

# **CAPITAL REGIONAL DISTRICT**

## **2022 BUDGET**

### **JOINT ELECTORAL SERVICES**

#### **FINAL BUDGET**

MARCH 2022

**FINAL BUDGET**  
**March 16, 2022**  
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# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Elections**

#### **FINAL BUDGET**

MARCH 2022

**Service: 1.103 Elections**

**Committee: Electoral Area**

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**FUNDING:**

Requisition and contribution from Islands Trust.

1.103 - Elections	2021		BUDGET REQUEST			FUTURE PROJECTIONS				
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Electoral Area Elections	-	-	122,500	-	40,000	162,500	-	-	-	175,895
Islands Trust	-	-	74,900	-	-	74,900	-	-	-	81,074
Allocations and Insurance	37	37	32	-	-	32	32	32	32	32
<b>TOTAL OPERATING COSTS</b>	<b>37</b>	<b>37</b>	<b>197,432</b>	<b>-</b>	<b>40,000</b>	<b>237,432</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>257,001</b>
*Percentage Increase over prior year										
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	25,033	25,033	25,500	-	-	25,500	45,000	45,000	45,000	45,000
<b>TOTAL COSTS</b>	<b>25,070</b>	<b>25,070</b>	<b>222,932</b>	<b>-</b>	<b>40,000</b>	<b>262,932</b>	<b>45,032</b>	<b>45,032</b>	<b>45,032</b>	<b>302,001</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	(122,457)	-	-	(122,457)	-	-	-	(175,895)
Recovery from Islands Trust	-	-	(74,900)	-	-	(74,900)	-	-	-	(81,074)
Other Income	(66)	(66)	(84)	-	-	(84)	(70)	(70)	(70)	(70)
<b>TOTAL REVENUE</b>	<b>(66)</b>	<b>(66)</b>	<b>(197,441)</b>	<b>-</b>	<b>-</b>	<b>(197,441)</b>	<b>(70)</b>	<b>(70)</b>	<b>(70)</b>	<b>(257,039)</b>
<b>REQUISITION</b>	<b>(25,004)</b>	<b>(25,004)</b>	<b>(25,491)</b>	<b>-</b>	<b>(40,000)</b>	<b>(65,491)</b>	<b>(44,962)</b>	<b>(44,962)</b>	<b>(44,962)</b>	<b>(44,962)</b>
*Percentage increase over prior year Requisition										
			1.9%			161.9%	-31.3%	0.0%	0.0%	0.0%

**Reserve Schedule**

**Reserve Fund: 1.103 Elections - Operating Reserve Fund**

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

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105515	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		76,873	103,359	6,402	51,402	96,402	141,402
Transfer from Op Budget		25,034	25,500	45,000	45,000	45,000	45,000
Transfer to Op Budget		-	(122,457)	-	-	-	(175,895)
Transfer from ERF		41	-	-	-	-	-
Interest Income		1,412	-	-	-	-	-
<b>Ending Balance \$</b>		<b>103,359</b>	<b>6,402</b>	<b>51,402</b>	<b>96,402</b>	<b>141,402</b>	<b>10,507</b>

**Assumptions/Background:**

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

# **CAPITAL REGIONAL DISTRICT**

**2022 Budget**

**UBCM**

**FINAL BUDGET**

MARCH 2022

**Service:** 1.104 Union of B.C. Municipalities

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**FUNDING:**

Requisition

**GENERAL INFORMATION:**

Association of Vancouver Island and Coastal Communities (AVICC)

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



1.104 - UBCM	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Membership Fee	12,893	11,722	12,945	-	-	12,945	13,198	13,461	13,724	13,998
<b>TOTAL COSTS</b>	<b>12,893</b>	<b>11,722</b>	<b>12,945</b>	<b>-</b>	<b>-</b>	<b>12,945</b>	<b>13,198</b>	<b>13,461</b>	<b>13,724</b>	<b>13,998</b>
*Percentage Increase over prior year						0.4%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	1,147	(1,147)	-	-	(1,147)	-	-	-	-
Balance c/fwd from 2020 to 2021	(5,169)	(5,169)	-	-	-	-	-	-	-	-
Other Revenue	(97)	(73)	(76)	-	-	(76)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(5,266)</b>	<b>(4,095)</b>	<b>(1,223)</b>	<b>-</b>	<b>-</b>	<b>(1,223)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>
<b>REQUISITION</b>	<b>(7,627)</b>	<b>(7,627)</b>	<b>(11,722)</b>	<b>-</b>	<b>-</b>	<b>(11,722)</b>	<b>(13,098)</b>	<b>(13,361)</b>	<b>(13,624)</b>	<b>(13,898)</b>
*Percentage increase over prior year Requisition						53.7%	11.7%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Building Inspection**

#### **FINAL BUDGET**

MARCH 2022

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

The building inspection department provides building inspection services to homeowners, builders and contractors in compliance with both the BC Building Code and CRD Building Bylaw 3741 (2010), Amendment 3780 (2011), and Amendment 4403 (2021). The Building inspection service includes receiving, reviewing and advising on building permit applications, processing of the applications including code analysis and referrals to other agencies, issuing building permits and verifying conditional requirements, arranging and carrying out site and construction inspections and granting final approval for occupancy. Staff also provides inspection services to other CRD departments on a cost recovery basis.

**PARTICIPATION:**

All Electoral Areas on the basis of converted hospital assessments.

**MAXIMUM LEVY:**

Not stated.

**FUNDING:**

Fees and charges and requisition to all Electoral Areas

1.318 - Building Inspection	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Salaries & Wages	1,151,316	1,088,446	1,159,718	38,204	-	1,197,922	1,223,534	1,249,693	1,276,422	1,303,728
Telecommunications	35,890	35,890	36,610	-	-	36,610	37,340	38,090	38,850	39,630
Legal Expenses	10,390	10,390	10,600	-	-	10,600	10,810	11,030	11,250	11,480
Building Rent	34,450	34,450	34,880	-	-	34,880	35,610	36,350	37,110	37,860
Supplies	16,380	16,380	16,700	-	-	16,700	17,040	17,380	17,720	18,080
Allocations	225,494	227,634	298,869	-	-	298,869	303,484	309,401	315,451	321,620
Other Operating Expenses	146,070	130,810	153,120	-	-	153,120	156,220	159,410	162,660	165,960
<b>TOTAL OPERATING COSTS</b>	<b>1,619,990</b>	<b>1,544,000</b>	<b>1,710,497</b>	<b>38,204</b>	<b>-</b>	<b>1,748,701</b>	<b>1,784,038</b>	<b>1,821,354</b>	<b>1,859,463</b>	<b>1,898,358</b>
*Percentage Increase over prior year						7.9%	2.0%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	10,000	84,000	20,000	-	-	20,000	20,000	20,000	20,000	20,000
Transfer to Operating Reserve Fund	-	182,849	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>10,000</b>	<b>266,849</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
<b>TOTAL COSTS</b>	<b>1,653,290</b>	<b>1,834,149</b>	<b>1,753,797</b>	<b>38,204</b>	<b>-</b>	<b>1,792,001</b>	<b>1,827,338</b>	<b>1,864,654</b>	<b>1,902,763</b>	<b>1,941,658</b>
*Percentage Increase over prior year						8.4%	2.0%	2.0%	2.0%	2.0%
Internal Recoveries	(29,486)	(29,486)	(30,076)	-	-	(30,076)	(30,678)	(31,290)	(31,916)	(32,555)
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>1,623,804</b>	<b>1,804,663</b>	<b>1,723,721</b>	<b>38,204</b>	<b>-</b>	<b>1,761,925</b>	<b>1,796,660</b>	<b>1,833,364</b>	<b>1,870,847</b>	<b>1,909,103</b>
<u>FUNDING SOURCES (REVENUE)</u>										
						8.5%	2.0%	2.0%	2.0%	2.0%
Transfer from Operating Reserve Fund	(126,400)	(126,400)	(66,235)	-	-	(66,235)	(58,903)	(52,374)	(45,434)	(38,041)
Permit Fees Revenue	(1,019,141)	(1,200,000)	(1,200,000)	-	-	(1,200,000)	(1,224,000)	(1,248,480)	(1,273,450)	(1,298,920)
Contract Revenue	(36,781)	(36,781)	(37,510)	-	-	(37,510)	(38,250)	(39,020)	(39,800)	(40,590)
Grants in Lieu of Taxes	(1,656)	(1,656)	(1,802)	-	-	(1,802)	(1,720)	(1,750)	(1,790)	(1,830)
Revenue - Other	(2,562)	(2,562)	(2,610)	-	-	(2,610)	(2,660)	(2,710)	(2,760)	(2,820)
<b>TOTAL REVENUE</b>	<b>(1,186,540)</b>	<b>(1,367,399)</b>	<b>(1,308,157)</b>	<b>-</b>	<b>-</b>	<b>(1,308,157)</b>	<b>(1,325,533)</b>	<b>(1,344,334)</b>	<b>(1,363,234)</b>	<b>(1,382,201)</b>
<b>REQUISITION</b>	<b>(437,264)</b>	<b>(437,264)</b>	<b>(415,564)</b>	<b>(38,204)</b>	<b>-</b>	<b>(453,768)</b>	<b>(471,127)</b>	<b>(489,030)</b>	<b>(507,613)</b>	<b>(526,902)</b>
*Percentage increase over prior year Requisition			-5.0%	8.7%		3.8%	3.8%	3.8%	3.8%	3.8%
<u>AUTHORIZED POSITIONS</u>										
Salaries FTE	9.7		9.7	0.5		10.2	10.2	10.2	10.2	10.2

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026**

<b>Service No.</b>	<b>1.318 Building Inspection</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$88,900	\$6,000	\$5,500	\$4,500	\$6,000	\$110,900
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$45,000	\$50,000	\$0	\$0	\$50,000	\$145,000
		<b>\$0</b>	<b>\$133,900</b>	<b>\$56,000</b>	<b>\$5,500</b>	<b>\$4,500</b>	<b>\$56,000</b>	<b>\$255,900</b>
		<b>\$0</b>	<b>\$133,900</b>	<b>\$56,000</b>	<b>\$5,500</b>	<b>\$4,500</b>	<b>\$56,000</b>	<b>\$255,900</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$133,900	\$56,000	\$5,500	\$4,500	\$56,000	\$255,900
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$133,900</b>	<b>\$56,000</b>	<b>\$5,500</b>	<b>\$4,500</b>	<b>\$56,000</b>	<b>\$255,900</b>
		<b>\$0</b>	<b>\$133,900</b>	<b>\$56,000</b>	<b>\$5,500</b>	<b>\$4,500</b>	<b>\$56,000</b>	<b>\$255,900</b>

CAPITAL REGIONAL DISTRICT

<p><b>Project Number</b></p> <p>Project number format is "yy-##"</p> <p>"yy" is the last two digits of the year the project is planned to start.</p> <p>"##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously</p>	<p><b>Capital Project Description</b></p> <p>Briefly describe project scope and service benefits.</p> <p>For example: <i>"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"</i>.</p>	<p><b>Carryforward from 2021</b></p> <p>Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p><b>Project Drivers</b></p> <p><b>Maintain Level of Service</b> = Project maintains existing or improved level of service.</p> <p><b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority.</p> <p><b>Emergency</b> = Project is required for health or safety reasons.</p> <p><b>Cost Benefit</b> = Economic benefit to the organization.</p>
<p><b>Capital Expenditure Type</b></p> <p><b>Study</b> - Expenditure for feasibility and business case report.</p> <p><b>New</b> - Expenditure for new asset only</p> <p><b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service</p> <p><b>Replacement</b> - Expenditure replaces an existing asset</p>	<p><b>Total Project Budget</b></p> <p>Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p><b>Funding Source Codes</b></p> <p>Debt = Debenture Debt (new debt only)</p> <p>ERF = Equipment Replacement Fund</p> <p>Grant = Grants (Federal, Provincial)</p> <p>Cap = Capital Funds on Hand</p> <p>Other = Donations / Third Party Funding</p> <p>Res = Reserve Fund</p> <p>STLoan = Short Term Loans</p> <p>WU = Water Utility</p> <p>If there is more than one funding source, use additional rows for the project.</p>	<p><b>Long-term Planning</b></p> <p><b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs.</p> <p><b>Asset Management Plan / Sustainable Service Delivery Plan</b> = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.</p> <p><b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age or asset material/type.</p> <p><b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.</p>
<p><b>Capital Project Title</b></p> <p>Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p><b>Asset Class</b></p> <p><b>L</b> - Land</p> <p><b>S</b> - Engineering Structure</p> <p><b>B</b> - Buildings</p> <p><b>V</b> - Vehicles</p>	<p><b>Cost Estimate Class</b></p> <p>Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.</p> <p>Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.</p> <p>Class C (+25-40%) = Estimate based on limited site information; used for program planning.</p> <p>Class D (+50%) = Estimate based on little/no site information; used for long-term planning.</p>	

**Service #:** 1.318  
**Service Name:** Building Inspection

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	\$145,000	V	ERF	\$0	\$45,000	\$50,000	\$0		\$50,000	\$145,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	\$30,600	E	ERF	\$0	\$8,600	\$6,000	\$5,500	\$4,500	\$6,000	\$30,600
22-01	Replacement	Phone System	Salt Spring Island phone system replacement	\$16,000	E	ERF	\$0	\$16,000	\$0	\$0	\$0	\$0	\$16,000
22-02	New	New Furniture - Fisgard	7 furniture workstations for Fisgard department move to new location (Starbucks)	\$50,000	E	ERF	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
22-03	New	Microfiche Computer	New pc and monitor for microfiche reader used for FOI requests at Fisgard	\$1,300	E	ERF	\$0	\$1,300	\$0	\$0	\$0	\$0	\$1,300
22-04	Replacement	JDF Printer	Replacement of shared printer	\$3,000	E	ERF	\$0	\$3,000	\$0	\$0	\$0	\$0	\$3,000
22-05	Replacement	Photocopoier	Replace Photocopier in Pender Island Office	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
			<b>GRAND TOTAL</b>	<b>\$255,900</b>			<b>\$0</b>	<b>\$133,900</b>	<b>\$56,000</b>	<b>\$5,500</b>	<b>\$4,500</b>	<b>\$56,000</b>	<b>\$255,900</b>

Service: 1.318 Building Inspection

<b>Project Number</b>	18-01	<b>Capital Project Title</b>	Vehicle Replacement	<b>Capital Project Description</b>	Vehicle Replacement
<b>Project Rationale</b>	Replaces vehicles with substantial miles that are used by the Building Inspectors to travel to remote locations in the Southern Gulf Islands and Juan de Fuca to carry out building inspections.				

<b>Project Number</b>	19-01	<b>Capital Project Title</b>	Computer Replacement	<b>Capital Project Description</b>	Replacement of Computer equipment
<b>Project Rationale</b>	As per IT's replacement schedule for department computers.				

<b>Project Number</b>	22-01	<b>Capital Project Title</b>	Phone System	<b>Capital Project Description</b>	Salt Spring Island phone system replacement
<b>Project Rationale</b>	Replace 20 year-old phone system that is antiquated, has insufficient number of phones lines and no voicemail. Telus has advised parts are no longer available.				

<b>Project Number</b>	22-02	<b>Capital Project Title</b>	New Furniture - Fisgard	<b>Capital Project Description</b>	7 furniture workstations for Fisgard department move to new location (Starbucks)
<b>Project Rationale</b>	Department has been reassigned to a new locaton on the first floor at Fisgard and advised that new furniture is required to fit the dimensions of the new area.				

<b>Project Number</b>	22-03	<b>Capital Project Title</b>	Microfiche Computer	<b>Capital Project Description</b>	New pc and monitor for microfiche reader used for FOI requests at Fisgard
<b>Project Rationale</b>	Add new pc for microfiche reader used for FOI requests at Fisgard. Volume of FOI's have substantially increased that a stand-alone pc is required.				

<b>Project Number</b>	22-04	<b>Capital Project Title</b>	JDF Printer	<b>Capital Project Description</b>	Replacement of shared printer
<b>Project Rationale</b>	Building Inspection JDF office shares a printer with the Planning Department. Expected replacement of printer in 2022.				

<b>Project Number</b>	22-05	<b>Capital Project Title</b>	Photocopier	<b>Capital Project Description</b>	Replace Photocopier in Pender Island Office
<b>Project Rationale</b>	Current photo copier/scanner is having mechanical issues and service tech has advised that it will be difficult to find parts due to the age of the copier. Replacement will be needed soon. At that point will review best option; rent or own.				



**Building Inspection  
Reserve Summary Schedule  
2022 - 2026 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Operating Reserve Fund	292,078	225,843	166,940	114,566	69,132	31,091
Equipment Replacement Fund	208,729	94,829	58,829	73,329	88,829	52,829
<b>Total</b>	<b>500,807</b>	<b>320,672</b>	<b>225,769</b>	<b>187,895</b>	<b>157,961</b>	<b>83,920</b>

**Reserve Schedule**

**Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund**

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

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105544	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		189,592	292,078	225,843	166,940	114,566	69,132
Transfer from Ops Budget		99,600	-	-	-	-	-
Expenditures		-	(66,235)	(58,903)	(52,374)	(45,434)	(38,041)
Interest Income		2,885					
<b>Ending Balance \$</b>		<b>292,078</b>	<b>225,843</b>	<b>166,940</b>	<b>114,566</b>	<b>69,132</b>	<b>31,091</b>

**Assumptions/Background:**

**Reserve Schedule**

**Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund**

ERF Group: BLDINS.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101425	Actual	Budget				
		2021	2022	2023	2024	2025	2026
<b>Beginning Balance</b>		77,605	208,729	94,829	58,829	73,329	88,829
<b>Transfer from Ops Budget</b>		135,638	20,000	20,000	20,000	20,000	20,000
<b>Proceeds from Equipment Disposal</b>		4,500					
<b>Planned Purchase</b>		(9,722)	(133,900)	(56,000)	(5,500)	(4,500)	(56,000)
<b>Interest Income*</b>		708					
<b>Ending Balance \$</b>		<b>208,729</b>	<b>94,829</b>	<b>58,829</b>	<b>73,329</b>	<b>88,829</b>	<b>52,829</b>

**Assumptions/Background:**

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

# **CAPITAL REGIONAL DISTRICT**

## **2022 BUDGET**

### **Noise Control**

#### **FINAL BUDGET**

MARCH 2022

**Service: 1.320 Noise Control**

**Committee: Electoral Area**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All Electoral Areas, based on converted hospital assessments.

**MAXIMUM LEVY:**

\$ 0.50 / \$1,000

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

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

Requisition

1.320 - NoiseControl	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Legal	6,900	6,900	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Allocations	2,304	2,304	2,597	-	-	2,597	2,646	2,696	2,747	2,798
Internal Time Charges	29,876	29,876	30,474	-	-	30,474	31,068	31,673	32,290	32,921
Other Operating Expenses	60	80	50	-	-	50	50	50	50	50
<b>TOTAL OPERATING COSTS</b>	<b>39,140</b>	<b>39,160</b>	<b>40,021</b>	-	-	<b>40,021</b>	<b>40,804</b>	<b>41,599</b>	<b>42,407</b>	<b>43,239</b>
*Percentage Increase over prior year						2.3%	2.0%	1.9%	1.9%	2.0%
Transfer to Operating Reserve Fund	-	30	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>39,140</b>	<b>39,190</b>	<b>40,021</b>	-	-	<b>40,021</b>	<b>40,804</b>	<b>41,599</b>	<b>42,407</b>	<b>43,239</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(155)	(155)	(160)	-	-	(160)	(155)	(155)	(155)	(155)
Revenue - Other	(100)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
<b>TOTAL REVENUE</b>	<b>(255)</b>	<b>(305)</b>	<b>(310)</b>	-	-	<b>(310)</b>	<b>(305)</b>	<b>(305)</b>	<b>(305)</b>	<b>(305)</b>
<b>REQUISITION</b>	<b>(38,885)</b>	<b>(38,885)</b>	<b>(39,711)</b>	-	-	<b>(39,711)</b>	<b>(40,499)</b>	<b>(41,294)</b>	<b>(42,102)</b>	<b>(42,934)</b>
*Percentage increase over prior year Requisition						2.1%	2.0%	2.0%	2.0%	2.0%

## Reserve Schedule

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

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

## Reserve Cash Flow

Fund: Fund Centre:	1500 105406	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		8,977	15,454	15,454	15,454	15,454	15,454
Transfer from Ops Budget		6,340	-	-	-	-	-
Interest Income		137					
<b>Ending Balance \$</b>		<b>15,454</b>	<b>15,454</b>	<b>15,454</b>	<b>15,454</b>	<b>15,454</b>	<b>15,454</b>

#### **Assumptions/Background:**

Maintain balance at reasonable level to cover unexpected operating expenses such as legal.

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

# **CAPITAL REGIONAL DISTRICT**

## **2022 BUDGET**

### **Nuisance & Unsightly Premises**

#### **FINAL BUDGET**

MARCH 2022



**Service:** 1.322 Nuisance & Unsightly Premises

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All Electoral Areas, based on converted hospital assessments.

**MAXIMUM LEVY:**

\$ 0.50 / \$1,000

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

**FUNDING:**

Requisition

1.322 - Nuisance & Unsightly Premises	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Legal	2,085	2,085	2,130	-	-	2,130	2,170	2,210	2,250	2,300
Allocations	2,825	2,825	3,240	-	-	3,240	3,301	3,365	3,429	3,494
Internal Time Charges	46,750	46,750	47,685	-	-	47,685	48,615	49,562	50,528	51,515
Other Operating Expenses	330	330	320	-	-	320	320	320	320	320
<b>TOTAL OPERATING COSTS</b>	<b>51,990</b>	<b>51,990</b>	<b>53,375</b>	<b>-</b>	<b>-</b>	<b>53,375</b>	<b>54,406</b>	<b>55,457</b>	<b>56,527</b>	<b>57,629</b>
*Percentage Increase over prior year						2.7%	1.9%	1.9%	1.9%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(206)	(206)	(213)	-	-	(213)	(210)	(210)	(210)	(210)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(306)</b>	<b>(306)</b>	<b>(313)</b>	<b>-</b>	<b>-</b>	<b>(313)</b>	<b>(310)</b>	<b>(310)</b>	<b>(310)</b>	<b>(310)</b>
<b>REQUISITION</b>	<b>(51,684)</b>	<b>(51,684)</b>	<b>(53,062)</b>	<b>-</b>	<b>-</b>	<b>(53,062)</b>	<b>(54,096)</b>	<b>(55,147)</b>	<b>(56,217)</b>	<b>(57,319)</b>
*Percentage increase over prior year Requisition						2.7%	1.9%	1.9%	1.9%	2.0%

**Reserve Schedule**

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

For unforeseen legal expenses

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105403	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		2,234	11,693	11,693	11,693	11,693	11,693
Transfer from Ops Budget		9,425	-	-	-	-	-
Interest Income		34					
<b>Ending Balance \$</b>		<b>11,693</b>	<b>11,693</b>	<b>11,693</b>	<b>11,693</b>	<b>11,693</b>	<b>11,693</b>

Assumptions/Background:

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Electoral Area Fire Services**

#### **FINAL BUDGET**

MARCH 2022

**Service:** 1.369 Electoral Area Fire Services

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

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

**CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**MAXIMUM LEVY:**

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

**FUNDING:**

Requisition

1.369 - Electoral Area Fire Services	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Contract for Services	80,330	61,330	15,640	-	70,270	85,910	87,630	16,270	16,600	16,930
Staff Training & Development	5,110	5,110	5,210	-	-	5,210	5,310	5,420	5,530	5,640
Software Licenses	11,607	11,607	11,840	-	-	11,840	12,080	12,320	12,570	12,820
Allocation to Finance & Corp	9,244	9,244	9,414	-	-	9,414	9,602	9,794	9,990	10,190
Allocation to Emergency Coordination	74,862	74,862	76,359	-	-	76,359	77,886	79,443	81,033	82,653
Contingency	4,060	2,030	2,070	-	-	2,070	2,110	2,150	2,190	2,230
Operating - Other	3,060	3,060	3,120	-	5,000	8,120	8,280	2,160	2,200	2,240
<b>TOTAL OPERATING COSTS</b>	<b>188,273</b>	<b>167,243</b>	<b>123,653</b>	<b>-</b>	<b>75,270</b>	<b>198,923</b>	<b>202,898</b>	<b>127,557</b>	<b>130,113</b>	<b>132,703</b>
*Percentage Increase over prior year						5.7%	2.0%	-37.1%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Equipment Purchases	7,370	3,685	3,760	-	-	3,760	3,840	3,920	4,000	4,080
Transfer to Operating Reserve Fund	11,647	17,362	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVE</b>	<b>19,017</b>	<b>21,047</b>	<b>3,760</b>	<b>-</b>	<b>-</b>	<b>3,760</b>	<b>3,840</b>	<b>3,920</b>	<b>4,000</b>	<b>4,080</b>
<b>TOTAL COSTS</b>	<b>207,290</b>	<b>188,290</b>	<b>127,413</b>	<b>-</b>	<b>75,270</b>	<b>202,683</b>	<b>206,738</b>	<b>131,477</b>	<b>134,113</b>	<b>136,783</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(65,000)	(46,000)	-	-	(55,270)	(55,270)	(54,018)	-	-	-
Interest Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(65,100)</b>	<b>(46,100)</b>	<b>(100)</b>	<b>-</b>	<b>(55,270)</b>	<b>(55,370)</b>	<b>(54,118)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>
<b>REQUISITION</b>	<b>(142,190)</b>	<b>(142,190)</b>	<b>(127,313)</b>	<b>-</b>	<b>(20,000)</b>	<b>(147,313)</b>	<b>(152,620)</b>	<b>(131,377)</b>	<b>(134,013)</b>	<b>(136,683)</b>
*Percentage increase over prior year Requisition						3.6%	3.6%	-13.9%	2.0%	2.0%

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026**

<b>Service No.</b>	<b>1.369</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
	<b>Electoral Area Fire Services</b>							

**EXPENDITURE**

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

**SOURCE OF FUNDS**

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

CAPITAL REGIONAL DISTRICT  
 5 YEAR CAPITAL PLAN  
 2022 - 2026

<p><b>Project Number</b>          Project number format is "yy-##"          "yy" is the last two digits of the year the project is planned to start.          "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p><b>Capital Project Description</b>          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".</p>	<p><b>Carryforward from 2021</b>          Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p><b>Project Drivers</b>  <b>Maintain Level of Service</b> = Project maintains existing or improved level of service.  <b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority.  <b>Emergency</b> = Project is required for health or safety reasons.  <b>Cost Benefit</b> = Economic benefit to the organization.</p>
<p><b>Capital Expenditure Type</b>  <b>Study</b> - Expenditure for feasibility and business case report.  <b>New</b> - Expenditure for new asset only  <b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service  <b>Replacement</b> - Expenditure replaces an existing asset</p>	<p><b>Total Project Budget</b>          Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p><b>Funding Source Codes</b>          Debt = Debenture Debt (new debt only)          ERF = Equipment Replacement Fund          Grant = Grants (Federal, Provincial)          Cap = Capital Funds on Hand          Other = Donations / Third Party Funding          Res = Reserve Fund          SLoan = Short Term Loans          WU = Water Utility          If there is more than one funding source, use additional rows for the project.</p>	<p><b>Long-term Planning</b>  <b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs.  <b>Asset Management Plan / Sustainable Service Delivery Plan</b> = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.  <b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age or asset material/type.  <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.</p>
<p><b>Capital Project Title</b>          Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p><b>Asset Class</b>  <b>L</b> - Land  <b>S</b> - Engineering Structure  <b>B</b> - Buildings  <b>V</b> - Vehicles</p>	<p><b>Cost Estimate Class</b>          Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.          Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.          Class C (+25-40%) = Estimate based on limited site information; used for program planning.          Class D (+50%) = Estimate based on little/no site information; used for long-term planning.</p>	

Service #: 1.369  
 Service Name: Electoral Area Fire Services

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
22-01	Study	Structure Protection Unit (Sprinkler trailer)	Provision of capacity to protect infrastructure and structures from wildfire	\$156,300	E	Res	\$156,300	\$156,300	\$0	\$0	\$0	\$0	\$156,300
<b>GRAND TOTAL</b>				<b>\$156,300</b>			<b>\$156,300</b>	<b>\$156,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$156,300</b>



**Reserve Schedule**

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

For Consulting, FDM Upgrades, Training

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105404	Actual	Budget				
		2021	2022	2023	2024	2025	2026
<b>Beginning Balance</b>		316,689	336,571	125,001	70,983	70,983	70,983
<b>Transfer from Ops Budget</b>		52,742	-	-	-	-	-
<b>Transfer to Ops Budget</b>		(36,956)	(55,270)	(54,018)	-	-	-
<b>Planned Expenditures</b>		-	(156,300)	-	-	-	-
<b>Interest Income</b>		4,097					
<b>Ending Balance \$</b>		<b>336,571</b>	<b>125,001</b>	<b>70,983</b>	<b>70,983</b>	<b>70,983</b>	<b>70,983</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2022 BUDGET**

### **Electoral Area Emergency Planning Coordination**

#### **FINAL BUDGET**

MARCH 2022

**Service:** 1.372 Emergency Planning Coordination

**Committee:** Planning, Transportation & Protective Services

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**FUNDING:**

Allocations from protection services and requisition.

1.372 - Electora Area Emergency Planning Coordination	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET*	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Salaries	532,583	511,000	538,896	-	-	538,896	550,487	562,330	574,420	586,772
Travel Expenses	1,820	1,000	1,860	-	-	1,860	1,900	1,940	1,980	2,020
Telecommunications	6,810	6,810	6,950	-	-	6,950	7,090	7,230	7,370	7,520
Staff Training & Development	1,620	1,620	1,650	-	-	1,650	1,680	1,710	1,740	1,770
Supplies	2,010	2,010	2,050	-	-	2,050	2,090	2,130	2,170	2,210
Allocations	59,170	59,170	62,608	-	-	62,608	63,862	65,141	66,440	67,769
Other Operating Expenses	8,630	8,630	8,750	-	-	8,750	8,930	9,110	9,290	9,470
<b>TOTAL OPERATING COSTS</b>	<b>612,643</b>	<b>590,240</b>	<b>622,764</b>	<b>-</b>	<b>-</b>	<b>622,764</b>	<b>636,039</b>	<b>649,591</b>	<b>663,410</b>	<b>677,531</b>
*Percentage Increase over prior year						1.7%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	-	22,693	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	7,324	7,324	7,500	-	-	7,500	7,500	7,500	7,500	7,500
<b>TOTAL CAPITAL / RESERVES</b>	<b>7,324</b>	<b>30,017</b>	<b>7,500</b>	<b>-</b>	<b>-</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>TOTAL COSTS</b>	<b>619,967</b>	<b>620,257</b>	<b>630,264</b>	<b>-</b>	<b>-</b>	<b>630,264</b>	<b>643,539</b>	<b>657,091</b>	<b>670,910</b>	<b>685,031</b>
Internal Recoveries	(459,671)	(459,671)	(468,860)	-	-	(468,860)	(478,240)	(487,801)	(497,561)	(507,510)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>160,296</b>	<b>160,586</b>	<b>161,404</b>	<b>-</b>	<b>-</b>	<b>161,404</b>	<b>165,299</b>	<b>169,290</b>	<b>173,349</b>	<b>177,521</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	(14,486)	(14,486)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	-	-	(12,674)	-	-	(12,674)	(10,639)	(8,460)	(6,099)	(3,601)
Grants in Lieu of Taxes	(578)	(578)	(597)	-	-	(597)	(600)	(610)	(620)	(630)
Revenue - Other	(310)	(600)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
<b>TOTAL REVENUE</b>	<b>(15,374)</b>	<b>(15,664)</b>	<b>(13,591)</b>	<b>-</b>	<b>-</b>	<b>(13,591)</b>	<b>(11,569)</b>	<b>(9,410)</b>	<b>(7,069)</b>	<b>(4,591)</b>
<b>REQUISITION</b>	<b>(144,922)</b>	<b>(144,922)</b>	<b>(147,813)</b>	<b>-</b>	<b>-</b>	<b>(147,813)</b>	<b>(153,730)</b>	<b>(159,880)</b>	<b>(166,280)</b>	<b>(172,930)</b>
*Percentage increase over prior year Requisition						2.0%	4.0%	4.0%	4.0%	4.0%
AUTHORIZED POSITIONS										
Salaried FTE	4.0		4.0			4.0	4.0	4.0	4.0	4.0

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026**

<b>Service No.</b>	<b>1.372 Emergency Planning Coordination</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$2,500	\$0	\$0	\$2,500
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$2,500	\$0	\$0	\$2,500
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>
		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>

CAPITAL REGIONAL DISTRICT  
 5 YEAR CAPITAL PLAN  
 2022 - 2026

<p><b>Project Number</b> Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.  For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p><b>Capital Project Description</b> 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".</p>	<p><b>Carryforward from 2021</b> Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p><b>Project Drivers</b>  <b>Maintain Level of Service</b> = Project maintains existing or improved level of service.  <b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority.  <b>Emergency</b> = Project is required for health or safety reasons.  <b>Cost Benefit</b> = Economic benefit to the organization.</p>
<p><b>Capital Expenditure Type</b>  <b>Study</b> - Expenditure for feasibility and business case report.  <b>New</b> - Expenditure for new asset only  <b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service  <b>Replacement</b> - Expenditure replaces an existing asset</p>	<p><b>Total Project Budget</b> Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p><b>Funding Source Codes</b>          Debt = Debenture Debt (new debt only)          ERF = Equipment Replacement Fund          Grant = Grants (Federal, Provincial)          Cap = Capital Funds on Hand          Other = Donations / Third Party Funding          Res = Reserve Fund          SLoan = Short Term Loans          WU = Water Utility          If there is more than one funding source, use additional rows for the project.</p>	<p><b>Long-term Planning</b>  <b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs.  <b>Asset Management Plan / Sustainable Service Delivery Plan</b> = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.  <b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age or asset material/type.  <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.</p>
<p><b>Capital Project Title</b> Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p><b>Asset Class</b>  <b>L</b> - Land  <b>S</b> - Engineering Structure  <b>B</b> - Buildings  <b>V</b> - Vehicles</p>	<p><b>Cost Estimate Class</b>          Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.          Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.          Class C (+25-40%) = Estimate based on limited site information; used for program planning.          Class D (+50%) = Estimate based on little/no site information; used for long-term planning.</p>	

Service #: 1.372  
 Service Name: Emergency Planning Coordination

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$2,500	E	ERF	\$0	\$0	\$0	\$2,500	\$0	\$0	\$2,500
<b>GRAND TOTAL</b>				<b>\$2,500</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>

Electora Area Emergency Planning Coordination  
 Reserve Summary Schedule  
 2022 - 2026 Financial Plan

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Operating Reserve Fund	61,439	48,765	38,126	29,666	23,567	19,966
Equipment Replacement Fund	32,255	39,755	47,255	52,255	59,755	67,255
<b>Total</b>	<b>93,694</b>	<b>88,520</b>	<b>85,381</b>	<b>81,921</b>	<b>83,322</b>	<b>87,221</b>

**Reserve Schedule**

**Reserve Fund: 1.372 Emergency Planning Coordination - Operating Reserve Fund - Bylaw 4146**

Surplus monies from operation are transferred into this reserve to to enable one-time programs and to cover unforeseen emergency response costs.

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105545	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		36,311	61,439	48,765	38,126	29,666	23,567
Transfer from Ops Budget		24,575	-	-	-	-	-
Transfer to Ops Budget		-	(12,674)	(10,639)	(8,460)	(6,099)	(3,601)
Interest Income		553					
<b>Ending Balance \$</b>		<b>61,439</b>	<b>48,765</b>	<b>38,126</b>	<b>29,666</b>	<b>23,567</b>	<b>19,966</b>

**Assumptions/Background:**



**Reserve Schedule**

**Reserve Fund: 1.372 Emergency Planning Coordination - Equipment Replacement Fund**

ERF Group: EMERGCOORD.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101985	Actual	Budget				
		2021	2022	2023	2024	2025	2026
<b>Beginning Balance</b>		2,670	32,255	39,755	47,255	52,255	59,755
<b>Transfer from Op Budget</b>		37,324	7,500	7,500	7,500	7,500	7,500
<b>Planned Purchase</b>		(7,808)	-	-	(2,500)	-	-
<b>Interest Income</b>		69					
<b>Ending Balance \$</b>		<b>32,255</b>	<b>39,755</b>	<b>47,255</b>	<b>52,255</b>	<b>59,755</b>	<b>67,255</b>

**Assumptions/Background:**

ERF to fund future replacement of vehicles and equipment.