

CAPITAL REGIONAL DISTRICT

2021 BUDGET

JUAN DE FUCA ELECTORAL SERVICES

FINAL BUDGET

MARCH 2021

FINAL BUDGET
March 24, 2021
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CAPITAL REGIONAL DISTRICT

2021 Budget

Admin. Expenditures (JDF)

Final Budget

Service: 1.109 JDF Admin. Expenditures

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition

1.109 - Admin. Expenditures (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Director's Remuneration	46,045	44,045	46,978	-	-	46,978	47,920	48,880	49,860	50,860
Travel	1,650	1,000	1,680	-	-	1,680	1,710	1,740	1,770	1,810
Allocations	8,217	8,217	5,819	-	-	5,819	3,028	3,089	3,150	3,213
Contingency	-	-	3,000	-	-	3,000	1,020	1,040	1,060	1,080
Other Operating Expenses	3,460	2,158	3,290	-	-	3,290	3,360	3,440	3,520	3,600
TOTAL OPERATING COSTS	59,372	55,420	60,767	-	-	60,767	57,038	58,189	59,360	60,563
*Percentage Increase over prior year						2.3%	-6.1%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	3,952	(3,952)	-	-	(3,952)	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,216)	(1,216)	-	-	-	-	-	-	-	-
Revenue - Other	(122)	(122)	(133)	-	-	(133)	(120)	(120)	(120)	(120)
TOTAL REVENUE	(1,338)	2,614	(4,085)	-	-	(4,085)	(120)	(120)	(120)	(120)
REQUISITION	(58,034)	(58,034)	(56,682)	-	-	(56,682)	(56,918)	(58,069)	(59,240)	(60,443)
*Percentage increase over prior year Requisition						-2.3%	0.4%	2.0%	2.0%	2.0%

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

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

EXPENDITURE

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

SOURCE OF FUNDS

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

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #:

1.109

Service Name:

JDF Admin. Expenditures

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

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

Reserve Schedule

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

ERF Group: JDFADMIN.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101839	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		4,498	5,665	5,665	3,665	3,665	3,665
Transfer from Ops Budget		1,124	-	-	-	-	-
Planned Purchase		-	-	(2,000)	-	-	-
Actual Purchase		-	-	-	-	-	-
Interest Income		43	-	-	-	-	-
Ending Balance \$		5,665	5,665	3,665	3,665	3,665	3,665

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

CAPITAL REGIONAL DISTRICT

2021 Budget

Grant-in-Aid (JDF)

Final Budget

Service: 1.114 JDF Grants in Aid

Committee: Electoral Area

DEFINITION:

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

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

Greater of \$65,484 or \$0.05 / \$1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of \$109,931.

COMMISSION:

Committee: Electoral Areas Committee

FUNDING:

Requisition

1.114 - Grant-in-Aid (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Grants in Aid	40,000	3,500	35,375	-	27,828	63,203	20,000	20,000	20,000	20,000
Allocations	1,626	1,626	1,858	-	-	1,858	2,123	2,165	2,209	2,253
TOTAL OPERATING COSTS	41,626	505,126	37,233	-	27,828	65,061	22,123	22,165	22,209	22,253
*Percentage Increase over prior year						56.3%	-66.0%	0.2%	0.2%	0.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	36,941	(36,941)	-	-	(36,941)	-	-	-	-
Balance c/fwd from 2019 to 2020	(31,545)	(31,545)	-	-	-	-	-	-	-	-
Provincial Grant	-	-	-	-	(27,828)	(27,828)	-	-	-	-
Other Income	(222)	(500,664)	(292)	-	-	(292)	(310)	(320)	(330)	(340)
TOTAL REVENUE	(31,767)	(495,268)	(37,233)	-	(27,828)	(65,061)	(310)	(320)	(330)	(340)
REQUISITION	(9,859)	(9,858)	-	-	-	-	(21,813)	(21,845)	(21,879)	(21,913)
*Percentage increase over prior year Requisition						-100.0%	N/A	0.1%	0.2%	0.2%

CAPITAL REGIONAL DISTRICT

2021 Budget

Vancouver Island Regional Library

Final Budget

Service: 1.119 Van. Island Regional Library

Committee: Electoral Area

2020 Budget

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Westerly portion of Juan de Fuca Electoral Area.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

1.119 - Vancouver Island Regional Library	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payments to Vancouver Island Regional Library	297,374	297,374	304,095	-	-	304,095	310,180	316,380	322,710	329,160
Allocations	5,147	5,147	5,562	-	-	5,562	6,196	6,320	6,447	6,576
Other Operating Expenses	1,220	1,197	1,240	-	-	1,240	1,260	1,290	1,320	1,350
TOTAL COSTS	303,741	303,718	310,897	-	-	310,897	317,636	323,990	330,477	337,086
*Percentage Increase over prior year						2.4%	2.2%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	(46)	46	-	-	46	-	-	-	-
Balance c/fwd from 2019 to 2020	867	867	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(280)	(280)	(299)	-	-	(299)	(290)	(300)	(310)	(320)
Other Revenue	(250)	(181)	(250)	-	-	(250)	(250)	(250)	(250)	(250)
TOTAL REVENUE	337	360	(503)	-	-	(503)	(540)	(550)	(560)	(570)
REQUISITION	(304,078)	(304,078)	(310,394)	-	-	(310,394)	(317,096)	(323,440)	(329,917)	(336,516)
*Percentage increase over prior year Requisition						2.1%	2.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Sooke Regional Museum

Final Budget

Service: 1.121

Sooke Regional Museum

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Greater of \$191,000 or \$0.063 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$338,147.

FUNDING:

Requisition

1.121 - Sooke Regional Museum	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payments to Sooke Regional Museum	189,410	189,410	192,630	-	-	192,630	196,483	200,412	204,420	208,509
Allocations	3,861	3,861	3,903	-	-	3,903	3,944	4,023	4,103	4,185
Other Operating Expenses	60	20	60	-	-	60	60	60	60	60
TOTAL COSTS	193,331	193,291	196,593	-	-	196,593	200,487	204,495	208,583	212,754
*Percentage Increase over prior year						1.7%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	44	(44)	-	-	(44)	-	-	-	-
Balance c/fwd from 2019 to 2020	(53)	(53)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(315)	(315)	(332)	-	-	(332)	(330)	(340)	(350)	(360)
Other Revenue	-	(4)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(368)	(328)	(376)	-	-	(376)	(330)	(340)	(350)	(360)
REQUISITION	(192,963)	(192,963)	(196,217)	-	-	(196,217)	(200,157)	(204,155)	(208,233)	(212,394)
*Percentage increase over prior year Requisition						1.7%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Vancouver Island Regional Library-Debt

Final Budget

1.129 - Vancouver Island Regional Library-Debt	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>DEBT</u>										
MFA DRF	60,000	-	60,000	-	-	60,000	-	-	-	-
MFA Debt Principal	-	-	-	-	-	-	164,567	164,567	164,567	164,567
MFA Debt Interest	153,900	-	153,900	-	-	153,900	205,200	205,200	205,200	205,200
TOTAL DEBT	213,900	-	213,900	-	-	213,900	369,767	369,767	369,767	369,767
*Percentage Increase over prior year						0.0%	72.9%	0.0%	0.0%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Payment from VIRL	(213,900)	-	(213,900)	-	-	(213,900)	(369,767)	(369,767)	(369,767)	(369,767)
TOTAL REVENUE	(213,900)	-	(213,900)	-	-	(213,900)	(369,767)	(369,767)	(369,767)	(369,767)
REQUISITION	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

2021 Budget

Langford EA - GVPL

Final Budget

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

A portion of the Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

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

FUNDING:

Requisition

1.133 - Langford EA - GVPL	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payments to Greater Victoria Public Library	29,840	29,840	30,350	-	-	30,350	30,960	31,580	32,210	32,850
Allocations	825	825	726	-	-	726	626	638	651	664
Other Operating Expenses	10	1	10	-	-	10	10	10	10	10
TOTAL OPERATING COSTS	30,675	30,666	31,086	-	-	31,086	31,596	32,228	32,871	33,524
*Percentage Increase over prior year						1.3%	1.6%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	9	(9)	-	-	(9)	-	-	-	-
Balance c/fwd from 2019 to 2020	(4)	(4)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(82)	(82)	(92)	-	-	(92)	(80)	(80)	(80)	(80)
Interest Income	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(86)	(77)	(101)	-	-	(101)	(80)	(80)	(80)	(80)
REQUISITION	(30,589)	(30,589)	(30,985)	-	-	(30,985)	(31,516)	(32,148)	(32,791)	(33,444)
*Percentage increase over prior year Requisition						1.3%	1.7%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Street Lighting

Final Budget

Compiled and Presented by CRD Finance

March 2021

Service: 1.232 Port Renfrew Street Lighting

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Greater of \$7,500 or \$3.42 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$109,212.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

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

USER CHARGE:

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

PARCEL TAX:

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

1.232 - Port Renfrew Street Lighting	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Electricity	7,030	6,455	7,150	-	-	7,150	7,290	7,440	7,590	7,740
Allocations	404	404	425	-	-	425	447	456	465	474
Contingency	1,230	-	1,200	-	-	1,200	1,200	1,200	1,200	1,200
Other Operating Expenses	102	71	100	-	-	100	100	100	100	100
TOTAL COSTS	8,766	6,930	8,875	-	-	8,875	9,037	9,196	9,355	9,514
*Percentage Increase over prior year						1.2%	1.8%	1.8%	1.7%	1.7%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	2,148	(2,148)	-	-	(2,148)	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,943)	(1,943)	-	-	-	-	-	-	-	-
User Charges	(2,984)	(3,017)	(3,070)	-	-	(3,070)	(3,983)	(4,053)	(4,122)	(4,192)
Grants in Lieu of Taxes	(46)	(46)	(86)	-	-	(86)	(50)	(50)	(50)	(50)
Revenue - Other	(30)	(309)	(250)	-	-	(250)	(250)	(250)	(250)	(250)
TOTAL REVENUE	(5,003)	(3,167)	(5,554)	-	-	(5,554)	(4,283)	(4,353)	(4,422)	(4,492)
REQUISITION - PARCEL TAX	(3,763)	(3,763)	(3,321)	-	-	(3,321)	(4,754)	(4,843)	(4,933)	(5,022)
*Percentage increase over prior year										
User Fee						2.9%	29.7%	1.8%	1.7%	1.7%
Requisition						-11.7%	43.1%	1.9%	1.9%	1.8%
Combined						-5.3%	36.7%	1.8%	1.8%	1.8%

CAPITAL REGIONAL DISTRICT

Budget

JDF Building Numbering

Final Budget

Service: 1.317 JDF Building Numbering

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

Not stated

FUNDING:

Requisition

1.317 - JDF Building Numbering	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Building Inspection	11,589	11,589	11,797	-	-	11,797	12,033	12,274	12,519	12,769
Allocations	713	713	673	-	-	673	649	662	675	689
Other Operating Expenses	420	336	430	-	-	430	440	450	460	470
TOTAL COSTS	12,722	12,638	12,900	-	-	12,900	13,122	13,386	13,654	13,928
*Percentage Increase over prior year						1.4%	1.7%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	73	(73)	-	-	(73)	-	-	-	-
Balance c/fwd from 2019 to 2020	(46)	(46)	-	-	-	-	-	-	-	-
Other Income	(37)	(26)	(38)	-	-	(38)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(83)	1	(111)	-	-	(111)	(50)	(50)	(50)	(50)
REQUISITION	(12,639)	(12,639)	(12,789)	-	-	(12,789)	(13,072)	(13,336)	(13,604)	(13,878)
*Percentage increase over prior year Requisition						1.2%	2.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Soil Deposit and Removal

Final Budget

Service: 1.319 Soil Deposit and Removal

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

Participants Electoral Area	2000 est	Percentage
JDF EA	1	100%

MAXIMUM LEVY:

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

FUNDING:

Requisition

1.319 - Soil Deposit and Removal	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Allocations	1,257	1,257	1,233	-	-	1,233	1,207	1,228	1,249	1,271
Internal Time Charges	4,267	1,370	4,398	-	-	4,398	4,423	4,506	4,594	4,683
Other Operating Expenses	30	17	30	-	-	30	30	30	30	30
TOTAL OPERATING COSTS	5,554	2,644	5,661	-	-	5,661	5,660	5,764	5,873	5,984
*Percentage Increase over prior year						1.9%	0.0%	1.8%	1.9%	1.9%
Transfer to Operating Reserve Fund	-	2,923	-	-	-	-	-	-	-	-
TOTAL COSTS	5,554	5,567	5,661	-	-	5,661	5,660	5,764	5,873	5,984
<u>FUNDING SOURCES (REVENUE)</u>										
Interest Income	(20)	(33)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	(20)	(33)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
REQUISITION	(5,534)	(5,534)	(5,621)	-	-	(5,621)	(5,620)	(5,724)	(5,833)	(5,944)
*Percentage increase over prior year Requisition						1.6%	0.0%	1.9%	1.9%	1.9%

Reserve Schedule

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

Reserve Cash Flow

Fund:	1500	Actual	Budget				
Fund Centre:	105405	2020	2021	2022	2023	2024	2025
Beginning Balance		62,948	67,073	67,073	67,073	67,073	67,073
Transfer from Ops Budget		2,923	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		1,202	-	-	-	-	-
Ending Balance \$		67,073	67,073	67,073	67,073	67,073	67,073

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Community Planning (JDF)

Final Budget

Service: 1.325 Community Planning

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

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

PARTICIPATION:

JDF Electoral Area on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition and user fees.

1.325 - Community Planning (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	445,935	440,635	460,293	-	-	460,293	461,669	471,589	481,714	492,057
Consultants	5,000	5,000	5,080	-	50,000	55,080	5,180	5,280	5,380	5,480
Legal Expenses	10,000	5,000	10,000	-	-	10,000	10,200	10,400	10,610	10,820
LIDAR Photography	-	-	-	-	13,550	13,550	-	11,020	-	11,240
Supplies	9,000	7,500	8,840	-	7,500	16,340	9,020	9,200	9,390	9,580
Land Use and Advisory Planning Cttees	13,628	8,990	13,808	-	-	13,808	21,940	14,370	14,660	14,960
Allocations	146,884	146,884	150,425	-	-	150,425	151,599	154,607	157,687	160,828
Labour Charges	12,120	12,120	12,330	-	-	12,330	12,580	12,830	13,090	13,350
Other Operating Expenses	57,340	47,018	57,510	-	-	57,510	57,040	58,180	59,330	60,490
TOTAL OPERATING COSTS	699,907	673,147	718,286	-	71,050	789,336	729,228	747,476	751,861	778,805
*Percentage Increase over prior year						12.8%	-7.6%	2.5%	0.6%	3.6%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Transfer to Operating Reserve Fund	7,245	7,245	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	12,245	12,245	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Building Borrowing Repayment to Facilities Reserve	70,770	70,770	70,770	-	-	70,770	70,770	70,770	70,770	70,770
TOTAL COSTS	782,922	756,162	794,056	-	71,050	865,106	804,998	823,246	827,631	854,575
Internal Recoveries	(17,418)	(17,418)	(17,798)	-	-	(17,798)	(18,150)	(18,510)	(18,880)	(19,260)
OPERATING COSTS LESS INTERNAL RECOVERIES	765,504	738,744	776,258	-	71,050	847,308	786,848	804,736	808,751	835,315
<u>FUNDING SOURCES (REVENUE)</u>										
Processing Fee Revenue	(45,000)	(29,000)	(32,000)	-	-	(32,000)	(32,640)	(33,290)	(33,960)	(34,640)
Community Works Funding	-	-	-	-	(50,000)	(50,000)	-	-	-	-
Grants in Lieu of Taxes	(887)	(887)	(965)	-	-	(965)	(920)	(940)	(960)	(980)
Provincial Grant	-	-	-	-	(7,500)	(7,500)	-	-	-	-
Transfer from Operating Reserve Fund	(45,423)	(5,485)	(57,698)	-	(13,550)	(71,248)	(33,398)	(21,856)	(10,211)	(20,805)
Revenue - Other	(1,540)	(30,718)	(1,570)	-	-	(1,570)	(1,600)	(1,630)	(1,660)	(1,690)
TOTAL REVENUE	(92,850)	(66,090)	(92,233)	-	(71,050)	(163,283)	(68,558)	(57,716)	(46,791)	(58,115)
REQUISITION	(672,654)	(672,654)	(684,025)	-	-	(684,025)	(718,290)	(747,020)	(761,960)	(777,200)
*Percentage increase over prior year Requisition						1.7%	5.0%	4.0%	2.0%	2.0%

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

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

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

SOURCE OF FUNDS

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

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

Reserve/Fund Summary

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	255,059	183,811	150,413	128,557	118,346	97,541
Equipment Replacement Fund	114,482	107,652	77,652	80,242	81,332	86,332
Total	369,541	291,463	228,065	208,799	199,678	183,873

Reserve Schedule

Reserve Fund: 1.325 Community Planning - Operating Reserve Fund

Reserve Cash Flow

Fund:	1500	Actual	Budget				
Fund Centre:	105408	2020	2021	2022	2023	2024	2025
Beginning Balance		224,178	255,059	183,811	150,413	128,557	118,346
Transfer from Ops Budget		26,958	-	-	-	-	-
Transfer to Ops Budget		-	(71,248)	(33,398)	(21,856)	(10,211)	(20,805)
Interest Income		3,923	-	-	-	-	-
Ending Balance \$		255,059	183,811	150,413	128,557	118,346	97,541

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

Reserve Schedule

Reserve Fund: 1.325 Community Planning - Equipment Replacement Fund

ERF Group: CMPLAN.ERF

Reserve Cash Flow

Fund:	1022	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101428						
Beginning Balance		76,576	114,482	107,652	77,652	80,242	81,332
Transfer from Ops Budget		45,000	5,000	5,000	5,000	5,000	5,000
Planned Purchase		(7,835)	(11,830)	(35,000)	(2,410)	(3,910)	-
Interest Income		741	-	-	-	-	-
Ending Balance \$		114,482	107,652	77,652	80,242	81,332	86,332

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

CAPITAL REGIONAL DISTRICT

2021 Budget

Willis Point Fire Protection & Recreation

Final Budget

Service: 1.350 Willis Point Fire

Committee: Electoral Area

DEFINITION:

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

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

PARTICIPATION:

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

COMMISSION:

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

MAXIMUM LEVY:

Bylaw No. 1951 states "Greater of \$41,000 or \$1.71 / \$1,000" to a maximum of \$339,842.

FUNDING:

Requisition

1.350 - Willis Point Fire Protection & Recreation	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
<u>Fire Protection Costs</u>										
Travel - Vehicles	12,030	8,569	12,200	-	-	12,200	12,440	12,690	12,940	13,200
Insurance	7,085	6,666	7,470	-	-	7,470	7,620	7,770	7,920	8,080
Utilities	11,947	12,769	12,150	-	-	12,150	12,390	12,640	12,890	13,150
Staff Development	24,005	14,150	24,080	-	-	24,080	24,570	25,060	25,560	26,060
Allocations	4,889	4,889	6,487	-	-	6,487	6,991	7,131	7,274	7,419
Operating - Other	29,001	39,934	31,730	-	-	31,730	32,370	33,020	33,670	34,330
TOTAL FIRE PROTECTION COSTS	88,957	86,977	94,117	-	-	94,117	96,381	98,311	100,254	102,239
<u>Recreation Costs:</u>										
Recreation Expenses	48,129	4,422	29,372	-	-	29,372	10,520	10,730	10,950	11,170
TOTAL OPERATING COSTS	137,086	91,399	123,489	-	-	123,489	106,901	109,041	111,204	113,409
*Percentage Increase over prior year						5.8%	2.4%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES / DEBT</u>										
Capital Equipment Purchases	6,170	-	6,300	-	-	6,300	6,430	6,560	6,690	6,820
Transfer to Equipment Replacement Fund	41,000	61,514	39,110	-	-	39,110	60,000	60,000	41,000	41,000
Transfer to Reserve Fund	20,000	35,000	7,500	-	-	7,500	7,500	7,500	7,500	7,500
MFA Debt Reserve Fund	-	-	-	-	-	-	-	2,750	-	-
MFA Debt Principal	-	-	-	-	-	-	-	-	15,902	15,902
MFA Debt Interest	-	-	-	-	-	-	-	1,306	5,225	5,225
TOTAL CAPITAL / RESERVES / DEBT	67,170	96,514	52,910	-	-	52,910	73,930	78,116	76,317	76,447
TOTAL COSTS	204,256	187,913	176,399	-	-	176,399	180,831	187,157	187,521	189,856
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	14,582	(14,582)	-	-	(14,582)	-	-	-	-
Balance c/fwd from 2019 to 2020	(46,183)	(46,183)	-	-	-	-	-	-	-	-
Rental Revenue	(29,010)	(29,160)	(29,020)	-	-	(29,020)	(45,530)	(45,540)	(45,550)	(45,560)
Other Revenue	(3,855)	(1,944)	(3,855)	-	-	(3,855)	(3,865)	(3,875)	(3,885)	(3,895)
TOTAL REVENUE	(79,048)	(62,705)	(47,457)	-	-	(47,457)	(49,395)	(49,415)	(49,435)	(49,455)
REQUISITION	(125,208)	(125,208)	(128,942)	-	-	(128,942)	(131,436)	(137,742)	(138,086)	(140,401)
*Percentage increase over prior year Requisition						3.0%	1.9%	4.8%	0.2%	1.7%

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

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

EXPENDITURE

Buildings	B	\$0	\$38,000	\$0	\$5,000	\$3,500	\$0	\$46,500
Equipment	E	\$0	\$161,865	\$6,000	\$60,000	\$0	\$50,000	\$277,865
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$650,000	\$0	\$0	\$650,000
		\$0	\$199,865	\$6,000	\$715,000	\$3,500	\$50,000	\$974,365

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$275,000	\$0	\$0	\$275,000
Equipment Replacement Fund	ERF	\$0	\$120,000	\$6,000	\$435,000	\$0	\$50,000	\$611,000
Grants (Federal, Provincial)	Grant	\$0	\$41,865	\$0	\$0	\$0	\$0	\$41,865
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$38,000	\$0	\$5,000	\$3,500	\$0	\$46,500
		\$0	\$199,865	\$6,000	\$715,000	\$3,500	\$50,000	\$974,365

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.350
Service Name: Willis Point Fire

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-03	Renewal	handicap access	ramp and handrail	\$8,000	B	Res	\$0	\$8,000	\$0	\$0	\$0	\$0	\$8,000
20-04	Renewal	hall paint	upper hall	\$5,000	B	Res	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
22-02	Renewal	emergency exit	rear of hall	\$12,000	B	Res	\$0	\$0	\$0	\$5,000	\$0	\$0	\$5,000
23-02	Renewal	furnace	relace furnace	\$25,000	B	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
23-03	Renewal	kitchen renos	renovate kitchen	\$3,500	B	Res	\$0	\$0	\$0	\$0	\$3,500	\$0	\$3,500
23-04	Replacement	Engine 2 Replacement	Replace Engine 2 as per requierments of Fire Underwriters. 1994 Ford to be replaced by 2023 at latest (29 years max)	\$650,000	V	Debt	\$0	\$0	\$0	\$275,000	\$0	\$0	\$275,000
					V	ERF	\$0	\$0	\$0	\$375,000	\$0	\$0	\$375,000
20-01	Replacement	SCBA Replacement	Replace 10 SCBA packs and 20 tanks and 25 masks every 15 years. Purchased in 2004	\$80,000	E	ERF	\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000
21-01	Replacement	Turn Out Gear	Replace 10 sets every 5 years. Life span of 10 years. Total 20 sets budgeted for.	\$40,000	E	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
23-01	Replacement	Auto Extrication Equipment	Replace every 15 years. Holmatro 2008	\$60,000	E	ERF	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000
22-01	Replacement	Hose	Replace 20x50 foot hose every 10 years	\$6,000	E	ERF	\$0	\$0	\$6,000	\$0	\$0	\$0	\$6,000
25-01	New	Community Water Cisterns for Fire Protection	Install 4 new -25,000 gallon water cisterns around community. 1st tank to be installed 2020/2021	\$200,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
21-02	New	Water Tank	Willis Point Fire Dept Water Supply Expansion	\$41,865	E	Grant	\$0	\$41,865	\$0	\$0	\$0	\$0	\$41,865
		GRAND TOTAL		\$1,131,365			\$0	\$199,865	\$6,000	\$715,000	\$3,500	\$50,000	\$974,365

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

Reserve/Fund Summary

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	161,449	130,949	138,449	140,949	144,949	152,449
Equipment Replacement Fund	479,422	398,532	452,532	77,532	118,532	109,532
Total	640,871	529,481	590,981	218,481	263,481	261,981

Reserve Schedule

Reserve Fund: 1.350 Willis Point Fire Protection & Creation - Capital Reserve Fund - Bylaw 2189

Surplus money from the operation of the fire protection service and recreational facilities may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund:	1014	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101358						
Beginning Balance		123,888	161,449	130,949	138,449	140,949	144,949
Transfer from Ops Budget		35,000	7,500	7,500	7,500	7,500	7,500
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		-	(38,000)	-	(5,000)	(3,500)	-
Interest Income		2,561	-	-	-	-	-
Ending Balance \$		161,449	130,949	138,449	140,949	144,949	152,449

Assumptions/Background:

Reserve Schedule

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

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

Reserve Cash Flow

Fund: Fund Centre:	1022 101429	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		413,928	479,422	398,532	452,532	77,532	118,532
Transfer from Ops Budget		61,514	39,110	60,000	60,000	41,000	41,000
Expenditures		-	(120,000)	(6,000)	(435,000)	-	(50,000)
Interest Income		3,980	-	-	-	-	-
Ending Balance \$		479,422	398,532	452,532	77,532	118,532	109,532

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Otter Point Fire

Final Budget

Service: 1.353 Otter Point Fire

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

On taxable school assessments, excluding property that is taxable for school purposes only by Special Act. Local Service Area #17 - G (762).

COMMISSION:

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

MAXIMUM LEVY:

Bylaw No. 2042 states "Greater of \$125,000 or \$2.50 / \$1,000" to a maximum of \$1,466,795.

FUNDING:

Requisition

1.353 - Otter Point Fire	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Fire Chief Salary and Honorariums	76,000	76,000	77,750	-	-	77,750	79,310	80,890	82,500	84,140
Travel & Vehicles	21,700	21,700	23,100	-	-	23,100	23,560	24,030	24,510	25,000
Contract for Services	109,840	109,840	114,000	-	-	114,000	116,280	118,610	120,980	123,400
Insurance	9,570	9,570	10,010	-	-	10,010	10,210	10,410	10,620	10,840
Staff Training	22,000	22,000	24,000	-	-	24,000	24,480	24,970	25,470	25,980
Recruiting and Retention	10,000	10,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Maintenance	18,840	18,840	19,160	-	-	19,160	19,540	19,930	20,320	20,720
Internal Allocations	10,787	10,787	13,715	-	-	13,715	16,336	16,663	16,996	17,336
Operating - Supplies	14,480	14,480	17,680	-	-	17,680	18,030	18,390	18,760	19,130
Operating - Other	27,100	27,100	27,740	-	-	27,740	28,300	28,870	29,450	30,050
TOTAL OPERATING COSTS	320,317	320,317	342,155	-	-	342,155	351,346	358,373	365,526	372,836
*Percentage Increase over prior year						6.8%	2.7%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Capital Equipment Purchases	5,000	5,000	5,090	-	-	5,090	5,190	5,290	5,400	5,510
Transfer to Capital Reserve Fund	70,660	70,660	40,000	-	-	40,000	40,800	41,620	42,460	43,310
Transfer to Equipment Replacement Fund	101,660	101,660	110,000	-	-	110,000	115,000	117,300	119,650	122,050
TOTAL CAPITAL / RESERVES	177,320	177,320	155,090	-	-	155,090	160,990	164,210	167,510	170,870
TOTAL COSTS	497,637	497,637	497,245	-	-	497,245	512,336	522,583	533,036	543,706
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(300)	(300)	(310)	-	-	(310)	(310)	(310)	(310)	(320)
TOTAL REVENUE	(300)	(300)	(310)	-	-	(310)	(310)	(310)	(310)	(320)
REQUISITION	(497,337)	(497,337)	(496,935)	-	-	(496,935)	(512,026)	(522,273)	(532,726)	(543,386)
*Percentage increase over prior year Requisition						-0.1%	3.0%	2.0%	2.0%	2.0%

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

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

EXPENDITURE

Buildings	\$20,000	\$60,000	\$40,000	\$40,000	\$0	\$0	\$140,000
Equipment	\$256,692	\$296,692	\$131,000	\$28,300	\$15,000	\$15,000	\$485,992
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$276,692	\$356,692	\$171,000	\$68,300	\$15,000	\$15,000	\$625,992

SOURCE OF FUNDS

Capital Funds on Hand	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$256,692	\$296,692	\$131,000	\$28,300	\$15,000	\$15,000	\$485,992
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$40,000	\$40,000	\$40,000	\$0	\$0	\$120,000
	\$276,692	\$356,692	\$171,000	\$68,300	\$15,000	\$15,000	\$625,992

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.353

Service Name: Otter Point Fire

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
17-02	Replacement	Turnout Gear/Pagers/Hose	Turnout Gear/Pagers/Hose	\$79,300	E	ERF	\$0	\$10,000	\$11,000	\$28,300	\$15,000	\$15,000	\$79,300
18-01	Replacement	Replace hall siding	Replace hall siding	\$40,000	B	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
19-02	Replacement	Replace driveway pavement	Replace driveway pavement	\$40,000	B	Res	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
20-01	Replacement	Replace roof	Replace roof	\$40,000	B	Res	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000
20-02	New	Building expansion construction	Building expansion construction	\$207,500	B	Cap	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-01	Replacement	Replace F00620	Replace water tender	\$430,000	E	ERF	\$256,692	\$286,692	\$0	\$0	\$0	\$0	\$286,692
22-01	Replacement	Replace SCBA packs	Replace SCBA packs	\$120,000	E	ERF	\$0	\$0	\$120,000	\$0	\$0	\$0	\$120,000
			GRAND TOTAL	\$956,800			\$276,692	\$356,692	\$171,000	\$68,300	\$15,000	\$15,000	\$625,992

Otter Point Fire
Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	19,366	19,366	20,166	21,786	64,246	107,556
Equipment Replacement Fund	245,337	58,645	42,645	131,645	236,295	343,345
Total	264,703	78,011	62,811	153,431	300,541	450,901

Reserve Schedule

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

For improvements, repairs and replacement of Firehall and training centre

Reserve Cash Flow

Fund:	1090	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	102164						
Beginning Balance		98,836	19,366	19,366	20,166	21,786	64,246
Transfer from Ops Budget		85,083	40,000	40,800	41,620	42,460	43,310
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(165,000)	(40,000)	(40,000)	(40,000)	-	-
Interest Income		447	-	-	-	-	-
Ending Balance \$		19,366	19,366	20,166	21,786	64,246	107,556

Assumptions/Background:

Reserve Schedule

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

ERF Group: OTTERFIRE.ERF

Reserve Cash Flow

Fund:	1022	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101432						
Beginning Balance		305,310	245,337	58,645	42,645	131,645	236,295
Transfer from Ops Budget		101,660	110,000	115,000	117,300	119,650	122,050
Expenditures		(164,225)	(296,692)	(131,000)	(28,300)	(15,000)	(15,000)
Interest Income		2,592	-	-	-	-	-
Ending Balance \$		245,337	58,645	42,645	131,645	236,295	343,345

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

CAPITAL REGIONAL DISTRICT

2021 Budget

Malahat Fire Protection

Final Budget

Service: 1.354 Malahat Fire

Committee: Electoral Area

DEFINITION:

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

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

ANNUAL LEVY:

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

MAXIMUM LEVY:

Greater of \$22,400 or \$1.28 / \$1,000 to a maximum of \$94,238.

FUNDING:

Requisition

1.354 - Malahat Fire Protection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payment to Cowichan Valley Regional District	59,221	59,221	61,172	-	-	61,172	62,400	63,650	64,920	66,220
Other Operating Expenses	2,348	2,346	2,642	-	-	2,642	3,150	3,213	3,277	3,342
TOTAL COSTS	61,569	61,567	63,814	-	-	63,814	65,550	66,863	68,197	69,562
*Percentage Increase over prior year						3.6%	2.7%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	4	(4)	-	-	(4)	-	-	-	-
Balance c/fwd from 2019 to 2020	(139)	(139)	-	-	-	-	-	-	-	-
Other Revenue	-	(2)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(139)	(137)	(4)	-	-	(4)	-	-	-	-
REQUISITION	(61,430)	(61,430)	(63,810)	-	-	(63,810)	(65,550)	(66,863)	(68,197)	(69,562)
*Percentage increase over prior year Requisition						3.9%	2.7%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Durrance Road Fire Protection

Final Budget

Service: 1.355 Durrance Road Fire

Committee: Electoral Area

DEFINITION:

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

MAXIMUM LEVY:

Greater of \$1,350 or \$0.70 / \$1,000 to maximum of \$4,122.

FUNDING:

Parcel Tax

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

Reserve Schedule

Reserve Fund: 1.355 Durrance road Fire Protection - Operating Reserve Fund - Bylaw 4146

Reserve established to help offset fluctuations in operating revenues, special projects and cover operational expenditures as required.

Reserve Cash Flow

Fund: Fund Centre:	1500 105400	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		2,002	2,211	2,431	2,751	3,128	3,562
Transfer from Op Budget		169	220	320	377	434	491
Planned Payments		-	-	-	-	-	-
Interest Income		39	-	-	-	-	-
Ending Balance \$		2,211	2,431	2,751	3,128	3,562	4,053

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2021 Budget

East Sooke Fire Protection

Final Budget

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Bylaw No. 3390 (amended by Bylaw 3862, 2013) states "greater of \$550,000 or \$1.310 / \$1,000" of actual assessments.

COMMISSION:

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

MAXIMUM CAPITAL DEBT:

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

1,357 - East Sooke Fire Protection

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries and Wages	15,078	15,078	15,030	-	-	15,030	15,330	15,640	15,950	16,270
Travel - Vehicles	30,337	30,337	32,850	-	-	32,850	33,510	34,180	34,870	35,570
Insurance	7,362	7,362	7,170	-	-	7,170	7,310	7,450	7,590	7,740
Contract for Service/Legal Expenses	6,206	6,206	10,320	-	-	10,320	10,520	10,740	10,960	11,180
Maintenance	6,000	6,000	6,110	-	-	6,110	6,230	6,350	6,480	6,610
Staff Training	23,460	23,460	18,860	-	-	18,860	19,240	19,620	20,010	20,410
Internal Allocations	7,945	7,945	9,603	-	-	9,603	11,233	11,458	11,687	11,921
Operating - Supplies	31,060	31,060	28,590	-	-	28,590	29,160	29,740	30,340	30,950
Contingency	15,000	15,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Operating - Other	40,438	40,438	37,630	-	-	37,630	38,380	39,140	39,920	40,720
TOTAL FIRE DEP OPERATING COSTS	182,886	182,886	181,163	-	-	181,163	186,213	189,928	193,727	197,611
*Percentage Increase over prior year						-0.9%	2.8%	2.0%	2.0%	2.0%
TOTAL COMMUNITY HALL OPERATING COSTS	29,200	20,993	45,678	-	-	45,678	25,110	25,610	26,120	26,640
TOTAL OPERATING COSTS	212,086	203,879	226,841	-	-	226,841	211,323	215,538	219,847	224,251
Percentage Increase over prior year										
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	124,850	124,850	126,970	-	-	126,970	130,000	133,000	136,000	139,000
TOTAL CAPITAL / RESERVES	124,850	124,850	126,970	-	-	126,970	130,000	133,000	136,000	139,000
<u>DEBT SERVICING</u>										
MFA Debt Reserve Fund	450	450	500	-	-	500	500	500	500	500
Principal Payment	97,959	97,959	97,959	-	-	97,959	97,959	97,959	97,959	97,959
Interest Payment	57,150	57,150	57,150	-	-	57,150	57,150	57,150	57,150	57,150
TOTAL DEBT SERVICING	155,559	155,559	155,609	-	-	155,609	155,609	155,609	155,609	155,609
TOTAL COSTS	492,495	484,288	509,420	-	-	509,420	496,932	504,147	511,456	518,860
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	21,058	(21,058)	-	-	(21,058)	-	-	-	-
Balance c/fwd from 2019 to 2020	(5,120)	(17,356)	-	-	-	-	-	-	-	-
District of Sooke (for Silver Spray)	(55,070)	(55,070)	(56,010)	-	-	(56,010)	(57,130)	(58,270)	(59,440)	(60,630)
MFA Debt Reserve Fund Earning	(450)	(450)	(500)	-	-	(500)	(500)	(500)	(500)	(500)
Provincial Grant	-	-	-	-	(3,690)	(3,690)	-	-	-	-
Rental Revenue	(24,080)	(24,330)	(24,620)	-	3,690	(20,930)	(25,110)	(25,610)	(26,120)	(26,640)
Other Income	(1,020)	(1,385)	(1,040)	-	-	(1,040)	(1,060)	(1,080)	(1,100)	(1,120)
TOTAL REVENUE	(85,740)	(77,533)	(103,228)	-	-	(103,228)	(83,800)	(85,460)	(87,160)	(88,890)
REQUISITION	(406,755)	(406,755)	(406,192)	-	-	(406,192)	(413,132)	(418,687)	(424,296)	(429,970)
*Percentage increase over prior year Requisition						-0.1%	1.7%	1.3%	1.3%	1.3%

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

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

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$9,200	\$36,000	\$7,200	\$7,300	\$7,400	\$7,500	\$65,400	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Vehicles	\$30,000	\$30,000	\$460,000	\$0	\$0	\$0	\$490,000	
	\$39,200	\$66,000	\$467,200	\$7,300	\$7,400	\$7,500	\$555,400	

SOURCE OF FUNDS

Capital Funds on Hand	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$9,200	\$12,000	\$467,200	\$7,300	\$7,400	\$7,500	\$501,400
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$24,000	\$0	\$0	\$0	\$0	\$24,000
	\$39,200	\$66,000	\$467,200	\$7,300	\$7,400	\$7,500	\$555,400

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.357
Service Name: East Sooke Fire

CAPITAL BUDGET FORM
 2021 & Forecast 2022 to 2025

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

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

Funding Source Codes
 Debt = Debenture Debt (new debt only)
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 Grant = Grants (Federal, Provincial)
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 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
17-05	Replacement	Turn out Gear	Turn out Gear	\$36,400	E	ERF	\$9,200	\$7,000	\$7,200	\$7,300	\$7,400	\$7,500	\$36,400
20-01	Replacement	Fire Hall Energy Renovation	Propane conversion; The installation of the fuel lines, equipment and the tank.	\$30,000	V	Cap	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
19-01	Replacement	Squad Car	Replace Squad Car 1999 Vehicle	\$160,000	V	ERF	\$0	\$0	\$160,000	\$0	\$0	\$0	\$160,000
18-01	Replacement	Tender	Tender	\$300,000	V	ERF	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000
21-01	Replacement	Storage Air Bottle	Storage Air Bottle	\$5,000	E	ERF	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
21-02	Replacement	Roof for training area	Roof for training area	\$14,000	E	Res	\$0	\$14,000	\$0	\$0	\$0	\$0	\$14,000
21-04	Replacement	Landscaping	ESVFD yard	\$10,000	E	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
				\$555,400			\$39,200	\$66,000	\$467,200	\$7,300	\$7,400	\$7,500	\$555,400

Service: 1.357

East Sooke Fire

Proj. No. 17-05

Capital Project Title Turn out Gear

Capital Project Description Turn out Gear

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale 0

Proj. No. 18-01

Capital Project Title Tender

Capital Project Description Tender

Asset Class V

Board Priority Area 0

Corporate Priority Area 0

Project Rationale 0

Proj. No. 19-01

Capital Project Title Squad Car

Capital Project Description Replace Squad Car 1999 Vehicle

Asset Class V

Board Priority Area 0

Corporate Priority Area 0

Project Rationale 0

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

Reserve/Fund Summary

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	24,485	485	485	485	485	485
Equipment Replacement Fund	417,897	532,867	195,667	321,367	449,967	581,467
Total	24,485	485	196,152	321,852	450,452	581,952

Reserve Schedule

Reserve Fund: 1.357 East Sooke Fire Protection - Capital Reserve Fund - Bylaw 3400

Reserve established for expenditures for or in respect of capital projects, construction, land purchases, machinery or equipment necessary for them and extension or renewal of existing capital works or payment of debt.

Reserve Cash Flow

Fund:	1079	Actual	Budget					
			2020	2021	2022	2023	2024	2025
Fund Centre:	101309							
Beginning Balance		43,893	24,485	485	485	485	485	485
Transfer from Ops Budget		10,000	-	-	-	-	-	-
Transfer from Cap Fund		-	-	-	-	-	-	-
Transfer to Cap Fund		(30,000)	(24,000)	-	-	-	-	-
Interest Income		592	-	-	-	-	-	-
Ending Balance \$		24,485	485	485	485	485	485	485

Assumptions/Background:

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

Reserve Schedule

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

ERF Group: ESOKKFIRE.ERF

Reserve Cash Flow

Fund:	1022	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101948						
Beginning Balance		270,037	417,897	532,867	195,667	321,367	449,967
Transfer from Ops Budget		145,894	126,970	130,000	133,000	136,000	139,000
Planned Purchase		(1,113)	(12,000)	(467,200)	(7,300)	(7,400)	(7,500)
Interest Income		3,078	-	-	-	-	-
Ending Balance \$		417,897	532,867	195,667	321,367	449,967	581,467

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Fire

Final Budget

Service: 1.358 Port Renfrew Fire

Committee: Electoral Area

DEFINITION:

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

MAXIMUM LEVY:

Greater of \$10,000 or \$2.52 / \$1,000 to a maximum of \$282,136.

COMMISSION:

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

MAXIMUM CAPITAL DEBT:

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

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

FUNDING:

User fee and requisition.

1.358 - Port Renfrew Fire	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries, Wages, Benefits	35,200	35,200	35,800	-	-	35,800	36,510	37,240	37,980	38,740
Materials and Supplies	16,960	16,960	17,250	-	-	17,250	17,600	17,950	18,300	18,670
Repairs and Maintenance	3,280	3,280	2,320	-	-	2,320	2,360	2,410	2,460	2,510
Utilities	13,240	13,240	13,470	-	-	13,470	13,750	14,030	14,310	14,600
Allocations	4,364	4,364	5,401	-	-	5,401	6,050	6,171	6,295	6,421
Other Operating Expense	45,580	45,580	46,330	-	-	46,330	47,260	48,210	49,170	50,160
TOTAL OPERATING COSTS	118,624	118,624	120,571	-	-	120,571	123,530	126,011	128,515	131,101
*Percentage Increase over prior year						1.6%	2.5%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	24,663	24,663	24,660	-	-	24,660	25,000	25,000	25,000	25,000
TOTAL CAPITAL / RESERVES	24,663	24,663	24,660	-	-	24,660	25,000	25,000	25,000	25,000
TOTAL FIRE OPERATING COSTS	143,287	143,287	145,231	-	-	145,231	148,530	151,011	153,515	156,101
Debt Charges	2,908	2,908	2,908	-	-	2,908	2,908	2,908	2,908	10
TOTAL COSTS	146,195	146,195	148,139	-	-	148,139	151,438	153,919	156,423	156,111
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(862)	(862)	(934)	-	-	(934)	(900)	(920)	(940)	(960)
User Charge	(57,990)	(57,990)	(59,230)	-	-	(59,230)	(60,410)	(61,620)	(62,850)	(64,110)
Other Revenue	(210)	(210)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
TOTAL REVENUE	(59,062)	(59,062)	(60,374)	-	-	(60,374)	(61,520)	(62,750)	(64,000)	(65,280)
REQUISITION	(87,133)	(87,133)	(87,765)	-	-	(87,765)	(89,918)	(91,169)	(92,423)	(90,831)
*Percentage increase over prior year Requisition						0.7%	2.5%	1.4%	1.4%	-1.7%

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

Service No.	1.358	Carry						
	Port Renfrew Fire	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
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	\$0	\$0	\$0	\$0	\$0	\$10,000

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	\$0	\$0	\$0	\$0	\$0	\$10,000
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	\$0	\$0	\$0	\$0	\$0	\$10,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.358

Service Name: Port Renfrew Fire

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Repelling package	Repelling package	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
			GRAND TOTAL	\$10,000			\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

Port Renfrew Fire
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	46,689	46,689	46,689	46,689	46,689	46,689
Equipment Replacement Fund	126,424	141,084	166,084	191,084	216,084	241,084
Total	173,113	187,773	212,773	237,773	262,773	287,773

Reserve Schedule

Reserve Fund: 1.358 Port Renfrew Fire - Capital Reserve Fund - Bylaw 2702

Surplus money from the operation may be paid from time to time into this reserve fund.

Reserve Cash Flow

Fund: Fund Centre:	1089 102161	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		45,814	46,689	46,689	46,689	46,689	46,689
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		875	-	-	-	-	-
Ending Balance \$		46,689	46,689	46,689	46,689	46,689	46,689

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.358 Port Renfrew Fire - Equipment Replacement Fund

ERF Group: PTRENFIRE.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101434	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		84,268	126,424	141,084	166,084	191,084	216,084
Transfer from Ops Budget		41,226	24,660	25,000	25,000	25,000	25,000
Planned Purchase		-	(10,000)	-	-	-	-
Interest Income		929	-	-	-	-	-
Ending Balance \$		126,424	141,084	166,084	191,084	216,084	241,084

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

CAPITAL REGIONAL DISTRICT

2021 Budget

Shirley Fire Protection

Final Budget

Service: 1.360 Shirley Fire Department

Committee: Electoral Area

DEFINITION:

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

MAXIMUM LEVY:

Greater of \$18,200 or \$1.31 / \$1,000 to a maximum of \$282,686.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

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

FUNDING:

Requisition

1.360 - Shirley Fire Protection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Honoraria	8,430	8,430	8,440	-	-	8,440	8,630	8,820	9,010	9,210
Travel - Vehicles	5,910	5,910	6,040	-	-	6,040	6,170	6,310	6,450	6,590
Insurance	7,070	7,070	7,380	-	-	7,380	7,530	7,690	7,850	8,010
Maintenance	9,560	9,560	9,770	-	-	9,770	9,990	10,210	10,430	10,650
Staff Development	6,870	6,870	6,870	-	-	6,870	7,020	7,170	7,330	7,490
Internal Allocations	3,619	3,619	3,973	-	-	3,973	4,270	4,356	4,443	4,532
Operating - Supplies	21,500	21,500	21,780	-	-	21,780	22,260	22,750	23,250	23,760
Contingency	3,000	3,000	3,000	-	-	3,000	3,000	3,000	3,000	3,000
Purchases - Equipment	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Operating - Other	17,770	17,770	15,930	-	-	15,930	16,390	16,850	17,320	17,810
TOTAL OPERATING COSTS	93,729	93,729	93,183	-	-	93,183	95,260	97,156	99,083	101,052
*Percentage Increase over prior year						-0.6%	2.2%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	35,140	35,140	35,910	-	-	35,910	36,000	36,000	36,000	36,000
Transfer to Capital Reserve Fund	24,520	24,520	25,060	-	-	25,060	25,000	25,000	25,000	25,000
TOTAL CAPITAL / RESERVES	59,660	59,660	60,970	-	-	60,970	61,000	61,000	61,000	61,000
TOTAL COSTS	153,389	153,389	154,153	-	-	154,153	156,260	158,156	160,083	162,052
<u>FUNDING SOURCES (REVENUE)</u>										
Interest Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
REQUISITION	(153,189)	(153,189)	(153,953)	-	-	(153,953)	(156,060)	(157,956)	(159,883)	(161,852)
*Percentage increase over prior year Requisition						0.5%	1.4%	1.2%	1.2%	1.2%

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

Service No.	1.360	Carry	2021	2022	2023	2024	2025	TOTAL
	Shirley Fire Department	Forward from						
		2020						

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
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	\$0	\$0	\$0	\$0	\$0	\$10,000

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	\$0	\$0	\$0	\$0	\$0	\$10,000
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	\$0	\$0	\$0	\$0	\$0	\$10,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.360

Service Name: Shirley Fire Department

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

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

Funding Source Codes
 Debt = Debenture Debt (new debt only)
 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	Firefighting Equipment	Firefighting Equipment	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
			GRAND TOTAL	\$10,000			\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

Shirley Fire Protection
Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	77,974	103,034	128,034	153,034	178,034	203,034
Equipment Replacement Fund	234,609	260,519	296,519	332,519	368,519	404,519
Total	312,583	363,553	424,553	485,553	546,553	607,553

Reserve Schedule

Reserve Fund: 1.360 Shirley Fire Protection - Capital Reserve Fund - Bylaw 2938

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

Reserve Cash Flow

Fund: Fund Centre:	1062 101701	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		52,217	77,974	103,034	128,034	153,034	178,034
Transfer from Ops Budget		24,520	25,060	25,000	25,000	25,000	25,000
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		1,237	-	-	-	-	-
Ending Balance \$		77,974	103,034	128,034	153,034	178,034	203,034

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

Reserve Schedule

Reserve Fund: 1.360 Shirley Fire Protection - Equipment Replacement Fund

ERF Group: SHIRFIRE.ERF

Reserve Cash Flow

Fund:	1022	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101436						
Beginning Balance		161,342	234,609	260,519	296,519	332,519	368,519
Transfer from Ops Budget		71,546	35,910	36,000	36,000	36,000	36,000
Planned Purchase		-	(10,000)	-	-	-	-
Interest Income		1,722	-	-	-	-	-
Ending Balance \$		234,609	260,519	296,519	332,519	368,519	404,519

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Program (JDF)

Final Budget

Service: 1.370 JDF Emergency Program

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

PARTICIPATION:

Electoral Area of Juan de Fuca.

LEVY:

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

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.370 - Emergency Program (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Travel Expense	4,870	4,870	4,970	-	-	4,970	5,070	5,170	5,270	5,380
Contract for Services	21,650	21,650	22,080	-	-	22,080	22,520	22,970	23,430	23,900
Neighbourhood Program	1,420	1,420	1,450	-	-	1,450	1,480	1,510	1,540	1,570
Emergency Social Services	5,120	5,020	5,160	-	-	5,160	5,270	5,380	5,490	5,610
Staff Training & Development	2,920	2,920	2,980	-	-	2,980	3,040	3,100	3,160	3,220
Supplies	4,000	4,000	4,080	-	5,000	9,080	4,160	4,240	4,320	4,410
Allocations	11,638	11,638	12,935	-	-	12,935	13,675	13,949	14,228	14,513
Other Operating Expenses	16,930	10,930	17,290	-	1,000	18,290	17,620	17,960	18,310	18,660
TOTAL OPERATING COSTS	68,548	62,448	70,945	-	6,000	76,945	72,835	74,279	75,748	77,263
*Percentage Increase over prior year						12.2%	-5.3%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	5,110	5,110	4,000	-	-	4,000	4,080	4,160	4,240	4,320
TOTAL CAPITAL / RESERVE	5,110	5,110	4,000	-	-	4,000	4,080	4,160	4,240	4,320
Building Borrowing Repayment to Facilities Reserve	11,880	11,880	11,880	-	-	11,880	11,880	11,880	11,880	11,880
TOTAL COSTS	85,538	79,438	86,825	-	6,000	92,825	88,795	90,319	91,868	93,463
<u>FUNDING SOURCES (REVENUE)</u>										
Balance C/FW from 2020 to 2021	-	6,000	-	-	(6,000)	(6,000)	-	-	-	-
Grants in Lieu of Taxes	(114)	(114)	(122)	-	-	(122)	(120)	(120)	(120)	(120)
Revenue - Other	(220)	(120)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(334)	5,766	(222)	-	(6,000)	(6,222)	(220)	(220)	(220)	(220)
REQUISITION	(85,204)	(85,204)	(86,603)	-	-	(86,603)	(88,575)	(90,099)	(91,648)	(93,243)
*Percentage increase over prior year Requisition						1.6%	2.3%	1.7%	1.7%	1.7%

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

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

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

SOURCE OF FUNDS

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

Reserve Schedule

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

ERF Group: JDFEMERG.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101785	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		63,006	77,183	76,213	68,583	65,273	69,513
Transfer from Ops Budget		15,555	4,000	4,080	4,160	4,240	4,320
Expenditures		(1,976)	(4,970)	(11,710)	(7,470)	-	-
Interest Income		598	-	-	-	-	-
Ending Balance \$		77,183	76,213	68,583	65,273	69,513	73,833

Assumptions/Background:
Balance of \$15 - \$20k required for maintenance of equipment inventory

CAPITAL REGIONAL DISTRICT

2021 Budget

Search and Rescue (JDF)

Final Budget

Service: 1.377 JDF Search and Rescue

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

PARTICIPATION:

The Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

Greater of \$62,000 or \$0.102 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$224,259.

FUNDING:

Requisition

1.377 - Search and Rescue (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services	8,190	7,945	8,190	-	-	8,190	8,350	8,520	8,690	8,860
Building Rent	23,080	23,080	23,090	-	-	23,090	23,550	24,020	24,500	24,990
Staff Training & Development	16,420	8,382	16,420	-	-	16,420	16,750	17,090	17,430	17,780
Supplies	11,700	11,899	11,700	-	-	11,700	11,930	12,160	12,410	12,660
Allocations	3,087	3,087	3,689	-	-	3,689	4,298	4,384	4,472	4,561
Other Operating Expenses	21,800	37,536	21,790	-	-	21,790	22,230	22,680	23,130	23,590
TOTAL OPERATING COSTS	84,277	91,929	84,879	-	-	84,879	87,108	88,854	90,632	92,441
*Percentage Increase over prior year						0.7%	2.6%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance CFW from 2020 to 2021	-	(4,465)	4,465	-	-	4,465	-	-	-	-
Grants in Lieu of Taxes	(84)	(84)	(91)	-	-	(91)	(90)	(90)	(90)	(90)
Revenue - Other	(20,590)	(23,777)	(20,590)	-	-	(20,590)	(21,000)	(21,420)	(21,850)	(22,280)
TOTAL REVENUE	(20,674)	(28,326)	(16,216)	-	-	(16,216)	(21,090)	(21,510)	(21,940)	(22,370)
REQUISITION	(63,603)	(63,603)	(68,663)	-	-	(68,663)	(66,018)	(67,344)	(68,692)	(70,071)
*Percentage increase over prior year Requisition						8.0%	-3.9%	2.0%	2.0%	2.0%

Reserve Schedule

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

ERF Group: JDFSAR.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101986	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		26,875	27,116	27,116	27,116	27,116	27,116
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		241	-	-	-	-	-
Ending Balance \$		27,116	27,116	27,116	27,116	27,116	27,116

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

EA - Community Parks (JDF)

Final Budget

Service: 1.405 JDF EA Community Parks & Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

Greater of \$227,173 or \$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$329,793.
(Bylaw 4087, Amend bylaw 245, March, 2016)

COMMISSION:

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

AUTHORITY:

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

FUNDING:

Requisition

1.405 - EA - Community Parks (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	93,167	93,167	96,264	-	-	96,264	97,184	99,214	101,290	103,413
Contract for Services	20,000	18,000	20,340	-	-	20,340	20,750	21,170	21,590	22,020
Vehicles	5,000	7,802	5,090	-	-	5,090	5,190	5,290	5,400	5,510
Supplies	8,000	8,000	8,140	-	-	8,140	8,300	8,470	8,640	8,810
Allocations	29,339	29,339	30,109	-	-	30,109	30,843	31,463	32,093	32,733
Other Operating Expenses	9,850	6,150	11,010	-	-	11,010	11,230	11,450	11,670	11,890
TOTAL OPERATING COSTS	165,356	162,458	170,953	-	-	170,953	173,497	177,057	180,683	184,376
*Percentage Increase over prior year						3.4%	1.5%	2.1%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	12,389	14,197	12,000	-	-	12,000	12,240	12,480	12,730	12,980
Transfer to Equipment Replacement Fund	10,000	11,500	8,000	-	-	8,000	8,160	8,320	8,490	8,660
TOTAL CAPITAL / RESERVES	22,389	25,697	20,000	-	-	20,000	20,400	20,800	21,220	21,640
TOTAL COSTS	187,745	188,155	190,953	-	-	190,953	193,897	197,857	201,903	206,016
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(249)	(249)	(268)	-	-	(268)	(260)	(270)	(280)	(290)
Revenue - Other	(500)	(910)	(510)	-	-	(510)	(520)	(530)	(540)	(550)
TOTAL REVENUE	(749)	(1,159)	(778)	-	-	(778)	(780)	(800)	(820)	(840)
REQUISITION	(186,996)	(186,996)	(190,175)	-	-	(190,175)	(193,117)	(197,057)	(201,083)	(205,176)
*Percentage increase over prior year Requisition						1.7%	1.5%	2.0%	2.0%	2.0%

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

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

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$220,000	\$80,000	\$0	\$0	\$0	\$0	\$300,000
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$220,000	\$80,000	\$0	\$0	\$0	\$0	\$300,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$220,000	\$80,000	\$0	\$0	\$0	\$0	\$300,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$220,000	\$80,000	\$0	\$0	\$0	\$0	\$300,000

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

Reserve/Fund Summary

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	586,733	598,733	610,973	623,453	636,183	649,163
Equipment Replacement Fund	101,650	109,650	117,810	126,130	134,620	143,280
Total	688,384	708,384	728,784	749,584	770,804	792,444

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Capital Reserve Fund - Bylaw 1133

Pursuant to Section 686 of the Municipal Act the Regional District may, by by-law approved by the Minister of Municipal Affairs, dispose of any portion of land dedicated to the Public for the purpose of a park by subdivision plan deposited in the Land Titles Office, and provide that the proceeds shall be placed in a reserve fund for the purpose of acquiring other lands suitable for park purposes within the Sooke Electoral Area.

Reserve Cash Flow

Fund: Fund Centre:	1034 101378	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		556,126	586,733	598,733	610,973	623,453	636,183
Transfer from Ops Budget		15,271	12,000	12,240	12,480	12,730	12,980
Cash in Lieu		44,850					
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(40,000)	-	-	-	-	-
Interest Income*		10,485	-	-	-	-	-
Ending Balance \$		586,733	598,733	610,973	623,453	636,183	649,163

Assumptions/Background:

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

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

Reserve Schedule

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

ERF Group: JDFEAPRK.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 102158	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		84,397	101,650	109,650	117,810	126,130	134,620
Transfer from Parks Ops Budget		12,882	8,000	8,160	8,320	8,490	8,660
Transfer from Rec Ops Budget		11,436	-	-	-	-	-
Expenditures		(7,859)	-	-	-	-	-
Interest Income		794	-	-	-	-	-
Ending Balance \$		101,650	109,650	117,810	126,130	134,620	143,280

Assumptions/Background:

Transfers limited by maximum requisition level. Transfer as much as operating budget will allow.

CAPITAL REGIONAL DISTRICT

2021 Budget

EA - Community Recreation (JDF)

Final Budget

Service: 1.408 JDF EA Community Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

\$0.063 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$115,746.

COMMISSION:

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

FUNDING:

Requisition

1.408 - EA - Community Recreation (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	42,347	42,347	43,722	-	-	43,722	44,157	45,075	46,023	46,983
Recreation Programs	15,000	6,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Maintenance	4,000	4,000	4,070	-	-	4,070	4,150	4,230	4,310	4,400
Utilities & fuel	6,000	6,000	6,100	-	-	6,100	6,220	6,340	6,460	6,590
Supplies	900	650	910	-	-	910	930	950	970	990
Allocations	10,363	10,363	11,424	-	-	11,424	12,386	12,634	12,889	13,150
Other Operating Expenses	7,900	4,950	7,300	-	-	7,300	7,450	7,600	7,750	7,900
TOTAL OPERATING COSTS	86,510	74,310	88,526	-	-	88,526	90,593	92,439	94,322	96,253
*Percentage Increase over prior year						2.3%	2.3%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	1,000	3,200	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	1,000	3,200	-	-	-	-	-	-	-	-
TOTAL COSTS	87,510	77,510	88,526	-	-	88,526	90,593	92,439	94,322	96,253
<u>FUNDING SOURCES (REVENUE)</u>										
Provincial Grant	-	-	-	-	(3,982)	(3,982)	-	-	-	-
Rentals	(20,000)	(10,000)	(20,000)	-	3,982	(16,018)	(20,400)	(20,810)	(21,230)	(21,650)
Revenue - Other	(209)	(209)	(216)	-	-	(216)	(210)	(210)	(210)	(210)
TOTAL REVENUE	(20,209)	(10,209)	(20,216)	-	-	(20,216)	(20,610)	(21,020)	(21,440)	(21,860)
REQUISITION	(67,301)	(67,301)	(68,310)	-	-	(68,310)	(69,983)	(71,419)	(72,882)	(74,393)
*Percentage increase over prior year Requisition						1.5%	2.4%	2.1%	2.0%	2.1%

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Refuse Disposal

Final Budget

Compiled and Presented by CRD Finance

March 2021

Service: 1.523 Port Renfrew Refuse Disposal

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

\$15.18 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$1,708,308.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

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

RESERVE FUND:

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

1.523 - Port Renfrew Refuse Disposal	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services	24,750	24,750	25,170	-	-	25,170	25,670	26,180	26,700	27,230
Contracts	46,017	46,717	47,520	-	-	47,520	48,470	49,440	50,430	51,440
Allocations	3,419	3,419	3,867	-	-	3,867	3,994	4,073	4,155	4,238
Electricity	1,130	1,030	1,150	-	-	1,150	1,170	1,190	1,210	1,230
Other Operating Expenses	2,990	1,890	3,030	-	-	3,030	3,080	3,130	3,180	3,230
TOTAL OPERATING COSTS	78,306	77,806	80,737	-	-	80,737	82,384	84,013	85,675	87,368
*Percentage Increase over prior year						3.1%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,040
Transfer to Capital Reserve Fund	4,704	4,704	4,000	-	-	4,000	4,000	4,000	4,000	4,000
TOTAL CAPITAL / RESERVES	6,704	6,704	6,000	-	-	6,000	6,000	6,000	6,000	6,040
TOTAL COSTS	85,010	84,510	86,737	-	-	86,737	88,384	90,013	91,675	93,408
Internal Recovery	(15,000)	(15,000)	(15,590)	-	-	(15,590)	(15,900)	(16,220)	(16,540)	(16,870)
NET COSTS	70,010	69,510	71,147	-	-	71,147	72,484	73,793	75,135	76,538
<u>FUNDING SOURCES (REVENUE)</u>										
Sale - Recyclables	(4,000)	(3,500)	(4,000)	-	-	(4,000)	(4,000)	(4,000)	(4,000)	(4,080)
Recovery Cost	(32,800)	(32,800)	(33,439)	-	-	(33,439)	(34,257)	(35,067)	(35,892)	(36,714)
Grants in Lieu of Taxes	(305)	(305)	(334)	-	-	(334)	(320)	(330)	(340)	(350)
Other Revenue	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(37,155)	(36,655)	(37,823)	-	-	(37,823)	(38,627)	(39,447)	(40,282)	(41,194)
REQUISITION	(32,855)	(32,855)	(33,324)	-	-	(33,324)	(33,857)	(34,346)	(34,853)	(35,344)
*Percentage increase over prior year Requisition						1.4%	1.6%	1.4%	1.5%	1.4%

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

Service No.	1.523 Port Renfrew Refuse Disposal	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	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000

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	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
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	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.523

Service Name: Port Renfrew Refuse Disposal

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
19-02	Renewal	Fencing	Replace aged site fencing	\$15,000	S	Res	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000
20-01	Replacement	Site storage capacity	Purchase of on-site metal storage container	\$15,000	E	ERF	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000
			GRAND TOTAL	\$30,000			\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000

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

Reserve/Fund Summary

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	73,400	54,400	58,400	62,400	66,400	70,400
Equipment Replacement Fund	37,222	24,222	26,222	28,222	30,222	32,262
Total	110,622	78,622	84,622	90,622	96,622	102,662

Reserve Schedule

Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Capital Reserve Fund - Bylaw 2665

The capital Reserve Fund established to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them, and extension or renewal of existing capital works.

Surplus monies from the operation of the solid waste removal and disposal service may be paid from time to time into this reserve fund.

Reserve Cash Flow

Fund:	1021	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101365						
Beginning Balance		67,364	73,400	54,400	58,400	62,400	66,400
Transfer from Ops Budget		4,704	4,000	4,000	4,000	4,000	4,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		-	(23,000)	-	-	-	-
Interest Income*		1,332					
Ending Balance \$		73,400	54,400	58,400	62,400	66,400	70,400

Assumptions/Background:

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

Reserve Schedule

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

The Equipment Replacement Fund established for the purpose of vehicle and equipment replacement. Surplus monies from the operation of the solid waste removal and disposal service may be paid from time to time into this reserve fund.
ERF Group: PTRENREF.ERF

Reserve Cash Flow

Fund:	1022	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101448						
Beginning Balance		33,851	37,222	24,222	26,222	28,222	30,222
Transfer from Ops Budget		3,054	2,000	2,000	2,000	2,000	2,040
Transfer from Cap Fund		-	-	-	-	-	-
Planned Purchase		-	(15,000)	-	-	-	-
Interest Income		317					
Ending Balance \$		37,222	24,222	26,222	28,222	30,222	32,262

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Comm - CREST (JDF)

Final Budget

Service: 1.924 JDF Emergency Comm. - CREST

Committee: Governance & Finance

DEFINITION:

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

PARTICIPATION:

The Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.924 - Emergency Comm - CREST (JDF)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payments to CREST	97,172	97,172	110,982	-	-	110,982	113,200	115,460	117,770	120,130
Allocations	2,000	2,000	2,064	-	-	2,064	2,150	2,193	2,236	2,281
Other Operating Expenses	6,200	8,304	6,290	-	-	6,290	6,400	6,510	6,630	6,750
TOTAL OPERATING COSTS	105,372	107,476	119,336	-	-	119,336	121,750	124,163	126,636	129,161
*Percentage Increase over prior year						13.3%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance C/fwd from 2020 to 2021	-	(2,134)	2,134	-	-	2,134	-	-	-	-
Balance C/fwd from 2019 to 2020	313	313	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(140)	(140)	(151)	-	-	(151)	(140)	(140)	(140)	(140)
Revenue-Other	(70)	(40)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	103	(2,001)	1,913	-	-	1,913	(210)	(210)	(210)	(210)
REQUISITION	(105,475)	(105,475)	(121,249)	-	-	(121,249)	(121,540)	(123,953)	(126,426)	(128,951)
*Percentage increase over prior year Requisition						15.0%	0.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Water

Final Budget

Compiled and Presented by CRD Finance

March 2021

Service: 2.650 Port Renfrew Water

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

Local Service Area #5, E(762)

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$1,687,281.

COMMISSION:

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

FUNDING:

User Charge:

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

Parcel Tax:

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

Connection Charges:

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

RESERVE FUND:

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

2.6500 - Port Renfrew Water	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Repairs & Maintenance	8,416	8,348	8,560	-	-	8,560	8,730	8,900	9,070	9,250
Allocations - Operations	76,424	70,000	77,724	-	-	77,724	79,278	80,864	82,481	84,131
Allocations - Other	8,759	8,759	9,054	-	-	9,054	9,033	9,191	9,361	9,533
Electricity	7,160	4,500	4,680	-	-	4,680	4,770	4,870	4,970	5,070
Supplies	3,041	3,001	3,090	-	-	3,090	3,150	3,210	3,270	3,330
Other Operating Expenses	3,938	3,561	4,000	-	-	4,000	4,060	4,120	4,190	4,260
TOTAL OPERATING COSTS	107,738	98,169	107,108	-	-	107,108	109,021	111,155	113,342	115,574
*Percentage Increase over prior year						-0.6%	1.8%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	8,000	18,986	12,000	-	-	12,000	20,000	20,000	20,000	20,000
MFA Debt Reserve Fund	-	-	-	-	-	-	-	3,000	-	2,000
Interest Payments	-	-	-	-	-	-	-	1,425	5,700	6,650
Principal Payments	-	-	-	-	-	-	-	-	17,348	17,348
TOTAL DEBT / RESERVES	10,000	20,986	14,000	-	-	14,000	22,000	26,425	45,048	47,998
TOTAL COSTS	117,738	119,155	121,108	-	-	121,108	131,021	137,580	158,390	163,572
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(58,334)	(59,751)	(60,009)	-	-	(60,009)	(64,955)	(68,225)	(78,620)	(81,196)
Other Revenue	(1,077)	(1,077)	(1,083)	-	-	(1,083)	(1,110)	(1,130)	(1,150)	(1,180)
TOTAL REVENUE	(59,411)	(60,828)	(61,092)	-	-	(61,092)	(66,065)	(69,355)	(79,770)	(82,376)
REQUISITION - PARCEL TAX	(58,327)	(58,327)	(60,016)	-	-	(60,016)	(64,956)	(68,225)	(78,620)	(81,196)
*Percentage increase over prior year										
User Fees						2.9%	8.2%	5.0%	15.2%	3.3%
Requisition						2.9%	8.2%	5.0%	15.2%	3.3%
Combined						2.9%	8.2%	5.0%	15.2%	3.3%

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

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

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$10,000	\$35,000	\$10,000	\$110,000	\$10,000	\$10,000	\$10,000	\$175,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$1,648,918	\$200,000	\$0	\$200,000	\$200,000	\$2,048,918
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$10,000	\$35,000	\$1,658,918	\$310,000	\$10,000	\$210,000	\$210,000	\$2,223,918

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$300,000	\$0	\$200,000	\$200,000	\$500,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$25,000	\$1,573,918	\$0	\$0	\$0	\$0	\$1,598,918
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$10,000	\$10,000	\$85,000	\$10,000	\$10,000	\$10,000	\$10,000	\$125,000
	\$10,000	\$35,000	\$1,658,918	\$310,000	\$10,000	\$210,000	\$210,000	\$2,223,918

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.650
Service Name: Port Renfrew Water

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	Hydrant Replacement Program	Hydrants are reaching their end of life and require replacement.	\$75,000	E	Res	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
					E	Grant	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
22-01	Replacement	Referendum	Referendum to fund Supply System Replacement and AC Pipe Replacement Program	\$25,000	S	Res	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
23-01	Replacement	Supply System Replacement	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.	\$1,623,918	S	Grant	\$0	\$0	\$1,573,918	\$0	\$0	\$0	\$1,573,918
					S	Res	\$0	\$0	\$50,000		\$0	\$0	\$50,000
23-02	Replacement	AC Pipe Replacement Program	Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.	\$400,000	S	Debt	\$0	\$0	\$0	\$200,000	\$0	\$200,000	\$400,000
23-03	Replacement	Miscellaneous Repairs & Replacements	Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof	\$100,000	E	Debt	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
				\$2,223,918			\$10,000	\$35,000	\$1,658,918	\$310,000	\$10,000	\$210,000	\$2,223,918

Service: 2.650 Port Renfrew Water

Proj. No. 20-01 Capital Project Title Hydrant Replacement Program Capital Project Description Hydrants are reaching their end of life and require replacement.

Asset Class E Board Priority Area 0 Corporate Priority Area 0

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

Proj. No. 22-01 Capital Project Title Referendum Capital Project Description Referendum to fund Supply System Replacement and AC Pipe Replacement Program

Asset Class S Board Priority Area 0 Corporate Priority Area 0

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

Proj. No. 23-01 Capital Project Title Supply System Replacement Capital Project Description Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.

Asset Class S Board Priority Area 0 Corporate Priority Area 0

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

Proj. No. 23-02 Capital Project Title AC Pipe Replacement Program Capital Project Description Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.

Asset Class S Board Priority Area 0 Corporate Priority Area 0

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

Proj. No. 23-03 Capital Project Title Miscellaneous Repairs & Replacements Capital Project Description Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof

Asset Class E Board Priority Area 0 Corporate Priority Area 0

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

Port Renfrew Water
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	80,799	82,799	17,799	27,799	37,799	47,799
Operating Reserve Fund	2,021	4,021	6,021	8,021	10,021	12,021
Total	82,820	86,820	23,820	35,820	47,820	59,820

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Capital Reserve Fund - Bylaw 2577

The Capital Reserve Fund established for general capital services and facilities in the Port Renfrew Water Supply and Port Renfrew Sewer System local service area to be used for capital expenditures for the utilities, and redemption of debentures issued for the utilities.

Reserve Cash Flow

Fund: Fund Centre:	1026 101370	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		72,955	80,799	82,799	17,799	27,799	37,799
Transfer from Ops Budget		1,519	12,000	20,000	20,000	20,000	20,000
Transfer from Cap Fund		4,848	-	-	-	-	-
Transfer to Cap Fund		-	(10,000)	(85,000)	(10,000)	(10,000)	(10,000)
Interest Income*		1,478					
Ending Balance \$		80,799	82,799	17,799	27,799	37,799	47,799

Assumptions/Background:

-Transfer as much as operating budget will allow.

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

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Operating Reserve Fund - Bylaw 4242

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

Reserve Cash Flow

Fund:	1500	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	105536						
Beginning Balance		-	2,021	4,021	6,021	8,021	10,021
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,000
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		21					
Ending Balance \$		2,021	4,021	6,021	8,021	10,021	12,021

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Wilderness Mountain Water

Final Budget

Compiled and Presented by CRD Finance

March 2021

Service: 2.691 Wilderness Mountain Water Service

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

Wilderness Mountain Local Service Area

MAXIMUM LEVY:

Greater of \$130,000 or \$3.27/ \$1,000 of actual assessed value of land and improvements. To a maximum of \$227,210.

MAXIMUM CAPITAL DEBT:

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

COMMISSION:

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

FUNDING:

Consumption Charge:

Water Consumption charge will be collected from each Single Family Equivalent connected to the water system

User Charge:

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

Parcel Tax:

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

RESERVE FUND # 1075:

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

2.691 - Wilderness Mountain Water

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Contract for Services	900	3,575	900	-	-	900	920	940	960	980
Allocations	13,450	13,689	13,767	-	-	13,767	14,261	14,549	14,851	15,146
Electricity	6,360	5,277	6,470	-	-	6,470	6,600	6,730	6,860	7,000
Supplies	14,901	19,217	17,580	-	-	17,580	17,940	18,300	18,670	19,050
Labour Charges	68,470	64,344	69,970	-	-	69,970	81,520	73,240	77,980	75,240
Insurance	1,230	1,230	1,250	-	-	1,250	1,270	1,290	1,310	1,330
Other Operating Expenses	10,910	9,397	10,940	-	-	10,940	11,150	11,360	11,580	11,800
TOTAL OPERATING COSTS	116,221	116,729	120,877	-	-	120,877	133,661	126,409	132,211	130,546
*Percentage Increase over prior year						4.0%	10.6%	-5.4%	4.6%	-1.3%
Transfer from Operating Reserve Fund	-	-	-	-	-	-	(10,000)	(500)	(4,000)	-
NET OPERATING COSTS	116,221	116,729	120,877	-	-	120,877	123,661	125,909	128,211	130,546
*Percentage Increase over prior year						4.0%	2.3%	1.8%	1.8%	1.8%
DEBT / RESERVES										
Transfer to Capital Reserve Fund	-	(15,000)	-	-	-	-	6,000	6,000	6,000	6,000
Transfer to Operating Reserve Fund	1,640	1,640	5,000	-	-	5,000	6,000	6,000	6,000	6,000
MFA Debt Reserve Fund	70	70	80	-	-	80	80	80	80	80
MFA Debt Principal	14,033	14,033	14,033	-	-	14,033	14,033	14,033	14,033	14,033
MFA Debt Interest	9,554	9,554	9,554	-	-	9,554	9,554	9,554	9,554	9,554
TOTAL DEBT / RESERVES	25,297	10,297	28,667	-	-	28,667	35,667	35,667	35,667	35,667
TOTAL COSTS	141,518	127,026	149,544	-	-	149,544	159,328	161,576	163,878	166,213
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2020 to 2021	-	2,932	(2,932)	-	-	(2,932)	-	-	-	-
Balance c/fwd from 2019 to 2020	5,639	5,639	-	-	-	-	-	-	-	-
User Charges	(65,658)	(65,658)	(69,442)	-	-	(69,442)	(70,839)	(71,963)	(73,114)	(74,282)
Sale - Water	(17,520)	(17,520)	(17,520)	-	-	(17,520)	(17,520)	(17,520)	(17,520)	(17,520)
Other Revenue	(120)	11,440	(130)	-	-	(130)	(130)	(130)	(130)	(130)
TOTAL REVENUE	(77,659)	(63,167)	(90,024)	-	-	(90,024)	(88,489)	(89,613)	(90,764)	(91,932)
REQUISITION - PARCEL TAX	(63,859)	(63,859)	(59,520)	-	-	(59,520)	(70,839)	(71,963)	(73,114)	(74,281)
*Percentage increase over prior year										
User Charge						5.8%	2.0%	1.6%	1.6%	1.6%
Water Sale						0.0%	0.0%	0.0%	0.0%	0.0%
Requisition						-6.8%	19.0%	1.6%	1.6%	1.6%
Combined						-0.4%	8.7%	1.4%	1.4%	1.4%

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

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

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$34,000	\$0	\$0	\$0	\$0	\$0	\$34,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$34,000	\$0	\$0	\$0	\$0	\$0	\$34,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0	\$4,000
	\$0	\$34,000	\$0	\$0	\$0	\$0	\$0	\$34,000

Service: 2.691 **Wilderness Mountain Water Service**

Proj. No. 21-01	Capital Project Title Source Water Protection Plan	Capital Project Description Complete a Source Water Protection Plan
Asset Class S	Board Priority Area 0	Corporate Priority Area Water
Project Rationale <i>As a continuation of the completed 2020 Source Water Vulnerability Study completed by WSP, a consultant will be retained to complete the Source Water Protection Plan for the Wilderness Mountain Water Service.</i>		

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

Reserve/Fund Summary

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	50,130	46,130	52,130	58,130	64,130	70,130
Operating Reserve Fund	1,657	6,657	2,657	8,157	10,157	16,157
Total	51,787	52,787	54,787	66,287	74,287	86,287

Reserve Schedule

Reserve Fund: 2.691 Wilderness Mountain Water - Capital Reserve Fund - Bylaw 3535

The capital Reserve Fund established to provide for capital expenditures for or in respect of capital projects, land purchases, machinery or equipment necessary for them and extension or renewal of existing capital works or related debt servicing payments.

Surplus monies from the operation of the Wilderness Mountain Water Service may be paid from time to time into the Reserve Fund.

Reserve Cash Flow

Fund:	1075	Actual	Budget				
Fund Centre:	101994	2020	2021	2022	2023	2024	2025
Beginning Balance		40,732	50,130	46,130	52,130	58,130	64,130
Transfer from Ops Budget		-	-	6,000	6,000	6,000	6,000
Transfer from Cap Fund		8,620	-	-	-	-	-
Transfer to Cap Fund		-	(4,000)	-	-	-	-
Interest Income*		778	-	-	-	-	-
Ending Balance \$		50,130	46,130	52,130	58,130	64,130	70,130

Assumptions/Background:

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

Reserve Schedule

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

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

Reserve Cash Flow

Fund:	1500	Actual	Budget				
Fund Centre:	105540	2020	2021	2022	2023	2024	2025
Beginning Balance		-	1,657	6,657	2,657	8,157	10,157
Transfer from Ops Budget		1,640	5,000	6,000	6,000	6,000	6,000
Transfer to Ops Budget		-	-	(10,000)	(500)	(4,000)	-
Planned Maintenance Activity				Reservoir Cleaning and Inspection	PRV Maintenance	Distribution System Flushing, Valve Exercising	
Interest Income*		17	-	-	-	-	-
Ending Balance \$		1,657	6,657	2,657	8,157	10,157	16,157

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Sewer

Final Budget

DEFINITION:

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

PARTICIPATION:

Local Service Area C(762) LSA#2.

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$583,741.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

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

FUNDING:

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

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

Connection Charge: Based on actual cost.

RESERVE FUND:

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

3.850 - Port Renfrew Sewer	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Grit Disposal	9,100	8,548	9,250	-	-	9,250	9,440	9,630	9,820	10,020
Electricity	6,708	6,779	6,820	-	-	6,820	6,960	7,100	7,240	7,380
Supplies	2,388	2,062	2,440	-	-	2,440	2,490	2,540	2,590	2,640
Allocations - Operations	55,114	63,548	56,791	-	-	56,791	57,927	59,085	60,266	61,472
Allocations - Other	15,202	11,440	16,097	-	-	16,097	16,788	17,103	17,426	17,754
Other Operating Expenses	4,129	21,356	4,430	5,000	-	9,430	9,610	9,790	9,970	10,160
TOTAL OPERATING COSTS	92,641	113,733	95,828	5,000	-	100,828	103,215	105,248	107,312	109,426
*Percentage Increase over prior year			3.4%			8.8%	2.4%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve	3,000	-	13,000	-	-	13,000	13,000	10,000	10,000	10,000
Transfer to Operating Reserve	2,000	-	2,000	-	-	2,000	2,000	2,000	2,000	2,040
MFA Debt Reserve Fund	-	-	-	-	-	-	-	1,500	13,500	4,000
MFA Debt Principal	-	-	-	-	-	-	-	-	4,680	46,830
MFA Debt Interest	-	-	-	-	-	-	-	975	12,675	41,600
TOTAL DEBT / RESERVES	5,000	-	15,000	-	-	15,000	15,000	14,475	42,855	104,470
TOTAL COSTS	97,641	113,733	110,828	5,000	-	115,828	118,215	119,723	150,167	213,896
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	(2,202)	2,202	-	-	2,202	-	-	-	-
User Charges	(48,226)	(48,724)	(54,809)	(2,500)	-	(57,309)	(58,495)	(59,238)	(74,452)	(106,306)
Grants in Lieu of Taxes	(1,055)	(1,055)	(1,115)	-	-	(1,115)	(1,080)	(1,100)	(1,120)	(1,140)
Other Revenue	(150)	(72)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
Provincial Grants	-	(13,470)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(49,431)	(65,523)	(53,872)	(2,500)	-	(56,372)	(59,725)	(60,488)	(75,722)	(107,596)
REQUISITION	(48,210)	(48,210)	(56,956)	(2,500)	-	(59,456)	(58,490)	(59,235)	(74,445)	(106,300)
*Percentage increase over prior year										
User Fees						18.8%	2.1%	1.3%	25.7%	42.8%
Requisition						23.3%	-1.6%	1.3%	25.7%	42.8%
Combined						21.1%	0.2%	1.3%	25.7%	42.8%

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

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

EXPENDITURE

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

SOURCE OF FUNDS

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

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 3.850
Service Name: Port Renfrew Sewer

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

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

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

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

Asset Class
 L - Land
 S - Engineering Structure
 B - Buildings
 V - Vehicles
 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	Renewal	Structural Upgrades at WWTP	Structural assessment completed by Sorenson in 2020 revealed several structural support issues that are a safety issue and need to be addressed including upgrades to stairs and catwalks.	\$30,000	S	Grant	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
21-02	Study	Review Options for Phased Capital Plan Upgrade	Plan phased upgrades of the wastewater system.	\$20,000	S	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
22-01	Replacement	Genset Upgrade	A new genset is required to provide standby power for the whole WWTP.	\$60,000	S	Grant	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000
22-02	Renewal	Referendum for System Renewal	Based on information in the Options Study (21-02), carry out public consultation and a referendum in order to borrow funds for required system renewal (one or multiple phases).	\$25,000	S	Res	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
23-01	Replacement	Phase 1 - System Renewal - Outfall and Sewer Replacement	Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, acquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration.	\$1,500,000	S	Debt	\$0	\$0	\$0	\$150,000	\$1,350,000	\$0	\$1,500,000
25-01	Renewal	Phase 2 - System Renewal - New WWTP and Pump Station	Install a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP.	\$4,000,000	S	Debt	\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000
GRAND TOTAL				\$5,635,000			\$0	\$50,000	\$85,000	\$150,000	\$1,350,000	\$400,000	\$2,035,000

Service: **3.850** **Port Renfrew Sewer**

Proj. No. 21-01 **Capital Project Title** Structural Upgrades at WWTP **Capital Project Description** Structural assessment completed by Sorenson in 2020 revealed several structural support issues that are a safety issue and need to be addressed including upgrades to stairs and catwalks.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

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

Proj. No. 21-02 **Capital Project Title** Review Options for Phased Capital Plan Upgrade **Capital Project Description** Plan phased upgrades of the wastewater system.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

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

Proj. No. 22-01 **Capital Project Title** Genset Upgrade **Capital Project Description** A new genset is required to provide standby power for the whole WWTP.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

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

Proj. No. 22-02 **Capital Project Title** Referendum for System Renewal **Capital Project Description** Based on information in the Options Study (21-02), carry out public consultation and a referendum in order to borrow funds for required system renewal (one or multiple phases).

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

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

Proj. No. 23-01 **Capital Project Title** Phase 1 - System Renewal - Outfall and Sewer Replacement **Capital Project Description** Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, acquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, acquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration. Design the outfall/sewer upgrades and obtain regulatory and First Nation approvals in 2023, and install the outfall/sewers in 2024.

Proj. No. 25-01 **Capital Project Title** Phase 2 - System Renewal - New WWTP and Pump Station **Capital Project Description** Install a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP.

Asset Class S **Board Priority Area** 0 **Corporate Priority Area** 0

Project Rationale Install a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP. The plant is to be designed so that additional modules can be added for increased capacity as the septic systems are converted into the sewer service and the community grows. Commence with design in 2025 and construction in 2026 or when grants and funds from developers are received.

**Port Renfrew Sewer
Reserve Summary Schedule
2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	21,548	14,548	2,548	12,548	22,548	32,548
Operating Reserve Fund	21	2,021	4,021	6,021	8,021	10,061
Total	21,569	16,569	6,569	18,569	30,569	42,609

Reserve Schedule

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

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

Reserve Cash Flow

Fund: Fund Centre:	1044 101388	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		19,828	21,548	14,548	2,548	12,548	22,548
Transfer from Ops Budget		-	13,000	13,000	10,000	10,000	10,000
Transfer to Cap Fund		-	(20,000)	(25,000)	-	-	-
Transfer from Cap Fund		1,310	-	-	-	-	-
Interest Income		410	-	-	-	-	-
Ending Balance \$		21,548	14,548	2,548	12,548	22,548	32,548

Assumptions/Background:

Transfer as much as operating budget will allow.

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer - Operating Reserve Fund - Bylaw 4242

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

Reserve Cash Flow

Fund:	1500	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	105537						
Beginning Balance		-	21	2,021	4,021	6,021	8,021
Transfer from Ops Budget		-	2,000	2,000	2,000	2,000	2,040
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		21	-	-	-	-	-
Ending Balance \$		21	2,021	4,021	6,021	8,021	10,061

Assumptions/Background: