217	194,217	201,042	-	-	201,042	204,305	208,493	212,770	217,008
*Percentage increase over prior year						3.5%	1.6%	2.0%	2.1%	2.0%

* Amended Budget Bylaw #4354 (approved April 8, 2020) - Board Budget includes the budget amendment approved by the board to reflect the additional budget of \$878,880 to support COVID EOC.

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

Service No.	1.025 Corporate Emergency	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$6,000	\$6,000	\$8,000	\$0	\$0	\$20,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$6,000	\$6,000	\$8,000	\$0	\$0	\$20,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$6,000	\$6,000	\$8,000	\$0	\$0	\$20,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$6,000	\$6,000	\$8,000	\$0	\$0	\$20,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
17-01	Replacement	EOC Laptop	EOC Equipment	\$18,000	E	ERF	\$0	\$0	\$6,000	\$6,000	\$6,000	\$0	\$18,000
24-01	Replacement	Surface Pro	EOC Equipment	\$2,000	E	ERF	\$0	\$0	\$0	\$0	\$2,000	\$0	\$2,000
			GRAND TOTAL	\$20,000			\$0	\$0	\$6,000	\$6,000	\$8,000	\$0	\$20,000

Reserve Schedule

Reserve Fund: 1.025 Corporate Emergency - Equipment Replacement Fund

- Capital Regional District Equipment Replacement Fund (ERF) was established in 1991 under Bylaw No. 945. This is a reserve fund pursuant to the provisions of Section 378(c) of the Municipal Act to be known as the "Equipment Replacement Fund"
- The monies in this reserve fund shall be expended only for the purchase of machinery and equipment.
- Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.
- User departments of the Capital Regional District vehicles and equipment may be charged for depreciation of their machinery and equipment and the amount of such depreciation shall be transferred to the equipment replacement fund.
- ERF Group: CRPEMERGE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101978	2020	2021	2022	2023	2024	2025
Beginning Balance		77,220	70,333	72,413	68,533	64,693	58,893
Transfer from Op Budget		2,044	2,080	2,120	2,160	2,200	2,240
Expenditures		(8,931)	-	(6,000)	(6,000)	(8,000)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		70,333	72,413	68,533	64,693	58,893	61,133

Assumptions/Background:

Maintain balance sufficient to meet lifecycle replacement needs and emergency needs.

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Emergency Planning Coordination

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.372 Emergency Planning Coordination

Committee: Planning, Transportation & Protective Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

FUNDING:

Allocations from protection services and requisition.

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

* Amended Budget Bylaw #4354 (approved April 8, 2020) - Board Budget includes the budget amendment approved by the board to reflect the additional budget of \$78,120 to support COVID EOC.

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

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

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

SOURCE OF FUNDS

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

Reserve Schedule

Reserve Fund: 1.327 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

Reserve Cash Flow

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

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Regional Emergency Program Support

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.374 Regional Emergency Program Support

Committee: Planning, Transportation & 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 (LGE PAC – Bylaw 3531), consisting of municipal and electoral area representatives and the Regional Emergency Coordinators Advisory Commission (RECAC – Bylaw 3566), consisting of government, NGOs, education, utility and health representatives.

PARTICIPATION:

All municipalities and electoral areas.

FUNDING:

Requisition

1.374 - Regional Emergency Program Support	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries	109,230	109,230	114,085	-	-	114,085	114,345	116,808	119,324	121,895
REMP Contribution	39,020	8,640	9,000	-	25,000	34,000	9,190	9,380	9,570	9,770
Allocations	18,016	18,016	21,358	-	-	21,358	21,333	21,778	22,235	22,681
TOTAL OPERATING COSTS	166,266	135,886	144,443	-	25,000	169,443	144,868	147,966	151,129	154,346
*Percentage Increase over prior year						1.9%	-14.5%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	380	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	-	380	-	-	-	-	-	-	-	-
TOTAL COSTS	166,266	136,266	144,443	-	25,000	169,443	144,868	147,966	151,129	154,346
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(30,000)	-	(7,760)	-	(25,000)	(32,760)	-	-	-	-
Grants in Lieu of Taxes	(6,803)	(6,803)	(7,220)	-	-	(7,220)	(7,360)	(7,500)	(7,650)	(7,810)
Revenue - Other	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(37,003)	(7,003)	(15,180)	-	(25,000)	(40,180)	(7,560)	(7,700)	(7,850)	(8,010)
REQUISITION	(129,263)	(129,263)	(129,263)	-	-	(129,263)	(137,308)	(140,266)	(143,279)	(146,336)
*Percentage increase over prior year Requisition						0.0%	6.2%	2.2%	2.1%	2.1%

Reserve Schedule

Reserve Fund: 1.374 Regional Emergency Program - Operating Reserve Fund

Bylaw 4244

Reserve Cash Flow

Fund: Fund Centre:	1500 105538	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		86,610	87,920	55,160	55,160	55,160	55,160
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	(32,760)	-	-	-	-
Interest Income		1,310	-	-	-	-	-
Ending Balance \$		87,920	55,160	55,160	55,160	55,160	55,160

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Hazardous Material Incident Response

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.375 Hazardous Material Incident Response

Committee: Planning, Transportation & 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

1.375 - Hazardous Material Incident Response	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
District of C Saanich Contract	65,600	65,600	67,240	-	-	67,240	68,920	70,640	72,050	73,490
Staff Training & Development	120,100	100,000	120,100	-	-	120,100	122,500	124,950	127,450	130,000
Purchased Maintenance - Equipment	111,204	108,374	123,690	-	-	123,690	129,099	131,860	134,673	137,371
Allocations	23,540	34,471	24,050	-	-	24,050	24,520	25,000	25,500	26,000
TOTAL OPERATING COSTS	320,444	308,445	335,080	-	-	335,080	345,039	352,450	359,673	366,861
*Percentage Increase over prior year						4.6%	3.0%	2.1%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	9,560	21,559	9,560	-	-	9,560	9,560	9,560	9,560	9,560
TOTAL CAPITAL / RESERVES	9,560	21,559	9,560	-	-	9,560	9,560	9,560	9,560	9,560
TOTAL COSTS	330,004	330,004	344,640	-	-	344,640	354,599	362,010	369,233	376,421
<u>FUNDING SOURCES (REVENUE)</u>										
Interest Income	(310)	(310)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
Transfer - Reserve Fund	-	-	(10,000)	-	-	(10,000)	-	-	-	-
Grants in Lieu of Taxes	(16,996)	(16,996)	(17,290)	-	-	(17,290)	(17,640)	(17,990)	(18,350)	(18,710)
TOTAL REVENUE	(17,306)	(17,306)	(27,610)	-	-	(27,610)	(17,970)	(18,330)	(18,700)	(19,070)
REQUISITION	(312,698)	(312,698)	(317,030)	-	-	(317,030)	(336,629)	(343,680)	(350,533)	(357,351)
*Percentage increase over prior year Requisition						1.4%	3.1%	3.0%	2.9%	2.9%

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

Service No.	1.375	Carry						
	Hazardous Material Incident Respo Forward from	2020	2021	2022	2023	2024	2025	TOTAL

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$90,000	\$10,000	\$10,000	\$10,000	\$10,000	\$130,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$10,000	\$90,000	\$10,000	\$10,000	\$10,000	\$10,000	\$130,000

SOURCE OF FUNDS

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

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.375

Service Name: Hazardous Material Incident Response

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Hazmat Equipment	Hazmat Equipment Replacement	\$50,000	E	ERF	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
22-01	Replacement	SCBA	SCBA Replacement	\$80,000	E	ERF	\$0	\$0	\$80,000	\$0	\$0	\$0	\$80,000
			GRAND TOTAL	\$130,000			\$0	\$10,000	\$90,000	\$10,000	\$10,000	\$10,000	\$130,000

**Hazardous Material Incident Response
Reserve Summary Schedule
2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Equipment Replacement Fund	323,561	323,121	242,681	242,241	241,801	241,361
Operating Reserve Fund	34,451	24,451	24,451	24,451	24,451	24,451
Total	358,012	347,572	267,132	266,692	266,252	265,812

Reserve Schedule

Reserve Fund: 1.375 Hazardous Material Incident Response - Equipment Replacement Fund

ERF Group: HAZMAT.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101957	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		341,199	323,561	323,121	242,681	242,241	241,801
Transfer from Ops Budget		9,560	9,560	9,560	9,560	9,560	9,560
Planned Purchase		(27,198)	(10,000)	(90,000)	(10,000)	(10,000)	(10,000)
Interest Income		-	-	-	-	-	-
Ending Balance \$		323,561	323,121	242,681	242,241	241,801	241,361

Assumptions/Background:

Transfer as much as operating budget will allow in order to provide sufficient funds to replace expensive assets.

Reserve Schedule

Reserve Fund: 1.375 Hazardous Material Incident Response - Operating Reserve Fund

Operating Reserve Fund was created under bylaw No. 4147 (2016) to fund special projects, cover unforeseen operating expenditures and stabilize revenue as required.

Reserve Cash Flow

Fund: Fund Centre:	1500 105506	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		33,941	34,451	24,451	24,451	24,451	24,451
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		-	(10,000)	-	-	-	-
Interest Income		510	-	-	-	-	-
Ending Balance \$		34,451	24,451	24,451	24,451	24,451	24,451

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

911 Call Answer

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.911 911 Call Answer

Committee: Planning, Transportation & 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 Emergency Communications Vancouver Island Centre in Saanich operated by E-Comm.

PARTICIPATION:

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

FUNDING:

Requisition, 911 call levy, and lease revenue

1.911 - 911 Call Answer	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Service Fees	195,750	141,320	141,320	-	-	141,320	141,320	141,320	141,320	141,320
Transfer to Municipalities	809,100	799,630	799,630	-	-	799,630	799,630	799,630	799,630	799,630
CRD Dispatch Centre Levy	271,060	298,440	300,750	-	-	300,750	310,900	321,420	332,330	338,980
Allocations	285,567	286,832	277,841	-	-	277,841	268,629	274,354	280,206	285,811
Other Operating Expenses	2,770	23,068	13,950	-	-	13,950	14,210	14,480	14,750	15,030
TOTAL OPERATING COSTS	1,564,247	1,549,290	1,533,491	-	-	1,533,491	1,534,689	1,551,204	1,568,236	1,580,771
*Percentage Increase over prior year						-2.0%	0.1%	1.1%	1.1%	0.8%
<u>DEBT / RESERVES</u>										
Transfer to Equipment Replacement Fund	94,518	94,518	96,120	-	-	96,120	98,040	100,000	102,000	104,040
Debt Servicing Costs	1,013,349	1,013,349	1,013,389	-	-	1,013,389	1,013,389	1,013,389	1,013,389	1,013,389
TOTAL DEBT / RESERVES	1,107,867	1,107,867	1,109,509	-	-	1,109,509	1,111,429	1,113,389	1,115,389	1,117,429
TOTAL COSTS	2,672,114	2,657,157	2,643,000	-	-	2,643,000	2,646,118	2,664,593	2,683,625	2,698,200
<u>FUNDING SOURCES (REVENUE)</u>										
Service Fees	(195,750)	(141,320)	(141,320)	-	-	(141,320)	(141,320)	(141,320)	(141,320)	(141,320)
CAL Received	(1,305,000)	(1,289,725)	(1,289,725)	-	-	(1,289,725)	(1,289,725)	(1,289,725)	(1,289,725)	(1,289,725)
Lease Revenue	(1,009,800)	(1,009,800)	(1,009,800)	-	-	(1,009,800)	(1,009,800)	(1,009,800)	(1,030,000)	(1,050,600)
Grants in Lieu of Taxes	(9,164)	(9,164)	(9,320)	-	-	(9,320)	(9,510)	(9,700)	(9,890)	(10,090)
Transfer from Operating Reserve	-	(35,160)	(37,500)	-	-	(37,500)	(36,000)	(48,748)	(40,850)	(27,825)
Other Revenue	(1,400)	(20,988)	(1,990)	-	-	(1,990)	(2,000)	(2,010)	(2,020)	(2,030)
TOTAL REVENUE	(2,521,114)	(2,506,157)	(2,489,655)	-	-	(2,489,655)	(2,488,355)	(2,501,303)	(2,513,805)	(2,521,590)
REQUISITION	(151,000)	(151,000)	(153,345)	-	-	(153,345)	(157,763)	(163,290)	(169,820)	(176,610)
*Percentage increase over prior year Requisition						1.6%	2.9%	3.5%	4.0%	4.0%

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

Service No.	1.911 911 Call Answer	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
17-01	New	New Equipment	Next-Gen 911 Call Answer Technology-Placeholder	\$1,000,000	E	ERF	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
			GRAND TOTAL	\$1,000,000			\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000

Service: 1.911 **911 Call Answer**

Proj. No. 17-01	Capital Project Title New Equipment	Capital Project Description Next-Gen 911 Call Answer Technology-Placeholder
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale Placeholder for the next-Gen 911 call answer technology. Amount and timing are unknown.		

911 Call Answer
 Reserves Summary Schedule
 2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Equipment Replacement Fund	929,758	25,878	123,918	223,918	325,918	429,958
Operating Reserve Fund	230,546	193,046	157,046	108,298	67,448	39,623
Total	1,160,305	218,925	280,965	332,217	393,367	469,582

Reserve Schedule

Reserve Fund: 911 Call Answer - Equipment Replacement Fund

ERF Group: EMGTSV.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101460	2020	2021	2022	2023	2024	2025
Beginning Balance		835,240	929,758	25,878	123,918	223,918	325,918
Transfer from Ops Budget		94,518	96,120	98,040	100,000	102,000	104,040
Expenditures		-	(1,000,000)	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		929,758	25,878	123,918	223,918	325,918	429,958

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 911 Call Answer - Operating Reserve Fund

To mitigate fluctuating Call Answer Levies

Reserve Cash Flow

Fund: Fund Centre:	1500 105508	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		263,006	230,546	193,046	157,046	108,298	67,448
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		(35,160)	(37,500)	(36,000)	(48,748)	(40,850)	(27,825)
Interest Income		2,700	-	-	-	-	-
Ending Balance \$		230,546	193,046	157,046	108,298	67,448	39,623

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 BUDGET

911 Call Answer - Municipalities

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.912B - 911 Call Answer - Municipalities

Committee: Planning, Transportation & 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

1.912B - 911 Call Answer - Municipalities	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
EXPENDITURES										
Return Grants in Lieu of Taxes	54,678	54,678	54,678	-	-	54,678	54,678	54,678	54,678	54,678
*Percentage Increase over prior year						0.0%	0.0%	0.0%	0.0%	0.0%
FUNDING SOURCES (REVENUE)										
Call Answer Levy Revenue	(809,100)	(799,630)	(799,630)	-	-	(799,630)	(799,630)	(799,630)	(799,630)	(799,630)
TOTAL REVENUE	(809,100)	(799,630)	(799,630)	-	-	(799,630)	(799,630)	(799,630)	(799,630)	(799,630)
EXCESS OF REVENUE OVER EXPENDITURES	(754,422)	(744,952)	(744,952)	-	-	(744,952)	(744,952)	(744,952)	(744,952)	(744,952)
Estimated Balance c/fwd from 2020 to 2021	-	(9,470)	9,470	-	-	9,470	-	-	-	-
Balance c/fwd from 2019 to 2020	(48,995)	(48,995)	-	-	-	-	-	-	-	-
NEGATIVE REQUISITION	803,417	803,417	735,482	-	-	735,482	744,952	744,952	744,952	744,952
*Percentage increase over prior year Requisition						-8.5%	1.3%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2021 BUDGET

913 Fire Dispatch

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.913 913 Fire Dispatch

Committee: Planning, Transportation & 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

1.913 - Langford Fire Dispatch	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services	640,060	640,060	656,062	-	-	656,062	672,460	689,270	706,500	720,630
Allocations	41,751	41,751	52,997	-	-	52,997	61,192	62,467	63,768	65,044
Other Operating Expenses	18,580	13,190	13,160	-	-	13,160	13,420	13,680	13,960	14,240
TOTAL OPERATING COSTS	700,391	695,001	722,219	-	-	722,219	747,072	765,417	784,228	799,914
*Percentage Increase over prior year						3.1%	3.4%	2.5%	2.5%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	6,300	11,690	3,000	-	-	3,000	6,300	6,430	6,560	6,690
TOTAL CAPITAL / RESERVE	6,300	11,690	3,000	-	-	3,000	6,300	6,430	6,560	6,690
TOTAL COSTS	706,691	706,691	725,219	-	-	725,219	753,372	771,847	790,788	806,604
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(12,113)	(12,113)	(12,320)	-	-	(12,320)	(12,560)	(12,810)	(13,060)	(13,320)
Revenue - Other	(200)	(200)	(800)	-	-	(800)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(12,313)	(12,313)	(13,120)	-	-	(13,120)	(12,760)	(13,010)	(13,260)	(13,520)
REQUISITION	(694,378)	(694,378)	(712,099)	-	-	(712,099)	(740,612)	(758,837)	(777,528)	(793,084)
*Percentage increase over prior year Requisition						2.6%	4.0%	2.5%	2.5%	2.0%

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

Service No.	1.913 913 Fire Dispatch	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000

SOURCE OF FUNDS

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

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.913

Service Name: 913 Fire Dispatch

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Communication Equipment	Communication Equipment	\$25,000	E	ERF	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
			GRAND TOTAL	\$25,000			\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000

Reserve Schedule

Reserve Fund: 1.913 Langford Fire Dispatch - Equipment Replacement Fund

ERF Group: LANGFIRE.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 102125	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		44,346	45,646	43,646	44,946	46,376	47,936
Transfer from Ops Budget		6,300	3,000	6,300	6,430	6,560	6,690
Expenditures		(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Interest Income		-	-	-	-	-	-
Ending Balance \$		45,646	43,646	44,946	46,376	47,936	49,626

Assumptions/Background:

Maintain balance which will allow for routine annual equipment replacements as well as unexpected expenditures.

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Regional CREST Contribution

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.921 Regional CREST Contribution

Committee: Planning, Transportation & Protective Services

DEFINITION:

To collect funding for the RCMP Dispatch area's share of costs in the regional emergency communications network (CREST).

PARTICIPATION:

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

MAXIMUM LEVY:

No stated limit in establishment bylaw on operating costs (Limited by Municipal Act).

Funding:

Requisition

1.921 - Regional CREST Contribution	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payments to CREST	1,681,602	1,681,602	1,710,190	-	-	1,710,190	1,744,390	1,779,280	1,814,870	1,851,170
Internal Interest	8,000	8,000	8,000	-	-	8,000	8,000	8,000	8,000	8,000
TOTAL COSTS	1,689,602	1,689,602	1,718,190	-	-	1,718,190	1,752,390	1,787,280	1,822,870	1,859,170
*Percentage Increase over prior year						1.7%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2019 to 2020	882	882	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(98,300)	(98,300)	(99,970)	-	-	(99,970)	(101,970)	(104,010)	(106,090)	(108,210)
Interest Income	(3,000)	(3,000)	(3,000)	-	-	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
TOTAL REVENUE	(100,418)	(100,418)	(102,970)	-	-	(102,970)	(104,970)	(107,010)	(109,090)	(111,210)
REQUISITION	(1,589,184)	(1,589,184)	(1,615,220)	-	-	(1,615,220)	(1,647,420)	(1,680,270)	(1,713,780)	(1,747,960)
*Percentage increase over prior year Requisition						1.6%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Animal Care Services

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.313 Animal Care Services

Committee: Electoral Area

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 Pauquachin, Songhees and Tsawout First nations. We also provide pound keeping services to Saanich. Sooke, Metchosin and Highlands are charged as if they were part of the service provided to the Electoral Areas. All other participants are levied by contract.

SERVICE DESCRIPTION:

Enforces the Animal Control Bylaw for three Electoral Areas, 10 Municipalities, and 3 First Nations. Also provides Pound Service for the District of Saanich and the areas listed above. Ensures public safety with person/animal contacts, quick return of lost animals, investigations or animal/person public education, re-homing of animals, quality care of animals.

PARTICIPATION:

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	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	714,132	738,576	732,246	-	-	732,246	735,596	751,301	767,332	783,704
Vehicle Operating Expenses	25,860	25,860	26,300	-	-	26,300	26,830	27,370	27,920	28,480
Telecommunications	42,970	42,970	43,700	-	-	43,700	44,570	45,460	46,370	47,300
Supplies	40,738	40,693	36,000	-	-	36,000	36,720	37,450	38,200	38,960
Allocations	185,769	185,769	193,011	-	-	193,011	203,412	206,682	210,263	213,852
Other Operating Expenses	122,550	104,480	121,765	-	-	121,765	124,180	126,630	129,150	131,720
TOTAL OPERATING COSTS	1,132,019	1,138,348	1,153,022	-	-	1,153,022	1,171,308	1,194,893	1,219,235	1,244,016
*Percentage Increase over prior year						1.9%	1.6%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	10,000	3,671	10,000	-	-	10,000	10,000	10,000	10,000	10,000
TOTAL CAPITAL / RESERVE	10,000	3,671	10,000	-	-	10,000	10,000	10,000	10,000	10,000
TOTAL COSTS	1,142,019	1,142,019	1,163,022	-	-	1,163,022	1,181,308	1,204,893	1,229,235	1,254,016
Internal Charges (Bylaw)	12,032	12,032	12,428	-	-	12,428	12,499	12,736	12,983	13,234
OPERATING COSTS LESS INTERNAL RECOVERIES	1,154,051	1,154,051	1,175,450	-	-	1,175,450	1,193,807	1,217,629	1,242,218	1,267,250
<u>FUNDING SOURCES (REVENUE)</u>										
Fees Charged	(29,000)	(29,131)	(29,440)	-	-	(29,440)	(29,960)	(30,500)	(31,060)	(31,620)
Sale of Goods and Services	(678,450)	(683,449)	(696,860)	-	-	(696,860)	(713,000)	(719,960)	(734,360)	(749,040)
Grants in Lieu of Taxes	(11,426)	(11,426)	(11,740)	-	-	(11,740)	(11,940)	(12,160)	(12,370)	(12,620)
Revenue - Other	(9,250)	(4,120)	(5,690)	-	-	(5,690)	(6,350)	(9,710)	(9,890)	(10,090)
TOTAL REVENUE	(728,126)	(728,126)	(743,730)	-	-	(743,730)	(761,250)	(772,330)	(787,680)	(803,370)
REQUISITION	(425,925)	(425,925)	(431,720)	-	-	(431,720)	(432,557)	(445,299)	(454,538)	(463,880)
*Percentage increase over prior year Requisition						1.4%	0.2%	2.9%	2.1%	2.1%
AUTHORIZED POSITIONS										
Salaried	7.3		7.3			7.3	7.3	7.3	7.3	7.3

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

Service No.	1.313 Animal Care Services	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$3,029	\$4,040	\$4,120	\$4,205	\$0	\$0	\$15,394
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$18,000	\$18,000	\$18,000	\$18,000	\$0	\$0	\$72,000
	\$0	\$21,029	\$22,040	\$22,120	\$22,205	\$0	\$0	\$87,394

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$21,029	\$22,040	\$22,120	\$22,205	\$0	\$0	\$87,394
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$21,029	\$22,040	\$22,120	\$22,205	\$0	\$0	\$87,394

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Computer Replacements	Replacement of computer equipment	\$18,364	E	ERF	\$0	\$3,029	\$4,040	\$4,120	\$4,205	\$0	\$15,394
19-02	Replacement	Vehicle Replacements	Replacement of vehicles (shared with Bylaw)	\$90,000	V	ERF	\$0	\$18,000	\$18,000	\$18,000	\$18,000	\$0	\$72,000
			GRAND TOTAL	\$108,364			\$0	\$21,029	\$22,040	\$22,120	\$22,205	\$0	\$87,394

**Animal Care Services
Reserve Summary Schedule
2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	3,273	3,273	3,273	3,273	3,273	3,273
Equipment Replacement Fund	74,163	63,134	51,094	38,974	26,769	36,769
Total	77,436	66,406	54,366	42,246	30,041	40,041

Reserve Schedule

Reserve Fund: 1.313 Animal Control - Operating Reserve Fund

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

Reserve Cash Flow

Fund: Fund Centre:	1500 105407 & 105103	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		3,223	3,273	3,273	3,273	3,273	3,273
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchases		-	-	-	-	-	-
Interest Income		50	-	-	-	-	-
Ending Balance \$		3,273	3,273	3,273	3,273	3,273	3,273

Assumptions/Background:

Maintain balance at reasonable level to cover unexpected operating expenses such as legal.

Reserve Schedule

Reserve Fund: 1.313 Animal Control - Equipment Replacement Fund

For replacement of vehicles, computers and furnishings.

ERF Group: ANICON.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101424	Estimated	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		85,133	74,163	63,134	51,094	38,974	26,769
Transfer from Op Budget		10,000	10,000	10,000	10,000	10,000	10,000
Planned Purchases		(20,970)	(21,029)	(22,040)	(22,120)	(22,205)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		74,163	63,134	51,094	38,974	26,769	36,769

Assumptions/Background:

Maintain level sufficient to fund required vehicle and computer replacements

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Noise Control

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.320 Noise Control

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

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

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

FUNDING:

Requisition

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

Reserve Schedule

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

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

Reserve Cash Flow

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

Assumptions/Background:
 Maintain balance at reasonable level to cover unexpected operating expenses such as legal.
 * Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Nuisance & Unsightly Premises

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.322 Nuisance & Unsightly Premises

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

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

FUNDING:

Requisition

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

Reserve Schedule

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

For unforeseen legal expenses

Reserve Cash Flow

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

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 BUDGET

ByLaw Services

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.323 Bylaw Services

Committee: Electoral Area

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.

1.323 - Bylaw Enforcement

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	335,117	424,079	345,927	-	-	345,927	347,343	354,771	362,362	370,111
Vehicle Operating Expenses	16,983	18,983	17,270	-	-	17,270	17,620	17,970	18,330	18,700
Telecommunications	5,070	5,070	5,160	-	-	5,160	5,260	5,370	5,480	5,590
Supplies	1,000	100	1,000	-	-	1,000	1,020	1,040	1,060	1,080
Allocations	68,664	68,664	72,179	-	-	72,179	73,045	74,219	75,661	77,118
Other Operating Expenses	28,712	16,422	28,800	-	-	28,800	29,360	29,950	30,540	31,140
TOTAL OPERATING COSTS	455,546	533,318	470,336	-	-	470,336	473,648	483,320	493,433	503,739
*Percentage Increase over prior year						3.2%	0.7%	2.0%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	36,960	36,960	36,960	-	-	36,960	36,960	36,960	36,960	36,960
TOTAL CAPITAL / RESERVE	36,960	36,960	36,960	-	-	36,960	36,960	36,960	36,960	36,960
TOTAL COSTS	492,506	570,278	507,296	-	-	507,296	510,608	520,280	530,393	540,699
<u>Internal Recoveries</u>	(464,907)	(542,631)	(478,016)	-	-	(478,016)	(480,748)	(489,830)	(499,333)	(509,019)
OPERATING COSTS LESS INTERNAL RECOVERIES	27,599	27,647	29,280	-	-	29,280	29,860	30,450	31,060	31,680
<u>FUNDING SOURCES (REVENUE)</u>										
Sale of Goods and Services	(24,099)	(23,577)	(25,730)	-	-	(25,730)	(26,240)	(26,760)	(27,300)	(27,850)
Revenue - Other	(3,500)	(4,070)	(3,550)	-	-	(3,550)	(3,620)	(3,690)	(3,760)	(3,830)
TOTAL REVENUE	(27,599)	(27,647)	(29,280)	-	-	(29,280)	(29,860)	(30,450)	(31,060)	(31,680)
REQUISITION	-	-	-	-	-	-	-	-	-	-
AUTHORIZED POSITIONS:										
Salaried	2.9	2.9	2.9			2.9	2.9	2.9	2.9	2.9

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

Service No.	1.323 ByLaw Services	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$970	\$990	\$1,010	\$1,030	\$0	\$0	\$4,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$0	\$60,000
	\$0	\$15,970	\$15,990	\$16,010	\$16,030	\$0	\$0	\$64,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$15,970	\$15,990	\$16,010	\$16,030	\$0	\$0	\$64,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$15,970	\$15,990	\$16,010	\$16,030	\$0	\$0	\$64,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Computers	Replacement of computer equipment	\$4,950	E	ERF	\$0	\$970	\$990	\$1,010	\$1,030	\$0	\$4,000
19-02	Replacement	Vehicle	Replacement of Bylaw vehicle	\$75,000	V	ERF	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$60,000
			GRAND TOTAL	\$79,950			\$0	\$15,970	\$15,990	\$16,010	\$16,030	\$0	\$64,000

Reserve Schedule

Reserve Fund: 1.323 Bylaw Enforcement - Equipment Replacement Fund

ERF Group: BYLAW.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101426	2020	2021	2022	2023	2024	2025
Beginning Balance		25,831	46,841	67,831	88,801	109,751	130,681
Transfer from Ops Budget		36,960	36,960	36,960	36,960	36,960	36,960
Proceed from Disposition		-	-	-	-	-	-
Planned Purchase		(15,950)	(15,970)	(15,990)	(16,010)	(16,030)	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		46,841	67,831	88,801	109,751	130,681	167,641

Assumptions/Background:

Maintain level sufficient to fund required vehicle and computer replacements

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Building Inspection

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.318 Building Inspection

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All Electoral Areas on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

Change in Budget 2020 to 2021
Service: 1.318 Building Inspection

Total Expenditure

Comments

2020 Budget

1,561,459

Change in Salaries:

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

Other Changes:

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

2021 Budget

1,653,290

% expense increase from 2020:	5.9%
% Requisition increase from 2020 (if applicable):	11.0%

Requisition funding is 28% of service revenue.
 Operating Reserve funding is 10% of the service revenue.

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

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

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

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

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

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

SOURCE OF FUNDS

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

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.318

Service Name: Building Inspection

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

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

Building Inspection
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

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

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund

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

Reserve Cash Flow

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

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund

ERF Group: BLDINS.ERF

Reserve Cash Flow

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

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

INTEGRATED WATER SERVICES

COMMITTEE OF THE WHOLE

OCTOBER 2020

COMMITTEE OF THE WHOLE
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CAPITAL REGIONAL DISTRICT

2021 BUDGET

Regional Water Supply

COMMITTEE OF THE WHOLE

OCTOBER 2020

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.

Change in Budget 2020 to 2021
Service: 2.670 Regional Water Supply

Total Expenditure

Comments

2020 Budget

34,055,398

Change in Salaries:

Change in Labour	188,241	Labour charges (Salaries and overhead, including corporate allocations)
0.4 FTE Water Sampling Technician	55,000	IBC 10d-2 Leech River Water Quality Operations
1.0 FTE Water Utility Operator	190,000	IBC 10a-2.1 Water Infrastructure Resilience
1.0 FTE Watershed Operator	125,000	IBC 10a-0.1 Watershed Security Position
Auxiliary staff	(81,000)	Reduction in auxiliary budget to offset 1.0 FTE Watershed Operator IBC 10a-0.1
Total Change in Salaries	477,241	

Other Changes:

Contract for Services	(25,000)	2020 NSERC funding
Contract for Services	25,000	2021 NSERC funding
Contract for Services	(150,000)	IBC 10d-3 2020 Watershed Hydrology Monitoring
Contract for Services	150,000	IBC 10d-3 2021 Watershed Hydrology Monitoring
Contract for Services	100,000	Agricultural Water Rate Review and Options Study
Chemical Supplies	145,257	
Transfer to Capital Fund	209,342	
Principal & Interest Payments	(129,537)	
Agriculture Water Rate Funding	100,000	
Other Costs	(36,418)	
Total Other Changes	388,644	

2021 Budget

34,921,283

% expense increase from 2020:	2.5%
% Requisition increase from 2020 (if applicable):	n/a

Requisition funding is (x)% of service revenue

SAP

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

There is a one time favourable operating variance of \$720,000 (4.9%) due to reduced staffing costs from vacant positions, reduced overtime, and reduced Demand Management allocation. Revenue has decreased by \$590,000 (1.7%) from budget due to lower than budgeted water sales. The net surplus of \$130,000 will be transferred to the services' Water Capital Fund.

CAPITAL REGIONAL DISTRICT

Program Group: CRD-Regional Water Supply

SUMMARY	2021 BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET 2	2020 ESTIMATED ACTUAL 3	2021 CORE BUDGET 4	2021 ONGOING 5	2021 ONE-TIME 6	TOTAL (COL 4, 5 & 6) 7	2022 8	2023 9	2024 10	2025 11
GENERAL PROGRAM EXPENDITURES:										
WATERSHED PROTECTION	5,458,878	5,179,839	5,349,054	44,000	175,000	5,568,054	5,500,915	5,610,933	5,723,152	5,837,615
WATER MANAGEMENT	5,223,517	5,075,428	5,420,530	190,000	-	5,610,530	5,711,860	5,827,345	5,944,992	6,054,070
WATER QUALITY	1,611,591	1,634,545	1,775,256	55,000	-	1,830,256	1,843,700	1,882,386	1,921,900	1,962,233
CROSS CONNECTION	744,787	740,854	737,690	-	-	737,690	752,465	767,519	782,865	798,503
DEMAND MANAGEMENT	813,710	673,034	686,034	-	-	686,034	694,708	708,581	722,745	737,187
INFRASTRUCTURE ENGINEERING	494,110	491,110	486,900	-	-	486,900	496,640	506,570	516,710	527,040
FLEET OPERATION & MAINTENANCE	(299,295)	(287,024)	(297,540)	-	-	(297,540)	(303,491)	(309,561)	(315,751)	(322,067)
CUSTOMER TECHNICAL SERVICES & GM SUPPORT *	607,905	427,503	619,362	-	100,000	719,362	624,871	637,936	651,275	656,063
TOTAL OPERATING EXPENDITURES	14,655,203	13,935,289	14,777,286	289,000	275,000	15,341,286	15,321,669	15,631,708	15,947,888	16,250,644
<i>Percentage increase over prior year's board budget</i>			0.83%			4.68%	-0.13%	2.02%	2.02%	1.90%
AGRICULTURAL WATER RATE FUNDING	1,500,000	1,500,000	1,600,000	-	-	1,600,000	1,650,000	1,700,000	1,750,000	1,800,000
			6.67%			6.67%	3.13%	3.03%	2.94%	2.86%
CAPITAL EXPENDITURES & TRANSFERS										
TRANSFER TO WATER CAPITAL FUND	9,107,214	9,237,453	9,297,180	-	-	9,297,180	9,500,000	10,200,000	14,652,000	15,873,204
TRANSFER TO EQUIPMENT REPLACEMENT FUND	299,294	299,294	297,540	-	-	297,540	303,491	309,561	315,751	322,066
TRANSFER TO DEBT RESERVE FUND	30,480	30,480	51,610	-	-	51,610	192,610	205,610	264,610	33,610
TOTAL CAPITAL EXPENDITURES & TRANSFERS	9,436,988	9,567,227	9,646,330	-	-	9,646,330	9,996,101	10,715,171	15,232,361	16,228,880
DEBT										
DEBT - INTEREST AND PRINCIPAL	8,463,204	8,463,204	8,333,667	-	-	8,333,667	8,658,848	8,944,560	5,152,302	5,196,255
TOTAL DEBT EXPENDITURES	8,463,204	8,463,204	8,333,667	-	-	8,333,667	8,658,848	8,944,560	5,152,302	5,196,255
DEFICIT TRANSFERRED TO FOLLOWING YR										
TRANSFER TO FOLLOWING YEAR DEFICIT CARRY FORWARD										
TOTAL EXPENDITURES	34,055,395	33,465,720	34,357,283	289,000	275,000	34,921,283	35,626,618	36,991,439	38,082,551	39,475,779
SOURCES OF FUNDING										
REVENUE - SALES	(33,442,855)	(32,819,280)	(33,741,613)	(289,000)	(275,000)	(34,305,613)	(35,010,948)	(36,375,769)	(37,466,881)	(38,860,109)
REVENUE - OTHER	(612,540)	(646,440)	(615,670)	-	-	(615,670)	(615,670)	(615,670)	(615,670)	(615,670)
TOTAL SOURCE OF FUNDING FROM OPERATIONS	(34,055,395)	(33,465,720)	(34,357,283)	(289,000)	(275,000)	(34,921,283)	(35,626,618)	(36,991,439)	(38,082,551)	(39,475,779)
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR SURPLUS CARRY FORWARD										
TOTAL SOURCES OF FUNDING	(34,055,395)	(33,465,720)	(34,357,283)	(289,000)	(275,000)	(34,921,283)	(35,626,618)	(36,991,439)	(38,082,551)	(39,475,779)
<i>Percentage increase over prior year's board budget</i>			0.89%			2.54%	2.02%	3.83%	2.95%	3.66%

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

Service No.	2.670 Regional Water Supply	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$410,000	\$400,000	\$2,155,000	\$2,130,000	\$0	\$0	\$4,685,000
Equipment	\$2,360,000	\$3,965,000	\$5,295,000	\$2,635,000	\$895,000	\$705,000	\$13,495,000
Land	\$275,350	\$1,615,350	\$845,000	\$730,000	\$500,000	\$400,000	\$4,090,350
Engineered Structures	\$8,648,000	\$16,248,000	\$21,775,000	\$29,025,000	\$30,500,000	\$3,450,000	\$100,998,000
Vehicles	\$168,000	\$520,000	\$215,000	\$265,000	\$280,000	\$280,000	\$1,560,000
	\$11,861,350	\$22,748,350	\$30,285,000	\$34,785,000	\$32,175,000	\$4,835,000	\$124,828,350

SOURCE OF FUNDS

Capital Funds on Hand	\$11,773,350	\$19,438,350	\$8,970,000	\$9,720,000	\$11,795,000	\$3,955,000	\$53,878,350
Debenture Debt (New Debt Only)	\$0	\$1,800,000	\$15,900,000	\$17,200,000	\$11,100,000	\$0	\$46,000,000
Equipment Replacement Fund	\$88,000	\$310,000	\$215,000	\$265,000	\$280,000	\$280,000	\$1,350,000
Grants (Federal, Provincial)	\$0	\$1,200,000	\$5,200,000	\$7,600,000	\$9,000,000	\$600,000	\$23,600,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$11,861,350	\$22,748,350	\$30,285,000	\$34,785,000	\$32,175,000	\$4,835,000	\$124,828,350

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

Service No.	2.670/2.680							
	Regional Water Supply & JDF Water Distribution Combo	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL

EXPENDITURE

Buildings	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
Equipment	\$500,000	\$1,490,000	\$980,000	\$330,000	\$330,000	\$330,000	\$330,000	\$3,460,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$500,000	\$1,570,000	\$1,060,000	\$410,000	\$410,000	\$410,000	\$410,000	\$3,860,000

SOURCE OF FUNDS

Capital Funds on Hand	\$500,000	\$1,570,000	\$1,060,000	\$410,000	\$410,000	\$410,000	\$410,000	\$3,860,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$500,000	\$1,570,000	\$1,060,000	\$410,000	\$410,000	\$410,000	\$410,000	\$3,860,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.670
Service Name: Regional 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.

FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
WATERSHED PROTECTION													
Planning													
17-01	Renewal	Repair of Historic Goldstream Powerhouse Building	Repairs of historic Goldstream Powerhouse building	\$90,000	B	WU	\$0	\$0	\$0	\$50,000	\$0	\$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	\$93,350	\$93,350	\$0	\$0	\$0	\$0	\$93,350
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	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$55,000
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	\$25,000	\$0	\$0	\$0	\$0	\$25,000
19-30	Study	Leech WSA Lakes/Tributaries Assessment	An assessment of the physical, chemical and biological parameters of the lakes in the Leech WSA.	\$75,000	L	WU	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
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	\$30,000	\$0	\$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	\$0	\$85,000	\$70,000	\$50,000	\$0	\$0	\$205,000
20-28	Study	GVWSA Forest Resilience - Assessments of forest health and resilience	Field assessments to better understand current forest health and resilience.	\$230,000	L	WU	\$75,000	\$75,000	\$95,000	\$60,000	\$0	\$0	\$230,000
21-19	Study	Lakes Assessment Sooke and Goldstream WSAs	An assessment of the physical, chemical and biological parameters of the natural lakes in Sooke and Goldstream WSAs	\$75,000	L	WU	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
21-20	Study	West Leech Road	Plan for future construction of a road to access the western portion of the Leech WSA.	\$20,000	L	WU	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
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	\$0	\$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	\$120,000	\$0	\$0	\$120,000
Capital													
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	\$200,000
16-01	Renewal	Replace Gatehouse at Goldstream Entrance	The GVWSA entry gatehouse at Goldstream is past end of life and is to be replaced with a purpose built structure with improved vehicle flow and security oversight.	\$600,000	B	WU	\$190,000	\$395,000	\$200,000	\$0	\$0	\$0	\$595,000
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 trailers.	\$4,050,000	B	WU	\$215,000	\$0	\$1,915,000	\$2,000,000	\$0	\$0	\$3,915,000
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	\$100,000	\$125,000	\$0	\$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	\$17,000	\$67,000	\$0	\$0	\$0	\$0	\$67,000
17-09	Renewal	Goldstream Gate Upgrade	The main entrance autogate in Goldstream is past end of life and requires replacement with lifting in/out gates along with project 16-01.	\$75,000	S	WU	\$68,000	\$68,000	\$0	\$0	\$0	\$0	\$68,000
18-05	New	GVWSA Forest Fuel Management/FireSmart Activities	Implementation of forest fuel management and FireSmart actions in strategic locations for wildfire risk management in the GVWSA.	\$750,000	L	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
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.	\$100,000	B	WU	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$5,000
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	\$140,000	\$140,000	\$0	\$0	\$0	\$0	\$140,000
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
20-29	Renewal	Gravel crushing 14G and 10S quarry (Sooke and Goldstream WSA)	Production of gravel at existing quarries in Sooke and Goldstream WSAs.	\$350,000	S	WU	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
21-01	New	31N Bridge to Replace Undersized Culvert (Goldstream WSA)	Replacement of the existing undersized and failing culvert with a bridge structure.	\$325,000	S	WU	\$0	\$325,000	\$0	\$0	\$0	\$0	\$325,000
21-26	New	Road Deactivation/Rehabilitation in the GVWSA	Deactivate or rehabilitate unneeded roads in the Sooke and Goldstream WSAs.	\$420,000	L	WU	\$0	\$20,000	\$100,000	\$100,000	\$100,000	\$100,000	\$420,000
21-27	New	Autogate Installations on Primary Access Routes	Install autogates on the main access routes where the Sooke Hills Wilderness Trail and E&N rail line cross to improve security	\$250,000	S	WU	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000
21-28	New	GVWSA Land Acquisition Priorities	Acquisition of priority GVWSA catchment and buffer lands.	\$750,000	L	WU	\$0	\$750,000	\$0	\$0	\$0	\$0	\$750,000
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	\$0	\$0	\$325,000	\$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.	\$40,000	E	WU	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
23-04	Renewal	17S/Sooke Main Bridge Replacement	Undersized bridge replacement	\$300,000	S	WU	\$0	\$0	\$0	\$0	\$0	\$300,000	\$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	\$0	\$200,000
WaterShed Protection Sub-Total				\$18,046,000			\$993,350	\$3,113,350	\$3,410,000	\$3,080,000	\$1,025,000	\$700,000	\$11,328,350

INFRASTRUCTURE ENGINEERING AND OPERATIONS														
Planning														
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	\$200,000	\$1,000,000
17-13	New	Asset Management Plan	Development of a plan to inform future areas of study and highlight critical infrastructure improvements.	\$300,000	S	WU	\$100,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
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	\$255,000	\$0	\$0	\$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	\$300,000	S	WU	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
19-28	Study	Goldstream System Hydraulic Analysis	Analysis and documentation of hydraulics of the Goldstream system.	\$50,000	S	WU	\$50,000	\$50,000	\$0	\$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	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
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	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
20-08	Study	Regional Water DCC Program	Design of a Regional DCC Program	\$200,000	S	WU	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
20-10	Study	Condition & Vulnerability Assessment	Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk.	\$200,000	S	WU	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
20-11	Study	Develop Master Plan	Develop a long term strategic plan to anticipate water demand, water treatment, and future siting of facilities.	\$500,000	S	WU	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000
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	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
Capital														
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	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
18-07	New	Replacement of UV System	Replacement of the UV system at the Goldstream Water Treatment Plant	\$5,400,000	E	WU	\$0	\$400,000	\$3,000,000	\$1,800,000	\$0	\$0	\$0	\$5,200,000
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	\$450,000	\$450,000	\$200,000	\$200,000	\$200,000	\$150,000	\$150,000	\$1,200,000
18-15	Renewal	Corrosion Protection Program	Study deficiencies in the current material protection and implement recommendations.	\$750,000	S	WU	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
18-18	Replacement	Main No.3 Segment Replacement	Replacement of segments of Main No. 3 based upon previous studies.	\$15,090,000	S	WU	\$100,000	\$350,000	\$4,900,000	\$4,900,000	\$4,900,000	\$0	\$0	\$15,050,000
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	\$100,000	\$100,000	\$0	\$0	\$100,000	\$0	\$0	\$200,000
19-23	New	Critical Spare Equipment Storage & Pipe Yard	Plan, design and construct a critical equipment storage building.	\$400,000	S	WU	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
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	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
20-16	Replacement	Cecelia Meter Replacement	Replacement of the Cecelia billing meter as well as its enclosure.	\$1,000,000	S	WU	\$0	\$100,000	\$450,000	\$450,000	\$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	\$0	\$150,000	\$0	\$500,000	\$0	\$0	\$650,000
20-18	Replacement	Goldstream Main #4 Replacement	Plan and replacement of the concrete pipe portion of Main #4.	\$200,000	S	WU	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$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	\$0	\$500,000	\$2,000,000	\$0	\$0	\$0	\$2,500,000
20-33	Replacement	Sooke Intake Screens Replacement	Emergency replacement of the Sooke Intake screens.	\$1,800,000	E	WU	\$800,000	\$800,000	\$0	\$0	\$0	\$0	\$0	\$800,000
21-06	Replacement	Sooke Lake Dam Spillway Hoist Replacement	Replacement of the sluice gate spillway hoist at Sooke Lake Dam.	\$275,000	E	WU	\$0	\$75,000	\$200,000	\$0	\$0	\$0	\$0	\$275,000

21-07	Replacement	Goldstream Water Treatment Plant Communications Upgrade	Increase reliability and resilience of data and voice communications between the UV Plant, Sodium Hypochlorite Building, Ammonia Building.	\$250,000	S	WU	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000	
21-08	New	Goldstream Water Treatment Plant Emergency Automation	Installation of automatic valves and controls to safeguard chemicals in the event of dosing line breaks	\$145,000	E	WU	\$0	\$145,000	\$0	\$0	\$0	\$0	\$145,000	
21-09	New	Goldstream Water Treatment Plant Demolition	Plan and construct provisions demolition.	\$200,000	S	WU	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000	
21-10	Replacement	SCADA Upgrades	Update the SCADA Master Plan in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.	\$650,000	E	WU	\$0	\$200,000	\$450,000	\$0	\$0	\$0	\$650,000	
21-11	Replacement	RWS Supply Main No. 4 Upgrade	Upgrade vulnerable sections of the RWS Supply Main No. 4 to a resilient system to better able to withstand a seismic event. Vulnerable sections are Concrete Cylinder pipe material which is susceptible to failure during a seismic event. This is part of partially grant funded project partnered with the Saanich Peninsula Water system.	\$35,400,000	S	WU	\$0	\$1,800,000	\$7,800,000	\$11,400,000	\$13,500,000	\$900,000	\$35,400,000	
21-11	Replacement	RWS Supply Main No. 4 Upgrade	Upgrade vulnerable sections of the RWS Supply Main No. 4 to a resilient system to better able to withstand a seismic event. Vulnerable sections are Concrete Cylinder pipe material which is susceptible to failure during a seismic event. This is part of partially grant funded project partnered with the Saanich Peninsula Water system.	\$23,600,000	S	Grant	\$0	\$1,200,000	\$5,200,000	\$7,600,000	\$9,000,000	\$600,000	\$23,600,000	
21-12	New	SRRDF Upgrade	Increased water flows in the Sooke region have resulted in an additional sodium hypochlorite dosing pump and automation for summer flows.	\$75,000	E	WU	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000	
Sub-Total Infrastructure Engineering and Operations				\$97,045,000				\$2,975,000	\$9,020,000	\$23,200,000	\$28,700,000	\$28,550,000	\$2,000,000	\$91,470,000
DAM SAFETY PROGRAM														
16-16	Renewal	Implications from Goldstream Dam Safety Review	Conduct dam improvements at the Goldstream dams that resulted for the Dam Safety Review and routine inspections (refer to the Dam Safety Database).	\$705,000	S	WU	\$300,000	\$300,000	\$75,000	\$75,000	\$75,000	\$0	\$525,000	
16-17	Renewal	Butchart Dam No. 5 Remediation	Phase 1 Rehabilitation (grouting) of Butchart Dam No. 5 and planning for Phase 2.	\$3,550,000	S	WU	\$2,900,000	\$2,900,000	\$0	\$0	\$0	\$0	\$2,900,000	
17-25	Renewal	Implications from Sooke Lake Dam Safety Review	Conduct dam improvements at the Sooke Lake Dam that resulted from the Dam Safety Review and routine inspections (refer to the Dam Safety Database)	\$1,350,000	S	WU	\$900,000	\$900,000	\$0	\$0	\$0	\$0	\$900,000	
18-19	New	Sooke Lake Dam - Instrumentation System Improvements	Complete dam performance instrumentation system/surveillance improvements for the Sooke Lake Dam.	\$1,300,000	S	WU	\$700,000	\$900,000	\$100,000	\$100,000	\$100,000	\$0	\$1,200,000	
18-20	New	Sooke Lake Dam - Breach Risk Reduction Measures	Implement measures to reduce Sooke Lake Dam breach implications in the unlikely event of dam failure (refer to the NHC Consulting study).	\$600,000	S	WU	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000	
19-07	New	Integrate Dam Performance and Hydromet to SCADA	Integrate the dam safety instrumentation/surveillance (i.e. piezometers and weirs) and HydroMet stations to report to WIO through the existing SCADA system.	\$1,100,000	E	WU	\$500,000	\$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.	\$450,000	S	WU	\$100,000	\$100,000	\$200,000	\$0	\$0	\$0	\$300,000	
19-09	New	Cabin Pond Dams Decommissioning	The Cabin Pond Dams (x2) have been retired from drinking water service, plan to decommission.	\$600,000	S	WU	\$600,000	\$600,000	\$0	\$0	\$0	\$0	\$600,000	
19-12	New	Goldstream Dams Instrumentation Improvements	Conduct dam safety instrumentation/surveillance improvements (refer to report from Thurber Engineering).	\$600,000	S	WU	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000	

19-13	New	Dam Safety Instrumentation - Hydromet	The existing dam safety instrumentation/surveillance equipment is getting older and will need to be replaced/rehabilitated (does not include pending SCADA effort).	\$250,000	E	WU	\$50,000	\$100,000	\$50,000	\$50,000	\$50,000	\$0	\$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	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
20-20	Replacement	Saddle Dam Piezometer Installation	Dam safety instrumentation/surveillance installations (i.e. piezometers) are required to monitor the Saddle Dam to monitor the performance of Saddle Dam and for future stability assessments.	\$250,000	S	WU	\$0	\$125,000	\$0	\$0	\$0	\$0	\$125,000
21-03	New	Deception Dam - Dam Safety Review 2021 & Improvements	Conduct a Dam Safety Review and some improvements for the Deception Dam.	\$300,000	S	WU	\$100,000	\$200,000	\$100,000	\$0	\$0	\$0	\$300,000
21-04	New	Saddle Dam - Dam Safety Review 2021 & Improvements	Conduct a Dam Safety Review and some improvements for the Saddle Dam.	\$200,000	S	WU	\$100,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
21-21	Replacement	Goldstream Dams - Gate Improvements	logistics planning in 2021, installation in 2022	\$150,000	S	WU	\$0	\$50,000	\$100,000	\$0	\$0	\$0	\$150,000
21-22	Study	Charters Dam - Dam Safety Review 2021	Legislated obligation to conduct Dam Safety Review, contingent on outcome of the Decommissioning plan and DSO expectations (relates to Item 19-08)	\$250,000	S	WU	\$0	\$150,000	\$100,000	\$0	\$0	\$0	\$250,000
22-08	New	Deception Dam Surveillance Improvements	Replace and supplement the Dam Safety Instrumentation at Deception Dam.	\$450,000	S	WU	\$0	\$0	\$150,000	\$300,000	\$0	\$0	\$450,000
23-01	New	Sooke Lake Dam Update Seismic Assessment	Conduct a seismic assessment of the Sooke Lake Dam as per the previous Dam Safety Reviews.	\$150,000	E	WU	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
23-07	New	Sooke Lake Dam Seismic Retrofits	Detail and construct seismic retrofits for the existing structures initially focusing on the spillway and gates structures.	\$450,000	S	WU	\$0	\$0	\$0	\$150,000	\$300,000	\$0	\$450,000
23-08	Study	Regional Watershed Dams – Flood Forecasting System	Update the existing flood forecasting system (WD4Cast) to a modern version including Standard Operating Procedures and training for staff.	\$300,000	S	WU	\$0	\$0	\$0	\$150,000	\$150,000	\$0	\$300,000
23-09	Study	Sooke Lake Dam - Dam Safety Review 2023	Conduct a Dam Safety Review	\$200,000	S	WU	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000
25-01	Study	Goldstream Dams - Dam Safety Review 2025	Conduct a Dam Safety Review	\$150,000	S	WU	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000
25-02	Study	Probable Maximum Flood and Inflow Design Flood Updates	Update the previous edition from 2015 (recommended 10 year review cycle).	\$150,000	S	WU	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000
Sub-Total Dam Safety Program				\$13,705,000			\$7,350,000	\$8,125,000	\$1,525,000	\$1,025,000	\$675,000	\$300,000	\$11,650,000
WATER QUALITY													
19-29	Study	Leech River Water Quality Monitoring	Monitor water quality from the Leech River for 2 years	\$100,000	S	WU	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000
20-03	Study	Leech River Watershed - Implications for Supply Management	Review data of Leech Monitoring Project and report on implications of adding Leech to water supply	\$40,000	S	WU	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000
20-04	New	Sooke Lake HyDy Model Development	Critical data collection, model building+calibration, model utilization for 3 different scenarios	\$340,000	E	WU	\$320,000	\$80,000	\$180,000	\$30,000	\$30,000	\$0	\$320,000
21-13	New	Flowcam Imaging System	Utilize semi-automated algal analysis to meet increased demands without increasing FTEs	\$150,000	E	WU	\$0	\$140,000	\$10,000	\$0	\$0	\$0	\$150,000
21-14	Renewal	Sooke Lake Sampling Boat Repair	Refurbishment of structural boat parts (floor)	\$10,000	E	WU	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-29	Renewal	Microbiological plate pourer	Automation of manual process to increase capacity/worker safety	\$30,000	E	WU	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
22-05	New	WQ Lab Capital Improvements	Building improvements in the lab	\$40,000	B	WU	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
22-06	Study	Sooke Lake Food Web Study	Assess the aquatic food web structure and create an inventory of fish and invertebrate species and distribution in Sooke Lake Reservoir - to be used as indicators of stream health	\$100,000	S	WU	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
22-07	Study	Bulk-Water Connection Backflow Protection Study	Investigate all bulk-water connections to CRD or municipal systems and identify the need for backflow protection	\$50,000	S	WU	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
23-05	Renewal	Renovation of Samplers Hut (2955 Sooke Lk Road)	Building exterior paint, roof, gutters, flooring, bathroom	\$80,000	B	WU	\$0	\$0	\$0	\$80,000	\$0	\$0	\$80,000

23-06	Study	GVDWS Nitrification Study	Investigate nitrification occurrence and potential impacts on drinking water quality	\$50,000	S	WU	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
24-02	Replacement	Boat Motor Replacement with Electric Outboards (Sooke and Goldstream Boats)	50hp and 15hp motor replacement due to age and water quality concerns, large electric outboards are already available from Torqeedo for instance	\$60,000	E	WU	\$0	\$0	\$0	\$0	\$60,000	\$0	\$60,000
Water Quality Sub-Total				\$1,050,000			\$375,000	\$315,000	\$380,000	\$160,000	\$90,000	\$0	\$945,000
ANNUAL PROVISIONAL													
17-27	Replacement	Watershed Bridge and Culvert Replacement	Replacement of small culverts and bridges throughout the GVVWSA.	\$1,000,000	S	WU	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
17-28	Replacement	Watershed Security Infrastructure Upgrade and Replacement	New, upgrade and replacement of security infrastructure in the GVVWSA.	\$425,000	E	WU	\$0	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000
17-29	Replacement	Water Supply Area Equipment Replacement	Hydrometeorological, fireweather and wildfire suppression equipment replacement.	\$650,000	E	WU	\$0	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000
17-30	Replacement	Transmission Main Repairs	Emergency repairs to the transmission mains.	\$1,000,000	S	WU	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
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	\$80,000
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	\$120,000
17-34	Renewal	Supply System Computer Model Update	Annual update of the regional hydraulic model.	\$100,000	S	WU	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
19-16	Replacement	Dam Improvements	Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections and Dam Safety Reviews	\$1,300,000	S	WU	\$0	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
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 and revenue meter system.	\$750,000	E	WU	\$0	\$250,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
21-15	Replacement	Corrosion Protection	Replace corrosion protection assets, such as coatings, for the transmission system when identified.	\$250,000	S	WU	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
21-16	Replacement	Valve Chamber Upgrades	Replace failing valves and appurtenances along the RWS supply system.	\$1,000,000	S	WU	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
21-17	Replacement	Water Quality Equipment Replacement	Replacement of water quality equipment for the water quality lab and water quality operations	\$250,000	E	WU	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
21-18	Renewal	LIMS support	Support for LIMS database	\$100,000	E	WU	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Annual Provisional Sub-Total				\$7,825,000			\$0	\$1,655,000	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000
CUSTOMER AND TECHNICAL SERVICES													
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	\$88,000	\$310,000	\$215,000	\$265,000	\$280,000	\$280,000	\$1,350,000
20-22	New	Vehicle for the Dam Safety Program	New pick up	\$35,000	V	WU	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$35,000
20-23	New	Vehicle for the CSE Support Program	New Transit Van	\$45,000	V	WU	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$45,000
21-30	New	Vehicle for Warehouse Operations	New pick up	\$35,000	V	WU	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$35,000
21-24	Replacement	ATV with Tracks (replace Gator)	Vehicle to access weather stations during snow conditions	\$20,000	V	WU	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-25	Replacement	UV Plant Safety Audit and Equipment Replacement	Carry out an audit of the occupied office area of the UV Plant and carry out upgrades	\$75,000	V	WU	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Customer and Technical Services Sub-Total				\$2,705,000			\$168,000	\$520,000	\$215,000	\$265,000	\$280,000	\$280,000	\$1,560,000
GRAND TOTAL				\$140,376,000			\$11,861,350	\$22,748,350	\$30,285,000	\$34,785,000	\$32,175,000	\$4,835,000	\$124,828,350

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

**CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025**

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 Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION													\$0
16-01	Renewal	Upgrades to Buildings at 479 Island Highway	Maintenance and changes to buildings and office layouts.	\$400,000	B	WU	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
17-01	Renewal	Voice Radio Upgrade	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.	\$1,560,000	E	WU	\$0	\$640,000	\$650,000	\$0	\$0	\$0	\$1,290,000
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	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000
21-01	New	Storage Container for vehicle and equipment Tires	Tires removed from vehicles are stored on site outside of the Fleet office. They need to be stored in a more safe and secured area.	\$20,000	E	WU	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution				\$2,480,000			\$500,000	\$1,240,000	\$730,000	\$80,000	\$80,000	\$80,000	\$2,210,000
ANNUAL PROVISIONAL CAPITAL ITEMS													
17-03	Replacement	Office Equipment, Upgrades and Replacements	Upgrade and replacement of office equipment as required.	\$225,000	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.	\$850,000	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.	\$100,000	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.	\$400,000	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.	\$75,000	E	WU	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
Sub-Total for Annual Provisional Capital Items				\$ 1,650,000			\$ -	\$ 330,000	\$ 330,000	\$ 330,000	\$ 330,000	\$ 330,000	\$1,650,000
GRAND TOTAL				\$4,130,000			\$500,000	\$1,570,000	\$1,060,000	\$410,000	\$410,000	\$410,000	\$3,860,000

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Proj. No. 17-01	Capital Project Title Repair of Historic Goldstream Powerhouse Building	Capital Project Description Repairs of historic Goldstream Powerhouse building
Asset Class B	Board Priority Area No Alignment	Corporate Priority Area No Alignment
Project Rationale <i>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: http://en.wikipedia.org/wiki/Lubbe_Powerhouse and has captured public interest as a unique structure in BC history. An engineering condition assessment including engineered drawings, site plan and approximate cost of repairs was conducted in 2017. A major repair in the masonry on the north side of the building was completed in 2018. 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.</i>		

Proj. No. 17-04	Capital Project Title Water Supply Area - Fish Stream Assessments	Capital Project Description Inventory and assessment of fish, fish habitat, and stream channel stability in priority streams in the GVWSA.
Asset Class L	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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. 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.</i>		

Proj. No. 18-01	Capital Project Title Post-Wildfire Debris Flow Modelling	Capital Project Description Site specific modelling of the potential impact to Sooke Lake Reservoir and infrastructure of a significant wildfire in the Sooke WSA.
Asset Class L	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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.</i>		

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Proj. No. 18-10	Capital Project Title Species-at-Risk Wildlife Habitat	Capital Project Description An assessment (office and field) and plan for managing wildlife habitat, in particular species-at-risk habitat, in the GVWSA.
Asset Class L	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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.</i>		

Proj. No. 19-30	Capital Project Title Leech WSA Lakes/Tributaries Assessment	Capital Project Description An assessment of the physical, chemical and biological parameters of the lakes in the Leech WSA.
Asset Class L	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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.</i>		

Proj. No. 20-05	Capital Project Title Leech WSA Terrestrial Ecosystem Mapping & Wetland Classification/Mapping	Capital Project Description Classification and mapping of terrestrial ecosystems and wetlands and integration with Sooke and Goldstream data.
Asset Class L	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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. The project has been further moved forward from 2021 to 2022.</i>		

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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 L	Board Priority Area No Alignment	Corporate Priority Area 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. 20-27	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 L	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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.</i>		

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 L	Board Priority Area No Alignment	Corporate Priority Area 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. The project funding for 2021 and 2022 is moved forward by one year to 2022 and 2023.</i>		

Proj. No. 21-19	Capital Project Title Lakes Assessment Sooke and Goldstream WSAs	Capital Project Description An assessment of the physical, chemical and biological parameters of the natural lakes in Sooke and Goldstream WSAs
Asset Class L	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>Small lakes in the Sooke and Goldstream WSAs influence both watershed hydrology and water quality in downstream creeks and supply reservoirs. While basic water quality sampling has been undertaken in some of these water bodies, there is a need to map the bathymetry, calculate water volumes, and conduct more comprehensive sampling of the chemical and biological parameters and aquatic vegetation of these lakes. This will facilitate comparisons of these parameters with lakes in the Leech WSA and water quality in existing and future water supply lands.</i>		

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Proj. No. 21-20	Capital Project Title West Leech Road	Capital Project Description Plan for future construction of a road to access the western portion of the Leech WSA.
Asset Class L	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>A large portion of the western Leech WSA currently has overgrown unassessed roads. Brushing, upgrade, re-surfacing and some new road construction is required to provide access to this area for wildfire response, security patrols and forest management.</i>		

Proj. No. 22-03	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 areas.
Asset Class L	Board Priority Area No Alignment	Corporate Priority Area 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>		

Proj. No. 23-02	Capital Project Title GVWSA LiDAR Mapping	Capital Project Description Detailed contour mapping of ground, vegetation and tree cover (3D scanning)
Asset Class L	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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).</i>		

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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 L	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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. The proposed final year of funding in 2025 has been added to the plan.</i>		

Proj. No. 16-01	Capital Project Title Replace Gatehouse at Goldstream Entrance	Capital Project Description The GVWSA entry gatehouse at Goldstream is past end of life and is to be replaced with a purpose built structure with improved vehicle flow and security
Asset Class B	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>Enhanced security is required at the Goldstream entrance to the Water Supply Area. The existing gatehouse/first aid trailer has reached end of life and is unsuitable and located inside the secured area. A site design and purpose built facility with in/out roads, fencing and upgraded autogates (17-09) is planned requiring funding consistent with the project. The scope and scale of this project has increased since the current location is no longer considered feasible/advantageous for the upgrade.</i>		

Proj. No. 16-06	Capital Project Title Goldstream IWS Field Office	Capital Project Description 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 trailers.
Asset Class B	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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. Funding has been moved forward by one year.</i>		

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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 E	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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). 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. Funding requests reflect difficult terrain and access to reach monitoring locations.</i>		

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 L	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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. 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 (classified 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.</i>		

Proj. No. 17-09	Capital Project Title Goldstream Gate Upgrade	Capital Project Description The main entrance autogate in Goldstream is past end of life and requires replacement with lifting in/out gates along with project 16-01.
Asset Class S	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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).</i>		

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Proj. No. 18-05	Capital Project Title GVWSA Forest Fuel Management/FireSmart Activities	Capital Project Description Implementation of forest fuel management and FireSmart actions in strategic locations for wildfire risk management in the GVWSA.
Asset Class L	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>Wildfire is the greatest threat to water quality in the GVWSA. In 2014 - 2018 CRD staff completed two new fuel reduction corridor projects. 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. The need for fuel management to address priority areas will be ongoing and funding is required annually for the 5 year period. An additional year of funding is added in 2025.</i>		

Proj. No. 18-11	Capital Project Title Large Equipment Storage (Field Operations Centre)	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 B	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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).</i>		

Proj. No. 19-02	Capital Project Title Whiskey Creek Bridge Replacement (Sooke WSA)	Capital Project Description Replacement of the existing undersized bridge with a longer and higher concrete structure.
Asset Class S	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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. The project has been moved forward from 2022 to 2023 to allow higher priorities to be addressed first.</i>		

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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 E	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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. 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.</i>		

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 S	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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. The project has been moved forward from 2021 to 2022 to allow higher priorities to be addressed first.</i>		

Proj. No. 20-29	Capital Project Title Gravel crushing 14G and 10S quarry (Sooke and Goldstream WSA)	Capital Project Description Production of gravel at existing quarries in Sooke and Goldstream WSAs.
Asset Class S	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>The current supply of 19 mm road surfacing gravel needs to be replenished. A tender was let in 2020 to further develop both quarries. Based on the bids received, funds were only sufficient to proceed with one quarry and the 10S quarry was prioritized for gravel production. The additional funds requested in 2021 will allow gravel to be produced at 14G.</i>		

Proj. No. 21-01	Capital Project Title 31N Bridge to Replace Undersized Culvert (Goldstream WSA)	Capital Project Description Replacement of the existing undersized and failing culvert with a bridge structure.
Asset Class S	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>The undersized and failing culvert on the 31N Road in the Goldstream Water Supply Area requires replacement with a bridge structure in 2021. Funding has been increased to reflect an estimated cost for bridge supply and install of \$325,000.</i>		

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Proj. No. 21-26	Capital Project Title Road Deactivation/Rehabilitation in the GVWSA	Capital Project Description Deactivate or rehabilitate unneeded roads in the Sooke and Goldstream WSAs.
Asset Class L	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>A review was undertaken to identify roads in the Sooke and Goldstream WSAs that could be rehabilitated and removed from the road network without undue impact to operations, wildfire response and security. Funding is required over the 5 year period to make progress on the roads identified to be deactivated/rehabilitated.</i>		

Proj. No. 21-27	Capital Project Title Autogate Installations on Primary Access Routes	Capital Project Description Install autogates on the main access routes where the Sooke Hills Wilderness Trail and E&N rail line cross to improve
Asset Class S	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>Continued residential growth and corresponding increasing recreational pressure bring the public close to critical works (Goldstream Treatment Plant, and Ammonia Injection building). Recreational use of the Sooke Hills Wilderness Trail and Park also generate trespass into the GVWSA, and Drinking Water Protection Zone. The proposed autogates improve security by 24 hour recorded keycard access operation and improved location to increase security where the Sooke Hills Wilderness Trail crosses the primary GVWSA access road.</i>		

Proj. No. 21-28	Capital Project Title GVWSA Land Acquisition Priorities	Capital Project Description Acquisition of priority GVWSA catchment and buffer lands.
Asset Class L	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>Funding to support acquisition of priority GVWSA catchment and buffer lands to meet Regional Water Supply Strategic Plan goals.</i>		

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Proj. No. 22-02	Capital Project Title Muckpile Bridge Supply and Install (Deception)	Capital Project Description Replacement of undersized culverts with bridge which will allow for fish and western toad migration.
Asset Class S	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale Replacement of undersized culverts with a concrete deck L100 bridge which will also improve fish passage and western toad migration.		

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 E	Board Priority Area Climate Action & Environmental	Corporate Priority Area Climate Action & Adaptation
Project Rationale 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. Open 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. The project budget has been moved ahead to 2021 and reduced due to shared funding with CRD Regional Parks and Environmental Protection programs.		

Proj. No. 23-04	Capital Project Title 17S/Sooke Main Bridge Replacement	Capital Project Description Undersized bridge replacement
Asset Class S	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale 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. The project has been moved forward from 2023 to 2025 to allow higher priorities to be addressed first.		

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Proj. No. 24-01 **Capital Project Title** 6M/Judge Creek Culvert Replacement (Sooke WSA) **Capital Project Description** Undersized culvert replacement

Asset Class S **Board Priority Area** No Alignment **Corporate Priority Area** Water

Project Rationale *This culvert is very undersized on a slow moving section of creek, which seasonally can be overtopped and unpassable for vehicles. This culvert with be replaced with a larger, fish-friendly structure.*

Proj. No. 16-10 **Capital Project Title** Post Disaster Emergency Water Supply **Capital Project Description** Identify and procure emergency systems for post disaster preparedness.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. This item will see the study of the issue in 2016 and 2017 with the anticipated purchase of one or more emergency distribution systems in 2017. Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to start implementing these additional works.*

Proj. No. 17-13 **Capital Project Title** Asset Management Plan **Capital Project Description** Development of a plan to inform future areas of study and highlight critical infrastructure improvements.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *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.*

Proj. No. 19-04 **Capital Project Title** Seismic Assessment of Critical Facilities **Capital Project Description** Identified as a priority from Strategic Plan, a seismic assessment of critical facilities and a supply system resilience feasibility study will be undertaken.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *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 asses critical facilities within the water supply system.*

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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 S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

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 S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

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
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

Proj. No. 20-07	Capital Project Title Deep Northern Intake & Transmission Pipeline Study	Capital Project Description 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
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

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Proj. No. 20-08	Capital Project Title Regional Water DCC Program	Capital Project Description Design of a Regional DCC Program
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

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 S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

Proj. No. 20-11	Capital Project Title Develop Master Plan	Capital Project Description Develop a long term strategic plan to anticipate water demand, water treatment, and future siting of facilities.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
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</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 S	Board Priority Area 0	Corporate Priority Area 0
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>		

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Proj. No. 15-03	Capital Project Title Sooke Intake Screens Condition Assessment & Replacement	Capital Project Description Renewal of the aging Sooke Intake Tower and equipment to maintain water supply.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
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. 18-07	Capital Project Title Replacement of UV System	Capital Project Description Replacement of the UV system at the Goldstream Water Treatment Plant
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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 & control and piping connections. Construction has been spread over two years to correspond with construction over the winter period.</i>		

Proj. No. 18-08	Capital Project Title Bulk Supply Meter Replacement Program	Capital Project Description Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit.
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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. Funding is required to replace the flow meter and appurtenances. Funding is required for Blue Ridge, Alderly, Holland and Maplewood replacements.</i>		

Service: 2.670 **Regional Water Supply**

Proj. No. 18-15 **Capital Project Title** Corrosion Protection Program **Capital Project Description** Study deficiencies in the current material protection and implement recommendations.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *This item is to assess, design and implement cathodic protection for the various infrastructure, including steel pipes, that are susceptible to corrosion. The supply system has various implementations of cathodic protection ranging from interior/exterior coatings for pipe and passive anodes to impressed current systems with variable results and condition. Funding is required to retain a specialist to conduct a high level assessment of existing infrastructure with recommendations for additional investigation or areas that require immediate attention.*

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 S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *The existing Main No. 3 is approximately 70 years old. Some section of the 22 km main are steel pipe in known potentially corrosive soils. It is proposed to eventually replace a segment or Main #3 on Wale Road, Island Hwy. and Adams Place in Colwood and View Royal. Conceptual design and options analysis will 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.*

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 S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *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 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.*

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 S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *Additional and accessible storage is required at the pipe yard for critical spare equipment such as repair bands and clamps. Funds are required to plan, design and construct an equipment storage building accessible by loading vehicles.*

Service: 2.670 **Regional Water Supply**

Proj. No. 20-13 **Capital Project Title** Electrical Isolation Audit **Capital Project Description** Inspection audit of facilities to ensure that there is sufficient electrical separation and isolation for safety.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *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.*

Proj. No. 20-16 **Capital Project Title** Cecelia Meter Replacement **Capital Project Description** Replacement of the Cecelia billing meter as well as its enclosure.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *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.*

Proj. No. 20-17 **Capital Project Title** Decommission Smith Hill Site **Capital Project Description** Plan and decommission the abandoned Smith Hill reservoir site.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *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.*

Proj. No. 20-18 **Capital Project Title** Goldstream Main #4 Replacement **Capital Project Description** Plan and replacement of the concrete pipe portion of Main #4.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *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 part of Project 21-11.*

Proj. No. 20-32 **Capital Project Title** pH Adjustment Facility **Capital Project Description** Design and construct a pH adjustment facility based upon the results of the pH and corrosion study.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *From the 2019 Capital Project, pH and Corrosion Study, a new facility to adjust pH in the transmission system will be designed and constructed.*

Service: 2.670 **Regional Water Supply**

Proj. No. 20-33 **Capital Project Title** Sooke Intake Screens Replacement **Capital Project Description** Emergency replacement of the Sooke Intake screens.

Asset Class E **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *In January 2020 the Intake Screens failed, funds are required for the emergency replacement of the screens over the winter of 2020-2021.*

Proj. No. 21-06 **Capital Project Title** Sooke Lake Dam Spillway Hoist Replacement **Capital Project Description** Replacement of the sluice gate spillway hoist at Sooke Lake Dam.

Asset Class E **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *The Sooke Lake Dam Spillway Hoist is at it's end of life and poses a risk of failure when required for use of lowering the high level gate barriers. Funds are required to replace the hoist.*

Proj. No. 21-07 **Capital Project Title** Goldstream Water Treatment Plant Communications Upgrade **Capital Project Description** Increase reliability and resilience of data and voice communications between the UV Plant. Sodium Hypochlorite Building.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *The communications systems between the UV Plant, Sodium Hypochlorite Building and Ammonia Building operate on separate systems, requiring additional time and processes to access one from the other. Funds are required to optimize the communications system to increase reliability and resilience of data and voice communications between the facilities.*

Proj. No. 21-08 **Capital Project Title** Goldstream Water Treatment Plant Emergency Automation **Capital Project Description** Installation of automatic valves and controls to safeguard chemicals in the event of dosing line breaks

Asset Class E **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *Funds are required to automate chemical dosing line isolation to ensure employee safety in the event of a chemical line break.*

Proj. No. 21-09 **Capital Project Title** Goldstream Water Treatment Plant Demolition **Capital Project Description** Plan and construct provisions demolition.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *The Goldstream Water Treatment Plant has undergone numerous upgrades and updates, both large and small since its initial construction. There are numerous vestigial mechanical and electrical assets that require planned removal. Funds are required to plan and remove unused assets that affect maintenance of the system.*

Service: 2.670 **Regional Water Supply**

Proj. No. 21-10	Capital Project Title SCADA Upgrades	Capital Project Description Update the SCADA Master Plan in conjunction with the Juan de Fuca Water Distribution. Saanich Peninsula Water
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The SCADA and radio system utilized by the RWS comprises of components ranging from 2-25 years in age. A planned replacement of assets, to be coordinated with the Juan de Fuca Water Distribution and Saanich Peninsula Water & Wastewater Systems is required to create a more resilient and cohesive communications system.</i>		

Proj. No. 21-11	Capital Project Title RWS Supply Main No. 4 Upgrade	Capital Project Description Upgrade vulnerable sections of the RWS Supply Main No. 4 to a resilient system to better able to withstand a seismic event.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Sections of RWS Supply Main No. 4 have been identified as being vulnerable due to age and material type during a seismic event. This project is part of a partially grant funded project partnered with the Saanich Peninsula Water System.</i>		

Proj. No. 21-12	Capital Project Title SRRDF Upgrade	Capital Project Description Increased water flows in the Sooke region have resulted in an additional sodium hypochlorite dosing pump and
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Due to increased water flows in the Sooke region, an additional sodium hypochlorite dosing pump and automation is required. Funds are required to carry out the upgrades.</i>		

Service: 2.670 **Regional Water Supply**

Proj. No. 16-16	Capital Project Title Implications from Goldstream Dam Safety Review	Capital Project Description Conduct dam improvements at the Goldstream dams that resulted for the Dam Safety Review and routine inspections (refer to the Dam Safety Database)
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The Goldstream Dams Dam Safety Review was initiated in 2015 and delivered in 2016 and the review provided recommendations for dam safety improvements for the 11 dams in the Goldstream Watershed. The dam deficiencies and related projects are identified in the Dam Safety Database.</i>		

Proj. No. 16-17	Capital Project Title Butchart Dam No. 5 Remediation	Capital Project Description Phase 1 Rehabilitation (grouting) of Butchart Dam No. 5 and planning for Phase 2.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

Service: 2.670 **Regional Water Supply**

Proj. No. 17-25	Capital Project Title Implications from Sooke Lake Dam Safety Review	Capital Project Description Conduct dam improvements at the Sooke Lake Dam that resulted from the Dam Safety Review and routine inspections (refer to the Dam Safety Database)
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The 2016 Dam Safety Review Audit was completed and provided a list of recommended improvements. Upcoming capital work to be completed is identified in the dam safety database.</i>		

Proj. No. 18-19	Capital Project Title Sooke Lake Dam - Instrumentation System Improvements	Capital Project Description Complete dam performance instrumentation system/surveillance improvements for the Sooke Lake Dam.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The 2016 Dam Safety Review identified and recommended various dam safety surveillance instrumentation improvements including piezometers, weirs, seismometers, etc. An Instrumentation system plan was completed and includes a prioritized list of improvement projects.</i>		

Proj. No. 18-20	Capital Project Title Sooke Lake Dam - Breach Risk Reduction Measures	Capital Project Description Implement measures to reduce Sooke Lake Dam breach implications in the unlikely event of dam failure (refer to the
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>A Dam Breach Assessment and Inundation Zone Mapping project was completed in 2017 by an engineering consultant and risk mitigation measures included structural and non-structural measures to lower risk should a dam breach occur. The measures are captured in the Dam Safety Database.</i>		

Service: 2.670 **Regional Water Supply**

Proj. No. 19-07	Capital Project Title Integrate Dam Performance and Hydromet to SCADA	Capital Project Description Integrate the dam safety instrumentation/surveillance (i.e. piezometers and weirs) and HydroMet
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Based on capital project 18-19, dam performance piezometers and weirs and Hydromet/Dam Safety Instrumentation stations will be integrated through the SCADA system.</i>		

Proj. No. 19-08	Capital Project Title Charters Dam Decommissioning	Capital Project Description Charters Dam has been retired from drinking water service, no other interested owners, plan to decommission.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

Proj. No. 19-09	Capital Project Title Cabin Pond Dams Decommissioning	Capital Project Description The Cabin Pond Dams (x2) have been retired from drinking water service, plan to decommission.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

Proj. No. 19-12	Capital Project Title Goldstream Dams Instrumentation Improvements	Capital Project Description Conduct dam safety instrumentation/surveillance improvements (refer to report from Thurber Engineering).
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

Service: 2.670 **Regional Water Supply**

Proj. No. 19-13	Capital Project Title Dam Safety Instrumentation - Hydromet	Capital Project Description The existing dam safety instrumentation/surveillance equipment is getting older and will need to be replaced/rehabilitated (does not include pending SCADA effort)
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale Aging Hydromet/Dam Safety Instrumentation 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.		

Proj. No. 20-19	Capital Project Title Goldstream System High Level Outlet Valve Replacements	Capital Project Description The Goldstream and Butchart high level outlet valves have been identified as requiring replacement.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 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.		

Proj. No. 20-20	Capital Project Title Saddle Dam Piezometer Installation	Capital Project Description Dam safety instrumentation/surveillance installations (i.e. piezometers) are required to monitor the Saddle Dam to monitor the performance of Saddle Dam and for future stability assessments
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 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.		

Proj. No. 21-03	Capital Project Title Deception Dam - Dam Safety Review 2021 & Improvements	Capital Project Description Conduct a Dam Safety Review and some improvements for the Deception Dam.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale 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.		

Service: 2.670 **Regional Water Supply**

Proj. No. 21-04	Capital Project Title Saddle Dam - Dam Safety Review 2021 & Improvements	Capital Project Description Conduct a Dam Safety Review and some improvements for the Saddle Dam.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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 and "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.</i>		

Proj. No. 21-21	Capital Project Title Goldstream Dams - Gate Improvements	Capital Project Description logistics planning in 2021, installation in 2022
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Several of the water control gates related to the Goldstream dams are in need of repair and possibly replacement.</i>		

Proj. No. 21-22	Capital Project Title Charters Dam - Dam Safety Review 2021	Capital Project Description Legislated obligation to conduct Dam Safety Review, contingent on outcome of the Decommissioning plan and DSO expectations (relates to Item 10.08)
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Charters Dam has a consequence classification of "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 and "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. A dam decommissioning study is in progress and the DSR will only proceed if needed, as determined by the Dam Safety officer.</i>		

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Service: 2.670 **Regional Water Supply**

Proj. No. 22-08	Capital Project Title Deception Dam Surveillance Improvements	Capital Project Description Replace and supplement the Dam Safety Instrumentation at Deception Dam.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The latest engineering data review identified deficiencies with the existing piezometers and seepage weir. It is proposed to prepare a system improvement plan and thereafter complete repairs, improvmetn and install supplementary dam performance instrumentation.</i>		

Proj. No. 23-01	Capital Project Title Sooke Lake Dam Update Seismic Assessment	Capital Project Description Conduct a seismic assessment of the Sooke Lake Dam as per the previous Dam Safety Reiviews.
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

Proj. No. 23-07	Capital Project Title Sooke Lake Dam Seismic Retrofits	Capital Project Description Detail and construct seismic retrofits for the existing structures initially focusing on the spillway and gates structures.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The siesmic assessment completed in 2017 included recommendations for siesmic retrofits for Sooke Lake Dam including siesmic anchoring of the spillway, gate structure and the intake tower bridge..</i>		

Service: 2.670 **Regional Water Supply**

Proj. No. 23-08	Capital Project Title Regional Watershed Dams – Flood Forecasting System	Capital Project Description Update the existing flood forecasting system (WD4Cast) to a modern version including Standard Operating Procedures and training for staff.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The 2016 Dam Safety Review included a recommendation to improve the flood forecasting system, which is becoming more important with Climate Change. This item will update the existing flood forecasting system from WD4Cast to a modern version including Standard Operating Procedures and training for staff.</i>		

Proj. No. 23-09	Capital Project Title Sooke Lake Dam - Dam Safety Review 2023	Capital Project Description Conduct a Dam Safety Review
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Sooke Lake Dam has a consequence classification of "extreme" and a dam safety review is required to be completed every seven years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2016. The dam safety review is anticipated to be and "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 years to complete recommended dam safety improvements.</i>		

Proj. No. 25-01	Capital Project Title Goldstream Dams - Dam Safety Review 2025	Capital Project Description Conduct a Dam Safety Review
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The Goldstream Watershed Dams have a consequence classification of "low" to "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 2015. The dam safety review is anticipated to be and "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 years to complete recommended dam safety improvements.</i>		

Service: 2.670 **Regional Water Supply**

Proj. No. 25-02	Capital Project Title Probable Maximum Flood and Inflow Design Flood Updates	Capital Project Description Update the previous edition from 2015 (recommended 10 year review cycle).
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The various Dam Safety Reviews and Canadian Dam Safety Guideline recommend updating the reservoir inflow design flood and freeboard analysis every ten years.</i>		

Proj. No. 19-29	Capital Project Title Leech River Water Quality Monitoring	Capital Project Description Monitor water quality from the Leech River for 2 years
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

Proj. No. 20-03	Capital Project Title Leech River Watershed - Implications for Supply Management	Capital Project Description Review data of Leech Monitoring Project and report on implications of adding Leech to water supply
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

Proj. No. 20-04	Capital Project Title Sooke Lake HyDy Model Development	Capital Project Description Critical data collection, model building+calibration, model utilization for 3 different scenarios
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>This project consists of the following different phases: 2020/2021 Procurement/Rental of monitoring equipment to fill critical data gaps; 2022 Consulting contract to build the hydrodynamic lake model and calibrate it against existing data; 2022 Consulting contract to run the model for a North Basin intake scenario; 2023 Consulting Contract to run the model for investigating impacts of a diversion of Leech River water into Sooke Lake; 2024 Consulting Contract for investigating impacts of wind induced seiches in Sooke Lake.</i>		

Service: 2.670 **Regional Water Supply**

Proj. No. 21-13	Capital Project Title Flowcam Imaging System	Capital Project Description Utilize semi-automated algal analysis to meet increased demands without increasing FTEs
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale Demand for algal monitoring of the watershed areas has increased due to the monitoring of the Leech Watershed Area and overall increased monitoring due to the potential effects of climate change on the water supply for Greater Victoria. The Flowcam imaging system is a semiautomated flow cytometer imaging system that can increase sample analysis capacity substantially to meet the demand without increasing FTEs in an expert role. Water Quality also analyzes algal samples for CRD-operated local service area drinking water sources and recovers costs through internal charges back to RWS.		

Proj. No. 21-14	Capital Project Title Sooke Lake Sampling Boat Repair	Capital Project Description Refurbishment of structural boat parts (floor)
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale The 1994 Sooke Lake Sampling Boat needs replacement of the wood-core floor and a few other smaller repairs to extend its structural life.		

Proj. No. 21-29	Capital Project Title Microbiological plate pourer	Capital Project Description Automation of manual process to increase capacity/worker safety
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale Currently microbiological media is heated to melting on a hotplate and manually poured into Petri dishes, and sample workload has increased such that staff spend a significant amount of time on this potentially hazardous activity. This piece of equipment automates the process to eliminate the risk of burn injuries from handling hot, sterilized media in glassware.		

Service: 2.670 **Regional Water Supply**

Proj. No. 22-05 **Capital Project Title** WQ Lab Capital Improvements **Capital Project Description** Building improvements in the lab

Asset Class B **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale Replacement of floor covering and wooden cabinetry original to the building due to deterioration/ wear and tear.

Proj. No. 22-06 **Capital Project Title** Sooke Lake Food Web Study **Capital Project Description** Assess the aquatic food web structure and create an inventory of fish and invertebrate species and distribution in Sooke Lake Reservoir, to be used as

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale CRD has been using predominantly algal data as an indicator for stream health and condition assessment in the source waters. To gain a better understanding of the source water conditions and how they may change over time it is necessary to expand this indicator system for other trophic levels in the food web. Sooke Lake Reservoir is of particular interest as the primary and critical water source for the GVDWS and therefore a aquatic food web study will be commissioned on this lake.

Proj. No. 22-07 **Capital Project Title** Bulk-Water Connection Backflow Protection Study **Capital Project Description** Investigate all bulk-water connections to CRD or municipal systems and identify the need for backflow protection

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale While the CRD has a new policy requiring backflow considerations for the design of new connections to CRD supply mains, there are a number of existing connections that are unprotected or that are unknown if protected. Also, there are numerous bulk-water connections to municipal mains (Stratas, First Nation lands, federal lands) that may be unprotected. This study is to create an inventory of all bulk-water connections to public water systems in the GVDWS and to assess the risk of backflow.

Service: 2.670 **Regional Water Supply**

Proj. No. 23-05	Capital Project Title Renovation of Samplers Hut (2955 Sooke Lk Road)	Capital Project Description Building exterior paint, roof, gutters, flooring, bathroom
Asset Class B	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The CRD Samplers Hut at 2955 Sooke Lake Road will require extensive building renovations in 2023 to be able to continue to serve as a safe and adequate working place for CRD staff.</i>		

Proj. No. 23-06	Capital Project Title GVDWS Nitrification Study	Capital Project Description Investigate nitrification occurrence and potential impacts on drinking water quality
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>With the operation of the upgraded Goldstream disinfection process (liquid NH3 and hypo) the volatility of the residual products and potential for nitrification in the distribution systems needs to be studied to assess any potential impacts to the drinking water quality.</i>		

Proj. No. 24-02	Capital Project Title Boat Motor Replacement with Electric Outboards (Sooke and Goldstream Boats)	Capital Project Description Outboard and trim motor replacement due to age and water quality concerns, large electric outboards are already available from Torpedos for instance
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>When the existing boat motors are due for replacement they shall be replaced with electric outboard motors to reduce emissions and to provide clean propulsion of CRD boats on the drinking water source lakes. This will reduce the risk of fuels spills and eliminate combustion exhausts entering the water.</i>		

Service: 2.670 **Regional Water Supply**

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 S	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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.</i>		

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 E	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>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. The uplift in provisional funding requested in 2017 has been reduced given full integration of the Weeks Lake area within the GVWSA, completion of fencing and gates related to the Sooke Hills Wilderness Trail and with separate capital projects for autogates.</i>		

Proj. No. 17-29	Capital Project Title Water Supply Area Equipment Replacement	Capital Project Description Hydrometeorological, fireweather and wildfire suppression equipment replacement.
Asset Class E	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale <i>This provides annual funding for the replacement or upgrading of equipment for wildfire suppression and spill response, fire weather stations, hydro-meteorological monitoring and water quality sampling and monitoring equipment. Given an expansion of the hydrology and meteorology network of stations and sensors, an additional \$50,000 per year is added in 2020 and going forward. In 2021 and going forward, funding is reduced by \$20,000 as water quality equipment will be funded under a separate line item (21-17).</i>		

Proj. No. 17-30	Capital Project Title Transmission Main Repairs	Capital Project Description Emergency repairs to the transmission mains.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

Service: 2.670 **Regional Water Supply**

Proj. No. 17-31	Capital Project Title Transmission System Components Replacement	Capital Project Description Replacement and repair of transmission components.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

Proj. No. 17-33	Capital Project Title Disinfection Equipment Parts Replacement	Capital Project Description Replacement of incidental equipment and parts associated with the disinfection system.
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

Proj. No. 17-34	Capital Project Title Supply System Computer Model Update	Capital Project Description Annual update of the regional hydraulic model.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>This item is to allow for staff and consultant time each year to keep the hydraulic computer model current.</i>		

Proj. No. 19-16	Capital Project Title Dam Improvements	Capital Project Description Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections and Dam Safety Reviews
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

Service: 2.670 **Regional Water Supply**

Proj. No. 19-22	Capital Project Title SCADA Repairs & Equipment Replacement	Capital Project Description Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System and revenue meter system.
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>This item is to allow for unplanned SCADA repairs and equipment replacement not covered by the capital projects SCADA Replacement.</i>		

Proj. No. 21-15	Capital Project Title Corrosion Protection	Capital Project Description Replace corrosion protection assets, such as coatings, for the transmission system when identified.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>There are numerous assets with varying levels of corrosion protection throughout the RWS system. Funds are required to ensure that corrosion protection assets are replaced or rehabilitated when identified.</i>		

Proj. No. 21-16	Capital Project Title Valve Chamber Upgrades	Capital Project Description Replace failing valves and appurtenances along the RWS supply system.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The RWS system has numerous isolation and air valves along the transmission system, usually in underground chambers. Funds are required for replacement of valves and chamber upgrades as they are identified.</i>		

Proj. No. 21-17	Capital Project Title Water Quality Equipment Replacement	Capital Project Description Replacement of water quality equipment for the water quality lab and water quality operations
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>This provides annual funding for the replacement or upgrading of equipment for the water quality lab, sampling, and operations. Of this provisional budget, \$20,000 was previously included in item 17-29 (Water Supply Area annual provisional budget)</i>		

Service: 2.670 **Regional Water Supply**

Proj. No. 21-18	Capital Project Title LIMS support	Capital Project Description Support for LIMS database
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale Provides for support for the laboratory information management system		

Proj. No. 17-35	Capital Project Title Vehicle & Equipment Replacement (Funding from Replacement Fund)	Capital Project Description This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system.
Asset Class V	Board Priority Area 0	Corporate Priority Area 0
Project Rationale This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system. The Equipment Replacement Fund is used to fund the expenditure.		

Proj. No. 20-22	Capital Project Title Vehicle for the Dam Safety Program	Capital Project Description New pick up
Asset Class V	Board Priority Area 0	Corporate Priority Area 0
Project Rationale An additional pick up is required for the dam safety program.		

Proj. No. 20-23	Capital Project Title Vehicle for the CSE Support Program	Capital Project Description New Transit Van
Asset Class V	Board Priority Area 0	Corporate Priority Area 0
Project Rationale A new Transit van is required to support the Confined Space Entry Support program.		

Service: 2.670 **Regional Water Supply**

Proj. No. 21-30	Capital Project Title Vehicle for Warehouse Operations	Capital Project Description New pick up
Asset Class V	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>For use of the warehouse worker to source supplies and materials in support of the remote sites. This warehouse worker will maintain wastewater stores and will travel and transport as required items between stores locations. A pickup truck will be required.</i>		

Proj. No. 21-24	Capital Project Title ATV with Tracks (replace Gator)	Capital Project Description Vehicle to access weather stations during snow conditions
Asset Class V	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The replacement of the gator with an ATV with tracks will be used to access weather stations in the winter.</i>		

Proj. No. 21-25	Capital Project Title UV Plant Safety Audit and Equipment Replacement	Capital Project Description Carry out an audit of the occupied office area of the UV Plant and carry out upgrades
Asset Class V	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The UV Plant serves as the main occupational space for the UV and Chloramination plant operators. Since construction in 2004 an audit and update of the occupied space has not been carried out to ensure the space meets the current needs. Funds are required to carry out the audit and carry out upgrades.</i>		

Service: 2.670/2.680 **Regional Water Supply & JdF Water Distribution Combo**

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 B	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway:</i>		
<ul style="list-style-type: none"> • 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 E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Service Life and projected replacement:</i>		
<ul style="list-style-type: none"> • 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. <p><i>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.</i></p>		

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
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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 in 2021 to procure a portable pump station.</i>		

Service: 2.670/2.680 **Regional Water Supply & JDF Water Distribution Combo**

Proj. No. 21-01	Capital Project Title Storage Container for vehicle and equipment Tires	Capital Project Description Tires removed from vehicles are stored on site outside of the Fleet office. They need to be stored in a more safe and
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The tires that are purchased for replacing and winter rotating are stored outside the fleet office on the mezzanine. These tires which include large truck and equipment tires are bulky and heavy. Lifting these tires onto the mezzanine has been identified as a safety hazzard and requires more than one person. A solution to this is to purchase a storage container that can be placed and locked in the yard at 479 for the storage of the tires. The container will be at ground level which means that the onsite forklift can be used to move the tires around.</i>		

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 E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Funds will be used for the replacement and upgrading of office equipment and furniture, as required.</i>		

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 E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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**

Proj. No. 17-05	Capital Project Title Development of the Maintenance Management Systems	Capital Project Description Develop maintenance management system.
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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:-</i>		
<ul style="list-style-type: none"> • 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 E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

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 E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

**2.670 Regional Water Supply
Asset/ Reserve Schedule
2021 - 2025 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	Estimated	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	2,510,919	2,031,817	2,049,161	2,158,001	2,278,742	2,363,053	2,440,804
Equipment purchases (Based on Capital Plan)	(914,681)	(367,000)	(222,000)	(215,000)	(265,000)	(280,000)	(280,000)
Transfer from Operating Budget	274,300	299,294	297,540	303,491	309,561	315,751	322,066
Proceeds on disposals	133,812	55,050	33,300	32,250	39,750	42,000	42,000
Interest Income*	27,467	30,000					
Ending Balance \$	2,031,817	2,049,161	2,158,001	2,278,742	2,363,053	2,440,804	2,524,870

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

2021 BUDGET

JDF Water Distribution

COMMITTEE OF THE WHOLE

OCTOBER 2020

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:	\$10,100,000
Expired:	\$4,700,000
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.

Change in Budget 2020 to 2021

Service: 2.680 Juan de Fuca Water Distribution

Total Expenditure**Comments****2020 Budget****20,129,341****Change in Salaries:**

Change in Labour

98,600

Labour charges (Salaries and overhead, including corporate allocations)

Total Change in Salaries

98,600**Other Changes:**

Contract for Services

40,000

Water Rate Methodology and Options Study

Bulk Water Purchases

160,200

Transfers to Capital Funds

137,794

Principal & Interest Payments

138,468

Standard Overhead Allocation

111,201

Other Costs

(22,232)

Total Other Changes

565,431**2021 Budget****20,793,372**

% expense increase from 2020:

3.3%

% Requisition increase from 2020 (if applicable):

n/a

Requisition funding is (x)% of service revenue

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

Operating costs are \$67,500 (1.0%) over budget due to one time unplanned system maintenance work, partially offset by lower staffing costs due to vacant positions and lower contract for services. The overage is offset by increased revenue of \$85,000 (0.4%). The net surplus of \$17,500 will be transferred to the services' Water Capital Fund.

CAPITAL REGIONAL DISTRICT

Program Group: CRD-JDF Water Distribution SUMMARY OF PROGRAMS	2021 BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET 1	2020 ESTIMATED ACTUAL 2	2021 CORE BUDGET 3	2021 ONGOING 4	2021 ONE-TIME 5	TOTAL (COL 4, 5 & 6) 6	2022 7	2023 8	2024 9	2025 10
OPERATING COSTS										
ALLOCATION - OPERATIONS	4,298,560	4,586,339	4,539,881	-	-	4,539,881	4,617,043	4,713,263	4,802,799	4,895,671
OPERATING - OTHER COSTS	977,816	942,564	937,033	-	-	937,033	919,632	964,220	974,602	983,666
SALARIES AND WAGES	526,557	417,240	547,368	-	-	547,368	549,065	560,853	572,896	585,192
CONTRACT FOR SERVICES	540,916	465,208	395,935	-	40,000	435,935	423,452	430,411	437,611	444,219
ALLOCATION - STANDARD OVERHEAD	363,249	363,249	474,450	-	-	474,450	552,362	563,410	574,678	586,171
TOTAL OPERATING EXPENDITURES	6,707,098	6,774,600	6,894,667	-	40,000	6,934,667	7,061,554	7,232,157	7,362,586	7,494,919
Percentage increase over prior year's board budget			2.80%			3.39%	1.83%	2.42%	1.80%	1.80%
BULK WATER PURCHASE	6,201,520	6,201,520	6,361,720	-	-	6,361,720	6,564,600	6,895,980	7,181,520	7,529,280
BULK WATER EXPENDITURES	6,201,520	6,201,520	6,361,720	-	-	6,361,720	6,564,600	6,895,980	7,181,520	7,529,280
			2.58%			2.58%				
CAPITAL EXPENDITURES & TRANSFERS										
TRANSFER TO WATER CAPITAL FUND	5,200,860	5,218,737	5,278,916	-	-	5,278,916	5,500,000	6,000,000	6,500,000	7,000,000
TRANSFER TO DEBT RESERVE FUND	56,050	56,050	71,730	-	-	71,730	65,730	27,730	9,730	6,730
TRANSFER TO EQUIPMENT REPLACEMENT FUND	213,945	213,945	258,003	-	-	258,003	263,163	268,426	273,795	279,270
TOTAL CAPITAL EXPENDITURES & TRANSFERS	5,470,855	5,488,732	5,608,649	-	-	5,608,649	5,828,893	6,296,156	6,783,525	7,286,000
DEBT SERVICING										
DEBT - INTEREST & PRINCIPAL	1,749,868	1,749,868	1,888,336	-	-	1,888,336	2,370,709	2,721,305	2,851,316	2,869,346
TOTAL DEBT EXPENDITURES	1,749,868	1,749,868	1,888,336	-	-	1,888,336	2,370,709	2,721,305	2,851,316	2,869,346
TOTAL EXPENDITURES	20,129,341	20,214,720	20,753,372	-	40,000	20,793,372	21,825,756	23,145,598	24,178,947	25,179,545
SOURCES OF FUNDING										
REVENUE - SALES	(19,721,631)	(19,721,510)	(20,502,201)	-	(40,000)	(20,542,201)	(21,613,930)	(22,964,368)	(23,997,717)	(24,998,315)
REVENUE - OTHER	(179,550)	(265,050)	(181,230)	-	-	(181,230)	(181,230)	(181,230)	(181,230)	(181,230)
TOTAL SOURCE OF FUNDING FROM OPERATIONS	(19,901,181)	(19,986,560)	(20,683,431)	-	(40,000)	(20,723,431)	(21,795,160)	(23,145,598)	(24,178,947)	(25,179,545)
SOURCES OF OTHER FUNDING										
TRANSFER FROM DCC RESERVES TO FUND DCC DEBT	(228,160)	(228,160)	(69,941)	-	-	(69,941)	(30,596)	-	-	-
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR	-	-	-	-	-	-	-	-	-	-
TOTAL SOURCES OF ALL FUNDING	(20,129,341)	(20,214,720)	(20,753,372)	-	(40,000)	(20,793,372)	(21,825,756)	(23,145,598)	(24,178,947)	(25,179,545)
Percentage increase over prior year's board budget			3.10%			3.30%	5.17%	6.05%	4.46%	4.14%

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

Service No.	2.680	Carry						
	JDF Water Distribution	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$4,400,000	\$24,565,000	\$15,565,000	\$7,910,000	\$6,660,000	\$6,555,000	\$61,255,000	
Vehicles	\$450,000	\$650,000	\$350,000	\$190,000	\$580,000	\$165,000	\$1,935,000	
	\$4,850,000	\$25,215,000	\$15,915,000	\$8,100,000	\$7,240,000	\$6,720,000	\$63,190,000	

SOURCE OF FUNDS

Capital Funds on Hand	\$2,100,000	\$11,275,000	\$4,990,000	\$5,790,000	\$6,340,000	\$6,535,000	\$34,930,000	
Debenture Debt (New Debt Only)	\$0	\$6,500,000	\$5,900,000	\$2,100,000	\$300,000	\$0	\$14,800,000	
Equipment Replacement Fund	\$250,000	\$450,000	\$350,000	\$190,000	\$580,000	\$165,000	\$1,735,000	
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Donations / Third Party Funding	\$0	\$2,360,000	\$0	\$0	\$0	\$0	\$2,360,000	
Reserve Fund	\$2,500,000	\$4,630,000	\$4,675,000	\$20,000	\$20,000	\$20,000	\$9,365,000	
	\$4,850,000	\$25,215,000	\$15,915,000	\$8,100,000	\$7,240,000	\$6,720,000	\$63,190,000	

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

Service No.	2.670/2.680							
	Regional Water Supply & JDF Water Distribution Combo	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL

EXPENDITURE

Buildings	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
Equipment	\$500,000	\$1,490,000	\$980,000	\$330,000	\$330,000	\$330,000	\$330,000	\$3,460,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$500,000	\$1,570,000	\$1,060,000	\$410,000	\$410,000	\$410,000	\$410,000	\$3,860,000

SOURCE OF FUNDS

Capital Funds on Hand	\$500,000	\$1,570,000	\$1,060,000	\$410,000	\$410,000	\$410,000	\$410,000	\$3,860,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$500,000	\$1,570,000	\$1,060,000	\$410,000	\$410,000	\$410,000	\$410,000	\$3,860,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.680
Service Name: JDF Water Distribution

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
INFRASTRUCTURE ENGINEERING AND OPERATIONS													
Planning													
16-03	Renewal	Asset Management Plan	Combine past studies to plan out future capital expenditures.	\$150,000	S	WU	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-14	Renewal	Fire Storage Analysis	Assess and update the fire flow upgrade program to inform future capital works.	\$120,000	S	WU	\$0	\$120,000	\$0	\$0	\$0	\$0	\$120,000
Capital													
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	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$0	\$0	\$3,000,000
18-02	Renewal	JDF Reservoir Upgrades	Reservoir improvements are required at Walfred, Peacock, and Helgesen Reservoirs. In 2018 a review of all three reservoirs was conducted including implementing improvements to Walfred.	\$1,250,000	S	WU	\$480,000	\$480,000	\$450,000	\$0	\$0	\$0	\$930,000
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	\$450,000	\$450,000	\$100,000	\$350,000	\$100,000	\$0	\$1,000,000
18-05	Replacement	Rocky Point Upgrades	Replacement of Rocky Point P.S., additional storage at Rocky Point Reservoir & water main upgrades. Partnered with DND.	\$3,550,000	S	WU	\$0	\$3,300,000	\$0	\$0	\$0	\$0	\$3,300,000
18-05	Replacement	Rocky Point Upgrades	Replacement of Rocky Point P.S., additional storage at Rocky Point Reservoir & water main upgrades. Partnered with DND.	\$2,060,000	S	Other	\$0	\$2,060,000	\$0	\$0	\$0	\$0	\$2,060,000
18-06	New	Disaster Response Plan for Water Supply and Distribution	Determine and supply response equipment for disaster response.	\$350,000	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	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$20,000
19-09	New	Distribution System Seismic Resiliency Improvements	Determine and commence improvements to the distribution system to provide seismic resiliency.	\$1,750,000	S	WU	\$50,000	\$50,000	\$150,000	\$500,000	\$500,000	\$500,000	\$1,700,000

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-03	Replacement	AC Pipe Replacement Program	Replacement of aging asbestos cement pipe as highlighted in the 2019 update report	\$24,000,000	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	\$50,000	\$450,000	\$250,000	\$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	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
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	\$800,000	\$800,000	\$0	\$0	\$0	\$0	\$800,000
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	\$4,800,000	\$0	\$0	\$0	\$0	\$4,800,000
21-02	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
21-11	Replacement	Marilyn Rd - 110m of 200mm Pipe	Replacement of 110m of watermain to ensure proper fire flows in the area.	\$150,000	S	WU	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
21-12	New	Ironmine Recirculation Line	Installation of a recirculation line to improve water quality at the Silverspray Reservoir	\$165,000	S	WU	\$0	\$165,000	\$0	\$0	\$0	\$0	\$165,000
21-13	Replacement	SCADA Master Plan Update & Upgrades	Update the SCADA Master Plan in conjunction with the RWS, Saanich Peninsula and Core Area infrastructure.	\$700,000	S	WU	\$0	\$200,000	\$500,000	\$0	\$0	\$0	\$700,000
21-15	New	Florence Lake Inclusion Upgrades	Upgrades are required to the Florence Lake water system prior to including it into the JDF Water System.	\$300,000	S	Other	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Sub-Total System Infrastructure Engineering and Operations				\$49,695,000			\$1,900,000	\$17,450,000	\$7,905,000	\$4,905,000	\$3,655,000	\$3,550,000	\$37,465,000
CUSTOMER AND TECHNICAL SERVICES													
16-06	Replacement	Vehicle & equipment replacement (funding from replacement fund)	Vehicle and equipment replacement.	\$1,395,000	V	ERF	\$250,000	\$450,000	\$350,000	\$190,000	\$580,000	\$165,000	\$1,735,000
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	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Sub-Total Customer and Technical Services				\$1,595,000			\$450,000	\$650,000	\$350,000	\$190,000	\$580,000	\$165,000	\$1,935,000
ANNUAL PROVISIONAL ITEMS													
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 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.	\$1,250,000	S	WU	\$0	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
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
21-03	Replacement	Hydrant & Flush Replacement, Upgrades and Additions	Upgrade, replacement or installation of flushes and fire hydrants, and fire flow testing.	\$1,125,000	S	WU	\$0	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$1,125,000
21-04	Replacement	Residential Service & Meter Replacement	Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report.	\$6,000,000	S	WU	\$0	\$800,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	\$6,000,000
21-05	Replacement	Pump Station Equipment Replacements	Unplanned pump station repairs and equipment replacement	\$750,000	S	WU	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
21-06	Replacement	SCADA Equipment Replacement	Unplanned replacement of SCADA and electrical equipment.	\$500,000	S	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
21-07	Renewal	Reservoir Equipment Replacement	Replacement or repairs to components at reservoir sites.	\$500,000	S	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
21-09	Replacement	Valve Replacement	Unplanned replacement and repair of isolation and line valves, and air valves.	\$1,000,000	S	WU	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Sub-Total for Annual Provisional Items				\$14,425,000			\$0	\$2,485,000	\$2,985,000	\$2,985,000	\$2,985,000	\$2,985,000	\$14,425,000

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
DEVELOPMENT COST CHARGE (DCC)													
16-07	New	Update DCC Bylaw (Comprehensive Update in 2022)	Planned update of the DCC Bylaw.	\$255,000	S	Res	\$0	\$20,000	\$175,000	\$20,000	\$20,000	\$20,000	\$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	\$0	\$1,500,000	\$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	\$2,500,000	\$4,610,000	\$2,000,000	\$0	\$0	\$0	\$6,610,000
Sub-Total for Development Cost Charges (DCC)				\$10,365,000			\$2,500,000	\$4,630,000	\$4,675,000	\$20,000	\$20,000	\$20,000	\$9,365,000
GRAND TOTAL				\$76,080,000			\$4,850,000	\$25,215,000	\$15,915,000	\$8,100,000	\$7,240,000	\$6,720,000	\$63,190,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 2.670/2.680
Service Name: Regional Water Supply & JDF Water Distribution Combo

CAPITAL BUDGET FORM
 2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION													
16-01	Renewal	Upgrades to Buildings at 479 Island Highway	Maintenance and changes to buildings and office layouts.	\$400,000	B	WU	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
17-01	Renewal	Voice Radio Upgrade	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.	\$1,560,000	E	WU	\$0	\$640,000	\$650,000	\$0	\$0	\$0	\$1,290,000
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	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000
21-01	New	Storage Container for vehicle and equipment Tires	Tires removed from vehicles are stored on site outside of the Fleet office. They need to be stored in a more safe and secured area.	\$20,000	E	WU	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution				\$ 2,480,000			\$ 500,000	\$ 1,240,000	\$ 730,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 2,210,000
ANNUAL PROVISIONAL CAPITAL ITEMS													
17-03	Replacement	Office Equipment, Upgrades and Replacements	Upgrade and replacement of office equipment as required.	\$225,000	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.	\$850,000	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.	\$100,000	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.	\$400,000	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.	\$75,000	E	WU	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
Sub-Total for Annual Provisional Capital Items				\$ 1,650,000			\$ -	\$ 330,000	\$ 330,000	\$ 330,000	\$ 330,000	\$ 330,000	\$ 1,650,000
GRAND TOTAL				\$4,130,000			\$500,000	\$1,570,000	\$1,060,000	\$410,000	\$410,000	\$410,000	\$3,860,000

Service: 2.680 **JDF Water Distribution**

Proj. No. 16-03	Capital Project Title Asset Management Plan	Capital Project Description Combine past studies to plan out future capital expenditures.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

Proj. No. 21-14	Capital Project Title Fire Storage Analysis	Capital Project Description Assess and update the fire flow upgrade program to inform future capital works.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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. Funding is required to retain a consultant to complete the analysis.</i>		

Proj. No. 16-05	Capital Project Title Comprehensive Pump Station Upgrades (10 year Program)	Capital Project Description Continue pump station condition assessments, plan and carry out upgrades.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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 2020. Funds in 2021 are for completion of design of and to start construction of the Coppermine PS.</i>		

Service: 2.680 **JDF Water Distribution**

Proj. No. 18-02	Capital Project Title JDF Reservoir Upgrades	Capital Project Description Reservoir improvements are required at Walfred, Peacock, and Helgesen Reservoirs. In 2018 a review of all three reservoirs was conducted including implementing improvements to Walfred.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale Numerous deficiencies at the Walfred, Peacock and Helgesen reservoirs have been identified while operating the infrastructure. In 2020 planning and design of improvements at the Helgesen reservoir was undertaken. Improvements like valve reconfiguration, site drainage and controls will be undertaken in 2021 at the Peacock and Skirt reservoirs.		

Proj. No. 18-03	Capital Project Title JDF Site Decommissioning Program	Capital Project Description Decommissioning of facilities that are no longer in use based on preliminary work from Annual Provisional
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
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. In 2021 the Townsview tank and pump station will be carried out.		

Proj. No. 18-05	Capital Project Title Rocky Point Upgrades	Capital Project Description Replacement of Rocky Point P.S., additional storage at Rocky Point Reservoir & water main upgrades. Partnered with DND.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
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. Cost sharing with DND for design and construction is underway with construction completing in 2021.		

Service: 2.680 **JDF Water Distribution**

Proj. No. 18-06	Capital Project Title Disaster Response Plan for Water Supply and Distribution	Capital Project Description Determine and supply response equipment for disaster response.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

Proj. No. 19-06	Capital Project Title Corrosion Protection Program	Capital Project Description Undertake a program to assess and prevent corrosion to existing steel pipe within the Juan du Fuca water system.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

Proj. No. 19-09	Capital Project Title Distribution System Seismic Resiliency Improvements	Capital Project Description Determine and commence improvements to the distribution system to provide seismic resiliency.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Determine and commence improvements to the distribution system to provide resiliency. In 2021, sites will be prioritized with design commencing in 2022 and construction starting in 2023.</i>		

Proj. No. 20-03	Capital Project Title AC Pipe Replacement Program	Capital Project Description Replacement of aging asbestos cement pipe as highlighted in the 2019 update report
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>This item is the 2021 to 2025 program for replacement of the water mains identified in the Water Main Upgrading and Replacement Program Update in 2021. 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 2021 include 1.3km on Luxton Rd, funds for Walfred Rd Phase 2 were used in 2020.</i>		

Service: 2.680 **JDF Water Distribution**

Proj. No. 20-04	Capital Project Title William Head & VGH Meter Replacement	Capital Project Description Replacement of the meter and chambers at William Head & VGH with the possibility of resilient connections.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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 2021 funds will be utilized to complete design of the two new meters that will allow for construction of the meters while maintaining service. Construction is to start in winter of 2021 and be completed in 2022.</i>		

Proj. No. 20-05	Capital Project Title Electrical Isolation Audit	Capital Project Description Inspection audit of facilities to ensure that there is sufficient electrical separation and isolation for safety.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Identified through Statement of Works, numerous aging facilities with electrical services may pose safety hazards due to inadequate electrical separation from mechanical equipment.</i>		

Proj. No. 20-06	Capital Project Title Sun River Reservoir Replacement	Capital Project Description Replace the existing concrete tank with a steel tank for increase capacity and resilience.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

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 S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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 completed design and construct replacement of the water main in 2021.</i>		

Service: 2.680 **JDF Water Distribution**

Proj. No. 21-02	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 S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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 2022.</i>		

Proj. No. 21-11	Capital Project Title Marilyn Rd - 110m of 200mm Pipe	Capital Project Description Replacement of 110m of watermain to ensure proper fire flows in the area.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Marilyn Road has an undersized pipe for fire flows and a hydrant, funds are required to replace 110 m of watermain to ensure proper fire flows in the area.</i>		

Proj. No. 21-12	Capital Project Title Ironmine Recirculation Line	Capital Project Description Installation of a recirculation line to improve water quality at the Silverspray Reservoir
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The Silverspray Reservoir experiences seasonal low disinfection residuals, funds are required to design and construct a recirculation line to ensure adequate disinfection residuals during low demand periods.</i>		

Proj. No. 21-13	Capital Project Title SCADA Master Plan Update & Upgrades	Capital Project Description Update the SCADA Master Plan in conjunction with the RWS, Saanich Peninsula and Core Area infrastructure.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The 2015 SCADA Master Plan requires an update, additionally data radio and SCADA upgrades are required. Funds are required to update the joint SCADA Master Plan and conduct upgrades to pump stations, reservoirs and other communication sites.</i>		

Service: 2.680 **JDF Water Distribution**

Proj. No. 21-15	Capital Project Title Florence Lake Inclusion Upgrades	Capital Project Description Upgrades are required to the Florence Lake water system prior to including it into the JDF Water System.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Upgrades to the Florence Lake water system are required be before the system can be connected and included in the JDF Water System. Funding provided by the Florence Lake water system will be utilized to complete these upgrades.</i>		

Proj. No. 16-06	Capital Project Title Vehicle & equipment replacement (funding from replacement fund)	Capital Project Description Vehicle and equipment replacement.
Asset Class V	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

Proj. No. 20-09	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 V	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Funds are required for procurement of a new service van for the meter and service replacement.</i>		

Proj. No. 17-07	Capital Project Title Site Decommissioning - General	Capital Project Description Planning for decommissioning of unused sites.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>This is a provisional item to allow engineering and planning reviews of old facilities with a view to possible future site uses.</i>		

Service: 2.680 **JDF Water Distribution**

Proj. No. 17-09 **Capital Project Title** Emergency Main Replacement **Capital Project Description** Major main replacement under emergencies.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *This item is to fund the costs of responding to emergency major main breaks and conducting replacements.*

Proj. No. 17-12 **Capital Project Title** Large Meters/Meter Vaults Components Replacement **Capital Project Description** Replacement or repairs to components in large meters/vaults as required.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *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.*

Proj. No. 17-13 **Capital Project Title** Site Security Upgrades **Capital Project Description** Upgrading and replacement of security systems for sites as required.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *This is an annual allowance for upgrading and maintaining equipment, security and control systems at distribution facilities such as pump stations, PRV chambers and reservoirs. Items such as access hatches, fencing, etc., will be modified to provide a larger degree of security.*

Proj. No. 17-15 **Capital Project Title** Distribution System Improvements **Capital Project Description** Unplanned distribution system improvements.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *Historically, opportunities to complete work arise during the year which were not specifically identified and budgeted. This item typically relates to coordinating work programs (i.e. JDF water main replacements and municipal paving programs) with the municipalities or development and taking advantage of opportunities during the year that were not specifically identified.*

Proj. No. 17-16 **Capital Project Title** Hydraulic Model Yearly Update **Capital Project Description** Annual hydraulic model update.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale *This item is required to input the pipes installed that year into the hydraulic computer model, followed by calibration and testing in order to keep the model up to date for design and planning purposes.*

Service: 2.680 **JDF Water Distribution**

Proj. No. 21-03	Capital Project Title Hydrant & Flush Replacement, Upgrades and Additions	Capital Project Description Upgrade, replacement or installation of flushes and fire hydrants, and fire flow testing.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

Proj. No. 21-04	Capital Project Title Residential Service & Meter Replacement	Capital Project Description Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>This is an annual provision for replacing failed residential services and meters, as well as proactively replacing services and meters in areas with historically large number of breaks.</i>		

Proj. No. 21-05	Capital Project Title Pump Station Equipment Replacements	Capital Project Description Unplanned pump station repairs and equipment replacement
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>This is an annual provision for unplanned pump station repairs and equipment replacement.</i>		

Proj. No. 21-06	Capital Project Title SCADA Equipment Replacement	Capital Project Description Unplanned replacement of SCADA and electrical equipment.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>This is an annual provision for unplanned SCADA and electrical equipment replacement.</i>		

Service: 2.680 **JDF Water Distribution**

Proj. No. 21-07	Capital Project Title Reservoir Equipment Replacement	Capital Project Description Replacement or repairs to components at reservoir sites.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>This is an annual provisional for unplanned replacement of equipment, such as safety devices and mechanical fittings, at reservoir sites.</i>		

Proj. No. 21-09	Capital Project Title Valve Replacement	Capital Project Description Unplanned replacement and repair of isolation and line valves, and air valves.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>This is an annual provisional for unplanned replacement of valves, including air valves and check valves.</i>		

Proj. No. 16-07	Capital Project Title Update DCC Bylaw (Comprehensive Update in 2022)	Capital Project Description Planned update of the DCC Bylaw.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

Proj. No. 20-02	Capital Project Title Bear Mountain Parkway Extension Supply Mains	Capital Project Description Supply mains installed by the City of Langford.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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 2022.</i>		

Service: 2.680 **JDF Water Distribution**

Proj. No. 21-01	Capital Project Title Sooke Henlyn Supply & Distribution Mains	Capital Project Description Construction of water mains based upon development predictions from the Helgesen Pump Station westwards.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

Proj. No. 23-01	Capital Project Title Tank 4 and McCallum Pump Station (2020-2021) and Pump Station 7 and remaining Supply Main to Skirt Mtn Reservoir (2022)	Capital Project Description Upgrades to complete the South Skirt Water System
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

Service: 2.670/2.680 **Regional Water Supply & JDF Water Distribution Combo**

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 B	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway:</i>		
<ul style="list-style-type: none"> • <i>Repairs, upgrades and changes to the buildings (provisional \$50,000)</i> • <i>Painting of the buildings. (provisional \$10,000 annually)</i> • <i>Repair and replacement of carpets, floors and walls. (provisional \$10,000 annually)</i> • <i>Repair, refurbishment and replacement of equipment and property. (provisional \$10,000 annually)</i> 		

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 E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Service Life and projected replacement:</i>		
<ul style="list-style-type: none"> • <i>The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005.</i> • <i>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.</i> • <i>Support for repairs and maintenance of the present radio will continue for the next 3 years at least.</i> <p><i>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.</i></p>		

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 E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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 in 2021 to procure a portable pump station.</i>		

Service: 2.670/2.680 **Regional Water Supply & JDF Water Distribution Combo**

Proj. No. 21-01	Capital Project Title Storage Container for vehicle and equipment Tires	Capital Project Description Tires removed from vehicles are stored on site outside of the Fleet office. They need to be stored in a more safe and secured area.
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>The tires that are purchased for replacing and winter rotating are stored outside the fleet office on the mezzanine. These tires which include large truck and equipment tires are bulky and heavy. Lifting these tires onto the mezzanine has been identified as a safety hazzard and requires more than one person. A solution to this is to purchase a storage container that can be placed and locked in the yard at 479 for the storage of the tires. The container will be at ground level which means that the onsite forklift can be used to move the tires around.</i>		

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 E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>Funds will be used for the replacement and upgrading of office equipment and furniture, as required.</i>		

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 E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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 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</i>		

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 E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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:-</i>		
<ul style="list-style-type: none"> • 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 E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

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 E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <i>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.</i>		

**2.680 Juan de Fuca Water Distribution
 Summary Schedule
 2021 - 2025 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				
	2019	2020	2021	2022	2023	2024	2025
DCC Reserve Account	7,436,981	6,458,821	6,458,880	3,953,284	6,133,284	8,313,284	10,493,284
Equipment Replacement Fund	343,314	196,009	284,012	249,675	356,601	137,396	276,416
Total	7,857,899	6,732,436	6,820,500	4,280,569	6,567,497	8,528,294	10,847,316

2.680 Juan de Fuca Water Distribution
 Development Cost Charges
 2021 - 2025 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				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	7,376,711	7,436,981	6,458,821	6,458,880	3,953,284	6,133,284	8,313,284
Transfer to Cap Fund to fund DCC projects	(814,305)	(3,020,000)	(2,130,000)	(4,675,000)	(20,000)	(20,000)	(20,000)
Payment of P&I on LA 3164	(239,785)	(228,160)	(69,941)	(30,596)	-	-	-
Payment of DCC liability	(3,148,875)						
DCC's received From Member Municipalities	4,192,290	2,200,000	2,200,000	2,200,000	2,200,000	2,200,000	2,200,000
Interest Income*	70,945	70,000					
Ending Balance \$	7,436,981	6,458,821	6,458,880	3,953,284	6,133,284	8,313,284	10,493,284

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
2021 - 2025 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	Estimated	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	530,455	343,314	196,009	284,012	249,675	356,601	137,396
Equipment purchases (Based on Capital Plan)	(525,407)	(425,000)	(200,000)	(350,000)	(190,000)	(580,000)	(165,000)
Transfer from Operating Budget	251,115	213,945	258,003	263,163	268,426	273,795	279,270
Proceeds on disposals	80,949	63,750	30,000	52,500	28,500	87,000	24,750
Interest Income*	6,203						
Ending Balance \$	343,314	196,009	284,012	249,675	356,601	137,396	276,416

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

2021 BUDGET

Core Area Wastewater - Combined View

COMMITTEE OF THE WHOLE

OCTOBER 2020

2021 Core Area Wastewater Cost Sharing Summary
Committee of the Whole
October 28, 2020

		(DND)										
		Basis of Apportionment	COLWOOD	ESQUIMALT	LANGFORD	OAK BAY	SAANICH	VICTORIA	VIEW ROYAL	FIRST NATIONS	OTHERS	Totals
2021												
Operating Budget												
3.717	Core Area Wastewater Operations	Average Annual Flow (AAF)	4%	6%	8%	9%	29%	40%	3%	1%	0%	
	Requisition		1,006,976	1,807,082	2,265,169	2,558,850	8,314,845	11,236,814	748,932	224,112	127,659	28,290,438
	PILT			(742,946)		(188)			(2,080)			(745,214)
3.717	Subtotal		1,006,976	1,064,136	2,265,169	2,558,662	8,314,845	11,236,814	746,852	224,112	127,659	27,545,224
Capital Budget												
3.798C	Debt - Core Area Wastewater Treatment Program	Treatment Capacity	4%	7%	13%	6%	31%	36%	3%	0%	0%	
	Requisition		874,804	1,365,598	2,599,770	1,324,528	6,271,484	7,444,050	655,076	-	-	20,535,311
	PILT		(53,355)	(479,479)	(6,368)				(1,249)			(540,451)
3.798C	Subtotal		821,449	886,119	2,593,402	1,324,528	6,271,484	7,444,050	653,827	-	-	19,994,860
Total 2021 Operating and Capital Budget Cost Share			1,828,425	1,950,255	4,858,571	3,883,190	14,586,329	18,680,864	1,400,679	224,112	127,659	47,540,084
2020												
Operating Budget												
3.710	Northwest Trunk (Macaulay)	AAF	8%	13%	16%	0%	41%	15%	5%	2%	1%	
	Requisition		233,940	393,218	495,255		1,266,448	481,879	163,322	48,841	27,998	3,110,901
	PILT			(341,609)	(1,856)				(483)			(343,948)
	Subtotal		233,940	51,609	493,399	-	1,266,448	481,879	162,839	48,841	27,998	2,766,953
3.712	Northeast Trunk (Clover Point)	AAF	0%	0%	0%	18%	20%	63%	0%	0%	0%	
	Requisition		-	-	-	347,026	382,177	1,223,670	-	-	-	1,952,873
	Subtotal		-	-	-	347,026	382,177	1,223,670	-	-	-	1,952,873
3.713	East Coast Interceptor	AAF	0%	0%	0%	30%	33%	37%	0%	0%	0%	
	Requisition		-	-	-	287,765	316,906	353,907	-	-	-	958,579
	Subtotal		-	-	-	287,765	316,906	353,907	-	-	-	958,579
3.715	Northeast Trunk #2	AAF	0%	0%	0%	26%	4%	70%	0%	0%	0%	
	Requisition		-	-	-	130,154	20,756	350,452	-	-	-	501,362
	Subtotal		-	-	-	130,154	20,756	350,452	-	-	-	501,362
Capital Budget												
3.798C	Debt - Core Area Wastewater Treatment Program	Treatment Capacity	4%	7%	13%	6%	31%	36%	3%	0%	0%	100.00%
	Requisition		1,534,440	2,395,311	4,560,096	2,323,272	11,000,422	13,057,148	1,149,029	-	-	36,019,719
	PILT		(121,550)	(880,817)	(14,507)				(2,845)			(1,019,179)
3.798C	Subtotal		1,412,890	1,514,494	4,545,589	2,323,272	11,000,422	13,057,148	1,146,184	-	-	35,000,000
Total 2020 Operating and Capital Budget Cost Share			1,646,830	1,566,103	5,038,989	3,088,216	12,986,710	15,467,056	1,309,023	48,841	27,998	41,179,767
Difference												
3.710	Northwest Trunk (Macaulay)		(233,940)	(51,609)	(493,399)	-	(1,266,448)	(481,879)	(162,839)	(48,841)	(27,998)	(2,766,953)
3.712	Northeast Trunk (Clover Point)					(347,026)	(382,177)	(1,223,670)				(1,952,873)
3.713	East Coast Interceptor					(287,765)	(316,906)	(353,907)				(958,579)
3.715	Northeast Trunk #2					(130,154)	(20,756)	(350,452)				(501,362)
3.717	Core Area Wastewater Operations		1,006,976	1,064,136	2,265,169	2,558,662	8,314,845	11,236,814	746,852	224,112	127,659	27,545,224
3.71X	Subtotal		773,036	1,012,527	1,771,770	1,793,718	6,328,557	8,826,905	584,012	175,271	99,661	21,365,457
3.798C	Debt - Core Area Wastewater Treatment Program		(591,441)	(628,375)	(1,952,187)	(998,744)	(4,728,938)	(5,613,098)	(492,357)	-	-	(15,005,140)
3.798C	Subtotal		(591,441)	(628,375)	(1,952,187)	(998,744)	(4,728,938)	(5,613,098)	(492,357)	-	-	(15,005,140)
Total Change (\$)			181,595	384,152	(180,418)	794,973	1,599,619	3,213,807	91,656	175,271	99,661	6,360,317

CORE AREA WASTEWATER - COMBINED VIEW	2019 BOARD BUDGET	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST			FUTURE PROJECTIONS					
				2021 CORE BUDGET	ongoing	one time	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL	
Operating Costs												
Trunk Operating Costs	6,949,924	6,350,583	6,769,334	-	-	-	-	-	-	-	-	-
3.717 Operating Costs	-	-	-	28,011,554	-	224,527	28,236,081	29,008,461	29,251,583	30,299,789	31,827,711	-
3.798C Pre-Operating Costs	1,206,390	6,497,647	5,069,166	-	-	-	-	-	-	-	-	-
Viewfield Property Operations	474,677	150,350	112,827	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	8,630,991	12,998,580 50.6%	11,951,327	28,011,554	-	224,527	28,236,081 117.2%	29,008,461 2.7%	29,251,583 0.8%	30,299,789 3.6%	31,827,711 5.0%	
Capital / Reserve												
Trunk Reserves	184,913	234,718	212,531	-	-	-	-	-	-	-	-	-
3.717 Reserve Transfers (ORF & ERF)	-	-	-	1,302,547	-	-	1,302,547	1,328,598	1,355,170	1,382,273	1,409,919	-
3.798C Reserve Transfers (CAWTP)	27,093,347	24,125,243	30,940,930	-	-	-	-	-	-	-	-	-
3.798C Transfer to RTF Capital	-	-	-	5,529,745	-	-	5,529,745	5,529,745	5,529,745	5,529,745	5,529,745	-
3.798C Transfer to CAWTP Debt Retirement Reserve	-	-	-	6,318,949	-	-	6,318,949	4,590,106	4,590,106	630,000	4,971,429	-
3.798C Transfer to Capital Replacement Reserve	-	-	-	2,721,119	-	-	2,721,119	2,721,119	2,721,119	2,721,119	2,721,119	-
TOTAL CAPITAL / RESERVES	27,278,260	24,359,961	31,153,461	15,872,360	-	-	15,872,360	14,169,568	14,196,140	10,263,137	14,632,212	
Debt Expenditures												
Viewfield	737,426	310,250	89,420	-	-	-	-	-	-	-	-	-
CAWTP	3,295,132	6,266,449	4,855,086	6,593,320	-	-	6,593,320	8,022,163	8,022,162	11,982,269	7,640,840	-
CAWW	-	-	-	-	-	117,000	117,000	985,158	1,716,048	2,312,921	3,001,668	-
DEBT EXPENDITURES	4,032,558	6,576,699	4,944,506	6,593,320	-	117,000	6,710,320	9,007,321	9,738,210	14,295,190	10,642,508	
TOTAL COSTS	39,941,809	43,935,240	48,049,294	50,477,234	-	341,527	50,818,761	52,185,350	53,185,933	54,858,116	57,102,431	
*Percentage Increase over prior year		10.0%					15.7%	2.7%	1.9%	3.1%	4.1%	
FUNDING SOURCES (REVENUE)												
Internal Recoveries	(673,027)	(840,000)	(840,000)	(1,100,000)	-	-	(1,100,000)	(1,122,000)	(1,144,440)	(1,167,329)	(1,190,675)	-
Trunk Revenues	(483,682)	(405,534)	(802,098)	-	-	-	-	-	-	-	-	-
3.717 Revenue	-	-	-	(823,404)	-	(70,000)	(893,404)	(1,298,999)	(936,517)	(1,366,999)	(2,256,517)	-
3.798C Revenue	(921,842)	(1,049,339)	(1,038,849)	(560,671)	-	-	(560,671)	(560,671)	(560,671)	(560,671)	(560,671)	-
3.798C 2020 Operating Surplus	-	-	724,602	(724,602)	-	-	(724,602)	-	-	-	-	-
Viewfield Revenue (gain on sale EA's)	(1,212,103)	(460,600)	(4,913,182)	-	-	-	-	-	-	-	-	-
REVENUE	(3,290,654)	(2,755,473)	(6,869,527)	(3,208,677)	-	(70,000)	(3,278,677)	(2,981,670)	(2,641,628)	(3,094,999)	(4,007,863)	
Requisition												
Trunk Requisition	(6,651,155)	(6,179,767)	(6,179,767)	-	-	-	-	-	-	-	-	-
3.717 Requisition	-	-	-	(27,390,697)	-	(154,527)	(27,545,224)	(27,916,060)	(28,525,796)	(29,147,734)	(29,790,438)	-
3.798C Requisition	(30,000,000)	(35,000,000)	(35,000,000)	(19,877,860)	-	(117,000)	(19,994,860)	(21,287,620)	(22,018,509)	(22,615,383)	(23,304,130)	-
REQUISITION	(36,651,155)	(41,179,767)	(41,179,767)	(47,268,557)	-	(271,527)	(47,540,084)	(49,203,680)	(50,544,305)	(51,763,117)	(53,094,568)	
*Percentage Increase over prior year requisition		12.4%					15.4%	3.5%	2.7%	2.4%	2.6%	

Proof to 40M Requisition target	2021	2021	2022	2023	2024	2025
Total requisition less:						
2019 Trunk total costs (projected to 2021)	(7,423,084)	(7,423,084)	(7,571,546)	(7,722,977)	(7,877,437)	(8,034,985)
CAWW new capital program debt costs	-	(117,000)	(985,158)	(1,716,048)	(2,312,921)	(3,001,668)
REQUISITION PROOF:	(39,845,473)	(154,527)	(40,000,000)	(40,646,976)	(41,105,280)	(42,057,915)
			1.6%	1.1%	1.1%	1.2%

CAPITAL REGIONAL DISTRICT

2021 BUDGET

North West Trunk Sewer

COMMITTEE OF THE WHOLE

OCTOBER 2020

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)

	2016	2017	2018	2019	2020
Saanich	43.89%	42.60%	42.29%	41.60%	40.71%
Victoria	15.08%	15.04%	14.65%	15.27%	15.49%
Esquimalt	14.89%	14.24%	13.84%	13.16%	12.64%
View Royal	3.86%	5.06%	5.29%	5.10%	5.25%
Colwood	6.30%	6.48%	6.98%	7.29%	7.52%
Langford	13.62%	14.08%	14.44%	15.17%	15.92%
Songhees	1.36%	1.37%	1.44%	1.27%	1.41%
Dept of National Defence (D.N.D.)	0.93%	1.04%	0.96%	1.01%	0.90%
Esquimalt Band	0.07%	0.09%	0.11%	0.13%	0.16%
	100.00%	100.00%	100.00%	100.00%	100.00%

3.710 - N.W.T. OPERATIONS			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Allocation - Operations	2,047,645	2,014,174	-	-	-	-	-	-	-	-
Operating - Other Costs	688,675	843,944	-	-	-	-	-	-	-	-
Prgms - LWD - I&I	209,707	209,707	-	-	-	-	-	-	-	-
Consultant Expenses	10,404	0	-	-	-	-	-	-	-	-
Contract For Services	22,797	70,797	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	2,979,228	3,138,622	-	-	-	-	-	-	-	-
*Percentage Increase over prior year	0.00%	5.35%	-100.00%	0.00%	0.00%	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	75,951	77,631	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve	55,910	55,910	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	131,861	133,541	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	3,111,089	3,272,163	-	-	-	-	-	-	-	-
*Percentage Increase over prior year	0.00%	5.18%	-100.00%	0.00%	0.00%	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	3,111,089	3,272,163	-	-	-	-	-	-	-	-
*Percentage Increase over prior year	0.00%	5.18%	-100.00%	0.00%	0.00%	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(188)	(667)	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(343,948)	(343,948)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	-	(160,595)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(344,136)	(505,210)	-	-	-	-	-	-	-	-
REQUISITION	(2,766,953)	(2,766,953)	-	-	-	-	-	-	-	-
*Percentage Increase over prior year	0.00%	0.00%	-100.00%	0.00%	0.00%	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
PARTICIPANTS: Victoria, Esquimalt, Saanich, View Royal, DND, Songhees										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

3.710 North West Trunk Sewer Asset and Reserve Summary
Summary Schedule
2021 - 2025 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	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Maintenance Reserves	1,028,351	-	-	-	-	-
Equipment Replacement Fund	1,944,275	-	-	-	-	-
Total projected year end balance	2,972,626	-	-	-	-	-

See attached reserve schedules for projected annual cash flows.

**3.710 North West Trunk Sewer
ERF Reserve Fund Schedule NWT
2021 - 2025 Financial Plan**

ERF Reserve Fund Schedule NWT

ERF: NWT ERF or PERS Fund for Equipment

Equipment Replacement Fund- NWT Fund: 1022 Fund Center 101455	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	2,042,408	1,944,275	-	-	-	-
Planned Purchase (Based on Capital Plan)	(200,000)	-	-	-	-	-
Transfer to ERF Reserve Fund 3.717	-	(1,944,275)	-	-	-	-
Transfer from Operating Budget	75,951	-	-	-	-	-
Proceeds of Disposal	-	-	-	-	-	-
Interest Income*	25,916	-	-	-	-	-
Ending Balance \$	1,944,275	-	-	-	-	-

Assumptions/Background:
Balance transferred to amalgamated core area wastewater service equipment reserve fund.

* 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
Operating Reserve Summary
2021 - 2025 Financial Plan**

Profile

North West 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

Operating Reserve Schedule Fund: 1500 Fund Center: 105200	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,116,272	1,028,351	-	-	-	-
Planned Purchase	(160,595)	-	-	-	-	-
Transfer to 3.717 Operating Reserve Fund	-	(1,028,351)	-	-	-	-
Transfer from Ops Budget	55,910	-	-	-	-	-
Interest Income*	16,764	-	-	-	-	-
Total projected year end balance	1,028,351	-	-	-	-	-

Assumptions/Background:

Balance transferred to amalgamated core area wastewater service operating reserve fund.

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

North East Trunk Sewer

COMMITTEE OF THE WHOLE

OCTOBER 2020

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).

Service: 3.712 North East Trunk Sewer

Committee: Core Area Liquid Waste Management

COST SHARING ALLOCATION

	2016	2017	2018	2019	2020
Victoria	62.09%	61.89%	62.02%	61.70%	62.66%
Saanich	20.38%	20.33%	19.54%	19.63%	19.57%
Oak Bay	17.53%	17.78%	18.44%	18.67%	17.77%
	100.00%	100.00%	100.00%	100.00%	100.00%

3.712 - NORTH EAST TRUNK OPERATIONS

			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Allocation - Environmental Services	1,378,108	1,371,558	-	-	-	-	-	-	-	-
Operating Expenditures	246,114	513,046	-	-	-	-	-	-	-	-
Prgms - LWD - I&I	216,007	216,007	-	-	-	-	-	-	-	-
Consultant Expenses	4,162	-	-	-	-	-	-	-	-	-
Contract For Services	5,314	45,314	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	1,849,705	2,145,925	-	-	-	-	-	-	-	-
*Percentage Increase over prior year	0.00%	16.01%	-100.00%	0.00%	0.00%	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	33,960	33,960	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	35,000	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	68,960	33,960	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	1,918,665	2,179,885	-	-	-	-	-	-	-	-
*Percentage Increase over prior year	0.00%	13.61%	-100.00%	0.00%	0.00%	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	1,918,665	2,179,885	-	-	-	-	-	-	-	-
*Percentage Increase over prior year	0.00%	13.61%	-100.00%	0.00%	0.00%	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
SOURCES OF FUNDING (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(700)	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(92)	(92)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	-	(226,920)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(792)	(227,012)	-	-	-	-	-	-	-	-
REQUISITION	(1,917,873)	(1,952,873)	-	-	-	-	-	-	-	-
*Percentage Increase over prior year	0.00%	1.82%	-100.00%	0.00%	0.00%	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
PARTICIPANTS: Victoria, Saanich, Oak Bay										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

3.712 North East Trunk Sewer (Clover) Asset and Reserve Summary
Summary Schedule
2021 - 2025 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	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Maintenance Reserves	946,499	-	-	-	-	-
Equipment Replacement Fund	873,319	-	-	-	-	-
Total projected year end balance	1,819,818	-	-	-	-	-

See attached reserve schedules for projected annual cash flows.

**3.712 North East Trunk Sewer
Operating Reserve Summary
2021 - 2025 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

Operating Reserve Schedule Fund: 1500 Fund Center: 105201	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,156,260	946,499	-	-	-	-
Planned Purchase	(226,920)	-	-	-	-	-
Transfer to 3.717 Operating Reserve Fund		(946,499)				
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income*	17,159	-	-	-	-	-
Total projected year end balance	946,499	-	-	-	-	-

* 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
2021 - 2025 Financial Plan

ERF Reserve Fund Schedule NET

ERF: NET ERF or PERS Fund for Equipment

Equipment Replacement Fund- NET Fund: 1022 Fund Center 101456	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	927,650	873,319	-	-	-	-
Planned Purchase (Based on Capital Plan)	(100,000)	-	-	-	-	-
Transfer to 3.717 Equipment Replacement Reserve	-	(873,319)	-	-	-	-
Transfer from Operating Budget	33,960	-	-	-	-	-
Interest Income*	11,709	-	-	-	-	-
Ending Balance \$	873,319	-	-	-	-	-

Assumptions/Background:
 Balance transferred to amalgamated core area wastewater service equipment reserve fund.

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

East Coast Interceptor

COMMITTEE OF THE WHOLE

OCTOBER 2020

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

	2016	2017	2018	2019	2020
Victoria	34.69%	37.38%	36.71%	35.77%	36.92%
Saanich	35.12%	33.40%	32.55%	32.91%	33.06%
Oak Bay	30.19%	29.22%	30.74%	31.32%	30.02%
	100.00%	100.00%	100.00%	100.00%	100.00%

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
<u>OPERATING COSTS:</u>										
Allocations	618,682	605,412	-	-	-	-	-	-	-	-
Operating - Other Costs	334,795	362,537	-	-	-	-	-	-	-	-
Consultant Expenses	9,070	9,070	-	-	-	-	-	-	-	-
Contract For Services	5,202	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	967,749	977,019	-	-	-	-	-	-	-	-
*Percentage Increase over prior year			-100.00%	0.00%	0.00%	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	8,670	8,670	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	17,736	17,736	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	26,406	26,406	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	994,155	1,003,425	-	-	-	-	-	-	-	-
*Percentage Increase over prior year			-100.00%	0.00%	0.00%	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	994,155	1,003,425	-	-	-	-	-	-	-	-
*Percentage Increase over prior year			-100.00%	0.00%	0.00%	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
SOURCES OF FUNDING (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(510)	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(66)	(66)	-	-	-	-	-	-	-	-
Transfer from Own Funds	(35,000)	(44,780)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(35,576)	(44,846)	-	-	-	-	-	-	-	-
REQUISITION	(958,579)	(958,579)	-	-	-	-	-	-	-	-
*Percentage Increase over prior year			-100.00%	0.00%	0.00%	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
PARTICIPANTS: Victoria, Saanich, Oak Bay										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

3.713 East Coast Interceptor Sewer Asset and Reserve Summary
Summary Schedule
2021 - 2025 Financial Plan

Asset Profile

East 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	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Maintenance Reserves	236,286	-	-	-	-	-
Equipment Replacement Fund	408,117	-	-	-	-	-
Total projected year end balance	644,402	-	-	-	-	-

See attached reserve schedules for projected annual cash flows.

**3.713 East Coast Interceptor
Operating Reserve Summary
2021 - 2025 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

Operating Reserve Schedule Fund: 1500 Fund Center: 105203	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	268,296	236,286	-	-	-	-
Planned Purchase	(44,780)	-	-	-	-	-
Transfer to 3.717 Operating Reserve Fund		(236,286)				
Transfer from Ops Budget	8,670	-	-	-	-	-
Interest Income*	4,100	-	-	-	-	-
Total projected year end balance	236,286	-	-	-	-	-

* 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
2021 - 2025 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 Fund: 1022 Fund Center: 101457	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	484,420	408,117	-	-	-	-
Planned Purchase (Based on Capital Plan)	(100,000)	-	-	-	-	-
Transfer to 3.717 Equipment Replacement Reserve	-	(408,117)	-	-	-	-
Transfer IN (from Ops Budget)	17,736	-	-	-	-	-
Interest Income*	5,961	-	-	-	-	-
Ending Balance \$	408,117	-	-	-	-	-

Balance transferred to amalgamated core area wastewater service equipment reserve fund.

CAPITAL REGIONAL DISTRICT

2021 BUDGET

North East Trunk 2 (Bowker)

COMMITTEE OF THE WHOLE

OCTOBER 2020

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

Service: 3.715 North East Trunk 2 (Bowker)

COMMITTEE: ENVIRONMENT

COST SHARING ALLOCATION

	2016	2017	2018	2019	2020
Victoria	68.57%	65.97%	68.31%	68.31%	69.90%
Saanich	4.46%	4.77%	4.62%	4.62%	4.14%
Oak Bay	26.97%	29.26%	27.07%	27.07%	25.96%
	100%	100%	100%	100%	100%

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				
<u>OPERATING COSTS:</u>										
Allocations	343,222	327,818	-	-	-	-	-	-	-	-
Operating - Other Costs	144,442	129,315	-	-	-	-	-	-	-	-
Consultant Expenses	2,081	-	-	-	-	-	-	-	-	-
Contract For Services	29,156	50,635	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	518,901	507,768	-	-	-	-	-	-	-	-
*Percentage Increase over prior year	0.00%	-2.15%	-100.00%	0.00%	0.00%	-100.00%	-	-	-	-
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	7,491	18,624	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	7,491	18,624	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	526,392	526,392	-	-	-	-	-	-	-	-
*Percentage Increase over prior year	0.00%	0.00%	-100.00%	0.00%	0.00%	-100.00%	-	-	-	-
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	526,392	526,392	-	-	-	-	-	-	-	-
*Percentage Increase over prior year	0.00%	0.00%	-100.00%	0.00%	0.00%	-100.00%	-	-	-	-
SOURCES OF FUNDING (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(30)	(30)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	(25,000)	(25,000)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(25,030)	(25,030)	-	-	-	-	-	-	-	-
REQUISITION	(501,362)	(501,362)	-	-	-	-	-	-	-	-
*Percentage Increase over prior year	0.00%	0.00%	-100.00%	0.00%	0.00%	-100.00%	-	-	-	-
PARTICIPANTS: Victoria, Saanich, Oak Bay AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

**3.715 North East Trunk 2
Operating Reserve Summary
2021 - 2025 Financial Plan**

Profile

North East Trunk 2

Maintenance accounts started for operating costs (unexpected maintenance items) that were not incurred annually, but incurred on a irregular basis.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105202	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	334,095	332,813	-	-	-	-
Planned Purchase	(25,000)	-	-	-	-	-
Transfer to 3.717 Operating Reserve Fund	-	(332,813)	-	-	-	-
Transfer from Ops Budget	18,624	-	-	-	-	-
Interest Income*	5,094	-	-	-	-	-
Total projected year end balance	332,813	-	-	-	-	-

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Core Area Wastewater Treatment Operations

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 3.717 Core Area Wastewater Treatment Operations

Committee: Core Area Liquid Waste Management

DEFINITION:

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

SERVICE DESCRIPTION:

This program is for the provision of sub-regional wastewater collection and treatment in the Core Area and Western Communities. Although the largest component of the program budget is for the operation and maintenance of the McLoughlin Point Wastewater Treatment and Residuals Treatment Plants and conveyance systems, many other key programs are funded through and support these budgets including engineering (capital projects), odour control, and marine monitoring and protection.

PARTICIPATION:

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

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

See Debt Budget 3.798C

AUTHORIZATION:

N/A

FUNDING:

Requisition

RESERVE FUND:

N/A

3.717 - CORE AREA WASTEWATER OPERATIONS			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS:										
Allocation - IWS Operations	-	-	7,113,781	-	-	7,113,781	7,250,916	7,395,051	7,542,082	7,692,058
Allocation - Standard Overhead	-	-	1,007,283	-	-	1,007,283	1,056,190	1,079,794	1,102,947	1,125,006
Allocation - Enviro Monitoring & Marine Protection Programs	-	-	2,020,558	-	-	2,020,558	2,064,152	2,105,447	2,147,547	2,190,511
Contracts for Services - RTF Payments & Biosolids	-	-	5,832,978	-	124,527	5,957,505	6,112,313	6,245,157	6,380,855	6,528,152
Operating - Other	-	-	1,652,632	-	100,000	1,752,632	1,658,282	1,691,562	1,725,514	1,760,143
Repairs & Maintenance	-	-	1,822,892	-	-	1,822,892	2,215,232	1,888,306	2,355,053	3,281,562
Electricity & Utilities	-	-	4,349,026	-	-	4,349,026	4,344,764	4,440,417	4,538,460	4,638,968
Supplies - Chemical & Other	-	-	4,212,404	-	-	4,212,404	4,306,612	4,405,849	4,507,331	4,611,311
TOTAL OPERATING COSTS	-	-	28,011,554	-	224,527	28,236,081	29,008,461	29,251,583	30,299,789	31,827,711
*Percentage Increase over prior year							2.74%	0.84%	3.58%	5.04%
RESERVE:										
Transfer to Operating Reserve	-	-	1,026,086	-	-	1,026,086	1,046,608	1,067,540	1,088,891	1,110,669
Transfer to Equipment Replacement Fund	-	-	276,461	-	-	276,461	281,990	287,630	293,382	299,250
TOTAL RESERVES	-	-	1,302,547	-	-	1,302,547	1,328,598	1,355,170	1,382,273	1,409,919
TOTAL COSTS	-	-	29,314,101	-	224,527	29,538,628	30,337,059	30,606,753	31,682,062	33,237,630
*Percentage Increase over prior year							2.70%	0.89%	3.51%	4.91%
Internal Recoveries	-	-	(1,100,000)	-	-	(1,100,000)	(1,122,000)	(1,144,440)	(1,167,329)	(1,190,675)
OPERATING COSTS LESS INTERNAL RECOVERIES	-	-	28,214,101	-	224,527	28,438,628	29,215,059	29,462,313	30,514,733	32,046,955
*Percentage Increase over prior year							2.73%	0.85%	3.57%	5.02%
REVENUE:										
Grants In Lieu of Taxes	-	-	(823,404)	-	-	(823,404)	(861,517)	(861,517)	(861,517)	(861,517)
Transfer from Operating Reserve	-	-	-	-	(70,000)	(70,000)	(437,482)	(75,000)	(505,482)	(1,395,000)
TOTAL REVENUE	-	-	(823,404)	-	(70,000)	(893,404)	(1,298,999)	(936,517)	(1,366,999)	(2,256,517)
REQUISITION	-	-	(27,390,697)	-	(154,527)	(27,545,224)	(27,916,060)	(28,525,796)	(29,147,734)	(29,790,438)
*Percentage Increase over prior year							1.35%	2.18%	2.18%	2.20%
PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich, View Royal, Colwood, Langford, Esquimalt FN, Songhees FN										

3.717 Core Area Wastewater Asset and Reserve Summary
Summary Schedule
2021 - 2025 Financial Plan

Asset Profile

Core Area Wastewater Operations

Construction of the Core Area Wastewater Treatment Plant, Residuals Treatment Plant, pump stations and conveyance systems will be completed in 2020. The treatment plants, pump stations and conveyance systems provide tertiary wastewater treatment to the Core Area and Westshore Communities.

Summary

CAWW Reserve/Fund Summary	Estimate	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Maintenance Reserves	-	3,500,035	4,109,161	5,101,701	5,685,110	5,400,779
Equipment Replacement Fund	-	3,502,172	3,581,825	3,869,455	3,960,500	3,659,750
Total projected year end balance	-	7,002,207	7,690,986	8,971,156	9,645,610	9,060,529

See attached reserve schedules for projected annual cash flows.

3.717 Core Area Wastewater Operations
Operating Reserve Summary
2021 - 2025 Financial Plan

Profile

Core Area Wastewater Operations

Starting in 2021, the operating reserve account is established for operating and maintenance activities that typically do not occur annually. These maintenance activities are large expenses and to avoid large swings in the operating budget, funds are set aside annually to undertake this maintenance.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105543	Estimate	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	-	-	3,500,035	4,109,161	5,101,701	5,685,110
Planned Purchase	-	(70,000)	(437,482)	(75,000)	(505,482)	(1,395,000)
Transfer from Ops Budget	-	1,026,086	1,046,608	1,067,540	1,088,891	1,110,669
Transfer from Ops reserve 3.710	-	1,028,351	-	-	-	-
Transfer from Ops reserve 3.712	-	946,499	-	-	-	-
Transfer from Ops reserve 3.713	-	236,286	-	-	-	-
Transfer from Ops reserve 3.715	-	332,813	-	-	-	-
Interest Income*	-	-	-	-	-	-
Total projected year end balance	-	3,500,035	4,109,161	5,101,701	5,685,110	5,400,779

* 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.

**3.717 Core Area Wastewater
Equipment Replacement Reserve Fund Schedule
2021 - 2025 Financial Plan**

ERF Reserve Fund Schedule CAWW

ERF: CAWW Fund for Equipment Replacement

ERF Reserve to fund replacement of equipment that lasts less than 15 years in the CAWW System. Example motors, pumps etc.

Equipment Replacement Fund- CAWW Fund: 1022 Fund Center: 102229	Estimate	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	-	-	3,502,172	3,581,825	3,869,455	3,960,500
Planned Purchase (Based on Capital Plan)	-	-	(202,337)	-	(202,337)	(600,000)
Transfer IN (from Ops Budget)	-	276,461	281,990	287,630	293,382	299,250
Transfer from ERF reserve 3.710	-	1,944,275	-	-	-	-
Transfer from ERF reserve 3.712	-	873,319	-	-	-	-
Transfer from ERF reserve 3.713	-	408,117	-	-	-	-
Interest Income*	-	-	-	-	-	-
Ending Balance \$	-	3,502,172	3,581,825	3,869,455	3,960,500	3,659,750

Assumptions/Background:

Transfer remaining balance from trunk budgets to fund amalgamated Core Area Wastewater service equipment reserve fund.

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Debt - Core Area Wastewater Treatment Program

COMMITTEE OF THE WHOLE

OCTOBER 2020

3.798C - CORE AREA WASTEWATER CAPITAL	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST			FUTURE PROJECTIONS			
			2021 CORE BUDGET	ongoing	one time	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL
OPERATING COSTS:									
Viewfield Property Operations	150,350	112,827	-	-	-	-	-	-	-
Salaries & wages	1,774,170	1,396,589	-	-	-	-	-	-	-
Allocations	1,013,297	692,889	-	-	-	-	-	-	-
Contract for services	1,171,500	1,171,500	-	-	-	-	-	-	-
Operating expenses	2,079,091	1,326,411	-	-	-	-	-	-	-
Supplies	459,589	481,777	-	-	-	-	-	-	-
WTP Pre-Operation and Operating Costs	6,497,647	5,069,166	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	6,647,997	5,181,993	-	-	-	-	-	-	-
CAPITAL / RESERVE									
Transfer to Operating Reserve	6,647,970	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Reserve	727,918	-	-	-	-	-	-	-	-
Transfer to CAWTP Capital	16,749,355	30,940,930	-	-	-	-	-	-	-
Transfer to RTF Capital	-	-	5,529,745	-	-	5,529,745	5,529,745	5,529,745	5,529,745
Transfer to Capital Replacement Reserve	-	-	2,721,119	-	-	2,721,119	2,721,119	2,721,119	2,721,119
Transfer to WTP Debt Retirement Reserve	-	-	6,318,949	-	-	6,318,949	4,590,106	4,590,106	630,000
TOTAL CAPITAL / RESERVES	24,125,243	30,940,930	14,569,813	-	-	14,569,813	12,840,970	12,840,970	8,880,864
CAWTP Debt	6,362,080	4,929,887	6,277,610	-	-	6,277,610	8,006,453	8,006,452	11,966,559
CAWW Debt	-	-	-	-	-	-	887,158	1,640,048	2,223,921
Total Debt Expenditures	6,362,080	4,929,887	6,277,610	-	-	6,277,610	8,893,611	9,646,500	14,190,480
MFA Debt Reserve	214,619	14,619	315,710	-	117,000	432,710	113,710	91,710	104,710
TOTAL OPERATING COSTS	37,349,939	41,067,429	21,163,133	-	117,000	21,280,133	21,848,291	22,579,180	23,176,054
*Percentage Increase over prior year						-43.0%	2.7%	3.3%	2.6%
FUNDING SOURCES (REVENUE)									
Operating Surplus	-	724,602	-	-	-	-	-	-	-
Surplus Balance carry forward	-	-	(724,602)	-	-	(724,602)	-	-	-
Transfer from Own funds	(840,000)	(840,000)	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,019,719)	(1,019,719)	(540,451)	-	-	(540,451)	(540,451)	(540,451)	(540,451)
Revenue - Other	(490,220)	(221,377)	(20,220)	-	-	(20,220)	(20,220)	(20,220)	(20,220)
Gain on sale of property	-	(4,710,935)	-	-	-	-	-	-	-
TOTAL REVENUE	(2,349,939)	(6,067,429)	(1,285,273)	-	-	(1,285,273)	(560,671)	(560,671)	(560,671)
REQUISITION	(35,000,000)	(35,000,000)	(19,877,860)	-	(117,000)	(19,994,860)	(21,287,620)	(22,018,509)	(22,615,383)
*Percentage Increase over prior year requisition						-42.9%	6.5%	3.4%	2.7%
PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich, View Royal, Colwood, Langford, Esquimalt FN, Songhees FN									

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

Service No.	3.798C Core Area Wastewater	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$7,128,745	\$35,200,000	\$19,125,264	\$14,891,918	\$16,743,472	\$18,445,066	\$104,405,720	
Vehicles	\$425,000	\$425,000	\$0	\$0	\$0	\$0	\$425,000	
	\$7,553,745	\$35,625,000	\$19,125,264	\$14,891,918	\$16,743,472	\$18,445,066	\$104,830,720	

SOURCE OF FUNDS

Capital Funds on Hand	\$7,553,745	\$7,553,745	\$7,385,264	\$5,591,918	\$5,593,472	\$5,595,066	\$31,719,465	
Debenture Debt (New Debt Only)	\$0	\$28,071,255	\$11,740,000	\$9,300,000	\$11,150,000	\$12,850,000	\$73,111,255	
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	\$7,553,745	\$35,625,000	\$19,125,264	\$14,891,918	\$16,743,472	\$18,445,066	\$104,830,720	

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 3.798C

Service Name: Core Area Wastewater Capital

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
McLOUGHLIN WASTEWATER TREATMENT PLANT													
The new McLoughlin WWTP is being commissioned and should be fully operational by December 31, 2020. This is a new facility and should not require any significant projects in the first several years, but some upgrades may be required to improve operational performance and/or health and safety issues that may become known after the plant is in full operation.													
16-01	New	CAWTP	Wastewater Treatment Project (including WWTP, RTF, Conveyance)	\$211,900,000	S	Cap	\$7,128,745	\$7,128,745	\$7,385,264	\$5,591,918	\$5,593,472	\$5,595,066	\$31,294,465
16-01	New	CAWTP	Wastewater Treatment Project (including WWTP, RTF, Conveyance)	\$101,100,000	S	Debt	\$0	\$16,371,255	\$0	\$0	\$0	\$0	\$16,371,255
20-02	New	New Fleet Purchases	9 new vehicles (3 EIC, 3 mechanical trades, 3 operations); 1 spider crane; 1 scissor lift; 1 portable hoist	\$850,000	V	Cap	\$425,000	\$425,000	\$0	\$0	\$0	\$0	\$425,000
PUMP STATIONS													
21-01	Renewal	Lang Cove Electrical and Building Upgrades	Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace PLC, SCADApack, communications), and building upgrades.	\$350,000	S	Debt	\$0	\$100,000	\$250,000	\$0	\$0	\$0	\$350,000
21-02	Renewal	Marigold Electrical and Building Upgrades	Renewals are based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades.	\$2,250,000	S	Debt	\$0	\$400,000	\$1,850,000	\$0	\$0	\$0	\$2,250,000
21-03	Renewal	Currie Major Electrical and Siesmic Upgrades	Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace VFDs, PLC, SCADApack, communications), seismic upgrades and driveway repairs. Assessment and VFD replacement in 2021 and other upgrades in 2022.	\$2,300,000	S	Debt	\$0	\$400,000	\$0	\$0	\$1,900,000	\$0	\$2,300,000
21-04	Renewal	Craigflower Odour Control Upgrade	Increasing flows and off-gassing from the cortex drop are generating higher odours than expected. Improvements are required to mitigate odours and address health and safety concerns.	\$400,000	S	Debt	\$0	\$400,000	\$0	\$0	\$0	\$0	\$400,000
21-05	Replacement	Harling PS - Complete Replacement	Replacement of Harling Point PS is based on Delcan's 2013 condition assessment. The preliminary design was completed in 2018. Detailed Design will be completed in 2021 and construction in 2022.	\$1,900,000	S	Debt	\$0	\$200,000	\$1,700,000	\$0	\$0	\$0	\$1,900,000
22-01	Renewal	Odour Control HVAC Testing and Balancing	Based upon KWL's 2018 condition assessment review, upgrades are required to several odour control facilities (ie. carbon scrubbers, bioxide injection, etc). In addition, HVAC testing & balancing and process narratives are required.	\$200,000	S	Debt	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
24-01	Renewal	Trent PLC Upgrade	The PLC needs to be upgraded to meet new software standards.	\$250,000	S	Debt	\$0	\$0	\$0	\$0	\$250,000	\$0	\$250,000
24-02	Renewal	Hood Mechanical and Electrical Renewal	Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump replacement, installation of a new valve chamber, RTU upgrade, and site improvements.	\$420,000	S	Debt	\$0	\$0	\$0	\$0	\$420,000	\$0	\$420,000
24-03	Renewal	Currie Minor Mechanical and Electrical Renewal	Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacement.	\$230,000	S	Debt	\$0	\$0	\$0	\$0	\$230,000	\$0	\$230,000
24-04	Renewal	Humber Electrical and Mechanical Renewal	Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.	\$290,000	S	Debt	\$0	\$0	\$0	\$0	\$290,000	\$0	\$290,000
24-05	Renewal	Rutland Electrical and Mechanical Renewal	Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.	\$290,000	S	Debt	\$0	\$0	\$0	\$0	\$290,000	\$0	\$290,000
24-06	Renewal	Penrhyn Electrical and Mechanical Renewal	Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes electrical (replace PLC and MCC), mechanical (replace pumps and upgrade HVAC), and structural/building upgrades.	\$670,000	S	Debt	\$0	\$0	\$0	\$0	\$120,000	\$550,000	\$670,000
GRAVITY SEWERS AND MANHOLES													
21-06	Renewal	Shoreline Trunk Sewer Upgrade	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet.	\$2,400,000	S	Debt	\$0	\$100,000	\$100,000	\$2,000,000	\$0	\$0	\$2,200,000

FIVE YEAR FINANCIAL PLAN														
Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total	
21-07	New	Western Trunk Sewer Twinning	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon. Complete an options study in 2021/22 and detailed design/construction between 2026-2030.	\$15,000,000	S	Debt	\$0	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$400,000
21-08	Replacement	Boundary Odour Control Replacement	The Boundary UV odour control unit has failed. Based on the 2018 KWL Odour Control Assessment review, a new carbon scrubber located closer to Gorge Siphon inlet chamber maybe more effective.	\$400,000	S	Debt	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000
21-09	Renewal	Bowker Sewer Rehabilitation	Based on results of CCTV inspection about 1,685m of sewer from North Dairy to Richmond and 1,860m from Foul Bay to Currie PS needs to be relined.	\$8,600,000	S	Debt	\$0	\$4,300,000	\$4,300,000	\$0	\$0	\$0	\$0	\$8,600,000
21-10	Renewal	Sewer Cleaning and Inspection	Regional sewers should be cleaned and inspected on a 5-year cycle. The trunk sewers from Prospect to Currie PS and from Bushby to Clover PS will be inspected in 2021. The 5-year cycle will recommence in 2024.	\$450,000	S	Debt	\$0	\$150,000	\$0	\$0	\$150,000	\$150,000	\$150,000	\$450,000
21-11	Renewal	Manhole Repairs and Replacement	Based upon CCTV and staff inspections on manholes, high priority repairs and replacement of deteriorated MH's will start in 2021.	\$1,500,000	S	Debt	\$0	\$500,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,500,000
23-01	Renewal	Cecelia Ravine Pipe Protection	Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe.	\$300,000	S	Debt	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000
PRESSURE PIPES AND APPURTENANCES														
21-12	Renewal	Gorge Siphon Inlet Chamber Upgrade	The control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.	\$500,000	S	Debt	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000
21-13	New	Craigflower Forcemain Twinning	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet.	\$9,600,000	S	Debt	\$0	\$300,000	\$300,000	\$4,500,000	\$4,500,000	\$0	\$0	\$9,600,000
21-14	Renewal	Marigold Siphon Assessment	The Marigold Siphon section is a pressurized (pre-stressed concrete pipe), nearing 50 years old, and has never been assessed. Assessment and eventual replacement of the pipe is required.	\$8,300,000	S	Debt	\$0	\$400,000	\$0	\$0	\$0	\$7,900,000	\$7,900,000	\$8,300,000
22-02	Renewal	Gorge and Harriet Siphon Assessment	The Gorge and Harriet Siphons are ductile iron pipe, nearing 50 years old, and have never been flushed or assessed. Flushing and assessment of the pipe is required.	\$250,000	S	Debt	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000
23-02	Renewal	Penrhyn Siphon Assessment	The Penrhyn Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.	\$400,000	S	Debt	\$0	\$0	\$0	\$400,000	\$0	\$0	\$0	\$400,000
24-07	Renewal	Parsons Siphon Assessment	The Parsons Siphons are PVC and steel pipe, and have never been flushed or assessed. Flushing and assessment of the pipe is required.	\$400,000	S	Debt	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000
25-01	Renewal	Admirals Siphon Assessment	The Admirals Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.	\$400,000	S	Debt	\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000	\$400,000
FLOW METERS														
21-15	Replacement	Parsons Meter Replacement	Based on KWL's 2018-19 Flow Meter Audit review, Parsons meter is to be replaced with two doppler meters and one magmeter on Wilfert PS (includes install of meters, kiosk and conduit).	\$250,000	S	Debt	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
21-16	New	Gorge & Chapman Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetred Gorge and Chapman catchments. Includes installation of new metering manhole.	\$130,000	S	Debt	\$0	\$130,000	\$0	\$0	\$0	\$0	\$0	\$130,000
21-17	New	Esquimalt Nation Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new custom weir, kiosk and conduit to measure the unmetred Esquimalt Nation catchment.	\$200,000	S	Debt	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
21-18	New	Shoreline Trunk Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetred Shoreline catchment. Includes installation of FloDar meter, kiosk and conduit.	\$240,000	S	Debt	\$0	\$50,000	\$190,000	\$0	\$0	\$0	\$0	\$240,000
21-19	New	Selkirk Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flume meter to measure the unmetred Selkirk catchment (install weir, kiosk and conduit).	\$190,000	S	Debt	\$0	\$190,000	\$0	\$0	\$0	\$0	\$0	\$190,000
21-20	Replacement	Haultain, Hereward, Langford Replacement	Based on KWL's 2018-19 Flow Meter Audit review, ultrasonic meters are to be replaced with new LUT-440 models.	\$40,000	S	Debt	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
21-21	Replacement	Penrhyn Meter	Based on KWL's 2018-19 Flow Meter Audit review, the ADFM insertion probe meter is damaged and needs to be replaced.	\$90,000	S	Debt	\$0	\$90,000	\$0	\$0	\$0	\$0	\$0	\$90,000
GENERAL														
21-22	Study	Asset Management Plan Update	Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.	\$250,000	S	Debt	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
21-23	Study	DCC Program Development	With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw.	\$400,000	S	Debt	\$0	\$300,000	\$100,000	\$0	\$0	\$0	\$0	\$400,000
21-24	Renewal	Record Drawing and Wastewater Agreement Updates	The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.	\$500,000	S	Debt	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
21-25	Renewal	SCADA and Radio Assessment	Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements. Replacement will happen over many years commencing in 2022.	\$3,150,000	S	Debt	\$0	\$150,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$3,150,000

FIVE YEAR FINANCIAL PLAN													
Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
22-03	Renewal	Acquisition of Outstanding Right-of-Ways	Some of the infrastructure is located on privately owned land that do not have right-of-ways. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition.	\$1,200,000	S	Debt	\$0	\$0	\$200,000	\$0	\$0	\$1,000,000	\$1,200,000
21-26	Replacement	Annual Provisional Emergency Repairs	Unforeseen and unplanned emergency repairs can occur which require immediate attention.	\$5,000,000	S	Debt	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000
OUTFALLS													
24-08	Renewal	Clover Point Outfall Retrofit	The existing outfall will see a significant reduction in usage once the Clover Point Pump Station is commissioned and wastewater flows up to 3 times ADWF are redirected to the McLoughlin WWTP. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on expected limited use instead of current continuous use.	\$500,000	S	Debt	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
25-02	Renewal	Macaulay Point Outfall Retrofit	A section of coating the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and modify the deep outfall.	\$750,000	S	Debt	\$0	\$0	\$0	\$0	\$0	\$750,000	\$750,000
RESIDUAL SOLIDS													
21-27	New	Biosolids Beneficial Use Building	Modular storage facility for mixing biosolids for application at Hartland.	\$300,000	S	Debt	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
21-28	New	Lafarge Biosolids Receiving	Lafarge Biosolids Receiving Silo Interconnect or Purchase of two used Pneumatic Bulk Trailers	\$250,000	S	Debt	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000
21-29	Renewal	Quonset removal	Demo old storage facility	\$50,000	S	Debt	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
GRAND TOTAL				\$385,390,000			\$7,553,745	\$35,625,000	\$19,125,264	\$14,891,918	\$16,743,472	\$18,445,066	\$104,830,720

Service: 3.798C

Core Area Wastewater Capital

Proj. No. 16-01

Capital Project Title CAWTP

Capital Project Description Wastewater Treatment Project (including WWTP, RTF, Conveyance)

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale 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.

- 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.
- 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.
- 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.

The project will cost \$775 million and the federal and provincial governments are assisting the Capital Regional District in funding this project.

Proj. No. 20-02

Capital Project Title New Fleet Purchases

Capital Project Description 9 new vehicles (3 EIC, 3 mechanical trades, 3 operations); 1 spider crane; 1 scissor lift; 1 portable hotsy

Asset Class V

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Capital purchases required for integration with CRD operations and wastewater treatment system start-up. Purchases include vehicles and equipment.

Proj. No. 21-01

Capital Project Title Lang Cove Electrical and Building Upgrades

Capital Project Description Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace PLC, SCADApack, communications), and building upgrades.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace PLC, SCADApack, communications), and building upgrades.

Proj. No. 21-02

Capital Project Title Marigold Electrical and Building Upgrades

Capital Project Description Renewals are based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Renewals are based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades.

Service: 3.798C

Core Area Wastewater Capital

Proj. No. 21-03

Capital Project Title Currie Major Electrical and Siesmic Upgrades

Capital Project Description Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace VFDs, PLC, SCADApack, communications), seismic upgrades and driveway repairs. Assessment and VFD replacement in 2021 and other upgrades in 2022.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace VFDs, PLC, SCADApack, communications), seismic upgrades and driveway repairs. Assessment and VFD replacement in 2021 and other upgrades in 2022.

Proj. No. 21-04

Capital Project Title Craighflower Odour Control Upgrade

Capital Project Description Increasing flows and off-gassing from the cortex drop are generating higher odours than expected. Improvements are required to mitigate odours and address health and safety concerns.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Increasing flows and off-gassing from the cortex drop are generating higher odours than expected. Improvements are required to mitigate odours and address health and safety concerns.

Proj. No. 21-05

Capital Project Title Harling PS - Complete Replacement

Capital Project Description Replacement of Harling Point PS is based on Delcan's 2013 condition assessment. The preliminary design was completed in 2018. Detailed Design will be completed in 2021 and construction in 2022.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Replacement of Harling Point PS is based on Delcan's 2013 condition assessment. The preliminary design was completed in 2018. Detailed Design will be completed in 2021 and construction in 2022.

Proj. No. 22-01

Capital Project Title Odour Control HVAC Testing and Balancing

Capital Project Description Based upon KWL's 2018 condition assessment review, upgrades are required to several odour control facilities (ie. carbon scrubbers, bioxide injection, etc). In addition, HVAC testing & balancing and process narratives are required.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Based upon KWL's 2018 condition assessment review, upgrades are required to several odour control facilities (ie. carbon scrubbers, bioxide injection, etc). In addition, HVAC testing & balancing and process narratives are required.

Proj. No. 24-01

Capital Project Title Trent PLC Upgrade

Capital Project Description The PLC needs to be upgraded to meet new software standards.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale The PLC needs to be upgraded to meet new software standards and maintain reliability.

Service: 3.798C

Core Area Wastewater Capital

Proj. No. 24-02

Capital Project Title Hood Mechanical and Electrical Renewal

Capital Project Description Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump replacement, installation of a new valve chamber, RTU upgrade, and site improvements.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump replacement, installation of a new valve chamber, RTU upgrade, and site improvements.

Proj. No. 24-03

Capital Project Title Currie Minor Mechanical and Electrical Renewal

Capital Project Description Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacement.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacement.

Proj. No. 24-04

Capital Project Title Humber Electrical and Mechanical Renewal

Capital Project Description Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.

Proj. No. 24-05

Capital Project Title Rutland Electrical and Mechanical Renewal

Capital Project Description Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.

Proj. No. 24-06

Capital Project Title Penrhyn Electrical and Mechanical Renewal

Capital Project Description Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes electrical (replace PLC and MCC), mechanical (replace pumps and upgrade HVAC), and structural/building upgrades.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes electrical (replace PLC and MCC), mechanical (replace pumps and upgrade HVAC), and structural/building upgrades.

Service: 3.798C **Core Area Wastewater Capital**

Proj. No. 21-06 **Capital Project Title** Shoreline Trunk Sewer Upgrade **Capital Project Description** The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet.

Asset Class S **Board Priority Area** Climate Action & Environmental Stewardship **Corporate Priority Area** Wastewater

Project Rationale *The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet.*

Proj. No. 21-07 **Capital Project Title** Western Trunk Sewer Twinning **Capital Project Description** The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon. Complete an options study in 2021/22 and detailed design/construction between 2026-2030.

Asset Class S **Board Priority Area** Climate Action & Environmental Stewardship **Corporate Priority Area** Wastewater

Project Rationale *The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon. Complete an options study in 2021/22 and detailed design/construction between 2026-2030.*

Proj. No. 21-08 **Capital Project Title** Boundary Odour Control Replacement **Capital Project Description** The Boundary UV odour control unit has failed. Based on the 2018 KWL Odour Control Assessment review, a new carbon scrubber located closer to Gorge Siphon inlet chamber maybe more effective.

Asset Class S **Board Priority Area** Climate Action & Environmental Stewardship **Corporate Priority Area** Wastewater

Project Rationale *The Boundary UV odour control unit has failed. Based on the 2018 KWL Odour Control Assessment review, a new carbon scrubber located closer to Gorge Siphon inlet chamber maybe more effective.*

Proj. No. 21-09 **Capital Project Title** Bowker Sewer Rehabilitation **Capital Project Description** Based on results of CCTV inspection about 1,685m of sewer from North Dairy to Richmond and 1,860m from Foul Bay to Currie PS needs to be relined.

Asset Class S **Board Priority Area** Climate Action & Environmental Stewardship **Corporate Priority Area** Wastewater

Project Rationale *Based on results of CCTV inspection about 1,685m of sewer from North Dairy to Richmond and 1,860m from Foul Bay to Currie PS needs to be relined.*

Service: 3.798C

Core Area Wastewater Capital

Proj. No. 21-10

Capital Project Title Sewer Cleaning and Inspection

Capital Project Description Regional sewers should be cleaned and inspected on a 5-year cycle. The trunk sewers from Prospect to Currie PS and from Bushby to Clover PS will be inspected in 2021. The 5-year cycle will recommence in 2024.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Regional sewers should be cleaned and inspected on a 5-year cycle. The trunk sewers from Prospect to Currie PS and from Bushby to Clover PS will be inspected in 2021. The 5-year cycle will recommence in 2024.

Proj. No. 21-11

Capital Project Title Manhole Repairs and Replacement

Capital Project Description Based upon CCTV and staff inspections on manholes, high priority repairs and replacement of deteriorated MH's will start in 2021.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Based upon CCTV and staff inspections on manholes, high priority repairs and replacement of deteriorated MH's will start in 2021.

Proj. No. 23-01

Capital Project Title Cecelia Ravine Pipe Protection

Capital Project Description Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe.

Proj. No. 21-12

Capital Project Title Gorge Siphon Inlet Chamber Upgrade

Capital Project Description The control gates are siezed on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale The control gates are siezed on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.

Proj. No. 21-13

Capital Project Title Craigflower Forcemain Twinning

Capital Project Description The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet.

Service: 3.798C

Core Area Wastewater Capital

Proj. No. 21-14

Capital Project Title Marigold Siphon Assessment

Capital Project Description The Marigold Siphon section is a pressurized (pre-stressed concrete pipe), nearing 50 years old, and has never been assessed. Assessment and eventual replacement of the pipe is required.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *The Marigold Siphon section is a pressurized (pre-stressed concrete pipe), nearing 50 years old, and has never been assessed. Assessment and eventual replacement of the pipe is required.*

Proj. No. 22-02

Capital Project Title Gorge and Harriet Siphon Assessment

Capital Project Description The Gorge and Harriet Siphons are ductile iron pipe, nearing 50 years old, and have never been flushed or assessed. Flushing and assessment of the pipe is required.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *The Gorge and Harriet Siphons are ductile iron pipe, nearing 50 years old, and have never been flushed or assessed. Flushing and assessment of the pipe is required.*

Proj. No. 23-02

Capital Project Title Penrhyn Siphon Assessment

Capital Project Description The Penrhyn Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *The Penrhyn Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.*

Proj. No. 24-07

Capital Project Title Parsons Siphon Assessment

Capital Project Description The Parsons Siphons are PVC and steel pipe, and have never been flushed or assessed. Flushing and assessment of the pipe is required.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *The Parsons Siphons are PVC and steel pipe, and have never been flushed or assessed. Flushing and assessment of the pipe is required.*

Proj. No. 25-01

Capital Project Title Admirals Siphon Assessment

Capital Project Description The Admirals Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *The Admirals Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.*

Service: 3.798C **Core Area Wastewater Capital**

Proj. No. 21-15	Capital Project Title Parsons Meter Replacement	Capital Project Description Based on KWL's 2018-19 Flow Meter Audit review, Parsons meter is to be replaced with two doppler meters and one magmeter on Wilfert PS (includes install of meters, kiosk and conduit).
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale Based on KWL's 2018-19 Flow Meter Audit review, Parsons meter is to be replaced with two doppler meters and one magmeter on Wilfert PS (includes install of meters, kiosk and conduit).		

Proj. No. 21-16	Capital Project Title Gorge & Chapman Meter	Capital Project Description Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetred Gorge and Chapman catchments. Includes installation of new metering manhole.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetred Gorge and Chapman catchments. Includes installation of new metering manhole.		

Proj. No. 21-17	Capital Project Title Esquimalt Nation Meter	Capital Project Description Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new custom weir, kisok and conduit to measure the unmetred Esquimalt Nation catchment.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new custom weir, kisok and conduit to measure the unmetred Esquimalt Nation catchment.		

Proj. No. 21-18	Capital Project Title Shoreline Trunk Meter	Capital Project Description Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetred Shoreline catchment. Includes installation of FloDar meter, kiosk and conduit.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetred Shoreline catchment. Includes installation of FloDar meter, kiosk and conduit.		

Proj. No. 21-19	Capital Project Title Selkirk Meter	Capital Project Description Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flume meter to measure the unmetred Selkirk catchment (install weir, kiosk and conduit).
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flume meter to measure the unmetred Selkirk catchment (install weir, kiosk and conduit).		

Service: 3.798C

Core Area Wastewater Capital

Proj. No. 21-20

Capital Project Title Haultain, Hereward, Langford Replacement

Capital Project Description Based on KWL's 2018-19 Flow Meter Audit review, ultrasonic meters are to be replaced with new LUT-440 models.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Based on KWL's 2018-19 Flow Meter Audit review, ultrasonic meters are to be replaced with new LUT-440 models.

Proj. No. 21-21

Capital Project Title Penrhyn Meter

Capital Project Description Based on KWL's 2018-19 Flow Meter Audit review, the ADFM insertion probe meter is damaged and needs to be replaced.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Based on KWL's 2018-19 Flow Meter Audit review, the ADFM insertion probe meter is damaged and needs to be replaced.

Proj. No. 21-22

Capital Project Title Asset Management Plan Update

Capital Project Description Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.

Proj. No. 21-23

Capital Project Title DCC Program Development

Capital Project Description With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw.

Service: 3.798C

Core Area Wastewater Capital

Proj. No. 21-24

Capital Project Title Record Drawing and Wastewater Agreement Updates

Capital Project Description The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.*

Proj. No. 21-25

Capital Project Title SCADA and Radio Assessment

Capital Project Description Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements. Replacement will happen over many years commencing in 2022.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements.*

Proj. No. 22-03

Capital Project Title Acquisition of Outstanding Right-of-Ways

Capital Project Description Some of the infrastructure is located on privately owned land that do not have right-of-ways. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *Some of the infrastructure is located on privately owned land that do not have right-of-ways. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition.*

Proj. No. 21-26

Capital Project Title Annual Provisional Emergency Repairs

Capital Project Description Unforeseen and unplanned emergency repairs can occur which require immediate attention.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *Funds are required for unforeseen and unplanned emergency repairs can occur which require immediate attention.*

Service: 3.798C

Core Area Wastewater Capital

Proj. No. 24-08

Capital Project Title Clover Point Outfall Retrofit

Capital Project Description The existing outfall will see a significant reduction in usage once the Clover Point Pump Station is commissioned and wastewater flows up to 3 times ADWF are redirected to the McLoughlin WWTP. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on expected limited use instead of current continuous use.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale The existing outfall will see a significant reduction in usage once the Clover Point Pump Station is commissioned and wastewater flows up to 3 times ADWF are redirected to the McLoughlin WWTP. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on expected limited use instead of current continuous use.

Proj. No. 25-02

Capital Project Title Macaulay Point Outfall Retrofit

Capital Project Description A section of coating the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and modify the deep outfall.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale A section of coating the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and modify the deep outfall.

Proj. No. 21-27

Capital Project Title Biosolids Beneficial Use Building

Capital Project Description Modular storage facility for mixing biosolids for application at Hartland.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Required for storage of Biosolids when Lafarge kiln maintenance is underway, estimated 2 months per year.

Proj. No. 21-28

Capital Project Title Lafarge Biosolids Receiving

Capital Project Description Lafarge Biosolids Receiving Silo Interconnect or Purchase of two used Pneumatic Bulk Trailers

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Required for offloading of Biosolids at Lafarge facility

Proj. No. 21-29

Capital Project Title Quonset removal

Capital Project Description Demo old storage facility

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Hartland expansion planned in storage facility location

3.798C Core Area Wastewater Capital Asset and Reserve Summary
Summary Schedule
2021 - 2025 Financial Plan

Asset Profile

Core Area Wastewater Capital

Construction of the Core Area Wastewater Treatment Plant, Residuals Treatment Plant, pump stations and conveyance systems will be completed in 2020. The treatment plants, pump stations and conveyance systems provide tertiary wastewater treatment to the Core Area and Westshore Communities.

Summary

CAWW Capital Reserve/Fund Summary
Projected year end balance

	Estimate	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	-	2,721,119	5,442,239	8,163,358	10,884,478	13,605,597
Debt Repayment reserve	-	7,182,587	12,676,835	18,171,083	19,705,224	25,580,795
Total projected year end balance	-	9,903,706	18,119,074	26,334,441	30,589,702	39,186,392

See attached reserve schedules for projected annual cash flows.

**3.798C Core Area Wastewater Capital
Capital Reserve Fund Schedule
2021 - 2025 Financial Plan**

Capital Reserve Fund Schedule - CAWW Capital

Capital Reserve Fund CAWW

Reserve fund for Core Area Wastewater system capital renewal.

Reserve Fund: 3.798C CAWW Capital Reserve Fund

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	-	-	2,721,119	5,442,239	8,163,358	10,884,478
Planned Capital Expenditure (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Capital Budget	-	2,721,119	2,721,119	2,721,119	2,721,119	2,721,119
Interest Income*	-	-	-	-	-	-
Ending Balance \$	-	2,721,119	5,442,239	8,163,358	10,884,478	13,605,597

Assumptions/Background:

Basis, total planned capital renewal (15 - 25 years) per Stantec \$52.2M.

**3.798C Core Area Wastewater Capital
Debt Reserve Fund Schedule
2021 - 2025 Financial Plan**

Debt Repayment Reserve Fund Schedule - CAWW Capital

Debt Repayment Reserve Fund

Reserve fund for payment of debt servicing costs and repayment of debts issued to fund the Core Area Wastewater Treatment Project.

Reserve Fund: 3.798C CAWW Capital Debt Repayment Reserve Fund

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	-	-	7,182,587	12,676,835	18,171,083	19,705,224
Planned Accelerated Debt Repayment	-	-	-	-	(4,341,430)	-
Transfer from Capital Budget	-	7,182,587	5,494,248	5,494,248	5,875,571	5,875,571
Interest Income*	-	-	-	-	-	-
Ending Balance \$	-	7,182,587	12,676,835	18,171,083	19,705,224	25,580,795

Assumptions/Background:

All CAWTP debts to be repaid on first renewal - year 10.

CAPITAL REGIONAL DISTRICT

2021 BUDGET

IW - Environmental Operations

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 1.577 IW - Environmental Operations

Committee: Core Area Liquid Waste Management

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 2020 to2021 Service: 1.577	Total Expenditure	Comments
2020 Budget	8,070,926	
Change in Salaries:		
CAWW positions budgeted in 2020	1,775,000	Staffing costs budgeted in CAWTP Pre-ops
CAWW Annualization of 2020 IBC	396,000	Annualization of 2020 Staffing costs in CAWTP - Partial year hires in 2020
Base salary change	196,000	Inclusive of collective agreement changes
Step increase/paygrade change	104,000	Positions hired in 2020 in CAWW
FTE New positions	347,000	IBC 8a-1.1 Wastewater Management
Total Change in Salaries	<u>2,818,000</u>	
Other Changes:		
Allocations	189,000	Standard and HR allocation increases
Vehicle costs	92,000	Ops costs for additional vehicles purchased
Supplies, office and general	384,241	Incremental costs associated with staffing count
Transfer to own funds and ERF	<u>72,250</u>	Increased to support equipment and vehicles replacement cycles
Total Other Changes	<u>737,491</u>	
2021 Budget	11,626,417	
% expense increase from 2020:	44.1%	
% Requisition increase from 2020 (if applicable):	0.0%	Requisition funding is (0)% of service revenue

Overall 2020 Budget Performance
(expected variance to budget and surplus treatment)

*2020 Budget to Estimated Actuals:
There is a one time favorable variance of \$309k due mainly to recoveries on salaries and related costs, partially offset by increases in wages and benefits.
This variance will be moved to Operating Reserve Fund, which has an expected year end balance of \$640k before this transfer.*

1.577 - ENVIRONMENTAL SERVICES - OPERATIONS			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	ONGOING	ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
IWS OPERATIONS - OPERATIONS	7,845,803	8,206,720	11,328,794	-	-	11,328,794	11,510,985	11,755,783	12,004,683	12,258,854
TOTAL OPERATING COSTS	7,845,803	8,206,720	11,328,794	-	-	11,328,794	11,510,985	11,755,783	12,004,683	12,258,854
*Percentage Increase over prior year	0.00%	4.60%	44.39%	0.00%	0.00%	44.39%	1.61%	2.13%	2.12%	2.12%
<u>CAPITAL / RESERVE</u>										
Transfer to Own Funds	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	225,123	225,123	297,623	-	-	297,623	297,623	297,623	297,623	297,623
Transfer to Operating Reserve Fund	-	308,676	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	225,123	533,799	297,623	-	-	297,623	297,623	297,623	297,623	297,623
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	8,070,926	8,740,519	11,626,417	-	-	11,626,417	11,808,608	12,053,406	12,302,306	12,556,477
*Percentage Increase over prior year						44.05%	1.57%	2.07%	2.06%	2.07%
Internal Recoveries	(7,978,526)	(8,736,451)	(11,534,017)	-	-	(11,534,017)	(11,716,208)	(11,961,006)	(12,209,906)	(12,464,077)
OPERATING COSTS LESS INTERNAL RECOVERIES	92,400	4,068	92,400	-	-	92,400	92,400	92,400	92,400	92,400
<u>FUNDING SOURCES (REVENUE)</u>										
<u>Surplus / (Deficit)</u>										
Funds Carried Forward										
Recovery other	(92,400)	(4,068)	(92,400)	-	-	(92,400)	(92,400)	(92,400)	(92,400)	(92,400)
TOTAL REVENUE	(92,400)	(4,068)	(92,400)	-	-	(92,400)	(92,400)	(92,400)	(92,400)	(92,400)
REQUISITION	-	-	-	-	-	-	-	-	-	-
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
IWS Operations	44.89	44.89	48.89			67.89	67.89	67.89	67.89	67.89
CAWTP (2020 FTE moved to 1.577 in 2021)	-	-	19.00							

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

Service No.	1.577							
IW - Environmental Operations		Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$779,200	\$604,600	\$418,100	\$311,400	\$379,300	\$2,492,600
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$779,200	\$604,600	\$418,100	\$311,400	\$379,300	\$2,492,600

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	\$779,200	\$604,600	\$418,100	\$311,400	\$379,300	\$2,492,600
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
		\$0	\$779,200	\$604,600	\$418,100	\$311,400	\$379,300	\$2,492,600

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.577

Service Name: IW - Environmental Operations

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-02	Replacement	Replace Computer Equipment	Computer replacements per IT cycle.	\$100,000	E	ERF	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$0	\$80,000
18-03	Replacement	Replace ERF Equipment	End of life replacement equipment; gas techs, mechanical, electrical, SCADA/Controls.	\$150,000	E	ERF	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$0	\$120,000
18-04	Replacement	SCADA Server Infrastructure Upgrade	Upgrade SCADA server to be under IT care/control	\$200,000	E	ERF	\$0	\$80,000	\$80,000	\$0	\$0	\$0	\$160,000
19-01	Replacement	Replace IWOps Vehicle FQS014	Vehicle replacement - end of life	\$40,000	E	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
19-02	Replacement	Replace IWOps Vehicle F00932	Vehicle replacement - end of life	\$150,000	E	ERF	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
19-03	Replacement	Replace IWOps Vehicle F00994	Vehicle replacement - end of life	\$40,400	E	ERF	\$0	\$0	\$0	\$40,400	\$0	\$0	\$40,400
19-05	Replacement	Replace IWOps Vehicle F01081	Vehicle replacement - end of life	\$27,000	E	ERF	\$0	\$0	\$27,000	\$0	\$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	\$0	\$63,000	\$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	\$32,200	E	ERF	\$0	\$32,200	\$0	\$0	\$0	\$0	\$32,200
20-06	Replacement	Replace IWOps Vehicle F12002	Vehicle replacement - end of life	\$35,000	E	ERF	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
20-11	Replacement	Replace IWOps Vehicle F01080	Vehicle replacement - end of life	\$35,000	E	ERF	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
21-02	Replacement	Replace IWOps Vehicle F11033	Vehicle replacement - end of life	\$40,000	E	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
21-03	Replacement	Replace IWOps Vehicle F12029	Vehicle replacement - end of life	\$33,000	E	ERF	\$0	\$33,000	\$0	\$0	\$0	\$0	\$33,000
21-04	Replacement	Replace IWOps Vehicle F13002	Vehicle replacement - end of life	\$33,000	E	ERF	\$0	\$33,000	\$0	\$0	\$0	\$0	\$33,000
21-05	Replacement	Replace IWOps Vehicle F13009	Vehicle replacement - end of life	\$33,000	E	ERF	\$0	\$33,000	\$0	\$0	\$0	\$0	\$33,000
21-06	Replacement	Replace IWOps Vehicle F13010	Vehicle replacement - end of life	\$33,000	E	ERF	\$0	\$33,000	\$0	\$0	\$0	\$0	\$33,000
21-07	Replacement	Replace IWOps Vehicle (mini excavator) F01103	Vehicle replacement - end of life	\$40,000	E	ERF	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
21-08	Replacement	Replace mechanical equipment	Replace gas powered snow blower	\$5,000	E	ERF	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
21-09	Replacement	Replace mechanical equipment	Replace welding Table	\$5,000	E	ERF	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
21-10	Replacement	Replace mechanical equipment	Replace Mag Drill	\$2,000	E	ERF	\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000
21-11	Replacement	Replace mechanical equipment	Oil transfer skid	\$30,000	E	ERF	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
21-12	Study	Operational Technology (SCADA) Security Review	Operational Technology (SCADA) Security Review	\$100,000	E	ERF	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
22-01	Replacement	SPWWTP - Skid Steer F18036	Vehicle replacement - end of life	\$60,000	E	ERF	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000
22-02	Replacement	Burgoyne - Skid Steer F19005	Vehicle replacement - end of life	\$60,000	E	ERF	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000
22-03	Replacement	Replace IWOps Vehicle - Scissor Lift - F15018	Vehicle replacement - end of life	\$25,000	E	ERF	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
22-06	Replacement	Replace IWOps Vehicle F11027 2010 Mercedes Sprinter 2500 Van	Vehicle replacement - end of life	\$58,400	E	ERF	\$0	\$0	\$58,400	\$0	\$0	\$0	\$58,400
22-04	Replacement	Replace IWOps Vehicle FWP076 2011 Ford F250	Vehicle replacement - end of life	\$41,200	E	ERF	\$0	\$0	\$41,200	\$0	\$0	\$0	\$41,200
22-05	Replacement	Replace IWOps Vehicle F01028 2007 Kubota Tractor	Vehicle replacement - end of life	\$40,000	E	ERF	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
23-01	Replacement	Replace IWOps Vehicle F00444 1991 DDDG46 Generator Trailer	Vehicle replacement - end of life	\$29,300	E	ERF	\$0	\$0	\$0	\$29,300	\$0	\$0	\$29,300
23-02	Replacement	Replace IWOps Trailer F00753 1997 Generator Trailer	Vehicle replacement - end of life	\$30,000	E	ERF	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000
23-03	Replacement	Replace IWOps Trailer F00793 1998 Trailerman Box Trailer	Vehicle replacement - end of life	\$19,400	E	ERF	\$0	\$0	\$0	\$19,400	\$0	\$0	\$19,400
23-04	Replacement	Replace IWOps Trailer F00845 1999 Ublit Generator Trailer	Vehicle replacement - end of life	\$61,600	E	ERF	\$0	\$0	\$0	\$61,600	\$0	\$0	\$61,600
23-05	Replacement	Replace IWOps Trailer F00953 2004 Trailtech Tandem Trailer	Vehicle replacement - end of life	\$5,800	E	ERF	\$0	\$0	\$0	\$5,800	\$0	\$0	\$5,800
23-06	Replacement	Replace IWOps Trailer F00976 2006 EZ Loader Boat Trailer	Vehicle replacement - end of life	\$6,000	E	ERF	\$0	\$0	\$0	\$6,000	\$0	\$0	\$6,000
23-07	Replacement	Replace IWOps Trailer F00981 2006 Trailtech Flat Deck trailer	Vehicle replacement - end of life	\$4,600	E	ERF	\$0	\$0	\$0	\$4,600	\$0	\$0	\$4,600
23-08	Replacement	Replace IWOps Trailer F01052 2008 Pace American Trailer	Vehicle replacement - end of life	\$10,000	E	ERF	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
23-09	Replacement	Replace IWOps Trailer F01065 2009 Load Bank Trailer	Vehicle replacement - end of life	\$146,000	E	ERF	\$0	\$0	\$0	\$146,000	\$0	\$0	\$146,000
24-01	Replacement	Replace IWOps Vehicle F13012	Vehicle replacement - end of life	\$63,000	E	ERF	\$0	\$0	\$0	\$0	\$63,000	\$0	\$63,000
24-02	Replacement	Replace IWOps Trailer F00774 1998 G & M Generator Trailer	Vehicle replacement - end of life	\$183,400	E	ERF	\$0	\$0	\$0	\$0	\$183,400	\$0	\$183,400
25-01	Replacement	Replace IWOps Vehicle F16012 2017 Ford Transit 250 Cargo Van	Vehicle replacement - end of life	\$44,900	E	ERF	\$0	\$0	\$0	\$0	\$0	\$44,900	\$44,900
25-02	Replacement	Replace IWOps Vehicle F17021 2017 Ford Transit 350 Cube Van	Vehicle replacement - end of life	\$64,400	E	ERF	\$0	\$0	\$0	\$0	\$0	\$64,400	\$64,400
25-03	Replacement	Replace IWOps Vehicle F17008 2017 Ford F150	Vehicle replacement - end of life	\$37,800	E	ERF	\$0	\$0	\$0	\$0	\$0	\$37,800	\$37,800
25-04	Replacement	Replace IWOps Vehicle F17009 2017 Ford F150	Vehicle replacement - end of life	\$37,800	E	ERF	\$0	\$0	\$0	\$0	\$0	\$37,800	\$37,800
25-05	Replacement	Replace IWOps Vehicle F17010 2017 Ford F150	Vehicle replacement - end of life	\$37,800	E	ERF	\$0	\$0	\$0	\$0	\$0	\$37,800	\$37,800
25-06	Replacement	Replace IWOps Vehicle F17015 2017 Ford F150	Vehicle replacement - end of life	\$43,100	E	ERF	\$0	\$0	\$0	\$0	\$0	\$43,100	\$43,100
25-07	Replacement	Replace IWOps Vehicle F17022 2017 Chev Silverado 3500 W/Crane	Vehicle replacement - end of life	\$63,600	E	ERF	\$0	\$0	\$0	\$0	\$0	\$63,600	\$63,600
25-08	Replacement	Replace IWOps Vehicle F17019 2017 Toyota Rav4 Hybrid AWD	Vehicle replacement - end of life	\$34,900	E	ERF	\$0	\$0	\$0	\$0	\$0	\$34,900	\$34,900
GRAND TOTAL				\$2,582,600			\$0	\$779,200	\$604,600	\$418,100	\$311,400	\$379,300	\$2,492,600

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 E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale <i>Replace Computer Equipment - Computer replacements per IT cycle.</i>		

Proj. No. 18-03	Capital Project Title Replace ERF Equipment	Capital Project Description End of life replacement equipment; gas techs, mechanical, electrical, SCADA/Controls.
Asset Class E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale <i>Replace ERF Equipment - Gas Tech Replacements Core and Saan Pen</i>		

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 E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale <i>SCADA Server Infrastructure Upgrade - Upgrade SCADA server to be under IT care/control</i>		

Proj. No. 19-01	Capital Project Title Replace IWOps Vehicle FQS014	Capital Project Description Vehicle replacement - end of life
Asset Class E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
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 E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale <i>Replace IWOps Vehicle F00932 - Vehicle replacement - end of life</i>		

Service: 1.577 **IW - Environmental Operations**

Proj. No. 19-03	Capital Project Title Replace IWOps Vehicle F00994	Capital Project Description Vehicle replacement - end of life
Asset Class E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
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 E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale <i>Replace IWOps Vehicle F01081 - Vehicle replacement - end of life</i>		

Proj. No. 19-07	Capital Project Title Furniture and Office Equipment Replacement	Capital Project Description End of life replacement of furniture and office equipment
Asset Class E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
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 E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale <i>Replace IWOps Vehicle F11030 - Vehicle replacement - end of life</i>		

Proj. No. 20-03	Capital Project Title Replace IWOps Vehicle F12006	Capital Project Description Vehicle replacement - end of life
Asset Class E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale <i>Replace IWOps Vehicle F12006 - Vehicle replacement - end of life</i>		

Proj. No. 20-04	Capital Project Title Replace IWOps Vehicle F12009	Capital Project Description Vehicle replacement - end of life
Asset Class E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale <i>Replace IWOps Vehicle F12009 - Vehicle replacement - end of life</i>		

Service: 1.577

IW - Environmental Operations

Proj. No. 20-05

Capital Project Title Replace IWOps Vehicle F12024

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *Replace IWOps Vehicle F12024 - Vehicle replacement - end of life*

Proj. No. 20-06

Capital Project Title Replace IWOps Vehicle F12002

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *End of life replacement*

Proj. No. 20-11

Capital Project Title Replace IWOps Vehicle F01080

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *End of life replacement*

Proj. No. 21-02

Capital Project Title Replace IWOps Vehicle F11033

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *End of life replacement*

Proj. No. 21-03

Capital Project Title Replace IWOps Vehicle F12029

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *End of life replacement*

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 E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 21-05

Capital Project Title Replace IWOps Vehicle F13009

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 21-06

Capital Project Title Replace IWOps Vehicle F13010

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 21-07

Capital Project Title Replace IWOps Vehicle (mini excavator) F01103

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 21-08

Capital Project Title Replace mechanical equipment

Capital Project Description Replace gas powered snow blower

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Service: 1.577

IW - Environmental Operations

Proj. No. 21-09

Capital Project Title Replace mechanical equipment

Capital Project Description Replace welding Table

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 21-10

Capital Project Title Replace mechanical equipment

Capital Project Description Replace Mag Drill

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 21-11

Capital Project Title Replace mechanical equipment

Capital Project Description Oil transfer skid

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 21-12

Capital Project Title Operational Technology (SCADA) Security Review

Capital Project Description Operational Technology (SCADA) Security Review

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 22-01

Capital Project Title SPWWTP - Skid Steer F18036

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale

Service: 1.577

IW - Environmental Operations

Proj. No. 22-02	Capital Project Title Burgoyne - Skid Steer F19005	Capital Project Description Vehicle replacement - end of life
Asset Class E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale End of life replacement		

Proj. No. 22-03	Capital Project Title Replace IWOps Vehicle - Scissor Lift - F15018	Capital Project Description Vehicle replacement - end of life
Asset Class E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale End of life replacement		

Proj. No. 22-04	Capital Project Title Replace IWOps Vehicle FWP076 2011 Ford F250	Capital Project Description Vehicle replacement - end of life
Asset Class E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale End of life replacement		

Proj. No. 22-05	Capital Project Title Replace IWOps Vehicle F01028 2007 Kubota Tractor	Capital Project Description Vehicle replacement - end of life
Asset Class E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale End of life replacement		

Proj. No. 22-06	Capital Project Title Replace IWOps Vehicle F11027 2010 Mercedes Sprinter 2500 Van	Capital Project Description Vehicle replacement - end of life
Asset Class E	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale End of life replacement		

Service: 1.577

IW - Environmental Operations

Proj. No. 23-01

Capital Project Title Replace IWOps Vehicle F00444 1991
DDD46 Generator Trailer

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental
Stewardship

Corporate Priority Area Wastewater

Project Rationale *Replace IWOps Vehicle F13012 - Vehicle replacement - end of life*

Proj. No. 22-02

Capital Project Title Burgoyne - Skid Steer F19005

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental
Stewardship

Corporate Priority Area Wastewater

Project Rationale *End of life replacement*

Proj. No. 23-03

Capital Project Title Replace IWOps Trailer F00793 1998
Trailerbox Trailer

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental
Stewardship

Corporate Priority Area Wastewater

Project Rationale *End of life replacement*

Proj. No. 23-04

Capital Project Title Replace IWOps Trailer F00845 1999
Ublit Generator Trailer

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental
Stewardship

Corporate Priority Area Wastewater

Project Rationale *End of life replacement*

Proj. No. 23-05

Capital Project Title Replace IWOps Trailer F00953 2004
Trailtech Tandem Trailer

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental
Stewardship

Corporate Priority Area Wastewater

Project Rationale *End of life replacement*

Service: 1.577

IW - Environmental Operations

Proj. No. 23-06

Capital Project Title Replace IWOps Trailer F00976 2006 EZ Loader Boat Trailer

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 23-07

Capital Project Title Replace IWOps Trailer F00981 2006 Trailtech Flat Deck trailer

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 23-08

Capital Project Title Replace IWOps Trailer F01052 2008 Pace American Trailer

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 23-09

Capital Project Title Replace IWOps Trailer F01065 2009 Load Bank Trailer

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 24-01

Capital Project Title Replace IWOps Vehicle F13012

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Service: 1.577

IW - Environmental Operations

Proj. No. 24-02

Capital Project Title Replace IWOps Trailer F00774 1998 G & M Generator Trailer

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 25-01

Capital Project Title Replace IWOps Vehicle F16012 2017 Ford Transit 250 Cargo Van

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 25-02

Capital Project Title Replace IWOps Vehicle F17021 2017 Ford Transit 350 Cube Van

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 25-03

Capital Project Title Replace IWOps Vehicle F17008 2017 Ford F150

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 25-04

Capital Project Title Replace IWOps Vehicle F17009 2017 Ford F150

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Service: 1.577

IW - Environmental Operations

Proj. No. 25-05

Capital Project Title Replace IWOps Vehicle F17010 2017 Ford F150

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 25-06

Capital Project Title Replace IWOps Vehicle F17015 2017 Ford F150

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 25-07

Capital Project Title Replace IWOps Vehicle F17022 2017 Chev Silverado 3500 W/Crane

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

Proj. No. 25-08

Capital Project Title Replace IWOps Vehicle F17019 2017 Toyota Rav4 Hybrid AWD

Capital Project Description Vehicle replacement - end of life

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale End of life replacement

**1.577 IW Environmental Operations Asset and Reserve Summary
 Summary Schedule
 2021 - 2025 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.

Summary

Reserve/Fund Summary Projected year end balance	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Maintenance Reserves	948,623	967,262	985,901	1,004,540	1,023,179	1,041,818
Equipment Replacement Fund	2,215,709	2,146,105	2,049,601	1,959,597	1,976,293	1,908,393
Total projected year end balance	3,164,332	3,113,367	3,035,502	2,964,137	2,999,472	2,950,211

See attached reserve schedules for projected annual cash flows.

**1.577 IW ES Operations
Operating Reserve Summary
2021 - 2025 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

Operating Reserve Schedule Fund: 1500 Fund Center: 105516	Estimate	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	621,308	948,623	967,262	985,901	1,004,540	1,023,179
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	308,676	-	-	-	-	-
Interest Income*	18,639	18,639	18,639	18,639	18,639	18,639
Total projected year end balance	948,623	967,262	985,901	1,004,540	1,023,179	1,041,818

Assumptions/Background:

Funds are retained in the reserve for charge-out rate stabilization

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

**1.577 IW ES Operations
Equipment Replacement Reserve Summary
2021 - 2025 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 Fund: 1022 Fund Center 101451	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	2,382,525	2,215,709	2,246,105	2,049,601	1,959,597	1,959,597
Planned Purchase (Based on Capital Plan)	(423,515)	(397,700)	(524,600)	(418,100)	(311,400)	(379,300)
Transfer from Operating Budget	225,123	297,623	297,623	297,623	297,623	297,623
Proceeds of Disposal	1,103					
Interest Income*	30,473	30,473	30,473	30,473	30,473	30,473
Total projected year end balance	2,215,709	2,146,105	2,049,601	1,959,597	1,976,293	1,908,393

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

2021 BUDGET

Saanich Peninsula Water Supply

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 2.610

Saanich Peninsula Water Supply

Committee: Saanich Peninsula Water

DEFINITION:

To purchase water and to acquire, design, construct, reconstruct, purchase, maintain and operate facilities and to acquire property easements, licences and authorities for the supply of water to Central Saanich, North Saanich, and Sidney, for distribution by the municipalities. Letters Patent, December 22, 1976; revised Sept. 27, 1984. Amended SLP April 27, 1978 and March 19, 1986.

SERVICE DESCRIPTION:

This service provides for the purchase of bulk water for supply to Central Saanich, North Saanich, and Sidney, for distribution within their municipalities. Included in the program is the responsibility to provide design, construction, operation and maintenance, licenses, and water quality monitoring to the service area.

PARTICIPATION:

Central Saanich /North Saanich/ Sidney

MAXIMUM LEVY:

MAXIMUM CAPITAL DEBT:

As established by Inspector of Municipalities.

COMMISSION:

Saanich Peninsula Water Commission established by Letters Patent to advise the Board with respect to this function.

FUNDING:

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.

Change in Budget 2020 to 2021

Service: 2.610 Saanich Peninsula Water Supply

Total Expenditure**Comments****2020 Budget****6,957,371****Change in Salaries:**

Change in Labour

17,000

Labour charges (Salaries and overhead, including corpo

Total Change in Salaries

17,000**Other Changes:**

Bulk Water Purchase

122,400

Transfers to Capital Reserve

50,000

Standard Overhead Allocation

15,980

Other Costs

7,248

Total Other Changes

195,628**2021 Budget****7,169,999**

% expense increase from 2020:

3.1%

% Requisition increase from 2020 (if applicable):

n/a

Requisition funding is (x)% of service revenue

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

Water sales and revenue are in line with budget for the year. Operating costs are \$46,000 (3.0%) over budget due to one time unplanned corrective system maintenance. The transfer to the Capital Reserve Fund will be reduced by the net deficit of \$52,000.

CAPITAL REGIONAL DISTRICT

Program Group: CRD-Saanich Peninsula Water Supply	2021 BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET 2	2020 ESTIMATED ACTUAL 3	CORE BUDGET 4	ONGOING 5	ONE-TIME 6	TOTAL (COL 4, 5 & 6) 7	2022 8	2023 9	2024 10	2025 11
SUMMARY	1									
<u>OPERATING EXPENDITURES:</u>										
ALLOCATION - OPERATIONS	1,041,844	1,091,858	1,059,266	-	-	1,059,266	1,080,104	1,101,360	1,123,041	1,145,157
UTILITIES	214,440	232,040	218,086	-	-	218,086	222,447	226,896	231,434	236,063
OPERATING - OTHER COSTS	169,615	148,315	172,795	-	-	172,795	176,251	179,773	183,359	187,020
ALLOCATION - STANDARD OVERHEAD	93,232	93,232	109,212	-	-	109,212	123,961	126,440	128,969	131,548
TOTAL OPERATING EXPENDITURES	1,519,131	1,565,445	1,559,359	-	-	1,559,359	1,602,763	1,634,469	1,666,803	1,699,788
*Percentage increase over prior year board budget			2.65%			2.65%	2.78%	1.98%	1.98%	1.98%
TOTAL BULK WATER EXPENDITURES	4,738,240	4,738,240	4,860,640	-	-	4,860,640	4,959,920	5,153,040	5,308,080	5,505,280
<u>CAPITAL EXPENDITURES & TRANSFERS</u>										
TRANSFER TO CAPITAL RESERVE FUND	650,000	597,885	700,000	-	-	700,000	750,000	550,000	300,000	250,000
TRANSFER TO EQUIPMENT REPLACEMENT FUND	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
TOTAL CAPITAL EXPENDITURES & TRANSFERS	700,000	647,885	750,000	-	-	750,000	800,000	600,000	350,000	300,000
<u>DEBT SERVICING</u>										
DEBT-INTEREST & PRINCIPAL	-	-	-	-	-	-	57,800	311,356	691,413	923,664
TOTAL DEBT SERVICING EXPENDITURES	-	-	-	-	-	-	57,800	311,356	691,413	923,664
TOTAL EXPENDITURES	6,957,371	6,951,570	7,169,999	-	-	7,169,999	7,420,483	7,698,865	8,016,296	8,428,732
<u>SOURCES OF FUNDING-OPERATIONS</u>										
REVENUE -WATER SALES	(6,951,571)	(6,951,570)	(7,164,199)	-	-	(7,164,199)	(7,414,683)	(7,693,065)	(8,010,496)	(8,422,932)
REVENUE -OTHER	(5,800)	-	(5,800)	-	-	(5,800)	(5,800)	(5,800)	(5,800)	(5,800)
TOTAL SOURCES OF FUNDING FROM OPERATIONS	(6,957,371)	(6,951,570)	(7,169,999)	-	-	(7,169,999)	(7,420,483)	(7,698,865)	(8,016,296)	(8,428,732)
<u>SOURCES OF FUNDING-REQUISITION</u>										
PROPERTY TAX REQUISITION FOR DEBT	-	-	-	-	-	-	-	-	-	-
TOTAL REQUISITION	-	-	-	-	-	-	-	-	-	-
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR	-	-	-	-	-	-	-	-	-	-
TOTAL CARRY FORWARD (SURPLUS)/ DEFICIT	-	-	-	-	-	-	-	-	-	-
TOTAL SOURCES OF ALL FUNDING	(6,957,371)	(6,951,570)	(7,169,999)	-	-	(7,169,999)	(7,420,483)	(7,698,865)	(8,016,296)	(8,428,732)
Percentage increase over prior year's board budget			3.06%			3.06%	3.49%	3.75%	4.12%	5.14%

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

Service No.	2.610	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
	Saanich Peninsula Water Supply							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$805,000	\$4,683,000	\$6,754,000	\$11,270,000	\$7,720,000	\$1,324,500	\$31,751,500
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$805,000	\$4,758,000	\$6,754,000	\$11,270,000	\$7,720,000	\$1,324,500	\$31,826,500

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$2,550,000	\$5,550,000	\$4,500,000	\$300,000	\$12,900,000
Equipment Replacement Fund	ERF	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
Grants (Federal, Provincial)	Grant	\$0	\$1,200,000	\$3,450,000	\$5,450,000	\$3,000,000	\$200,000	\$13,300,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$805,000	\$3,498,000	\$694,000	\$210,000	\$160,000	\$764,500	\$5,326,500
		\$805,000	\$4,758,000	\$6,754,000	\$11,270,000	\$7,720,000	\$1,324,500	\$31,826,500

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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 Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
SYSTEM UPGRADES AND REPLACEMENTS													
Planning													
19-02	New	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	\$0	\$0	\$0	\$0	\$50,000
Capital													
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	\$290,000	\$290,000	\$0	\$0	\$0	\$0	\$290,000
18-02	New	Site Security Assessment & Improvements	Assess the security of facilities and make improvements for the public and operators	\$215,000	S	Res	\$185,000	\$185,000	\$0	\$0	\$0	\$0	\$185,000
18-04	New	Post Disaster Emergency Water Supply	Identify and procure emergency systems for post disaster preparedness	\$1,050,000	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	\$110,000	S	Res	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
20-02	New	Hamsterly Pump Station Backup Power Generator	Addition of a backup power generator at the Hamsterly Pump Station	\$335,000	S	Res	\$285,000	\$285,000	\$0	\$0	\$0	\$0	\$285,000
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	\$75,000	\$0	\$0	\$0	\$0	\$75,000
21-02	Renewal	Stewart's Well Decommissioning	Decommission the well, and demolish the structures.	\$175,000	S	Res	\$0	\$75,000	\$100,000	\$0	\$0	\$0	\$175,000
21-03	Renewal	Upper Dean Reservoir Roof Replacement	Replace the roof membrane due to leaks.	\$400,000	S	Res	\$0	\$400,000	\$0	\$0	\$0	\$0	\$400,000
21-04	Renewal	SCADA Upgrades	SCADA upgrades and planning in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.	\$350,000	S	Res	\$0	\$100,000	\$250,000	\$0	\$0	\$0	\$350,000

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-05	Renewal	SPW System Upgrade and Expansion	Upgrade vulnerable sections of the SPW system to a resilient system better able to withstand a seismic event, and extend sections of the system to have dual feed redundancy. Vulnerable sections are cement pipe material which are susceptible to failure during a seismic event. This is part of a grant funded project in partner with the RWS system.	\$14,700,000	S	Res	\$0	\$1,800,000	\$0	\$0	\$0	\$0	\$1,800,000
21-05	Renewal	SPW System Upgrade and Expansion	Upgrade vulnerable sections of the SPW system to a resilient system better able to withstand a seismic event, and extend sections of the system to have dual feed redundancy. Vulnerable sections are cement pipe material which are susceptible to failure during a seismic event. This is part of a grant funded project in partner with the RWS system.		S	Debt	\$0	\$0	\$2,550,000	\$5,550,000	\$4,500,000	\$300,000	\$12,900,000
21-05	Renewal	SPW System Upgrade and Expansion	Upgrade vulnerable sections of the SPW system to a resilient system better able to withstand a seismic event, and extend sections of the system to have dual feed redundancy. Vulnerable sections are cement pipe material which are susceptible to failure during a seismic event. This is part of a grant funded project in partner with the RWS system.	\$13,300,000	S	Grant	\$0	\$1,200,000	\$3,450,000	\$5,450,000	\$3,000,000	\$200,000	\$13,300,000
21-06	Renewal	Voice Radio Replacement	Replacement of the aging voice radio system with the Core Area, RWS, JDF and Saanich Peninsula Wastewater systems.	\$67,000	S	Res	\$0	\$33,000	\$34,000	\$0	\$0	\$0	\$67,000
25-01	New	Hamsterly Pump Station Capacity Upgrade	Increase the capacity of the Hamsterly Pump Station to address increased water demand. This is the service's contribution to the DCC project.	\$6,500	S	Res	\$0	\$0	\$0	\$0	\$0	\$6,500	\$6,500
Sub-Total System Upgrades and Replacements				\$31,383,500			\$760,000	\$4,653,000	\$6,544,000	\$11,160,000	\$7,660,000	\$666,500	\$30,683,500
ANNUAL PROVISIONAL ITEMS													
17-02	Renewal	Provisional Equipment Replacements	Funds to conduct emergency and unplanned repairs outside of normal Operations.	\$300,000	S	ERF	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
DEVELOPMENT COST CHARGE (DCC) PROGRAM													
20-02	New	Hamsterly Pump Station Backup Power Generator	Addition of a backup power generator at the Hamsterly Pump Station	\$95,000	S	Res	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$45,000
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	\$150,000	\$0	\$0	\$0	\$150,000
23-01	New	DCC Program Update	5-year update of the DCC program.	\$50,000	S	Res	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
25-01	New	Hamsterly Pump Station Capacity Upgrade	Increase the capacity of the Hamsterly Pump Station to address increased water demand.	\$598,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$598,000	\$598,000
Sub-Total Development Cost Charge (DCC) Program				\$893,000			\$45,000	\$45,000	\$150,000	\$50,000	\$0	\$598,000	\$843,000
GRAND TOTAL				\$32,576,500			\$805,000	\$4,758,000	\$6,754,000	\$11,270,000	\$7,720,000	\$1,324,500	\$31,826,500

Service: 2.610 **Saanich Peninsula Water Supply**

Proj. No. 18-04	Capital Project Title Post Disaster Emergency Water Supply	Capital Project Description Identify and procure emergency systems for post disaster preparedness
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

Proj. No. 19-01	Capital Project Title Corrosion Protection Program	Capital Project Description Carry out an investigation and monitoring program in conjunction with other services to prevent infrastructure failure due to corrosion
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

Proj. No. 21-01	Capital Project Title Level of Service Agreement	Capital Project Description Determine and develop appropriate level of service agreements with the participating municipalities for water
Asset Class E	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

Proj. No. 17-02	Capital Project Title Provisional Equipment Replacements	Capital Project Description Funds to conduct emergency and unplanned repairs outside of normal Operations.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

Service: 2.610 **Saanich Peninsula Water Supply**

Proj. No. 20-02	Capital Project Title Hamsterly Pump Station Backup Power Generator	Capital Project Description Addition of a backup power generator at the Hamsterly Pump Station
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

Proj. No. 22-01	Capital Project Title Water Strategic Plan Update	Capital Project Description Update the strategic plan to inform future works and identify hydraulic deficiencies.
Asset Class S	Board Priority Area 0	Corporate Priority Area 0
Project Rationale <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>		

**2.610 Saanich Peninsula Water
Summary Schedule
2021 - 2025 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	Estimated	Budget				
	2019	2020	2021	2022	2023	2024	2025
DCC Reserve Account	2,092,293	2,091,494	2,091,494	1,941,494	1,891,494	1,891,494	1,293,494
Equipment Replacement Fund	1,751,473	1,771,473	1,771,473	1,771,473	1,771,473	1,771,473	1,771,473
Capital Reserve	5,552,657	5,472,657	3,479,657	3,685,657	4,075,657	4,215,657	4,299,157
Total	9,396,423	9,335,624	7,342,624	7,398,624	7,738,624	7,878,624	7,364,124

**2.610 Saanich Peninsula Water
Development Cost Charges
2021 - 2025 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	Estimated	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	1,996,923	2,092,293	2,091,494	2,091,494	1,941,494	1,891,494	1,891,494
Transfers to Reserve							
Transfers from Reserve based on DCC-capital plan	-	(95,000)	-	(150,000)	(50,000)	-	(598,000)
DCC's received from Member Municipalities	69,201	69,201					
Interest Income*	26,169	25,000					
Ending Balance \$	2,092,293	2,091,494	2,091,494	1,941,494	1,891,494	1,891,494	1,293,494

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
 2021 - 2025 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	Estimated	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	1,733,094	1,751,473	1,771,473	1,771,473	1,771,473	1,771,473	1,771,473
Equipment purchases (Based on Capital Plan)	(54,176)	(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*	22,555	20,000					
Ending Balance \$	1,751,473	1,771,473	1,771,473	1,771,473	1,771,473	1,771,473	1,771,473

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
 2021 - 2025 Financial Plan

Capital Reserve Fund Schedule

Reserve Fund: Saanich Peninsula Water Capital Reserve Fund (Bylaw #1397)

Fund: 1009 Fund Center: 102159	Actual	Estimated	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	5,129,591	5,552,657	5,472,657	3,479,657	3,685,657	4,075,657	4,215,657
Transfers from Reserve based on capital plan	(455,000)	(780,000)	(2,693,000)	(544,000)	(160,000)	(160,000)	(166,500)
Transfer from Operating Budget	825,627	650,000	700,000	750,000	550,000	300,000	250,000
Interest Income*	52,440	50,000					
Ending Balance \$	5,552,657	5,472,657	3,479,657	3,685,657	4,075,657	4,215,657	4,299,157

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

2021 BUDGET

Central Saanich Odour Management

COMMITTEE OF THE WHOLE

OCTOBER 2020

Service: 3.714 Central Saanich Odour Management

Committee: Parks & Environment

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 & Operating</u>
16,814	100.00%

FUNDING:

Requisition

RESERVE FUND:

N/A

3.714 - CENTRAL SAANICH TREATMENT PLANT			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	ONGOING	ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Operating - Other Costs	47,920	27,280	48,741	-	-	48,741	49,716	50,710	51,725	52,758
Allocations	18,193	12,990	18,071	-	-	18,071	18,158	18,519	18,889	19,266
Contingency	18,434	-	18,434	-	-	18,434	-	-	-	-
TOTAL OPERATING COSTS	84,547	40,270	85,246	-	-	85,246	67,874	69,229	70,614	72,024
*Percentage Increase over prior year	0.0%	-52.4%	0.83%	0.00%	0.00%	0.83%	-20.4%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	84,547	40,270	85,246	-	-	85,246	67,874	69,229	70,614	72,024
*Percentage Increase over prior year	0.0%	-52.4%	0.8%			0.8%	-20.4%	2.0%	2.0%	2.0%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	84,547	40,270	85,246	-	-	85,246	67,874	69,229	70,614	72,024
*Percentage Increase over prior year	0.0%	-52.4%	0.83%	0.00%	0.00%	0.83%	-20.4%	2.0%	2.0%	2.0%
SOURCES OF FUNDING (REVENUE)										
Surplus / (Deficit)		44,219								
Balance C/F from Prior to Current year	(30,581)	(30,581)	(44,219)	-	-	(44,218)	(10,000)	(10,000)	(10,000)	(10,000)
Revenue - Other	(428)	(370)	(435)	-	-	(435)	(444)	(453)	(462)	(471)
Grants In Lieu of Taxes	(208)	(208)	(211)	-	-	(211)	(216)	(221)	(224)	(229)
TOTAL REVENUE	(31,217)	13,060	(44,865)	-	-	(44,864)	(10,660)	(10,674)	(10,686)	(10,700)
REQUISITION	(53,330)	(53,330)	(40,381)			(40,382)	(57,214)	(58,555)	(59,928)	(61,324)
*Percentage Increase over prior year	0.0%	0.0%	-24.28%	0.00%	0.00%	-24.28%	41.7%	2.3%	2.3%	2.3%
PARTICIPANTS: C. Saanich										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Saanich Peninsula Wastewater

COMMITTEE OF THE WHOLE

OCTOBER 2020

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 2020</u>
Airport	1.88%
Sidney	39.67%
Pauquachin	0.87%
Central Saanich	41.71%
North Saanich	15.34%
Tseycum	0.36%
IOS	0.17%
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 2020 to 2021

Service: 3.718 SanPen Wastewater Treatment

Total Expenditure

Comments

2020 Budget

3,849,705

Other Changes:

Biosolids disposal and contract for services	405,000	RTF tipping fees and renegotiated trucking contract
Capital reserve contributions	34,000	10% increase in reserve contributions to fund planned projects
Allocations	42,000	Standard overhead, IWS ops, Enviro programs & Water quality
Supplies - Chemicals	26,000	Bioxide purchases
Other costs	48,241	General increase 1.7% and other minor cost changes
Total Other Changes	555,241	

2021 Budget

4,404,946

% expense increase from 2020: **14.4%**

% Requisition increase from 2020 (if applicable): **14.2%**

Requisition funding is 97% of service revenue

Overall 2020 Budget Performance

(expected variance to budget and surplus treatment)

Estimated Actuals 2020:

There is a one time favourable variance of \$78,266 in operations due to savings in lab costs, heat recovery operations and biosolids management. This is partially offset by increased costs related to waste sludge disposal during ongoing capital projects and electricity cost overages totaling \$10,998 and leaving a net favorable operating variance of \$67,268. This variance is offset by a reduction in anticipated revenue due to the close of Panorama Recreation Center and corresponding decrease in internal revenues from the heat recovery system of \$101,426. The net impact of these differences is \$34,158 and will be removed from the transfer to Capital Reserve, which has an expected year end balance transfer of \$274,605.

3.718 - SAANICH PENINSULA WASTEWATER

			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
OPERATING COSTS:										
Operating	2,366,992	2,377,990	2,477,627	-	-	2,477,627	2,501,432	2,550,984	2,601,533	2,653,082
Lab	170,136	158,530	185,557	-	-	185,557	187,055	190,973	194,963	199,048
Heat Recovery	145,971	129,572	143,899	-	-	143,899	146,768	149,689	152,673	155,718
Biosolids Mgmt.	649,001	598,740	1,035,913	-	-	1,035,913	1,056,631	1,077,764	1,099,319	1,121,305
Corporate Overhead	51,205	51,205	59,680	-	-	59,680	69,019	70,400	71,808	73,244
TOTAL OPERATING COSTS	3,383,305	3,316,037	3,902,676	-	-	3,902,676	3,960,905	4,039,810	4,120,296	4,202,397
*Percentage Increase over prior year	0.00%	-1.99%	15.35%	0.00%	0.00%	15.35%	1.49%	1.99%	1.99%	1.99%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	47,439	47,439	49,650	-	-	49,650	51,983	54,429	56,996	59,687
Transfer to Equipment Replacement Fund	110,198	110,198	115,708	-	-	115,708	121,493	127,568	133,947	140,644
Transfer to Reserve Fund	308,763	274,605	336,912	-	-	336,912	367,931	401,998	439,416	480,522
TOTAL CAPITAL / RESERVES	466,400	432,242	502,270	-	-	502,270	541,407	583,995	630,359	680,853
TOTAL COSTS	3,849,705	3,748,279	4,404,946	-	-	4,404,946	4,502,312	4,623,805	4,750,655	4,883,250
*Percentage Increase over prior year	0.00%	-2.63%	14.42%	0.00%	0.00%	14.42%	2.21%	2.70%	2.74%	2.79%
Internal Recovery - Other	(218,850)	(117,879)	(153,311)	-	-	(153,311)	(156,377)	(159,504)	(162,693)	(165,949)
Recovery - Other	(455)	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	3,630,400	3,630,400	4,251,635	-	-	4,251,635	4,345,935	4,464,301	4,587,962	4,717,301
*Percentage Increase over prior year	0.00%	0.00%	17.11%	0.00%	0.00%	17.11%	2.22%	2.72%	2.77%	2.82%
SOURCES OF FUNDING (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(6,098)	(6,098)	(6,202)	-	-	(6,202)	(6,326)	(6,452)	(6,581)	(6,714)
Transfer From Own Funds	(20,000)	(20,000)	(130,000)	-	-	(130,000)	(55,000)	(130,000)	(110,000)	(20,000)
TOTAL REVENUE	(26,098)	(26,098)	(136,202)	-	-	(136,202)	(61,326)	(136,452)	(116,581)	(26,714)
REQUISITION	(3,604,302)	(3,604,302)	(4,115,433)	-	-	(4,115,433)	(4,284,609)	(4,327,849)	(4,471,381)	(4,690,587)
*Percentage Increase over prior year	0.00%	0.00%	14.18%	0.00%	0.00%	14.18%	4.11%	1.01%	3.32%	4.90%

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

Service No.	3.718							
Saanich Peninsula Wastewater		Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$175,000	\$192,500	\$17,500	\$0	\$0	\$0	\$210,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$2,815,000	\$3,765,000	\$950,000	\$400,000	\$1,635,000	\$1,060,000	\$7,810,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$2,990,000	\$3,957,500	\$967,500	\$400,000	\$1,635,000	\$1,060,000	\$8,020,000

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	\$175,000	\$342,500	\$167,500	\$150,000	\$150,000	\$150,000	\$960,000
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	\$2,715,000	\$3,515,000	\$800,000	\$250,000	\$1,485,000	\$910,000	\$6,960,000
		\$2,990,000	\$3,957,500	\$967,500	\$400,000	\$1,635,000	\$1,060,000	\$8,020,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 3.718

Service Name: Saanich Peninsula Wastewater

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
WASTEWATER TREATMENT PLANT													
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
19-01	Replacement	SPWWTP Replacement of Rotary Presses	Assess dewatering options of sludge and implement prior to possible failure of the rotary presses.	\$1,190,000	S	Res	\$800,000	\$900,000	\$0	\$0	\$0	\$0	\$900,000
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	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000
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	\$175,000	\$175,000	\$0	\$0	\$0	\$0	\$175,000
20-06	Renewal	SPWWTP Road Upgrades & Repairs	The existing asphalt road at the SPWWTP requires some repairs and road extension around the clarifier tank.	\$300,000	S	Res	\$0	\$0	\$0	\$0	\$285,000	\$0	\$285,000
21-01	Renewal	SPWWTP Concrete Tank Repairs	Stantec completed an assessment and provided recommendations to repair significant internal corrosion in the clarifier, sludge tank, and process drain sump and this project will implement the repairs.	\$850,000	S	Res	\$0	\$850,000	\$0	\$0	\$0	\$0	\$850,000
21-03	Renewal	SPWWTP Screenings Bin	Debris from the raw sewage screenings is being commingled with dewatered sludge. It must be separated into its own bin so that dewatered sludge can be beneficially re-used.	\$300,000	S	Res	\$0	\$0	\$0	\$50,000	\$250,000	\$0	\$300,000
21-05	Renewal	SPWWTP HVAC Fan Replacements	The HVAC Fan's were identified in Stantec's 2014 condition assessment as requiring replacement, funds are required to reassess the fans, design replacement and carry out replacement.	\$200,000	S	Res	\$0	\$50,000	\$150,000	\$0	\$0	\$0	\$200,000

FIVE YEAR FINANCIAL PLAN														
Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total	
23-03	Renewal	SPWWTP Solids Handling Equipment Removal	The old RDP Lime Stabilization biosolids process equipment has not been used for many years and no longer is operable. This equipment should be removed and recycled making way for other solids handling upgrades pending the outcome of the Biosolids Options Study.	\$400,000	S	Res	\$0	\$0	\$0	\$0	\$100,000	\$300,000	\$400,000	
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	\$200,000	\$0	\$0	\$200,000	
PUMP STATIONS														
21-02	Renewal	Sidney Pump Station Wet Well Upgrades	The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion.	\$300,000	S	Res	\$0	\$50,000	\$250,000	\$0	\$0	\$0	\$300,000	
GENERAL														
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	\$20,000	\$20,000	\$0	\$0	\$0	\$60,000	\$80,000	
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	\$150,000	\$150,000	\$400,000	\$0	\$0	\$0	\$550,000	
21-04	Replacement	Voice Radio Replacement	Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.	\$35,000	E	ERF	\$0	\$17,500	\$17,500	\$0	\$0	\$0	\$35,000	
18-10	Replacement	Equipment Replacement - Annual Provisional	Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.	\$750,000	S	ERF	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000	
GRAVITY SEWERS & MANHOLES														
20-03	Renewal	Trunk Sewer Relining	Based upon CCTV inspection, high priority relining of about 1,300m of 500mm dia asbestos cement sewer will start in 2020. Another 800m may need to be relined within the next 5 years.	\$2,200,000	S	Res	\$1,100,000	\$1,100,000	\$0	\$0	\$550,000	\$550,000	\$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	\$475,000	\$225,000	\$0	\$0	\$250,000	\$0	\$475,000	
PRESSURE PIPES & APPURTENANCES														
DEVELOPMENT COST CHARGE (DCC) PROJECTS														
19-04	Renewal	Asset Management Plan Update	Update the asset management plan to inform future works - DCC Share.	\$100,000	S	Res	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000	
19-04	Renewal	Asset Management Plan Update	Update the asset management plan to inform future works - Cap Reserve Share	\$30,000	S	Res	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000	
23-01	Renewal	DCC Program - 5-year Update	5-year update of the DCC program.	\$50,000	S	Res	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000	
GRAND TOTAL				\$8,530,000				\$2,990,000	\$3,957,500	\$967,500	\$400,000	\$1,635,000	\$1,060,000	\$8,020,000

Service: 3.718 **Saanich Peninsula Wastewater**

Proj. No. 16-06	Capital Project Title Biosolids Treatment & Disposal Options Study	Capital Project Description Study to determine viable options for treatment and disposal of biosolids from the SPWWTP.
Asset Class S	Board Priority Area Climate Action & Environmental Stewardship	Corporate Priority Area Wastewater
Project Rationale <i>A study to determine viable options for treatment and disposal of biosolids from the SPWWTP will be undertaken.</i>		

Proj. No. 18-10	Capital Project Title Equipment Replacement - Annual Provisional	Capital Project Description Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Wastewater
Project Rationale <i>Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.</i>		

Proj. No. 19-01	Capital Project Title SPWWTP Replacement of Rotary Presses	Capital Project Description Assess dewatering options of sludge and implement prior to possible failure of the rotary presses.
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Wastewater
Project Rationale <i>The 2013 Stantec condition assessment of the SPWWTP highlighted that the rotary presses will reach their end of life approximately 2020. It is proposed to replace the rotary presses before they fail so that the SPWWTP can maintain operation. Funding is required to assess replacement thickening options (2019) and complete the design and installation of new replacement units (2020).</i>		

Service: 3.718 **Saanich Peninsula Wastewater**

Proj. No. 19-03	Capital Project Title Corrosion Prevention Program	Capital Project Description In conjunction with the RWS and JdF system a corrosion protection program to assess and monitor assets susceptible to corrosion
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Wastewater
Project Rationale <i>The Saanich Peninsula Wastewater system is comprised of numerous steel infrastructure among other materials. The Regional Water and Juan du Fuca water systems will be utartinga corrosion protection program in 2018 that the SPWW system can be assessed and monitored as well. Funds are required to retain a corrosion prevention specialist to produce a program for assessing and monitoring corrosion prevention within the Saanich Peninsula Wastewater system.</i>		

Proj. No. 19-04	Capital Project Title Asset Management Plan Update	Capital Project Description Update the asset management plan to inform future works - DCC Share.
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Wastewater
Project Rationale <i>An update to the strategic plan to inform future works will be undertaken.</i>		

Proj. No. 19-06	Capital Project Title Odour Control Upgrades	Capital Project Description Based upon the 2018 KWL Odour Control Program study, upgrades to odour control systems like the biofilter at SPWWTP will be undertaken.
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Wastewater
Project Rationale <i>In 2017 KWL was retained to conduct an audit of the odour control systems in the Core Area and Saanich Peninsula Wastewater systems. KWL made recommendations on remediation, works include: SPWWTP odour control management study and Sidney and Keating PS ventilation study (2019); SPWWTP Odour Control Improvements Design (2020); SPWWTP Odour Control Improvements Construction (2021).</i>		

Proj. No. 20-01	Capital Project Title Isolation Valve Installation for Oxidation Ditches	Capital Project Description To maintain operator safety isolation valves are required prior to the oxidation ditches at the SPWWTP.
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Wastewater
Project Rationale <i>The oxidation ditches at SPWWTP currently have outlet piping with no isolation valves to allow for repairs. Funding is required to procure two 600mm diameter valves and install outside the oxidation ditches.</i>		

Service: 3.718 **Saanich Peninsula Wastewater**

Proj. No. 20-02 **Capital Project Title** Replace Aerators in Oxidation Ditches **Capital Project Description** 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.

Asset Class E **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Wastewater

Project Rationale *The current aerators are at the end of life and are undersized necessitating replacement to maintain the treatment capacity of the existing WWTP. Funds are required to procure and install new aerators.*

Proj. No. 20-03 **Capital Project Title** Trunk Sewer Relining **Capital Project Description** 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.

Asset Class S **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Wastewater

Project Rationale *The trunk sewer mains were inspected in 2018-2019 resulting in approximately 1,300 m of 500 mm diameter asbestos cement sewer pipe requiring relining to maintain integrity. Funds are required to retain a contractor to conduct the pipe relining.*

Proj. No. 20-04 **Capital Project Title** Manhole Repairs and Replacement **Capital Project Description** Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney 2020. Other repairs/relining will be scheduled in the next 5 years.

Asset Class S **Board Priority Area** Climate Action & Environmental **Corporate Priority Area** Wastewater

Project Rationale *During the trunk sewer main inspections in 2018-2019, the manholes were inspected as well. A number of manholes were identified with major defects requiring repairs or relining, mostly in Central Saanich and Sidney. Funds are required to retain a contractor to carry out manhole repairs.*

Service: 3.718 **Saanich Peninsula Wastewater**

Proj. No. 20-06	Capital Project Title SPWWTP Road Upgrades & Repairs	Capital Project Description The existing asphalt road at the SPWWTP requires some repairs and road extension around the clarifier tank.
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Wastewater
Project Rationale <i>The SPWWTP site's access road and existing bin loading area is having pavement failure, additionally, the gravel route around the facility is being used more often to alleviate traffic along the bin hauling route and it is creating dust. Funds are required to fix failed pavement and pave the route around the treatment plant.</i>		

Proj. No. 21-01	Capital Project Title SPWWTP Concrete Tank Repairs	Capital Project Description Stantec completed an assessment and provided recommendations to repair significant internal corrosion in the clarifier, sludge tank, and process drain sump and this project will implement the repairs.
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Wastewater
Project Rationale <i>required repairs for significant internal corrosion in the clarifier, sludge tank, and process drain sump and this project will implement the repairs.</i>		

Proj. No. 21-02	Capital Project Title Sidney Pump Station Wet Well Upgrades	Capital Project Description The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion.
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Wastewater
Project Rationale <i>The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion.</i>		

Proj. No. 21-03	Capital Project Title SPWWTP Screenings Bin	Capital Project Description Debris from the raw sewage screenings is being co-mingled with dewatered sludge. It must be separated into its own bin so that dewatered sludge can be beneficially re-used.
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Wastewater
Project Rationale <i>Debris from the raw sewage screenings is being co-mingled with dewatered sludge. It must be separated into its own bin so that dewatered sludge can be beneficially re-used.</i>		

Service: 3.718 **Saanich Peninsula Wastewater**

Proj. No. 21-04	Capital Project Title Voice Radio Replacement	Capital Project Description Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.
Asset Class E	Board Priority Area Climate Action & Environmental	Corporate Priority Area Wastewater
Project Rationale End of life replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.		

Proj. No. 21-05	Capital Project Title SPWWTP HVAC Fan Replacements	Capital Project Description The HVAC Fan's were identified in Stantec's 2014 condition assessment as requiring replacement, funds are required to reassess the fans, design replacement and carry out replacement.
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Wastewater
Project Rationale The HVAC Fan's were identified in Stantec's 2014 condition assessment as requiring replacement, funds are required to reassess the fans, design replacement and carry out replacement.		

Proj. No. 23-01	Capital Project Title DCC Program - 5-year Update	Capital Project Description 5-year update of the DCC program.
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Wastewater
Project Rationale This item is for a planned review and update of the DCC Program.		

Proj. No. 23-02	Capital Project Title Bazan Bay Outfall Inspection	Capital Project Description Follow-up electromagnetic inspection of Bazan Bay Outfall based upon the 2018 inspection.
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Wastewater
Project Rationale Follow-up electromagnetic inspection of Bazan Bay Outfall based upon the 2018 inspection.		

Service: 3.718 **Saanich Peninsula Wastewater**

Proj. No. 23-03	Capital Project Title SPWWTP Solids Handling Equipment Removal	Capital Project Description The old RDP Lime Stabilization biosolids process equipment has not been used for many years and no longer is operable. This equipment should be removed and recycled making way for other solids handling upgrades pending the outcome of the Biosolids Options Study.
Asset Class S	Board Priority Area Climate Action & Environmental	Corporate Priority Area Wastewater
Project Rationale <i>The old RDP Lime Stabilization biosolids process equipment has not been used for many years and no longer is operable. This equipment should be removed and recycled making way for other solids handling upgrades pending the outcome of the Biosolids Options Study.</i>		

Proj. No. 21-04	Capital Project Title Voice Radio Replacement	Capital Project Description Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.
Asset Class E	Board Priority Area Climate Action & Environmental	Corporate Priority Area Wastewater
Project Rationale <i>End of life replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.</i>		

3.718 Saanich Peninsula Wastewater Asset and Reserve Summary
Summary Schedule
2021 - 2025 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	Estimate	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Maintenance Reserve Fund	500,984	420,634	417,616	342,046	289,042	328,730
Sewer Capital Reserve Funds	1,556,722	1,263,635	1,001,566	1,323,563	397,980	138,502
Equipment Replacement Fund	675,661	623,869	577,862	555,430	539,377	530,020
Total projected year end balance	2,733,367	2,308,137	1,997,044	2,221,040	1,226,399	997,252

See attached reserve schedules for projected annual cash flows.

**3.718 Saanich Peninsula Wastewater
Operating Reserve Summary
2021 - 2025 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 and to avoid large swings in the operating budget, funds are set aside annually to undertake this maintenance. The maintenance activities are the replacement and disposal of the odour control carbon at the treatment plant approximately every 2 years, replacement and disposal of the odour control carbon at Keating Pump Station every 5 years, the regulatory inspection of the Bazan Bay marine outfall every 5 years and the cleaning and rebuild of the District Energy Sharing System heat exchanger every 5-8 years.

Operating Reserve Schedule

Operating Reserve Schedule Fund: 1500 Fund Center: 105204	Estimate	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	460,448	500,984	420,634	417,616	342,046	289,042
Planned Purchase	(20,000)	(130,000)	(55,000)	(130,000)	(110,000)	(20,000)
Transfer from Ops Budget	47,439	49,650	51,983	54,430	56,996	59,688
Interest Income*	13,097	-	-	-	-	-
Total projected year end balance	500,984	420,634	417,616	342,046	289,042	328,730

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
2021 - 2025 Financial Plan**

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 Fund: 1012 Fund Center: 102022	Estimate	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	2,141,215	1,521,718	1,058,630	626,561	778,559	332,976
Planned Capital Expenditure	(2,610,000)	(800,000)	(800,000)	(250,000)	(1,485,000)	(910,000)
Transfer from Ops Budget	274,605	336,913	367,931	401,998	439,417	480,522
Planned transfer from DCC Funds	1,700,000	-	-	-	600,000	200,000
Interest Income*	15,898	-	-	-	-	-
Ending Balance \$	1,521,718	1,058,630	626,561	778,559	332,976	103,498

**3.718 Saanich Peninsula Wastewater
Capital Reserve Fund Schedule
2021 - 2025 Financial Plan**

Capital Reserve Fund Schedule - SPWWTP

Capital Reserve Fund SPWWTP - DCC Portion and Capital Reserve Portion

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

DCC Portion Fund: 1012 Fund Center: 101356	Estimate	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,534,961	35,004	205,004	375,004	545,004	65,004
Planned Capital Expenditure (Based on Capital Plan)	-	-	-	-	(50,000)	-
Transfer OUT - To Capital Reserve	(1,700,000)	-	-	-	(600,000)	(200,000)
Transfer IN - DCC Funding	170,000	170,000	170,000	170,000	170,000	170,000
Interest Income	30,043	-	-	-	-	-
Ending Balance \$	35,004	205,004	375,004	545,004	65,004	35,004

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
Equipment Replacement Reserve Fund Schedule
2021 - 2025 Financial Plan**

ERF Reserve Fund Schedule SPWWTP

ERF: SPWWTP ERF or PERS Fund for Equipment

Equipment Replacement Fund- SPWWTP Fund: 1022 Fund Center: 101700	Estimate	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	929,158	675,661	623,869	577,862	555,430	539,377
Planned Purchase (Based on Capital Plan)	(375,000)	(167,500)	(167,500)	(150,000)	(150,000)	(150,000)
Transfer IN (from Ops Budget)	110,198	115,708	121,493	127,568	133,946	140,644
Interest Income*	11,305	-	-	-	-	-
Ending Balance \$	675,661	623,869	577,862	555,430	539,377	530,020

Assumptions/Background:

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

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