

**CAPITAL REGIONAL DISTRICT BOARD**  
**March 15, 2023**  
**Board Room, 625 Fisgard Street, Victoria**

**BUDGET REVIEW**  
**Part A**

*Click on the [Department name](#) below to access budget package*

**1. Executive Services**

- |            |                           |
|------------|---------------------------|
| <b>1.1</b> | C.A.O. & Executive Office |
| <b>1.2</b> | Human Resources           |
| <b>1.3</b> | Corporate Communications  |

**2. Corporate Services**

- |            |                                 |
|------------|---------------------------------|
| <b>2.1</b> | Corporate Services              |
| <b>2.2</b> | Board Expenditures              |
| <b>2.3</b> | Real Estate                     |
| <b>2.4</b> | First Nation Relations          |
| <b>2.5</b> | Victoria Family Court Committee |
| <b>2.6</b> | Greater Victoria Police Victims |
| <b>2.7</b> | Sooke Regional Museum           |

**3. Finance and Technology**

- |            |                                       |
|------------|---------------------------------------|
| <b>3.1</b> | <b>Financial Services</b>             |
| 3.1.1      | Finance                               |
| <b>3.2</b> | <b>Technology and Initiatives</b>     |
| 3.2.1      | Regional Grant in Aid                 |
| 3.2.2      | Information Technology                |
| 3.2.3      | GIS Information Systems               |
| 3.2.4      | Geo-Spatial Referencing               |
| <b>3.3</b> | <b>Arts and Other Finance Budgets</b> |
| 3.3.1      | Royal Theatre                         |
| 3.3.2      | McPherson Theatre                     |
| 3.3.3      | Arts Grants and Development           |
| 3.3.4      | Feasibility Study Reserve             |

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **EXECUTIVE SERVICES**

#### **FINAL BUDGET**

MARCH 2023

**FINAL BUDGET**  
**March 15, 2023**  
**TABLE OF CONTENTS**

*Click on the service area name below to access selected budgets*

**Executive Services**

<b>1.1</b>	1.014	C.A.O. & Executive Office
<b>1.2</b>	1.016	Human Resources
<b>1.3</b>	1.118	Corporate Communications

**Page**

<b>3</b>	<b>-</b>	<b>8</b>
<b>9</b>	<b>-</b>	<b>14</b>
<b>15</b>	<b>-</b>	<b>20</b>

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **CAO & Executive Services**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.014 CAO & Executive Services

**Committee:** Governance & Finance

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition

CAO & Executive Services	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS:</u>										
Salaries and Wages	749,182	702,000	807,269	-	-	807,269	848,365	890,887	910,063	929,644
Building Occupancy	18,873	18,873	20,757	-	-	20,757	22,754	23,879	25,065	26,312
Intergovernment Allocation	-	-	-	-	-	-	-	-	-	-
Legal Expenses	1,840	700	1,900	-	-	1,900	1,940	1,980	2,020	2,060
Software Licenses	5,100	3,000	5,250	-	-	5,250	5,360	5,470	5,580	5,690
Other Operating Expenses	48,976	33,186	52,939	40,000	-	92,939	94,951	97,003	99,095	101,218
<b>TOTAL OPERATING COSTS</b>	<b>823,971</b>	<b>757,759</b>	<b>888,115</b>	<b>40,000</b>	<b>-</b>	<b>928,115</b>	<b>973,370</b>	<b>1,019,219</b>	<b>1,041,823</b>	<b>1,064,924</b>
*Percentage Increase over prior year						12.6%	4.9%	4.7%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	1,210	1,210	1,250	-	-	1,250	1,280	1,310	1,340	1,370
<b>TOTAL CAPITAL / RESERVES</b>	<b>1,210</b>	<b>1,210</b>	<b>1,250</b>	<b>-</b>	<b>-</b>	<b>1,250</b>	<b>1,280</b>	<b>1,310</b>	<b>1,340</b>	<b>1,370</b>
<b>TOTAL COSTS</b>	<b>825,181</b>	<b>758,969</b>	<b>889,365</b>	<b>40,000</b>	<b>-</b>	<b>929,365</b>	<b>974,650</b>	<b>1,020,529</b>	<b>1,043,163</b>	<b>1,066,294</b>
Internal Recovery from CAWTP	-	-	-	-	-	-	-	-	-	-
Transfer from Internal Reserve	-	-	-	-	-	-	-	-	-	-
<b>NET COSTS</b>	<b>825,181</b>	<b>758,969</b>	<b>889,365</b>	<b>40,000</b>	<b>-</b>	<b>929,365</b>	<b>974,650</b>	<b>1,020,529</b>	<b>1,043,163</b>	<b>1,066,294</b>
*Percentage increase over prior year Net Costs						7.8%	4.9%	4.7%	2.2%	2.2%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	5.0	5.0	5.0	-	-	5.0	5.0	5.0	5.0	5.0

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

<b>Service No.</b>	<b>1.014</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
	<b>CAO / Corporate Services</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$22,352	\$5,923	\$3,791	\$5,402	\$10,852	\$27,452
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>\$22,352</b>	<b>\$5,923</b>	<b>\$3,791</b>	<b>\$5,402</b>	<b>\$10,852</b>	<b>\$48,320</b>
		<b>\$0</b>	<b>\$22,352</b>	<b>\$5,923</b>	<b>\$3,791</b>	<b>\$5,402</b>	<b>\$10,852</b>	<b>\$48,320</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	\$22,352	\$5,923	\$3,791	\$5,402	\$10,852	\$48,320
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>\$22,352</b>	<b>\$5,923</b>	<b>\$3,791</b>	<b>\$5,402</b>	<b>\$10,852</b>	<b>\$48,320</b>
		<b>\$0</b>	<b>\$22,352</b>	<b>\$5,923</b>	<b>\$3,791</b>	<b>\$5,402</b>	<b>\$10,852</b>	<b>\$48,320</b>

CAPITAL REGIONAL DISTRICT  
 5 YEAR CAPITAL PLAN  
 2023 - 2027

<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: <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>          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.  <b>Other</b> = Project is not driven by one of the other options provided.</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          STLoan = 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>          L - Land          S - Engineering Structure          B - Buildings          V - 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 #:** 1.014

**Service Name:** CAO / Corporate 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 2022	2023	2024	2025	2026	2027	5 - Year Total
23-01	Replacement	Computer	Computer Replacement	\$10,852	E	ERF	\$0	\$10,852	\$0	\$0	\$0	\$0	\$10,852
23-02	Replacement	Office Equipment	Replacement of Office Equipment with relocation of staff in Figgard Building	\$11,500	E	ERF	\$0	\$11,500	\$0	\$0	\$0	\$0	\$11,500
24-01	Replacement	Computer	Computer Replacement	\$5,923	E	ERF	\$0	\$0	\$5,923	\$0	\$0	\$0	\$5,923
25-01	Replacement	Computer	Computer Replacement	\$3,791	E	ERF	\$0	\$0	\$0	\$3,791	\$0	\$0	\$3,791
26-01	Replacement	Computer	Computer Replacement	\$5,402	E	ERF	\$0	\$0	\$0	\$0	\$5,402	\$0	\$5,402
27-01	Replacement	Computer	Computer Replacement	\$10,852	E	ERF	\$0	\$0	\$0	\$0	\$0	\$10,852	\$10,852
0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>GRAND TOTAL</b>				<b>\$48,320</b>			<b>\$0</b>	<b>\$22,352</b>	<b>\$5,923</b>	<b>\$3,791</b>	<b>\$5,402</b>	<b>\$10,852</b>	<b>\$48,320</b>



**Reserve Schedule**

**Reserve Fund: 1.014 CAO / Corporate Services**

--

**Reserve Cash Flow**

Fund: 1022 Fund Center: 101366 ERF Group: CAO.ERF	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	73,916	74,903	58,001	57,638	59,527	59,925
<b>Actual Purchases</b>	(4,896)	-	-	-		-
<b>Planned Purchases (Based on Capital Plan)</b>	-	(22,352)	(5,923)	(3,791)	(5,402)	(10,852)
<b>Transfer from Operating Budget</b>	5,290	5,450	5,560	5,680	5,800	5,920
<b>Interest Income</b>	593	-	-	-	-	-
<b>Ending Balance \$</b>	<b>74,903</b>	<b>58,001</b>	<b>57,638</b>	<b>59,527</b>	<b>59,925</b>	<b>54,993</b>

**Assumptions/Background:**

--

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Human Resources**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.016 Human Resources

**Committee:** Governance & Finance

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries

1.016 - Human Resources	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries and Wages	2,125,419	1,670,000	2,280,296	-	66,810	2,347,106	2,397,383	2,424,259	2,477,251	2,530,450
Allocations	75,866	77,618	83,178	-	-	83,178	89,348	93,044	96,924	100,985
Legal Expenses	16,230	10,000	16,720	-	-	16,720	17,050	17,390	17,740	18,090
GVLRA Membership Dues and Staff Training	129,840	150,000	121,260	37,000	-	158,260	161,430	164,660	167,960	171,320
Contract for Services	564,393	350,000	212,055	110,000	50,000	372,055	332,669	337,082	343,815	350,687
Software Licenses	4,230	10,000	4,360	-	-	4,360	4,450	4,540	4,630	4,720
Other Operating Expenses	188,730	147,116	181,840	-	5,000	186,840	189,374	190,090	192,877	195,726
<b>TOTAL OPERATING COSTS</b>	<b>3,104,708</b>	<b>2,414,734</b>	<b>2,899,709</b>	<b>147,000</b>	<b>121,810</b>	<b>3,168,519</b>	<b>3,191,704</b>	<b>3,231,065</b>	<b>3,301,197</b>	<b>3,371,978</b>
*Percentage Increase over prior year						2.1%	0.7%	1.2%	2.2%	2.1%
<u>CAPITAL / RESERVE</u>										
Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	9,000	9,000	9,000	-	-	9,000	9,000	9,000	9,000	9,000
<b>TOTAL CAPITAL / RESERVE</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>-</b>	<b>-</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>TOTAL COSTS</b>	<b>3,113,708</b>	<b>2,423,734</b>	<b>2,908,709</b>	<b>147,000</b>	<b>121,810</b>	<b>3,177,519</b>	<b>3,200,704</b>	<b>3,240,065</b>	<b>3,310,197</b>	<b>3,380,978</b>
						2.0%	0.7%	1.2%	2.2%	2.1%
<u>INTERNAL RECOVERIES</u>										
Recovery Costs	(20,000)	(20,000)	(20,000)	-	-	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
First Aid Recovery	(5,713)	(5,713)	(5,884)	-	-	(5,884)	(6,000)	(6,120)	(6,247)	(6,374)
Transfer from Internal Reserve	(401,000)	(214,000)	-	(60,000)	(79,500)	(139,500)	(60,000)	(2,000)	(1,000)	-
Safety Officer Recovery	-	-	-	-	-	-	-	-	-	-
Human Resources	(2,143,317)	(2,143,317)	(2,234,666)	(50,000)	(41,000)	(2,325,666)	(2,402,179)	(2,480,223)	(2,529,827)	(2,580,424)
<b>TOTAL INTERNAL RECOVERIES</b>	<b>(2,570,030)</b>	<b>(2,383,030)</b>	<b>(2,260,550)</b>	<b>(110,000)</b>	<b>(120,500)</b>	<b>(2,491,050)</b>	<b>(2,488,179)</b>	<b>(2,508,343)</b>	<b>(2,557,074)</b>	<b>(2,606,798)</b>
<b>NET COSTS</b>	<b>543,678</b>	<b>40,704</b>	<b>648,159</b>	<b>37,000</b>	<b>1,310</b>	<b>686,469</b>	<b>712,525</b>	<b>731,722</b>	<b>753,122</b>	<b>774,181</b>
*Percentage increase over prior year Net Costs						26.3%	3.8%	2.7%	2.9%	2.8%
AUTHORIZED POSITIONS: Salaried	14.0	14.0	14.0	-	-	14.0	14.0	14.0	14.0	14.0

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2026**

<b>Service No.</b>	<b>1.016</b>							
	<b>Human Resources</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$875,833	\$8,055	\$3,222	\$3,222	\$4,833	\$895,165
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>\$875,833</b>	<b>\$8,055</b>	<b>\$3,222</b>	<b>\$3,222</b>	<b>\$4,833</b>	<b>\$895,165</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$848,000	\$0	\$0	\$0	\$0	\$848,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$27,833	\$8,055	\$3,222	\$3,222	\$4,833	\$47,165
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>\$875,833</b>	<b>\$8,055</b>	<b>\$3,222</b>	<b>\$3,222</b>	<b>\$4,833</b>	<b>\$895,165</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide economic benefit to the organization.  <b>Other</b> = Project is not driven by one of the other options provided.</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  STLoan = 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 and for 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>  L - Land  S - Engineering Structure  B - Buildings  V - Vehicles  E - Equipment</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 #:** 1.016  
**Service Name:** Human Resources

**SECTION 1: PROJECT DESCRIPTION AND BUDGET**

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
23-01	Replacement	Computer	Computer Replacement	\$4,695	E	ERF	\$0	\$4,833	\$0	\$0	\$0	\$0	\$4,833
24-01	Replacement	Computer	Computer Replacement	\$6,260	E	ERF	\$0	\$0	\$8,055	\$0	\$0	\$0	\$8,055
26-01	Replacement	Computer	Computer Replacement	\$1,033	E	ERF	\$0	\$0	\$0	\$3,222	\$0	\$0	\$3,222
26-01	Replacement	Computer	Computer Replacement	\$1,033	E	ERF	\$0	\$0	\$0	\$0	\$3,222	\$0	\$3,222
27-01	Replacement	Computer	Computer Replacement	\$1,033	E	ERF	\$0	\$0	\$0	\$0	\$0	\$4,833	\$4,833
23-02	Replacement	Office Equipment	Replacement of Office Equipment with relocation of staff in Fisgard Building	\$23,000	E	ERF	\$0	\$23,000	\$0	\$0	\$0	\$0	\$23,000
23-03	New	HRIS - Employee Central Module	Implementation costs for Employee Central, based on one SuccessFactors LMS expert	\$374,000	E	Cap	\$0	\$374,000	\$0	\$0	\$0	\$0	\$374,000
23-04	New	HRIS - Recruiting & Onboarding Module	Implementation costs for recruiting & onboarding module, based on two SuccessFactors experts: one for recruitment & one for Onboarding	\$374,000	E	Cap	\$0	\$374,000	\$0	\$0	\$0	\$0	\$374,000
23-05	New	HRIS - Automate Personal Action Form	Automation of the existing manual Personnel Action Form into the new Recruiting and Onboarding process, including notification workflow to IT, Payroll, Facilities, etc.	\$100,000	E	Cap	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
													\$0
													\$0
													\$0
													\$0
			<b>GRAND TOTAL</b>	<b>\$885,054</b>			<b>\$0</b>	<b>\$875,833</b>	<b>\$8,055</b>	<b>\$3,222</b>	<b>\$3,222</b>	<b>\$4,833</b>	<b>\$895,165</b>

**Reserve Schedule**

**Reserve Fund: 1.016 Human Resources**

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101419**  
ERF Group: HR.ERF

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Beginning Balance</b>	19,634	23,437	4,604	5,549	11,327	17,105
<b>Actual Purchases</b>	(5,375)	-	-	-		-
<b>Planned Purchases (Based on Capital Plan)</b>	-	(27,833)	(8,055)	(3,222)	(3,222)	(4,833)
<b>Transfer from Operating Budget</b>	9,000	9,000	9,000	9,000	9,000	9,000
<b>Interest Income</b>	178	-	-	-	-	-
<b>Ending Balance \$</b>	<b>23,437</b>	<b>4,604</b>	<b>5,549</b>	<b>11,327</b>	<b>17,105</b>	<b>21,272</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Corporate Communications**

#### **FINAL BUDGET**

MARCH 2023



**Service:** 1.118 Corporate Communications

**Committee:** Governance & Finance

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries

1.118 - CORPORATE COMMUNICATIONS	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS:</u>										
Salaries and Wages	965,431	877,850	1,041,377	65,339	-	1,106,716	1,296,218	1,211,599	1,237,685	1,264,336
Allocations	53,844	53,844	58,363	-	-	58,363	62,227	64,823	67,163	69,605
Contract for Services	29,050	29,050	20,650	-	182,000	202,650	246,060	21,480	21,910	22,350
Printing & Copying	7,630	3,500	7,860	-	-	7,860	8,020	8,180	8,340	8,510
Other Operating Expenses	59,790	42,920	61,600	5,700	5,800	73,100	68,670	69,260	70,660	72,100
<b>TOTAL OPERATING COSTS</b>	<b>1,115,745</b>	<b>1,007,164</b>	<b>1,189,850</b>	<b>71,039</b>	<b>187,800</b>	<b>1,448,689</b>	<b>1,681,195</b>	<b>1,375,342</b>	<b>1,405,758</b>	<b>1,436,901</b>
*Percentage Increase over prior year			6.6%			29.8%	16.0%	-18.2%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Transfer to General Capital Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>TOTAL COSTS</b>	<b>1,120,745</b>	<b>1,012,164</b>	<b>1,194,850</b>	<b>71,039</b>	<b>187,800</b>	<b>1,453,689</b>	<b>1,686,195</b>	<b>1,380,342</b>	<b>1,410,758</b>	<b>1,441,901</b>
*Percentage increase over prior year Total Costs			6.6%			29.7%	16.0%	-18.1%	2.2%	2.2%
Funding from Internal Reserves	(4,000)	(4,000)	-	-	(185,000)	(185,000)	(333,000)	-	-	-
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>1,116,745</b>	<b>1,008,164</b>	<b>1,194,850</b>	<b>71,039</b>	<b>2,800</b>	<b>1,268,689</b>	<b>1,353,195</b>	<b>1,380,342</b>	<b>1,410,758</b>	<b>1,441,901</b>
<u>REVENUE</u>										
Interest Income	(200)	-	(210)	-	-	(210)	(210)	(210)	(210)	(210)
<b>TOTAL REVENUES</b>	<b>(200)</b>	<b>-</b>	<b>(210)</b>	<b>-</b>	<b>-</b>	<b>(210)</b>	<b>(210)</b>	<b>(210)</b>	<b>(210)</b>	<b>(210)</b>
<b>NET COSTS</b>	<b>1,116,545</b>	<b>1,008,164</b>	<b>1,194,640</b>	<b>71,039</b>	<b>2,800</b>	<b>1,268,479</b>	<b>1,352,985</b>	<b>1,380,132</b>	<b>1,410,548</b>	<b>1,441,691</b>
*Percentage increase over prior year Net Costs			7.0%			13.6%	6.7%	2.0%	2.2%	2.2%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	7.0	7.0	7.0	1.0	-	8.0	8.0	8.0	8.0	8.0

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

<b>Service No.</b>	<b>1.118 Corporate Communications</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------	---	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$179,881	\$228,222	\$5,401	\$2,701	\$4,881	\$421,086	\$421,086
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
		<b>\$0</b>	<b>\$179,881</b>	<b>\$228,222</b>	<b>\$5,401</b>	<b>\$2,701</b>	<b>\$4,881</b>	<b>\$421,086</b>
		<b>\$0</b>	<b>\$179,881</b>	<b>\$228,222</b>	<b>\$5,401</b>	<b>\$2,701</b>	<b>\$4,881</b>	<b>\$421,086</b>

**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	\$4,881	\$3,222	\$5,401	\$2,701	\$4,881	\$21,086	\$21,086
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	\$175,000	\$225,000	\$0	\$0	\$0	\$400,000	\$400,000
		<b>\$0</b>	<b>\$179,881</b>	<b>\$228,222</b>	<b>\$5,401</b>	<b>\$2,701</b>	<b>\$4,881</b>	<b>\$421,086</b>
		<b>\$0</b>	<b>\$179,881</b>	<b>\$228,222</b>	<b>\$5,401</b>	<b>\$2,701</b>	<b>\$4,881</b>	<b>\$421,086</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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  STLoan = 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 and/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>  L - Land  S - Engineering Structure  B - Buildings  V - 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 #:** 1.118  
**Service Name:** Corporate Communications

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
23-01	Replacement	Computer	Computer Replacement	\$4,881	E	ERF		\$4,881	\$0	\$0	\$0	\$0	\$4,881
24-01	Replacement	Computer	Computer Replacement	\$3,222	E	ERF		\$0	\$3,222	\$0	\$0	\$0	\$3,222
25-01	Replacement	Computer	Computer Replacement	\$5,401	E	ERF		\$0	\$0	\$5,401	\$0	\$0	\$5,401
26-01	Replacement	Computer	Computer Replacement	\$2,701	E	ERF		\$0	\$0	\$0	\$2,701	\$0	\$2,701
27-01	Replacement	Computer	Computer Replacement	\$4,881	E	ERF		\$0	\$0	\$0	\$0	\$4,881	\$4,881
22-01	Replacement	CRD Public Website	CRD Public Website	\$400,000	E	Res		\$175,000	\$225,000	\$0	\$0	\$0	\$400,000
													\$0
													\$0
													\$0
<b>GRAND TOTAL</b>				<b>\$421,086</b>			<b>\$0</b>	<b>\$179,881</b>	<b>\$228,222</b>	<b>\$5,401</b>	<b>\$2,701</b>	<b>\$4,881</b>	<b>\$421,086</b>

**Reserve Schedule**

**Reserve Fund: 1.118 Corporate Communications**

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

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101518**

ERF Group: COMREL.ERF

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	4,439	2,155	2,274	4,052	3,651	5,950
<b>Actual Purchases</b>	(7,316)	-	-	-	-	-
<b>Planned Purchases (Based on Capital Plan)</b>	-	(4,881)	(3,222)	(5,401)	(2,701)	(4,881)
<b>Transfer from Operating Budget</b>	5,000	5,000	5,000	5,000	5,000	5,000
<b>Interest Income</b>	31	-	-	-	-	-
<b>Ending Balance \$</b>	<b>2,155</b>	<b>2,274</b>	<b>4,052</b>	<b>3,651</b>	<b>5,950</b>	<b>6,069</b>

**Assumptions/Background:**

2023 - 3 standard desktops & 1 standard laptop  
 2024 - 2 standard laptops  
 2025 - 2 advanced desktops & 1 standard laptop  
 2026 - 1 standard desktop & 1 standard laptop  
 2027 - 3 standard desktops & 1 standard laptop

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **CORPORATE SERVICES**

#### **FINAL BUDGET**

MARCH 2023

**FINAL BUDGET**  
**March 15, 2023**  
**TABLE OF CONTENTS**

*Click on the service area name below to access selected budgets*

**Corporate Services**

**Page**

<b>2.1</b>	<b>1.014B</b>	<b>Corporate Services</b>	<b>3 - 8</b>
<b>2.2</b>	<b>1.011</b>	<b>Board Expenditures</b>	<b>9 - 14</b>
<b>2.3</b>	<b>1.015</b>	<b>Real Estate</b>	<b>15 - 20</b>
<b>2.4</b>	<b>1.027</b>	<b>First Nation Relations</b>	<b>21 - 26</b>
<b>2.5</b>	<b>1.126</b>	<b>Victoria Family Court</b>	<b>27 - 31</b>
<b>2.6</b>	<b>1.128</b>	<b>Greater Victoria Police Victims</b>	<b>32 - 35</b>
<b>2.7</b>	<b>1.121</b>	<b>Sooke Regional Museum</b>	<b>36 - 38</b>

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Corporate Services**

#### **FINAL BUDGET**

MARCH 2023



**Service:** 1.014 Corporate Services

**Committee:** Governance & Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries

CORPORATE SERVICES	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS:</u>										
Salaries and Wages	2,018,560	1,570,000	2,320,885	-	-	2,320,885	2,329,977	2,380,121	2,431,346	2,483,664
Building Occupancy	107,305	107,305	112,600	-	-	112,600	124,097	130,496	137,245	144,346
Legal Expenses	7,430	7,500	7,650	-	-	7,650	7,800	7,960	8,120	8,280
Contract for Services	299,000	100,000	-	-	399,000	399,000	-	-	-	-
Software Licenses	12,720	18,000	13,100	-	-	13,100	13,360	13,630	13,900	14,170
Other Operating Expenses	91,273	71,103	83,715	-	-	83,715	85,383	87,081	88,830	90,609
<b>TOTAL OPERATING COSTS</b>	<b>2,536,288</b>	<b>1,873,908</b>	<b>2,537,950</b>	<b>-</b>	<b>399,000</b>	<b>2,936,950</b>	<b>2,560,617</b>	<b>2,619,288</b>	<b>2,679,441</b>	<b>2,741,069</b>
*Percentage Increase over prior year						15.8%	-12.8%	2.3%	2.3%	2.3%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	4,080	4,000	4,200	-	-	4,200	4,280	4,370	4,460	4,550
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Climate Action Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>4,080</b>	<b>4,000</b>	<b>4,200</b>	<b>-</b>	<b>-</b>	<b>4,200</b>	<b>4,280</b>	<b>4,370</b>	<b>4,460</b>	<b>4,550</b>
<b>TOTAL COSTS</b>	<b>2,540,368</b>	<b>1,877,908</b>	<b>2,542,150</b>	<b>-</b>	<b>399,000</b>	<b>2,941,150</b>	<b>2,564,897</b>	<b>2,623,658</b>	<b>2,683,901</b>	<b>2,745,619</b>
*Percentage increase over prior year			0.1%			15.8%	-12.8%	2.3%	2.3%	2.3%
<b>REVENUE</b>										
FOI Revenue	-	-	-	-	-	-	-	-	-	-
Climate Action Grant	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	(400,000)	(100,000)	-	-	(399,000)	(399,000)	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(400,000)</b>	<b>(100,000)</b>	<b>-</b>	<b>-</b>	<b>(399,000)</b>	<b>(399,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET COSTS</b>	<b>2,140,368</b>	<b>1,777,908</b>	<b>2,542,150</b>	<b>-</b>	<b>-</b>	<b>2,542,150</b>	<b>2,564,897</b>	<b>2,623,658</b>	<b>2,683,901</b>	<b>2,745,619</b>
*Percentage increase over prior year Net Costs						18.8%	0.9%	2.3%	2.3%	2.3%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	15.6	15.6	15.6	-	-	15.6	15.6	15.6	15.6	15.6

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

<b>Service No.</b>	<b>1.014</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
	<b>CAO / Corporate Services</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$22,352	\$5,923	\$3,791	\$5,402	\$10,852	\$27,452
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>\$22,352</b>	<b>\$5,923</b>	<b>\$3,791</b>	<b>\$5,402</b>	<b>\$10,852</b>	<b>\$48,320</b>
		<b>\$0</b>	<b>\$22,352</b>	<b>\$5,923</b>	<b>\$3,791</b>	<b>\$5,402</b>	<b>\$10,852</b>	<b>\$48,320</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	\$22,352	\$5,923	\$3,791	\$5,402	\$10,852	\$48,320
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>\$22,352</b>	<b>\$5,923</b>	<b>\$3,791</b>	<b>\$5,402</b>	<b>\$10,852</b>	<b>\$48,320</b>
		<b>\$0</b>	<b>\$22,352</b>	<b>\$5,923</b>	<b>\$3,791</b>	<b>\$5,402</b>	<b>\$10,852</b>	<b>\$48,320</b>

CAPITAL REGIONAL DISTRICT  
 5 YEAR CAPITAL PLAN  
 2023 - 2027

<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: <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>          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.  <b>Other</b> = Project is not driven by one of the other options provided.</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          STLoan = 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>          L - Land          S - Engineering Structure          B - Buildings          V - 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 #:** 1.014

**Service Name:** CAO / Corporate 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 2022	2023	2024	2025	2026	2027	5 - Year Total
23-01	Replacement	Computer	Computer Replacement	\$10,852	E	ERF	\$0	\$10,852	\$0	\$0	\$0	\$0	\$10,852
23-02	Replacement	Office Equipment	Replacement of Office Equipment with relocation of staff in Figgard Building	\$11,500	E	ERF	\$0	\$11,500	\$0	\$0	\$0	\$0	\$11,500
24-01	Replacement	Computer	Computer Replacement	\$5,923	E	ERF	\$0	\$0	\$5,923	\$0	\$0	\$0	\$5,923
25-01	Replacement	Computer	Computer Replacement	\$3,791	E	ERF	\$0	\$0	\$0	\$3,791	\$0	\$0	\$3,791
26-01	Replacement	Computer	Computer Replacement	\$5,402	E	ERF	\$0	\$0	\$0	\$0	\$5,402	\$0	\$5,402
27-01	Replacement	Computer	Computer Replacement	\$10,852	E	ERF	\$0	\$0	\$0	\$0	\$0	\$10,852	\$10,852
0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>GRAND TOTAL</b>				<b>\$48,320</b>			<b>\$0</b>	<b>\$22,352</b>	<b>\$5,923</b>	<b>\$3,791</b>	<b>\$5,402</b>	<b>\$10,852</b>	<b>\$48,320</b>

**Reserve Schedule**

**Reserve Fund: 1.014 CAO / Corporate Services**

--

**Reserve Cash Flow**

Fund: 1022 Fund Center: 101366 ERF Group: CAO.ERF	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	73,916	74,903	58,001	57,638	59,527	59,925
<b>Actual Purchases</b>	(4,896)	-	-	-		-
<b>Planned Purchases (Based on Capital Plan)</b>	-	(22,352)	(5,923)	(3,791)	(5,402)	(10,852)
<b>Transfer from Operating Budget</b>	5,290	5,450	5,560	5,680	5,800	5,920
<b>Interest Income</b>	593	-	-	-	-	-
<b>Ending Balance \$</b>	<b>74,903</b>	<b>58,001</b>	<b>57,638</b>	<b>59,527</b>	<b>59,925</b>	<b>54,993</b>

**Assumptions/Background:**

--

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Board Expenditures**

#### **FINAL BUDGET**

MARCH 2023

**Service: 1.011 Board Expenditures**

**Committee: Governance & Finance**

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition

1.011 - Board Expenditures	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Directors' Remuneration	812,635	790,000	866,261	-	-	866,261	883,590	901,260	919,290	937,680
Standard Overhead Allocation	57,620	57,620	63,109	-	-	63,109	64,371	65,659	66,972	68,311
Building Occupancy	91,884	91,884	100,229	-	-	100,229	110,446	116,135	122,135	128,448
Legal Expenses	15,000	5,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Contract for Services	128,000	128,000	10,000	-	26,000	36,000	10,200	5,400	5,510	5,620
Software Licenses	52,560	50,000	54,140	-	-	54,140	55,220	56,320	57,450	58,600
Meetings & Printing	37,220	15,400	14,560	-	-	14,560	14,850	15,140	15,440	15,750
Scholarship Programs	15,700	18,200	18,200	-	-	18,200	18,510	18,830	19,150	19,480
Other Operating Expenses	51,560	27,520	36,010	-	-	36,010	36,830	37,670	38,530	39,420
<b>TOTAL OPERATING COSTS</b>	<b>1,262,179</b>	<b>1,183,624</b>	<b>1,177,509</b>	<b>-</b>	<b>26,000</b>	<b>1,203,509</b>	<b>1,209,317</b>	<b>1,232,024</b>	<b>1,260,397</b>	<b>1,289,549</b>
*Percentage Increase over prior year						-4.6%	0.5%	1.9%	2.3%	2.3%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	40,800	40,800	55,000	-	-	55,000	56,100	57,220	58,360	59,530
<b>TOTAL CAPITAL / RESERVE</b>	<b>40,800</b>	<b>40,800</b>	<b>55,000</b>	<b>-</b>	<b>-</b>	<b>55,000</b>	<b>56,100</b>	<b>57,220</b>	<b>58,360</b>	<b>59,530</b>
<b>TOTAL COSTS</b>	<b>1,302,979</b>	<b>1,224,424</b>	<b>1,232,509</b>	<b>-</b>	<b>26,000</b>	<b>1,258,509</b>	<b>1,265,417</b>	<b>1,289,244</b>	<b>1,318,757</b>	<b>1,349,079</b>
						-3.4%	0.5%	1.9%	2.3%	2.3%
<u>INTERNAL RECOVERIES</u>										
Transfer from Internal Reserve	(128,000)	(128,000)	-	-	(26,000)	(26,000)	-	-	-	-
Other	-	(2,500)	(2,500)	-	-	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
<b>NET COSTS</b>	<b>1,174,979</b>	<b>1,093,924</b>	<b>1,230,009</b>	<b>-</b>	<b>-</b>	<b>1,230,009</b>	<b>1,262,917</b>	<b>1,286,744</b>	<b>1,316,257</b>	<b>1,346,579</b>
*Percentage increase over prior year Total Costs						4.7%	2.7%	1.9%	2.3%	2.3%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	24	24	24			24	24	24	24	24



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

<b>Service No.</b>	<b>1.011</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
	<b>Board Expenditures</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$100,000	\$282,500	\$37,000	\$96,500	\$215,000	\$0	\$0	\$631,000
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
	<b>\$100,000</b>	<b>\$282,500</b>	<b>\$37,000</b>	<b>\$96,500</b>	<b>\$215,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$631,000</b>

**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	\$100,000	\$282,500	\$37,000	\$96,500	\$215,000	\$0	\$0	\$631,000
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
	<b>\$100,000</b>	<b>\$282,500</b>	<b>\$37,000</b>	<b>\$96,500</b>	<b>\$215,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$631,000</b>

CAPITAL REGIONAL DISTRICT  
 5 YEAR CAPITAL PLAN  
 2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b>          Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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          STLoan = 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 and/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>          L - Land          S - Engineering Structure          B - Buildings          V - 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 #:** 1.011  
**Service Name:** Board Expenditures

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
19-01	Replacement	Boardroom Video Distribution Equipment	Replacement of all existing video switching equipment	\$81,000	E	ERF	\$0	\$56,000	\$15,000	\$10,000	\$0	\$0	\$81,000
19-02	Replacement	Boardroom Projector and Screen Replacement	Replace projector and screen in Main office boardroom	\$10,000	E	ERF	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000
20-01	Replacement	Boardroom Audio System	Replace boardroom audio system	\$21,700	E	ERF	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$20,000
20-02	Replacement	Boardroom Video Storage and Power Equipment	Replace video storage and power equipment	\$3,000	E	ERF	\$0	\$1,500	\$0	\$1,500	\$0	\$0	\$3,000
21-02	Replacement	Boardroom Video Streaming Equipment Replacement	Replace video streaming equipment	\$17,500	E	ERF	\$0	\$0	\$12,000	\$5,000	\$0	\$0	\$17,000
22-01	Replacement	iPad and Tablet Replacements	Replace director iPads and tablets	\$50,000	E	ERF	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
22-02	Replacement	Boardroom Microphone System Replacement	Replace microphone system	\$100,000	E	ERF	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
23-01	Replacement	Replace Video Display and Switching	Replace Video Display and Switching	\$30,000	E	ERF	\$0	\$20,000	\$0	\$10,000	\$0	\$0	\$30,000
23-02	Replacement	Replace/Expand Recording Secretary Table	Replace/Expand Recording Secretary Table	\$25,000	E	ERF	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
23-03	Replacement	Multi-Camera System	Replace existing video Camera with a Multi-Camera System	\$80,000	E	ERF	\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000
26-01	Replacement	Boardroom Table	Replace Boardroom Table	\$150,000	E	ERF	\$0	\$0	\$0	\$0	\$150,000	\$0	\$150,000
26-02	Replacement	Wiring	Replace eiring to accommodate new Board table	\$15,000	E	ERF	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000
<b>GRAND TOTAL</b>				<b>\$634,400</b>			<b>\$100,000</b>	<b>\$282,500</b>	<b>\$37,000</b>	<b>\$96,500</b>	<b>\$215,000</b>	<b>\$0</b>	<b>\$631,000</b>

**Reserve Schedule**

**Reserve Fund: 1.011 Board**

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

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101413**

ERF Group: BOARD.ERF

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	229,655	479,077	251,577	270,677	231,397	74,757
<b>Actual Purchases</b>	(43,751)	-	-	-	-	
<b>Planned Purchases (Based on Capital Plan)</b>		(282,500)	(37,000)	(96,500)	(215,000)	-
<b>Transfer from Operating Budget</b>	40,800	55,000	56,100	57,220	58,360	59,530
<b>Transfer from Operating Reserve</b>	250,000	-	-	-	-	-
<b>Interest Income</b>	2,373	-	-	-	-	-
<b>Ending Balance \$</b>	<b>479,077</b>	<b>251,577</b>	<b>270,677</b>	<b>231,397</b>	<b>74,757</b>	<b>134,287</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Real Estate**

### **FINAL BUDGET**

MARCH 2023

**Service:** 1.015 Real Estate

**Committee:** Governance & Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Internal recoveries and requisition

1.015 - Real Estate Services	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS:</u>										
Salaries and Wages	403,235	373,235	428,444	-	-	428,444	437,658	447,065	456,680	466,496
Allocations	61,210	61,210	63,357	-	-	63,357	66,753	69,078	71,344	73,702
Legal Expenses	21,940	20,000	1,500	-	-	1,500	1,530	1,560	1,590	1,620
Software Licenses	9,340	7,000	9,620	-	-	9,620	9,810	10,010	10,210	10,410
Other Operating Expenses	22,630	15,030	23,130	-	-	23,130	23,580	24,061	24,543	25,035
<b>TOTAL OPERATING COSTS</b>	<b>518,355</b>	<b>476,475</b>	<b>526,051</b>	<b>-</b>	<b>-</b>	<b>526,051</b>	<b>539,331</b>	<b>551,774</b>	<b>564,367</b>	<b>577,263</b>
*Percentage increase/-decrease over prior year						1.5%	2.5%	2.3%	2.3%	2.3%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	1,000	1,000	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVE</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COSTS</b>	<b>519,355</b>	<b>477,475</b>	<b>526,051</b>	<b>-</b>	<b>-</b>	<b>526,051</b>	<b>539,331</b>	<b>551,774</b>	<b>564,367</b>	<b>577,263</b>
*Percentage increase/-decrease over prior year Total Costs						1.3%	2.5%	2.3%	2.3%	2.3%
Internal Recoveries	(398,684)	(375,000)	(420,680)	-	-	(420,680)	(431,465)	(441,419)	(451,493)	(461,810)
Transfers from operating reserve	(20,000)	(20,000)	-	-	-	-	-	-	-	-
<b>NET COSTS</b>	<b>100,671</b>	<b>82,475</b>	<b>105,371</b>	<b>-</b>	<b>-</b>	<b>105,371</b>	<b>107,866</b>	<b>110,355</b>	<b>112,874</b>	<b>115,453</b>
*Percentage increase over prior year Net Costs						4.7%	2.4%	2.3%	2.3%	2.3%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	3.0	3.0	3.0	0	0	3.0	3.0	3.0	3.0	3.0

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

<b>Service No.</b>	<b>1.015</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
	<b>Real Estate</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$2,180	\$0	\$1,090	\$0	\$0	\$3,270
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
	<b>\$0</b>	<b>\$0</b>	<b>\$2,180</b>	<b>\$0</b>	<b>\$1,090</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,270</b>

**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	\$2,180	\$0	\$1,090	\$0	\$0	\$3,270
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
	<b>\$0</b>	<b>\$0</b>	<b>\$2,180</b>	<b>\$0</b>	<b>\$1,090</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,270</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system meets current energy standards with an expected service life of 35 years".</i></p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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 STLoan = 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 and/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> L - Land S - Engineering Structure B - Buildings V - 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 #:** 1.015  
**Service Name:** Real Estate

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
23-01	Replacement	Computer	Computer Replacement	\$0	E	ERF		\$0	\$0	\$0	\$0	\$0	\$0
24-01	Replacement	Computer	Computer Replacement	\$2,180	E	ERF		\$0	\$2,180	\$0	\$0	\$0	\$2,180
26-01	Replacement	Computer	Computer Replacement	\$1,090	E	ERF		\$0	\$0	\$0	\$1,090	\$0	\$1,090
													\$0
													\$0
													\$0
													\$0
													\$0
			<b>GRAND TOTAL</b>	<b>\$3,270</b>			<b>\$0</b>	<b>\$0</b>	<b>\$2,180</b>	<b>\$0</b>	<b>\$1,090</b>	<b>\$0</b>	<b>\$3,270</b>



**Reserve Schedule**

**Reserve Fund: 1.015 Real Estate**

--

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101418**  
ERF Group: PRPSRV.ERF

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	23,100	23,921	23,921	21,741	21,741	20,651
<b>Actual Purchases</b>	(367)					
<b>Planned Purchases (Based on Capital Plan)</b>	-	-	(2,180)	-	(1,090)	-
<b>Transfer from Operating Budget</b>	1,000	-	-	-	-	-
<b>Interest Income</b>	189	-	-	-	-	-
<b>Ending Balance \$</b>	<b>23,921</b>	<b>23,921</b>	<b>21,741</b>	<b>21,741</b>	<b>20,651</b>	<b>20,651</b>

**Assumptions/Background:**

2024 - 2 standard desktops  
2026 - 1 standard desktop

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **First Nations Relations**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.027 First Nations Relations

**Committee:** First Nations Relations

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

First Nations Relations

**FUNDING:**

Requisition

1.027 First Nations Relations	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries and Wages	483,455	462,355	511,287	-	-	511,287	522,299	533,545	545,030	556,758
Allocations	44,919	44,919	62,582	-	-	62,582	64,016	65,480	66,790	68,125
Meetings, Programs & Special Events	67,410	30,110	43,680	-	70,000	113,680	44,550	45,440	46,350	47,280
Contract for Services	336,550	311,550	108,670	-	489,000	597,670	110,840	113,060	115,320	117,630
Legal Expenses	1,590	-	1,230	-	-	1,230	1,250	1,280	1,310	1,340
Other Operating Expenses	34,100	19,502	24,550	-	-	24,550	25,080	25,620	26,160	26,720
<b>TOTAL OPERATING COSTS</b>	<b>968,024</b>	<b>868,436</b>	<b>751,999</b>	<b>-</b>	<b>559,000</b>	<b>1,310,999</b>	<b>768,035</b>	<b>784,425</b>	<b>800,960</b>	<b>817,853</b>
*Percentage Increase over prior year			-22.3%			35.4%	-41.4%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Reserve	2,000	5,000	1,000	-	-	1,000	1,020	1,040	1,060	1,080
<b>TOTAL COSTS</b>	<b>970,024</b>	<b>873,436</b>	<b>752,999</b>	<b>-</b>	<b>559,000</b>	<b>1,311,999</b>	<b>769,055</b>	<b>785,465</b>	<b>802,020</b>	<b>818,933</b>
*Percentage Increase over prior year Total Costs			-22.37%			35.3%	-41.4%	2.1%	2.1%	2.1%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>970,024</b>	<b>873,436</b>	<b>752,999</b>	<b>-</b>	<b>559,000</b>	<b>1,311,999</b>	<b>769,055</b>	<b>785,465</b>	<b>802,020</b>	<b>818,933</b>
<u>SOURCES OF FUNDING</u>										
Transfer from Internal Reserve Account	(276,900)	(251,900)	-	-	(309,000)	(309,000)	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(276,900)</b>	<b>(251,900)</b>	<b>-</b>	<b>-</b>	<b>(309,000)</b>	<b>(309,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET COSTS</b>	<b>693,124</b>	<b>621,536</b>	<b>752,999</b>	<b>-</b>	<b>250,000</b>	<b>1,002,999</b>	<b>769,055</b>	<b>785,465</b>	<b>802,020</b>	<b>818,933</b>
*Percentage Increase over prior year Net Costs			8.6%			44.7%	-23.3%	2.1%	2.1%	2.1%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	4.0	4.0	4.0	-	-	4.0	4.0	4.0	4.0	4.0

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

<b>Service No.</b>	<b>1.027 Aboriginal Initiatives</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------	---	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$9,541	\$1,611	\$0	\$1,611	\$4,881	\$17,644	
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	
	<b>\$0</b>	<b>\$9,541</b>	<b>\$1,611</b>	<b>\$0</b>	<b>\$1,611</b>	<b>\$4,881</b>	<b>\$17,644</b>	

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$3,791	\$1,611	\$0	\$1,611	\$4,881	\$11,894
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$5,750	\$0	\$0	\$0	\$0	\$5,750
	<b>\$0</b>	<b>\$9,541</b>	<b>\$1,611</b>	<b>\$0</b>	<b>\$1,611</b>	<b>\$4,881</b>	<b>\$17,644</b>

CAPITAL REGIONAL DISTRICT  
 5 YEAR CAPITAL PLAN  
 2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system meets current energy standards with an expected service life of 35 years"</i>.</p>	<p><b>Carryforward from 2022</b>          Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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          STLoan = 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 and/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 #:** 1.027

**Service Name:** Aboriginal Initiatives

**SECTION 1: PROJECT DESCRIPTION AND BUDGET**

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
23-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$3,791	E	ERF		\$3,791	\$0	\$0	\$0	\$0	\$3,791
23-02	New	Office Densification Project	Office Densification Project	\$5,750	E	Res		\$5,750	\$0	\$0	\$0	\$0	\$5,750
24-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$1,611	E	ERF		\$0	\$1,611	\$0	\$0	\$0	\$1,611
26-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$1,611	E	ERF		\$0	\$0	\$0	\$1,611	\$0	\$1,611
27-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$4,881	E	ERF		\$0	\$0	\$0	\$0	\$4,881	\$4,881
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
<b>GRAND TOTAL</b>				<b>\$17,644</b>			<b>\$0</b>	<b>\$9,541</b>	<b>\$1,611</b>	<b>\$0</b>	<b>\$1,611</b>	<b>\$4,881</b>	<b>\$17,644</b>

**Reserve Schedule**

**Reserve Fund: 1.027 FIRST NATIONS RELATIONS**

--

**Reserve Cash Flow**

Fund: 1022 Fund Center: 102157 ERF Group: INTGOV.ERF	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	4,353	4,489	1,698	1,107	2,147	1,596
<b>Actual Purchases</b>	(1,901)	-	-	-	-	-
<b>Planned Purchases (Based on Capital Plan)</b>	-	(3,791)	(1,611)	-	(1,611)	(4,881)
<b>Transfer from Operating Budget</b>	2,000	1,000	1,020	1,040	1,060	1,080
<b>Interest Income</b>	37	-	-	-	-	-
<b>Ending Balance \$</b>	<b>4,489</b>	<b>1,698</b>	<b>1,107</b>	<b>2,147</b>	<b>1,596</b>	<b>(2,205)</b>

**Assumptions/Background:**  
 2023 - 2 standard desktops & 1 standard laptop  
 2024 - 1 standard laptop  
 2026 - 1 standard laptop  
 2027 - 2 standard desktops & 1 standard laptop

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Victoria Family Court Committee**

#### **FINAL BUDGET**

MARCH 2023



**DEFINITION:**

To operate and fund the operation of the Victoria Family Court Committee, a family court committee under the *Provincial Court Act* ; as well as to direct funding to juvenile justice committees appointed by the Board (Bylaw No. 2560, Family Court Committee Extended Service Establishment Bylaw No. 1, 1997).

**SERVICE DESCRIPTION:**

This service provides funding for the operation and funding of a *Provincial Court Act* family court committee, currently operating as the Victoria Family Court and Youth Justice Committee. Historically, such committees were mandatory. Now, they are optional. The mandate of the committee is:

- To monitor proceedings of the court and address issues pertaining to resources and legislation concerning families and youth;
- To promote and examine extra-legal options in the youth and family systems;
- To liaise with governmental and non-governmental bodies around youth justice;
- To meet at least four times a year and to provide an annual report to CRD, other local governments, and the Attorney General

The Victoria Family Court and Youth Justice committee has been a federal Youth Justice Committee under the *Youth Criminal Justice Act* since the 1980s.

**PARTICIPATION:**

Participants include all 13 municipalities in the CRD and the Juan de Fuca Electoral Area. The electoral areas of Salt Spring Island and Southern Gulf Islands are not participants in this service.

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

**MAXIMUM LEVY:**

\$15,000 (Bylaw No. 3048)

**MAXIMUM CAPITAL DEBT:**

Nil

**METHOD OF AUTHORIZATION:**

Bylaw No. 2560, Family Court Committee Extended Service Establishment Bylaw No. 1, 1997  
*Provincial Court Act*  
*Youth Criminal Justice Act*

**COMMISSION:**

**FUNDING:**

Member Municipality	ASSESSMENTS		2021	
	2023 Previous Yr (50%) Converted	Previous Year Actual	(50%) Census Populations	
City of Colwood	676,387,481	6,204,372,115	18,961	4.32%
City of Victoria	4,562,581,324	35,387,278,281	91,867	24.58%
District of Central Saanich	821,112,902	6,951,449,149	17,385	4.53%
District of Highlands	120,325,439	1,108,603,814	2,482	0.66%
District of Langford	1,807,943,089	15,212,962,883	46,584	11.03%
District of Metchosin	203,434,625	1,999,212,193	5,067	1.22%
District of North Saanich	814,676,641	7,527,498,712	12,235	3.86%
District of Saanich	4,885,131,652	44,689,586,842	117,735	28.78%
District of Sooke	517,468,098	4,841,520,239	15,086	3.38%
District of Oak Bay	1,171,428,027	11,409,270,209	17,990	5.60%
Town of Sidney	656,173,316	5,596,917,473	12,318	3.42%
Town of View Royal	443,000,748	3,948,572,659	11,575	2.72%
Township of Esquimalt	592,077,215	5,261,465,156	17,533	3.90%
<b>Subtotal</b>	<b>17,271,740,557</b>	<b>150,138,709,725</b>	<b>386,818</b>	<b>98.02%</b>
<b>Electoral Area</b>				
Juan de Fuca EA	331,978,346	2,934,005,812	5,531	1.64%
<b>Subtotal</b>	<b>331,978,346</b>	<b>2,934,005,812</b>	<b>5,531</b>	<b>1.64%</b>
<b>First Nations Taxation</b>				
Songhees	37,506,403	336,309,800	1,839	0.34%
<b>Subtotal</b>	<b>37,506,403</b>	<b>336,309,800</b>	<b>1,839</b>	<b>0.34%</b>
<b>TOTAL</b>	<b>17,641,225,306</b>	<b>153,409,025,337</b>	<b>394,188</b>	<b>100.00%</b>

1.126 Vic Family Court & Youth Justice Committee			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>OPERATING COSTS:</b>										
Internal Allocation	318	318	321	-	-	321	327	334	340	347
Meeting Costs	-	5,800	5,450	-	-	5,450	5,450	5,450	5,450	5,450
Third Party Payments	15,717	13,000	10,026	-	39,828	49,854	10,101	10,094	10,088	10,081
<b>TOTAL OPERATING COSTS</b>	<b>16,035</b>	<b>19,118</b>	<b>15,797</b>	<b>-</b>	<b>39,828</b>	<b>55,625</b>	<b>15,878</b>	<b>15,878</b>	<b>15,878</b>	<b>15,878</b>
*Percentage Increase		19.2%	-1.48%			246.90%	-71.5%	0.0%	0.0%	0.0%
<b>FUNDING SOURCES (REVENUE)</b>										
Estimated balance C/F from current to Next year	-	29,121	-	-	(39,828)	(39,828)	-	-	-	-
Balance C/F from Prior to Current year	(157)	(32,361)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(878)	(878)	(797)	-	-	(797)	(878)	(878)	(878)	(878)
<b>TOTAL REVENUE</b>	<b>(1,035)</b>	<b>(4,118)</b>	<b>(797)</b>	<b>-</b>	<b>(39,828)</b>	<b>(40,625)</b>	<b>(878)</b>	<b>(878)</b>	<b>(878)</b>	<b>(878)</b>
<b>REQUISITION</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>-</b>	<b>-</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>
*Percentage Increase		0.0%	0.00%			0.00%	0.0%	0.0%	0.0%	0.0%

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

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

#### **FINAL BUDGET**

MARCH 2023

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

**Committee:** Planning and Protective Services

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

Service: 1.128 Greater Victoria Police Victims Services

Committee: Planning and Protective Services

Member Municipality	ASSESSMENTS			ASSESSMENTS		
	2022 Converted		2022 Actual	2023 Converted		2023 Actual
City of Colwood	676,387,481	4.21%	6,204,372,115	808,669,576	4.49%	7,420,771,515
City of Victoria	4,562,581,324	28.41%	35,387,278,281	4,956,430,853	27.53%	38,689,828,292
District of Central Saanich	821,112,902	5.11%	6,951,449,149	927,613,660	5.15%	7,890,127,835
Township of Esquimalt	592,077,215	3.69%	5,261,465,156	676,447,267	3.76%	6,000,713,806
District of Langford	1,807,943,089	11.26%	15,212,962,883	2,124,392,376	11.80%	17,998,658,843
District of Saanich	4,885,131,652	30.42%	44,689,586,842	5,470,524,226	30.39%	50,077,071,214
District of Oak Bay	1,171,428,027	7.29%	11,409,270,209	1,279,986,485	7.11%	12,477,236,951
District of Metchosin	203,434,625	1.27%	1,999,212,193	227,160,448	1.26%	2,234,885,411
Town of Sidney	656,173,316	4.09%	5,596,917,473	755,376,989	4.20%	6,352,318,170
Town of View Royal	443,000,748	2.76%	3,948,572,659	502,901,667	2.79%	4,476,761,160
District of Highland	120,325,439	0.75%	1,108,603,814	137,022,830	0.76%	1,269,569,048
<b>Subtotal</b>	<b>15,939,595,818</b>	<b>99.25%</b>	<b>137,769,690,774</b>	<b>17,866,526,377</b>	<b>99.25%</b>	<b>154,887,942,245</b>
<b>Electoral Area</b>						
JDF - Langford - R(761) ESA # 36	605,052	0.00%	2,197,700	783,097	0.00%	3,569,700
JDF - Langford - R(762) ESA # 36	18,322,545	0.11%	181,528,240	20,881,259	0.12%	206,810,040
JDF - Langford - R(763) ESA # 36	27,372,350	0.17%	273,023,000	29,558,975	0.16%	294,866,300
<b>Subtotal</b>	<b>46,299,947</b>	<b>0.29%</b>	<b>456,748,940</b>	<b>51,223,331</b>	<b>0.28%</b>	<b>505,246,040</b>
<b>First Nations Taxation</b>						
Songhees	37,506,403	0.23%	336,309,800	44,786,919	0.25%	392,723,000
Tsawout	37,233,100	0.23%	345,904,400	39,571,160	0.22%	367,592,000
<b>Subtotal</b>	<b>74,739,503</b>	<b>0.47%</b>	<b>682,214,200</b>	<b>84,358,079</b>	<b>0.47%</b>	<b>760,315,000</b>
<b>TOTAL</b>	<b>16,060,635,268</b>	<b>100.00%</b>	<b>138,908,653,914</b>	<b>18,002,107,787</b>	<b>100.00%</b>	<b>156,153,503,285</b>

1.128 Greater Victoria Police Victims Services			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>OPERATING COSTS:</b>										
Internal Allocation	5,850	5,850	5,999	-	-	5,999	6,119	6,241	6,366	6,493
Third Party Payments	292,500	292,500	298,350	-	-	298,350	304,317	310,403	316,611	322,943
Interest Charge	1,599	1,599	508	-	-	508	750	750	750	750
<b>TOTAL OPERATING COSTS</b>	<b>299,949</b>	<b>299,949</b>	<b>304,857</b>	-	-	<b>304,857</b>	<b>311,186</b>	<b>317,394</b>	<b>323,727</b>	<b>330,186</b>
*Percentage Increase		0.0%	1.64%			1.64%	2.1%	2.0%	2.0%	2.0%
<b>FUNDING SOURCES (REVENUE)</b>										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	602	602	(482)	-	-	(482)	-	-	-	-
Grants in Lieu	(15,358)	(15,358)	(14,634)	-	-	(14,634)	(15,358)	(15,358)	(15,358)	(15,358)
Interest Income	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(14,756)</b>	<b>(14,756)</b>	<b>(15,116)</b>	-	-	<b>(15,116)</b>	<b>(15,358)</b>	<b>(15,358)</b>	<b>(15,358)</b>	<b>(15,358)</b>
<b>REQUISITION</b>	<b>(285,193)</b>	<b>(285,193)</b>	<b>(289,741)</b>	-	-	<b>(289,741)</b>	<b>(295,828)</b>	<b>(302,036)</b>	<b>(308,369)</b>	<b>(314,828)</b>
*Percentage Increase		0.0%	1.59%			1.59%	2.1%	2.1%	2.1%	2.1%



# **CAPITAL REGIONAL DISTRICT**

## **2023 Budget**

### **Sooke Regional Museum**

#### **FINAL BUDGET**

MARCH 2023

**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 \$460,757.

**FUNDING:**

Requisition

1.121 - Sooke Regional Museum	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payments to Sooke Regional Museum	211,890	211,890	218,000	-	-	218,000	222,360	226,810	231,350	235,980
Allocations	3,932	3,932	4,318	-	-	4,318	4,404	4,492	4,582	4,674
Other Operating Expenses	60	24	30	-	-	30	30	30	30	30
<b>TOTAL COSTS</b>	<b>215,882</b>	<b>215,846</b>	<b>222,348</b>	<b>-</b>	<b>-</b>	<b>222,348</b>	<b>226,794</b>	<b>231,332</b>	<b>235,962</b>	<b>240,684</b>
*Percentage Increase over prior year						3.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2022 to 2023	-	47	(47)	-	-	(47)	-	-	-	-
Balance c/fwd from 2021 to 2022	(200)	(200)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(341)	(341)	(391)	-	-	(391)	(390)	(400)	(410)	(420)
Other Revenue	-	(11)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(541)</b>	<b>(505)</b>	<b>(538)</b>	<b>-</b>	<b>-</b>	<b>(538)</b>	<b>(490)</b>	<b>(500)</b>	<b>(510)</b>	<b>(520)</b>
<b>REQUISITION</b>	<b>(215,341)</b>	<b>(215,341)</b>	<b>(221,810)</b>	<b>-</b>	<b>-</b>	<b>(221,810)</b>	<b>(226,304)</b>	<b>(230,832)</b>	<b>(235,452)</b>	<b>(240,164)</b>
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **FINANCE & TECHNOLOGY**

#### **FINAL BUDGET**

MARCH 2023

**FINAL BUDGET**  
**March 15, 2023**  
**TABLE OF CONTENTS**

*Click on the service area name below to access selected budgets*

**Finance & Technology**

**Page**

**3.1 Financial Services**

<b>3.1.1</b>	1.017	Finance	<b>3 - 8</b>
--------------	-------	---------	--------------

**3.2 Technology and Initiatives**

<b>3.2.1</b>	1.112	Regional Grant in Aid	<b>9 - 11</b>
<b>3.2.2</b>	1.022	Information Technology	<b>12 - 18</b>
<b>3.2.3</b>	1.101	GIS Information Systems	<b>19 - 22</b>
<b>3.2.4</b>	1.335	Geo-Spatial Referencing	<b>23 - 30</b>

**3.3 Arts and Other Finance Budgets**

<b>3.3.1</b>	1.290	Royal Theatre	<b>31 - 39</b>
<b>3.3.2</b>	1.295	McPherson Theatre	<b>40 - 47</b>
<b>3.3.3</b>	1.297	Arts Grants and Development	<b>48 - 52</b>
<b>3.3.4</b>	21.1	Feasibility Study Reserve	<b>53 - 56</b>

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Finance**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.017 Finance

**Committee:** Governance & Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries

1.017 - FINANCE	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS:</u>										
Salaries and Wages	5,985,605	5,665,418	6,487,469	330,187	-	6,817,656	6,964,192	7,055,339	7,206,952	7,085,664
Allocations	289,116	289,116	304,251	-	-	304,251	328,555	342,921	358,013	373,832
Auditing Expense	79,000	76,000	79,000	-	-	79,000	83,000	86,000	89,000	90,780
Contract for Services	269,180	453,400	194,680	-	360,650	555,330	213,130	75,610	77,120	78,660
Postage & Freight	239,360	237,069	246,540	-	-	246,540	251,470	256,490	261,620	266,860
Supplies	149,460	91,625	139,410	5,000	5,000	149,410	147,300	147,960	150,920	153,940
Other Operating Expenses	266,445	242,914	263,350	6,750	2,000	272,100	275,660	281,350	287,150	293,070
<b>TOTAL OPERATING COSTS</b>	<b>7,278,166</b>	<b>7,055,543</b>	<b>7,714,700</b>	<b>341,937</b>	<b>367,650</b>	<b>8,424,287</b>	<b>8,263,307</b>	<b>8,245,670</b>	<b>8,430,775</b>	<b>8,342,806</b>
*Percentage Increase over prior year			6.0%			15.8%	-1.9%	-0.2%	2.2%	-1.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	35,000	35,000	35,000	-	-	35,000	40,000	40,000	40,000	40,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>TOTAL COSTS</b>	<b>7,313,166</b>	<b>7,090,543</b>	<b>7,749,700</b>	<b>341,937</b>	<b>367,650</b>	<b>8,459,287</b>	<b>8,303,307</b>	<b>8,285,670</b>	<b>8,470,775</b>	<b>8,382,806</b>
			6.0%			15.7%	-1.9%	-0.2%	2.2%	-1.0%
<u>REVENUE</u>										
US Bank Rebate	(58,140)	(50,000)	(59,880)	-	-	(59,880)	(61,080)	(62,300)	(63,550)	(64,820)
Provincial Grants	(60,000)	(110,000)	(60,000)	-	-	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
Sales of Services	(218,280)	(204,880)	(224,830)	-	-	(224,830)	(229,320)	(233,900)	(238,580)	(243,350)
Other	(85,023)	(85,023)	(86,911)	-	-	(86,911)	(88,776)	(90,679)	(92,620)	(94,609)
Allocation Recoveries	(102,000)	(102,000)	(104,040)	-	-	(104,040)	(106,120)	(108,240)	(110,400)	(112,610)
Transfer from Reserve	(90,000)	(90,000)	-	(308,574)	(360,650)	(669,224)	(314,037)	(264,618)	(270,318)	-
<b>TOTAL REVENUES</b>	<b>(613,443)</b>	<b>(641,903)</b>	<b>(535,661)</b>	<b>(308,574)</b>	<b>(360,650)</b>	<b>(1,204,885)</b>	<b>(859,334)</b>	<b>(819,737)</b>	<b>(835,467)</b>	<b>(575,389)</b>
<b>NET COSTS</b>	<b>6,699,723</b>	<b>6,448,640</b>	<b>7,214,039</b>	<b>33,363</b>	<b>7,000</b>	<b>7,254,402</b>	<b>7,443,973</b>	<b>7,465,934</b>	<b>7,635,308</b>	<b>7,807,417</b>
*Percentage increase over prior year Net Costs			7.7%			8.3%	2.6%	0.3%	2.3%	2.3%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	49.75	49.75	48.75	0.25	-	49.00	49.00	49.00	49.00	49.00
Term	-	-	-	2.50	-	2.50	2.50	2.00	2.00	-



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

<b>Service No.</b>	<b>1.017 Finance</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------	--------------------------	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$282,110	\$231,445	\$133,991	\$131,312	\$57,110	\$835,968	
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	
		<b>\$0</b>	<b>\$282,110</b>	<b>\$231,445</b>	<b>\$133,991</b>	<b>\$131,312</b>	<b>\$57,110</b>	<b>\$835,968</b>
		<b>\$0</b>	<b>\$282,110</b>	<b>\$231,445</b>	<b>\$133,991</b>	<b>\$131,312</b>	<b>\$57,110</b>	<b>\$835,968</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$200,000	\$200,000	\$100,000	\$100,000	\$25,000	\$625,000	
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Equipment Replacement Fund	\$0	\$82,110	\$31,445	\$33,991	\$31,312	\$32,110	\$210,968	
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		<b>\$0</b>	<b>\$282,110</b>	<b>\$231,445</b>	<b>\$133,991</b>	<b>\$131,312</b>	<b>\$57,110</b>	<b>\$835,968</b>
		<b>\$0</b>	<b>\$282,110</b>	<b>\$231,445</b>	<b>\$133,991</b>	<b>\$131,312</b>	<b>\$57,110</b>	<b>\$835,968</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system meets current energy standards with an expected service life of 35 years".</i></p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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 STLoan = 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 and/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> L - Land S - Engineering Structure B - Buildings V - 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 #: 1.017

Service Name: Finance

SECTION 1: PROJECT DESCRIPTION AND BUDGET

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
23-01	Replacement	Computer	Computer and Office Equipment Replacement	\$82,110	E	ERF		\$82,110	\$0	\$0	\$0		\$82,110
24-01	Replacement	Computer	Computer and Office Equipment Replacement	\$31,445	E	ERF		\$0	\$31,445	\$0	\$0		\$31,445
25-01	Replacement	Computer	Computer and Office Equipment Replacement	\$33,991	E	ERF		\$0	\$0	\$33,991	\$0		\$33,991
26-01	Replacement	Computer	Computer and Office Equipment Replacement	\$31,312	E	ERF		\$0	\$0	\$0	\$31,312		\$31,312
27-01	Replacement	Computer	Computer and Office Equipment Replacement	\$32,110	E	ERF		\$0	\$0	\$0	\$0	\$32,110	\$32,110
21-01	New	Enterprise Asset Management	SAP Software & Hardware costs for IBC 15b-2 "Asset Management and Risk Analysis"	\$625,000	E	Cap		\$200,000	\$200,000	\$100,000	\$100,000	\$25,000	\$625,000
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
<b>GRAND TOTAL</b>				<b>\$835,968</b>			<b>\$0</b>	<b>\$282,110</b>	<b>\$231,445</b>	<b>\$133,991</b>	<b>\$131,312</b>	<b>\$57,110</b>	<b>\$835,968</b>

**Reserve Schedule**

**Reserve Fund: 1.017 Finance**



**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101420**

ERF Group: FIN.ERF

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Beginning Balance</b>	113,138	413,696	366,586	375,141	381,150	389,838
<b>Actual Purchases</b>	(35,994)	-	-	-		
<b>Planned Purchases (Based on Capital Plan)</b>	-	(82,110)	(31,445)	(33,991)	(31,312)	(32,110)
<b>Transfer from Operating Budget</b>	335,000	35,000	40,000	40,000	40,000	40,000
<b>Interest Income</b>	1,552	-	-	-	-	-
<b>Ending Balance \$</b>	<b>413,696</b>	<b>366,586</b>	<b>375,141</b>	<b>381,150</b>	<b>389,838</b>	<b>397,728</b>

**Assumptions/Background:**

- 2023 - Replace 20 standard desktops, 2 standard laptops and 1 ultra-portable laptop, plus peripherals
- 2024 - Replace 12 standard desktops, 7 standard laptops and 1 ultra-portable laptop, plus peripherals
- 2025 - Replace 4 standard desktops, 2 standard laptops, 1 semi-ruggedized laptop, peripherals and binding equipment for print shop
- 2026 - Replace 1 standard desktop, 2 standard laptops, peripherals and postage meter for print shop
- 2027 - Replace 20 standard desktops, 2 standard laptops and 1 ultra-portable laptop, plus peripherals

# **CAPITAL REGIONAL DISTRICT**

## **2023 Budget**

### **Regional Grants in Aid**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.112 Regional Grant in Aid

**Committee:** Governance & Finance Committee

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All member municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

1.112 - Regional Grants in Aid	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Grants in Aid - ICF	1,477,358	-	1,517,621	-	-	1,517,621	-	-	-	-
Grants in Aid - Other	-	15,000	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>1,477,358</b>	<b>15,000</b>	<b>1,517,621</b>	<b>-</b>	<b>-</b>	<b>1,517,621</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year						2.7%	0.0%	0.0%	0.0%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Surplus c/fwd from 2022 to 2023	-	1,497,621	(1,497,621)	-	-	(1,497,621)	-	-	-	-
Deficit c/fwd from 2022 to 2023	-	(15,000)	-	-	15,000	15,000	-	-	-	-
Balance c/fwd from 2021 to 2022	(1,457,358)	(1,457,358)	-	-	-	-	-	-	-	-
Interest Income	(20,000)	(40,263)	(20,000)	-	-	(20,000)	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(1,477,358)</b>	<b>(15,000)</b>	<b>(1,517,621)</b>	<b>-</b>	<b>15,000</b>	<b>(1,502,621)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage increase over prior year Requisition						NA	NA	0.0%	0.0%	0.0%

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Information Technology**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.022 Information Technology

**Committee:** Governance & Finance

**DEFINITION:**

Support services to the departments of the Capital Regional District.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries



1.022 INFORMATION TECHNOLOGY	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS:</u>										
Salaries and Wages	6,013,278	4,946,131	6,726,706	633,569	95,047	7,455,322	7,773,628	7,816,138	7,984,153	7,595,840
Allocations	339,040	339,040	398,000	-	-	398,000	426,058	444,408	461,278	478,903
Consulting	45,470	55,500	46,830	-	70,000	116,830	47,770	48,730	49,700	50,690
Contract for Services	552,180	920,000	543,000	-	331,000	874,000	714,860	564,940	576,240	587,770
Software Licenses & Computer Mtce	1,715,165	1,714,085	1,717,380	251,840	342,600	2,311,820	2,046,910	2,096,540	2,123,180	2,165,650
Other Operating Expenses	589,215	522,610	459,240	48,800	229,740	737,780	520,600	526,570	537,510	534,290
<b>TOTAL OPERATING COSTS</b>	<b>9,254,348</b>	<b>8,497,366</b>	<b>9,891,156</b>	<b>934,209</b>	<b>1,068,387</b>	<b>11,893,752</b>	<b>11,529,826</b>	<b>11,497,326</b>	<b>11,732,061</b>	<b>11,413,143</b>
*Percentage Increase over prior year			6.9%			28.5%	-3.1%	-0.3%	2.0%	-2.7%
<u>CAPITAL / RESERVE</u>										
Transfer to General Capital Fund	343,840	685,140	452,720	-	-	452,720	961,770	1,221,010	1,181,010	491,010
Transfer to Equipment Replacement Fund	111,890	111,890	115,240	-	-	115,240	117,530	119,880	122,280	124,730
<b>TOTAL CAPITAL / RESERVES</b>	<b>455,730</b>	<b>797,030</b>	<b>567,960</b>	<b>-</b>	<b>-</b>	<b>567,960</b>	<b>1,079,300</b>	<b>1,340,890</b>	<b>1,303,290</b>	<b>615,740</b>
<b>TOTAL COSTS</b>	<b>9,710,078</b>	<b>9,294,396</b>	<b>10,459,116</b>	<b>934,209</b>	<b>1,068,387</b>	<b>12,461,712</b>	<b>12,609,126</b>	<b>12,838,216</b>	<b>13,035,351</b>	<b>12,028,883</b>
*Percentage increase over prior year Total Costs			7.7%			28.3%	1.2%	1.8%	1.5%	-7.7%
Funding from Capital Fund	-	-	-	(180,000)	(1,120,077)	(1,300,077)	(855,937)	(867,030)	(717,360)	(180,000)
Funding from Operating Reserve	(411,700)	(411,700)	-	-	(463,209)	(463,209)	(119,591)	-	-	-
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>9,298,378</b>	<b>8,882,696</b>	<b>10,459,116</b>	<b>754,209</b>	<b>(514,898)</b>	<b>10,698,426</b>	<b>11,633,598</b>	<b>11,971,186</b>	<b>12,317,990</b>	<b>11,848,883</b>
Service Fees	(40,000)	(24,583)	(40,000)	-	-	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
<b>TOTAL REVENUES</b>	<b>(40,000)</b>	<b>(24,583)</b>	<b>(40,000)</b>	<b>-</b>	<b>-</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>(40,000)</b>
<b>NET COSTS</b>	<b>9,258,378</b>	<b>8,858,113</b>	<b>10,419,116</b>	<b>754,209</b>	<b>(514,898)</b>	<b>10,658,426</b>	<b>11,593,598</b>	<b>11,931,186</b>	<b>12,277,990</b>	<b>11,808,883</b>
*Percentage increase over prior year Net Costs			12.5%			15.1%	8.8%	2.9%	2.9%	-3.8%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	48.27	48.27	39.00	9.27	-	48.27	49.3	49.3	49.3	49.3
Term	-	-	-	4.0	-	4.0	4.0	3.0	3.0	-

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

<b>1.022 Information Technology</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
---	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$351,350	\$2,504,542	\$1,457,600	\$1,991,000	\$2,120,650	\$295,000	\$8,368,792
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$100,000	\$0	\$70,000	\$0	\$0	\$170,000
		<b>\$351,350</b>	<b>\$2,604,542</b>	<b>\$1,457,600</b>	<b>\$2,061,000</b>	<b>\$2,120,650</b>	<b>\$295,000</b>	<b>\$8,538,792</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$339,000	\$2,450,500	\$1,411,000	\$1,939,000	\$2,059,000	\$245,000	\$8,104,500
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$12,350	\$154,042	\$46,600	\$122,000	\$61,650	\$50,000	\$434,292
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>\$351,350</b>	<b>\$2,604,542</b>	<b>\$1,457,600</b>	<b>\$2,061,000</b>	<b>\$2,120,650</b>	<b>\$295,000</b>	<b>\$8,538,792</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system meets current energy standards"</i></p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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)</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 and/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> L - Land S - Engineering Structure B - Buildings V - 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 #:** 1.022

**Service Name:** Information Technology

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
21-01	Replacement	Data Centre Replacements	Corporate Firewall	\$100,000	E	Cap	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
19-04	Replacement	Data Centre Replacements	Additional Storage	\$245,000	E	Cap	\$0	\$20,000	\$75,000	\$50,000	\$50,000	\$50,000	\$245,000
18-06	Replacement	Data Centre Replacements	Replace Backup	\$100,000	E	Cap	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
18-07	Replacement	Data Centre Replacements	Server Replacements	\$250,000	E	Cap	\$0	\$75,000	\$75,000	\$50,000	\$0	\$50,000	\$250,000
19-05	Replacement	Data Centre Replacements	Router & Switch Network Data Centre	\$134,000	E	Cap	\$54,000	\$74,000	\$20,000	\$15,000	\$25,000	\$0	\$134,000
19-06	Replacement	Data Centre Replacements	Wi-Fi Network System	\$130,000	E	Cap	\$50,000	\$50,000	\$50,000	\$0	\$30,000	\$0	\$130,000
22-01	Replacement	Data Centre Replacements	SPAM Email Appliance	\$80,000	E	Cap	\$0	\$0	\$0	\$30,000	\$50,000	\$0	\$80,000
20-02	Replacement	Data Centre Replacements	Vitual Server Hosts	\$435,000	E	Cap	\$150,000	\$190,000	\$40,000	\$25,000	\$150,000	\$30,000	\$435,000
20-03	Replacement	Data Centre Replacements	Application Load Balancer	\$65,000	E	Cap	\$0	\$0	\$0	\$0	\$0	\$65,000	\$65,000
20-04	Replacement	Data Centre Replacements	Network Data/Voice Switches (Fisgard)	\$170,000	E	Cap	\$50,000	\$115,000	\$35,000	\$20,000	\$0	\$0	\$170,000
20-05	Replacement	Data Centre Replacements	uninterruptible power supply	\$150,000	E	Cap	\$0	\$0	\$50,000	\$0	\$50,000	\$50,000	\$150,000
20-06	Replacement	Data Centre Replacements	Fisgard Phone System	\$50,000	E	Cap	\$10,000	\$30,000	\$0	\$20,000	\$0	\$0	\$50,000
20-07	Replacement	Meeting Room Equipment Replacement	Replacement of A/V technology components	\$116,250	E	ERF	\$12,350	\$17,000	\$19,600	\$25,000	\$34,650	\$20,000	\$116,250
17-01	Replacement	SAP	Business Warehouse	\$75,000	E	Cap	\$25,000	\$50,000	\$0	\$25,000	\$0	\$0	\$75,000
23-01	Replacement	SAP	SAP Migration from ECC to S4	\$5,840,000	E	Cap	\$0	\$1,466,000	\$966,000	\$1,704,000	\$1,704,000	\$0	\$5,840,000
23-01	Replacement	Computer Equipment	Staff Computer Equipment Replacements	\$12,042	E	ERF	\$0	\$12,042	\$0	\$0	\$0	\$0	\$12,042
23-01	Replacement	Computer Equipment	Staff Computer Equipment Replacements	\$52,000	E	ERF	\$0	\$25,000	\$27,000	\$0	\$0	\$0	\$52,000
25-01	Replacement	Computer Equipment	Staff Computer Equipment Replacements	\$27,000	E	ERF	\$0	\$0	\$0	\$27,000	\$0	\$0	\$27,000

Service #: 1.022

Service Name: Information Technology

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
26-01	Replacement	Computer Equipment	Staff Computer Equipment Replacements	\$27,000	E	ERF	\$0	\$0	\$0	\$0	\$27,000	\$0	\$27,000
27-01	Replacement	Computer Equipment	Staff Computer Equipment Replacements	\$30,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000
25-01	Replacement	Van	Replace IT Van	\$70,000	V	ERF	\$0	\$0	\$0	\$70,000	\$0	\$0	\$70,000
23-01	Replacement	Truck	Replace Radio Truck	\$100,000	V	ERF	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
23-01	Replacement	Data Centre Replacements	Replace Network Switching Fabric	\$200,000	E	Cap	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
23-01	New	New Workstations and Office Densification	New Workstations and Office Densification	\$80,500	E	Cap	\$0	\$80,500	\$0	\$0	\$0	\$0	\$80,500
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
<b>GRAND TOTAL</b>				<b>\$8,538,792</b>			<b>\$351,350</b>	<b>\$2,604,542</b>	<b>\$1,457,600</b>	<b>\$2,061,000</b>	<b>\$2,120,650</b>	<b>\$295,000</b>	<b>\$8,538,792</b>

**Equipment Reserve Schedule**

**Equipment Reserve Fund: 1.022 Information Technology**

--

**Equipment Reserve Cash Flow**

**Fund: 1022 Fund Center: 101421**  
ERF Group: INFOTECH.ERF (ITG.ERF)

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	300,116	313,326	321,794	430,874	472,674	587,254
<b>Actual Purchases</b>	(124,664)					
<b>Planned Purchases (Based on Capital Plan)</b>	-	(137,042)	(27,000)	(97,000)	(27,000)	(30,000)
<b>Transfer from Operating Budget</b>	135,380	145,510	136,080	138,800	141,580	144,420
<b>Interest Income</b>	2,493	-	-	-	-	-
<b>Ending Balance \$</b>	<b>313,326</b>	<b>321,794</b>	<b>430,874</b>	<b>472,674</b>	<b>587,254</b>	<b>701,674</b>

**Assumptions/Background:**

Planned purchases include computer equipment replacements for staff (2023-2027) and replacement of one vehicle in 2023 and one vehicle in 2025.

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **GIS Information Systems**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.101 GIS Information Systems

**Committee:** Governance & Finance

**DEFINITION:**

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

**PARTICIPATION:**

All CRD departments, municipalities and Electoral Areas.

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries.

1.101 GIS INFORMATION SYSTEMS	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS:</u>										
Salaries and Wages	378,810	382,758	400,313	-	-	400,313	408,938	417,747	426,743	435,932
Allocations	11,223	11,223	11,199	-	-	11,199	11,567	11,942	12,181	12,425
Data Processing Services	94,970	95,000	97,820	-	-	97,820	99,780	101,780	103,820	105,900
Supplies	44,900	45,500	46,240	-	-	46,240	47,160	48,100	49,050	50,030
Other Operating Expenses	14,550	13,397	15,060	-	-	15,060	15,370	15,680	16,000	16,330
<b>TOTAL OPERATING COSTS</b>	<b>544,453</b>	<b>547,878</b>	<b>570,632</b>	-	-	<b>570,632</b>	<b>582,815</b>	<b>595,249</b>	<b>607,794</b>	<b>620,617</b>
*Percentage Increase over prior year			4.8%			4.8%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	23,490	23,490	18,190	-	-	18,190	18,550	18,920	19,300	19,690
Transfer to Operating Reserve Fund	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>73,490</b>	<b>73,490</b>	<b>68,190</b>	-	-	<b>68,190</b>	<b>68,550</b>	<b>68,920</b>	<b>69,300</b>	<b>69,690</b>
<b>TOTAL COSTS</b>	<b>617,943</b>	<b>621,368</b>	<b>638,822</b>	-	-	<b>638,822</b>	<b>651,365</b>	<b>664,169</b>	<b>677,094</b>	<b>690,307</b>
			3.4%			3.4%	2.0%	2.0%	1.9%	2.0%
<b>Internal Recoveries</b>	(494,422)	(494,422)	(504,310)	-	-	(504,310)	(514,396)	(524,684)	(535,178)	(545,882)
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>123,521</b>	<b>126,946</b>	<b>134,512</b>	-	-	<b>134,512</b>	<b>136,969</b>	<b>139,485</b>	<b>141,916</b>	<b>144,425</b>
<u>SOURCES OF FUNDING</u>										
PILT Revenue	(3,368)	(3,368)	(5,827)	-	-	(5,827)	(5,940)	(6,060)	(6,180)	(6,300)
<b>TOTAL REVENUE</b>	<b>(3,368)</b>	<b>(3,368)</b>	<b>(5,827)</b>	-	-	<b>(5,827)</b>	<b>(5,940)</b>	<b>(6,060)</b>	<b>(6,180)</b>	<b>(6,300)</b>
<b>REQUISITION</b>	<b>(120,153)</b>	<b>(123,578)</b>	<b>(128,685)</b>	-	-	<b>(128,685)</b>	<b>(131,029)</b>	<b>(133,425)</b>	<b>(135,736)</b>	<b>(138,125)</b>
*Percentage increase over prior year requisition			7.1%			7.1%	1.8%	1.8%	1.7%	1.8%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	3.0	3.0	3.0	-	-	3.0	3.0	3.0	3.0	3.0



**Operating Reserve Schedule**

**Operating Reserve Fund: 1.101 GIS Information Systems**

Established by Bylaw No. 4102 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

**Operating Reserve Cash Flow**

**Fund: 1500 Fund Center: 105510**

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	367	51,127	101,127	151,127	201,127	251,127
<b>Actual Purchases</b>	-	-	-	-	-	-
<b>Planned Purchases</b>	-	-	-	-	-	-
<b>Transfer from Operating Budget</b>	50,000	50,000	50,000	50,000	50,000	50,000
<b>Interest Income</b>	760	-	-	-	-	-
<b>Ending Balance \$</b>	<b>51,127</b>	<b>101,127</b>	<b>151,127</b>	<b>201,127</b>	<b>251,127</b>	<b>301,127</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Geo-Spatial Referencing**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.335 Geo-Spatial Referencing

**Committee:** Governance & Finance

**DEFINITION:**

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

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

None stated.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Governance & Finance

**FUNDING:**

Requisition

**AUTHORITY:**

General Services under the Municipal Act.

1.335 GEOSPATIAL REFERENCING	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS:</u>										
Allocations	24,145	24,145	22,899	-	-	22,899	23,357	23,824	24,301	24,787
Contract for Services	21,280	24,800	21,920	-	-	21,920	22,360	22,810	23,270	23,740
Consulting	14,270	12,000	14,700	-	-	14,700	14,990	15,290	15,600	15,910
Facilities Rental	14,940	8,000	15,390	-	-	15,390	15,700	16,010	16,330	16,660
Software Licenses & Fees	22,400	36,300	23,080	-	-	23,080	23,540	24,010	24,490	24,980
Other Operating Expenses	17,460	9,390	17,940	-	-	17,940	18,310	18,690	19,080	19,480
<b>TOTAL OPERATING COSTS</b>	<b>114,495</b>	<b>114,635</b>	<b>115,929</b>	-	-	<b>115,929</b>	<b>118,257</b>	<b>120,634</b>	<b>123,071</b>	<b>125,557</b>
*Percentage Increase over prior year			1.3%			1.3%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	60,050	60,050	61,850	-	-	61,850	63,090	64,350	65,640	66,950
<b>TOTAL CAPITAL / RESERVES</b>	<b>60,050</b>	<b>60,050</b>	<b>61,850</b>	-	-	<b>61,850</b>	<b>63,090</b>	<b>64,350</b>	<b>65,640</b>	<b>66,950</b>
<b>TOTAL COSTS</b>	<b>174,545</b>	<b>174,685</b>	<b>177,779</b>	-	-	<b>177,779</b>	<b>181,347</b>	<b>184,984</b>	<b>188,711</b>	<b>192,507</b>
<u>SOURCES OF FUNDING</u>						1.9%	2.0%	2.0%	2.0%	2.0%
PILT Revenue	(8,558)	(8,558)	(7,679)	-	-	(7,679)	(7,840)	(8,000)	(8,170)	(8,340)
Sale of Services	(8,130)	(9,600)	(8,370)	-	-	(8,370)	(8,540)	(8,710)	(8,880)	(9,060)
Interest Income	(150)	-	(150)	-	-	(150)	(150)	(150)	(150)	(150)
<b>TOTAL REVENUE</b>	<b>(16,838)</b>	<b>(18,158)</b>	<b>(16,199)</b>	-	-	<b>(16,199)</b>	<b>(16,530)</b>	<b>(16,860)</b>	<b>(17,200)</b>	<b>(17,550)</b>
<b>REQUISITION</b>	<b>(157,707)</b>	<b>(156,527)</b>	<b>(161,580)</b>	-	-	<b>(161,580)</b>	<b>(164,817)</b>	<b>(168,124)</b>	<b>(171,511)</b>	<b>(174,957)</b>
*Percentage increase over prior year requisition			2.5%			2.5%	2.0%	2.0%	2.0%	2.0%

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

<b>Service No.</b>	<b>1.335 Geo-Spatial Referencing</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------	--	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$30,000	\$210,000	\$0	\$30,000	\$0	\$0	\$0	\$240,000
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
	<b>\$30,000</b>	<b>\$210,000</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$240,000</b>

**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	\$30,000	\$210,000	\$0	\$30,000	\$0	\$0	\$0	\$240,000
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
	<b>\$30,000</b>	<b>\$210,000</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$240,000</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.  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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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 STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.</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> L - Land S - Engineering Structure B - Buildings V - Vehicles</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 and/or asset material/type. <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.</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 #:** 1.335  
**Service Name:** Geo-Spatial Referencing

SECTION 1: PROJECT DESCRIPTION AND BUDGET														
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total	
17-01	Replacement	RTK System Digital Infrastructure	RTK system infrastrucuture (computers, communications, power)	\$60,000	E	ERF	\$30,000	\$30,000	\$0	\$30,000	\$0	\$0		\$60,000
23-01	Replacement	RTK System Refresh	RTK System Refresh from Net R8 and R9 to current Alloy technology	\$180,000	E	ERF	\$0	\$180,000	\$0	\$0	\$0	\$0		\$180,000
														\$0
														\$0
														\$0
														\$0
														\$0
<b>GRAND TOTAL</b>				<b>\$240,000</b>			<b>\$30,000</b>	<b>\$210,000</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>		<b>\$240,000</b>

**Service:** 1.335 Geo-Spatial Referencing

<b>Project Number</b>	17-01	<b>Capital Project Title</b>	RTK System Digital Infrastructure	<b>Capital Project Description</b>	RTK system infrastructure (computers, communications, power)
<b>Project Rationale</b>	[Redacted]				

<b>Project Number</b>	23-01	<b>Capital Project Title</b>	RTK System Refresh	<b>Capital Project Description</b>	RTK System Refresh from Net R8 and R9 to current Alloy technology
<b>Project Rationale</b>	[Redacted]				

**Equipment Reserve Schedule**

**Reserve Fund: 1.335 Geospatial**

**Equipment Reserve Cash Flow**

**Fund: 1022 Fund Center: 101726**

ERF Group: GEOSPA.ERF

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	239,157	301,423	153,273	216,363	250,713	316,353
<b>Actual Purchases</b>	-	-	-	-	-	-
<b>Planned Purchases (Based on Capital Plan)</b>	-	(210,000)	-	(30,000)	-	-
<b>Transfer from Operating Budget</b>	60,050	61,850	63,090	64,350	65,640	66,950
<b>Interest Income</b>	2,216	-	-	-	-	-
<b>Ending Balance \$</b>	<b>301,423</b>	<b>153,273</b>	<b>216,363</b>	<b>250,713</b>	<b>316,353</b>	<b>383,303</b>

**Assumptions/Background:**



**Operating Reserve Schedule**

**Operating Reserve Fund: 1.335 Geo-Spatial Referencing**

Established by Bylaw No. 4521, Amendment No. 3 2022 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

**Operating Reserve Cash Flow**

**Fund: 1500 Fund Center: 105552**

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	-	10,863	10,863	10,863	10,863	10,863
<b>Actual Purchases</b>	-	-	-	-	-	-
<b>Planned Purchases</b>	-	-	-	-	-	-
<b>Transfer from Operating Budget</b>	10,863	-	-	-	-	-
<b>Interest Income</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>10,863</b>	<b>10,863</b>	<b>10,863</b>	<b>10,863</b>	<b>10,863</b>	<b>10,863</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Royal Theatre**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.290 Royal Theatre

**Committee:** Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

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

**MAXIMUM CAPITAL DEBT:**

NIL

**COMMISSION:**

Royal and McPherson Theatre Society reporting to a sub-committee of the Finance Committee.

**FUNDING:**

ROYAL THEATRE	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>OPERATING COSTS:</b>										
Third Party Payment	42,633	42,633	37,653	-	-	37,653	35,063	32,357	29,522	26,560
Insurance Costs	39,960	39,960	44,800	-	-	44,800	47,040	49,390	51,860	54,450
Internal Allocation	16,807	16,807	16,947	-	-	16,947	17,297	17,653	18,018	18,390
Operating Cost - Other (Interest)	600	600	600	-	-	600	600	600	600	600
<b>TOTAL OPERATING COSTS</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	-	-	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
*Percentage Increase		0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%
<b>CAPITAL / RESERVE</b>										
Capital Equipment Purchase	102,000	102,000	101,000	-	-	101,000	105,000	105,000	105,000	109,000
Transfer to Capital Reserve Fund	378,000	378,000	379,000	-	-	379,000	375,000	375,000	375,000	371,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	-	-	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>
Debt Charges	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	-	-	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>
<b>TOTAL COSTS</b>	<b>580,000</b>	<b>580,000</b>	<b>580,000</b>	-	-	<b>580,000</b>	<b>580,000</b>	<b>580,000</b>	<b>580,000</b>	<b>580,000</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Estimated balance C/F from current to Next year										
Balance C/F from Prior to Current year										
Revenue - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>(580,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>	-	-	<b>(580,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>

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

<b>Service No.</b>	<b>1.290 Royal Theatre</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------	--------------------------------	------------------------------------	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$622,000	\$1,599,000	\$700,000	\$2,187,000	\$93,000	\$0	\$4,579,000
Equipment	\$5,000	\$218,000	\$0	\$450,000	\$0	\$0	\$668,000
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
	<b>\$627,000</b>	<b>\$1,817,000</b>	<b>\$700,000</b>	<b>\$2,637,000</b>	<b>\$93,000</b>	<b>\$0</b>	<b>\$5,247,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$207,000	\$95,000	\$0	\$112,000	\$0	\$0	\$207,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$680,000	\$0	\$0	\$680,000
Donations / Third Party Funding	\$420,000	\$795,000	\$350,000	\$1,055,000	\$0	\$0	\$2,200,000
Reserve Fund	\$0	\$927,000	\$350,000	\$790,000	\$93,000	\$0	\$2,160,000
	<b>\$627,000</b>	<b>\$1,817,000</b>	<b>\$700,000</b>	<b>\$2,637,000</b>	<b>\$93,000</b>	<b>\$0</b>	<b>\$5,247,000</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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</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 STLoan = 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 and/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> L - Land S - Engineering Structure B - Buildings V - 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 #: 1.290  
Service Name: Royal Theatre

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
20-03	New	Add Balcony & Pit Railings	Add railings to ensure patron safety and comfort	\$75,000	B	Res	\$0	\$0	\$0	\$75,000	\$0		\$75,000
21-01	Replacement	HVAC Upgrade	Replace 1994 HVAC main unit in audience chamber.	\$500,000	B	Other	\$420,000	\$420,000	\$0	\$0	\$0	\$0	\$420,000
21-02	Replacement	Replace House Light System - Phase 2	Replace House Light System with upgraded LED technology	\$90,000	B	Cap	\$90,000	\$90,000	\$0	\$0	\$0	\$0	\$90,000
21-05	Replacement	Replace Extendable Scissor Lift	Replace existing scissor lift that is past end of life for safety & reliability	\$26,000	E	Cap	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$5,000
21-12	Renewal	Repair Building Envelope	Repairing building envelope of the 1914 structure.	\$2,293,000	B	Res	→	\$375,000	\$350,000	\$375,000	\$93,000	\$0	\$1,193,000
	Renewal	Repair Building Envelope	Repairing building envelope of the 1914 structure.		B	Other	→	\$375,000	\$350,000	\$375,000	\$0	\$0	\$1,100,000
21-13	Renewal	Plan, Rebuild and Expand Orchestra Pit	Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers	\$115,000	B	Cap	\$112,000	\$0	\$0	\$112,000	\$0	\$0	\$112,000
22-01	Replacement	Replace Theatre Doors Phase 2	Replace house doors in balcony and mezzanine with automated soundproof doors	\$230,000	B	Res	→	\$230,000	\$0	\$0	\$0	\$0	\$230,000
23-01	Study	Study and Plan main floor replacement Including seats and aisle lights	Study and Plan repouring and refinishing of concrete main floor and replacement of seats and aisle lights	\$30,000	B	Res	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
23-02	Defer	Emergency Repairs	Unforeseen emergency repairs.	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
23-03	Replacement	Replace Audio Stage Monitors	Replace audio stage monitors at end of useful life	\$197,000	E	Res	\$0	\$197,000	\$0	\$0	\$0	\$0	\$197,000
23-04	Replacement	Replace Paging Touch Screens	Replace paging touch screens that are no longer supported by manufacturer.	\$16,000	E	Res	\$0	\$16,000	\$0	\$0	\$0	\$0	\$16,000
23-05	Renewal	Renewal of theatre façade	Repair vandalize façade "faces" and coat with anti-graffiti finish	\$29,000	B	Res	\$0	\$29,000	\$0	\$0	\$0	\$0	\$29,000
24-01	Replacement	Repour and refinish concrete main floor and replacement of seats and aisle lights	Repour and refinish concrete main floor and replacement of seats and aisle lights	\$700,000	B	Other	\$0	\$0	\$0	\$280,000	\$0	\$0	\$280,000
	Replacement	Repour and refinish concrete main floor and replacement of seats and aisle lights	Repour and refinish concrete main floor and replacement of seats and aisle lights.		B	Grant	\$0	\$0	\$0	\$280,000	\$0	\$0	\$280,000
	Replacement	Repour and refinish concrete main floor and replacement of seats and aisle lights	Repour and refinish concrete main floor and replacement of seats and aisle lights.		B	Res	\$0	\$0	\$0	\$140,000	\$0	\$0	\$140,000
24-02	Replacement	Replace Orchestra Shell	Replace 40 year old orchestra shell	\$750,000	B	Other	\$0	\$0	\$0	\$300,000	\$0	\$0	\$300,000
	Replacement	Replace Orchestra Shell	Replace 40 year old orchestra shell.		E	Grant	\$0	\$0	\$0	\$300,000	\$0	\$0	\$300,000
	Replacement	Replace Orchestra Shell	Replace 40 year old orchestra shell.		E	Res	\$0	\$0	\$0	\$150,000	\$0	\$0	\$150,000
25-01	Replacement	Replace Seats and Aisle Lights in balcony	Replace 20 year old seats in balcony	\$250,000	B	Other	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
	Replacement	Replace Seats and Aisle Lights in Balcony	Replace 20 year old seats in balcony.		B	Grant	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
	Replacement	Replace Seats and Aisle Lights in Balcony	Replace 20 year old seats in balcony.		B	Res	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
													\$0
													\$0
													\$0
<b>GRAND TOTAL</b>				<b>\$5,351,000</b>			<b>\$627,000</b>	<b>\$1,817,000</b>	<b>\$700,000</b>	<b>\$2,637,000</b>	<b>\$93,000</b>	<b>\$0</b>	<b>\$5,247,000</b>

**Service:** 1.290 Royal Theatre

**Project Number** 20-03 **Capital Project Title** Add Balcony & Pit Railings **Capital Project Description** Add railings to ensure patron safety and comfort  
**Project Rationale** The addition of railings will ensure patron safety and comfort while moving to and from seats in the balcony area of the theatre.

**Project Number** 21-01 **Capital Project Title** HVAC Upgrade **Capital Project Description** Replace 1994 HVAC main unit in audience chamber.  
**Project Rationale** Replace main HVAC unit in the audience chamber for audience comfort. Current HVAC unit at end of useful life.

**Project Number** 21-02 **Capital Project Title** Replace House Light System - Phase 2 **Capital Project Description** Replace House Light System with upgraded LED technology  
**Project Rationale** Phase 2 will improve illumination in the audience chamber with the installation of new lighting fixtures, in new positions in the ceiling created by architectural intervention. The improved illumination will assist in maintaining appropriate COVID-19 cleaning standards.

**Project Number** 21-05 **Capital Project Title** Replace Extendable Scissor Lift **Capital Project Description** Replace existing scissor lift that is past end of life for safety & reliability  
**Project Rationale** The current scissor lift has reached the end of its useful life as it is 25+ years.

**Service:** 1.290 Royal Theatre

**Project Number** 21-12 **Capital Project Title** Repair Building Envelope **Capital Project Description** Repairing building envelope of the 1914 structure.  
**Project Rationale** Flagged as IMMEDIATE priority in Royal Theatre – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing building envelope will ensure the 1914 structure will remain stable and will reduce energy consumption

**Project Number** 21-13 **Capital Project Title** Plan, Rebuild and Expand Orchestra Pit **Capital Project Description** Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers  
**Project Rationale** Plan, rebuild and expand orchestra pit to align with professional standards of performing arts organizations.

**Project Number** 22-01 **Capital Project Title** Replace Theatre Doors Phase 2 **Capital Project Description** Replace house doors in balcony and mezzanine with automated soundproof doors  
**Project Rationale** Replace house and mezzanine doors with touchless automated soundproof doors.

**Project Number** 23-01 **Capital Project Title** Study and Plan main floor replacement Including seats and aisle lights **Capital Project Description** Study and Plan repouring and refinishing of concrete main floor and replacement of seats and aisle lights  
**Project Rationale** Study to plan the repouring of the concrete main floor and replacement of seats and aisle lights.

**Project Number** 23-02 **Capital Project Title** Emergency Repairs **Capital Project Description** Unforeseen emergency repairs.  
**Project Rationale** Contingency funding for emergency repairs

**Project Number** 23-03 **Capital Project Title** Replace Audio Stage Monitors **Capital Project Description** Replace audio stage monitors at end of useful life  
**Project Rationale** Replace audio stage monitors that are failing and at end of useful life. Essential for performers.

**Project Number** 23-04 **Capital Project Title** Replace Paging Touch Screens **Capital Project Description** Replace paging touch screens that are no longer supported by manufacturer.  
**Project Rationale** Replace paging touch screens that are no longer supported by manufacturer and cannot be maintained or reprogrammed. Production requirement for communication to patrons and performers.

**Project Number** 23-05 **Capital Project Title** Renewal of theatre façade **Capital Project Description** Repair vandalize façade "faces" and coat with anti-graffiti finish  
**Project Rationale** Repair vandalized façade "faces" and surrounding areas and coat with anti-graffiti finish, it is 20 yrs since resoration of façade.



**Service:** 1.290 Royal Theatre

**Project Number** 24-01 **Capital Project Title** Repour and refinish concrete main floor and replacement of seats and aisle lights **Capital Project Description** Repour and refinish concrete main floor and replacement of seats and aisle lights

**Project Rationale** Repouring and refinishing concrete main floor for improved safety, hygiene and cleaning protocols. Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols. Current seats reaching end of useful life.

**Project Number** 24-02 **Capital Project Title** Replace Orchestra Shell **Capital Project Description** Replace 40 year old orchestra shell

**Project Rationale** Replace 40 year old inappropriate orchestra shell with custom designed shell for professional symphony orchestra to provide the best quality product for patrons and clients.

**Project Number** 25-01 **Capital Project Title** Replace Seats and Aisle Lights in balcony **Capital Project Description** Replace 20 year old seats in balcony

**Project Rationale** Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols. Current seats are reaching end of useful life.

**1.290 Royal Theatre  
Asset and Reserve Summary  
2023 - 2027 Financial Plan**

**Asset Profile**

**Royal Theatre**

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

**Capital Reserve Fund Schedule**

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

**Cost Centre: 101607 (PLO)**

**Capital Reserve Fund**

**Projected year end balance**

**Beginning Balance**

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

**Transfer from Operating Budget**

**Interest Income\*\***

**Total projected year end balance**

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	867,190	1,235,072	694,072	719,072	304,072	586,072
Planned Capital Expenditure (Based on Capital Plan)	(39,796)	(927,000)	(350,000)	(790,000)	(93,000)	-
Transfer from Operating Budget	378,000	379,000	375,000	375,000	375,000	371,000
Interest Income**	29,678	7,000				
<b>Total projected year end balance</b>	<b>1,235,072</b>	<b>694,072</b>	<b>719,072</b>	<b>304,072</b>	<b>586,072</b>	<b>957,072</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **McPherson Theatre**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.295 McPherson Theatre

**Committee:** Finance

**DEFINITION:**

A local service established for the purpose of purchasing, maintaining, equipping and operating the McPherson Playhouse in Victoria, British Columbia. Local Services Establishment Bylaw No. 2685, March 10, 1999.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

The City of Victoria is the only participant.

**MAXIMUM LEVY:**

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

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

**MAXIMUM CAPITAL DEBT:**

None

**COMMISSION:**

Royal and McPherson Theatre Society reporting to a sub-committee of the Finance Committee.

**FUNDING:**

McPHERSON THEATRE			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Third Party Payments	307,893	307,893	307,342	-	-	307,342	306,903	306,037	305,152	304,249
Internal Allocations	41,807	41,807	41,947	-	-	41,947	42,797	43,663	44,548	45,451
Interest Charge	300	300	300	-	-	300	300	300	300	300
<b>TOTAL OPERATING COSTS</b>	<b>350,000</b>	<b>350,000</b>	<b>349,589</b>	-	-	<b>349,589</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>
*Percentage Increase	0.00%	0.00%	-0.12%			-0.12%	0.12%	0.00%	0.00%	0.00%
<u>CAPITAL / RESERVE</u>										
Capital Equipment Purchases	88,000	88,000	88,000	-	-	88,000	90,000	90,000	90,000	94,000
Transfer to Reserve Fund	348,233	348,233	348,233	-	-	348,233	346,233	346,233	346,233	342,233
<b>TOTAL CAPITAL / RESERVES</b>	<b>436,233</b>	<b>436,233</b>	<b>436,233</b>	-	-	<b>436,233</b>	<b>436,233</b>	<b>436,233</b>	<b>436,233</b>	<b>436,233</b>
<b>TOTAL COSTS</b>	<b>786,233</b>	<b>786,233</b>	<b>785,822</b>	-	-	<b>785,822</b>	<b>786,233</b>	<b>786,233</b>	<b>786,233</b>	<b>786,233</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year		-	-	-	-					
Balance C/F from Prior to Current year	-	-								
Grants In Lieu of Taxes	(36,233)	(36,233)	(35,822)	-	-	(35,822)	(36,233)	(36,233)	(36,233)	(36,233)
<b>TOTAL REVENUE</b>	<b>(36,233)</b>	<b>(36,233)</b>	<b>(35,822)</b>	-	-	<b>(35,822)</b>	<b>(36,233)</b>	<b>(36,233)</b>	<b>(36,233)</b>	<b>(36,233)</b>
<b>REQUISITION</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>(750,000)</b>	-	-	<b>(750,000)</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>(750,000)</b>
*Percentage increase over prior year requisition		0.0%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%

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

<b>1.295 McPherson Theatre</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
------------------------------------	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$157,500	\$2,697,500	\$300,000	\$300,000	\$238,000	\$0	\$3,535,500
Equipment	\$0	\$187,000	\$0	\$0	\$0	\$0	\$187,000
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
	<b>\$157,500</b>	<b>\$2,884,500</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$238,000</b>	<b>\$0</b>	<b>\$3,722,500</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$157,500	\$157,500	\$0	\$0	\$0	\$0	\$157,500
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$2,727,000	\$300,000	\$300,000	\$238,000	\$0	\$3,565,000
	<b>\$157,500</b>	<b>\$2,884,500</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$238,000</b>	<b>\$0</b>	<b>\$3,722,500</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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</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 STLoan = 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 and/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> L - Land S - Engineering Structure B - Buildings V - 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 #:** 1.295  
**Service Name:** McPherson Theatre

**SECTION 1: PROJECT DESCRIPTION AND BUDGET**

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
20-05	Study	Railing Study	Study to assess the upgrades to interior railings necessary for health and safety	\$20,000	B	Cap	\$11,500	\$11,500	\$0	\$0	\$0	\$0	\$11,500
21-03	Replacement	Replace House Light System Phase 2	Replace house light system with upgraded LED technology.	\$80,000	B	Cap	\$79,000	\$79,000	\$0	\$0	\$0	\$0	\$79,000
21-04	Replacement	Replace Extendable Scissor Lift	Replace current scissor lift that has reached the end of its useful life.	\$26,000	E	Res	→	\$26,000	\$0	\$0	\$0	\$0	\$26,000
21-10	Replacement	Balcony Rail Fabrication and Installation	Install interior railings for patron and staff safety	\$25,000	B	Res	→	\$25,000	\$0	\$0	\$0	\$0	\$25,000
21-13	Renewal	Repair Building Envelope and Restore Façade	Repair building envelope and restore façade	\$1,163,000	B	Res	\$0	\$325,000	\$300,000	\$300,000	\$238,000	\$0	\$1,163,000
22-05	Renewal	Repair East Elevation Wall	Repair east elevation wall	\$2,109,000	B	Res	→	\$2,109,000	\$0	\$0	\$0	\$0	\$2,109,000
<del>22-05</del>	Renewal	Repair East Elevation Wall	Repair east elevation wall		B	Cap	\$67,000	\$67,000					\$67,000
22-06	Renewal	Recoating of Fibreglass Façade	Recoating of fibreglass façade	\$13,000	B	Res	→	\$13,000	\$0	\$0	\$0	\$0	\$13,000
22-07	Renewal	Repair Stand-alone canopies	Repair stand-alone canopies	\$5,000	B	Res	→	\$5,000	\$0	\$0	\$0	\$0	\$5,000
23-01	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
23-02	Replacement	Replace Faucets in Public Washrooms	Replace faucets in public washrooms to touchless faucets.	\$13,000	B	Res	\$0	\$13,000	\$0	\$0	\$0	\$0	\$13,000
23-03	Replacement	Replace Audio Stage Monitors	Replace audio stage monitors that are at end of useful life.	\$152,000	E	Res	\$0	\$152,000	\$0	\$0	\$0	\$0	\$152,000
23-04	Replacement	Replace Paging Touch Screens	Replace paging touch screens that are no longer supported by manufacturer.	\$9,000	E	Res	\$0	\$9,000	\$0	\$0	\$0	\$0	\$9,000
													\$0
													\$0
													\$0
			<b>GRAND TOTAL</b>	<b>\$3,665,000</b>			<b>\$157,500</b>	<b>\$2,884,500</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$238,000</b>	<b>\$0</b>	<b>\$3,722,500</b>

**Service:** 1.295 McPherson Theatre

**Project Number** 20-05      **Capital Project Title** Railing Study      **Capital Project Description** Study to assess the upgrades to interior railings necessary for health and safety  
**Project Rationale** Study to assess the upgrades to interior railings necessary for health and safety

**Project Number** 21-03      **Capital Project Title** Replace House Light System Phase 2      **Capital Project Description** Replace house light system with upgraded LED technology.  
**Project Rationale** Upgrade lighting to LED technology to reduce operating cost.

**Project Number** 21-04      **Capital Project Title** Replace Extendable Scissor Lift      **Capital Project Description** Replace current scissor lift that has reached the end of its useful life.  
**Project Rationale** Replace existing 25+ year old scissor lift which has reached the end of its useful life.

**Project Number** 21-10      **Capital Project Title** Balcony Rail Fabrication and Installation      **Capital Project Description** Install interior railings for patron and staff safety  
**Project Rationale** Install upgrades to interior railings for safety of patrons and staff.

21-13      **Capital Project Title** Repair Building Envelope and Restore Façade      **Capital Project Description** Repair building envelope and restore façade  
**Project Rationale** Flagged as IMMEDIATE priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing building envelope will ensure the 1913 structure will remain stable and will reduce energy consumption. Restoring the 1913 façade will include point work on the bricks, gutter replacement and refinishing the fiberglass stonework around the historic wooden doors.

**Project Number** 22-05      **Capital Project Title** Repair East Elevation Wall      **Capital Project Description** Repair east elevation wall  
**Project Rationale** Flagged as IMMEDIATE priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing the east elevation wall to prevent future water damage to the basement and preserve the structural integrity of the wall.

**Project Number** 22-06      **Capital Project Title** Recoating of Fibreglass Façade      **Capital Project Description** Recoating of fibreglass façade  
**Project Rationale** Flagged as IMMEDIATE priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Recoating the fibreglass façade will reduce shredding and breaking down.



**Service:** 1.295 McPherson Theatre

**Project Number** 22-07 **Capital Project Title** Repair Stand-alone canopies **Capital Project Description** Repair stand-alone canopies  
**Project Rationale** Flagged as IMMEDIATE priority in McPherson Playhouse – Building Envelope Assessment Report prepared for the CRD Dec. 8, 2020 by Stantec Architecture Ltd. Repairing the stand-alone canopies with the installation of stainless steel wire ropes will improve safety.

**Project Number** 23-01 **Capital Project Title** Emergency Repairs **Capital Project Description** For Unforeseen Emergency Repairs  
**Project Rationale** Capital funds to accommodate any emergency repairs to the building.

**Project Number** 23-02 **Capital Project Title** Replace Faucets in Public Washrooms **Capital Project Description** Replace faucets in public washrooms to touchless faucets.  
**Project Rationale** Replace faucets with sensor to control water flow and reduced touch points.

**Project Number** 23-03 **Capital Project Title** Replace Audio Stage Monitors **Capital Project Description** Replace audio stage monitors that are at end of useful life.  
**Project Rationale** Replace audio stage monitors that are failing and at the end of their useful life. Essential for performers.

**Project Number** 23-04 **Capital Project Title** Replace Paging Touch Screens **Capital Project Description** Replace paging touch screens that are no longer supported by manufacturer.  
**Project Rationale** Replace paging touch screens that are no longer supported by manufacturer and cannot be maintained or reprogrammed. Production requirement for communication to patrons and performers.

**1.295 McPherson Theatre  
Asset and Reserve Summary  
2023 - 2027 Financial Plan**

**Asset Profile**

**McPherson Theatre**

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

**Capital Reserve Fund Schedule**

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

Cost Centre: 101899 (PLO)

Capital Reserve Fund

Projected year end balance

Beginning Balance

Planned Capital Expenditure (Based on Capital Plan)

Transfer from Operating Budget

Interest Income\*

**Total projected year end balance**

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	2,210,452	2,390,503	21,736	67,969	114,202	222,435
Planned Capital Expenditure (Based on Capital Plan)	(232,783)	(2,727,000)	(300,000)	(300,000)	(238,000)	-
Transfer from Operating Budget	348,233	348,233	346,233	346,233	346,233	342,233
Interest Income*	64,601	10,000				
<b>Total projected year end balance</b>	<b>2,390,503</b>	<b>21,736</b>	<b>67,969</b>	<b>114,202</b>	<b>222,435</b>	<b>564,668</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Arts Grants and Development**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.297 Arts Grants and Development

**Commission:** Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Arts

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
ARTS GRANTS										
<u>ARTS GRANTS:</u>										
Operating Grants	2,281,230	2,281,230	2,349,670	-	-	2,349,670	2,396,663	2,444,596	2,493,488	2,543,358
Project Grants	310,000	310,000	319,300	15,700	-	335,000	341,700	348,534	355,505	362,615
<b>Total Grants Payment</b>	2,591,230	2,591,230 0.00%	2,668,970 3.00%	15,700	-	2,684,670 3.61%	2,738,363 2.00%	2,793,130 2.00%	2,848,993 2.00%	2,905,973 2.00%
<u>ADMINISTRATION COSTS:</u>										
Salaries and Wages	297,973	287,014	310,382	8,726	-	319,108	334,897	342,111	349,480	357,007
Internal Allocations	77,473	77,473	79,551	-	-	79,551	82,140	84,270	86,351	88,496
Insurance Cost	580	580	660	-	-	660	690	720	750	780
Operating Cost - Other	39,146	29,499	40,048	-	8,000	48,048	40,849	41,666	42,499	43,348
<b>Total Administration Costs</b>	415,172	394,566 -4.96%	430,641 3.73%	8,726	8,000	447,367 8%	458,576 2.51%	468,767 2.22%	479,080 2.20%	489,631 2.20%
<b>TOTAL OPERATING COSTS</b>	3,006,402	2,985,796 -0.7%	3,099,611 3.1%	24,426	8,000	3,132,037 4.2%	3,196,939 2.07%	3,261,897 2.03%	3,328,073 2.03%	3,395,604 2.03%
<u>CAPITAL / RESERVE TRANSFER</u>										
Transfer to Operating Reserve Fund	-	35,938	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES TRANSFER</b>	-	35,938	-	-	-	-	-	-	-	-
Internal Recoveries	(13,614)	(18,946)	(13,893)	-	-	(13,893)	(14,193)	(14,498)	(14,811)	(15,131)
<b>OPERATING LESS RECOVERIES</b>	2,992,788	3,002,788 0.33%	3,085,718 3.11%	24,426	8,000	3,118,144 4.19%	3,182,746 2.07%	3,247,399 2.03%	3,313,262 2.03%	3,380,473 2.03%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	-	(10,000)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(25,000)	(25,000)	(42,033)	(24,426)	(8,000)	(74,459)	(39,000)	(39,000)	(39,000)	(39,000)
Payments In Lieu of Taxes	(185,956)	(185,956)	(178,754)	-	-	(178,754)	(185,956)	(185,956)	(185,956)	(185,956)
<b>TOTAL REVENUE</b>	(210,956)	(220,956) 4.74%	(220,787) 4.66%	(24,426)	(8,000)	(253,213) 20.03%	(224,956) -11.16%	(224,956) 0.00%	(224,956) 0.00%	(224,956) 0.00%
<b>REQUISITION</b>	(2,781,832)	(2,781,832)	(2,864,931) 2.99%	-	-	(2,864,931) 2.99%	(2,957,790) 3.24%	(3,022,443) 2.19%	(3,088,306) 2.18%	(3,155,517) 2.18%
<b>AUTHORIZED POSITIONS:</b>	2.80	2.80	2.80	0.20	0.00	3.00	3.00	3.00	3.00	3.00

**1.297 Arts grants and Development  
Asset and Reserve Summary  
2023 - 2027 Financial Plan**

**Asset Profile**

**Arts grants and Development**

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

**Equipment Replacement Fund Schedule (ERF)**

**ERF Fund: 1.297 Arts Grants and Development Equipment Replacement Fund**

Equipment Replacement Fund	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	6,245	5,857	5,857	5,857	5,857	5,857
Planned Purchase (Based on Capital Plan)	(436)	-	-	-	-	-
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income*	48	-	-	-	-	-
<b>Ending Balance \$</b>	<b>5,857</b>	<b>5,857</b>	<b>5,857</b>	<b>5,857</b>	<b>5,857</b>	<b>5,857</b>

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

**1.297 Arts and Cultural Grants  
Operating Reserve Summary  
2023 - 2027 Financial Plan**

**Profile**

**Arts and Cultural Grants**

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

**Operating Reserve Schedule - FC 105300**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	305,205	322,108	251,249	212,249	173,249	134,249
<b>Planned Purchase</b>	-	(74,459)	(39,000)	(39,000)	(39,000)	(39,000)
<b>Transfer from Ops Budget</b>	8,392					
<b>Interest Income*</b>	8,511	3,600				
<b>Total projected year end balance</b>	<b>322,108</b>	<b>251,249</b>	<b>212,249</b>	<b>173,249</b>	<b>134,249</b>	<b>95,249</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**

## **2023 BUDGET**

### **Feasibility Reserve Fund**

#### **FINAL BUDGET**

MARCH 2023



**Service:** 21.1 Feasibility Study Reserve

**Committee:** Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

**FUNDING:**

Member Municipality	ASSESSMENTS			ASSESSMENTS		
	2022 Converted		2022 Actual	2023 Converted		2023 Actual
City of Colwood	676,387,481	3.61%	6,204,372,115	808,669,576	3.85%	7,420,771,515
District of Langford	1,807,943,089	9.65%	15,212,962,883	2,124,392,376	10.10%	17,998,658,843
District of Highland	120,325,439	0.64%	1,108,603,814	137,022,830	0.65%	1,269,569,048
City of Victoria	4,562,581,324	24.34%	35,387,278,281	4,956,430,853	23.57%	38,689,828,292
District of Central Saanich	821,112,902	4.38%	6,951,449,149	927,613,660	4.41%	7,890,127,835
Township of Esquimalt	592,077,215	3.16%	5,261,465,156	676,447,267	3.22%	6,000,713,806
District of Saanich	4,885,131,652	26.07%	44,689,586,842	5,470,524,226	26.01%	50,077,071,214
District of Oak Bay	1,171,428,027	6.25%	11,409,270,209	1,279,986,485	6.09%	12,477,236,951
District of North Saanich	814,676,641	4.35%	7,527,498,712	921,935,242	4.38%	8,502,320,535
District of Metchosin	203,434,625	1.09%	1,999,212,193	227,160,448	1.08%	2,234,885,411
Town of Sidney	656,173,316	3.50%	5,596,917,473	755,376,989	3.59%	6,352,318,170
District of Sooke	517,468,098	2.76%	4,841,520,239	593,953,061	2.82%	5,532,345,536
Town of View Royal	443,000,748	2.36%	3,948,572,659	502,901,667	2.39%	4,476,761,160
<b>Subtotal</b>	<b>17,271,740,557</b>	<b>92.16%</b>	<b>150,138,709,725</b>	<b>19,382,414,680</b>	<b>92.16%</b>	<b>168,922,608,316</b>
<b>Electoral Area</b>						
Juan de Fuca EA	331,978,346	1.77%	2,934,005,812	369,143,239	1.76%	3,258,280,866
Salt Spring Island (F)	647,554,560	3.46%	6,177,850,284	726,724,736	3.46%	6,963,759,364
Southern Gulf Islands	490,465,703	2.62%	4,775,194,578	551,988,342	2.62%	5,377,420,165
<b>Subtotal</b>	<b>1,469,998,609</b>	<b>7.84%</b>	<b>13,887,050,674</b>	<b>1,647,856,317</b>	<b>7.84%</b>	<b>15,599,460,395</b>
<b>TOTAL</b>	<b>18,741,739,166</b>	<b>100.00%</b>	<b>164,025,760,399</b>	<b>21,030,270,997</b>	<b>100.00%</b>	<b>184,522,068,711</b>

FEASIBILITY STUDY	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024 CORE BUDGET	2025 CORE BUDGET	2026 CORE BUDGET	2027 CORE BUDGET
<u>OPERATING COSTS:</u>										
Regional Studies (un-allocated)	23,749	-	137,412	-	-	137,412	-	-	-	-
- IBC 12a-1: Study regional art facility needs	116,492	7,500	-	-	-	-	-	-	-	-
Establish Regional Arts Facility Service										
<b>Total Regional</b>	<b>140,241</b>	<b>7,500</b>	<b>137,412</b>	<b>-</b>	<b>-</b>	<b>137,412</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Electoral Area										
Southern Gulf Islands	-	-	-	-	-	-	-	-	-	-
Juan de Fuca	-	-	-	-	-	-	-	-	-	-
Salt Spring Island	-	-	-	-	-	-	-	-	-	-
EA Studies (un-allocated)	10,000	-	10,000	-	-	10,000	-	-	-	-
<b>Total Electoral Area</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL OPERATING COSTS</b>	<b>150,241</b>	<b>7,500</b>	<b>147,412</b>	<b>-</b>	<b>-</b>	<b>147,412</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year						-1.9%				
<u>REVENUES</u>										
Estimated balance c/fwd	-	147,751	-	-	-	-	-	-	-	-
Balance c/fwd from 2021 to 2022			(147,412)	-	-	(147,412)				
Balance c/fwd from 2020 to 2021	(150,241)	(153,451)								
Interest Income	-	(1,800)	-	-	-	-	-	-	-	-
Recovery Cost	-	-	-	-	-	-	-	-	-	-
Feasibility Study Funding	-	-	-	-	-	-	-	-	-	-
Grant Provincial	-	-	-	-	-	-	-	-	-	-
Payments - In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
Transfer from Revenue Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>(150,241)</b>	<b>(7,500)</b>	<b>(147,412)</b>	<b>-</b>	<b>-</b>	<b>(147,412)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CAPITAL REGIONAL DISTRICT BOARD**  
**March 15, 2023**  
**Board Room, 625 Fisgard Street, Victoria**

**BUDGET REVIEW**  
**Part B**

---

**4. Parks and Recreation**

- 4.1 Regional Parks
- 4.2 Panorama Recreation
- 4.3 SEAPARC - Facilities and Recreation

**5. Environmental Services**

- 5.1
  - 5.1.1 GM - Parks & Environmental Services
  - 5.1.2 Environmental Administration Services
- 5.2 **Environmental Resource Management**
  - 5.2.1 Environmental Resource Management
- 5.3 **Environmental Protection and Water Quality**
  - 5.3.1 Environmental Protection & Water Quality
  - 5.3.2 Regional Source Control Program
  - 5.3.3 Septage Disposal Agreement
  - 5.3.4 Millstream Site Remediation
  - 5.3.5 L.W.M.P - On Site Systems Management Program
  - 5.3.6 L.W.M.P. Peninsula Programs
  - 5.3.7 L.W.M.P. - Core and West Shore
  - 5.3.8 L.W.M.P. - Harbour Studies
  - 5.3.9 Harbours Environmental
  - 5.3.10 Regional Goose Management
  - 5.3.11 Sooke Stormwater Quality Management
  - 5.3.12 Core and West Shore Stormwater Quality Management
  - 5.3.13 Saanich Peninsula - Stormwater Quality Management
  - 5.3.14 Saanich Peninsula - Source Control Stormwater
- 5.4 **Climate Action**
  - 5.4.1 Climate Action and Adaptation
  - 5.4.2 Other Legislative & General - Climate
- 5.5 **Facilities Management & Engineering**
  - 5.5.1 Environmental Engineering Services
  - 5.5.2 Facility Management
  - 5.5.3 CRD Headquarters Building
  - 5.5.4 Corporate Satellite Facilities
  - 5.5.5 Family Court Building
  - 5.5.6 Health Facilities - VIHA
  - 5.5.7 I & I Enhancement Program

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **PARKS & RECREATION**

#### **FINAL BUDGET**

MARCH 2023

**FINAL BUDGET**  
**March 15, 2023**  
**TABLE OF CONTENTS**

*Click on the service area name below to access selected budgets*

**Parks and Recreation**

**Page**

<b>4.1</b>	1.280	Regional Parks	<b>3 - 32</b>
<b>4.2</b>	1.44X	Panorama Recreation	<b>33 - 55</b>
<b>4.3</b>	1.40X	SEAPARC - Recreation and Facilities	<b>56 - 79</b>

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Regional Parks**

#### **FINAL BUDGET**

MARCH 2023

**DEFINITION:**

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

Land Acquisition Fund: 2000 to 2009 Requisition increase equates to \$10 per average household each year.  
2010 increased requisition equates to \$12 per average household.  
2011-2014 increased requisition further \$2 per average household in each year.  
2015-2019 requisition equates to \$20 per average household in each year.  
2020 requisition equates to \$20 per average household in each year.  
2021-2025 increased requisition further \$1 per average household in each year

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All member municipalities and electoral areas participate.

**MAXIMUM LEVY:**

Based on converted hospital assessed values for land and improvements.

**CAPITAL BORROWING:**

Authorized: Bylaw.4142 - Construction of E&N Trail Phase 3&4	\$ 6,100,000
Borrowed:	\$ (6,100,000)
Remaining	<u>\$ -</u>



Authorized: Bylaw.4506 - Acquiring Land for Regional Parks  
Borrowed:  
Remaining

\$ 25,000,000  
\$ -  
\$ 25,000,000

Service: 1.280 Regional Parks

Committee: Regional Parks & Transportation

	BASIS FOR COST APPORTIONMENT			BASIS FOR MAXIMUM LEVY		
	Converted 2022		Converted 2023		Actual 2022	Actual 2023
<b>Member Municipality</b>						
City of Colwood	676,387,481	3.59%	808,669,576	3.83%	6,204,372,115	7,420,771,515
City of Victoria	4,562,581,324	24.25%	4,956,430,853	23.47%	35,387,278,281	38,689,828,292
District of Central Saanich	821,112,902	4.36%	927,613,660	4.39%	6,951,449,149	7,890,127,835
Township of Esquimalt	592,077,215	3.15%	676,447,267	3.20%	5,261,465,156	6,000,713,806
District of Langford	1,807,943,089	9.61%	2,124,392,376	10.06%	15,212,962,883	17,998,658,843
District of Saanich	4,885,131,652	25.96%	5,470,524,226	25.91%	44,689,586,842	50,077,071,214
District of Oak Bay	1,171,428,027	6.23%	1,279,986,485	6.06%	11,409,270,209	12,477,236,951
District of North Saanich	814,676,641	4.33%	921,935,242	4.37%	7,527,498,712	8,502,320,535
District of Metchosin	203,434,625	1.08%	227,160,448	1.08%	1,999,212,193	2,234,885,411
Town of Sidney	656,173,316	3.49%	755,376,989	3.58%	5,596,917,473	6,352,318,170
Town of View Royal	443,000,748	2.35%	502,901,667	2.38%	3,948,572,659	4,476,761,160
District of Highland	120,325,439	0.64%	137,022,830	0.65%	1,108,603,814	1,269,569,048
District of Sooke	517,468,098	2.75%	593,953,061	2.81%	4,841,520,239	5,532,345,536
<b>Subtotal</b>	<b>17,271,740,557</b>	<b>91.79%</b>	<b>19,382,414,680</b>	<b>91.80%</b>	<b>150,138,709,725</b>	<b>168,922,608,316</b>
<b>Electoral Area</b>						
Juan de Fuca EA	331,978,346	1.76%	369,143,239	1.75%	2,934,005,812	3,258,280,866
Salt Spring Island (F)	647,554,560	3.44%	726,724,736	3.44%	6,177,850,284	6,963,759,364
Southern Gulf Islands	490,465,703	2.61%	551,988,342	2.61%	4,775,194,578	5,377,420,165
<b>Subtotal</b>	<b>1,469,998,609</b>	<b>7.81%</b>	<b>1,647,856,317</b>	<b>7.80%</b>	<b>13,887,050,674</b>	<b>15,599,460,395</b>
<b>First Nations Taxation</b>						
Songhees	37,506,403	0.20%	44,786,919	0.21%	336,309,800	392,723,000
Tsawout	37,233,100	0.20%	39,571,160	0.19%	345,904,400	367,592,000
<b>Subtotal</b>	<b>74,739,503</b>	<b>0.40%</b>	<b>84,358,079</b>	<b>0.40%</b>	<b>682,214,200</b>	<b>760,315,000</b>
<b>TOTAL</b>	<b>18,816,478,669</b>	<b>100.00%</b>	<b>21,114,629,076</b>	<b>100.00%</b>	<b>164,707,974,599</b>	<b>185,282,383,711</b>

REGIONAL PARKS SUMMARY			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	8,103,808	7,494,195	9,542,169	-	-	9,542,169	9,673,912	9,880,249	10,090,965	10,306,017
Internal Allocations	1,138,562	1,138,562	1,334,857	-	-	1,334,857	1,363,779	1,393,212	1,420,127	1,447,613
Insurance Cost	59,920	59,920	67,636	-	-	67,636	71,020	74,560	78,290	82,210
Consultant and Contract for Services	692,181	1,067,981	624,324	-	-	624,324	607,108	625,137	643,527	642,287
Vehicles and Equipment	391,068	496,170	413,771	-	-	413,771	421,943	430,381	438,989	447,770
Parks Maintenance and Repairs	382,318	263,447	349,531	8,340	-	357,871	365,029	372,329	379,775	387,369
Utilities & Disposal Costs	198,988	184,355	203,306	-	-	203,306	209,470	213,661	217,932	222,293
Operating Supplies	439,359	448,929	446,884	-	-	446,884	455,822	464,939	474,240	483,722
Legal/Licences/Surveys Cost	37,170	38,850	37,170	-	-	37,170	37,810	38,463	39,130	39,809
Telecommunications&Training	130,089	154,437	146,242	-	-	146,242	149,165	152,148	155,194	158,298
Operating Cost - Other	406,833	447,117	407,732	-	-	407,732	413,884	420,166	426,573	433,097
<b>TOTAL OPERATING COSTS</b>	<b>11,980,296</b>	<b>11,793,963</b>	<b>13,573,622</b>	<b>8,340</b>	<b>-</b>	<b>13,581,962</b>	<b>13,768,942</b>	<b>14,065,245</b>	<b>14,364,743</b>	<b>14,650,485</b>
*Percentage increase over prior year		-1.6%	13.30%			13.37%	1.38%	2.2%	2.1%	2.0%
<u>CAPITAL / TRANSFER RESERVES</u>										
Transfer to Operating Reserve Fund	7,000	7,000	2,000	-	-	2,000	7,000	5,000	5,000	5,000
Transfer to Capital Fund	222,190	222,190	120,706	-	32,980	153,686	123,120	125,583	128,094	130,656
Land Acquisition Levy	-	-	-	-	-	-	-	-	-	-
Transfer to ERF Reserve	336,110	336,110	347,191	-	-	347,191	354,830	362,636	370,614	378,767
Transfer to Capital Reserve Fund	3,755,207	4,032,646	2,872,912	-	-	2,872,912	2,929,470	2,987,159	3,046,002	3,106,022
<b>TOTAL CAPITAL / RESERVE TRANSFER</b>	<b>4,320,507</b>	<b>4,597,946</b>	<b>3,342,809</b>	<b>-</b>	<b>32,980</b>	<b>3,375,789</b>	<b>3,414,420</b>	<b>3,480,378</b>	<b>3,549,710</b>	<b>3,620,445</b>
*Percentage increase over prior year		6.4%	-22.63%			-21.87%	1.14%	1.9%	2.0%	2.0%
*Percentage increase over prior year Ops and Cap			3.78%			4.03%	1.33%	2.1%	2.1%	2.0%
LAF Debt	80,000	-	-	-	-	-	106,250	610,082	1,113,915	1,617,747
Infrastructure Debt	524,468	524,468	570,257	-	-	570,257	570,257	570,257	570,257	570,257
Debt Charges	604,468	524,468	570,257	-	-	570,257	676,507	1,180,339	1,684,172	2,188,004
<b>TOTAL COSTS</b>	<b>16,905,271</b>	<b>16,916,377</b>	<b>17,486,688</b>	<b>8,340</b>	<b>32,980</b>	<b>17,528,008</b>	<b>17,859,869</b>	<b>18,725,962</b>	<b>19,598,625</b>	<b>20,458,934</b>
*Percentage increase over prior year			3.44%			3.68%	1.89%	4.8%	4.7%	4.4%
Internal Recoveries	(77,913)	(77,913)	(78,559)	-	-	(78,559)	(79,216)	(79,885)	(80,566)	(81,260)
<b>OPERATING LESS RECOVERIES</b>	<b>16,827,358</b>	<b>16,838,464</b>	<b>17,408,129</b>	<b>8,340</b>	<b>32,980</b>	<b>17,449,449</b>	<b>17,780,653</b>	<b>18,646,077</b>	<b>19,518,059</b>	<b>20,377,674</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance C/F from Prior to Current year	-	-	(184,736)	-	-	(184,736)	-	-	-	-
Fee Income	(470,403)	(483,259)	(502,955)	-	-	(502,955)	(503,833)	(504,728)	(505,642)	(506,574)
Rental Income	(33,000)	(31,250)	(33,000)	-	-	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)
Transfer from Operating Reserve Fund	-	-	(20,000)	-	-	(20,000)	-	(8,000)	(8,000)	-
Payments - In Lieu of Taxes	(791,148)	(791,148)	(756,393)	-	-	(756,393)	(791,148)	(791,148)	(791,148)	(791,148)
Grants - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(1,294,551)</b>	<b>(1,305,657)</b>	<b>(1,497,084)</b>	<b>-</b>	<b>-</b>	<b>(1,497,084)</b>	<b>(1,327,981)</b>	<b>(1,336,876)</b>	<b>(1,337,790)</b>	<b>(1,330,722)</b>
<b>REQUISITION</b>	<b>(15,532,807)</b>	<b>(15,532,807)</b>	<b>(15,911,045)</b>	<b>(8,340)</b>	<b>(32,980)</b>	<b>(15,952,365)</b>	<b>(16,452,672)</b>	<b>(17,309,201)</b>	<b>(18,180,269)</b>	<b>(19,046,952)</b>
*Percentage increase over prior year requisition			2.44%			2.70%	3.14%	5.21%	5.03%	4.77%
PARTICIPANTS: Regional. AUTHORIZED POSITIONS:	78.00	78.00	78.00	-	-	78.00	78.00	78.00	78.00	78.00

**REGIONAL PARKS - 2023 BUDGET**

**REGIONAL PARKS SUMMARY**

**MISSION:** To establish and protect a network of regional parks in perpetuity that represent and help maintain the diverse range of natural environments and cultural heritage in the Capital Regional District. To provide opportunities for outdoor experiences and activities that foster enjoyment of and appreciation and respect for the region's natural environments.

FINANCIAL SUMMARY:	2022		2023				2024			
	BOARD	BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOATL	TOTAL	TOTAL	TOTAL
Headquarters and Admin Services	1,451,594	1,451,594	1,624,851	-	-	1,624,851	1,663,082	1,702,108	1,738,945	1,776,675
Visitor Services	516,796	485,337	538,134	-	-	538,134	549,585	561,281	573,223	585,418
Environmental Interpretative Prgm	2,095,168	1,852,825	2,465,702	-	-	2,465,702	2,461,409	2,513,337	2,566,355	2,620,498
Planning & Facility Development	1,613,166	1,856,041	2,016,741	-	-	2,016,741	2,027,697	2,066,640	2,106,410	2,146,862
Parks Operations North	1,073,564	1,097,483	1,093,806	8,340	-	1,102,146	1,123,381	1,145,220	1,167,525	1,190,306
Parks Operations West	1,021,908	918,162	978,202	-	-	978,202	998,958	1,020,155	1,041,799	1,063,901
Parks Operations Central	971,055	1,085,476	975,685	-	-	975,685	996,289	1,017,330	1,038,815	1,060,755
Parks Operations South	389,090	1,820,338	813,895	-	-	813,895	822,876	840,369	858,233	876,476
Parks Operations Administration	1,733,636	930,147	1,891,315	-	-	2,072,434	1,927,787	1,967,016	2,007,044	2,047,885
HQ Maintenance and Equipment	858,183	103,708	910,937	-	-	910,937	929,821	949,089	968,758	988,834
Mount McDonald	103,708	103,708	116,509	-	-	116,509	119,799	131,281	142,988	134,930
<b>TOTAL OPERATING COST</b>	<b>11,827,868</b>	<b>11,601,023</b>	<b>13,425,778</b>	<b>8,340</b>		<b>13,434,118</b>	<b>13,620,684</b>	<b>13,913,826</b>	<b>14,210,095</b>	<b>14,492,540</b>
Percentage change over prior year			13.51%			13.58%	1.39%	2.15%	2.13%	1.99%
Land Acquisition Levy				-	-					
Land Acquisition (planning costs)	152,428	192,940	147,844	-	-	147,844	148,258	151,419	154,648	157,945
Transfer to Operating Reserves Fund	7,000	7,000	2,000	-	-	2,000	7,000	5,000	5,000	5,000
Transfer to ERF and Capital	4,313,507	4,590,946	3,340,809	-	32,980	3,373,789	3,407,420	3,475,378	3,544,710	3,615,445
Debt Servicing Cost LAF	80,000			-	-		106,250	610,082	1,113,915	1,617,747
Debt Servicing Cost	524,468	524,468	570,257	-	-	570,257	570,257	570,257	570,257	570,257
<b>TOTAL LAND, RESERVE AND DEBT</b>	<b>5,077,403</b>	<b>5,315,354</b>	<b>4,060,910</b>		<b>32,980</b>	<b>4,093,890</b>	<b>4,239,185</b>	<b>4,812,136</b>	<b>5,388,530</b>	<b>5,966,394</b>
Percentage change over prior year			-20.02%			-19.37%	3.55%	13.52%	11.98%	10.72%
Balance C/F from Prior to Current year			(184,736)	-	-	(184,736)				
Internal Recoveries	(77,913)	(77,913)	(78,559)	-	-	(78,559)	(79,216)	(79,885)	(80,566)	(81,260)
Transfer from Operating Reserve			(20,000)	-	-	(20,000)		(8,000)	(8,000)	
Fee Income	(470,403)	(483,259)	(502,955)	-	-	(502,955)	(503,833)	(504,728)	(505,642)	(506,574)
Rental Income	(33,000)	(31,250)	(33,000)	-	-	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)
Payments - In Lieu of Taxes	(791,148)	(791,148)	(756,393)	-	-	(756,393)	(791,148)	(791,148)	(791,148)	(791,148)
<b>TOTAL REVENUE</b>	<b>(1,372,464)</b>	<b>(1,383,570)</b>	<b>(1,575,643)</b>			<b>(1,575,643)</b>	<b>(1,407,197)</b>	<b>(1,416,761)</b>	<b>(1,418,356)</b>	<b>(1,411,982)</b>
<b>TOTAL REQUISITION</b>	<b>(15,532,807)</b>	<b>(15,532,807)</b>	<b>(15,911,045)</b>	<b>(8,340)</b>	<b>(32,980)</b>	<b>(15,952,365)</b>	<b>(16,452,672)</b>	<b>(17,309,201)</b>	<b>(18,180,269)</b>	<b>(19,046,952)</b>
Percentage change over prior year requisition			2.44%			2.70%	3.14%	5.21%	5.03%	4.77%
Participants: All municipalities and electoral areas										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	78.00	78.00	78.00	-	-	78.00	78.00	78.00	78.00	78.00

**REGIONAL PARKS - 2023 BUDGET**

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

FINANCIAL SUMMARY:	2022	2022	2023	2023	2023	2023	2024	2025	2026	2027
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	381,231	375,330	409,488	-	-	409,488	418,310	427,320	436,523	445,925
Other Operating Expenditures	1,070,363	1,076,176	1,215,363	-	-	1,215,363	1,244,772	1,274,788	1,302,422	1,330,750
<b>TOTAL EXPENDITURES</b>	<b>1,451,594</b>	<b>1,451,506</b>	<b>1,624,851</b>	<b>-</b>	<b>-</b>	<b>1,624,851</b>	<b>1,663,082</b>	<b>1,702,108</b>	<b>1,738,945</b>	<b>1,776,675</b>
Internal Recoveries	(26,300)	(26,300)	(26,370)	-	-	(26,370)	(26,440)	(26,510)	(26,580)	(26,651)
<b>TOTAL REVENUE</b>	<b>(26,300)</b>	<b>(26,300)</b>	<b>(26,370)</b>	<b>-</b>	<b>-</b>	<b>(26,370)</b>	<b>(26,440)</b>	<b>(26,510)</b>	<b>(26,580)</b>	<b>(26,651)</b>
<b>Requisition</b>	<b>(1,425,294)</b>	<b>(1,425,206)</b>	<b>(1,598,481)</b>	<b>-</b>	<b>-</b>	<b>(1,598,481)</b>	<b>(1,636,642)</b>	<b>(1,675,598)</b>	<b>(1,712,365)</b>	<b>(1,750,024)</b>
Percentage Change			12.15%			12.15%	2.39%	2.38%	2.19%	2.20%

<b>PROGRAM:</b>	<b>LAND ACQUISITION</b>
-----------------	-------------------------

FINANCIAL SUMMARY:	2022	2022	2023	2023	2023	2023	2024	2025	2026	2027
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Capital				-	-					
Debt Servicing	80,000			-	-		106,250	610,082	1,113,915	1,617,747
Salaries & Wages	135,208	164,740	127,144	-	-	127,144	127,144	129,883	132,681	135,539
Other Operating Expenditures	17,220	28,200	20,700	-	-	20,700	21,114	21,536	21,967	22,406
<b>TOTAL EXPENDITURES</b>	<b>232,428</b>	<b>192,940</b>	<b>147,844</b>	<b>-</b>	<b>-</b>	<b>147,844</b>	<b>254,508</b>	<b>761,501</b>	<b>1,268,563</b>	<b>1,775,692</b>
Other Revenue				-	-					
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requisition</b>	<b>(232,428)</b>	<b>(192,940)</b>	<b>(147,844)</b>	<b>-</b>	<b>-</b>	<b>(147,844)</b>	<b>(254,508)</b>	<b>(761,501)</b>	<b>(1,268,563)</b>	<b>(1,775,692)</b>
Percentage Change			-36.39%			-36.39%	72.15%	199.21%	66.59%	39.98%

<b>PROGRAM:</b>	<b>TRANSFER TO RESERVES AND DEBT SERVICING</b>
-----------------	--

FINANCIAL SUMMARY:	2022	2022	2023	2023	2023	2023	2024	2025	2026	2027
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Debt Servicing	524,468	524,468	570,257	-	-	570,257	570,257	570,257	570,257	570,257
Transfer to Capital Reserve Fund	3,470,913	3,668,352	2,581,439	-	-	2,581,439	2,633,067	2,685,729	2,739,443	2,794,232
<b>Total Expenditures</b>	<b>3,995,381</b>	<b>4,192,820</b>	<b>3,151,696</b>	<b>-</b>	<b>-</b>	<b>3,151,696</b>	<b>3,203,324</b>	<b>3,255,986</b>	<b>3,309,700</b>	<b>3,364,489</b>
REVENUE				-	-					
Transfer from Operating Reserve				-	-					
MFA Debt Reserve Fund Earning	(1,190)	(1,190)	(1,050)	-	-	(1,050)	(1,050)	(1,050)	(1,050)	(1,050)
<b>Requisition</b>	<b>(3,994,191)</b>	<b>(4,191,630)</b>	<b>(3,150,646)</b>	<b>-</b>	<b>-</b>	<b>(3,150,646)</b>	<b>(3,202,274)</b>	<b>(3,254,936)</b>	<b>(3,308,650)</b>	<b>(3,363,439)</b>
Percentage Change			-21.12%			-21.12%	1.64%	1.64%	1.65%	1.66%

Participants: All municipalities and electoral areas

## REGIONAL PARKS - 2023 BUDGET

<b>PROGRAM: VISITOR EXPERIENCE</b>										
<b>DESCRIPTION:</b>	Develops, coordinates and delivers strategic communications to inform, promote and educate visitors about regional parks and trails, and to provide internal communications support to the CRD board, committees and staff. Oversees compliance and enforcement throughout the park system.									
<b>FINANCIAL SUMMARY:</b>	2022	2022	2023	2023	2023	2023	2024	2025	2026	2027
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	429,576	401,998	450,914	-	-	450,914	460,621	470,538	480,664	491,008
Other Operating Expenditures	87,220	83,339	87,220	-	-	87,220	88,964	90,743	92,559	94,410
<b>TOTAL EXPENDITURES</b>	<b>516,796</b>	<b>485,337</b>	<b>538,134</b>	<b>-</b>	<b>-</b>	<b>538,134</b>	<b>549,585</b>	<b>561,281</b>	<b>573,223</b>	<b>585,418</b>
Other Revenue										
<b>TOTAL REVENUE</b>										
<b>Requisition</b>	<b>(516,796)</b>	<b>(485,337)</b>	<b>(538,134)</b>	<b>-</b>	<b>-</b>	<b>(538,134)</b>	<b>(549,585)</b>	<b>(561,281)</b>	<b>(573,223)</b>	<b>(585,418)</b>
Percentage Change			4.13%			4.13%	2.13%	2.13%	2.13%	2.13%

<b>PROGRAM: ENVIRONMENTAL INTERPRETIVE PROGRAM</b>										
<b>DESCRIPTION:</b>	Environmental Interpretation provides a variety of educational experiences and opportunities for visitors to learn about regional parks and trails, park values and issues, and conservation.									
<b>FINANCIAL SUMMARY:</b>	2022	2022	2023	2023	2023	2023	2024	2025	2026	2027
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	1,795,528	1,463,153	2,146,622	-	-	2,146,622	2,135,949	2,181,368	2,227,748	2,275,119
Other Operating Expenditures	299,640	389,672	319,080	-	-	319,080	325,460	331,969	338,607	345,379
Internal Recoveries				-	-					
<b>TOTAL EXPENDITURES</b>	<b>2,095,168</b>	<b>1,852,825</b>	<b>2,465,702</b>	<b>-</b>	<b>-</b>	<b>2,465,702</b>	<b>2,461,409</b>	<b>2,513,337</b>	<b>2,566,355</b>	<b>2,620,498</b>
Program Fees and Donations				-	-					
<b>TOTAL REVENUE</b>				<b>-</b>	<b>-</b>					
<b>Requisition</b>	<b>(2,095,168)</b>	<b>(1,852,825)</b>	<b>(2,465,702)</b>	<b>-</b>	<b>-</b>	<b>(2,465,702)</b>	<b>(2,461,409)</b>	<b>(2,513,337)</b>	<b>(2,566,355)</b>	<b>(2,620,498)</b>
Percentage Change			17.69%			17.69%	-0.17%	2.11%	2.11%	2.11%

## REGIONAL PARKS - 2023 BUDGET

<b>PROGRAM: PLANNING &amp; FACILITY DEVELOPMENT</b>										
<b>DESCRIPTION:</b>	The goal of planning is to address the protection of a park and trail's natural environment, cultural heritage and to identify appropriate outdoor recreational activities and experiences and the facilities for these services.									
<b>FINANCIAL SUMMARY:</b>	2022	2022	2023	2023	2023	2023	2024	2025	2026	2027
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	1,187,696	1,085,271	1,582,980			1,582,980	1,614,893	1,649,620	1,685,088	1,721,156
Other Operating Expenditures	425,470	770,770	433,761			433,761	412,804	417,020	421,322	425,706
<b>TOTAL OPS EXPENDITURES</b>	<b>1,613,166</b>	<b>1,856,041</b>	<b>2,016,741</b>	-	-	<b>2,016,741</b>	<b>2,027,697</b>	<b>2,066,640</b>	<b>2,106,410</b>	<b>2,146,862</b>
Transfer to Capital Reserve Fund	212,660	212,660	219,040			219,040	223,421	227,889	232,447	237,096
Transfer to Operating Reserve Fund	5,000	5,000					5,000	5,000	5,000	5,000
<b>TOTAL TRANSFERS</b>	<b>217,660</b>	<b>217,660</b>	<b>219,040</b>			<b>219,040</b>	<b>228,421</b>	<b>232,889</b>	<b>237,447</b>	<b>242,096</b>
Other Revenue	(2,900)		(2,900)			(2,900)	(2,958)	(3,017)	(3,078)	(3,139)
Transfer from Operating Reserve			(20,000)			(20,000)				
<b>TOTAL REVENUE</b>	<b>(2,900)</b>	<b>-</b>	<b>(22,900)</b>	-	-	<b>(22,900)</b>	<b>(2,958)</b>	<b>(3,017)</b>	<b>(3,078)</b>	<b>(3,139)</b>
<b>Requisition</b>	<b>(1,827,926)</b>	<b>(2,073,701)</b>	<b>(2,212,881)</b>	-	-	<b>(2,212,881)</b>	<b>(2,253,160)</b>	<b>(2,296,512)</b>	<b>(2,340,779)</b>	<b>(2,385,819)</b>
Percentage Change			21.06%			21.06%	1.82%	1.92%	1.93%	1.92%

**REGIONAL PARKS - 2023 BUDGET**

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

FINANCIAL SUMMARY:	2022	2022	2023				2024	2025	2026	2027
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	410,443	360,070	444,052			444,052	453,593	463,335	473,289	483,454
Other Operating Expenditures	447,740	570,077	466,885			466,885	476,228	485,754	495,469	505,380
<b>TOTAL OPS EXPENDITURES</b>	<b>858,183</b>	<b>930,147.00</b>	<b>910,937</b>	<b>-</b>	<b>-</b>	<b>910,937</b>	<b>929,821</b>	<b>949,089</b>	<b>968,758</b>	<b>988,834</b>
Transfer to Capital and ERF	336,110	336,110	347,191			347,191	354,830	362,636	370,614	378,767
<b>TOTAL CAP EXPENDITURES</b>	<b>336,110</b>	<b>336,110</b>	<b>347,191</b>	<b>-</b>	<b>-</b>	<b>347,191</b>	<b>354,830</b>	<b>362,636</b>	<b>370,614</b>	<b>378,767</b>
Insurance Settlement		(5,560)								
<b>TOTAL REVENUE</b>		<b>(5,560)</b>								
<b>Requisition</b>	<b>(1,194,293)</b>	<b>(1,271,817)</b>	<b>(1,258,128)</b>			<b>(1,258,128)</b>	<b>(1,284,651)</b>	<b>(1,311,725)</b>	<b>(1,339,372)</b>	<b>(1,367,601)</b>
Percentage Change			5.35%			5.35%	2.11%	2.11%	2.11%	2.11%

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

FINANCIAL SUMMARY:	2022	2022	2023				2024	2025	2026	2027
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages										
Other Operating Expenditures	103,708	103,708	116,509			116,509	119,799	131,281	142,988	134,930
<b>TOTAL OPS EXPENDITURES</b>	<b>103,708</b>	<b>103,708</b>	<b>116,509</b>			<b>116,509</b>	<b>119,799</b>	<b>131,281</b>	<b>142,988</b>	<b>134,930</b>
Transfer to Operating Reserve	2,000	2,000	2,000			2,000	2,000			
Transfer to Capital Reserve	45,000	45,000	45,000			45,000	45,000	45,000	45,000	45,000
<b>TOTAL CAP EXPENDITURES</b>	<b>47,000</b>	<b>47,000</b>	<b>47,000</b>			<b>47,000</b>	<b>47,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
Internal Recoveries	(28,783)	(28,783)	(29,359)			(29,359)	(29,946)	(30,545)	(31,156)	(31,779)
Transfer from Operating Reserve								(8,000)	(8,000)	
<b>TOTAL REVENUE</b>	<b>(28,783)</b>	<b>(28,783)</b>	<b>(29,359)</b>			<b>(29,359)</b>	<b>(29,946)</b>	<b>(38,545)</b>	<b>(39,156)</b>	<b>(31,779)</b>
<b>Requisition</b>	<b>(121,925)</b>	<b>(121,925)</b>	<b>(134,150)</b>			<b>(134,150)</b>	<b>(136,853)</b>	<b>(137,736)</b>	<b>(148,832)</b>	<b>(148,151)</b>
Percentage Change			10.03%			10.03%	2.01%	0.65%	8.06%	-0.46%

Participants: All municipalities and electoral areas



## REGIONAL PARKS - 2023 BUDGET

<b>PROGRAM:</b>	<b>PARKS OPERATIONS NORTH, WEST, CENTRAL, SOUTH &amp; ADMINISTRATION</b>
<b>DESCRIPTION:</b>	The CRD operates and maintains regional parks utilizing best park management practices with a focus on protecting the natural environment, culture heritage and providing outdoor recreation opportunities. The regional park system is divided into geographic areas in order to efficiently deploy operational resources. The North Service Area manages parks and trails from the souther terminus of the Lockside Regional Trail north, up the Saanich Peninsula and over to the Gulf Islands. The Central Service Area manages parks in the Highlands, the Westshore and Metchosin. The West Service Area manages all parks buffering the Greater Victoria Watershed, and West to Jordan River. South manages from the downtown core to East Sooke, including the E&N and Galoping Goose trails.

### PARKS OPERATIONS NORTH

FINANCIAL SUMMARY:	2022	2022	2023	2023	2023	2023	2024	2025	2026	2027
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	758,652	777,533	789,678			789,678	806,664	824,168	842,052	860,324
Other Operating Expenditures	314,912	319,950	304,128	8,340		312,468	316,717	321,052	325,473	329,982
<b>TOTAL EXPENDITURES</b>	<b>1,073,564</b>	<b>1,097,483</b>	<b>1,093,806</b>	<b>8,340</b>	<b>-</b>	<b>1,102,146</b>	<b>1,123,381</b>	<b>1,145,220</b>	<b>1,167,525</b>	<b>1,190,306</b>
<b>Requisition</b>	<b>(1,073,564)</b>	<b>(1,097,483)</b>	<b>(1,093,806)</b>	<b>(8,340)</b>		<b>(1,102,146)</b>	<b>(1,123,381)</b>	<b>(1,145,220)</b>	<b>(1,167,525)</b>	<b>(1,190,306)</b>
Percentage Change			1.89%			2.66%	1.93%	1.94%	1.95%	1.95%

### PARKS OPERATIONS WEST

FINANCIAL SUMMARY:	2022	2022	2023	2023	2023	2023	2024	2025	2026	2027
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	759,128	742,462	790,505			790,505	807,507	824,875	842,613	860,731
Other Operating Expenditures	262,780	175,700	187,697			187,697	191,451	195,280	199,186	203,170
<b>TOTAL EXPENDITURES</b>	<b>1,021,908</b>	<b>918,162</b>	<b>978,202</b>			<b>978,202</b>	<b>998,958</b>	<b>1,020,155</b>	<b>1,041,799</b>	<b>1,063,901</b>
Internal Recoveries	(22,830)	(22,830)	(22,830)			(22,830)	(22,830)	(22,830)	(22,830)	(22,830)
<b>Requisition</b>	<b>(999,078)</b>	<b>(895,332)</b>	<b>(955,372)</b>			<b>(955,372)</b>	<b>(976,128)</b>	<b>(997,325)</b>	<b>(1,018,969)</b>	<b>(1,041,071)</b>
Percentage Change			-4.37%			-4.37%	2.17%	2.17%	2.17%	2.17%

Participants: All municipalities and electoral areas

## REGIONAL PARKS - 2023 BUDGET

<b>PROGRAM:</b>	<b>PARKS OPERATIONS NORTH, WEST, CENTRAL, SOUTH &amp; ADMINISTRATION</b>
<b>DESCRIPTION:</b>	The CRD operates and maintains regional parks utilizing best park management practices with a focus on protecting the natural environment, culture heritage and providing outdoor recreation opportunities. The regional park system is divided into geographic areas in order to efficiently deploy operational resources. The North Service Area manages parks and trails from the souther terminus of the Lockside Regional Trail north, up the Saanich Peninsula and over to the Gulf Islands. The Central Service Area manages parks in the Highlands, the Westshore and Metchosin. The West Service Area manages all parks buffering the Greater Victoria Watershed, and West to Jordan River. South manages from the downtown core to East Sooke, including the E&N and Galoping Goose trails.

### PARKS OPERATIONS CENTRAL

FINANCIAL SUMMARY:	2022	2022	2023	2023	2023	2023	2024	2025	2026	2027
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	769,938	899,365	791,156			791,156	808,172	825,554	843,306	861,439
Other Operating Expenditures	201,117	186,111	184,529			184,529	188,116	191,776	195,510	199,316
<b>TOTAL EXPENDITURES</b>	<b>971,055</b>	<b>1,085,476</b>	<b>975,685</b>			<b>975,685</b>	<b>996,289</b>	<b>1,017,330</b>	<b>1,038,815</b>	<b>1,060,755</b>
Internal Recoveries										
<b>Requisition</b>	<b>(971,055)</b>	<b>(1,085,476)</b>	<b>(975,685)</b>			<b>(975,685)</b>	<b>(996,289)</b>	<b>(1,017,330)</b>	<b>(1,038,815)</b>	<b>(1,060,755)</b>
Percentage Change			0.48%			0.48%	2.11%	2.11%	2.11%	2.11%

Participants: All municipalities and electoral areas

### PARKS OPERATIONS SOUTH

FINANCIAL SUMMARY:	2022	2022	2023	2023	2023	2023	2024	2025	2026	2027
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	282,887		680,896			680,896	687,217	701,996	717,093	732,514
Other Operating Expenditures	106,203		132,999			132,999	135,659	138,373	141,140	143,962
<b>TOTAL EXPENDITURES</b>	<b>389,090</b>		<b>813,895</b>			<b>813,895</b>	<b>822,876</b>	<b>840,369</b>	<b>858,233</b>	<b>876,476</b>
Internal Recoveries										
<b>Requisition</b>	<b>(389,090)</b>		<b>(813,895)</b>			<b>(813,895)</b>	<b>(822,876)</b>	<b>(840,369)</b>	<b>(858,233)</b>	<b>(876,476)</b>
Percentage Change			109.18%			109.18%	1.10%	2.13%	2.13%	2.13%

Participants: All municipalities and electoral areas

## REGIONAL PARKS - 2023 BUDGET

<b>PROGRAM:</b>	<b>PARKS OPERATIONS NORTH, WEST, CENTRAL, SOUTH &amp; ADMINISTRATION</b>
<b>DESCRIPTION:</b>	The CRD operates and maintains regional parks utilizing best park management practices with a focus on protecting the natural environment, culture heritage and providing outdoor recreation opportunities. The regional park system is divided into geographic areas in order to efficiently deploy operational resources. The North Service Area manages parks and trails from the souther terminus of the Lockside Regional Trail north, up the Saanich Peninsula and over to the Gulf Islands. The Central Service Area manages parks in the Highlands, the Westshore and Metchosin. The West Service Area manages all parks buffering the Greater Victoria Watershed, and West to Jordan River. South manages from the downtown core to East Sooke, including the E&N and Galoping Goose trails.

### PARKS OPERATIONS ADMINISTRATION

FINANCIAL SUMMARY:	2022 Budget	2022 Actual	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 Total	2025 Total	2026 Total	2027 Total
Salaries & Wages	1,193,521	1,224,273	1,328,733			1,328,733	1,353,842	1,381,591	1,409,909	1,438,808
Other Operating Expenditures	540,115	596,065	562,582			562,582	573,945	585,425	597,135	609,077
Transfer to Reserves & Capital	248,824	248,824	148,139		32,980	181,119	151,102	154,124	157,206	160,350
<b>TOTAL EXPENDITURES</b>	<b>1,982,460</b>	<b>2,069,162</b>	<b>2,039,454</b>		<b>32,980</b>	<b>2,072,434</b>	<b>2,078,889</b>	<b>2,121,140</b>	<b>2,164,250</b>	<b>2,208,235</b>
Internal Recoveries		(3,506)								
<b>Requisition</b>	<b>(1,982,460)</b>	<b>(2,065,656)</b>	<b>(2,039,454)</b>		<b>(32,980)</b>	<b>(2,072,434)</b>	<b>(2,078,889)</b>	<b>(2,121,140)</b>	<b>(2,164,250)</b>	<b>(2,208,235)</b>
Percentage Change			2.87%			4.54%	0.31%	2.03%	2.03%	2.03%

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

<b>1.280 Regional Parks</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
---------------------------------	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$136,000	\$136,000	\$95,000	\$480,000	\$0	\$45,000	\$756,000
Equipment	\$1,134,000	\$2,064,300	\$63,800	\$60,900	\$71,600	\$54,300	\$2,314,900
Land	\$0	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$25,000,000
Engineered Structures	\$437,400	\$9,946,460	\$3,848,436	\$4,751,734	\$7,801,894	\$6,095,000	\$32,443,524
Vehicles	\$0	\$1,155,000	\$575,000	\$270,000	\$305,000	\$120,000	\$2,425,000
	<b>\$1,707,400</b>	<b>\$18,301,760</b>	<b>\$9,582,236</b>	<b>\$10,562,634</b>	<b>\$13,178,494</b>	<b>\$11,314,300</b>	<b>\$62,939,424</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$1,643,400	\$1,643,400	\$56,063	\$0	\$260,000	\$0	\$1,959,463
Debenture Debt (New Debt Only)	\$0	\$0	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$20,000,000
Equipment Replacement Fund	\$0	\$659,300	\$638,800	\$330,900	\$376,600	\$174,300	\$2,179,900
Grants (Federal, Provincial)	\$0	\$4,607,682	\$1,145,254	\$2,645,410	\$5,165,890	\$3,070,000	\$16,634,236
Donations / Third Party Funding	\$0	\$76,000	\$0	\$0	\$0	\$0	\$76,000
Reserve Fund	\$64,000	\$11,315,378	\$2,742,119	\$2,586,324	\$2,376,004	\$3,070,000	\$22,089,825
	<b>\$1,707,400</b>	<b>\$18,301,760</b>	<b>\$9,582,236</b>	<b>\$10,562,634</b>	<b>\$13,178,494</b>	<b>\$11,314,300</b>	<b>\$62,939,424</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

**Project Number**  
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, 23-01 is a project planned to start in 2023.  
  
For projects in previous capital plans, use the same project numbers previously assigned.

**Capital Expenditure 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

**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 meets current energy standards with an expected service life of 35 years".

**Total Project Budget**  
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

**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  
Res = Reserve Fund  
STLoan = Short Term Loans  
WU = Water Utility  
If there is more than one funding source, use additional rows for the project.

**Carryforward from 2022**  
Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.

**Project Drivers**  
**Maintain Level of Service** = Project maintains existing or improved level of service.  
**Advance Board or Corporate Priority** = Project is a Board or Corporate priority.  
**Emergency** = Project is required for health or safety reasons.  
**Cost Benefit** = Project provide economic benefit to the organization.

**Long-term Planning**  
**Master Plan / Servicing Plan** = Plan that identifies new assets required to meet future needs.  
**Asset Management Plan / Sustainable Service Delivery Plan** = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.  
**Replacement Plan** = Plan that identifies asset replacements based primarily on asset age and/or asset material/type.  
**Condition Assessment** = Assessment that identifies asset replacements based on asset condition.

**Cost Estimate Class**  
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.

**Service #:** 1.280  
**Service Name:** Regional Parks

**SECTION 1: PROJECT DESCRIPTION AND BUDGET**

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
15-02	New	Mayne Island Regional Trail	Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.	\$3,960,000	S	Cap	\$383,400	\$383,400	\$0	\$0	\$0	\$0	\$383,400
15-02	New	Mayne Island Regional Trail	Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.		S	Res		\$546,700	\$0	\$0	\$0	\$0	\$546,700
15-02	New	Mayne Island Regional Trail	Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.		S	Grant		\$2,423,300	\$0	\$0	\$0	\$0	\$2,423,300
16-02	Renewal	Upgrade Durrance Lake Dam	Durrance Lake Dam alteration plan and design based on public engagement process outcomes.	\$1,125,290	S	Cap		\$0	\$56,063	\$0	\$60,000	\$0	\$116,063
18-02	Replacement	Implement Kiosk Strategy	Implement kiosk strategy for the purpose of replacing ageing information kiosks.	\$175,000	S	Cap	\$54,000	\$54,000	\$0	\$0	\$0	\$0	\$54,000
	Replacement	Implement Kiosk Strategy	Implement kiosk strategy for the purpose of replacing ageing information kiosks.		S	Res		\$25,000	\$25,000	\$0	\$0	\$0	\$50,000
19-05	Renewal	Repair GGRT Bridges (5)	Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban,	\$2,424,000	S	Cap		\$0	\$0	\$0	\$0	\$0	\$0
19-05	Renewal	Repair GGRT Bridges (5)	Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban,		S	Res		\$1,400,000	\$0	\$0	\$0	\$0	\$1,400,000
20-09	Renewal	Design & Expand East Sooke Aylard Farm Parking	Developing and constructing an engineered long term solution to meet on-going parking demands.	\$653,000	S	Cap		\$0	\$0	\$0	\$0	\$0	\$0
	Renewal	Design & Expand East Sooke Aylard Farm Parking	Developing and constructing an engineered long term solution to meet on-going parking demands.		S	Res		\$0	\$620,000	\$0	\$0	\$0	\$620,000
21-02	New	Design & Construct E&N Rail Trail Phase 5	Design & construct E&N Rail Trail Phase 5 to create 4 kms of new trail.	\$5,400,000	S	Cap		\$0	\$0	\$0	\$200,000	\$0	\$200,000
	New	Design & Construct E&N Rail Trail Phase 5	Design & construct E&N Rail Trail Phase 5 to create 4 kms of new trail.		S	Res		\$0	\$0	\$0	\$200,000	\$0	\$200,000
	New	Design & Construct E&N Rail Trail Phase 5	Design & construct E&N Rail Trail Phase 5 to create 4 kms of new trail.		S	Grant		\$0	\$0	\$0	\$0	\$0	\$0
21-03	Replacement	Construct Hamsterly Beach Washroom	Construct Hamsterly Beach washroom to replace the current washroom	\$840,000	B	Cap	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000
21-06	New	Purchase and Install Elk Lake Remediation Systems	In-lake remediation system (structures, oxygen-tank, etc.) will be purchased and installed at Elk Lake	\$1,682,000	E	Cap	\$1,134,000	\$1,134,000	\$0	\$0	\$0	\$0	\$1,134,000
21-06	New	Purchase and Install Elk Lake Remediation Systems	In-lake remediation system (structures, oxygen-tank, etc.) will be purchased and installed at Elk Lake		E	Res		\$250,000	\$0	\$0	\$0	\$0	\$250,000
22-02	Renewal	Design & Construct Elk/Beaver Lake Dams Upgrades (Dams 1, 2 & 3)	Conduct geotechnical & hydrotechnical safety assessment for Elk/Beaver Lake dams and design & implement improvements at south dam on Beaver Lake.	\$1,300,000	S	Res		\$0	\$0	\$0	\$0	\$1,250,000	\$1,250,000
22-04	Decommission	Sooke Potholes lodge site demolition	Remove and rehabilitate the Sooke potholes old lodge site.	\$385,000	B	Res		\$0	\$0	\$385,000	\$0	\$0	\$385,000
22-07	Replacement	Replace pit toilets at Coles Bay and Devonian Park	Replace and standardize Coles Bay and Devonian toilet building that has exceeded its serviceable life span.	\$190,000	B	Res		\$0	\$95,000	\$95,000	\$0	\$0	\$190,000
22-17	New	Portal Signs	Replace portal signs or install new portal signs at main regional park and trail access points to align with new Corporate Sign Strategy	\$605,000	S	Res		\$117,000	\$117,000	\$117,000	\$117,000	\$0	\$468,000
22-22	New	Site development plan - Mill Hill & 728	Capital plan needs associated with new FTE positions	\$100,000	B	Cap	\$32,000	\$32,000	\$0	\$0	\$0	\$0	\$32,000
22-24	New	Purchase of equipment (IT & office equipment) for new site	Capital plan needs associated with new FTE positions	\$170,000	E	Res		\$120,000	\$0	\$0	\$0	\$0	\$120,000
22-25	New	Upgrade Elk Lake site septic	Capital plan needs associated with new FTE positions	\$100,000	S	Res		\$75,000	\$0	\$0	\$0	\$0	\$75,000
22-26	Renewal	Renovate Office Space Parks HQ & Elk Lake Nature Centre and Beaver Lake works office.	Capital plan needs associated with new FTE positions	\$240,000	B	Res	\$64,000	\$64,000	\$0	\$0	\$0	\$0	\$64,000
23-01	New	Purchase of New Genset for Mt. McDonald	New backup power supply required for emergency communication equipment on Mt. McDonald.	\$60,000	E	Res		\$60,000	\$0	\$0	\$0	\$0	\$60,000
23-03	Renewal	Construct Selkirk Trestle - Phase 1 & 2	Construct repairs and widen Selkirk Trestle	\$6,315,584	S	Res		\$2,358,728	\$1,572,486	\$0	\$0	\$0	\$3,931,214
	Renewal	Construct Selkirk Trestle - Phase 1 & 2	Construct repairs and widen Selkirk Trestle		S	Grant		\$1,430,622	\$953,748	\$0	\$0	\$0	\$2,384,370
23-05	Defer	Design Salt Spring Island Regional Trail	Engineering design and cost estimate for 5km of regional trail on Salt Spring Island.	\$200,000	S	Res		\$0	\$0	\$0	\$0	\$0	\$0
23-05	Defer	Design Salt Spring Island Regional Trail	Engineering design and cost estimate for 5km of regional trail on Salt Spring Island.		S	Grant		\$0	\$0	\$0	\$0	\$0	\$0
23-08	New	Construct Eagle Beach Retaining Wall	Construct improvements to retaining wall at Eagle Beach on Elk Lake to mitigate erosion.	\$50,000	S	Res		\$0	\$0	\$0	\$50,000	\$0	\$50,000

Service #: 1.280

Service Name: Regional Parks

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
23-09	Renewal	Design & Construct GGRT 4km - Selkirk to McKenzie	Design & Construct 4km widened, separated multi-use trail, with lighting from Selkirk Trestle to Switch Bridge (2km); Switch Bridge to Swan Trestle (1.3km); Swan Trestle to McKenzie (0.7km).	\$9,096,397	S	Res		\$468,950	\$312,633	\$1,641,324	\$853,424	\$150,000	\$3,426,331
	Renewal	Design & Construct GGRT 4km - Selkirk to McKenzie	Design & Construct 4km widened, separated multi-use trail, with lighting from Selkirk Trestle to Switch Bridge (2km); Switch Bridge to Swan Trestle (1.3km); Swan Trestle to McKenzie (0.7km).		S	Grant		\$537,260	\$191,506	\$1,125,410	\$2,680,890	\$585,000	\$5,120,066
23-10	Renewal	Design & Construct Brett trestle replacement and Swan trestle Lochside Trail	Design and construct Brett Trestle Replacement and Swan Trestle Lochside Trail	\$7,386,500	S	Res		\$0	\$0	\$120,000	\$400,000	\$250,000	\$770,000
	Renewal	Design & Construct Brett trestle replacement and Swan trestle Lochside Trail	Project to replace critical assets on the Lochside Regional Trail as identified in engineering report.		S	Grant		\$126,500	\$0	\$1,520,000	\$2,485,000	\$2,485,000	\$6,616,500
23-11	Renewal	Repair Witty's Lagoon Bridge	Replace Witty's Lagoon Footbridge over Sitting Lady Falls.	\$375,000	S	Res		\$0	\$0	\$0	\$375,000	\$0	\$375,000
23-12	New	Site Characterization - Killarney Lake Dam	Preliminary site characterization and assessment of dam consequence classification.	\$30,000	S	Res		\$0	\$0	\$0	\$30,000	\$0	\$30,000
23-13	Replacement	Vehicle Replacement	Vehicle replacement based on a schedule for fleet vehicles.	N/A	V	ERF		\$615,000	\$575,000	\$270,000	\$305,000	\$120,000	\$1,885,000
23-14	Replacement	Equipment Replacement	Equipment replacement of outdoor and indoor equipment and furniture.	N/A	E	ERF		\$44,300	\$63,800	\$60,900	\$71,600	\$54,300	\$294,900
23-15	New	Potential Land Acquisition Transactions	Potential land acquisition transactions.	N/A	L	Res		\$5,000,000	\$0	\$0	\$0	\$0	\$5,000,000
	New	Potential Land Acquisition Transactions	Potential land acquisition transactions.	N/A	L	Debt		\$0	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$20,000,000
23-16	New	Purchase of 5 vehicles for new staff	Capital plan needs associated with new FTE positions	\$540,000	V	Res		\$540,000	\$0	\$0	\$0	\$0	\$540,000
23-17	New	Purchase of skidsteer grader attachment	Purchase of new attachment for critical equipment	\$30,000	E	Res		\$30,000	\$0	\$0	\$0	\$0	\$30,000
23-18	New	Purchase of water quality monitoring equipment for Elk Lake	Purchase of data collector equipment for water quality monitoring at Elk Lake	\$16,000	E	Res		\$16,000	\$0	\$0	\$0	\$0	\$16,000
23-19	New	EV Charge Stations	EV Charging Stations	\$410,000	E	Res		\$244,000	\$0	\$0	\$0	\$0	\$244,000
23-19	New	EV Charge Stations	EV Charging Stations		E	Other		\$76,000	\$0	\$0	\$0	\$0	\$76,000
23-19	New	EV Charge Stations	EV Charging Stations		E	Grant		\$90,000	\$0	\$0	\$0	\$0	\$90,000
24-01	Renewal	Upgrade Humpback Dam Spalling	Upgrade Humpback Dam spalling with repairs to the concrete face of the dam to arrest deterioration.	\$100,000	S	Res		\$0	\$0	\$0	\$100,000	\$0	\$100,000
24-03	Renewal	Upgrade Sooke Potholes Campground Road	Improvements to road between parking lot #3 and Spring Salmon Place Campground.	\$150,000	S	Res		\$0	\$0	\$0	\$150,000	\$0	\$150,000
24-04	Renewal	Design & Construct Brookleigh Boat Launch	Improving the boat launch at Brookleigh Beach on Elk Lake.	\$145,000	S	Res		\$0	\$0	\$0	\$20,000	\$125,000	\$145,000
25-01	Renewal	Repair of Sooke Hills Wilderness trail	Repair trail infrastructure in Sooke Hills Wilderness	\$228,000	S	Res		\$0	\$0	\$228,000	\$0	\$0	\$228,000
26-01	Renewal	Improve boat launch at Thetis Lake	Improvements to boat launch at Thetis Lake main beach.	\$30,000	S	Res		\$0	\$0	\$0	\$30,000	\$0	\$30,000
26-02	Renewal	Develop Jordan River Regional Park	Jordan River site securement and building removal.	\$50,580	S	Res		\$0	\$0	\$0	\$50,580	\$0	\$50,580
27-01	Renewal	Implement Durrance Dam alteration plan	Implement Durrance Lake Dam alteration plan and design based on public engagement process outcomes.	\$1,250,000	S	Res		\$0	\$0	\$0	\$0	\$1,250,000	\$1,250,000
27-02	Replacement	Replace pit toilet at Lone Tree Hill	Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span.	\$45,000	B	Res		\$0	\$0	\$0	\$0	\$45,000	\$45,000
													\$0
													\$0
													\$0
													\$0
													\$0
			<b>GRAND TOTAL</b>	<b>\$45,857,351</b>			<b>\$1,707,400</b>	<b>\$18,301,760</b>	<b>\$9,582,236</b>	<b>\$10,562,634</b>	<b>\$13,178,494</b>	<b>\$11,314,300</b>	<b>\$62,939,424</b>

**Service:** 1.280 Regional Parks

**Project Number** 15-02 **Capital Project Title** Mayne Island Regional Trail **Capital Project Description** Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.  
**Project Rationale** Construct 2.3 km of multi-use trail from ferry to Miner's Bay.

**Project Number** 16-02 **Capital Project Title** Upgrade Durrance Lake Dam **Capital Project Description** Durrance Lake Dam alteration plan and design based on public engagement process outcomes.  
**Project Rationale** A site characterization study by TetraTech Engineers for this dam indicated that upgrades to the dam are recommended to improve the seismic stability of the structure and to improve the functionality of the spillway to ensure it is able to adequately discharge water from Durrance Lake during periods of high inflows. This project is divided into phases, engineering and environmental assessment options for the structure and potential design, and implementation of recommendations.

**Project Number** 18-02 **Capital Project Title** Implement Kiosk Strategy **Capital Project Description** Implement kiosk strategy for the purpose of replacing ageing information kiosks.  
**Project Rationale** This is a continuing project to replace ageing information kiosk structures in Regional Parks, project is anticipated to continue through to 2024.

**Project Number** 19-05 **Capital Project Title** Repair GGRT Bridges (5) **Capital Project Description** Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban,  
**Project Rationale** Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban bridges on the Galloping Goose Trail.

**Project Number** 20-09 **Capital Project Title** Design & Expand East Sooke Aylard Farm Parking **Capital Project Description** Developing and constructing an engineered long term solution to meet on-going parking demands.  
**Project Rationale** Developing and constructing an engineered long term solution to meet on-going parking demands in busy park, in place of in-the-field temporary dirt lot parking location.

**Project Number** 21-02 **Capital Project Title** Design & Construct E&N Rail Trail Phase 5 **Capital Project Description** Design & construct E&N Rail Trail Phase 5 to create 4 kms of new trail.  
**Project Rationale** The CRD is in the midst of building a 17 km paved pedestrian & cycling trail from the Johnson St. bridge in Victoria to Humpback Road in Langford. Phase 5 consists of approximately 4 km of trail from Jacklin Road to Humpback Reservoir in Langford. Completion of this project will be dependent on securing funding.

**Project Number** 21-03 **Capital Project Title** Construct Hamsterly Beach Washroom **Capital Project Description** Construct Hamsterly Beach washroom to replace the current washroom  
**Project Rationale** This project will replace the 1950's era washrom at Hamsterly Beach in Elk Beaver Lake Regional Park.

**Service:** 1.280 Regional Parks

**Project Number** 21-06 **Capital Project Title** Purchase and Install Elk Lake Remediation Systems **Capital Project Description** In-lake remediation system (structures, oxygen-tank, etc.) will be purchased and installed at Elk Lake to provide managed oxygen/aeration flows to improve water quality.

**Project Rationale** In-lake remediation systems (structures, oxygen-tanks, etc.) will be purchased and installed at Elk Lake to provide managed oxygen/aeration flows to improve water quality.

**Project Number** 22-02 **Capital Project Title** Design & Construct Elk/Beaver Lake Dams Upgrades (Dams 1, 2 & 3) **Capital Project Description** Conduct geotechnical & hydrotechnical safety assessment for Elk/Beaver Lake

**Project Rationale** Improvements included re-enforcement of the downstream face, tie-in to the existing spillway control and vegetation management are required for the main dam at the southern outlet of Beaver Lake. Design in 2022 and construction in 2024.

**Project Number** 22-04 **Capital Project Title** Sooke Potholes lodge site demolition **Capital Project Description** Remove and rehabilitate the Sooke potholes old lodge site.

**Project Rationale** This project will focus on the removal and rehabilitation of the old lodgesite that was abandoned in the 1980's.

**Project Number** 22-07 **Capital Project Title** Replace pit toilets at Coles Bay and Devonian Park **Capital Project Description** Replace and standardize Coles Bay and Devonian toilet building that has exceeded its serviceable life span.

**Project Rationale** Replace and standardize pit toilets at Coles Bay and Devonian Park that have exceeded the serviceable life span.

**Project Number** 22-17 **Capital Project Title** Portal Signs **Capital Project Description** Replace portal signs or install new portal signs at main regional park and trail access points to align with new Corporate Sign Strategy

**Project Rationale** Remove old signs and replace with portal signs that align with CRD Corporate Sign Strategy

**Project Number** 22-22 **Capital Project Title** Site development plan - Mill Hill & 728 **Capital Project Description** Capital plan needs associated with new FTE positions

**Project Rationale** Capital plan needs associated with new FTE positions for determining the office needs for Regional Parks staff, the parking, sewer, storage, electrical, and operational works yard needs, renovations to office space at Parks HQ & Elk Lake Nature Centre and Beaver Lake, purchase of office furniture and IT equipment, vehicles and connecting site 728 to a sewer line at Elk Lake.

**Project Number** 22-24 **Capital Project Title** Purchase of equipment (IT & office equipment) for new site **Capital Project Description** Capital plan needs associated with new FTE positions

**Project Rationale** Capital plan needs associated with new FTE positions for determining the office needs for Regional Parks staff, the parking, sewer, storage, electrical, and operational works yard needs, renovations to office space at Parks HQ & Elk Lake Nature Centre and Beaver Lake, purchase of office furniture and IT equipment, vehicles and connecting site 728 to a sewer line at Elk Lake.



**Service:** 1.280 Regional Parks

**Project Number** 22-25 **Capital Project Title** Upgrade Elk Lake site septic **Capital Project Description** Capital plan needs associated with new FTE positions  
**Project Rationale** Capital plan needs associated with new FTE positions for determining the office needs for Regional Parks staff, the parking, sewer, storage, electrical, and operational works yard needs, renovations to office space at Parks HQ & Elk Lake Nature Centre and Beaver Lake, purchase of office furniture and IT equipment, vehicles and connecting site 728 to a sewer line at Elk Lake.

**Project Number** 22-26 **Capital Project Title** Renovate Office Space Parks HQ & Elk Lake Nature Centre and Beaver Lake works office. **Capital Project Description** Capital plan needs associated with new FTE positions  
**Project Rationale** Capital plan needs associated with new FTE positions for determining the office needs for Regional Parks staff, the parking, sewer, storage, electrical, and operational works yard needs, renovations to office space at Parks HQ & Elk Lake Nature Centre and Beaver Lake, purchase of office furniture and IT equipment, vehicles and connecting site 728 to a sewer line at Elk Lake.

**Project Number** 23-01 **Capital Project Title** Purchase of New Genset for Mt. McDonald **Capital Project Description** New backup power supply required for emergency communication equipment on Mt. McDonald.  
**Project Rationale** A new backup power supply is required for the emergency communication equipment located on Mount McDonald.

**Project Number** 23-03 **Capital Project Title** Construct Selkirk Trestle - Phase 1 & 2 **Capital Project Description** Construct repairs and widen Selkirk Trestle  
**Project Rationale** Construction, repairs and widening of the Selkirk Trestle.

**Project Number** 23-05 **Capital Project Title** Design Salt Spring Island Regional Trail **Capital Project Description** Engineering design and cost estimate for 5km of regional trail on Salt Spring Island.  
**Project Rationale** This project continues implementation of the Gulf Islands Regional Trail Plan to construct regional trails on each of the Gulf Islands. Grant dependent.

**Project Number** 23-08 **Capital Project Title** Construct Eagle Beach Retaining Wall **Capital Project Description** Construct improvements to retaining wall at Eagle Beach on Elk Lake to mitigate erosion.  
**Project Rationale** Project to mitigate erosion on Eagle Beach at Elk Lake. roject to mitigate erosion on Eagle Beach at Elk Lake.

**Service:** 1.280 Regional Parks

**Project Number** 23-09 **Capital Project Title** Design & Construct GGRT 4km - Selkirk to McKenzie **Capital Project Description** Design & Construct 4km widened, separated multi-use trail, with lighting from

**Project Rationale** This project is for the design and construction of the widening and lighting of 4km of the Galloping Goose Regional multi-use trail, starting from Selkirk Trestle to Switch Bridge (2km); Switch Bridge to Swan Trestle (1.3km); and ending at Swan Trestle to McKenzie (0.7km). Grant dependent.

**Project Number** 23-10 **Capital Project Title** Design & Construct Brett trestle replacement and Swan trestle Lochside Trail **Capital Project Description** Design and construct Brett Trestle Replacement and Swan Trestle Lochside Trail

**Project Rationale** Project to replace critical assets on the Swan Lochside Regional Trail as identified in engineering report and Brett trestle replacement.

**Project Number** 23-11 **Capital Project Title** Repair Witty's Lagoon Bridge **Capital Project Description** Replace Witty's Lagoon Footbridge over Sitting Lady Falls.

**Project Rationale** Replace Witty's Lagoon Footbridge over Sitting Lady Falls.

**Project Number** 23-12 **Capital Project Title** Site Characterization - Killarney Lake Dam **Capital Project Description** Preliminary site characterization and assessment of dam consequence classification.

**Project Rationale** Preliminary site characterization and assessment of consequence classification.

**Project Number** 23-13 **Capital Project Title** Vehicle Replacement **Capital Project Description** Vehicle replacement based on a schedule for fleet vehicles.

**Project Rationale** Regional Parks maintains a vehicle replacement fund to replace vehicles as they reach the end of their serviceable life.

**Project Number** 23-14 **Capital Project Title** Equipment Replacement **Capital Project Description** Equipment replacement of outdoor and indoor equipment and furniture.

**Project Rationale** Regional Parks maintains an equipment replacement fund in order to replace equipment that is not captured within the vehicle replacement program. This includes office equipment and operational field equipment.

**Project Number** 23-15 **Capital Project Title** Potential Land Acquisition Transactions **Capital Project Description** Potential land acquisition transactions.

**Project Rationale** Potential land acquisition transactions estimated at \$5 million per year.

**Service:** 1.280 Regional Parks

**Project Number** 23-16 **Capital Project Title** Purchase of 5 vehicles for new staff **Capital Project Description** Capital plan needs associated with new FTE positions

**Project Rationale** Capital plan needs associated with new FTE positions for determining the office needs for Regional Parks staff, the parking, sewer, storage, electrical, and operational works yard needs, renovations to office space at Parks HQ & Elk Lake Nature Centre and Beaver Lake, purchase of office furniture and IT equipment, vehicles and connecting site 728 to a sewer line at Elk Lake.

**Project Number** 23-17 **Capital Project Title** Purchase of skidsteer grader attachment **Capital Project Description** Purchase of new attachment for critical equipment

**Project Rationale** Purchase of new attachment for critical operating equipment.

**Project Number** 23-18 **Capital Project Title** Purchase of water quality monitoring equipment for Elk Lake **Capital Project Description** Purchase of data collector equipment for water quality monitoring at Elk Lake

**Project Rationale** Purchase of data logger for the Elk/Beaver oxygenation system. The equipment will help reduce the amount of time and expenses of person sampling required to monitor and effectively respond to changes in water quality when the system is turned on. The data logger will be connected to a buoy on the lake with solar and telemetry.

**Project Number** 24-01 **Capital Project Title** Upgrade Humpback Dam Spalling **Capital Project Description** Upgrade Humpback Dam spalling with repairs to the concrete face of the dam to arrest deterioration.

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

**Project Number** 24-03 **Capital Project Title** Upgrade Sooke Potholes Campground Road **Capital Project Description** Improvements to road between parking lot #3 and Spring Salmon Place Campground.

**Project Rationale** Improve visitor experience and enhance safe access through improvements to road between parking lot #3 and Spring Salmon Place Campground.

**Project Number** 24-04 **Capital Project Title** Design & Construct Brookleigh Boat Launch **Capital Project Description** Improving the boat launch at Brookleigh Beach on Elk Lake.

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

**Service:** 1.280 Regional Parks

**Project Number** 25-01 **Capital Project Title** Repair of Sooke Hills Wilderness trail **Capital Project Description** Repair trail infrastructure in Sooke Hills Wilderness  
**Project Rationale** Repair trail infrastructure in Sooke Hills Wilderness.

**Project Number** 26-01 **Capital Project Title** Improve boat launch at Thetis Lake **Capital Project Description** Improvements to boat launch at Thetis Lake main beach.  
**Project Rationale** Improvements to boat launch at Thetis Lake main beach.

**Project Number** 26-02 **Capital Project Title** Develop Jordan River Regional Park **Capital Project Description** Jordan River site securement and building removal.  
**Project Rationale** Develop Jordan River Regional Park - site securement and building removal.

**Project Number** 27-01 **Capital Project Title** Implement Durrance Dam alteration plan **Capital Project Description** Implement Durrance Lake Dam alteration plan and design based on public engagement process outcomes.  
**Project Rationale** Implement Durrance Lake Dam alteration plan and design based on public engagement process outcomes.

**Project Number** 27-02 **Capital Project Title** Replace pit toilet at Lone Tree Hill **Capital Project Description** Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span.  
**Project Rationale** Replace and standardize Lone Tree Hill toilet building that has exceeded its serviceable life span.

**1.280 Regional Parks**  
**Asset and Reserve Summary Schedule**  
**2023 - 2027 Financial Plan**

**Asset Profile**

**Regional Parks**

Regional Parks and Trails consists of 31 parks and reserves with 400 km of hiking trails and 3 regional trails (100 km). Assets held by the Regional park service consist of lands, buildings, public washrooms as well as various park equipment and vehicles.

**Summary**

**Regional Parks Reserve/Fund Summary**

**Projected year end balance**

- Land Acquisition Levy
- Infrastructure/SSI&SGI Trail/Dams

Total Capital Reserve Fund

Parks Statutory Land Acquisition Reserve

Equipment Replacement Fund

**Total projected year end balance**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
- Land Acquisition Levy	6,602,492	1,652,492	1,652,492	1,652,492	1,652,492	1,652,492
- Infrastructure/SSI&SGI Trail/Dams	6,007,952	2,595,486	2,782,837	3,183,672	3,853,670	3,889,692
<b>Total Capital Reserve Fund</b>	<b>12,610,444</b>	<b>4,247,978</b>	<b>4,435,329</b>	<b>4,836,164</b>	<b>5,506,162</b>	<b>5,542,184</b>
Parks Statutory Land Acquisition Reserve	<b>1,125,646</b>	<b>1,135,646</b>	<b>1,135,646</b>	<b>1,135,646</b>	<b>1,135,646</b>	<b>1,135,646</b>
Equipment Replacement Fund	<b>1,567,186</b>	<b>1,258,077</b>	<b>974,107</b>	<b>1,005,843</b>	<b>999,857</b>	<b>1,204,324</b>
<b>Total projected year end balance</b>	<b>15,303,276</b>	<b>6,641,701</b>	<b>6,545,082</b>	<b>6,977,653</b>	<b>7,641,665</b>	<b>7,882,154</b>

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks  
Capital Reserve Fund Schedule  
2023 - 2027 Financial Plan**

**Capital Reserve Fund Schedule**

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

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

**Cost Centre: 101469 (PLO)**

**Land Acquisition Levy Portion**

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	9,056,650	6,602,492	1,652,492	1,652,492	1,652,492	1,652,492
<b>Land Acquisition Expenditure</b>	(2,673,000)	(5,000,000)	-	-	-	-
<b>LAF Levy Net Contribution</b>	-	-	-	-	-	-
<b>Other proceeds</b>						
<b>Interest Income*</b>	218,842	50,000				
<b>Ending Balance \$ - Land Acquisition Levy Portion</b>	<b>6,602,492</b>	<b>1,652,492</b>	<b>1,652,492</b>	<b>1,652,492</b>	<b>1,652,492</b>	<b>1,652,492</b>
Restricted	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
<b>Unrestricted Balance</b>	<b>5,102,492</b>	<b>152,492</b>	<b>152,492</b>	<b>152,492</b>	<b>152,492</b>	<b>152,492</b>

**Assumptions/Background:**

- A Regional Park Land Acquisition Requisition was established in 2000 for a ten year period (2000-2009) at a rate of \$10 per average residential household assessment. In 2010, the requisition was extended for another ten years(2010-2019) at a rate of \$12 per average residential household assessment starting in 2010 and increasing by \$2 per year to a maximum of \$20 in 2015 and then remaining at this rate until 2019. Program renewed for an additional 10 year 2020-2029 at \$20 per average residential household assessment. Beginning in 2021 the rate is to increase by \$1 per year until 2025.

1.280 Regional Parks  
 Capital Reserve Fund Schedule  
 2023 - 2027 Financial Plan

**Capital Reserve Fund Schedule**

Infrastructure Portion	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	3,859,273	6,007,952	2,595,486	2,782,837	3,183,672	3,853,670
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	(2,715,200)	(6,315,378)	(2,742,119)	(2,586,324)	(2,376,004)	(3,070,000)
<b>Transfer from Operating Budget</b>						
--Other Infrastructure	3,368,824	1,528,872	1,581,049	1,634,270	1,688,555	1,743,926
--SSI/SIGI Trails	212,660	219,040	223,421	227,889	232,447	237,096
--Dam/Bridge/Trestle	200,000	200,000	200,000	200,000	200,000	200,000
--Infrastructure Renewal Special	925,000	925,000	925,000	925,000	925,000	925,000
<b>Interest Income*</b>	157,395	30,000	-	-	-	-
<b>Ending Balance \$ - Infrastructure Portion</b>	<b>6,007,952</b>	<b>2,595,486</b>	<b>2,782,837</b>	<b>3,183,672</b>	<b>3,853,670</b>	<b>3,889,692</b>

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

1.280 Regional Parks  
 Capital Reserve Fund Schedule  
 2023 - 2027 Financial Plan

Capital Reserve Fund Schedule

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

Cost Centre: 101375 (PLO)

Parks Statutory Land Acquisition Reserve

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	1,103,934	1,125,646	1,135,646	1,135,646	1,135,646	1,135,646
Park Land Acquisition	-	-	-	-	-	-
Proceeds from Sale of Surplus Park Land						
Interest Income	21,712	10,000				
<b>Ending Balance \$ - Parks Statutory Land Acquisition Reserve</b>	<b>1,125,646</b>	<b>1,135,646</b>	<b>1,135,646</b>	<b>1,135,646</b>	<b>1,135,646</b>	<b>1,135,646</b>



1.280 Regional Parks  
 Equipment Replacement Fund Schedule (ERF)  
 2023 - 2027 Financial Plan

**Equipment Replacement Fund Schedule (ERF)**

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

Cost Centre: 101423 (PLO)  
 Equipment Replacement Fund

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	1,012,738	1,567,186	1,258,077	974,107	1,005,843	999,857
<b>Planned Purchase (Based on Capital Plan)</b>	(41,815)	(659,300)	(638,800)	(330,900)	(376,600)	(174,300)
<b>Transfer from Operating Budget</b>	586,110	347,191	354,830	362,636	370,614	378,767
<b>Disposal Proceeds</b>		-	-	-	-	-
<b>Interest Income*</b>	10,153	3,000				
<b>Ending Balance \$</b>	<b>1,567,186</b>	<b>1,258,077</b>	<b>974,107</b>	<b>1,005,843</b>	<b>999,857</b>	<b>1,204,324</b>

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

**1.280 Regional Parks  
Operating Reserve Summary  
2023 - 2027 Financial Plan**

**Profile**

**Regional Parks**

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

**Summary**

<b>Reserve/Fund Summary</b>	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Projected year end balance</b>						
Operating Reserve	97,345	80,470	87,470	84,470	81,470	86,470
Operating Reserve - Legacy Fund	17,349	17,529	17,529	17,529	17,529	17,529
<b>Total projected year end balance</b>	<b>114,693</b>	<b>97,998</b>	<b>104,998</b>	<b>101,998</b>	<b>98,998</b>	<b>103,998</b>

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks  
Operating Reserve Summary  
2023 - 2027 Financial Plan**

**Profile**

**Regional Parks**

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

**Operating Reserve Schedule - FC 105500**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	94,704	97,345	80,470	87,470	84,470	81,470
Planned Purchase	-	(20,000)	-	(8,000)	(8,000)	-
Transfer from Ops Budget	-	2,000	7,000	5,000	5,000	5,000
Interest Income*	2,641	1,125				
<b>Total projected year end balance</b>	<b>97,345</b>	<b>80,470</b>	<b>87,470</b>	<b>84,470</b>	<b>81,470</b>	<b>86,470</b>

**Assumptions/Background:**

2023: \$20,000 to fund Visitor Survey

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

**1.280 Regional Parks Legacy Fund  
Operating Reserve Summary  
2023 - 2027 Financial Plan**

**Profile**

**Regional Parks Legacy Fund**

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

**Operating Reserve Schedule - FC 105102**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	15,885	17,349	17,529	17,529	17,529	17,529
Planned Purchase						
Donation Received	1,000					
Interest Income*	464	180				
<b>Total projected year end balance</b>	<b>17,349</b>	<b>17,529</b>	<b>17,529</b>	<b>17,529</b>	<b>17,529</b>	<b>17,529</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**

## **2023 BUDGET**

### **Panorama Recreation**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.44X Panorama Recreation

**Commission:** Peninsula Recreation

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**CAPITAL DEBT:**

Authorized: <a href="#">Bylaw No. 3388 - Construction of Second Pool</a>	\$	8,998,000
Borrowed:	\$	8,998,000
Remaining:		<u>-</u>
Authorized: <a href="#">Bylaw No. 4116 - Replacement of Arena Floor</a>	\$	1,080,000
Borrowed:	\$	1,080,000
Remaining:	\$	<u>-</u>

**COMMISSION:**

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

Service: 1.44X Panorama Recreation

Commission: Peninsula Recreation

<u>Participants</u>	<u>Converted Assessment</u>	<u>Census Population</u>	<u>%</u>	<u>Actual Assessment</u>
<b>2019</b>		<b>2016 Census</b>		
Central Saanich	632,044,321	16,814	38.97%	5,303,510,888
North Saanich	611,260,076	11,249	31.38%	5,506,158,117
Sidney	530,718,725	11,672	29.65%	4,468,134,589
<b>TOTAL 2019</b>	<b>1,774,023,122</b>	<b>39,735</b>	<b>100.00%</b>	<b>15,277,803,594</b>
<b>2020</b>		<b>2016 Census</b>		
Central Saanich	657,985,149	16,814	39.26%	5,446,784,895
North Saanich	615,251,368	11,249	31.08%	5,493,557,267
Sidney	543,992,242	11,672	29.65%	4,544,259,546
<b>TOTAL 2020</b>	<b>1,817,228,759</b>	<b>39,735</b>	<b>100.00%</b>	<b>15,484,601,708</b>
<b>2021</b>		<b>2016 Census</b>		
Central Saanich	682,091,870	16,814	39.42%	5,678,630,043
North Saanich	633,855,362	11,249	31.13%	5,760,450,825
Sidney	551,412,679	11,672	29.45%	4,630,400,405
<b>TOTAL 2021</b>	<b>1,867,359,911</b>	<b>39,735</b>	<b>100.00%</b>	<b>16,069,481,273</b>
<b>2022</b>		<b>2021 Census</b>		
Central Saanich	821,112,902	17,385	38.64%	6,951,449,149
North Saanich	814,676,641	12,235	32.36%	7,527,498,712
Sidney	656,173,316	12,318	29.00%	5,596,917,473
<b>TOTAL 2022</b>	<b>2,291,962,859</b>	<b>41,938</b>	<b>100.00%</b>	<b>20,075,865,334</b>
<b>2023</b>		<b>2021 Census</b>		
Central Saanich	927,613,660	17,385	38.53%	7,890,127,835
North Saanich	921,935,242	12,235	32.28%	8,502,320,535
Sidney	755,376,989	12,318	29.18%	6,352,318,170
<b>TOTAL 2023</b>	<b>2,604,925,891</b>	<b>41,938</b>	<b>100.00%</b>	<b>22,744,766,540</b>

PANORAMA RECREATION	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>OPERATING COSTS:</b>										
Salaries and Wages	5,616,602	5,442,956	5,893,852	-	-	5,893,852	6,174,739	6,302,759	6,433,595	6,563,956
Utilities	639,692	605,666	606,000	-	-	606,000	618,116	630,480	643,087	655,949
Recreation Programs and Special Events	409,574	397,074	389,179	-	-	389,179	401,713	414,974	429,025	437,606
Operating Supplies & Promotion	345,815	345,206	336,925	-	-	336,925	354,353	353,074	365,939	366,935
Maintenance and Repairs	397,825	397,825	406,785	-	-	406,785	414,919	423,218	431,681	440,316
Internal Allocations	477,784	477,784	596,045	-	-	596,045	610,145	624,490	636,983	649,740
Licences/Surveys/Legal/Meeting	193,551	193,551	193,363	-	-	193,363	197,219	201,154	205,167	209,258
Advertising/Printing/Brouchures/Signs	57,699	57,699	39,839	-	-	39,839	40,636	41,448	42,277	43,121
Telephone/IT & Network Systems	56,977	56,977	59,957	-	-	59,957	61,238	62,043	63,572	64,842
Vehicles and Travel	73,670	74,658	62,310	-	-	62,310	63,552	64,821	66,109	67,433
Insurance	45,820	45,820	67,160	-	-	67,160	70,520	74,050	77,750	81,650
Contingency	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
<b>TOTAL OPERATING COSTS</b>	<b>8,365,009</b>	<b>8,145,216</b>	<b>8,701,415</b>	<b>-</b>	<b>-</b>	<b>8,701,415</b>	<b>9,057,151</b>	<b>9,242,510</b>	<b>9,445,185</b>	<b>9,630,806</b>
*Percentage increase over prior year			6.83%			6.83%	4.09%	2.0%	2.2%	2.0%
<b>CAPITAL / RESERVE</b>										
Transfer to Operating Reserve Fund	7,961	7,961	8,120	-	-	8,120	8,283	8,448	8,617	8,790
Transfer to Capital Reserve Fund	308,402	569,423	411,204	-	-	411,204	740,566	835,416	925,416	925,416
Transfer to Equipment Replacement Fund	396,000	396,000	396,000	-	-	396,000	396,000	396,000	396,000	396,000
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>712,363</b>	<b>973,384</b>	<b>815,324</b>	<b>-</b>	<b>-</b>	<b>815,324</b>	<b>1,144,849</b>	<b>1,239,864</b>	<b>1,330,033</b>	<b>1,330,206</b>
*Percentage increase over prior year			-16.24%			-16.24%	40.42%	8.30%	7.27%	0.01%
DEBT CHARGES	791,694	774,164	704,814	18,950	-	723,764	452,187	416,018	640,688	640,688
<b>TOTAL COSTS</b>	<b>9,869,066</b>	<b>9,892,764</b>	<b>10,221,553</b>	<b>18,950</b>	<b>-</b>	<b>10,240,503</b>	<b>10,654,186</b>	<b>10,898,392</b>	<b>11,415,906</b>	<b>11,601,700</b>
*Percentage increase over prior year		0.24%	3.32%			3.52%	4.04%	2.29%	4.75%	1.63%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recoveries - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING LESS RECOVERIES</b>	<b>9,869,066</b>	<b>9,892,764</b>	<b>10,221,553</b>	<b>18,950</b>	<b>-</b>	<b>10,240,503</b>	<b>10,654,186</b>	<b>10,898,392</b>	<b>11,415,906</b>	<b>11,601,700</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Fee Income	(3,431,601)	(3,385,692)	(3,443,884)	-	-	(3,443,884)	(3,698,119)	(3,764,758)	(3,832,758)	(3,899,619)
Rental Income	(964,334)	(960,741)	(997,439)	-	-	(997,439)	(1,012,287)	(1,032,534)	(1,053,184)	(1,074,247)
Sponsorships	(35,298)	(35,298)	(20,752)	-	-	(20,752)	(21,126)	(21,508)	(21,897)	(22,295)
Transfer from Operating Reserve Fund	-	-	-	-	(103,538)	(103,538)	-	-	(51,000)	-
Payments - In Lieu of Taxes	(175,170)	(175,170)	(186,936)	-	-	(186,936)	(175,170)	(175,170)	(175,170)	(175,170)
Grants - Other	(72,177)	(145,377)	(227,556)	-	-	(227,556)	(276,657)	(276,657)	(276,657)	(276,657)
<b>TOTAL REVENUE</b>	<b>(4,678,580)</b>	<b>(4,702,278)</b>	<b>(4,876,567)</b>	<b>-</b>	<b>(103,538)</b>	<b>(4,980,105)</b>	<b>(5,183,359)</b>	<b>(5,270,627)</b>	<b>(5,410,666)</b>	<b>(5,447,988)</b>
*Percentage increase over prior year		0.51%	3.71%			5.91%	4.08%	1.68%	2.66%	0.69%
<b>REQUISITION</b>	<b>(5,190,486)</b>	<b>(5,190,486)</b>	<b>(5,344,986)</b>	<b>(18,950)</b>	<b>103,538</b>	<b>(5,260,398)</b>	<b>(5,470,827)</b>	<b>(5,627,765)</b>	<b>(6,005,240)</b>	<b>(6,153,712)</b>
*Percentage increase over prior year			2.98%			1.35%	4.00%	2.87%	6.71%	2.47%
PARTICIPANTS: North Saanich, Sidney, Central Saanich										
AUTHORIZED POSITIONS:										
Salaried	36.85	36.85	36.85	0.00	0.00	36.85	36.85	36.85	36.85	36.85
Converted Auxillaries	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50



PANORAMA RECREATION			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS</u>										
Arena	1,860,582	356,963	359,717	-	-	359,717	367,158	374,751	382,502	390,416
Pool	2,548,458	1,044,839	1,078,371	-	-	1,078,371	1,104,052	1,120,311	1,149,327	1,166,517
Recreation - Community Recreation	3,789,356	2,282,373	2,302,124	-	-	2,302,124	2,518,912	2,572,332	2,629,961	2,679,814
Administration	124,574	4,419,002	4,919,323	-	-	4,919,323	5,025,311	5,133,564	5,242,012	5,352,849
Contingency	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
	<b>8,372,970</b>	<b>8,153,177</b>	<b>8,709,535</b>	-	-	<b>8,709,535</b>	<b>9,065,433</b>	<b>9,250,958</b>	<b>9,453,802</b>	<b>9,639,596</b>
*Percentage increase over prior year			4.02%			4.02%				
<u>CAPITAL / RESERVE</u>										
Arena	286,201	547,222	337,602	-	-	337,602	337,602	337,602	337,602	337,602
Pool	286,201	286,201	337,602	-	-	337,602	666,964	761,814	851,814	851,814
Community Recreation	132,000	132,000	132,000	-	-	132,000	132,000	132,000	132,000	132,000
	<b>704,402</b>	<b>965,423</b>	<b>807,204</b>	-	-	<b>807,204</b>	<b>1,136,566</b>	<b>1,231,416</b>	<b>1,321,416</b>	<b>1,321,416</b>
<u>DEBT CHARGES</u>										
Arena	106,078	88,548	88,508	18,950	-	107,458	315,508	413,838	638,508	638,508
Pool	685,616	685,616	616,306	-	-	616,306	136,679	2,180	2,180	2,180
	<b>791,694</b>	<b>774,164</b>	<b>704,814</b>	<b>18,950</b>		<b>723,764</b>	<b>452,187</b>	<b>416,018</b>	<b>640,688</b>	<b>640,688</b>
<b>TOTAL OPERATING, CAPITAL AND DEBT COSTS</b>	<b>9,869,066</b>	<b>9,892,764</b>	<b>10,221,553</b>	<b>18,950</b>	-	<b>10,240,503</b>	<b>10,654,186</b>	<b>10,898,392</b>	<b>11,415,906</b>	<b>11,601,700</b>
<u>FUNDING SOURCES (REVENUE)</u>						3.76%				
Arena	(902,168)	(900,351)	(922,513)	-	-	(922,513)	(940,959)	(959,773)	(978,963)	(998,537)
Pool	(1,131,459)	(1,107,459)	(1,188,255)	-	-	(1,188,255)	(1,267,322)	(1,292,713)	(1,318,614)	(1,345,004)
Community Recreation	(2,288,843)	(2,278,477)	(2,230,210)	-	-	(2,230,210)	(2,399,770)	(2,440,359)	(2,481,863)	(2,521,688)
Administration	(108,763)	(95,444)	(121,097)	-	(103,538)	(224,635)	(123,481)	(125,955)	(179,399)	(130,932)
<b>TOTAL REVENUE</b>	<b>(4,431,233)</b>	<b>(4,381,731)</b>	<b>(4,462,075)</b>	-		<b>(4,565,613)</b>	<b>(4,731,532)</b>	<b>(4,818,800)</b>	<b>(4,958,839)</b>	<b>(4,996,161)</b>
Estimated balance C/F current to Next year						-				
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(175,170)	(175,170)	(186,936)	-	-	(186,936)	(175,170)	(175,170)	(175,170)	(175,170)
Grants - Other	(72,177)	(145,377)	(227,556)	-	-	(227,556)	(276,657)	(276,657)	(276,657)	(276,657)
<b>REQUISITION</b>	<b>(5,190,486)</b>	<b>(5,190,486)</b>	<b>(5,344,986)</b>	<b>(18,950)</b>	-	<b>(5,260,398)</b>	<b>(5,470,827)</b>	<b>(5,627,765)</b>	<b>(6,005,240)</b>	<b>(6,153,712)</b>
*Percentage increase			2.98%			1.35%	4.00%	2.87%	6.71%	2.47%
<b>AUTHORIZED POSITIONS: Salaried</b>	<b>36.85</b>	<b>36.85</b>	<b>36.85</b>	<b>0.00</b>	<b>0.00</b>	<b>36.85</b>	<b>36.85</b>	<b>36.85</b>	<b>36.85</b>	<b>36.85</b>
<b>Converted Auxillaries</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
User Funding %	44.90%		43.65%			44.58%	44.41%	44.22%	43.44%	43.06%
User Funding excluding debt%	48.82%		46.89%			47.97%	46.38%	45.97%	46.02%	45.58%

PANORAMA RECREATION - ADMINISTRATION			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>ADMINISTRATION COSTS</b>										
Salaries and Wages	432,137	447,137	506,929	-	-	506,929	517,740	528,780	540,057	551,569
Other Internal Allocations	466,561	466,561	594,342	-	-	594,342	608,370	622,679	635,149	647,869
Operating - Other	155,109	155,109	150,906	-	-	150,906	153,725	156,599	159,530	162,522
Telephone Rent & Installation	38,584	38,584	39,355	-	-	39,355	40,142	40,945	41,764	42,599
Operating - Supplies	21,988	21,988	37,428	-	-	37,428	38,176	38,940	39,719	40,513
Contract for Services & fees for service	97,212	97,212	96,780	-	-	96,780	98,715	100,690	102,703	104,758
Insurance	45,820	45,820	67,160	-	-	67,160	70,520	74,050	77,750	81,650
Allocation - System Services	11,223	11,223	1,703	-	-	1,703	1,775	1,811	1,834	1,871
Transfer to Operating Reserve Fund	7,961	7,961	8,120	-	-	8,120	8,283	8,448	8,617	8,790
<b>TOTAL ADMINISTRATION COSTS</b>	<b>1,276,595</b>	<b>1,291,595</b>	<b>1,502,724</b>	<b>-</b>	<b>-</b>	<b>1,502,724</b>	<b>1,537,446</b>	<b>1,572,942</b>	<b>1,607,123</b>	<b>1,642,141</b>
<b>MAINTENANCE COSTS</b>										
Salaries and Wages	1,645,698	1,557,098	1,715,129	-	-	1,715,129	1,751,471	1,788,582	1,826,476	1,865,172
Maintenance	108,022	108,022	100,980	-	-	100,980	102,999	105,060	107,160	109,303
Operating - Other	66,643	66,643	64,777	-	-	64,777	66,063	67,374	68,711	70,076
Utility	562,010	527,984	540,200	-	-	540,200	551,000	562,022	573,259	584,725
Operating - Supplies	92,661	92,661	94,589	-	-	94,589	96,480	98,410	100,379	102,386
Travel and Vehicles	22,722	22,722	23,176	-	-	23,176	23,639	24,112	24,595	25,087
<b>TOTAL MAINTENANCE COSTS</b>	<b>2,497,756</b>	<b>2,375,130</b>	<b>2,538,851</b>	<b>-</b>	<b>-</b>	<b>2,538,851</b>	<b>2,591,652</b>	<b>2,645,560</b>	<b>2,700,580</b>	<b>2,756,749</b>
<b>PROGRAM ADMINISTRATION COSTS</b>										
Salaries and Wages	780,543	681,861	817,097	-	-	817,097	834,349	851,962	869,947	888,310
Operating - Other	72,480	59,980	50,802	-	-	50,802	51,817	52,853	53,910	54,988
Operating - Supplies	5,609	7,000	7,352	-	-	7,352	7,500	7,649	7,802	7,958
Staff Training	2,448	3,436	2,497	-	-	2,497	2,547	2,598	2,650	2,703
<b>TOTAL PROGRAM COSTS</b>	<b>861,080</b>	<b>752,277</b>	<b>877,748</b>	<b>-</b>	<b>-</b>	<b>877,748</b>	<b>896,213</b>	<b>915,062</b>	<b>934,309</b>	<b>953,959</b>
<b>TOTAL COSTS</b>	<b>4,635,431</b>	<b>4,419,002</b>	<b>4,919,323</b>	<b>-</b>	<b>-</b>	<b>4,919,323</b>	<b>5,025,311</b>	<b>5,133,564</b>	<b>5,242,012</b>	<b>5,352,849</b>
Transfers to Capital						-				
<b>TOTAL COSTS</b>	<b>4,635,431</b>	<b>4,419,002</b>	<b>4,919,323</b>	<b>-</b>	<b>-</b>	<b>4,919,323</b>	<b>5,025,311</b>	<b>5,133,564</b>	<b>5,242,012</b>	<b>5,352,849</b>
<b>RECOVERED FROM ARENA, POOL, PARKS, RECREATION AND MULTI-PURPOSE ROOM</b>										
Internal Recovery - Administration	(1,152,021)	-	-	-	-	-	-	-	-	-
Internal Recovery - Maintenance	(2,497,754)	-	-	-	-	-	-	-	-	-
Internal Recovery - Programs Administration	(861,082)	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>124,574</b>	<b>4,419,002</b>	<b>4,919,323</b>	<b>-</b>	<b>-</b>	<b>4,919,323</b>	<b>5,025,311</b>	<b>5,133,564</b>	<b>5,242,012</b>	<b>5,352,849</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Other Income	(108,763)	(95,444)	(121,097)	-	(103,538)	(224,635)	(123,481)	(125,955)	(179,399)	(130,932)
<b>TOTAL REVENUE</b>	<b>(108,763)</b>	<b>(95,444)</b>	<b>(121,097)</b>	<b>-</b>	<b>(103,538)</b>	<b>(224,635)</b>	<b>(123,481)</b>	<b>(125,955)</b>	<b>(179,399)</b>	<b>(130,932)</b>
<b>REQUISITION</b>	<b>(15,811)</b>	<b>(4,323,558)</b>	<b>(4,798,226)</b>	<b>-</b>	<b>103,538</b>	<b>(4,694,688)</b>	<b>(4,901,830)</b>	<b>(5,007,609)</b>	<b>(5,062,613)</b>	<b>(5,221,917)</b>
*Percentage Increase										
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	24.85	24.85	24.85	0.00	0.00	24.85	24.85	24.85	24.85	24.85
Converted	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50

PANORAMA RECREATION - ICE ARENA	BUDGET REQUEST					FUTURE PROJECTIONS				
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>OPERATING COSTS</b>										
Salaries and Wages	217,872	217,872	230,439	-	-	230,439	235,295	240,251	245,313	250,481
Internal Allocations - Administration	384,007	-	-	-	-	-	-	-	-	-
Internal Allocations - Maintenance	832,585	-	-	-	-	-	-	-	-	-
Internal Allocations - Program Administration	287,027	-	-	-	-	-	-	-	-	-
Operating - Supplies	44,723	44,723	38,225	-	-	38,225	38,989	39,769	40,564	41,376
Maintenance	47,079	47,079	55,808	-	-	55,808	56,924	58,063	59,224	60,408
Instructional Services and Travel	47,289	47,289	35,245	-	-	35,245	35,950	36,668	37,401	38,151
Contingency						-				
<b>TOTAL OPERATING COSTS</b>	<b>1,860,582</b>	<b>356,963</b>	<b>359,717</b>	<b>-</b>	<b>-</b>	<b>359,717</b>	<b>367,158</b>	<b>374,751</b>	<b>382,502</b>	<b>390,416</b>
*Percentage Increase		-80.8%	-80.67%			-80.67%	2.1%	2.1%	2.1%	2.1%
<b>CAPITAL / RESERVE</b>										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	132,000	-	-	132,000	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	154,201	415,222	205,602	-	-	205,602	205,602	205,602	205,602	205,602
<b>TOTAL CAPITAL / RESERVES</b>	<b>286,201</b>	<b>547,222</b>	<b>337,602</b>	<b>-</b>	<b>-</b>	<b>337,602</b>	<b>337,602</b>	<b>337,602</b>	<b>337,602</b>	<b>337,602</b>
DEBT CHARGES	106,078	88,548	88,508	18,950	-	107,458	315,508	413,838	638,508	638,508
<b>TOTAL COSTS</b>	<b>2,252,861</b>	<b>992,733</b>	<b>785,827</b>	<b>18,950</b>	<b>-</b>	<b>804,777</b>	<b>1,020,268</b>	<b>1,126,191</b>	<b>1,358,612</b>	<b>1,366,526</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Revenue - Fees	(902,168)	(900,351)	(922,513)	-	-	(922,513)	(940,959)	(959,773)	(978,963)	(998,537)
<b>TOTAL REVENUE</b>	<b>(902,168)</b>	<b>(900,351)</b>	<b>(922,513)</b>	<b>-</b>	<b>-</b>	<b>(922,513)</b>	<b>(940,959)</b>	<b>(959,773)</b>	<b>(978,963)</b>	<b>(998,537)</b>
<b>REQUISITION</b>	<b>(1,350,693)</b>	<b>(92,382)</b>	<b>136,686</b>	<b>(18,950)</b>	<b>-</b>	<b>117,736</b>	<b>(79,309)</b>	<b>(166,418)</b>	<b>(379,649)</b>	<b>(367,989)</b>
*Percentage Increase		-93.2%	-110.12%			-108.72%	-167.4%	109.8%	128.1%	-3.1%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	1.00	1.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
User Funding %	40.05%		117.39%			114.63%	92.23%	85.22%	72.06%	73.07%
User Funding excluding debt%	42.02%		132.29%			132.29%	133.51%	134.73%	135.95%	137.16%

PANORAMA RECREATION - SWIMMING POOL			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>OPERATING COSTS</b>										
Salaries and Wages	866,563	866,563	903,907	-	-	903,907	920,212	938,928	958,026	977,511
Internal Allocations - Administration	384,007	-	-	-	-	-	-	-	-	-
Internal Allocations - Maintenance	832,585	-	-	-	-	-	-	-	-	-
Internal Allocations - Program Administration	287,027	-	-	-	-	-	-	-	-	-
Maintenance	67,310	67,310	67,310	-	-	67,310	68,656	70,029	71,430	72,859
Operating - Supplies	86,286	86,286	81,892	-	-	81,892	89,530	85,200	92,905	88,642
Instructional Services	24,680	24,680	25,262	-	-	25,262	25,654	26,154	26,966	27,505
Contingency						-				
<b>TOTAL OPERATING COSTS</b>	<b>2,548,458</b>	<b>1,044,839</b>	<b>1,078,371</b>	-	-	<b>1,078,371</b>	<b>1,104,052</b>	<b>1,120,311</b>	<b>1,149,327</b>	<b>1,166,517</b>
*Percentage Increase		-59.0%	-57.69%			-57.69%	2.4%	1.5%	2.6%	1.5%
<b>CAPITAL / RESERVE</b>										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	132,000	-	-	132,000	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	154,201	154,201	205,602	-	-	205,602	534,964	629,814	719,814	719,814
<b>TOTAL CAPITAL / RESERVES</b>	<b>286,201</b>	<b>286,201</b>	<b>337,602</b>	-	-	<b>337,602</b>	<b>666,964</b>	<b>761,814</b>	<b>851,814</b>	<b>851,814</b>
DEBT CHARGES	685,616	685,616	616,306	-	-	616,306	136,679	2,180	2,180	2,180
<b>TOTAL COSTS</b>	<b>3,520,275</b>	<b>2,016,656</b>	<b>2,032,279</b>	-	-	<b>2,032,279</b>	<b>1,907,695</b>	<b>1,884,305</b>	<b>2,003,321</b>	<b>2,020,511</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Revenue - Fees	(1,131,459)	(1,107,459)	(1,188,255)	-	-	(1,188,255)	(1,267,322)	(1,292,713)	(1,318,614)	(1,345,004)
Grants - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(1,131,459)</b>	<b>(1,107,459)</b>	<b>(1,188,255)</b>	-	-	<b>(1,188,255)</b>	<b>(1,267,322)</b>	<b>(1,292,713)</b>	<b>(1,318,614)</b>	<b>(1,345,004)</b>
<b>REQUISITION</b>	<b>(2,388,816)</b>	<b>(909,197)</b>	<b>(844,024)</b>	-	-	<b>(844,024)</b>	<b>(640,373)</b>	<b>(591,592)</b>	<b>(684,707)</b>	<b>(675,507)</b>
*Percentage Increase		-61.9%	-64.67%			-64.67%	-24.1%	-7.6%	15.7%	-1.3%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	2.00	2.00	2.00	0.00	0.00	2.00	2.00	2.00	2.00	2.00
User Funding %	32.14%		58.47%			58.47%	66.43%	68.60%	65.82%	66.57%
User Funding excluding debt%	39.92%		83.92%			83.92%	71.56%	68.68%	65.89%	66.64%

PANORAMA RECREATION - COMMUNITY COMMUNITY RECREATION	BUDGET REQUEST						FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>COMMUNITY RECREATION COSTS</b>										
Salaries and Wages	1,673,789	1,672,425	1,720,351	-	-	1,720,351	1,915,672	1,954,256	1,993,776	2,030,913
Internal Allocations - Administration	384,007	-	-	-	-	-	-	-	-	-
Internal Allocations - Maintenance	832,584	-	-	-	-	-	-	-	-	-
Internal Allocations - Program Administration	287,028	-	-	-	-	-	-	-	-	-
Instructional Service	384,529	384,529	375,908	-	-	375,908	388,572	401,161	414,928	423,221
Operating - Supplies	141,217	139,217	118,739	-	-	118,739	125,800	126,270	128,799	131,372
Leasehold Improvements	86,202	86,202	87,126	-	-	87,126	88,868	90,645	92,458	94,308
<b>TOTAL COMMUNITY RECREATION COSTS</b>	<b>3,789,356</b>	<b>2,282,373</b>	<b>2,302,124</b>	-	-	<b>2,302,124</b>	<b>2,518,912</b>	<b>2,572,332</b>	<b>2,629,961</b>	<b>2,679,814</b>
*Percentage Increase		-39.8%	-39.25%			-39.25%	9.4%	2.1%	2.2%	1.9%
<b>CAPITAL / RESERVE</b>										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	132,000	-	-	132,000	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>132,000</b>	<b>132,000</b>	<b>132,000</b>	-	-	<b>132,000</b>	<b>132,000</b>	<b>132,000</b>	<b>132,000</b>	<b>132,000</b>
<b>TOTAL COSTS</b>	<b>3,921,356</b>	<b>2,414,373</b>	<b>2,434,124</b>	-	-	<b>2,434,124</b>	<b>2,650,912</b>	<b>2,704,332</b>	<b>2,761,961</b>	<b>2,811,814</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Revenue - Community Recreation	(2,288,843)	(2,278,477)	(2,230,210)	-	-	(2,230,210)	(2,399,770)	(2,440,359)	(2,481,863)	(2,521,688)
Grants - Other	(72,177)	(145,377)	(227,556)	-	-	(227,556)	(276,657)	(276,657)	(276,657)	(276,657)
<b>TOTAL REVENUE</b>	<b>(2,361,020)</b>	<b>(2,423,854)</b>	<b>(2,457,766)</b>	-	-	<b>(2,457,766)</b>	<b>(2,676,427)</b>	<b>(2,717,016)</b>	<b>(2,758,520)</b>	<b>(2,798,345)</b>
<b>REQUISITION</b>	<b>(1,560,336)</b>	<b>9,481</b>	<b>23,642</b>	-	-	<b>23,642</b>	<b>25,515</b>	<b>12,684</b>	<b>(3,441)</b>	<b>(13,469)</b>
*Percentage Increase		-100.6%	-101.52%			-101.52%	7.9%	-50.3%	-127.1%	291.4%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	9.00	9.00
User Funding %	58.37%		91.62%			91.62%	90.53%	90.24%	89.86%	89.68%

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

<b>1.44x Panorama Recreation</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------------------------	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$450,000	\$1,624,000	\$2,136,000	\$250,000	\$310,000	\$0	\$4,320,000
Equipment	\$245,000	\$919,872	\$409,672	\$541,662	\$436,630	\$0	\$2,307,836
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$565,000	\$4,482,908	\$0	\$0	\$335,000	\$5,382,908
Vehicles	\$0	\$92,000	\$0	\$0	\$0	\$349,100	\$441,100
	<b>\$695,000</b>	<b>\$3,200,872</b>	<b>\$7,028,580</b>	<b>\$791,662</b>	<b>\$746,630</b>	<b>\$684,100</b>	<b>\$12,451,844</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$695,000	\$715,000	\$0	\$0	\$0	\$0	\$715,000
Debenture Debt (New Debt Only)		\$953,000	\$4,400,000	\$0	\$0	\$0	\$5,353,000
Equipment Replacement Fund	\$0	\$616,872	\$379,672	\$406,662	\$436,630	\$349,100	\$2,188,936
Grants (Federal, Provincial)	\$0	\$15,000	\$2,012,908	\$0	\$0	\$0	\$2,027,908
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$901,000	\$236,000	\$385,000	\$310,000	\$335,000	\$2,167,000
	<b>\$695,000</b>	<b>\$3,200,872</b>	<b>\$7,028,580</b>	<b>\$791,662</b>	<b>\$746,630</b>	<b>\$684,100</b>	<b>\$12,451,844</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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 STLoan = 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 and/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> L - Land S - Engineering Structure B - Buildings V - 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 #:** 1.44x  
**Service Name:** Panorama Recreation

**SECTION 1: PROJECT DESCRIPTION AND BUDGET**

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
17-04	Renewal	Dessicant dehumidifier for Ice Plant	Replace Dessicant dehumidifier/socks for Ice Plant due to aging	\$350,000	B	Cap	\$310,000	310,000	-	-	-	-	\$310,000
17-08	Renewal	Arena concourse (lobby) roof	renew arena concourse (lobby) roof due to leakage	\$85,000	B	Cap	\$80,000	80,000	-	-	-	-	\$80,000
18-02	New	Install Plant Maintenance SAP Program	Plant Maintenance SAP Program for PRC maintenance projects	\$150,000	E	Res	→	150,000	-	-	-	-	\$150,000
18-03	Replacement	DDC Replacement (direct digital controls)	Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.	\$112,000	B	Res	→	112,000	-	-	-	-	\$112,000
18-09	Replacement	Replace Pool room HVAC Air handling Unit	Replace Pool room HVAC Air handling Unit due to end of life	\$50,000	B	Res	→	50,000	-	-	-	-	\$50,000
18-14	New	Install roof safety guide wires - arenas, tennis buildings	Install roof safety guide wires - arenas, tennis buildings	\$188,000	B	Cap	\$60,000	60,000	-	-	-	-	\$60,000
18-14	New	Install roof safety guide wires - arenas, tennis buildings	Install roof safety guide wires - arenas, tennis buildings		B	Cap		20,000	-	-	-	-	\$20,000
19-08	Replacement	Replace weight room (stretching area) HVAC	Replace weight room (stretching area) HVAC due to end of life	\$9,000	B	Res	→	9,000	-	-	-	-	\$9,000
19-15	New	Heat Recovery Plant	Construct heat recovery plant	\$2,453,000	B	Debt	→	453,000	2,000,000	-	-	-	\$2,453,000
19-15	New	Heat Recovery Plant	Construct heat recovery plant		B	Grant	→	-	-	-	-	-	\$0
20-10	New	Level 3 Electric Vehicle charging station	Level 3 Electric car charging station in parking area	\$65,000	S	Res	→	65,000	-	-	-	-	\$65,000
	New	Level 3 Electric Vehicle charging station	Level 3 Electric car charging station in parking area		S	Grant	→	-	-	-	-	-	\$0
21-01	Renewal	Roof - Arena A, B & Tennis	Renewal Roof on both arenas and tennis building	\$0	B	Cap	\$0	-	-	-	-	-	\$0
21-06	Replacement	Vehicle Replacement (Club Car)	Replace Club Car due to end of life	\$20,000	V	ERF	→	20,000	-	-	-	-	\$20,000
22-01	Replacement	Replace Arena B rubber flooring	Replace Arena B rubber flooring due to end of life	\$0	B	Res	→	-	-	-	-	-	\$0
22-01	Replacement	Replace Arena B rubber flooring	Replace Arena B rubber flooring due to end of life	\$0	B	Grant	→	-	-	-	-	-	\$0
22-02	Replacement	Replace Daktronic/Electronic Road Sign	Replace Daktronic/Electronic Road Sign due to end of life	\$70,000	S	Res	→	-	70,000	-	-	-	\$70,000
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)	\$325,000	B	Res	→	310,000	-	-	-	-	\$310,000
	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)		B	Grant	→	15,000	-	-	-	-	\$15,000
23-04	Replacement	Replace Fitness Studio HVAC	Replace Fitness Studio HVAC due to end of life	\$50,000	B	Res	→	50,000	-	-	-	-	\$50,000
23-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$364,872	E	ERF	→	364,872	-	-	-	-	\$364,872
23-07	Replacement	Replace Chevrolet Passenger car	Replace Chevrolet Passenger car due to end of life	\$46,000	V	ERF	→	46,000	-	-	-	-	\$46,000
23-08	Replacement	Replace Utility trailer	Replace Utility trailer due to end of life	\$15,000	V	ERF	→	15,000	-	-	-	-	\$15,000
23-09	Replacement	Replace Play in the Park Trailer	Replace Play in the Park Trailer due to end of life	\$11,000	V	ERF	→	11,000	-	-	-	-	\$11,000
23-13	Replacement	Overhead Doors Olympia bay - auto	replacement of automatic overhead doors to ice resurfacer bay #2	\$20,000	B	Res	→	20,000	-	-	-	-	\$20,000
23-14	Renewal	Arena change rooms accessibility upgrade	design and consultant for arena changeroom accessibility upgrade	\$20,000	B	Res	→	20,000	-	-	-	-	\$20,000
23-15	Renewal	Greenglade parking lot	replace greenglade parking lot due to end of life	\$115,000	B	Res	→	115,000	-	-	-	-	\$115,000
23-16	Replacement	Video Surveillance system	replace video Surveillance system at Panorama and Greenglade due to end of life	\$160,000	E	ERF	→	160,000	-	-	-	-	\$160,000
23-17	New	Centennial Park Multi-Sport Box	Covered sport box in Centennial Park, Central Saanich	\$4,912,908	S	Debt	→	500,000	2,400,000	-	-	-	\$2,900,000
23-17	New	Centennial Park Multi-Sport Box	Covered sport box in Centennial Park, Central Saanich		S	Grant	→	-	2,012,908	-	-	-	\$2,012,908
24-01	Replacement	Arena A&B insulation	Replace and install insulation Arena A&B ceiling and walls due to end of life	\$110,000	B	Res	→	-	110,000	-	-	-	\$110,000
24-02	Replacement	Arena Lobby HVAC	Replace Arena Lobby HVAC due to end of life	\$30,000	E	Res	→	-	30,000	-	-	-	\$30,000
24-04	Replacement	Refinish indoor tennis surface	Refinish indoor tennis surface due to end of life	\$26,000	B	Res	→	-	26,000	-	-	-	\$26,000
24-05	Replacement	Greenglade Playground	Replace Greenglade playground due to end of life	\$320,000	E	Cap	\$245,000	245,000	-	-	-	-	\$245,000
24-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$357,672	E	ERF	→	-	357,672	-	-	-	\$357,672
24-08	Renewal	Water supply system upgrade	upgrade water supply system	\$22,000	E	ERF	→	-	22,000	-	-	-	\$22,000
25-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$346,662	E	ERF	→	-	-	-	346,662	-	\$346,662
25-03	Renewal	Rebuild ice plant compressor	rebuild ice plant compressors #1 & #2	\$250,000	E	Res	→	-	-	25,000	-	-	\$25,000
25-04	Replacement	Replace lap pool heater	replacement of lap pool heater	\$50,000	E	Res	→	-	-	50,000	-	-	\$50,000
25-05	Replacement	Replacement of underwater lighting	Replacement of underwater lighting in pool	\$50,000	B	Res	→	-	-	50,000	-	-	\$50,000
25-06	Renewal	Re-tile pool	Re-tile pool	\$200,000	B	Res	→	-	-	200,000	-	-	\$200,000

Service #: 1.44x  
 Service Name: Panorama Recreation

SECTION 1: PROJECT DESCRIPTION AND BUDGET														
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total	
25-07	Replacement	Replace heating system in tennis courts	Replace heating system in tennis courts	\$60,000	E	Res		-	-	60,000	-		\$60,000	
25-09	Replacement	Phone system	upgrade main phone system	\$60,000	E	ERF		-	-	60,000	-		\$60,000	
26-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$349,630	E	ERF		-	-	-	349,630		\$349,630	
26-02	Replacement	Replace Ford F250 4x4	Replace Ford F250 4x4 due to end of life	\$55,000	E	ERF		-	-	-	55,000		\$55,000	
26-03	Replacement	Replace sound system in Areana A&B	Replace sound system in Areana A&B	\$32,000	E	ERF		-	-	-	32,000		\$32,000	
26-04	Renewal	Building improvements	improvements to Arena A & B and pool areas	\$142,000	B	Res		-	-	-	147,000		\$147,000	
26-05	Replacement	HVAC equipment replacement	HVAC equipment replacement link building, weight room, and courts	\$123,000	B	Res		-	-	-	123,000		\$123,000	
26-06	Replacement	Replace diving board stands	Replace diving board stand due to end of life	\$20,000	B	Res		-	-	-	20,000		\$20,000	
26-07	Replacement	Replace squash court floors	Replace squash court floors	\$20,000	B	Res		-	-	-	20,000		\$20,000	
27-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$349,100	V	ERF						349,100	\$349,100	
27-02	Renewal	Panorama exterior painting	Panorama exterior painting	\$100,000	S	Res						100,000	\$100,000	
27-03	Renewal	Panorama lower parking lot renewal	Panorama lower parking lot renewal	\$200,000	S	Res						200,000	\$200,000	
27-04	Replacement	Resurface/line painting (outdoor) Tennis courts	Resurface/line painting (outdoor) Tennis courts due to end of life	\$35,000	S	Res						35,000	\$35,000	
			<b>GRAND TOTAL</b>	<b>\$12,899,844</b>				<b>\$695,000</b>	<b>\$3,200,872</b>	<b>\$7,028,580</b>	<b>\$791,662</b>	<b>\$746,630</b>	<b>\$684,100</b>	<b>\$12,451,844</b>



**Service:** 1.44x Panorama Recreation

**Project Number** 17-04 **Capital Project Title** Dessicant dehumidifier for Ice Plant **Capital Project Description** Replace Dessicant dehumidifier/socks for Ice Plant due to aging

**Project Rationale** Unit presently serves two arenas for dehumidification. New system to be designed for independent operations and control, allowing for adjustment of each arena. JS Refrigeration has submitted their report and estimated costs with the recommendation that we proceed with the purchase of two A20 Munters unit. Units comes from the US, so currency exchange has been considered in the budget. Budget includes contingency, hazmat, placement of units at ground level and engineering support. \*\*\*2018 Update\*\*\* Project to be tied to energy recovery project to utilize rejected heat from refrigeration plant instead of Natural Gas \*\*\* 2019 Update\*\*\* awaiting energy recovery project approval. Current unit condition does not pose a high potential of failure in the 2019-2020 ice season \*\*\*2020 Update\*\*\* heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding \*\*\*2021 Update\*\*\* waiting on decision on ICIP grant \*\*\*2022 Update\*\*\* ICIP grant unsuccessful currently exploring electric dehumidification options

**Project Number** 17-08 **Capital Project Title** Arena concourse (lobby) roof **Capital Project Description** renew arena concourse (lobby) roof due to leakage

**Project Rationale** \*\*\*2020 Update\*\*\* Roof is at end of life. Project on hold due until energy recovery project is complete as dehumification equipment will be relocated from this roof. \*\*\*2021 Update\*\*\* waiting on heat recovery project. \*\*\*2022 Update\*\*\* roof will be replaced once dehumidifier replacement is complete

**Project Number** 18-02 **Capital Project Title** Install Plant Maintenance SAP Program **Capital Project Description** Plant Maintenance SAP Program for PRC maintenance projects

**Project Rationale** SAP Plant Maintenance (PM) project focused on maintaining the already purchased, built and/or installed assets. Support departments' enhanced asset management activities to manage lifecycles and to plan and schedule maintenance activities as well as monitor job costs.\*\*\*2018 Update\*\*\* update through David Hennigan. I.T. does not have the resources to initiate this project at this time. Will readdress as staffing availability and I.T. priorities change \*\*\* 2019 Update\*\*\* No change \*\*\*2020 Update\*\*\* No change \*\*\*2021 Update\*\*\* no change

**Project Number** 18-03 **Capital Project Title** DDC Replacement (direct digital controls) **Capital Project Description** Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.

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

**Service:** 1.44x Panorama Recreation

**Project Number** 18-09 **Capital Project Title** Replace Pool room HVAC Air handling Unit **Capital Project Description** Replace Pool room HVAC Air handling Unit due to end of life

**Project Rationale** Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. The present DDC system were installed in 1977. The software and hardware is nearing the end of its life cycle and requires upgrades to the software and controllers in order to fully automate the facilities. Integration will tie into the new Perfect Mind software which will ensure the two systems communicate, offering seamless bookings, control the HVAC, lighting and automated building controls. Houle Electric has provided a quote for this work. This will extend the automation controls for an additional 15 years. Budget includes contingency, hazmat, other unknown costs. \*\*\*2018 update\*\*\* project to initiate after energy recovery study and/or project construction. There are likely recommendations from the study to help guide the needs of the DDC system upgrade \*\*\*2019 Update\*\*\* waiting energy recover project approval. This project should directly follow energy recovery in 2021, If energy recovery project does not move forward project should happen in 2020 \*\*\*2020 Update\*\*\* heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding \*\*\*2021 Update\*\*\* waiting on decision on ICIP grant \*\*\*2022 Update\*\*\* ICIP Unsuccessful, new energy recovery design without dehumidification will follow and likely address this replacement

**Project Number** 18-14 **Capital Project Title** Install roof safety guide wires - arenas, tennis buildings **Capital Project Description** Install roof safety guide wires - arenas, tennis buildings

**Project Rationale** Install roof safety guide wires, arenas, tennis buildings for safety of workers \*\*\*2021 Update\*\*\* Aral construction has not billed for the work they have done and have yet to complete all of the deliverables. Completion expected in late 2021/early 2022 \*\*\*2022 Update\*\*\* completion expected late 2022

**Project Number** 19-08 **Capital Project Title** Replace weight room (stretching area) HVAC **Capital Project Description** Replace weight room (stretching area) HVAC due to end of life

**Project Rationale** This project should directly follow energy recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding \*\*\*2021

**Project Number** 19-09 **Capital Project Title** #N/A **Capital Project Description** #N/A

**Project Rationale** 2014 Olympia ice resurfacers (A) replaced with electric model \$209,000 (trade-in est. \$30,000) \*\*\* 2020 Update\*\*\* both ice resurfacers will be put out for bid together \*\*\*2020 Update\*\*\* RFP for 2 machines (2019 funded and 2020 funded) Order placed for units \$162,106.00 plus levies, fees and taxes per unit in addition to 32k and 30k trade ins. expected delivery of equipment Q3 2021 \*\*\*2021 Update\*\*\* complete

**Project Number** 19-15 **Capital Project Title** Heat Recovery Plant **Capital Project Description** Construct heat recovery plant

**Project Rationale** Total Project Budget 2.8M. assumed 700k grant funded, dehumidifier replacement project (320k) and weight room HVAC (50k) all part of 2.453M. \*\*\*2020 Update\*\*\* project approved for \$2.4M contingent on \$700k grant funding. Also to utilize remaining funding from projects 17-04 and 18-09 \*\*\*2021 Update\*\*\* waiting on decision on ICIP grant \*\*\*2022 Update\*\*\* ICIP Unsuccessful, new energy recovery design without dehumidification will follow

**Project Number** 20-10 **Capital Project Title** Level 3 Electric Vehicle charging station **Capital Project Description** Level 3 Electric car charging station in parking area

**Project Rationale** level 3 charging stations. \*\*\*2020 Update\*\*\* Project ready to move when we find an appropriate grant \*\*\*2021 Update\*\*\* joint application with Climate action for large scale level 2 charges in multiple CRD locations \*\*\*2022 Update\*\*\* regional grant successful awaiting final approval and funding expect completion 2023

**Service:** 1.44x Panorama Recreation

**Project Number** 21-01 **Capital Project Title** Roof - Arena A, B & Tennis **Capital Project Description** Renewal Roof on both arenas and tennis building

**Project Rationale** Install a protective coating over the existing metal structure providing an additional 15-20 years of extended service. Budget estimate from Facility Services. \*\*\*2019Update\*\*\* Project under review. Roof study found from 2017 identified work to be done to extend the life of roofs through traditional methods instead of applying a coating. Budget Price reduced to \$120,000.00  
 \*\*\*2020 Update\*\*\* no foreseeable hold ups \*\*\*2021 Update\*\*\* in procurement process \*\*\*2022 Update\*\*\* Competition expected Q3/Q4 2022

**Project Number** 21-06 **Capital Project Title** Vehicle Replacement (Club Car) **Capital Project Description** Replace Club Car due to end of life

**Project Rationale** Replace Club Car due to end of life. \*\*\*2023 Update\*\*\* - procurement in process

**Project Number** 22-01 **Capital Project Title** Replace Arena B rubber flooring **Capital Project Description** Replace Arena B rubber flooring due to end of life

**Project Rationale** Replacement of Arena B corridors and dressing room floors. Flooring is in need of replacement due to old age and continued patching of the high traffic areas. \*\*\*2019 Update\*\*\* Flooring in fair condition. Patching from Operation budget and move replacement to 2024 \*\*\*2020 Update\*\*\* Moved project into 2022 and added 50% grant funding requirement \*\*\*2022 Update\*\*\* project deferred until 2028 due to intention for arena upgrades planned within 5 year strategic plan

**Project Number** 22-02 **Capital Project Title** Replace Daktronic/Electronic Road Sign **Capital Project Description** Replace Daktronic/Electronic Road Sign due to end of life

**Project Rationale** Replacement of existing Electric Road Signage due to end of life

**Project Number** 23-01 **Capital Project Title** LED Lighting - Arenas, Pool, GG, Parking lot & general facility **Capital Project Description** Change lighting in all areas to LED (other than Tennis bldg)

**Project Rationale** \*\*\*2020 Update\*\*\* Pooled LED conversion projects from multiple years \*\*\*2021 Update\*\*\* project likely to start in 2022. \*\*\*2023 Update\*\*\* project in process 2022

**Project Number** 23-04 **Capital Project Title** Replace Fitness Studio HVAC **Capital Project Description** Replace Fitness Studio HVAC due to end of life

**Project Rationale** End of Life

**Project Number** 23-06 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Annual replacement of equipment in pooled account

**Project Rationale** Annual replacement of equipment in pooled account due to end of life cycle

**Project Number** 23-07 **Capital Project Title** Replace Chevrolet Passenger car **Capital Project Description** Replace Chevrolet Passenger car due to end of life

**Project Rationale** end of lifecycle \*\*\*2019 update\*\*\* project moved to 2021, for electification \*\*\*2021 Update\*\*\* waiting on decision on level 2 charger grant

**Service:** 1.44x Panorama Recreation

**Project Number** 23-08 **Capital Project Title** Replace Utility trailer **Capital Project Description** Replace Utility trailer due to end of life  
**Project Rationale** end of lifecycle, lowered ramp access trailer required

**Project Number** 23-09 **Capital Project Title** Replace Play in the Park Trailer **Capital Project Description** Replace Play in the Park Trailer due to end of life  
**Project Rationale** end of lifecycle replacement. Consider larger trailer for equipment used \*\*\*2020 Update\*\*\* condition assemsment shows life still remains. Usage has reduced due to COVID19

**Project Number** 23-13 **Capital Project Title** Overhead Doors Olympia bay - auto **Capital Project Description** replacement of automatic overhead doors to ice resurfacers bay #2  
**Project Rationale** Replace due to end of life cycle

**Project Number** 23-14 **Capital Project Title** Arena change rooms accessibility upgrade **Capital Project Description** design and consultant for arena changeroom accessibility upgrade  
**Project Rationale** design and cosultant for arena changeroom accessibilty upgrade

**Project Number** 23-15 **Capital Project Title** Greenglade parking lot **Capital Project Description** replace greenglade parking lot due to end of life  
**Project Rationale** End of Life

**Project Number** 23-16 **Capital Project Title** Video Surveillance system **Capital Project Description** replace video Surveillance system at Panorama and Greenglade due to end of life  
**Project Rationale** replace due to end of life cycle, upgrade of outdated technology

**Project Number** 24-01 **Capital Project Title** Arena A&B insulation **Capital Project Description** Replace and install insulation Arena A&B ceiling and walls due to end of life  
**Project Rationale** end of lifecycle and Increase building efficiency

**Project Number** 24-02 **Capital Project Title** Arena Lobby HVAC **Capital Project Description** Replace Arena Lobby HVAC due to end of life  
**Project Rationale** replace arena lobby HVAC replacement due to end of life

**Service:** 1.44x Panorama Recreation

**Project Number** 24-04 **Capital Project Title** Refinish indoor tennis surface **Capital Project Description** Refinish indoor tennis surface due to end of life  
**Project Rationale** Refinish indoor tennis surface due to end of life

**Project Number** 24-05 **Capital Project Title** Greenglade Playground **Capital Project Description** Replace Greenglade playground due to end of life  
**Project Rationale** Replace Greenglade Playground due to end of life and introduction of Licensed childcare

**Project Number** 24-06 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Annual replacement of equipment in pooled account  
**Project Rationale** Annual replacement of equipment in pooled account due to end of life cycle

**Project Number** 24-08 **Capital Project Title** Water supply system upgrade **Capital Project Description** upgrade water supply system  
**Project Rationale** upgrade to water supply system

**Project Number** 25-01 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Annual replacement of equipment in pooled account  
**Project Rationale** Annual replacement of equipment in pooled account due to end of life cycle

**Project Number** 25-03 **Capital Project Title** Rebuild ice plant compressor **Capital Project Description** rebuild ice plant compressors #1 & #2  
**Project Rationale** 2 screw compressor rebuilds

**Project Number** 25-04 **Capital Project Title** Replace lap pool heater **Capital Project Description** replacement of lap pool heater  
**Project Rationale** replace boilers for back up pool heat due to end of life cycle

**Project Number** 25-05 **Capital Project Title** Replacement of underwater lighting **Capital Project Description** Replacement of undrewater lighting in pool  
**Project Rationale** replace due to end of life cycle

**Project Number** 25-06 **Capital Project Title** Re-tile pool **Capital Project Description** Re-tile pool  
**Project Rationale** replace pool tile liner due to end of life

**Service:** 1.44x Panorama Recreation

**Project Number** 25-07 **Capital Project Title** Replace heating system in tennis courts **Capital Project Description** Replace heating system in tennis courts  
**Project Rationale** \*\*\*2020 Update\*\*\* replace gas fired heaters in tennis if needed after energy recovery project

**Project Number** 25-09 **Capital Project Title** Phone system **Capital Project Description** upgrade main phone system  
**Project Rationale** replace due to end of life cycle

**Project Number** 26-01 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Annual replacement of equipment in pooled account  
**Project Rationale** Annual replacement of equipment in pooled account due to end of life cycle

**Project Number** 26-02 **Capital Project Title** Replace Ford F250 4x4 **Capital Project Description** Replace Ford F250 4x4 due to end of life  
**Project Rationale** replace due to end of life cycle, holding pattern for electric options

**Project Number** 26-03 **Capital Project Title** Replace sound system in Areana A&B **Capital Project Description** Replace sound system in Areana A&B  
**Project Rationale** replace due to end of life cycle

**Project Number** 26-04 **Capital Project Title** Building improvements **Capital Project Description** improvements to Arena A & B and pool areas  
**Project Rationale** increase accessibility access to Arena A, replacement of gas fired tub heaters in Arena B (to be cancelled if heat recovery project moves forward due to redundancy), replace water heater Arena B due to end of life cycle, roof replacement and electrical upgrades to double car garage, replace pool exterior doors due to end of life cycle

**Project Number** 26-05 **Capital Project Title** HVAC equipment replacement **Capital Project Description** HVAC equipment replacement link building, weight room, and courts  
**Project Rationale** replacement due to end of life cycle

**Project Number** 26-06 **Capital Project Title** Replace diving board stands **Capital Project Description** Replace diving board stand due to end of life  
**Project Rationale** replacement due to end of life cycle

**Service:** 1.44x Panorama Recreation

**Project Number** 26-07 **Capital Project Title** Replace squash court floors **Capital Project Description** Replace squash court floors  
**Project Rationale** refinish squash court floor due to end of life

**Project Number** 27-01 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Annual replacement of equipment in pooled account  
**Project Rationale** Annual replacement of equipment in pooled account due to end of life cycle

**Project Number** 27-02 **Capital Project Title** Panorama exterior painting **Capital Project Description** Panorama exterior painting  
**Project Rationale** renew exterior painting at Panrorama due to end of lifecycle

**Project Number** 27-03 **Capital Project Title** Panorama lower parking lot renewal **Capital Project Description** Panorama lower parking lot renewal  
**Project Rationale** refinish lower parking lot due to end of lifecycle

**Project Number** 27-04 **Capital Project Title** Resurface/line painting (outdoor) Tennis courts **Capital Project Description** Resurface/line painting (outdoor) Tennis courts due to end of life  
**Project Rationale** refinish and resurface outdoor tennis court surface and lines due to end of lifecycle

**1.44X Panaroama Recreation  
 Asset and Reserve Summary Schedule  
 2023 - 2027 Financial Plan**

**Asset Profile**

**Saanich Peninsula Recreation**

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

**Summary**

<b>Reserve/Fund Summary Projected year end balance</b>	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Capital Reserve	3,917,937	3,473,141	3,977,707	4,428,123	5,043,539	5,633,955
Equipment Replacement Fund	927,963	708,591	724,919	714,257	673,627	720,527
<b>Total projected year end balance</b>	<b>4,845,900</b>	<b>4,181,732</b>	<b>4,702,626</b>	<b>5,142,380</b>	<b>5,717,166</b>	<b>6,354,482</b>



1.44X Panorama Recreation  
 Capital Reserve Fund Schedule  
 2023 - 2027 Financial Plan

**Capital Reserve Fund Schedule**

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

**1.44X Saanich Peninsula Recreation Service Capital Reserve Fund CASH FLOW**

Capital Reserve Fund	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	3,668,419	3,917,937	3,473,141	3,977,707	4,428,123	5,043,539
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	(352,477)	(901,000)	(236,000)	(385,000)	(310,000)	(335,000)
<b>Transfer from Operating Budget*</b>	491,519	411,204	740,566	835,416	925,416	925,416
<b>Donations \$ other Sponsorships</b>						
<b>Interest Income**</b>	110,476	45,000	-	-	-	-
<b>Ending Balance \$</b>	<b>3,917,937</b>	<b>3,473,141</b>	<b>3,977,707</b>	<b>4,428,123</b>	<b>5,043,539</b>	<b>5,633,955</b>

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

1.44X Panaroama Recreation  
 Equipment Replacement Fund Schedule (ERF)  
 2023 - 2027 Financial Plan

**Equipment Replacement Fund Schedule (ERF)**

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

Equipment Replacement Fund	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	1,107,757	927,963	708,591	724,919	714,257	673,627
Planned Purchase (Based on Capital Plan) Transfer to Capital Fund	(724,170)	(616,872)	(379,672)	(406,662)	(436,630)	(349,100)
Transfer from Operating Budget	467,559	396,000	396,000	396,000	396,000	396,000
Equipment and Vehicle Disposal Proceeds	68,245					
Interest Income*	8,572	1,500				
<b>Ending Balance \$</b>	<b>927,963</b>	<b>708,591</b>	<b>724,919</b>	<b>714,257</b>	<b>673,627</b>	<b>720,527</b>

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

**1.44X Panorama Recreation  
Operating Reserve Summary  
2023 - 2027 Financial Plan**

**Profile**

**Panorama Recreation**

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

**Operating Reserve Schedule - FC 105302**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	312,706	401,087	309,269	317,552	326,000	283,617
<b>Planned Purchase</b>	-	(103,538)	-	-	(51,000)	-
<b>Transfer from Ops Budget</b>	79,519	8,120	8,283	8,448	8,617	8,790
<b>Interest Income*</b>	8,862	3,600				
<b>Total projected year end balance</b>	<b>401,087</b>	<b>309,269</b>	<b>317,552</b>	<b>326,000</b>	<b>283,617</b>	<b>292,407</b>

**Assumptions/Background:**

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

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **SEAPARC**

#### **FINAL BUDGET**

MARCH 2023

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

**Commission:** Sooke Electoral Area Parks & Rec

**DEFINITION:**

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

**Bylaw history for reference purposes:**

Bylaw No. 4029 (July 13, 2016; replaces Bylaw No. 152 and Bylaw No. 2598) Amended by Bylaw No. 4362 (2020)

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

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**COMMISSION:**

Sooke and Electoral Area Parks and Recreation Commission  
Established by bylaw to oversee this function. (Bylaw No. 2788 - April 2000, Amended by Bylaw No. 3242 - 2004, Bylaw No. 3416 - 2007 & Bylaw 4049 - 2015).

**CAPITAL DEBT:**

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

LEVY STATISTICS

Area	Year	Folios	Converted Assessment	Actual Assessment	Max. Levy	Actual Levy	Residential Tax Rate /1000
District of Sooke	2017	5,788	250,004,193	2,271,057,095		2,009,817	
JDF-Sooke Rec - Y(762) SRVA # 52	2017	3,136	153,100,410	1,259,577,981		657,933	
<b>Summary</b>	<b>2017</b>	<b>8,924</b>	<b>403,104,603</b>	<b>3,530,635,076</b>	<b>5,649,016</b>	<b>2,667,750</b>	
District of Sooke	2018	5,917	294,839,286	2,702,811,506		2,014,506	
JDF-Sooke Rec - Y(762) SRVA # 52	2018	3,185	173,538,125	1,425,245,746		653,484	
<b>Summary</b>	<b>2018</b>	<b>9,102</b>	<b>468,377,411</b>	<b>4,128,057,252</b>	<b>6,604,892</b>	<b>2,667,990</b>	
District of Sooke	2019	6,101	333,993,462	3,065,742,528		2,089,177	
JDF-Sooke Rec - Y(762) SRVA # 52	2019	3,215	196,338,432	1,614,823,137		680,332	
<b>Summary</b>	<b>2019</b>	<b>9,316</b>	<b>530,331,894</b>	<b>4,680,565,665</b>	<b>7,488,905</b>	<b>2,769,509</b>	
District of Sooke	2020	6,234	353,006,866	3,230,727,435		2,159,679	
JDF-Sooke Rec - Y(762) SRVA # 52	2020	3,245	209,766,738	1,733,273,570		700,197	
<b>Summary</b>	<b>2020</b>	<b>9,479</b>	<b>562,773,604</b>	<b>4,964,001,005</b>	<b>7,942,402</b>	<b>2,859,876</b>	
District of Sooke	2021	6,387	382,206,437	3,524,216,633		2,229,834	
JDF-Sooke Rec - M(762) LSA # 33	2021	2,837	208,459,967	1,730,905,327		687,297	
<b>Summary</b>	<b>2021</b>	<b>9,224</b>	<b>590,666,404</b>	<b>5,255,121,960</b>	<b>8,408,195</b>	<b>2,917,131</b>	
District of Sooke	2022	6,531	517,468,098	4,841,520,239		2,374,201	
JDF-Sooke Rec - M(762) LSA # 33	2022	2,856	267,904,191	2,323,515,972		751,115	
<b>Summary</b>	<b>2022</b>	<b>9,387</b>	<b>785,372,289</b>	<b>7,165,036,211</b>	<b>11,464,058</b>	<b>3,125,316</b>	

SEAPARC - ALL SERVICE AREAS	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>OPERATING COSTS:</b>										
Salaries and Wages	2,682,638	2,421,000	2,830,225	-	-	2,830,225	2,889,778	2,950,579	3,012,660	3,076,043
Electricity & Utilities	241,134	253,166	244,175	-	-	244,175	249,059	254,041	259,122	264,305
Operating Supplies & Promotion	260,107	240,166	281,706	-	-	281,706	288,520	292,992	300,280	304,684
Maintenance and Repairs	183,311	184,800	186,362	-	-	186,362	190,088	193,889	197,767	201,721
Internal Allocations	222,791	222,791	270,583	-	-	270,583	277,051	283,607	289,265	295,050
Contract for Services	61,825	42,370	52,436	-	-	52,436	53,484	54,554	55,647	56,759
Vehicles and Travel	27,410	26,186	25,228	-	-	25,228	25,733	26,247	26,772	27,308
Operating - Other	73,882	64,133	73,355	-	-	73,355	74,848	76,366	77,917	79,497
Insurance Cost	30,960	30,960	32,370	-	-	32,370	33,990	35,690	37,480	39,350
Contingency	20,400	-	20,604	-	-	20,604	21,016	21,436	21,864	22,301
<b>TOTAL OPERATING COSTS</b>	<b>3,804,458</b>	<b>3,485,572</b>	<b>4,017,045</b>	<b>-</b>	<b>-</b>	<b>4,017,045</b>	<b>4,103,568</b>	<b>4,189,401</b>	<b>4,278,774</b>	<b>4,367,018</b>
Percentage increase over prior year		-8.4%	5.59%			5.59%	2.15%	2.1%	2.1%	2.1%
<b>CAPITAL / TRANSFER RESERVES</b>										
Transfer to Operating Reserve Fund	5,000	5,000	-	-	-	-	-	-	-	-
Transfer to Capital Reserve Fund	320,000	608,084	340,000	-	-	340,000	355,000	375,000	390,000	397,800
Transfer to Equipment Replacement Fund	95,000	95,000	110,000	-	-	110,000	115,000	155,000	165,000	168,300
Capital Equipment Purchases	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>420,000</b>	<b>708,084</b>	<b>450,000</b>	<b>-</b>	<b>-</b>	<b>450,000</b>	<b>470,000</b>	<b>530,000</b>	<b>555,000</b>	<b>566,100</b>
		68.6%	7.14%			7.14%	4.44%	12.8%	4.7%	2.0%
DEBT CHARGES	104,106	104,106	104,086	-	-	104,086	104,086	54,086	54,086	54,086
<b>TOTAL COSTS</b>	<b>4,328,564</b>	<b>4,297,762</b>	<b>4,571,131</b>	<b>-</b>	<b>-</b>	<b>4,571,131</b>	<b>4,677,654</b>	<b>4,773,487</b>	<b>4,887,860</b>	<b>4,987,204</b>
		-0.71%	5.60%			5.60%	2.33%	2.05%	2.40%	2.03%
<b>FUNDING SOURCES (REVENUE)</b>										
Balance C/F from Prior to Current year			(54,750)	-	-	(54,750)	-	-	-	-
Fee Income	(885,465)	(840,199)	(977,086)	-	-	(977,086)	(988,797)	(1,009,845)	(1,031,231)	(1,053,516)
Rental Income	(312,570)	(327,033)	(320,850)	-	-	(320,850)	(327,267)	(333,812)	(340,488)	(347,298)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Payments - In Lieu of Taxes	(5,214)	(5,214)	(5,757)	-	-	(5,757)	(5,214)	(5,214)	(5,214)	(5,214)
<b>TOTAL REVENUE</b>	<b>(1,203,249)</b>	<b>(1,172,446)</b>	<b>(1,358,443)</b>	<b>-</b>	<b>-</b>	<b>(1,358,443)</b>	<b>(1,321,278)</b>	<b>(1,348,871)</b>	<b>(1,376,933)</b>	<b>(1,406,028)</b>
			12.90%			12.90%	-2.74%	2.1%	2.1%	2.1%
<b>REQUISITION</b>	<b>(3,125,315)</b>	<b>(3,125,316)</b>	<b>(3,212,688)</b>	<b>-</b>	<b>-</b>	<b>(3,212,688)</b>	<b>(3,356,376)</b>	<b>(3,424,616)</b>	<b>(3,510,927)</b>	<b>(3,581,176)</b>
Percentage increase over prior year requisition			2.80%			2.80%	4.47%	2.03%	2.52%	2.00%
PARTICIPANTS: Sooke and JDF AUTHORIZED POSITIONS: Salaried	19.10	19.10	19.10	-	-	19.10	19.10	19.10	19.10	19.10

SEAPARC - ALL SERVICE AREAS			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>OPERATING COSTS</b>										
Arena	519,200	441,178	508,713	-	-	508,713	521,953	533,034	546,350	556,948
Golf Course	113,608	166,850	168,936	-	-	168,936	172,410	175,958	179,577	183,272
Community Recreation	504,670	330,642	408,794	-	-	408,794	417,230	425,837	434,626	443,594
Fitness Gym	84,416	110,792	127,676	-	-	127,676	130,306	132,991	135,729	138,526
Outdoor Facilities	23,120	24,566	26,975	-	-	26,975	27,515	28,064	28,627	29,197
Multi-Purpose Rooms	3,710	3,700	3,849	-	-	3,849	3,927	4,006	4,086	4,168
Concession	50,940	19,575	42,315	-	-	42,315	43,165	44,027	44,906	45,803
Pool	975,994	788,727	952,070	-	-	952,070	971,803	991,938	1,012,237	1,032,952
General ops	761,490	906,179	977,848	-	-	977,848	998,230	1,018,994	1,040,183	1,061,823
Maintenance	767,310	693,363	799,869	-	-	799,869	817,029	834,553	852,454	870,735
<b>TOTAL OPERATION AND OVERHEAD COSTS</b>	<b>3,804,458</b>	<b>3,485,572</b>	<b>4,017,045</b>	-	-	<b>4,017,045</b>	<b>4,103,568</b>	<b>4,189,401</b>	<b>4,278,774</b>	<b>4,367,018</b>
*Percentage increase over prior year		-8.4%	5.59%			5.59%	2.15%	2.1%	2.1%	2.1%
<b>CAPITAL / RESERVE</b>										
Transfer to Capital Reserve Fund	320,000	608,084	340,000	-	-	340,000	355,000	375,000	390,000	397,800
Transfer to Equipment Replacement Fund	95,000	95,000	110,000	-	-	110,000	115,000	155,000	165,000	168,300
Transfer to Operating Reserve Fund	5,000	5,000	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL/RESERVES</b>	<b>420,000</b>	<b>708,084</b>	<b>450,000</b>	-	-	<b>450,000</b>	<b>470,000</b>	<b>530,000</b>	<b>555,000</b>	<b>566,100</b>
<b>DEBT CHARGES</b>										
Fitness Gym	50,000	50,000	50,000	-	-	50,000	50,000	-	-	-
Golf Course	54,106	54,106	54,086	-	-	54,086	54,086	54,086	54,086	54,086
<b>TOTAL OPERATING, CAPITAL AND DEBT COSTS</b>	<b>4,328,564</b>	<b>4,297,762</b>	<b>4,571,131</b>	-	-	<b>4,571,131</b>	<b>4,677,654</b>	<b>4,773,487</b>	<b>4,887,860</b>	<b>4,987,204</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Arena	(296,990)	(314,542)	(317,778)	-	-	(317,778)	(324,131)	(330,612)	(337,221)	(343,963)
Golf Course	(130,150)	(159,077)	(165,019)	-	-	(165,019)	(160,579)	(165,151)	(169,734)	(174,329)
Community Recreation	(261,840)	(199,323)	(262,749)	-	-	(262,749)	(267,916)	(273,186)	(278,562)	(284,045)
Outdoor Facilities			(1,000)			(1,000)	(1,020)	(1,040)	(1,061)	(1,082)
Fitness Gym	(67,855)	(137,958)	(152,500)	-	-	(152,500)	(155,550)	(158,662)	(161,834)	(165,070)
Multi-Purpose Rooms	(7,500)	(18,825)	(8,550)	-	-	(8,550)	(8,721)	(8,895)	(9,073)	(9,254)
Concession	(57,000)	(27,000)	(47,340)	-	-	(47,340)	(48,287)	(49,253)	(50,238)	(51,795)
Pool	(376,700)	(310,507)	(343,000)	-	-	(343,000)	(349,860)	(356,858)	(363,996)	(371,276)
<b>TOTAL REVENUE</b>	<b>(1,198,035)</b>	<b>(1,167,232)</b>	<b>(1,297,936)</b>	-	-	<b>(1,297,936)</b>	<b>(1,316,064)</b>	<b>(1,343,657)</b>	<b>(1,371,719)</b>	<b>(1,400,814)</b>
Balance C/F from Prior to Current year	-		(54,750)	-	-	(54,750)	-	-	-	-
Grants in lieu of Taxes	(5,214)	(5,214)	(5,757)	-	-	(5,757)	(5,214)	(5,214)	(5,214)	(5,214)
<b>REQUISITION</b>	<b>(3,125,315)</b>	<b>(3,125,316)</b>	<b>(3,212,688)</b>	-	-	<b>(3,212,688)</b>	<b>(3,356,376)</b>	<b>(3,424,616)</b>	<b>(3,510,927)</b>	<b>(3,581,176)</b>
*Percentage increase over prior year requisition		0.0%	2.80%			2.80%	4.47%	2.03%	2.52%	2.00%
PARTICIPANTS: District of Sooke, Sooke Recreation SA #6										
AUTHORIZED POSITIONS:										
Salaried	19.10	19.10	19.10	-	-	19.10	19.10	19.10	19.10	19.10



SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES	BUDGET REQUEST						FUTURE PROJECTIONS			
	2022 BOARD BUDGET*	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS - ARENA</u>										
Salaries and Wages	153,290	79,000	100,303	-	-	100,303	102,419	104,581	106,788	109,041
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Operations	-	-	-	-	-	-	-	-	-	-
Utility	96,650	111,000	119,500	-	-	119,500	121,890	124,328	126,815	129,352
Other Internal Allocations & Insurance	165,950	165,950	189,358	-	-	189,358	194,886	200,572	205,659	210,892
Maintenance & Operating Supplies	93,110	85,228	89,148	-	-	89,148	92,146	92,729	96,048	96,402
Contingency	10,200	-	10,404	-	-	10,404	10,612	10,824	11,040	11,261
	<b>519,200</b>	<b>441,178</b>	<b>508,713</b>	-	-	<b>508,713</b>	<b>521,953</b>	<b>533,034</b>	<b>546,350</b>	<b>556,948</b>
<u>OPERATING COSTS - GOLF COURSE</u>										
Salaries and Wages	74,939	116,548	120,849	-	-	120,849	123,340	125,883	128,478	131,127
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Operations	-	-	-	-	-	-	-	-	-	-
Utility	2,244	1,500	1,700	-	-	1,700	1,734	1,769	1,804	1,840
Maintenance & Supplies & Operating Cost	36,425	48,802	46,387	-	-	46,387	47,336	48,306	49,295	50,305
	<b>113,608</b>	<b>166,850</b>	<b>168,936</b>	-	-	<b>168,936</b>	<b>172,410</b>	<b>175,958</b>	<b>179,577</b>	<b>183,272</b>
<u>OPERATING COSTS - RECREATION PROGRAMS</u>										
Salaries and Wages	426,280	290,122	341,332	-	-	341,332	348,419	355,652	363,037	370,574
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Operations	-	-	-	-	-	-	-	-	-	-
Operating Other	78,390	40,520	67,462	-	-	67,462	68,811	70,185	71,589	73,020
Contingency	-	-	-	-	-	-	-	-	-	-
	<b>504,670</b>	<b>330,642</b>	<b>408,794</b>	-	-	<b>408,794</b>	<b>417,230</b>	<b>425,837</b>	<b>434,626</b>	<b>443,594</b>
<u>OPERATING COSTS - FITNESS GYM</u>										
Salaries and Wages	73,216	99,492	112,676	-	-	112,676	115,006	117,385	119,811	122,289
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Operations	-	-	-	-	-	-	-	-	-	-
Operating Other	11,200	11,300	9,500	-	-	9,500	9,690	9,884	10,082	10,284
Instructional Services	-	-	5,500	-	-	5,500	5,610	5,722	5,836	5,953
	<b>84,416</b>	<b>110,792</b>	<b>127,676</b>	-	-	<b>127,676</b>	<b>130,306</b>	<b>132,991</b>	<b>135,729</b>	<b>138,526</b>

SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET*	ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OUTDOOR FACILITIES</u>	23,120	24,566	26,975	-	-	26,975	27,515	28,064	28,627	29,197
<u>MULTI-PURPOSE ROOMS</u>	3,710	3,700	3,849	-	-	3,849	3,927	4,006	4,086	4,168
<u>CONCESSION</u>	50,940	19,575	42,315	-	-	42,315	43,165	44,027	44,906	45,803
<b>TOTAL OPERATING COSTS</b>	<b>1,299,664</b>	<b>1,097,303</b>	<b>1,287,258</b>	-	-	<b>1,287,258</b>	<b>1,316,505</b>	<b>1,343,917</b>	<b>1,373,901</b>	<b>1,401,508</b>
Percentage Increase		-15.6%	-0.95%			-0.95%	2.3%	2.1%	2.2%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve fund	320,000	320,000	340,000	-	-	340,000	355,000	375,000	390,000	397,800
Transfer to Equipment Replacement Fund	95,000	95,000	110,000	-	-	110,000	115,000	155,000	165,000	168,300
Transfer to Operating Reserve Fund	5,000	5,000	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>420,000</b>	<b>420,000</b>	<b>450,000</b>	-	-	<b>450,000</b>	<b>470,000</b>	<b>530,000</b>	<b>555,000</b>	<b>566,100</b>
Golf Debt	54,106	54,106	54,086	-	-	54,086	54,086	54,086	54,086	54,086
Fitness Gym Debt	50,000	50,000	50,000	-	-	50,000	50,000	-	-	-
<b>DEBT CHARGES</b>	<b>104,106</b>	<b>104,106</b>	<b>104,086</b>	-	-	<b>104,086</b>	<b>104,086</b>	<b>54,086</b>	<b>54,086</b>	<b>54,086</b>
<b>TOTAL COSTS RECREATION SERVICES</b>	<b>1,823,770</b>	<b>1,621,409</b>	<b>1,841,344</b>	-	-	<b>1,841,344</b>	<b>1,890,591</b>	<b>1,928,003</b>	<b>1,982,987</b>	<b>2,021,694</b>
<u>OPERATION AND OVERHEAD COSTS</u>										
Salaries and Wages	517,390	638,237	695,944	-	-	695,944	710,685	725,735	741,106	756,801
Internal Allocations	52,730	52,730	63,123	-	-	63,123	64,425	65,714	67,015	68,355
Internet Services & Telephone	39,790	42,898	35,700	-	-	35,700	36,414	37,142	37,885	38,643
Advertising	17,540	17,000	17,891	-	-	17,891	18,249	18,614	18,986	19,365
Travel, Training & Consultants	28,140	24,146	30,062	-	-	30,062	30,633	31,215	31,810	32,417
Operating - Other	105,900	131,168	135,128	-	-	135,128	137,825	140,574	143,380	146,242
<b>TOTAL OPERATION AND OVERHEAD COSTS</b>	<b>761,490</b>	<b>906,179</b>	<b>977,848</b>	-	-	<b>977,848</b>	<b>998,230</b>	<b>1,018,994</b>	<b>1,040,183</b>	<b>1,061,823</b>
<u>MAINTENANCE COSTS - SALARIES</u>	<b>767,310</b>	<b>693,363</b>	<b>799,869</b>	-	-	<b>799,869</b>	<b>817,029</b>	<b>834,553</b>	<b>852,454</b>	<b>870,735</b>
<b>TOTAL OVERHEAD &amp; MAINTENANCE COSTS</b>	<b>1,528,800</b>	<b>1,599,542</b>	<b>1,777,717</b>	-	-	<b>1,777,717</b>	<b>1,815,259</b>	<b>1,853,547</b>	<b>1,892,637</b>	<b>1,932,558</b>
Internal Recovery - Operations	-	-	-	-	-	-	-	-	-	-
Internal Recovery - Maintenance	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>3,352,570</b>	<b>3,220,951</b>	<b>3,619,061</b>	-	-	<b>3,619,061</b>	<b>3,705,851</b>	<b>3,781,550</b>	<b>3,875,624</b>	<b>3,954,252</b>

SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET*	ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>FUNDING SOURCES (REVENUE)</b>										
Arena - Fee Charges	(33,390)	(49,342)	(49,977)	-	-	(49,977)	(50,974)	(51,992)	(53,028)	(54,086)
Arena - Rental Income	(263,600)	(265,200)	(267,801)	-	-	(267,801)	(273,157)	(278,620)	(284,192)	(289,877)
Golf Course - Fee Charges	(102,680)	(130,819)	(137,000)	-	-	(137,000)	(132,000)	(136,000)	(140,000)	(144,000)
Golf Course - Rental and Sales Income	(27,470)	(28,258)	(28,019)	-	-	(28,019)	(28,579)	(29,151)	(29,734)	(30,329)
Recreation - Fee Charges	(260,740)	(194,540)	(257,225)	-	-	(257,225)	(262,370)	(267,617)	(272,970)	(278,429)
Recreation - Other Misc Income	(1,100)	(4,783)	(5,524)	-	-	(5,524)	(5,546)	(5,569)	(5,592)	(5,616)
Fitness Gym - Fee Charges	(67,855)	(137,958)	(152,500)	-	-	(152,500)	(155,550)	(158,662)	(161,834)	(165,070)
Multi-Purpose Room - Rental Income	(7,500)	(18,825)	(8,550)	-	-	(8,550)	(8,721)	(8,895)	(9,073)	(9,254)
Concession - Sales and Commissions	(57,000)	(27,000)	(47,340)	-	-	(47,340)	(48,287)	(49,253)	(50,238)	(51,795)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Sport Box - Rental	-	-	(1,000)	-	-	(1,000)	(1,020)	(1,040)	(1,061)	(1,082)
<b>TOTAL REVENUE</b>	<b>(821,335)</b>	<b>(856,725)</b>	<b>(953,936)</b>	<b>-</b>	<b>-</b>	<b>(953,936)</b>	<b>(965,184)</b>	<b>(985,759)</b>	<b>(1,006,662)</b>	<b>(1,028,456)</b>
<b>REQUISITION, PILT &amp; PRIOR YEAR SURPLUS</b>	<b>(2,531,235)</b>	<b>(2,364,226)</b>	<b>(2,665,125)</b>	<b>-</b>	<b>-</b>	<b>(2,665,125)</b>	<b>(2,740,667)</b>	<b>(2,795,790)</b>	<b>(2,868,962)</b>	<b>(2,925,796)</b>
Percentage Increase		-6.6%	5.29%			5.29%	2.8%	2.0%	2.6%	2.0%
PARTICIPANTS: District of Sooke, Portion of JDF AUTHORIZED POSITIONS: AUTHORIZED POSITIONS: Salaried	15.45	15.45	15.45	0.00	0.00	15.45	15.45	15.45	15.45	15.45

SEAPARC - SWIMMING POOL	BUDGET REQUEST						FUTURE PROJECTIONS			
	2022 BOARD BUDGET*	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>OPERATION COSTS</b>										
Salaries and Wages	653,013	495,538	643,683	-	-	643,683	656,999	670,591	684,463	698,622
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Operations	-	-	-	-	-	-	-	-	-	-
Utility	141,610	139,758	122,000	-	-	122,000	124,440	126,929	129,468	132,058
Operating - Supplies	76,340	58,360	65,715	-	-	65,715	67,030	68,371	69,739	71,134
Other Internal Allocations & Insurance	35,071	35,071	50,472	-	-	50,472	51,730	53,011	54,071	55,153
Maintenance	59,760	60,000	60,000	-	-	60,000	61,200	62,424	63,672	64,945
Contingency	10,200	-	10,200	-	-	10,200	10,404	10,612	10,824	11,040
<b>TOTAL OPERATING COSTS</b>	<b>975,994</b>	<b>788,727</b>	<b>952,070</b>	-	-	<b>952,070</b>	<b>971,803</b>	<b>991,938</b>	<b>1,012,237</b>	<b>1,032,952</b>
*Percentage Increase		-19.2%	-2.45%			-2.45%				
<b>TOTAL COSTS</b>	<b>975,994</b>	<b>788,727</b>	<b>952,070</b>	-	-	<b>952,070</b>	<b>971,803</b>	<b>991,938</b>	<b>1,012,237</b>	<b>1,032,952</b>
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recoveries - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>975,994</b>	<b>788,727</b>	<b>952,070</b>	-	-	<b>952,070</b>	<b>971,803</b>	<b>991,938</b>	<b>1,012,237</b>	<b>1,032,952</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Revenue - Fees	(350,600)	(288,457)	(317,000)	-	-	(317,000)	(323,340)	(329,807)	(336,404)	(343,132)
Other Income	(11,100)	(6,300)	(9,500)	-	-	(9,500)	(9,690)	(9,884)	(10,082)	(10,284)
Rental Income	(15,000)	(15,750)	(16,500)	-	-	(16,500)	(16,830)	(17,167)	(17,510)	(17,860)
<b>TOTAL REVENUE</b>	<b>(376,700)</b>	<b>(310,507)</b>	<b>(343,000)</b>	-	-	<b>(343,000)</b>	<b>(349,860)</b>	<b>(356,858)</b>	<b>(363,996)</b>	<b>(371,276)</b>
<b>REQUISITION, PILT &amp; PRIOR YEAR SURPLUS</b>	<b>(599,294)</b>	<b>(478,220)</b>	<b>(609,070)</b>	-	-	<b>(609,070)</b>	<b>(621,943)</b>	<b>(635,080)</b>	<b>(648,241)</b>	<b>(661,676)</b>
Percentage Increase		-20.2%	1.63%			1.63%	2.1%	2.1%	2.1%	2.1%
PARTICIPANTS: District of Sooke, Portion of JDF AUTHORIZED POSITIONS: AUTHORIZED POSITIONS: Salaried	3.65	3.65	3.65	0.00	0.00	3.65	3.65	3.65	3.65	3.65

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

<b>Service No.</b>	<b>1.40X SEAPARC</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------	--------------------------	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$67,000	\$184,000	\$329,500	\$409,000	\$227,500	\$336,500	\$1,486,500
Equipment	\$0	\$349,000	\$152,500	\$155,500	\$1,597,500	\$58,500	\$2,313,000
Land	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000
Engineered Structures	\$0	\$240,000	\$1,085,000	\$200,000	\$28,000	\$0	\$1,553,000
Vehicles	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
	<b>\$67,000</b>	<b>\$793,000</b>	<b>\$1,567,000</b>	<b>\$1,264,500</b>	<b>\$1,853,000</b>	<b>\$395,000</b>	<b>\$5,872,500</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$67,000	\$67,000	\$0	\$0	\$0	\$0	\$67,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000
Equipment Replacement Fund	\$0	\$133,000	\$147,500	\$125,500	\$92,500	\$58,500	\$557,000
Grants (Federal, Provincial)	\$0	\$0	\$750,000	\$0	\$1,250,000	\$0	\$2,000,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$593,000	\$669,500	\$639,000	\$510,500	\$336,500	\$2,748,500
	<b>\$67,000</b>	<b>\$793,000</b>	<b>\$1,567,000</b>	<b>\$1,264,500</b>	<b>\$1,853,000</b>	<b>\$395,000</b>	<b>\$5,872,500</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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 STLoan = 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 and/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> L - Land S - Engineering Structure B - Buildings V - 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 #:** 1.40X  
**Service Name:** SEAPARC

**SECTION 1: PROJECT DESCRIPTION AND BUDGET**

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
20-06	New	Utility Service - Outdoor Facilities	New utility service outdoor facilities	\$10,000	S	Res		-	10,000	-	-	-	\$10,000
20-08	Renewal	Electrical Distribution	Renewal electrical distribution	\$150,000	E	Res		30,000	-	-	-	-	\$30,000
20-09	Replacement	Arena DHW Storage	Replacement of original hot water storage tank	\$26,000	E	Res		26,000	-	-	-	-	\$26,000
22-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$500,000	B	Res		-	250,000	250,000	-	-	\$500,000
22-03	Renewal	Radio Upgrade	Upgrade Radio System	\$35,000	E	ERF		35,000	-	-	-	-	\$35,000
22-04	Replacement	Pool Lectorator System	Replacement of lectrinator cells	\$60,000	E	ERF		15,000	15,000	15,000	15,000	15,000	\$75,000
22-07	Renewal	Golf Course Irrigation Upgrade	Renewal irrigation renewal	\$30,000	E	Res		5,000	5,000	5,000	5,000	-	\$20,000
22-08	Replacement	Pool Lighting	Replace pool lighting	\$100,000	B	Cap	\$67,000	67,000	-	-	-	-	\$67,000
23-01	Replacement	Truck	Replace pickup truck with replacement from Water	\$20,000	V	ERF		20,000	-	-	-	-	\$20,000
23-02	Replacement	Chiller	Replace ice plant chiller	\$175,000	E	Res		175,000	-	-	-	-	\$175,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal	\$1,000,000	S	Res		25,000	225,000	-	-	-	\$250,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal		S	Grant		-	750,000	-	-	-	\$750,000
23-04	Renewal	Building Assessment and Renewal	Building assessment and repairs	\$250,000	B	Res		50,000	50,000	50,000	50,000	50,000	\$250,000
23-05	Replacement	Computer Replacement	Replacement of computers	\$10,000	E	ERF		3,500	-	8,000	10,000	4,000	\$25,500
23-06	Replacement	Grounds Equipment - SEAPARC	Mower/Tractor Replacement	\$40,000	E	ERF		-	-	40,000	-	-	\$40,000
23-07	Renewal	Parking Lot Remediation	Renewal parking lot remediation	\$53,000	S	Res		25,000	-	-	28,000	-	\$53,000
23-08	Renewal	Reception area redesign	Redesign and renewal of reception/client facing	\$115,000	S	Res		15,000	100,000	-	-	-	\$115,000
23-09	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$14,000	E	ERF		29,500	-	-	-	-	\$29,500
23-10	Renewal	Gutters	Gutter repair/replacement	\$20,000	B	Res		20,000	-	-	-	-	\$20,000
23-11	New	Roof Safety System	Installation of roof tie downs/line safety system	\$10,000	B	Res		10,000	-	-	-	-	\$10,000
23-12	Renewal	Duct cleaning	Cleaning of HVAC ducting	\$25,000	B	Res		25,000	-	-	-	-	\$25,000
23-13	Replacement	Arena Dehumidifier Wheel Replacement	Arena Dehumidifier Wheel Replacement	\$30,000	E	ERF		30,000	-	-	-	-	\$30,000
23-14	New	Acoustic panels	Install Acoustic Panels in Fitness Studio	\$12,000	B	Res		12,000	-	-	-	-	\$12,000
23-15	Renewal	Pool Structural Column Renewal	Pool Structural Column Renewal	\$175,000	S	Res		175,000	-	-	-	-	\$175,000
24-01	New	Land Acquisition	New land acquisition	\$500,000	L	Debt		-	-	500,000	-	-	\$500,000
24-02	Replacement	Security System Replacement	Security System Replacement	\$75,000	E	ERF		-	75,000	-	-	-	\$75,000
24-03	Replacement	Grounds Equipment - golf course	Mower/Tractor Replacement	\$75,000	E	ERF		-	30,000	-	-	-	\$30,000
24-04	Renewal	Roof Repairs	General Roof Repairs	\$6,000	B	Res		-	3,000	-	-	3,000	\$6,000
24-05	Renewal	Recoat Pool Metal Roof	Recoat Pool Metal Roof - Area 6	\$23,000	B	Res		-	23,000	-	-	-	\$23,000
24-06	Renewal	Replace Ventilation Fans	Replace Ventilation Fans	\$7,000	B	Res		-	3,500	-	-	3,500	\$7,000
24-07	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$27,500	E	ERF		-	27,500	-	-	-	\$27,500
25-01	Replacement	Golf Works building	Enhancement of work building	\$200,000	S	Res		-	-	200,000	-	-	\$200,000
25-03	Renewal	Recoat Arena Purlins & Frames	Recoat Arena Purlins & Frames	\$27,000	B	Res		-	-	27,000	-	-	\$27,000
25-04	Study	Exterior Wall Evaluation	Exterior Wall Evaluation	\$12,000	B	Res		-	-	12,000	-	-	\$12,000
25-05	Replacement	Replace Sewage & Storm Pump System	Replace Sewage & Storm Pump System	\$17,500	B	Res		-	-	17,500	-	-	\$17,500
25-06	Replacement	Replace Backflow Preventer on Fire Line	Replace Backflow Preventer on Fire Line	\$13,000	B	Res		-	-	13,000	-	-	\$13,000
25-07	Study	Thermal Evaluation of Electrical System	Thermal Evaluation of Electrical System	\$3,500	B	Res		-	-	3,500	-	-	\$3,500
25-08	Renewal	Renewal of Arena Electrical System	Renewal of Arena Electrical System	\$36,000	B	Res		-	-	36,000	-	-	\$36,000
25-09	New	Outdoor Activity Space Development	New outdoor activity space development	\$1,525,000	E	Res		-	-	25,000	250,000	-	\$275,000
25-09	New	Outdoor Activity Space Development	New outdoor activity space development		E	Grant		-	-	-	1,250,000	-	\$1,250,000
25-10	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$62,500	E	ERF		-	-	62,500	-	-	\$62,500
26-01	Renewal	Repaint Arena Metal Cladding	Repaint Arena Exterior	\$50,000	B	Res		-	-	-	50,000	-	\$50,000
26-02	Renewal	Renovate Sauna	Renovate Sauna	\$21,000	B	Res		-	-	-	21,000	-	\$21,000
26-03	Replacement	Replace Secondary Pool Boiler	Replace Secondary Pool Boiler & Circulation Pumps	\$66,500	B	Res		-	-	-	66,500	-	\$66,500
26-04	Renewal	Overhaul Cooling Tower - Arena	Overhaul Cooling Tower - Arena	\$28,000	B	Res		-	-	-	28,000	-	\$28,000

Service #: 1.40X  
 Service Name: SEAPARC

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
26-05	Replacement	Replace Pool Dehumidifier	Replace Pool Dehumidifier Refrigeration Heat Exchangers	\$12,000	B	Res		-	-	-	12,000	-	\$12,000
26-06	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$67,500	E	ERF		-	-	-	67,500	-	\$67,500
27-01	Replacement	Replace Pool Circulation Pumps	Replace Pool Circulation Pumps	\$12,000	E	ERF		-	-	-	-	12,000	\$12,000
27-02	Replacement	Replace Air Handling Unit	Replace Packaged Rooftop Air Handling Unit - AHU-1 and A/C Condenser	\$130,000	B	Res		-	-	-	-	130,000	\$130,000
27-03	Renewal	Replace Arena Rubber Mat Flooring	Replace Arena Rubber Mat Flooring	\$150,000	B	Res		-	-	-	-	150,000	\$150,000
27-04	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$27,500	E	ERF		-	-	-	-	27,500	\$27,500
<b>GRAND TOTAL</b>				<b>\$6,034,500</b>			<b>\$67,000</b>	<b>\$793,000</b>	<b>\$1,567,000</b>	<b>\$1,264,500</b>	<b>\$1,853,000</b>	<b>\$395,000</b>	<b>\$5,872,500</b>

**Service:** 1.40X SEAPARC

**Project Number** 20-06 **Capital Project Title** Utility Service - Outdoor Facilities **Capital Project Description** New utility service outdoor facilities  
**Project Rationale** Electrical service for Stan Jones ball field

**Project Number** 20-08 **Capital Project Title** Electrical Distribution **Capital Project Description** Renewal electrical distribution  
**Project Rationale** Electrical distribution for the arena facility has been in place since 1975. The electrical service mast has been identified as an item requiring attention within the next 5 years. For 2023: grounding of pool pumps, pool pump control board \$10,000, electricity for shed & pump at golf course \$5,000.

**Project Number** 20-09 **Capital Project Title** Arena DHW Storage **Capital Project Description** Replacement of original hot water storage tank  
**Project Rationale** Tanks service life will be ending

**Project Number** 22-02 **Capital Project Title** Pool Roof Replacement **Capital Project Description** Pool Roof Replacement  
**Project Rationale** Building envelope evaluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on condition and estimated remaining life. Continuing project to ensure integrity of building envelope.

**Project Number** 22-03 **Capital Project Title** Radio Upgrade **Capital Project Description** Upgrade Radio System  
**Project Rationale** Radio system has been in service for over 20 years. Intermittent service issues have been experienced and upgrading components and altering system programming was recommended by CRD IT to enhance performance for offsite users and ensure reliable communications. System is used for staff check-ins, first aid and emergency response.

**Project Number** 22-04 **Capital Project Title** Pool Lectorator System **Capital Project Description** Replacement of lectionator cells  
**Project Rationale** The pool disinfection system requires is critical to the provision of safe water for the pool operation. Replacements for the controllers and cells is required and figures are based on previous years requirements and assessment of current equipment.

**Project Number** 22-07 **Capital Project Title** Golf Course Irrigation Upgrade **Capital Project Description** Renewal irrigation renewal  
**Project Rationale** Consultation with TORO Canada has provided some options for enhancing the control of the irrigation system. It is expected that upgrading the control system will allow for more efficient use of the limited water resource and result in better turf conditions as well as some savings in staffing.



**Service:** 1.40X SEAPARC

**Project Number** 22-08 **Capital Project Title** Pool Lighting **Capital Project Description** Replace pool lighting  
**Project Rationale** Pool lighting is failing. Water intrusion has degraded the wiring and is resulting in ground faults. Original equipment from 2000. Need to ensure sufficient lighting for safe pool operation

**Project Number** 23-01 **Capital Project Title** Truck **Capital Project Description** Replace pickup truck with replacement from Water  
**Project Rationale** Truck is a 2003 model is past general replacement timelines for CRD Fleet vehicle replacements. Given annual mileage is low, and generally restricted to local area use, replacement with a low mileage vehicle scheduled for replacement from CRD Fleet is pursued over purchasing new.

**Project Number** 23-02 **Capital Project Title** Chiller **Capital Project Description** Replace Ice plant chiller  
**Project Rationale** Arena ice plant chiller was replaced in 2004. Given the critical nature of the equipment to arena ice operations, life and safety risk associated with failure, and age of the equipment, replacement is required. Ammonia line to be re-routed to the facility room from the Zamboni bay to improve safety as part of this project

**Project Number** 23-03 **Capital Project Title** Skate Park Renewal **Capital Project Description** Replacement skate park renewal  
**Project Rationale** Identified during asset management review and user feedback as in need of renewal and upgrades. Concrete surface is exhibiting areas of wear due to age. Numerous cracks throughout the slab and eroded curbs/park features need remediation to ensure continued usage.

**Project Number** 23-04 **Capital Project Title** Building Assessment and Renewal **Capital Project Description** Building assessment and repairs  
**Project Rationale** Aging facilities. Arena built in 1975, Pool in 2000. Increasing issues with building envelope and finishings. Pool glazing and Arena exterior office windows are a priority. Interior items floor coverings, doors will also be addressed.

**Project Number** 23-05 **Capital Project Title** Computer Replacement **Capital Project Description** Replacement of computers  
**Project Rationale** CRD IT's infrastructure renewal plan for replacement

**Project Number** 23-06 **Capital Project Title** Grounds Equipment - SEAPARC **Capital Project Description** Mower/Tractor Replacement  
**Project Rationale** Mower/Tractor Replacement at end of useful life

**Project Number** 23-07 **Capital Project Title** Parking Lot Remediation **Capital Project Description** Renewal parking lot remediation  
**Project Rationale** Sections of the parking lot are starting to show signs of deterioration will require remediation.

**Service:** 1.40X SEAPARC

**Project Number** 23-08 **Capital Project Title** Reception area redesign **Capital Project Description** Redesign and renewal of reception/client facing  
**Project Rationale** Improve security, customer experience and efficient use of space.

**Project Number** 23-09 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Equipment Replacement  
**Project Rationale** Annual small equipment replacement schedule

**Project Number** 23-10 **Capital Project Title** Gutters **Capital Project Description** Gutter repair/replacement  
**Project Rationale** End of life repair/replacement

**Project Number** 23-11 **Capital Project Title** Roof Safety System **Capital Project Description** Installation of roof tie downs/line safety system  
**Project Rationale** Safety upgrade

**Project Number** 23-12 **Capital Project Title** Duct cleaning **Capital Project Description** Cleaning of HVAC ducting  
**Project Rationale** Improve system reliability and improve health and safety.

**Project Number** 23-13 **Capital Project Title** Arena Dehumidifier Wheel Replacement **Capital Project Description** Arena Dehumidifier Wheel Replacement  
**Project Rationale** End of life replacement

**Project Number** 23-14 **Capital Project Title** Acoustic panels **Capital Project Description** Install Acoustic Panels in Fitness Studio  
**Project Rationale** Improve customer experience, eliminating excess noise

**Project Number** 24-01 **Capital Project Title** Land Acquisition **Capital Project Description** New land acquisition  
**Project Rationale** Identified in strategic plan as ongoing priority to address continued growth in the service area and demand for recreational opportunities.

**Project Number** 24-02 **Capital Project Title** Security System Replacement **Capital Project Description** Security System Replacement  
**Project Rationale** End of life

**Service:** 1.40X SEAPARC

**Project Number** 24-03 **Capital Project Title** Grounds Equipment - golf course **Capital Project Description** Mower/Tractor Replacement  
**Project Rationale** Mower/Tractor replacement, end of life.

**Project Number** 24-04 **Capital Project Title** Roof Repairs **Capital Project Description** General Roof Repairs  
**Project Rationale** Condition assessment indicates areas of roof at or nearing end of life

**Project Number** 24-05 **Capital Project Title** Recoat Pool Metal Roof **Capital Project Description** Recoat Pool Metal Roof - Area 6  
**Project Rationale** Condition assessment indicates areas of roof at or nearing end of life

**Project Number** 24-06 **Capital Project Title** Replace Ventilation Fans **Capital Project Description** Replace Ventilation Fans  
**Project Rationale** At or nearing end of life

**Project Number** 24-07 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Equipment Replacement  
**Project Rationale** Annual small equipment replacement schedule

**Project Number** 25-01 **Capital Project Title** Golf Works building **Capital Project Description** Enhancement of work building  
**Project Rationale** Replace building to increase space and security, and at end of life.

**Project Number** 25-03 **Capital Project Title** Recoat Arena Purlins & Frames **Capital Project Description** Recoat Arena Purlins & Frames  
**Project Rationale** Condition assessment indicates areas at or nearing end of life

**Project Number** 25-04 **Capital Project Title** Exterior Wall Evaluation **Capital Project Description** Exterior Wall Evaluation  
**Project Rationale** Study detailed condition assessment

**Service:** 1.40X SEAPARC

**Project Number** 25-05 **Capital Project Title** Replace Sewage & Storm Pump **Capital Project Description** Replace Sewage & Storm Pump System  
**Project Rationale** Condition assessment indicates areas at or nearing end of life

**Project Number** 25-06 **Capital Project Title** Replace Backflow Preventer on Fire Line **Capital Project Description** Replace Backflow Preventer on Fire Line  
**Project Rationale** Condition assessment indicates areas at or nearing end of life

**Project Number** 25-07 **Capital Project Title** Thermal Evaluation of Electrical System **Capital Project Description** Thermal Evaluation of Electrical System  
**Project Rationale** Study code requirement

**Project Number** 25-08 **Capital Project Title** Renewal of Arena Electrical System **Capital Project Description** Renewal of Arena Electrical System  
**Project Rationale** Condition assessment indicates areas at or nearing end of life

**Project Number** 25-09 **Capital Project Title** Outdoor Activity Space Development **Capital Project Description** New outdoor activity space development  
**Project Rationale** Service enhancement

**Project Number** 25-10 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Equipment Replacement  
**Project Rationale** Annual small equipment replacement schedule

**Project Number** 26-01 **Capital Project Title** Repaint Arena Metal Cladding **Capital Project Description** Repaint Arena Exterior  
**Project Rationale** Service enhancement

**Project Number** 26-02 **Capital Project Title** Renovate Sauna **Capital Project Description** Renovate Sauna  
**Project Rationale** Service enhancement

**Project Number** 26-03 **Capital Project Title** Replace Secondary Pool Boiler **Capital Project Description** Replace Secondary Pool Boiler & Circulation Pumps  
**Project Rationale** Service enhancement

**Service:** 1.40X SEAPARC

**Project Number** 26-04 **Capital Project Title** Overhaul Cooling Tower - Arena **Capital Project Description** Overhaul Cooling Tower - Arena  
**Project Rationale** Service enhancement

**Project Number** 26-05 **Capital Project Title** Replace Pool Dehumidifier **Capital Project Description** Replace Pool Dehumidifier Refrigeration Heat Exchangers  
**Project Rationale** Service enhancement

**Project Number** 26-06 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Equipment Replacement  
**Project Rationale** Annual small equipment replacement schedule

**Project Number** 27-01 **Capital Project Title** Replace Pool Circulation Pumps **Capital Project Description** Replace Pool Circulation Pumps  
**Project Rationale** Service enhancement

**Project Number** 27-02 **Capital Project Title** Replace Air Handling Unit **Capital Project Description** Replace Packaged Rooftop Air Handling Unit - AHU-1 and A/C Condenser`  
**Project Rationale** Service enhancement

**Project Number** 27-03 **Capital Project Title** Replace Arena Rubber Mat Flooring **Capital Project Description** Replace Arena Rubber Mat Flooring  
**Project Rationale** Service enhancement

**Project Number** 27-04 **Capital Project Title** Equipment Replacement (pooled) **Capital Project Description** Equipment Replacement  
**Project Rationale** Annual small equipment replacement schedule

**1.40X SEAPARC Recreation Combined  
 Asset and Reserve Summary Schedule  
 2023 - 2027 Financial Plan**

**Asset Profile**

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

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

**Summary**

<b>Reserve/Fund Summary Projected year end balance</b>	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Capital Reserve	1,137,932	889,932	575,432	311,432	190,932	252,232
Equipment Replacement Fund	153,134	130,634	98,134	127,634	200,134	309,934
<b>Total projected year end balance</b>	<b>1,291,066</b>	<b>1,020,566</b>	<b>673,566</b>	<b>439,066</b>	<b>391,066</b>	<b>562,166</b>

**1.40X SEAPARC Recreation Combined  
Capital Reserve Fund Schedule  
2023 - 2027 Financial Plan**

**Capital Reserve Fund Schedule**

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

Capital Reserve Fund	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	1,324,496	1,137,932	889,932	575,432	311,432	190,932
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	(556,329)	(593,000)	(669,500)	(639,000)	(510,500)	(336,500)
<b>Transfer from Operating Budget</b>	335,029	340,000	355,000	375,000	390,000	397,800
<b>Interest Income*</b>	34,736	5,000				
<b>Ending Balance \$</b>	<b>1,137,932</b>	<b>889,932</b>	<b>575,432</b>	<b>311,432</b>	<b>190,932</b>	<b>252,232</b>

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

**1.40X SEAPARC Recreation Combined  
 Equipment Replacement Fund Schedule (ERF)  
 2023 - 2027 Financial Plan**

**Equipment Replacement Fund Schedule (ERF)**

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

Equipment Replacement Fund	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	85,322	153,134	130,634	98,134	127,634	200,134
<b>Planned Purchase (Based on Capital Plan)</b>	(43,129)	(133,000)	(147,500)	(125,500)	(92,500)	(58,500)
<b>Transfer from Operating Budget</b>	110,028	110,000	115,000	155,000	165,000	168,300
<b>Equipment Disposal</b>	-					
<b>Interest Income*</b>	913	500				
<b>Ending Balance \$</b>	<b>153,134</b>	<b>130,634</b>	<b>98,134</b>	<b>127,634</b>	<b>200,134</b>	<b>309,934</b>

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



**1.40X SEAPARC**  
**Operating Reserve Summary**  
**2023 - 2027 Financial Plan**

**Profile**

**SEAPARC**

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

**Summary**

<b>Reserve/Fund Summary</b>	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Projected year end balance</b>						
Operating Reserve	32,649	32,949	32,949	32,949	32,949	32,949
Operating Reserve - Legacy Fund	2,015	2,035	2,035	2,035	2,035	2,035
<b>Total projected year end balance</b>	<b>34,664</b>	<b>34,984</b>	<b>34,984</b>	<b>34,984</b>	<b>34,984</b>	<b>34,984</b>

See attached reserve schedules for projected annual cash flows.

**1.40X Sooke and Electoral Area Recreation and Facilities (SEAPARC)  
 Operating Reserve Summary  
 2023 - 2027 Financial Plan**

**Profile**

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

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

**Operating Reserve Schedule - FC 105301**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	26,898	32,649	32,949	32,949	32,949	32,949
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	5,000	-	-	-	-	-
Interest Income*	751	300				
<b>Total projected year end balance</b>	<b>32,649</b>	<b>32,949</b>	<b>32,949</b>	<b>32,949</b>	<b>32,949</b>	<b>32,949</b>

**Assumptions/Background:**

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

**1.40X SEAPARC Legacy Fund  
Operating Reserve Summary  
2023 - 2027 Financial Plan**

**Profile**

**SEAPARC Legacy Fund**

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

**Operating Reserve Schedule - FC 105101**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	1,961	2,015	2,035	2,035	2,035	2,035
Planned Purchase						
Transfer from Ops Budget	-					
Interest Income*	54	20				
<b>Total projected year end balance</b>	<b>2,015</b>	<b>2,035</b>	<b>2,035</b>	<b>2,035</b>	<b>2,035</b>	<b>2,035</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**

## **2023 BUDGET**

### **ENVIRONMENTAL SERVICES**

#### **FINAL BUDGET**

MARCH 2023

# FINAL BUDGET

## March 15, 2023

### TABLE OF CONTENTS

*Click on the service area name below to access selected budgets*

<b>Environmental Services</b>				<b>Page</b>
<b>5.1</b>	5.1.1	1.028	GM - Parks & Environmental Services	<b>4 - 6</b>
	5.1.2	1.575	Environmental Administration Services	<b>7 - 14</b>
<b>5.2</b>	<b>Environmental Resource Management</b>			
	5.2.1	1.521	Environmental Resource Management	<b>15 - 35</b>
<b>5.3</b>	<b>Environmental Protection and Water Quality</b>			
	5.3.1	1.578	Environmental Protection & Water Quality	<b>36 - 47</b>
	5.3.2	3.755	Regional Source Control Program	<b>48 - 52</b>
	5.3.3	3.700	Septage Disposal Agreement	<b>53 - 57</b>
	5.3.4	3.701	Millstream Site Remediation	<b>58 - 63</b>
	5.3.5	3.707	L.W.M.P - On Site Systems Management Program	<b>64 - 67</b>
	5.3.6	3.720	L.W.M.P. Peninsula Programs	<b>68 - 72</b>
	5.3.7	3.750	L.W.M.P. - Core and West Shore	<b>73 - 76</b>
	5.3.8	3.752	L.W.M.P. - Harbour Studies	<b>77 - 79</b>
	5.3.9	3.756	Harbours Environment	<b>80 - 82</b>
	5.3.10	1.312	Regional Goose Management	<b>83 - 86</b>
	5.3.11	1.531	Sooke Stormwater Quality Management	<b>87 - 90</b>

# FINAL BUDGET March 15, 2023 TABLE OF CONTENTS

*Click on the service area name below to access selected budgets*

## Environmental Services

**Page**

### 5.3 Cont'd

	5.3.12	1.536	Core and West Shore Stormwater Quality Management	<b>91</b>	-	<b>94</b>
	5.3.13	1.537	Saanich Peninsula - Stormwater Quality Management	<b>95</b>	-	<b>99</b>
	5.3.14	1.538	Saanich Peninsula - Source Control Stormwater	<b>100</b>	-	<b>104</b>

### 5.4 Climate Action

	5.4.1	1.309	Climate Action and Adaptation	<b>105</b>	-	<b>111</b>
	5.4.2	1.012	Other Legislative & General - Climate	<b>112</b>	-	<b>114</b>

### 5.5 Environmental Engineering

	5.5.1	1.576	Environmental Engineering Services	<b>115</b>	-	<b>123</b>
	5.5.2	1.105	Facility Management	<b>124</b>	-	<b>132</b>
	5.5.3	1.106	CRD Headquarters Building	<b>133</b>	-	<b>142</b>
	5.5.4	1.107	Corporate Satellite Facilities	<b>143</b>	-	<b>148</b>
	5.5.5	1.123	Family Court Building	<b>149</b>	-	<b>155</b>
	5.5.6	1.226	Health Facilities - VIHA	<b>156</b>	-	<b>164</b>
	5.5.7	3.709	I & I Enhancement Program	<b>165</b>	-	<b>167</b>

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

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

#### **FINAL BUDGET**

MARCH 2023

**Service: 1.028 GM - Environmental Services and Regional Parks**

**Committee: Environmental Services**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

The General Manager provides overall direction and supporting administrative oversight for all Environmental Services as well as Regional Parks, Local Area Community Parks and 2 recreation centres. The department and its divisions report to the Board, Hospital District Board, the Environmental Services Committee and the Regional Parks Committee.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**FUNDING:**

Requisition



1.028 - GM - Environmental Services & Regional Parks	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries and Wages	387,528	380,000	418,658	-	-	418,658	427,668	436,872	446,274	455,877
Contract for Services	3,060	3,834	3,152	-	-	3,152	3,215	3,279	3,345	3,412
Allocation - Standard Overhead	44,894	44,894	46,568	-	-	46,568	47,500	48,450	49,419	50,407
Allocation - Human Resources	11,445	11,445	11,367	-	-	11,367	11,741	12,123	12,365	12,612
Allocation - Building Occupancy	18,006	18,006	20,009	-	-	20,009	22,078	23,227	24,439	25,714
Insurance	750	750	830	-	-	830	860	900	940	990
<b>TOTAL OPERATING COSTS</b>	<b>465,683</b>	<b>458,929</b>	<b>500,584</b>	<b>-</b>	<b>-</b>	<b>500,584</b>	<b>513,062</b>	<b>524,852</b>	<b>536,782</b>	<b>549,012</b>
*Percentage Increase over prior year		-1.5%	7.5%	0.0%	0.0%	7.5%	2.5%	2.3%	2.3%	2.3%
Recovery for First Aid Officer	(94)	(94)	(97)	-	-	(97)	(99)	(101)	(103)	(105)
<b>NET COSTS</b>	<b>465,589</b>	<b>458,835</b>	<b>500,487</b>	<b>-</b>	<b>-</b>	<b>500,487</b>	<b>512,963</b>	<b>524,751</b>	<b>536,679</b>	<b>548,907</b>
*Percentage increase over prior year Net Costs		-1.5%	7.5%	0.0%	0.0%	7.5%	2.5%	2.3%	2.3%	2.3%
AUTHORIZED POSITIONS: Salaried	2.0	2.0	2.0	-	-	2.0	2.0	2.0	2.0	2.0

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Environmental Administration Services**

#### **FINAL BUDGET**

MARCH 2023

**Service: 1.575 Environmental Administration Services**

**Committee: Environmental Services**

**DEFINITION:**

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

**PARTICIPATION:**

All Functions administered by Environmental Sustainability.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

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

**OTHER:**

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

1.575 - Env Services - Administration	BUDGET REQUEST									
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>OPERATING COSTS:</b>										
Salaries and Wages	85,754	83,952	89,344	-	-	89,344	91,262	93,221	95,222	97,266
Allocations	56,284	56,284	59,578	-	-	59,578	63,111	65,385	67,727	70,170
Operating - Other Costs - Summary	52,288	51,990	52,748	-	-	52,748	51,333	51,216	51,073	50,869
<b>TOTAL OPERATING COSTS</b>	<b>194,325</b>	<b>192,225</b>	<b>201,670</b>	<b>-</b>	<b>-</b>	<b>201,670</b>	<b>205,706</b>	<b>209,823</b>	<b>214,021</b>	<b>218,305</b>
*Percentage Increase over prior year		-1.1%	3.8%	0.0%	0.0%	3.8%	2.0%	2.0%	2.0%	2.0%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COSTS</b>	<b>194,325</b>	<b>192,225</b>	<b>201,670</b>	<b>-</b>	<b>-</b>	<b>201,670</b>	<b>205,706</b>	<b>209,823</b>	<b>214,021</b>	<b>218,305</b>
*Percentage Increase over prior year		-1.1%	3.8%	0.0%	0.0%	3.8%	2.0%	2.0%	2.0%	2.0%
Internal Recoveries	(194,325)	(192,225)	(199,950)	-	-	(199,950)	(203,949)	(208,028)	(212,189)	(216,432)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Transfer from Ops Reserve Fund	-	-	(1,720)	-	-	(1,720)	(1,757)	(1,795)	(1,833)	(1,872)
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>(1,720)</b>	<b>-</b>	<b>-</b>	<b>(1,720)</b>	<b>(1,757)</b>	<b>(1,795)</b>	<b>(1,833)</b>	<b>(1,872)</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year										
<b>PARTICIPANTS: Costs recovered internally</b>										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	1.00	1.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

<b>Service No.</b>	<b>1.575 Environmental Administration Serv</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------	--	------------------------------------	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$18,500	\$6,000	\$6,000	\$6,000	\$6,000	\$0	\$36,500
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
	<b>\$0</b>	<b>\$18,500</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$0</b>	<b>\$36,500</b>

**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	\$18,500	\$6,000	\$6,000	\$6,000	\$6,000	\$0	\$36,500
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
	<b>\$0</b>	<b>\$18,500</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$0</b>	<b>\$36,500</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.  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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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 STLoan = 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 and/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> L - Land S - Engineering Structure B - Buildings V - 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 #:** 1.575  
**Service Name:** Environmental Administration Services

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
20-01	Replacement	Office Furniture	ERF replacement of desks, chairs, shelves	\$19,000	E	ERF		\$14,500	\$3,000	\$3,000	\$3,000		\$23,500
20-02	Replacement	Office Equipment	ERF replacement of computers, printers	\$25,090	E	ERF		\$4,000	\$3,000	\$3,000	\$3,000		\$13,000
													\$0
													\$0
													\$0
													\$0
													\$0
<b>GRAND TOTAL</b>				<b>\$44,090</b>			<b>\$0</b>	<b>\$18,500</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$0</b>	<b>\$36,500</b>

Service: **1.575** **Environmental Administration Services**

**Project Number** 20-01 **Capital Project Title** Office Furniture **Capital Project Description** ERF replacement of desks, chairs, shelves

**Project Rationale** 2023-2026 - miscellaneous furniture required by ES-HQ, as needed (shelving, chairs, tables, desks).

**Project Number** 20-02 **Capital Project Title** Office Equipment **Capital Project Description** ERF replacement of computers, printers

**Project Rationale** 2022 - Larisa Hutcheson - new desktop computer (\$1,050); new Multi-Function Printer for 4th floor ES (\$12,375 + tax) - originally slated for 2023 but it's exhibiting signs of age; 2023 - Wanda Gustafson - new printer \$800; 2023 - Cathy's desktop (\$1,080) and Wanda's desktop (\$1,080); Larisa & Cathy's printer (\$1,000); 2024-2026: computer equipment and GM's iPad - equipment replaced, as needed

**1.575 ES HQ Administration  
ERF Reserve Summary  
2023 - 2027 Financial Plan**

**ERF Reserve Cash Flow (Equipment Portion)**

**ERF: Environmental HQ/Administration support Senior Budget - ERF for Equipment**

Equipment Replacement Fund Fund: 1022 Fund Center: 101449	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	149,330	147,691	129,191	123,191	117,191	111,191
Planned Purchase (Based on Capital Plan)	(15,351)	(18,500)	(6,000)	(6,000)	(6,000)	-
Transfer from Operating Budget	12,549	-	-	-	-	-
Interest Income*	1,163	-	-	-	-	-
<b>Total projected year end balance</b>	<b>147,691</b>	<b>129,191</b>	<b>123,191</b>	<b>117,191</b>	<b>111,191</b>	<b>111,191</b>

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

**Assumptions/Background:**



**1.575 ES HQ Administration  
 Operating Reserve Summary  
 2023 - 2027 Financial Plan**

**Profile**

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

**Operating Reserve Schedule**

**Operating Reserve Schedule  
 Fund: 1500 Fund Center: 105523**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Beginning Balance</b>	44,741	60,989	59,269	57,512	55,717	53,884
<b>Planned Purchase</b>	-	(1,720)	(1,757)	(1,795)	(1,833)	(1,872)
<b>Transfer from Ops Budget</b>	15,000	-	-	-	-	-
<b>Interest Income*</b>	1,248	-	-	-	-	-
<b>Total projected year end balance</b>	<b>60,989</b>	<b>59,269</b>	<b>57,512</b>	<b>55,717</b>	<b>53,884</b>	<b>52,012</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Environmental Resource Management**

#### **FINAL BUDGET**

MARCH 2023

**PARTICIPATION:**

All costs recovered through tipping fees.

**MAXIMUM LEVY:**

No requisition

**MAXIMUM CAPITAL DEBT:**

Authorized:	LA Bylaw 3518	12,270,000	LA Bylaw 4515	36,000,000
Borrowed:	SI Bylaw 3547	(2,000,000)		
	SI Bylaw 3677	(2,500,000)		
	SI Bylaw 3769	(2,200,000)		
Remaining:	Expired May 14, 2013	<u>\$5,570,000</u>		<u>36,000,000</u>

All previous Loan Authorizations have expired. Total debt outstanding at [Dec 31, 2022 \\$716,616](#)  
 Final debt payments in [2026](#).

**COMMISSION:**

**OPERATING COSTS - REFUSE DISPOSAL:**

To be recovered through user fees

**RESERVE FUND:**

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

1.521 & 1.525 - ERM	BUDGET REQUEST									
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>GENERAL PROGRAM EXPENDITURES:</u>										
Diversion Services	13,715,648	13,718,160	14,687,925	1,449,000	-	16,136,925	16,459,675	16,486,782	16,577,270	16,684,506
Landfilling Services	8,405,025	8,462,728	9,931,471	705,000	80,000	10,716,471	10,706,513	10,790,473	10,895,937	11,016,552
Energy Recovery Services	879,871	868,871	1,232,455	45,000	1,000,000	2,277,455	1,110,729	946,415	961,640	978,533
<b>TOTAL OPERATING COSTS</b>	<b>23,000,544</b>	<b>23,049,759</b>	<b>25,851,851</b>	<b>2,199,000</b>	<b>1,080,000</b>	<b>29,130,851</b>	<b>28,276,916</b>	<b>28,223,671</b>	<b>28,434,847</b>	<b>28,679,591</b>
*Percentage Increase over prior year		0.2%	12.4%	9.6%	4.7%	26.7%	-2.9%	-0.2%	0.7%	0.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	30,176	-	-	30,176	151,898	151,900	146,074	146,074
Transfer to Operating Reserve Fund	89,065	2,269,021	15,372	-	-	15,372	447,701	2,112,189	162,397	162,397
Transfer to General Capital Reserve Fund	1,380,193	3,526,008	4,000	-	-	4,000	4,000	4,000	4,000	4,000
Transfer to Landfill Closure Capital Reserve Fund	455,120	455,120	455,120	-	-	455,120	455,120	455,120	455,120	455,120
Transfer to Millstream Remediation Debt	112,333	112,333	55,467	-	-	55,467	3,749	3,751	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>2,036,711</b>	<b>6,362,482</b>	<b>560,135</b>	<b>-</b>	<b>-</b>	<b>560,135</b>	<b>1,062,468</b>	<b>2,726,960</b>	<b>767,591</b>	<b>605,194</b>
Debt Expenditures	151,279	151,279	314,054	-	-	314,054	1,508,478	2,988,867	3,194,197	3,083,855
<b>TOTAL COSTS</b>	<b>25,188,534</b>	<b>29,563,520</b>	<b>26,726,040</b>	<b>2,199,000</b>	<b>1,080,000</b>	<b>30,005,040</b>	<b>30,847,862</b>	<b>33,939,498</b>	<b>32,396,635</b>	<b>32,368,640</b>
*Percentage Increase over prior year		17.4%	6.1%	8.7%	4.3%	19.1%	2.8%	10.0%	-4.5%	-0.1%
Allocation Recovery										
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>25,188,534</b>	<b>29,563,520</b>	<b>26,726,040</b>	<b>2,199,000</b>	<b>1,080,000</b>	<b>30,005,040</b>	<b>30,847,862</b>	<b>33,939,498</b>	<b>32,396,635</b>	<b>32,368,640</b>
*Percentage Increase over prior year										
<u>FUNDING SOURCES (REVENUE)</u>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	(3,234,582)	(6,395,537)	(6,335,817)	(6,285,331)
Sale of Renewable Natural Gas (net revenue)	-	-	-	-	-	-	(8,192,281)	(8,355,234)	(8,521,447)	(8,690,494)
Revenue - Other	(7,727,598)	(7,963,520)	(8,307,913)	-	-	(8,307,913)				(402,191)
Transfer from Operating Reserve	(89,065)				(1,000,000)	(1,000,000)				
<b>TOTAL REVENUE</b>	<b>(7,816,663)</b>	<b>(7,963,520)</b>	<b>(8,307,913)</b>	<b>-</b>	<b>(1,000,000)</b>	<b>(9,307,913)</b>	<b>(11,426,863)</b>	<b>(14,750,772)</b>	<b>(14,857,265)</b>	<b>(15,378,016)</b>
<b>TIPPING FEE (based on inflation)</b>	<b>(17,371,871)</b>	<b>(21,600,000)</b>	<b>(18,418,128)</b>	<b>(2,199,000)</b>	<b>(80,000)</b>	<b>(20,697,128)</b>	<b>(19,420,999)</b>	<b>(19,188,727)</b>	<b>(17,539,371)</b>	<b>(16,990,624)</b>
*Percentage Increase over prior year		24.3%	6.0%	12.7%	0.5%	19.1%	-6.2%	-1.2%	-8.6%	-3.1%
<b>\$/TONNE TIPPING FEE</b>						<b>\$110</b>	<b>\$110</b>	<b>\$110</b>	<b>\$110</b>	<b>\$110</b>
<u>AUTHORIZED POSITIONS:</u>										
Salaried	25.70	25.70	25.70			25.70	25.70	25.70	25.70	25.70
Term	2.00	2.00	2.00			2.00	2.00	0.00	0.00	0.00

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

Service No. <b>1.521</b> <b>Environmental Resource Management</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$0	\$0	\$350,000	\$0	\$0	\$0	\$350,000
Equipment	\$200,000	\$849,000	\$353,000	\$355,000	\$385,000	\$385,000	\$2,327,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$10,125,000	\$34,398,149	\$33,831,000	\$5,475,000	\$1,950,000	\$1,500,000	\$77,154,149
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$10,325,000</b>	<b>\$35,247,149</b>	<b>\$34,534,000</b>	<b>\$5,830,000</b>	<b>\$2,335,000</b>	<b>\$1,885,000</b>	<b>\$79,831,149</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$350,000	\$350,000	\$600,000	\$225,000	\$200,000	\$0	\$1,375,000
Debenture Debt (New Debt Only)	\$0	\$8,700,000	\$19,213,000	\$2,650,000	\$300,000	\$0	\$30,863,000
Equipment Replacement Fund	\$200,000	\$1,149,000	\$853,000	\$355,000	\$385,000	\$385,000	\$3,127,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$9,775,000	\$25,048,149	\$13,868,000	\$2,600,000	\$1,450,000	\$1,500,000	\$44,466,149
	<b>\$10,325,000</b>	<b>\$35,247,149</b>	<b>\$34,534,000</b>	<b>\$5,830,000</b>	<b>\$2,335,000</b>	<b>\$1,885,000</b>	<b>\$79,831,149</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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 STLoan = 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 and/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 #: 1.521  
Service Name: Environmental Resource Management

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
16-06	Renewal	Replacing of Small Equipments	Replacing of Small Equipments	\$1,430,000	E	ERF	\$200,000	\$440,000	\$240,000	\$240,000	\$270,000	\$270,000	\$1,460,000
17-01	Renewal	Gas & Leachate Collection Pipe Extension	Gas & Leachate Collection Pipe Extension	\$2,550,000	S	Res		\$500,000	\$500,000	\$500,000	\$500,000	\$550,000	\$2,550,000
17-02	Renewal	Aggregate Production for Internal Use	Aggregate Production for Internal Use	\$13,135,000	S	Res	\$2,100,000	\$6,763,149	\$750,000	\$500,000	\$500,000	\$500,000	\$9,013,149
17-04	Renewal	Progressive Closure of External Faces	Progressive Closure of External Faces	\$1,350,000	S	Res		\$0	\$200,000	\$650,000	\$250,000	\$250,000	\$1,350,000
17-07	Renewal	Computer Equipment	Computer Equipment	\$71,000	E	ERF		\$13,000	\$13,000	\$15,000	\$15,000	\$15,000	\$71,000
17-09	Renewal	Vehicle Replacements	Vehicle Replacements	\$500,000	E	ERF		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
17-11	Renewal	Food Waste Transfer Station Relocation Planning	Food Waste Transfer Station Relocation Planning	\$250,000	S	ERF		\$250,000	\$0	\$0	\$0	\$0	\$250,000
17-12	Renewal	Hartland Environmental Performance Model	Hartland Environmental Performance Model	\$225,000	S	Cap		\$0	\$0	\$225,000	\$0	\$0	\$225,000
17-14	New	Landfill Gas Utilization	Landfill Gas Utilization	\$7,213,000	S	Debt		\$0	\$5,213,000	\$2,000,000			\$7,213,000
17-14	New	Landfill Gas Utilization	Landfill Gas Utilization	\$23,718,000	S	Res	\$7,600,000	\$9,600,000	\$9,468,000	\$0			\$19,068,000
18-01	New	Interim Covers - West and North Slopes	Interim Covers - West and North Slopes	\$1,350,000	S	Res		\$0	\$400,000	\$550,000	\$200,000	\$200,000	\$1,350,000
18-02	Renewal	Paving of Service Roads	Paving of Service Roads	\$550,000	S	Cap	\$250,000	\$250,000	\$350,000	\$0	\$200,000	\$0	\$800,000
18-03	Renewal	Cell 3 Bottom Lift Gas Wells / Leachate Drain	Cell 3 Bottom Lift Gas Wells / Leachate Drain	\$250,000	S	Cap		\$0	\$250,000	\$0	\$0	\$0	\$250,000
18-05	Renewal	Controlled Waste & Asbestos Area Development	Controlled Waste & Asbestos Area Development	\$50,000	S	Res	\$50,000	\$50,000	\$0	\$50,000	\$0	\$0	\$100,000
22-01	Renewal	Sedimentation Pond Relining	NW Sedimentation Pond Relining & Expansion	\$1,000,000	S	Res		\$1,000,000					\$1,000,000
22-02	New	Cell 4 Liner Installation	Cell 4 Liner Installation	\$7,200,000	S	Debt		\$7,200,000					\$7,200,000
22-03	Decommission	Leachate Line Decommissioning	Leachate Line Decommissioning	\$100,000	S	Cap	\$100,000	\$100,000					\$100,000
22-04	Decommission	Cogen Unit Decommissioning	Cogen Unit Decommissioning	\$300,000	S	ERF		\$300,000	\$0	\$0	\$0	\$0	\$300,000
22-06	Renewal	Hartland FIRE Safety Improvements	Installation of new Fire Line	\$200,000	S	Res		\$200,000					\$200,000
22-07	Study	Recycling Area Upgrades	Recycling Area Upgrades	\$225,000	S	Res	\$25,000	\$200,000	\$200,000				\$225,000
22-10	New	Storm Water Sedimentation pond Emergency Repairs	Storm Water Sedimentation pond Emergency Repairs	\$250,000	E	Res		\$250,000					\$250,000
23-01	Replacement	Gas Flare, Candlestick & LFG Blowers	Gas Flare, Candlestick & LFG Blowers	\$2,610,000	S	Res		\$2,610,000	\$0	\$0			\$2,610,000
23-02	New	Contractor Workshop Relocation	Contractor Workshop Relocation	\$1,250,000	S	Res		\$1,250,000					\$1,250,000
23-03	New	Cell 4, 5 & 6 gas well layout Plan	Cell 4, 5 & 6 gas well Plan	\$150,000	S	Res		\$150,000					\$150,000
23-04	New	North End Commercial Access Improvements	North End Commercial Access Improvements	\$450,000	S	Res		\$450,000					\$450,000
23-05	New	Replacement of S. Commercial Scale approach	Replacement of S. Commercial Scale approach	\$250,000	S	ERF		\$0	\$250,000				\$250,000
23-06	New	Removal of BC Hydro ROW on North End	Removal of BC Hydro ROW on North End	\$200,000	S	Res		\$200,000					\$200,000
23-07	Replacement	Furniture replacement	ERF replacement of furniture	\$46,000	E	ERF		\$46,000					\$46,000
24-01	New	Cell 5&6 GRW	Cell 5&6 Gravity Retaining Wall Construction	\$2,000,000	S	Debt		\$750,000	\$1,250,000				\$2,000,000

Service #: 1.521  
 Service Name: Environmental Resource Management

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
24-02	Study	Hartland North Master Plan	Hartland North Master Plan	\$150,000	S	Res		\$0		\$150,000			\$150,000
24-03	New	Hartland Amenity Project	Intersection Upgrade	\$4,000,000	S	Res		\$2,000,000	\$2,000,000				\$4,000,000
24-04	New	Biosolids Beneficial Reuse /RDF Building	Biosolids Beneficial Reuse /RDF Building	\$350,000	B	Res		\$0	\$350,000				\$350,000
24-05	New	Cell 5 Liner Construction	Cell 5 Liner Construction	\$7,900,000	S	Debt		\$0	\$7,900,000				\$7,900,000
24-06	New	Cell 1, 2 & 3 Transition Liner	Cell 1, 2 & 3 Transition Liner	\$4,000,000	S	Debt		\$0	\$4,000,000				\$4,000,000
24-07	New	Relocation of N. Toe Road Sedimentation Pond	Relocation of N. Toe Road Sedimentation Pond	\$500,000	S	Debt		\$0	\$500,000				\$500,000
24-08	New	North End Fence Replacement	North & East Fence Replacement	\$250,000	S	ERF		\$0	\$250,000				\$250,000
25-01	New	NE & NW Aggregate Stockpile cover	NE & NW Aggregate Stockpile cover	\$1,400,000	S	Debt		\$750,000		\$650,000			\$1,400,000
25-02	New	North End Wheel Wash	North End Wheel Wash	\$200,000	S	Res		\$0		\$200,000			\$200,000
26-01	New	Cell 4 Bottom Lift Gas Wells / Leachate Drain	Cell 4 Bottom Lift Gas Wells / Leachate Drain	\$650,000	S	Debt		\$0	\$350,000		\$300,000		\$650,000
			<b>GRAND TOTAL</b>	<b>\$88,273,000</b>			<b>\$10,325,000</b>	<b>\$35,247,149</b>	<b>\$34,534,000</b>	<b>\$5,830,000</b>	<b>\$2,335,000</b>	<b>\$1,885,000</b>	<b>\$79,831,149</b>
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0

Service: 1.521 Environmental Resource Management

<b>Project Number</b>	16-06	<b>Capital Project Title</b>	Replacing of Small Equipments	<b>Capital Project Description</b>	Replacing of Small Equipments
<b>Project Rationale</b>	Replacement of small equipments that have reached their end of life				

<b>Project Number</b>	17-01	<b>Capital Project Title</b>	Gas & Leachate Collection Pipe Extension	<b>Capital Project Description</b>	Gas & Leachate Collection Pipe Extension
<b>Project Rationale</b>	To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing header system to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each gas well and leachate collector. The gas is then conveyed to the gas plant, and the leachate is conveyed to the lined storage lagoons and then discharged into the municipal sewer. Cost estimate is derived from historical construction information and includes consulting costs to layout pipe design/headers.				

<b>Project Number</b>	17-02	<b>Capital Project Title</b>	Aggregate Production for Internal Use	<b>Capital Project Description</b>	Aggregate Production for Internal Use
<b>Project Rationale</b>	Producing aggregate annually from in-situ rock provides the CRD with a number of benefits including: prolonging the landfill life (creating landfilling airspace), providing aggregate for on-site needs, effective interception of shallow groundwater inflows, cost and space savings by not having to import aggregate, and reduced social and environmental impacts by not having to truck in aggregate. Cost estimate is derived from historical tender data.				

<b>Project Number</b>	17-04	<b>Capital Project Title</b>	Progressive Closure of External Faces	<b>Capital Project Description</b>	Progressive Closure of External Faces
<b>Project Rationale</b>	As specified under the BC Ministry of Environments Landfill Criteria for Municipal Solid Waste, completed landfill areas and slopes must be closed with a progressive closure system on an annual basis. The closure system consists of a clay or synthetic cover placed over a gravel drainage layer This progressive closure system stays in place until economies of scale makes it cost effective to proceed with installation of a final closure system.				



**Service:** 1.521 Environmental Resource Management

<b>Project Number</b>	17-07	<b>Capital Project Title</b>	Computer Equipment	<b>Capital Project Description</b>	Computer Equipment
<b>Project Rationale</b>	Replacement of computer equipment due to end of life cycle				

<b>Project Number</b>	17-09	<b>Capital Project Title</b>	Vehicle Replacements	<b>Capital Project Description</b>	Vehicle Replacements
<b>Project Rationale</b>	Replacement of vehicle due to end of life cycle				

<b>Project Number</b>	17-11	<b>Capital Project Title</b>	Food Waste Transfer Station Relocation Planning	<b>Capital Project Description</b>	Food Waste Transfer Station Relocation Planning
<b>Project Rationale</b>	The CRD has made a commitment to Hartland Residents to move the Kitchen Scraps transfer station away from the South End of the Landfill Property to alleviate resident's nuisance concerns (noise, vector, odour etc). The Kitchen Scrap transfer station will need to move to the North End of the property when commercial traffic moves to Willis Point in 3-4 years. This project meets an immediate and future need to relocate the Kitchen Scrap transfer station. Phase 1 of the project will be complete in 2022 (moving the new food transfer facility). Phase 2 includes all improvements related to leachate, power, storm water, lighting, access stairs, vector control, fall protection enhancements etc. needed to support operation of the facility over the next 30+ years.				

<b>Project Number</b>	17-12	<b>Capital Project Title</b>	Hartland Environmental Performance Model	<b>Capital Project Description</b>	Hartland Environmental Performance Model
<b>Project Rationale</b>	The CRD is interested in developing a site-specific computer model that integrates engineering design with environmental performance for the Hartland Landfill. In 2016 the BC MOE made revisions to the BC Landfill Criteria. Many of Hartland's design and operations are already compliant, however a preliminary review identified additional conformance requirements for Hartland under the status quo. The model will enable the CRD to better demonstrate technical justification and environmental conformance over the lifespan of the landfill.				

<b>Project Number</b>	17-14	<b>Capital Project Title</b>	Landfill Gas Utilization	<b>Capital Project Description</b>	Landfill Gas Utilization
<b>Project Rationale</b>	The landfill gas is currently utilized as fuel to power a generator system to generate electricity and sold to BC Hydro. The excess landfill gas which is approximately 50% currently generated from the landfill is destructed by burning. ERM and EE have initiated a project to process the landfill gas to a higher quality could be utilized as natural gas. Fortis BC is interested to purchase the processed landfill gas from the CRD. The projected gas revenues from Fortis is significantly higher than the current arrangement with BC Hydro. This project is to carry out the feasibility study, preliminary engineering, and conduct business case and triple-bottom-line analysis, if the project proved to be feasible the detailed design and implementation will be followed.				

Service: 1.521 Environmental Resource Management

<b>Project Number</b>	18-01	<b>Capital Project Title</b>	Interim Covers - West and North Slopes	<b>Capital Project Description</b>	Interim Covers - West and North Slopes
<b>Project Rationale</b>	Following Golder's Leachate Management Plan, once an active landfilling cell is completed, but hasn't reached future filling contours, tarping is required to shed rainwater and divert to the freshwater collection system to prevent it from entering the leachate collection system and overwhelming the leachate storage ponds. Cost estimate is derived from historical in-house cost data.				

<b>Project Number</b>	18-02	<b>Capital Project Title</b>	Paving of Service Roads	<b>Capital Project Description</b>	Paving of Service Roads
<b>Project Rationale</b>	To ensure compliance with BC Ministry of Environment Operating Certificate for the Hartland Landfill, continuous improvement is made to ensure nuisance dust generated at the site is minimized from operations. Repairs and new pavements are added in high traffic areas to minimize dust generation and reduce dependence on costly short term dust mitigation measures (ie. water trucks, application of lignosulfonate etc) and to improve road conditions throughout the landfill property. Estimate is derived from historical costs.				

<b>Project Number</b>	18-03	<b>Capital Project Title</b>	Cell 3 Bottom Lift Gas Wells / Leachate Drain	<b>Capital Project Description</b>	Cell 3 Bottom Lift Gas Wells / Leachate Drain
<b>Project Rationale</b>	To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing collection systems to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each gas well and leachate collector. The gas is then conveyed to the gas plant, and the leachate is conveyed to the lined storage lagoons and then discharged into the municipal sewer. Estimate is derived from historical costs.				

<b>Project Number</b>	18-05	<b>Capital Project Title</b>	Controlled Waste & Asbestos Area Development	<b>Capital Project Description</b>	Controlled Waste & Asbestos Area Development
<b>Project Rationale</b>	Controlled waste and asbestos areas within the landfill footprint are required to be developed in conjunction with active cells. BC Ministry of Environment regulatory requirements must be met on a continual basis. Asbestos is a high risk material that requires proper planning and special burial to ensure safe disposal.				

Service: 1.521 Environmental Resource Management

Project Number 22-01 Capital Project Title Sedimentation Pond Relining Capital Project Description NW Sedimentation Pond Relining & Expansion

Project Rationale To prevent leakage and fines from migrating off site into the north freshwater drainage area, the sedimentation pond must be relined. In addition the sedimentation pond must be enlarged to meet MOE requirements for retaining 24 hrs of precipitation from a 100 year storm event. Finally, the sedimentation pond requires inlet valving and piping to permit flows to be diverted to the upper lagoon in the event there is an onsite spill that must be contained and diverted from fresh water courses.

Project Number 22-02 Capital Project Title Cell 4 Liner Installation Capital Project Description Cell 4 Liner Installation

Project Rationale A new drainage and liner system will ensure effective removal of leachate from within the new Cell 4 area and prevent any off site migration. The liner will also include an underdrain which will relieve pore pressure and ensure fresh ground water does not contribute to ongoing leachate collection and processing.

Project Number 22-03 Capital Project Title Leachate Line Decommissioning Capital Project Description Leachate Line Decommissioning

Project Rationale The new Centrate Return Line built as part of the CORE Area Wastewater project carries all of the leachate from Hartland along with the planned and phased centrate from the Residuals Treatment Facility. This project has been set up to facilitate a planned and phased decommissioning of the old leachate line now that it is no longer required.

Project Number 22-04 Capital Project Title Cogen Unit Decommissioning Capital Project Description Cogen Unit Decommissioning

Project Rationale This project will realize the decommissioning and removal of the old Caterpillar landfill gas engine and related components as part of the new Renewable Natural Gas project

Service: 1.521 Environmental Resource Management

Project Number	22-06	Capital Project Title	Hartland FIRE Safety Improvements	Capital Project Description	Installation of new Fire Line
Project Rationale	Hartland has purchased a new fire pump and related components in order to mitigate risk from a major fire at the landfill. As part of the system a new fire line is required to be installed starting from near the lower lagoon and run all the way to the crest of the landfill. Phase 2 (2023) includes a means to roll/unroll 6" layflat hose, 2" firefighting hose and acts as an anchor point for the main fire line. The system will allow operations to setup the hose system near the working face to allow the fire department the best access to leachate resources to fight fires. Includes design, procurement and installation of the system.				

Project Number	22-07	Capital Project Title	Recycling Area Upgrades	Capital Project Description	Recycling Area Upgrades
Project Rationale	The project has been set up to conduct a design review of the existing recycling area at Hartland and investigate changes relating to efficient accessibility due to growing public interest in the depot and to include safety considerations such as protection from the sun during hot weather.				

Project Number	22-10	Capital Project Title	Storm Water Sedimentation pond Emergency Repairs	Capital Project Description	Storm Water Sedimentation pond Emergency Repairs
Project Rationale	Leachate has been detected getting into the fresh water sedimentation pond. This project has been set up to explore sources of contamination and make remedial works to the pond, incoming pipes and outgoing infrastructure as necessary to ensure containment of any contaminants.				

Project Number	23-01	Capital Project Title	Gas Flare, Candlestick & LFG Blowers	Capital Project Description	Gas Flare, Candlestick & LFG Blowers
Project Rationale	This project will allow for the replacement of the old gas flare, candlestick flare and blower package to allow for effective destruction of methane during RNG plant shutdowns				

Project Number	23-02	Capital Project Title	Contractor Workshop Relocation	Capital Project Description	Contractor Workshop Relocation
Project Rationale	The current contractors workshop is located in the future Cell 5 of the landfill and must be relocated so critical landfill infrastructure can be completed for Cell 4, 5 and 6. This project includes removal of the existing structure and reuse (if economical) in a new location adjacent to future cells so the operations contractor can conduct repairs on large landfill operations equipment (Packer, Bull-Dozer, excavators etc).				

Service: 1.521 Environmental Resource Management

**Project Number** 23-03 **Capital Project Title** Cell 4, 5 & 6 gas well layout Plan **Capital Project Description** Cell 4, 5 & 6 gas well layout Plan  
**Project Rationale** This project allows for design services to provide a conceptual layout of new gas wells in Cells 4, 5 & 6 and the tie-in to gas wells on the North Slope from Cells 2 and 3 as garbage is landfilled against the North Slope.

**Project Number** 23-04 **Capital Project Title** North End Commercial Access Improvements **Capital Project Description** North End Commercial Access Improvements  
**Project Rationale** This project includes necessary improvements to ensure the North Entrance and Scales are equipped for fully automated commercial access off Willis Point Road when Cell 4 is ready for filling. Improvements include landscaping, scale house improvements, automated gates, staging lanes, card readers/scanners, RFID systems, scale safety rails, bollards, radio intercoms, sidewalks, signage, etc.

**Project Number** 23-05 **Capital Project Title** Replacement of S. Commercial Scale approach **Capital Project Description** Replacement of S. Commercial Scale approach  
**Project Rationale** The South Entrance Commercial scale approach/exit ramps are in poor condition. This project includes sawcutting and removal of old scale ramps and pouring new concrete with Rebar to eliminate further safety hazards to trucks and employees.

**Project Number** 23-06 **Capital Project Title** Removal of BC Hydro ROW on North End **Capital Project Description** Removal of BC Hydro ROW on North End  
**Project Rationale** BC hydro removed some transmission equipment from Hartland Property between 2015-2016. The Right of Way (ROW) is still in force. The property that the ROW encompasses has value to future landfill infrastructure projects. This project accounts for funds to permit BC Hydro to release their ROW on some or all of the unused portions of the ROW.

**Project Number** 24-01 **Capital Project Title** Cell 5&6 GRW **Capital Project Description** Cell 5&6 Gravity Retaining Wall Construction  
**Project Rationale** This project will allow for the construction of a new Gravity Retain Wall along high level road and allow landfill cells 5 & 6 to be developed. As part of this wall, the project includes installation of a critical sub-grade landfill containment system (grout wall/curtain) that must be constructed to prevent any leachate escape from future landfill cells 4, 5 & 6.

Service: 1.521 Environmental Resource Management

<b>Project Number</b>	24-02	<b>Capital Project Title</b>	Hartland North Master Plan	<b>Capital Project Description</b>	Hartland North Master Plan
<b>Project Rationale</b>	With the recent completion of the new Residuals Treatment Facility and associated access and new scales at Hartland North, this design project will ensure that there is adequate future planning and integration with the existing landfill site				

<b>Project Number</b>	24-03	<b>Capital Project Title</b>	Hartland Amenity Project	<b>Capital Project Description</b>	Intersection Upgrade
<b>Project Rationale</b>	This project considers all road and intersection improvements necessary to move commercial access from Hartland Avenue to Willis Point Rd.				

<b>Project Number</b>	24-04	<b>Capital Project Title</b>	Biosolids Beneficial Reuse /RDF Building	<b>Capital Project Description</b>	Biosolids Beneficial Reuse /RDF Building
<b>Project Rationale</b>	This project will allow for the replacement of the old biosolids storage barn with a new Sprung Structure for mixing and repurposing of dried biosolids and other refuse derived fuel generated at the Hartland site.				

<b>Project Number</b>	24-05	<b>Capital Project Title</b>	Cell 5 Liner Construction	<b>Capital Project Description</b>	Cell 5 Liner Construction
<b>Project Rationale</b>	A new drainage and liner system will ensure effective removal of leachate from within the new Cell 5 area and prevent any off site migration. The liner will also include an underdrain which will relieve pore pressure and ensure fresh ground water does not contribute to ongoing leachate collection and processing.				

Service: 1.521 Environmental Resource Management

Project Number 24-06 Capital Project Title Cell 1, 2 & 3 Transition Liner Capital Project Description Cell 1, 2 & 3 Transition Liner

**Project Rationale** A new drainage and liner system will ensure effective removal of leachate above Cells 1 & 2 from garbage placed ontop of it from cells 4, 5 and 6. This liner provides continuity, separation and acts as a transition between old cells of the landfill and cells 4-6. The liner will also include an underdrain which will relieve pore pressure and ensure leachate from Cell 1, 2 & 3 can properly drain to heal basin or the microtunnel.

Project Number 24-07 Capital Project Title Relocation of N. Toe Road Sedimentation Pond Capital Project Description Relocation of N. Toe Road Sedimentation Pond

**Project Rationale** The North Toe Road fresh water sedimentation collection pond sits ontop of Cell 1 garbage. The future Gravity Retaining Wall will be constructed ontop of the pond so it must be relocated.

Project Number 24-08 Capital Project Title North End Fence Replacement Capital Project Description North & East Fence Replacement

**Project Rationale** The fence line from the Upper lagoon to the new RTF driveway entrance is madeup of various fencing materials. This project provides proper fencing to ensure a continuous perimeter around Hartland property.

Project Number 25-01 Capital Project Title NE & NW Aggregate Stockpile cover Capital Project Description NE & NW Aggregate Stockpile cover

**Project Rationale** This project allows for the installation of a temporary impermeable membranes to be placed overtop the NE and NW shot-rock storage stock piles to protect the environment from minerals may runoff with precipitation.

Service: 1.521 Environmental Resource Management

<b>Project Number</b>	25-02	<b>Capital Project Title</b>	North End Wheel Wash	<b>Capital Project Description</b>	North End Wheel Wash
<b>Project Rationale</b>	This project accounts for a new commercial truck wheel wash system to be installed on the North End to ensure trucks don't track mud onto Willis Point Road.				

<b>Project Number</b>	26-01	<b>Capital Project Title</b>	Cell 4 Bottom Lift Gas Wells / Leachate Drain	<b>Capital Project Description</b>	Cell 4 Bottom Lift Gas Wells / Leachate Drain
<b>Project Rationale</b>	To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing collection systems to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each combination gas well and leachate collector. The leachate is then conveyed to the lined storage lagoons and then discharged into the municipal sewer. Estimate is derived from historical costs.				



1.521 Environmental Resource Management  
 Capital Reserve Fund Schedule - ERM  
 2023 - 2027 Financial Plan

**Capital Reserve Fund Schedule - ERM**

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

**Capital Reserve Fund Schedule**

Bylaw 2164 established a Solid Waste Refuse Disposal Reserve Fund for the ERM Service (was called Solid Waste Service). There are three portions in the Reserve Fund: Landfill Closure, restricted funds to cover the liability of closing Phase 2 - 4 and post-closure maintenance. Capital Reserve is working capital and not restricted.

Landfill Closure Portion Fund: 1020 Fund Centre: 101363	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	11,936,637	12,695,021	13,150,141	13,605,261	14,060,381	14,515,501
Realized Loss (Gain)	-	-	-	-	-	-
Transfer to/from Ops Budget	455,120	455,120	455,120	455,120	455,120	455,120
Interest Income*	303,264	-	-	-	-	-
<b>Ending Balance \$</b>	<b>12,695,021</b>	<b>13,150,141</b>	<b>13,605,261</b>	<b>14,060,381</b>	<b>14,515,501</b>	<b>14,970,621</b>

**Assumptions/Background:**  
 Liability reserve to fund closure of Phase 2-4 and post closure maintenance.

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

**Capital Reserve Fund Schedule**

Capital Reserve Portion Fund: 1020 Fund Centre: 101364	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	7,709,486	10,658,469	4,398,469	3,598,469	1,548,469	923,469
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	(6,115,000)	(6,260,000)	(800,000)	(2,050,000)	(625,000)	
<b>Realized Loss (Gain)</b>						
<b>Transfer to/from Ops Budget</b>	8,951,892	-	-	-	-	-
<b>Interest Income*</b>	112,091	-	-	-	-	-
<b>Ending Balance \$</b>	<b>10,658,469</b>	<b>4,398,469</b>	<b>3,598,469</b>	<b>1,548,469</b>	<b>923,469</b>	<b>923,469</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 Reserve Fund Schedule**

Recycling Depots/Compost Center Reserve Portion Fund: 1020 Fund Centre: 102102	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	21,395	16,919	20,919	24,919	28,919	32,919
<b>Planned Capital Expenditure</b>	(8,476)	-	-	-	-	-
<b>Transfer to/from Ops Budget</b>	4,000	4,000	4,000	4,000	4,000	4,000
<b>Ending Balance \$</b>	<b>16,919</b>	<b>20,919</b>	<b>24,919</b>	<b>28,919</b>	<b>32,919</b>	<b>36,919</b>

**Assumptions/Background:**

Reimburse operating budget for capital expenditures spent by Compost Center.

**Capital Reserve Fund Schedule**

New Supplement for Air Space Reserve Portion Fund: 1020 Fund Centre: 102207	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	-			-	-	-
<b>Transfer to/from Ops Budget</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>

**Assumptions/Background:**

Earmarked to airspace expansion plans. The creation of a new air space acquisition reserve fund will provide certainty for regional residuals management capacity for the future which may include changes in design to the existing infrastructure or investments in new solid waste technologies.

**1.521 Environmental Resource Management**  
**Operating Reserve Summary**  
**2023 - 2027 Financial Plan**

**Profile**

**Environmental Resource Management**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center 105509	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	39,976,688	26,910,019	16,862,242	4,641,943	6,754,132	6,291,529
<b>Planned Purchase - RNG project</b>	(10,615,000)	(2,000,000)	(9,468,000)	-	-	-
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	(4,575,000)	(7,063,149)	(3,200,000)		(625,000)	(1,300,000)
<b>Transfer to/from Ops Budget</b>	1,306,721	(984,628)	447,701	2,112,189	162,397	(402,191)
<b>Interest Income*</b>	816,610			-	-	-
<b>Total projected year end balance</b>	<b>26,910,019</b>	<b>16,862,242</b>	<b>4,641,943</b>	<b>6,754,132</b>	<b>6,291,529</b>	<b>4,589,338</b>

**Assumptions/Background:**

Reserve for rate stabilization

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

**1.521 Environmental Resource Management  
ERF Reserve Fund Schedule  
2023 - 2027 Financial Plan**

<b>ERF Reserve Fund Schedule</b>
----------------------------------

<b>ERF:</b> ERM ERF or PERS Fund for Equipment
--

Equipment Replacement Fund Fund: 1022 Fund Centre: 101447	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	3,046,037	2,594,261	1,675,437	974,335	771,235	532,309
<b>Planned Purchase (Based on Capital Plan)</b>	(474,376)	(949,000)	(853,000)	(355,000)	(385,000)	(385,000)
<b>Transfer to/from Ops Budget</b>	-	30,176	151,898	151,900	146,074	146,074
<b>Disposal of equipment</b>	-	-	-	-	-	-
<b>Interest Income*</b>	22,601	-	-	-	-	-
<b>Ending Balance \$</b>	<b>2,594,261</b>	<b>1,675,437</b>	<b>974,335</b>	<b>771,235</b>	<b>532,309</b>	<b>293,383</b>

<b>Assumptions/Background:</b> ERF Reserve to fund replacement of computer equipment and for PERS (Priority Equipment Replacement) type equipment that lasts less than 15 years
--

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

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

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.578 Environmental Protection

**Committee:** Environmental Services

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Method of cost allocation is:

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

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



ENVIRONMENTAL PROTECTION	BUDGET REQUEST									
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>OPERATING COSTS:</b>										
1.578 Environmental Protection Expenditures	6,415,831	6,103,099	6,648,042	82,518	-	6,730,560	6,577,152	6,729,897	6,881,924	6,953,273
1.579 Environmental Water Quality Expenditures	2,179,609	2,141,361	2,217,003	-	110,160	2,327,163	2,254,587	2,302,873	2,351,544	2,401,265
<b>TOTAL OPERATING COSTS</b>	<b>8,595,440</b>	<b>8,244,460</b>	<b>8,865,046</b>	<b>82,518</b>	<b>110,160</b>	<b>9,057,724</b>	<b>8,831,739</b>	<b>9,032,771</b>	<b>9,233,468</b>	<b>9,354,538</b>
*Percentage Increase over prior year		-4.1%	3.1%	1.0%	1.3%	5.4%	-2.5%	2.3%	2.2%	1.3%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	44,072	99,027	80,799	-	-	80,799	272,384	256,782	242,640	226,660
Transfer to Operating Reserve Fund	-	17,834	39,244	-	-	39,244	48,801	46,632	45,003	43,266
<b>TOTAL CAPITAL / RESERVES</b>	<b>44,072</b>	<b>116,861</b>	<b>120,043</b>	<b>-</b>	<b>-</b>	<b>120,043</b>	<b>321,185</b>	<b>303,414</b>	<b>287,643</b>	<b>269,926</b>
<b>TOTAL COSTS</b>	<b>8,639,513</b>	<b>8,361,321</b>	<b>8,985,089</b>	<b>82,518</b>	<b>110,160</b>	<b>9,177,767</b>	<b>9,152,924</b>	<b>9,336,185</b>	<b>9,521,111</b>	<b>9,624,464</b>
*Percentage Increase over prior year		-3.2%	4.0%	1.0%	1.3%	6.2%	-0.3%	2.0%	2.0%	1.1%
Allocation Recovery - 1.578 Environmental Protection	(6,459,903)	(6,202,126)	(6,629,992)	(82,518)	-	(6,712,510)	(6,752,377)	(6,887,431)	(7,023,182)	(7,076,372)
Allocation Recovery - 1.579 Env Water Quality	(2,159,195)	(2,159,195)	(2,223,882)	-	(108,000)	(2,331,882)	(2,270,519)	(2,315,930)	(2,362,248)	(2,409,493)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>20,413</b>	<b>0</b>	<b>131,215</b>	<b>-</b>	<b>2,160</b>	<b>133,375</b>	<b>130,027</b>	<b>132,824</b>	<b>135,681</b>	<b>138,600</b>
<b>FUNDING SOURCES (REVENUE)</b>										
<b>(Surplus) / Deficit</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve - Env. Protection	-	-	(98,849)	-	-	(98,849)	(97,159)	(99,248)	(101,382)	(103,561)
Transfer From Operating Reserve - Water Quality	(20,413)	-	(32,365)	-	(2,160)	(34,525)	(32,868)	(33,575)	(34,298)	(35,038)
<b>TOTAL REVENUE</b>	<b>(20,413)</b>	<b>-</b>	<b>(131,214)</b>	<b>-</b>	<b>(2,160)</b>	<b>(133,374)</b>	<b>(130,027)</b>	<b>(132,823)</b>	<b>(135,680)</b>	<b>(138,599)</b>
<b>REQUISITION</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>PARTICIPANTS: Costs recovered internally</b>										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	55.95	55.95	56.30	0.00	0.00	56.30	56.30	56.30	56.30	56.30
Term	3.35	3.35	0.00	1.00	3.00	4.00	1.00	1.00	1.00	0.00

ENVIRONMENTAL PROTECTION	BUDGET REQUEST									
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	6,512,597	6,244,458	6,718,898	82,518	110,160	6,911,576	6,743,082	6,887,943	7,033,909	7,097,722
Allocations	1,382,646	1,382,646	1,470,424	-	-	1,470,424	1,496,287	1,540,618	1,583,268	1,628,186
Operating Costs - Other - Summary	700,196	617,356	675,724	-	-	675,724	592,370	604,210	616,290	628,630
<b>TOTAL OPERATING COSTS</b>	<b>8,595,440</b>	<b>8,244,460</b>	<b>8,865,046</b>	<b>82,518</b>	<b>110,160</b>	<b>9,057,724</b>	<b>8,831,739</b>	<b>9,032,771</b>	<b>9,233,468</b>	<b>9,354,538</b>
*Percentage Increase over prior year		-4.1%	3.1%	1.0%	1.3%	5.4%	-2.5%	2.3%	2.2%	1.3%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	44,072	99,027	80,799	-	-	80,799	272,384	256,782	242,640	226,660
Transfer to Operating Reserve Fund	-	17,834	39,244	-	-	39,244	48,801	46,632	45,003	43,266
TOTAL CAPITAL / RESERVES	44,072	116,861	120,043	-	-	120,043	321,185	303,414	287,643	269,926
<b>TOTAL COSTS</b>	<b>8,639,512</b>	<b>8,361,321</b>	<b>8,985,089</b>	<b>82,518</b>	<b>110,160</b>	<b>9,177,767</b>	<b>9,152,924</b>	<b>9,336,185</b>	<b>9,521,111</b>	<b>9,624,464</b>
*Percentage Increase over prior year		-3.2%	4.0%	1.0%	1.3%	6.2%	-0.3%	2.0%	2.0%	1.1%
Allocation Recovery - Environmental Services	(8,619,098)	(8,361,321)	(8,853,874)	(82,518)	(108,000)	(9,044,392)	(9,022,896)	(9,203,361)	(9,385,430)	(9,485,865)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>20,414</b>	<b>0</b>	<b>131,215</b>	<b>-</b>	<b>2,160</b>	<b>133,375</b>	<b>130,027</b>	<b>132,824</b>	<b>135,681</b>	<b>138,600</b>
<b>FUNDING SOURCES (REVENUE)</b>										
<b>(Surplus) / Deficit</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve	(20,413)	-	(131,214)	-	(2,160)	(133,374)	(130,027)	(132,823)	(135,680)	(138,599)
TOTAL REVENUE	(20,413)	-	(131,214)	-	(2,160)	(133,374)	(130,027)	(132,823)	(135,680)	(138,599)
<b>REQUISITION</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>0</b>
*Percentage Increase over prior year		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Salaries	55.95	55.95	56.30	0.00	0.00	56.30	56.30	56.30	56.30	56.30
Term	3.35	3.35	0.00	1.00	3.00	4.00	1.00	1.00	1.00	0.00

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

<b>Service No.</b>	<b>1.578</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
	<b>Environmental Protection</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$588,000	\$932,500	\$127,000	\$81,000	\$77,000	\$97,000	\$97,000	\$1,314,500
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$285,000	\$655,000	\$55,000	\$140,000	\$55,000	\$0	\$0	\$905,000
	<b>\$873,000</b>	<b>\$1,587,500</b>	<b>\$182,000</b>	<b>\$221,000</b>	<b>\$132,000</b>	<b>\$97,000</b>	<b>\$97,000</b>	<b>\$2,219,500</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$360,000	\$380,000	\$0	\$0	\$0	\$0	\$0	\$380,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$513,000	\$1,207,500	\$182,000	\$221,000	\$132,000	\$97,000	\$97,000	\$1,839,500
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
	<b>\$873,000</b>	<b>\$1,587,500</b>	<b>\$182,000</b>	<b>\$221,000</b>	<b>\$132,000</b>	<b>\$97,000</b>	<b>\$97,000</b>	<b>\$2,219,500</b>



Service: 1.578 Environmental Protection

<b>Project Number</b>	18-01	<b>Capital Project Title</b>	Annual Scientific/Field/Outreach/Printers/Copiers equipment replacement	<b>Capital Project Description</b>	ERF replacement of Scientific/Field/Outreach /Printers/Copiers equipment
<b>Project Rationale</b>	Replacement of routine sampling/outreach/printers/copiers equipment				

<b>Project Number</b>	18-02	<b>Capital Project Title</b>	Annual Computer equipment replacement	<b>Capital Project Description</b>	ERF replacement of computer equipment
<b>Project Rationale</b>	Routine replacement of various computer equipment due to end of calculated lifecycle (4yrs). Note: expense is calculated on 2021 values + 2%. Each year includes a number of standard desktop/laptop replacements scheduled by IT.				

<b>Project Number</b>	18-03	<b>Capital Project Title</b>	Annual vehicle replacement	<b>Capital Project Description</b>	ERF replacement of vehicles
<b>Project Rationale</b>	2022-Replace F11001(Dodge Caravan), F14005(Jeep Patriot), F11003(Ford Ranger), F11009(Ford Transit), F01111(Chev Colorado) & F01117(Jeep Patriot-CCC). 2023-Replace F14019(Dodge Caravan). 2024-Replace F16007(Kia Soul-CCC). 2025- Replace F18018(Nissan NV200-EMP) & F18019(Nissan NV200-EMP). 2026-Replace F18029(Kia Soul).				

<b>Project Number</b>	18-04	<b>Capital Project Title</b>	Furniture replacement	<b>Capital Project Description</b>	ERF replacement of furniture
<b>Project Rationale</b>	Replacement for stand-up desks & office chairs				

**Service:** 1.578 Environmental Protection

<b>Project Number</b>	19-01	<b>Capital Project Title</b>	IT Database Programs	<b>Capital Project Description</b>	Address based database & EQIS
<b>Project Rationale</b>	Database development and maintenance - Address based database & EQIS				

<b>Project Number</b>	20-01	<b>Capital Project Title</b>	Furniture	<b>Capital Project Description</b>	New furniture
<b>Project Rationale</b>	Office chairs, desks, cubicle walls, bookshelves and monitor arms.				

<b>Project Number</b>	23-01	<b>Capital Project Title</b>	Hydration Truck Replacement	<b>Capital Project Description</b>	Hydration truck
<b>Project Rationale</b>	Hydration truck is replacing the water cart & trailer.				

**1.578 Environmental Protection  
Equipment Reserve Summary  
2023 - 2027 Financial Plan**

**ERF Reserve Cash Flow**

Environmental Protection is responsible for providing scientific and technical expertise in order to protect the region's environmental resources and functions. Key areas of focus are the Climate Action Program, Integrated Watershed Management, Wastewater and Marine Environment Program.

Equipment Replacement Fund Fund: 1022 Fund Center: 101492	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	1,453,623	1,238,334	111,633	202,017	237,799	348,439
Planned Purchase (Based on Capital Plan)	(535,727)	(1,207,500)	(182,000)	(221,000)	(132,000)	(97,000)
Transfer from Operating Budget	306,543	80,799	272,384	256,782	242,640	226,660
Interest Income*	13,895	-	-	-	-	-
<b>Total projected year end balance</b>	<b>1,238,334</b>	<b>111,633</b>	<b>202,017</b>	<b>237,799</b>	<b>348,439</b>	<b>478,099</b>

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

**Assumptions/Background:**

**1.578 Environmental Protection  
Operating Reserve Summary  
2023 - 2027 Financial Plan**

**Profile**

**Environmental Protection**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105525 (105522)	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	785,349	807,250	708,401	611,242	511,994	410,612
<b>Planned Purchase</b>	-	-	-	-	-	-
<b>Transfer from Ops Budget</b>		(98,849)	(97,159)	(99,248)	(101,382)	(103,561)
<b>Interest Income*</b>	21,901	-	-	-	-	-
<b>Total projected year end balance</b>	<b>807,250</b>	<b>708,401</b>	<b>611,242</b>	<b>511,994</b>	<b>410,612</b>	<b>307,051</b>

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

**Assumptions/Background:**

Reserve balance retained for charge-out rate stabilization



**1.579 Environmental Sustainability HQ Water Quality  
Operating Reserve Summary  
2023 - 2027 Financial Plan**

**Profile**

**Environmental Sustainability HQ Water Quality**

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

**Operating Reserve Schedule**

**Operating Reserve Schedule**

Fund: 1500 Fund Center: 105517

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	398,285	528,412	500,766	483,831	463,313	439,720
<b>Planned Purchase</b>		(34,525)	(32,868)	(33,575)	(34,298)	(35,038)
<b>Transfer from Ops Budget</b>	118,937	6,879	15,933	13,057	10,705	8,228
<b>Interest Income*</b>	11,190	-	-	-	-	-
<b>Total projected year end balance</b>	<b>528,412</b>	<b>500,766</b>	<b>483,831</b>	<b>463,313</b>	<b>439,720</b>	<b>412,910</b>

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

**1.579 Environmental Sustainability HQ Water Quality  
Equipment Reserve Summary  
2023 - 2027 Financial Plan**

**ERF Reserve Cash Flow**

Water Quality Senior Budget - Equipment Replacement for Equipment

<b>Equipment Replacement Fund</b> Fund: 1022 Fund Center: 102075	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Beginning Balance</b>	21,494	21,666	21,666	21,666	21,666	21,666
<b>Planned Purchase (Based on Capital Plan)</b>		-	-	-	-	-
<b>Transfer from Operating Budget</b>		-	-	-	-	-
<b>Interest Income*</b>	172	-	-	-	-	-
<b>Total projected year end balance</b>	<b>21,666</b>	<b>21,666</b>	<b>21,666</b>	<b>21,666</b>	<b>21,666</b>	<b>21,666</b>

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

**Assumptions/Background:**

ERF Reserve to fund replacement of equipment used by the staff of the Environmental Water Quality Division.

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Regional Source Control**

#### **FINAL BUDGET**

MARCH 2023

**DEFINITION:**

Provides for the control of the direct or indirect discharge of contaminants into or through facilities connected to sewage facilities under the regulatory authority of the Capital Regional District. Est. Bylaw No. 2402, 1996, amended Bylaw No. 3351, December 2006.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Greater of \$1,100,000 or \$0.037 / \$1,000 of actual assessments

**COMMITTEE:**

Parks and Environment

**FUNDING:**

Requisition, permit fees and other fees

**COST APPORTIONMENT:**

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

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

	<u>Estimated Yearly Flow</u>	<u>% of Total Flows</u>	
Saanich	10,234,514	26.73%	
Oak Bay	3,054,787	7.98%	
Victoria	13,284,932	34.69%	
Esquimalt	2,451,312	6.40%	
View Royal	816,583	2.13%	
Colwood	1,169,227	3.05%	
Langford	3,327,295	8.69%	89.68%
Sidney	1,339,620	3.50%	
Central Saanich	1,449,113	3.78%	
North Saanich	528,049	1.38%	
Esquimalt Band	27,738	0.07%	
Tseycum Band	14,980	0.04%	
Pauquachin Band	29,661	0.08%	
Songhees Band	243,322	0.64%	
D.N.D.	0	0.00%	
Institute of Ocean Sciences (I.O.S.)	3,889	0.01%	
Ganges Sewer	167,123	0.44%	
Maliview Sewer	19,815	0.05%	
Magic Lake Estates Sewer	109,685	0.29%	
Port Renfrew Sewer	19,997	0.05%	10.32%
<b>TOTAL</b>	<b>38,291,642</b>	<b>100.00%</b>	<b>100.00%</b>

3.755 - REGIONAL SOURCE CONTROL PROGRAM	BUDGET REQUEST									
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Allocations - EPro Labour	1,342,112	1,293,387	1,334,193	-	-	1,334,193	1,360,877	1,388,094	1,415,856	1,444,173
Operation - Other Costs	149,166	144,244	168,845	-	-	168,845	174,286	177,789	182,373	185,029
Contract For Services	102,128	174,084	98,000	-	-	98,000	98,760	99,540	100,330	101,140
Consultant Expenses	54,469	40,000	40,000	-	-	40,000	40,800	-	41,200	-
<b>TOTAL OPERATING COSTS</b>	<b>1,647,875</b>	<b>1,651,715</b>	<b>1,641,038</b>	<b>-</b>	<b>-</b>	<b>1,641,038</b>	<b>1,674,723</b>	<b>1,665,423</b>	<b>1,739,759</b>	<b>1,730,342</b>
*Percentage Increase over prior year		0.2%	-0.4%	0.0%	0.0%	-0.4%	2.1%	-0.6%	4.5%	-0.5%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>1,647,875</b>	<b>1,651,715</b>	<b>1,641,038</b>	<b>-</b>	<b>-</b>	<b>1,641,038</b>	<b>1,674,723</b>	<b>1,665,423</b>	<b>1,739,759</b>	<b>1,730,342</b>
*Percentage Increase over prior year		0.2%	-0.4%	0.0%	0.0%	-0.4%	2.1%	-0.6%	4.5%	-0.5%
Internal Recoveries	(54,610)	(55,000)	(55,000)	-	-	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>1,593,265</b>	<b>1,596,715</b>	<b>1,586,038</b>	<b>-</b>	<b>-</b>	<b>1,586,038</b>	<b>1,619,723</b>	<b>1,610,423</b>	<b>1,684,759</b>	<b>1,675,342</b>
*Percentage Increase over prior year		0.2%	-0.5%	0.0%	0.0%	-0.5%	2.1%	-0.6%	4.6%	-0.6%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Fees Charged	(54,980)	(60,000)	(60,000)	-	-	(60,000)	(61,200)	(62,424)	(63,672)	(64,946)
Revenue - Other	(2,070)	(500)	(500)	-	-	(500)	(1,000)	(1,000)	(1,000)	(1,000)
Grants in Lieu of Taxes	(93,721)	(93,721)	(92,303)	-	-	(92,303)	(92,303)	(92,303)	(92,303)	(92,303)
Transfer From Operating Reserve	(92,993)	(92,993)	(43,249)	-	-	(43,249)	(47,434)	(8,554)	(52,719)	(12,528)
TOTAL REVENUE	(243,764)	(247,214)	(196,052)	-	-	(196,052)	(201,937)	(164,281)	(209,694)	(170,777)
<b>REQUISITION</b>	<b>(1,349,501)</b>	<b>(1,349,501)</b>	<b>(1,389,986)</b>	<b>-</b>	<b>-</b>	<b>(1,389,986)</b>	<b>(1,417,786)</b>	<b>(1,446,142)</b>	<b>(1,475,065)</b>	<b>(1,504,565)</b>
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	2.0%	2.0%	2.0%	2.0%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Oak Bay, C. Saanich, N. Saanich, Langford; Sewered Local Areas of Ganges, Maliview, Magic Lakes, Pt. Renfrew, DND, Songhees and Esquimalt Bands										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**3.755 Regional Source Control Program  
 Operating Reserve Summary  
 2023 - 2027 Financial Plan**

**Profile**

**Regional Source Control Program**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105504	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	515,778	498,070	454,821	407,387	398,833	346,114
Planned Purchase		-	-	-	-	-
Transfer to/from Ops Budget	(32,092)	(43,249)	(47,434)	(8,554)	(52,719)	(12,528)
Interest Income*	14,384	-	-	-	-	-
<b>Total projected year end balance</b>	<b>498,070</b>	<b>454,821</b>	<b>407,387</b>	<b>398,833</b>	<b>346,114</b>	<b>333,586</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**

## **2023 BUDGET**

### **Septage Disposal Agreement**

#### **FINAL BUDGET**

MARCH 2023



**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

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

**COST APPORTIONMENT:**

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

\$0.31	per Imperial Gallon	2018
\$0.31	per Imperial Gallon	2019
\$0.32	per Imperial Gallon	2020
\$0.32	per Imperial Gallon	2021
\$0.325	per Imperial Gallon	2022
\$0.330	per Imperial Gallon	2023

Septage Processing Ltd. will submit to the CRD an administration fee of \$0.015 per Imperial Gallon.  
Other wastes have different user charges.

**Service: 3.700 Septage Disposal Program**

**Committee: Core Area Liquid Waste Management**

- (2) Remaining balance apportioned to all participating members on the basis of percentage of Septage/Sewage delivered to the Septage Facility in 2021.

	<u>2023 Budget</u>
Central Saanich	4.10%
Colwood	5.61%
Esquimalt	1.82%
Highlands	16.21%
Langford	9.76%
Metchosin	4.44%
North Saanich	6.15%
Oak Bay	0.19%
Saanich	8.91%
Sidney	2.40%
Sooke	9.09%
Victoria	29.94%
View Royal	0.29%
Juan de Fuca	1.08%
	<hr/>
	100.00%

**MAXIMUM LEVY:**

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

**SPL Liquid Waste Volumes - 2022**

	Septage Vol1	FOG Vol2	Other Vol3	TOTAL	Total %	Septage %1	FOG %2	Other %3
Central Saanich	183,303	24,657	155,914	363,874	410.44%	50.4	6.8	42.8
Colwood	452,046	2,492	43,078	497,616	561.29%	90.8	0.5	8.7
Esquimalt	4,891	12,548	143,822	161,261	181.90%	3.0	7.8	89.2
Highlands	107,684	297	1,328,910	1,436,891	1620.76%	7.5	0.0	92.5
Langford	412,227	30,949	422,378	865,554	976.31%	47.6	3.6	48.8
Metchosin	309,713	6,945	77,306	393,964	444.38%	78.6	1.8	19.6
North Saanich	439,818	5,751	99,342	544,911	614.64%	80.7	1.1	18.2
Oak Bay	2,952	2,942	11,169	17,063	19.25%	17.3	17.2	65.5
Saanich	497,209	30,990	261,692	789,891	890.97%	62.9	3.9	33.1
Sidney	8,205	862	204,008	213,075	240.34%	3.9	0.4	95.7
Sooke	618,859	7,240	179,799	805,898	909.02%	76.8	0.9	22.3
Victoria	27,263	970,964	1,655,885	2,654,112	2993.74%	1.0	36.6	62.4
View Royal	15,559	190	9,630	25,379	28.63%	61.3	0.7	37.9
Port Renfrew	33,369	2,163	60,514	96,046	108.34%	34.7	2.3	63.0
Juan de Fuca	0	0	0	0	0.00%	0.0	0.0	0.0
	282,210	0	195,406	477,616	5.387	59.087	0.000	40.9%
<b>TOTAL</b>	<b>3,113,098</b>	<b>1,098,990</b>	<b>4,653,447</b>	<b>8,865,535</b>	<b>10000%</b>			

Notes:

1. Septage = Institutional, Commercial, and Residential
2. FOG = Fats, Oils and Greases
3. Other = Portable Toilets, San. Sew. Ships, San. Sew. Docks, PIT toilet, Car Wash, Catch Basin, Sew. Sludge, Other (whey, dairy, brewery), and Lift Station

3.700 - SEPTAGE DISPOSAL AGREEMENT			BUDGET REQUEST							
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>OPERATING COSTS:</b>										
Operating Expenditures	113,589	99,361	157,910	-	-	157,910	161,020	164,192	167,428	170,727
Contract For Services	16,525	15,000	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>130,114</b>	<b>114,361</b>	<b>157,910</b>	<b>-</b>	<b>-</b>	<b>157,910</b>	<b>161,020</b>	<b>164,192</b>	<b>167,428</b>	<b>170,727</b>
*Percentage Increase over prior year		-12.1%	21.4%	0.0%	0.0%	21.4%	2.0%	2.0%	2.0%	2.0%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Sewer Capital	92,154	92,154	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	92,154	92,154	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>222,268</b>	<b>206,515</b>	<b>157,910</b>	<b>-</b>	<b>-</b>	<b>157,910</b>	<b>161,020</b>	<b>164,192</b>	<b>167,428</b>	<b>170,727</b>
*Percentage Increase over prior year		-7.1%	-29.0%	0.0%	0.0%	-29.0%	2.0%	2.0%	2.0%	2.0%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,389)	(2,389)	(2,210)	-	-	(2,210)	(2,210)	(2,210)	(2,210)	(2,210)
Fees Charged	(2,540)	(3,700)	-	-	-	-	-	-	-	-
Sale of Goods and Services	(165,000)	(150,000)	(155,000)	-	-	(155,000)	(158,100)	(161,262)	(164,487)	(167,777)
Revenue - Other	(2,220)	(307)	(700)	-	-	(700)	(710)	(720)	(730)	(740)
TOTAL REVENUE	(172,149)	(156,396)	(157,910)	-	-	(157,910)	(161,020)	(164,192)	(167,427)	(170,727)
<b>REQUISITION</b>	<b>(50,119)</b>	<b>(50,119)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year		0.0%	-100.0%	0.0%	0.0%	-100.0%				
PARTICIPANTS: All Muniipalities										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Millstream Site Remediation**

#### **FINAL BUDGET**

MARCH 2023

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

<u>Municipality</u>	<u>Percentage</u>
City of Colwood	15.67%
City of Victoria	13.21%
District of Central Saanich	4.89%
Township of Esquimalt	2.65%
City of Langford	14.43%
District of Saanich	22.19%
District of Oak Bay	2.42%
District of North Saanich	4.87%
District of Metchosin	3.16%
Town of Sidney	1.64%
Town of View Royal	2.92%
District of Highland	0.96%
District of Sooke	6.93%
Juan de Fuca	4.08%
	100.00%

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

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

**FUNDING:**

Capital Project cost shared:

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

3.701 - MILLSTREAM SITE REMEDIATION			BUDGET REQUEST							
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Allocations	382	382	170	-	-	170	174	177	-	-
<b>TOTAL OPERATING COSTS</b>	<b>382</b>	<b>382</b>	<b>170</b>	<b>-</b>	<b>-</b>	<b>170</b>	<b>174</b>	<b>177</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year		0.0%	-55.5%	0.0%	0.0%	-55.5%	2.4%	1.7%		
<u>CAPITAL / RESERVE</u>										
Transfer to Sewer Capital Fund (Millstream)	100,000	65,945	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	100,000	65,945	-	-	-	-	-	-	-	-
Debt Expenditures	135,520	169,575	537,358	-	-	537,358	19,162	19,162	-	-
<b>TOTAL COSTS</b>	<b>235,902</b>	<b>235,902</b>	<b>537,528</b>	<b>-</b>	<b>-</b>	<b>537,528</b>	<b>19,336</b>	<b>19,339</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year		0.0%	127.9%	0.0%	0.0%	127.9%	-96.4%	0.0%		
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(11,237)	(11,237)	(6,144)	-	-	(6,144)	(11,237)	(11,237)	-	-
Transfer From Own Funds	(112,333)	(112,333)	(475,787)	-	-	(475,787)	(3,750)	(3,751)	-	-
Revenue - Other	-	-	(130)	-	-	(130)	(600)	(600)	-	-
TOTAL REVENUE	(123,570)	(123,570)	(482,061)	-	-	(482,061)	(15,587)	(15,588)	-	-
<b>REQUISITION</b>	<b>(112,333)</b>	<b>(112,333)</b>	<b>(55,468)</b>	<b>-</b>	<b>-</b>	<b>(55,468)</b>	<b>(3,750)</b>	<b>(3,751)</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year		0.0%	-50.6%	0.0%	0.0%	-50.6%	-93.2%	0.0%		
PARTICIPANTS: All Municipalities and JDF Electoral Area										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

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

<b>Service No.</b>	<b>3.701</b>							
	<b>Millstream Site Remediation</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$410,000	\$410,000	\$0	\$0	\$0	\$0	\$0	\$410,000
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$410,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$160,000	\$160,000	\$0	\$0	\$0	\$0	\$0	\$160,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$410,000</b>



CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

**Project Number**  
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, 23-01 is a project planned to start in 2023.  
  
For projects in previous capital plans, use the same project numbers previously assigned.

**Capital Expenditure 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

**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 meets current energy standards with an expected service life of 35 years".

**Total Project Budget**  
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

**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  
Res = Reserve Fund  
STLoan = Short Term Loans  
WU = Water Utility  
If there is more than one funding source, use additional rows for the project.

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

**Carryforward from 2022**  
Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.

**Project Drivers**  
**Maintain Level of Service** = Project maintains existing or improved level of service.  
**Advance Board or Corporate Priority** = Project is a Board or Corporate priority.  
**Emergency** = Project is required for health or safety reasons.  
**Cost Benefit** = Project provide economic benefit to the organization.

**Long-term Planning**  
**Master Plan / Servicing Plan** = Plan that identifies new assets required to meet future needs.  
**Asset Management Plan / Sustainable Service Delivery Plan** = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.  
**Replacement Plan** = Plan that identifies asset replacements based primarily on asset age and/or asset material/type.  
**Condition Assessment** = Assessment that identifies asset replacements based on asset condition.

**Cost Estimate Class**  
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.

**Service #:** 3.701  
**Service Name:** Millstream Site Remediation

**SECTION 1: PROJECT DESCRIPTION AND BUDGET**

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
17-01	Renewal	Millstream Meadows Remediation	CRD contaminated site remediation	\$14,705,734	L	Cap	\$250,000	\$250,000	\$0	\$0			\$250,000
17-01	Renewal	Millstream Meadows Remediation	CRD contaminated site remediation		L	Grant	\$160,000	\$160,000	\$0	\$0			\$160,000
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
<b>GRAND TOTAL</b>				<b>\$14,705,734</b>			<b>\$410,000</b>	<b>\$410,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$410,000</b>

Service:

3.701

Millstream Site Remediation

<b>Project Number</b>	17-01	<b>Capital Project Title</b>	Millstream Meadows Remediation	<b>Capital Project Description</b>	CRD contaminated site remediation
<b>Project Rationale</b>	Millstream Site Remediation: Make application for Provincial certification, 2022/2023 Project Completion and site divestment				

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

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

#### **FINAL BUDGET**

MARCH 2023

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

The participating areas are:

	2023 Budget Onsite Systems	%
Colwood	3,225	43.42%
Langford	1,882	25.34%
Saanich	2,260	30.43%
View Royal	60	0.81%
	<u>7,427</u>	<u>100.00%</u>

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

N/A

**FUNDING:**

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

**3.707 - LWMP - ON SITE SYSTEM MANAGEMENT PROGRAM**

	<b>BUDGET REQUEST</b>									
	<b>2022 BOARD BUDGET</b>	<b>2022 ESTIMATED ACTUAL</b>	<b>2023 CORE BUDGET</b>	<b>2023 ONGOING</b>	<b>2023 ONE-TIME</b>	<b>2023 TOTAL</b>	<b>2024 TOTAL</b>	<b>2025 TOTAL</b>	<b>2026 TOTAL</b>	<b>2027 TOTAL</b>
<b>OPERATING COSTS:</b>										
Operating Expenditures	159,038	139,059	147,649	-	-	147,649	137,709	139,752	141,837	144,303
Contract For Services	30,000	30,000	30,000	-	-	30,000	30,600	31,212	31,836	17,132
<b>TOTAL OPERATING COSTS</b>	<b>189,038</b>	<b>169,059</b>	<b>177,649</b>	<b>-</b>	<b>-</b>	<b>177,649</b>	<b>168,309</b>	<b>170,964</b>	<b>173,673</b>	<b>161,435</b>
*Percentage Increase over prior year		-10.6%	-6.0%	0.0%	0.0%	-6.0%	-5.3%	1.6%	1.6%	-7.0%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	19,979	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>19,979</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COSTS</b>	<b>189,038</b>	<b>189,038</b>	<b>177,649</b>	<b>-</b>	<b>-</b>	<b>177,649</b>	<b>168,309</b>	<b>170,964</b>	<b>173,673</b>	<b>161,435</b>
*Percentage Increase over prior year		0.0%	-6.0%	0.0%	0.0%	-6.0%	-5.3%	1.6%	1.6%	-7.0%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(10,556)	(10,556)	(7,485)	-	-	(7,485)	(7,485)	(7,485)	(7,485)	(7,485)
Transfer from Operating Reserve Fund	-	-	(40,014)	-	-	(40,014)	(28,071)	(28,071)	(28,071)	(13,071)
<b>TOTAL REVENUE</b>	<b>(10,556)</b>	<b>(10,556)</b>	<b>(47,499)</b>	<b>-</b>	<b>-</b>	<b>(47,499)</b>	<b>(35,556)</b>	<b>(35,556)</b>	<b>(35,556)</b>	<b>(20,556)</b>
<b>REQUISITION</b>	<b>(178,482)</b>	<b>(178,482)</b>	<b>(130,150)</b>	<b>-</b>	<b>-</b>	<b>(130,150)</b>	<b>(132,753)</b>	<b>(135,408)</b>	<b>(138,117)</b>	<b>(140,879)</b>
*Percentage Increase over prior year		0.0%	-27.1%	0.0%	0.0%	-27.1%	2.0%	2.0%	2.0%	2.0%
PARTICIPANTS: Colwood, Langford, Saanich, View Royal										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**3.707 L.W.M.P. On Site Systems Management Program**  
**Operating Reserve Summary**  
**2023 - 2027 Financial Plan**

**Profile**

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

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105526	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	329,009	384,233	344,219	316,148	288,077	260,006
<b>Planned Purchase</b>	-	(40,014)	(28,071)	(28,071)	(28,071)	(13,071)
<b>Transfer from Ops Budget</b>	46,049	-	-	-	-	-
<b>Interest Income*</b>	9,175	-	-	-	-	-
<b>Total projected year end balance</b>	<b>384,233</b>	<b>344,219</b>	<b>316,148</b>	<b>288,077</b>	<b>260,006</b>	<b>246,935</b>

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

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

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

#### **FINAL BUDGET**

MARCH 2023

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

**Saanich Peninsula Wastewater Commission**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

Nil

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund



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

Saanich Peninsula Wastewater Commission

	<u>Operating</u>
Central Saanich	43.23%
North Saanich (*see note below)	16.14%
Sidney	40.63%
<b>Total</b>	<b><u>100.00%</u></b>

Note:

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

3.720 - LWMP (PENINSULA)	BUDGET REQUEST									
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	99,766	84,981	36,262	-	-	36,262	36,992	37,730	38,481	39,246
<b>TOTAL OPERATING COSTS</b>	<b>99,766</b>	<b>84,981</b>	<b>36,262</b>	<b>-</b>	<b>-</b>	<b>36,262</b>	<b>36,992</b>	<b>37,730</b>	<b>38,481</b>	<b>39,246</b>
*Percentage Increase over prior year		-14.8%	-63.7%	0.0%	0.0%	-63.7%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	20,141	34,926	19,985	-	-	19,985	20,333	20,696	21,067	21,446
TOTAL CAPITAL / RESERVES	20,141	34,926	19,985	-	-	19,985	20,333	20,696	21,067	21,446
<b>TOTAL COSTS</b>	<b>119,907</b>	<b>119,907</b>	<b>56,247</b>	<b>-</b>	<b>-</b>	<b>56,247</b>	<b>57,325</b>	<b>58,426</b>	<b>59,548</b>	<b>60,692</b>
*Percentage Increase over prior year		0.0%	-53.1%	0.0%	0.0%	-53.1%	1.9%	1.9%	1.9%	1.9%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(980)	(980)	(2,320)	-	-	(2,320)	(2,320)	(2,320)	(2,320)	(2,320)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(980)	(980)	(2,320)	-	-	(2,320)	(2,320)	(2,320)	(2,320)	(2,320)
<b>REQUISITION</b>	<b>(118,927)</b>	<b>(118,927)</b>	<b>(53,927)</b>	<b>-</b>	<b>-</b>	<b>(53,927)</b>	<b>(55,005)</b>	<b>(56,106)</b>	<b>(57,228)</b>	<b>(58,372)</b>
*Percentage Increase over prior year		0.0%	-54.7%	0.0%	0.0%	-54.7%	2.0%	2.0%	2.0%	2.0%
PARTICIPANTS: Central Saanich, North Saanich, Sidney AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

**Profile**

**L.W.M.P. Peninsula**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105527	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	54,632	135,311	155,296	175,629	196,325	217,392
Planned Purchase		-	-	-	-	-
Transfer from Ops Budget	79,155	19,985	20,333	20,696	21,067	21,446
Interest Income*	1,524	-	-	-	-	-
<b>Total projected year end balance</b>	<b>135,311</b>	<b>155,296</b>	<b>175,629</b>	<b>196,325</b>	<b>217,392</b>	<b>238,838</b>

**Assumptions/Background:**

Retain reserve balance for future LWMP planning projects.

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **L.W.M.P. - Core and West Shore**

#### **FINAL BUDGET**

MARCH 2023

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

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

**PARTICIPATION:**

	<u>Flow Amounts*</u>	<u>Allocation for 2023</u>
Colwood	1,176,153	3.30%
Esquimalt	2,534,467	7.11%
Langford	3,602,221	10.10%
Oak Bay	3,534,142	9.91%
Saanich	10,004,812	28.06%
Victoria	13,694,787	38.40%
View Royal	821,374	2.30%
Esquimalt Nation	30,014	0.08%
Songhees Nation	262,275	0.74%
<b>TOTAL</b>	<b>35,660,245</b>	<b>100.000%</b>

\* = Average Annual Flow

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

3.750 - LWMP - CORE AND WEST SHORE	BUDGET REQUEST									
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	178,704	78,719	180,552	-	-	180,552	184,668	188,380	192,002	195,858
Consultant Expenses	102,000	102,000	105,060	-	-	105,060	107,161	109,304	111,491	113,720
Contract For Services	36,312	36,312	37,401	-	-	37,401	38,149	38,912	39,691	40,484
<b>TOTAL OPERATING COSTS</b>	<b>317,016</b>	<b>217,031</b>	<b>323,013</b>	<b>-</b>	<b>-</b>	<b>323,013</b>	<b>329,979</b>	<b>336,597</b>	<b>343,183</b>	<b>350,062</b>
*Percentage Increase over prior year		-31.5%	1.9%	0.0%	0.0%	1.9%	2.2%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	49,120	149,105	49,309	-	-	49,309	50,309	51,329	52,369	53,431
TOTAL CAPITAL / RESERVES	49,120	149,105	49,309	-	-	49,309	50,309	51,329	52,369	53,431
<b>TOTAL COSTS</b>	<b>366,136</b>	<b>366,136</b>	<b>372,322</b>	<b>-</b>	<b>-</b>	<b>372,322</b>	<b>380,288</b>	<b>387,926</b>	<b>395,552</b>	<b>403,493</b>
*Percentage Increase over prior year		0.0%	1.7%	0.0%	0.0%	1.7%	2.1%	2.0%	2.0%	2.0%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(19,885)	(19,885)	(19,194)	-	-	(19,194)	(19,194)	(19,194)	(19,194)	(19,194)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(19,885)	(19,885)	(19,194)	-	-	(19,194)	(19,194)	(19,194)	(19,194)	(19,194)
<b>REQUISITION</b>	<b>(346,251)</b>	<b>(346,251)</b>	<b>(353,128)</b>	<b>-</b>	<b>-</b>	<b>(353,128)</b>	<b>(361,094)</b>	<b>(368,732)</b>	<b>(376,358)</b>	<b>(384,299)</b>
*Percentage Increase over prior year		0.0%	2.0%	0.0%	0.0%	2.0%	2.3%	2.1%	2.1%	2.1%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford, Saanich, Oak Bay, View Royal, and Songhees and Esquimalt Bands										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**3.750 L.W.M.P. Core and West Shore  
Operating Reserve Summary  
2023 - 2027 Financial Plan**

**Profile**

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

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105528	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	986,281	726,636	475,945	396,254	447,583	499,952
Planned Purchase	(400,000)	(300,000)	(130,000)	-	-	-
Transfer from Ops Budget	122,957	49,309	50,309	51,329	52,369	53,431
Interest Income*	17,398	-	-	-	-	-
<b>Total projected year end balance</b>	<b>726,636</b>	<b>475,945</b>	<b>396,254</b>	<b>447,583</b>	<b>499,952</b>	<b>553,383</b>

**Assumptions/Background:**

Retain reserve balance for future LWMP planning projects

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **L.W.M.P. - Harbour Studies**

#### **FINAL BUDGET**

MARCH 2023



**DEFINITION:**

Core Area Liquid Waste Management Plan program - provides for the CRD to work in partnership with other agencies to protect and improve the environmental quality of Victoria and Esquimalt harbours. Establishment Bylaw No. 3743, February 16, 2011, as amended by Bylaw No. 3837 (2012).

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

	<u>2023 Allocation</u>
City of Colwood	6.41%
City of Victoria	29.74%
Township of Esquimalt	5.91%
City of Langford	15.22%
District of Saanich	38.83%
Town of View Royal	3.89%
TOTAL	<u>100.00%</u>

**MAXIMUM LEVY:**

Greater of \$350,000 or \$0.0064 per \$1,000 of actual assessments

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Core Area Liquid Waste Management Committee

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

3.752 - LWMP - HARBOURS STUDIES	BUDGET REQUEST									
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Allocations - EPro Labour	298,773	298,773	304,741	-	-	304,741	310,836	317,053	323,394	329,862
Consultant Expenses	25,331	37,331	26,090	-	-	26,090	26,610	27,140	27,680	28,230
Contract for Services	12,000	12,000	12,360	-	-	12,360	12,610	12,860	13,120	13,380
Operating - Other Costs	12,500	500	11,047	-	-	11,047	11,317	11,587	11,877	12,167
<b>TOTAL OPERATING COSTS</b>	<b>348,604</b>	<b>348,604</b>	<b>354,238</b>	<b>-</b>	<b>-</b>	<b>354,238</b>	<b>361,373</b>	<b>368,640</b>	<b>376,071</b>	<b>383,639</b>
*Percentage Increase over prior year		0.0%	1.6%	0.0%	0.0%	1.6%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>348,604</b>	<b>348,604</b>	<b>354,238</b>	<b>-</b>	<b>-</b>	<b>354,238</b>	<b>361,373</b>	<b>368,640</b>	<b>376,071</b>	<b>383,639</b>
*Percentage Increase over prior year		0.0%	1.6%	0.0%	0.0%	1.6%	2.0%	2.0%	2.0%	2.0%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year										
Grants in Lieu of Taxes	(23,461)	(23,461)	(21,658)	-	-	(21,658)	(21,658)	(21,658)	(21,658)	(21,658)
Revenue - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(23,461)	(23,461)	(21,658)	-	-	(21,658)	(21,658)	(21,658)	(21,658)	(21,658)
<b>REQUISITION</b>	<b>(325,143)</b>	<b>(325,143)</b>	<b>(332,580)</b>	<b>-</b>	<b>-</b>	<b>(332,580)</b>	<b>(339,715)</b>	<b>(346,982)</b>	<b>(354,413)</b>	<b>(361,981)</b>
*Percentage Increase over prior year		0.0%	2.3%	0.0%	0.0%	2.3%	2.1%	2.1%	2.1%	2.1%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford, Saanich, View Royal, Songhees and Esquimalt Bands										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hourly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

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

#### **FINAL BUDGET**

MARCH 2023

**Service: 3.756 Harbours Environmental Actions Service - Peninsula**

**Committee: Saanich Peninsula Wastewater Commission**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

	<u>2023</u>
Sidney	28.61%
District of North Saanich	28.84%
District of Central Saanich	42.54%
TOTAL	<u>100.00%</u>

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Saanich Peninsula Wastewater Commission

**FUNDING:**

Requisition

**RESERVE FUND:**

N/A

3.756 - HABOUR ENVIRONMENTAL ACTION PENINSULA	BUDGET REQUEST				2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL		
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING					2023 ONE-TIME	2023 TOTAL
<b>OPERATING COSTS:</b>										
Allocations	46,856	34,016	47,834	-	-	47,834	48,791	49,767	50,762	51,778
Consultant Expenses	13,026	13,000	13,850	-	-	13,850	14,130	14,410	14,700	14,990
Contract For Services	4,300	4,300	4,429	-	-	4,429	4,520	4,610	4,700	4,790
Operating - other costs	4,440	17,306	4,639	-	-	4,639	4,729	4,819	4,909	4,999
<b>TOTAL OPERATING COSTS</b>	<b>68,622</b>	<b>68,622</b>	<b>70,752</b>	<b>-</b>	<b>-</b>	<b>70,752</b>	<b>72,170</b>	<b>73,606</b>	<b>75,071</b>	<b>76,557</b>
*Percentage Increase over prior year		0.0%	3.1%	0.0%	0.0%	3.1%	2.0%	2.0%	2.0%	2.0%
<b>CAPITAL / RESERVE</b>										
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COSTS</b>	<b>68,622</b>	<b>68,622</b>	<b>70,752</b>	<b>-</b>	<b>-</b>	<b>70,752</b>	<b>72,170</b>	<b>73,606</b>	<b>75,071</b>	<b>76,557</b>
*Percentage Increase over prior year		0.0%	3.1%	0.0%	0.0%	3.1%	2.0%	2.0%	2.0%	2.0%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(2,026)	(2,026)	(2,165)	-	-	(2,165)	(2,165)	(2,165)	(2,165)	(2,165)
<b>TOTAL REVENUE</b>	<b>(2,026)</b>	<b>(2,026)</b>	<b>(2,165)</b>	<b>-</b>	<b>-</b>	<b>(2,165)</b>	<b>(2,165)</b>	<b>(2,165)</b>	<b>(2,165)</b>	<b>(2,165)</b>
<b>REQUISITION</b>	<b>(66,596)</b>	<b>(66,596)</b>	<b>(68,587)</b>	<b>-</b>	<b>-</b>	<b>(68,587)</b>	<b>(70,005)</b>	<b>(71,441)</b>	<b>(72,906)</b>	<b>(74,392)</b>
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	2.1%	2.1%	2.1%	2.0%
PARTICIPANTS: Sidney, District of North Saanich, District of Central Saanich										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Regional Goose Management Service**

#### **FINAL BUDGET**

MARCH 2023

**DEFINITION:**

Regional coordination of Canada Goose population  
Establishment Bylaw No. 4522, February 2023

**SERVICE DESCRIPTION:**

To provide coordinated management of Canada goose populations and would include:

- a. Monitoring, mapping, reporting on Canada Goose populations and their impacts
- b. Coordinating and establishing collaborative partnerships with municipalities, First Nations, large landowners, Peninsula and Area Agricultural Commission, other government agencies and stewardship groups to implement the CRD's Regional Canada Goose Management Strategy and manage Canada Goose populations in the region
- c. Facilitating the development and implementation of a communications strategy and public education program to support the management of Canada Goose populations, and
- d. Collaboration with other Vancouver Island regional districts, local governments, and First Nations to reduce Canada Goose populations through the Vancouver Island Canada Goose Management Working Group

**PARTICIPATION:**

All municipalities and electoral areas

<b>Municipalities</b>	<b>Basis of Apportionment</b>		<b>Percent of Total</b>
	<b>50% Converted Assessments</b>	<b>50% Regional Planning Population - 2022</b>	
City of Colwood	808,669,576	20,766	4.3%
City of Victoria	4,956,430,853	96,390	22.8%
District of Central Saanich	927,613,660	18,689	4.3%
Township of Esquimalt	676,447,267	19,155	3.8%
City of Langford	2,124,392,376	49,345	10.7%
District of Saanich	5,470,524,226	125,853	27.3%
District of Oak Bay	1,279,986,485	19,211	5.2%
District of North Saanich	921,935,242	12,671	3.6%
District of Metchosin	227,160,448	5,142	1.1%
Town of Sidney	755,376,989	12,569	3.2%
Town of View Royal	502,901,667	12,606	2.6%
District of Highlands	137,022,830	2,599	0.6%
District of Sooke	593,953,061	15,991	3.2%
	<b>19,382,414,680</b>	<b>410,987</b>	<b>92.9%</b>
<b>Electoral Areas</b>			
Juan de Fuca	369,143,239	5,651	1.5%
Saltspring Island	726,724,736	11,828	3.1%
Southern Gulf Islands	551,988,342	5,388	1.9%
	<b>1,647,856,317</b>	<b>22,867</b>	<b>6.5%</b>
<b>First Nations</b>			
Tsawout	39,571,160	1,790	0.3%
Songhees	44,786,919	1,839	0.3%
	<b>84,358,079</b>	<b>3,629</b>	<b>0.6%</b>
	<b>21,114,629,076</b>	<b>437,483</b>	<b>100.0%</b>

**MAXIMUM LEVY:**

The greater of \$251,900 or \$0.0016 / \$1,000 of taxable value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

N/A

**FUNDING:**

Requisition

**RESERVE FUND:**

N/A



1.312 - Regional Goose Management	BUDGET REQUEST						2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL				
<b>OPERATING COSTS:</b>										
Allocations	-	-	-	87,172	-	87,172	88,918	90,702	92,520	-
Contract For Services	-	-	-	130,000	-	130,000	132,600	135,250	137,960	-
Operating - other costs	-	-	-	20,350	-	20,350	20,760	21,180	21,610	-
<b>TOTAL OPERATING COSTS</b>	-	-	-	237,522	-	237,522	242,278	247,132	252,090	-
*Percentage Increase over prior year		0.0%	0.0%	0.0%	0.0%	0.0%	2.0%	2.0%	2.0%	-100.0%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	-	-	-	237,522	-	237,522	242,278	247,132	252,090	-
*Percentage Increase over prior year		0.0%	0.0%	0.0%	0.0%	0.0%	2.0%	2.0%	2.0%	-100.0%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
<b>REQUISITION</b>	-	-	-	(237,522)	-	(237,522)	(242,278)	(247,132)	(252,090)	-
*Percentage Increase over prior year		0.0%	0.0%	0.0%	0.0%	0.0%	2.0%	2.0%	2.0%	-100.0%
PARTICIPANTS: All Municipalities and Electoral Areas										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Sooke Stormwater Quality Management**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.531 Sooke Stormwater Quality Management

**Committee:** Electoral Areas

**DEFINITION:**

To provide for the control of pollution in stormwater runoff from land. "Stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses. Work is conducted for the District of Sooke by annual letter of agreement.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

The District of Sooke.

**MAXIMUM LEVY:**

None stated

**MAXIMUM CAPITAL DEBT:**

Nil

**FUNDING:**

Requisition

1.531 - STORMWATER QUALITY - SOOKE	BUDGET REQUEST									
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	23,145	23,158	23,996	-	-	23,996	71,780	24,968	25,468	25,973
Contract For Services	-	-	-	-	-	-	18,439	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>23,145</b>	<b>23,158</b>	<b>23,996</b>	<b>-</b>	<b>-</b>	<b>23,996</b>	<b>90,219</b>	<b>24,968</b>	<b>25,468</b>	<b>25,973</b>
*Percentage Increase over prior year		0.1%	3.7%	0.0%	0.0%	3.7%	276.0%	-72.3%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	15,136	15,136	15,436	-	-	15,436	-	16,054	16,372	16,702
TOTAL CAPITAL / RESERVES	15,136	15,136	15,436	-	-	15,436	-	16,054	16,372	16,702
<b>TOTAL COSTS</b>	<b>38,281</b>	<b>38,294</b>	<b>39,432</b>	<b>-</b>	<b>-</b>	<b>39,432</b>	<b>90,219</b>	<b>41,022</b>	<b>41,840</b>	<b>42,675</b>
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	128.8%	-54.5%	2.0%	2.0%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(81)	(94)	(86)	-	-	(86)	(86)	(86)	(86)	(86)
Transfer From Operating Reserve	-	-	-	-	-	-	(50,000)	-	-	-
TOTAL REVENUE	(81)	(94)	(86)	-	-	(86)	(50,086)	(86)	(86)	(86)
<b>REQUISITION</b>	<b>(38,200)</b>	<b>(38,200)</b>	<b>(39,346)</b>	<b>-</b>	<b>-</b>	<b>(39,346)</b>	<b>(40,133)</b>	<b>(40,936)</b>	<b>(41,754)</b>	<b>(42,589)</b>
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	2.0%	2.0%	2.0%	2.0%
PARTICIPANTS: Sooke										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**1.531 Storm Water Quality - Sooke**  
**Operating Reserve Summary**  
**2023 - 2027 Financial Plan**

**Profile**

**Storm Water Quality - Sooke**

Established by Bylaw No. 4147 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue. 2024 is the next planned water quality objective sampling year during which money will be taken out of reserve. This sampling takes place every 4 years, with 3 years saving up.

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105518	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Projected year end balance						
Beginning Balance	43,550	50,413	65,849	15,849	31,903	48,275
Planned Purchase	-	-	(50,000)	-	-	-
Transfer from Ops Budget	5,648	15,436	-	16,054	16,372	16,702
Interest Income*	1,214	-	-	-	-	-
<b>Total projected year end balance</b>	<b>50,413</b>	<b>65,849</b>	<b>15,849</b>	<b>31,903</b>	<b>48,275</b>	<b>64,977</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Core and West Shore Stormwater Quality Management**

#### **FINAL BUDGET**

MARCH 2023

**Service: 1.536 Core and West Shore Stormwater Quality Management**

**Committee: Core Area Liquid Waste Management**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

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

The participants are:

City of Colwood  
City of Victoria  
Township of Esquimalt  
District of Langford  
District of Oak Bay  
District of Saanich  
Town of View Royal  
Esquimalt Band  
Songhees Band

**MAXIMUM LEVY:**

None listed in Establishing Bylaw

**COMMISSION:**

Core Area Liquid Waste Management Committee

**FUNDING:**

Requisition for Stormwater Program and Direct Agreement for coordinator for the Bowker Creek Initiative.

1.536 - STORMWATER QUALITY MANAGEMENT-CORE	BUDGET REQUEST									
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>OPERATING COSTS:</b>										
Operating Expenditures	570,400	598,213	578,030	-	-	578,030	588,546	600,398	612,488	623,874
Contract For Services	115,000	99,190	119,000	-	-	119,000	210,669	121,245	121,830	123,456
Consultant Expenses	47,000	29,038	47,000	-	-	47,000	47,940	48,900	49,880	50,798
<b>TOTAL OPERATING COSTS</b>	<b>732,400</b>	<b>726,441</b>	<b>744,030</b>	<b>-</b>	<b>-</b>	<b>744,030</b>	<b>847,155</b>	<b>770,543</b>	<b>784,198</b>	<b>798,127</b>
*Percentage Increase over prior year		-0.8%	1.6%	0.0%	0.0%	1.6%	13.9%	-9.0%	1.8%	1.8%
<b>CAPITAL / RESERVE</b>										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>732,400</b>	<b>726,441</b>	<b>744,030</b>	<b>-</b>	<b>-</b>	<b>744,030</b>	<b>847,155</b>	<b>770,543</b>	<b>784,198</b>	<b>798,127</b>
*Percentage Increase over prior year		-0.8%	1.6%	0.0%	0.0%	1.6%	13.9%	-9.0%	1.8%	1.8%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	(34,152)	(34,152)	(35,532)	-	-	(35,532)	(35,532)	(35,532)	(35,532)	(35,532)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>698,248</b>	<b>692,289</b>	<b>708,498</b>	<b>-</b>	<b>-</b>	<b>708,498</b>	<b>811,623</b>	<b>735,011</b>	<b>748,666</b>	<b>762,595</b>
*Percentage Increase over prior year		-0.9%	1.5%	0.0%	0.0%	1.5%	14.6%	-9.4%	1.9%	1.9%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(55,136)	(55,136)	(52,230)	-	-	(52,230)	(52,230)	(52,230)	(52,230)	(52,230)
Transfer From Operating Reserve	(5,959)	-	-	-	-	-	(90,000)	-	-	-
TOTAL REVENUE	(61,095)	(55,136)	(52,230)	-	-	(52,230)	(142,230)	(52,230)	(52,230)	(52,230)
<b>REQUISITION</b>	<b>(637,153)</b>	<b>(637,153)</b>	<b>(656,268)</b>	<b>-</b>	<b>-</b>	<b>(656,268)</b>	<b>(669,393)</b>	<b>(682,781)</b>	<b>(696,436)</b>	<b>(710,365)</b>
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	2.0%	2.0%	2.0%	2.0%
PARTICIPANTS: Victoria, Saanich, Esquimalt, View Royal, Langford, Colwood, Songhees Band, Esquimalt Band										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



**1.536 Stormwater Quality Management - Core**  
**Operating Reserve Summary**  
**2023- 2027 Financial Plan**

**Profile**

**Stormwater Quality Management - Core**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105519	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Projected year end balance						
Beginning Balance	191,512	279,186	279,186	189,186	189,186	189,186
Planned Purchase		-	(90,000)	-	-	-
Transfer from Ops Budget	82,333					
Interest Income*	5,341	-	-	-	-	-
<b>Total projected year end balance</b>	<b>279,186</b>	<b>279,186</b>	<b>189,186</b>	<b>189,186</b>	<b>189,186</b>	<b>189,186</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

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

#### **FINAL BUDGET**

MARCH 2023

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater Commission

**FUNDING:**

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

**USER CHARGE:**

N/A

	<u>Stormwater</u>
Central Saanich	25.00%
North Saanich	37.12%
Sidney	23.07%
Tsawout Band	4.83%
Tsartlip Band	6.20%
Pauquachin Band	2.24%
Tseycum Band	1.54%
<b>Total</b>	<b><u>100.00%</u></b>

Note:

\* Service established effective 2010; previously provided by agreement

1.537 Saanich Peninsula - Stormwater Quality Mgmt	BUDGET REQUEST									
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	80,701	79,785	81,256	-	-	81,256	82,882	84,537	86,226	87,963
Contract For Services	22,106	22,106	20,676	-	-	20,676	21,001	21,332	21,668	22,004
Consultant Expenses	15,300	16,217	20,000	-	-	20,000	20,400	20,810	21,230	21,650
<b>TOTAL OPERATING COSTS</b>	<b>118,107</b>	<b>118,108</b>	<b>121,932</b>	<b>-</b>	<b>-</b>	<b>121,932</b>	<b>124,283</b>	<b>126,679</b>	<b>129,124</b>	<b>131,617</b>
*Percentage Increase over prior year		0.0%	3.2%	0.0%	0.0%	3.2%	1.9%	1.9%	1.9%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>118,107</b>	<b>118,108</b>	<b>121,932</b>	<b>-</b>	<b>-</b>	<b>121,932</b>	<b>124,283</b>	<b>126,679</b>	<b>129,124</b>	<b>131,617</b>
*Percentage Increase over prior year		0.0%	3.2%	0.0%	0.0%	3.2%	1.9%	1.9%	1.9%	1.9%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(4,051)	(4,051)	(4,454)	-	-	(4,454)	(4,455)	(4,455)	(4,455)	(4,455)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(4,051)	(4,051)	(4,454)	-	-	(4,454)	(4,455)	(4,455)	(4,455)	(4,455)
<b>REQUISITION</b>	<b>(114,056)</b>	<b>(114,057)</b>	<b>(117,478)</b>	<b>-</b>	<b>-</b>	<b>(117,478)</b>	<b>(119,828)</b>	<b>(122,224)</b>	<b>(124,669)</b>	<b>(127,162)</b>
*Percentage Increase over prior year	0.00%	0.00%	3.00%	0.00%	0.00%	3.00%	2.00%	2.00%	2.00%	2.00%
PARTICIPANTS: Central Saanich, North Saanich, Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

**Profile**

**Saanich Peninsula - Stormwater Quality Mgmt**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105520	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Projected year end balance						
Beginning Balance	25,101	44,157	44,157	44,157	44,157	44,157
Planned Purchase		-	-	-	-	-
Transfer from/to Ops Budget	18,356	-	-	-	-	-
Interest Income*	700	-	-	-	-	-
<b>Total projected year end balance</b>	<b>44,157</b>	<b>44,157</b>	<b>44,157</b>	<b>44,157</b>	<b>44,157</b>	<b>44,157</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

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

#### **FINAL BUDGET**

MARCH 2023

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

**Commission: Saanich Peninsula Waste Water**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater

**FUNDING:**

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

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

**USER CHARGE:**

N/A



Service: 1.538 Saanich Peninsula - Source Control Stormwater

Commission: Saanich Peninsula Waste Water

	<u>2023</u>
Central Saanich	42.54%
North Saanich	28.84%
Sidney	28.61%
<b>Total</b>	<b><u>100.00%</u></b>

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

1.538 San Pen - Source Control Stormwater	BUDGET REQUEST									
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	50,724	50,738	52,720	-	-	52,720	52,396	53,454	54,516	55,601
Contract For Services	5,132	4,000	5,937	-	-	5,937	6,977	7,074	7,183	7,317
<b>TOTAL OPERATING COSTS</b>	<b>55,856</b>	<b>54,738</b>	<b>58,657</b>	<b>-</b>	<b>-</b>	<b>58,657</b>	<b>59,373</b>	<b>60,528</b>	<b>61,699</b>	<b>62,918</b>
*Percentage Increase over prior year		-2.0%	5.0%	0.0%	0.0%	5.0%	1.2%	1.9%	1.9%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	1,118	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	1,118	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>55,856</b>	<b>55,856</b>	<b>58,657</b>	<b>-</b>	<b>-</b>	<b>58,657</b>	<b>59,373</b>	<b>60,528</b>	<b>61,699</b>	<b>62,918</b>
*Percentage Increase over prior year		0.0%	5.0%	0.0%	0.0%	5.0%	1.2%	1.9%	1.9%	2.0%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,646)	(1,646)	(1,763)	-	-	(1,763)	(1,763)	(1,763)	(1,763)	(1,763)
Transfer From Operating Reserve	-	-	(1,058)	-	-	(1,058)	(657)	(673)	(682)	(716)
TOTAL REVENUE	(1,646)	(1,646)	(2,821)	-	-	(2,821)	(2,420)	(2,436)	(2,445)	(2,479)
<b>REQUISITION</b>	<b>(54,210)</b>	<b>(54,210)</b>	<b>(55,836)</b>	<b>-</b>	<b>-</b>	<b>(55,836)</b>	<b>(56,953)</b>	<b>(58,092)</b>	<b>(59,254)</b>	<b>(60,439)</b>
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	2.0%	2.0%	2.0%	2.0%
PARTICIPANTS: Central Saanich, North Saanich, and Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

**Profile**

**San Pen - Source Control Stormwater**

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

**Operating Reserve Schedule**

Operating Reserve Schedule (Fund: 1500 / FC: 105521)	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Projected year end balance</b>						
Beginning Balance	45,322	48,179	47,121	46,464	45,791	45,109
Planned Purchase	-	(1,058)	(657)	(673)	(682)	(716)
Transfer from/to Ops Budget	1,593	-	-	-	-	-
Interest Income*	1,264	-	-	-	-	-
<b>Total projected year end balance</b>	<b>48,179</b>	<b>47,121</b>	<b>46,464</b>	<b>45,791</b>	<b>45,109</b>	<b>44,393</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Climate Action and Adaptation**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.309 Climate Action and Adaptation

**Committee:** Environmental Services

**DEFINITION:**

Establishment Bylaw No. 3510 (Jan 2009), as amended by Bylaw No. 4058 (Feb 2016) and Bylaw No. 4468 (Jan 2022), to establish and to operate the service of regional climate action coordination, including:

- Collaboration and cooperation with members on climate action and adaptation, including carbon neutrality commitments
- Information dissemination and public education
- Seek funding from other regional levels of government to support regional climate action programs
- Monitoring and reporting on air quality, energy consumption and greenhouse gas emissions

**SERVICE DESCRIPTION:**

The service facilitates climate change action throughout the region, provides support for emission reduction and adaptation strategies to the corporation and municipal governments, and delivers outreach and education programs to the public.

**PARTICIPATION:**

All municipalities and electoral areas

**MAXIMUM LEVY:**

The greater of \$1,737,635 or \$0.0130 / \$1,000 of taxable value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

N/A

**FUNDING:**

Property value tax  
Cost apportionment: 50% RPS population and 50% converted assessments

**1.309 - CLIMATE ACTION AND ADAPTATION**

			<b>BUDGET REQUEST</b>							
	<b>2022 BOARD BUDGET</b>	<b>2022 ESTIMATED ACTUAL</b>	<b>2023 CORE BUDGET</b>	<b>2023 ONGOING</b>	<b>2023 ONE-TIME</b>	<b>2023 TOTAL</b>	<b>2024 TOTAL</b>	<b>2025 TOTAL</b>	<b>2026 TOTAL</b>	<b>2027 TOTAL</b>
<b>OPERATING COSTS:</b>										
Salaries and Wages	291,048	226,489	339,357	-	-	339,357	346,668	354,137	304,055	268,495
Allocations - EPro Labour	333,763	260,000	340,438	-	-	340,438	350,651	361,171	372,006	383,166
Contract For Services	844,356	373,000	695,500	-	-	695,500	675,500	570,500	570,500	552,184
Contribution Projects	33,986	79,986	176,082	-	37,500	213,582	267,552	77,042	78,024	78,721
Consultant Expenses	24,266	24,266	24,266	-	-	24,266	24,791	25,292	25,802	26,595
Operating - Other Costs	12,885	13,789	98,789	-	-	98,789	48,140	48,391	48,643	48,915
Allocations - Others	11,755	11,755	29,595	-	-	29,595	30,187	30,791	31,407	32,035
Insurance Costs	860	860	2,240	-	-	2,240	2,350	2,470	2,590	2,720
<b>TOTAL OPERATING COSTS</b>	<b>1,552,919</b>	<b>990,145</b>	<b>1,706,267</b>	<b>-</b>	<b>37,500</b>	<b>1,743,767</b>	<b>1,745,839</b>	<b>1,469,794</b>	<b>1,433,027</b>	<b>1,392,831</b>
*Percentage Increase over prior year		-36.2%	9.9%	0.0%	2.4%	12.3%	0.1%	-15.8%	-2.5%	-2.8%
Transfer to General Capital Fund	-	-	363,519	-	-	363,519	792,961	792,961	792,961	164,023
Transfer to Operating Reserve Fund	686	616,311	180,898	-	-	180,898	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>686</b>	<b>616,311</b>	<b>544,417</b>	<b>-</b>	<b>-</b>	<b>544,417</b>	<b>792,961</b>	<b>792,961</b>	<b>792,961</b>	<b>164,023</b>
<b>TOTAL COSTS</b>	<b>1,553,605</b>	<b>1,606,456</b>	<b>2,250,684</b>	<b>-</b>	<b>37,500</b>	<b>2,288,184</b>	<b>2,538,800</b>	<b>2,262,755</b>	<b>2,225,988</b>	<b>1,556,854</b>
*Percentage Increase over prior year		3.4%	44.9%	0.0%	2.4%	47.3%	11.0%	-10.9%	-1.6%	-30.1%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>		-								
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(26,028)	(26,028)	(73,374)	-	-	(73,374)	(26,028)	(26,028)	(26,028)	(26,028)
Grants - Federal/Provincial/Other	(50,000)	(176,000)	(356,278)	-	(37,500)	(393,778)	(707,478)	(581,478)	(581,478)	(120,278)
Transfer From Own Funds	(73,150)	(1)	(104,645)	-	-	(104,645)	(213,929)	(138,637)	(301,340)	(93,406)
<b>TOTAL REVENUE</b>	<b>(149,178)</b>	<b>(202,029)</b>	<b>(534,297)</b>	<b>-</b>	<b>(37,500)</b>	<b>(571,797)</b>	<b>(947,435)</b>	<b>(746,143)</b>	<b>(908,846)</b>	<b>(239,712)</b>
<b>REQUISITION</b>	<b>(1,404,427)</b>	<b>(1,404,427)</b>	<b>(1,716,387)</b>	<b>-</b>	<b>-</b>	<b>(1,716,387)</b>	<b>(1,591,365)</b>	<b>(1,516,612)</b>	<b>(1,317,142)</b>	<b>(1,317,142)</b>
*Percentage Increase over prior year		0.0%	22.2%	0.0%	0.0%	22.2%	-7.3%	-4.7%	-13.2%	0.0%
PARTICIPANTS: All Municipalities and Electoral Areas										
AUTHORIZED POSITIONS:										
Regular	0.00	0.00	0.00	2.00	0.00	2.00	2.00	2.00	2.00	2.00
Term	1.00	1.00	0.00	1.00	0.00	1.00	1.00	1.00	1.00	0.00

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

<b>1.309 Climate Action and Adaptation</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$284,023	\$792,961	\$792,961	\$792,961	\$164,023	\$2,826,929
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
	<b>\$0</b>	<b>\$284,023</b>	<b>\$792,961</b>	<b>\$792,961</b>	<b>\$792,961</b>	<b>\$164,023</b>	<b>\$2,826,929</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$103,745	\$211,483	\$211,483	\$211,483	\$43,745	\$781,939
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$180,278	\$581,478	\$581,478	\$581,478	\$120,278	\$2,044,990
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$284,023</b>	<b>\$792,961</b>	<b>\$792,961</b>	<b>\$792,961</b>	<b>\$164,023</b>	<b>\$2,826,929</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.  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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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  STLoan = 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 and/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 #: 1.309  
Service Name: Climate Action and Adaptation

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
23-01	New	Regional electric vehicle charging infrastructure	146 level 2 electric vehicle charging stations	\$2,706,929	E	Cap	\$0	\$43,745	\$211,483	\$211,483	\$211,483	\$43,745	\$721,939
23-01	New	Regional electric vehicle charging infrastructure	146 level 2 electric vehicle charging stations		E	Grant	\$0	\$120,278	\$581,478	\$581,478	\$581,478	\$120,278	\$1,984,990
23-02	New	ZEVIP 2 (ZP-240) Corporate EV Chargers	Backstop funding to facilitate completion of ZP-240 for corporate chargers at multiple CRD sites.	\$120,000	E	Cap	\$0	\$60,000	\$0	\$0	\$0	\$0	\$60,000
23-02	New	ZEVIP 2 (ZP-240) Corporate EV Chargers	Backstop funding to facilitate completion of ZP-240 for corporate chargers at multiple CRD sites.		E	Grant	\$0	\$60,000	\$0	\$0	\$0	\$0	\$60,000
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
<b>GRAND TOTAL</b>				<b>\$2,826,929</b>			<b>\$0</b>	<b>\$284,023</b>	<b>\$792,961</b>	<b>\$792,961</b>	<b>\$792,961</b>	<b>\$164,023</b>	<b>\$2,826,929</b>



Service: 1.309 Climate Action and Adaptation

<b>Project Number</b>	23-01	<b>Capital Project Title</b>	Regional electric vehicle charging infrastructure	<b>Capital Project Description</b>	146 level 2 electric vehicle charging stations
<b>Project Rationale</b>	Grant dependent: Project intends to install 152 level 2 EV charging stations as part of regional network. Stations will be installed/owned/operated by CRD, some by municipal partners. TBD amount at this point. This spreadsheet assumes 152, amount will be reduced once grant confirmed and negotiations occur with municipalities in mid-2023. Climate ACTION total funding: \$725,000 Clean BC Grant funding: \$ \$2,561,729 Approved via 2022 climate action service planning as part of regional electric vehicle infrastructure program. Leveraging provincial Clean BC grant to develop regional electric vehicle charging network.				

<b>Project Number</b>	23-02	<b>Capital Project Title</b>	ZEVIP 2 (ZP-240) Corporate EV Chargers	<b>Capital Project Description</b>	Backstop funding to facilitate completion of ZP-240 for corporate chargers at multiple CRD sites.
<b>Project Rationale</b>	Grant completion: ZP-240, funded by NRCAN, is a project to facilitate the installation of up to 49 Level 2 chargers across multiple CRD sites for corporate fleet and shared public use. Due to ongoing siting considerations, backstop capital funding has been identified as needed to ensure the completion of the project by end of 2023.				

**1.309 Climate Action and Adaptation  
Operating Reserve Summary  
2023 - 2027 Financial Plan**

**Profile**

**Climate Action and Adaptation**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105503	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Projected year end balance						
Beginning Balance	85,456	936,580	1,012,833	798,904	660,267	358,927
Planned Project	-	(104,645)	(213,929)	(138,637)	(301,340)	(93,406)
Transfer to/from Ops Budget	845,876	180,898	-	-	-	-
Interest Income*	5,247	-	-	-	-	-
<b>Total projected year end balance</b>	<b>936,580</b>	<b>1,012,833</b>	<b>798,904</b>	<b>660,267</b>	<b>358,927</b>	<b>265,521</b>

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

**Assumptions/Background:**

Reserve balance retained for projects to be co-funded by grants  
5 year retrofit program delayed

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

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

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.012 Other Legislative & General - Climate

**Committee:** Environmental Services

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

**FUNDING:**

Requisition

1.012 OTHER LEGISLATIVE & GENERAL - CLIMATE	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023		TOTAL	2024	2025	2026	2027
				ONGOING	ONE-TIME					
<u>OPERATING COSTS:</u>										
Salaries and Wages	114,598	93,739	98,873	-	-	98,873	101,002	103,178	105,401	107,671
Contributions - projects	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	-	758	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>114,598</b>	<b>94,497</b>	<b>98,873</b>	<b>-</b>	<b>-</b>	<b>98,873</b>	<b>101,002</b>	<b>103,178</b>	<b>105,401</b>	<b>107,671</b>
*Percentage Increase over prior year		-17.5%	-13.7%	-100.0%	0.0%	-13.7%	2.2%	2.2%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Climate Action Reserve Fund	100,000	100,000	103,000	-	-	103,000	105,060	107,161	109,304	111,491
<b>TOTAL CAPITAL / RESERVES</b>	<b>100,000</b>	<b>100,000</b>	<b>103,000</b>	<b>-</b>	<b>-</b>	<b>103,000</b>	<b>105,060</b>	<b>107,161</b>	<b>109,304</b>	<b>111,491</b>
<b>TOTAL COSTS</b>	<b>214,598</b>	<b>194,497</b>	<b>201,873</b>	<b>-</b>	<b>-</b>	<b>201,873</b>	<b>206,062</b>	<b>210,339</b>	<b>214,705</b>	<b>219,162</b>
*Percentage increase over prior year requisition		-9.4%	-5.9%	-100.0%	0.0%	-5.9%	2.1%	2.1%	2.1%	2.1%
<b>REVENUE</b>										
Climate Action Grant	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET COSTS</b>	<b>214,598</b>	<b>194,497</b>	<b>201,873</b>	<b>-</b>	<b>-</b>	<b>201,873</b>	<b>206,062</b>	<b>210,339</b>	<b>214,705</b>	<b>219,162</b>
*Percentage increase over prior year Net Costs		-9.4%	-5.9%	-100.0%	0.0%	-5.9%	2.1%	2.1%	2.1%	2.1%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	1.0	1.0	1.0	-	-	1.0	1.0	1.0	1.0	1.0

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Environmental Engineering Services**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.576 Environmental Engineering Services

**Committee:** Environmental Services

**DEFINITION:**

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

**PARTICIPATION:**

All budgets and projects receiving Engineering Services

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

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

1.576 - Engineering Services			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	1,899,801	1,789,480	2,005,356	-	-	2,005,356	2,048,312	2,092,184	2,136,992	2,182,754
Internal Allocations	406,061	410,189	414,901	-	-	414,901	435,448	449,425	462,951	477,268
Consulting and Legal	124,000	75,000	9,000	-	100,000	109,000	9,180	9,364	9,552	9,743
Operating Supplies	52,000	58,478	52,000	-	-	52,000	53,040	54,100	55,182	56,285
Telecommunication	35,000	30,720	35,000	-	-	35,000	35,700	36,414	37,143	37,886
Vehicle and Equipment	27,400	26,448	27,400	-	-	27,400	27,948	28,507	29,077	29,658
Operating Cost - Other	45,940	20,967	41,910	-	-	41,910	42,755	43,616	44,495	45,391
<b>TOTAL OPERATING COSTS</b>	<b>2,590,202</b>	<b>2,411,282</b>	<b>2,585,567</b>	<b>-</b>	<b>100,000</b>	<b>2,685,567</b>	<b>2,652,383</b>	<b>2,713,610</b>	<b>2,775,392</b>	<b>2,838,985</b>
*Percentage increase over prior year operating costs		-6.9%	-0.18%			3.68%	-1.24%	2.31%	2.28%	2.29%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Fund	55,000	55,000	60,000	-	-	60,000	-	-	-	-
Transfer to ERF	20,000	110,801	20,000	-	-	20,000	20,000	20,000	20,000	20,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>75,000</b>	<b>165,801</b>	<b>80,000</b>	<b>-</b>	<b>-</b>	<b>80,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>TOTAL COSTS</b>	<b>2,665,202</b>	<b>2,577,083</b>	<b>2,665,567</b>	<b>-</b>	<b>100,000</b>	<b>2,765,567</b>	<b>2,672,383</b>	<b>2,733,610</b>	<b>2,795,392</b>	<b>2,858,985</b>
*Percentage increase over prior year operating costs		-3.3%				3.77%	-3.37%	2.29%	2.26%	2.27%
Internal Recoveries	(2,495,202)	(2,407,083)	(2,566,295)	-	-	(2,566,295)	(2,672,383)	(2,733,610)	(2,795,392)	(2,858,985)
*Percentage increase over prior year operating costs		-3.5%				2.85%	4.13%	2.29%	2.26%	2.27%
<b>OPERATING LESS RECOVERIES</b>	<b>170,000</b>	<b>170,000</b>	<b>99,272</b>	<b>-</b>	<b>100,000</b>	<b>199,272</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance C/F from Prior to Current year	(170,000)	(170,000)	(60,000)	-	-	(60,000)				
Transfer from Operating Reserve	-	-	(39,272)	-	(100,000)	(139,272)				
Revenue - Other										
<b>TOTAL REVENUE</b>	<b>(170,000)</b>	<b>(170,000)</b>	<b>(99,272)</b>	<b>-</b>	<b>(100,000)</b>	<b>(199,272)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage increase over prior year requisition										
<u>AUTHORIZED POSITIONS:</u>										
Salaried	13	13	13	-	-	13	13	13	13	13



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

<b>Service No.</b>	<b>1.576</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
	<b>Environmental Engineering Services</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$55,000	\$195,000	\$80,000	\$45,000	\$45,000	\$45,000	\$0	\$365,000
	<b>\$55,000</b>	<b>\$235,000</b>	<b>\$120,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$40,000</b>	<b>\$565,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$0	\$55,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$180,000	\$120,000	\$85,000	\$85,000	\$85,000	\$40,000	\$510,000
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
	<b>\$55,000</b>	<b>\$235,000</b>	<b>\$120,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$40,000</b>	<b>\$565,000</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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 STLoan = 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 and/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> L - Land S - Engineering Structure B - Buildings V - 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 #:** 1.576  
**Service Name:** Environmental Engineering Services

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
21-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F12013 (7 pass van)	\$50,000	V	ERF	→	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-02	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F01074 (light pickup)	\$50,000	V	ERF	→	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-03	New	ES Vehicle	New ES Vehicle	\$55,000	V	Cap	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$55,000
23-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F14016 (4x4 pick-up)	\$40,000	V	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
23-02	Replacement	Engineering Equipment	Engineering Equipment	\$75,000	E	ERF	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
23-03	Replacement	Computer Equipment	Computer Equipment	\$125,000	E	ERF	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
24-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #FQ14020 (Transit)	\$40,000	V	ERF	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
24-02	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F14017 (4x4 pick-up)	\$40,000	V	ERF	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
25-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F15014 (4x4 pick-up)	\$45,000	V	ERF	\$0	\$0	\$0	\$45,000	\$0	\$0	\$45,000
26-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F15015 (4x4 pick-up)	\$45,000	V	ERF	\$0	\$0	\$0	\$0	\$45,000	\$0	\$45,000
			<b>GRAND TOTAL</b>	<b>\$565,000</b>			<b>\$55,000</b>	<b>\$235,000</b>	<b>\$120,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$40,000</b>	<b>\$565,000</b>

**Service:** 1.576 Environmental Engineering Services

**Project Number** 21-01 **Capital Project Title** Replacement ES Vehicle **Capital Project Description** Replace aging fleet vehicle unit #F12013 (7 pass van)  
**Project Rationale** This vehicle is a 7 passenger mini-van used by all staff in the Engineering Services group as required for group travel to various sites. Vehicle will be beyond the recommended CRD service life.

**Project Number** 21-02 **Capital Project Title** Replacement ES Vehicle **Capital Project Description** Replace aging fleet vehicle unit #F01074 (light pickup)  
**Project Rationale** This vehicle is a light pick-up used by for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life.

**Project Number** 21-03 **Capital Project Title** ES Vehicle **Capital Project Description** New ES Vehicle  
**Project Rationale** New Vehicle for ES Eng fleet for new Senior Engineer

**Project Number** 23-01 **Capital Project Title** Replacement ES Vehicle **Capital Project Description** Replace aging fleet vehicle unit #F14016 (4x4 pick-up)  
**Project Rationale** This vehicle is a 4x4 pick-up used by project managers for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life.

**Project Number** 23-02 **Capital Project Title** Engineering Equipment **Capital Project Description** Engineering Equipment  
**Project Rationale**

**Project Number** 23-03 **Capital Project Title** Computer Equipment **Capital Project Description** Computer Equipment  
**Project Rationale** Replace computer equipment based on life cycle assessment.

**Project Number** 24-01 **Capital Project Title** Replacement ES Vehicle **Capital Project Description** Replace aging fleet vehicle unit #FQ14020 (Transit)  
**Project Rationale** This vehicle is a transit van up used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 10 years old, which is beyond the CRD recommended replacement strategy of 7 years.

**Service:** 1.576 Environmental Engineering Services

**Project Number** 24-02 **Capital Project Title** Replacement ES Vehicle **Capital Project Description** Replace aging fleet vehicle unit #F14017 (4x4 pick-up)  
**Project Rationale** This vehicle is a 4x4 pick up used by project managers for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life.

**Project Number** 25-01 **Capital Project Title** Replacement ES Vehicle **Capital Project Description** Replace aging fleet vehicle unit #F15014 (4x4 pick-up)  
**Project Rationale** This vehicle is a 4x4 pick up used by project managers for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life.

**Project Number** 26-01 **Capital Project Title** Replacement ES Vehicle **Capital Project Description** Replace aging fleet vehicle unit #F15015 (4x4 pick-up)  
**Project Rationale** This vehicle is a 4x4 pick up used by project managers for visiting work sites for client meetings and construction inspections. Vehicle will be beyond the recommended CRD service life.

**1.576 Engineering Services  
 Asset and Reserve Summary  
 2023 - 2027 Financial Plan**

**ERF Reserve Cash Flow**

**ERF: Engineering Senior Budget - ERF for Equipment and Vehicles**

<b>Equipment Replacement Schedule</b>	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Projected year end balance</b>						
<b>Beginning Balance</b>	561,753	642,676	485,676	385,676	320,676	255,676
<b>Planned Purchase (Based on Capital Plan)</b>	(9,733)	(180,000)	(120,000)	(85,000)	(85,000)	(40,000)
<b>Transfer from Ops Budget</b>	86,025	20,000	20,000	20,000	20,000	20,000
<b>Proceed disposal of Equipment</b>	-					
<b>Interest Income*</b>	4,631	3,000				
<b>Total projected year end balance</b>	<b>642,676</b>	<b>485,676</b>	<b>385,676</b>	<b>320,676</b>	<b>255,676</b>	<b>235,676</b>

**1.576 ES Engineering  
Operating Reserve Summary  
2023 - 2027 Financial Plan**

**Profile**

**ES Engineering**

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

**Operating Reserve Schedule - FC 105524**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	447,017	459,483	425,461	425,461	425,461	425,461
Planned Purchase		(39,272)				
Transfer from Ops Budget	-					
Interest Income*	12,466	5,250				
<b>Total projected year end balance</b>	<b>459,483</b>	<b>425,461</b>	<b>425,461</b>	<b>425,461</b>	<b>425,461</b>	<b>425,461</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**

## **2023 BUDGET**

### **Facility Management**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.105 Facility Management

**Committee:** Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**SERVICE DESCRIPTION:**

Full facility management services including administration, maintenance, technical and project management for nine facilities.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Finance

**FUNDING:**

**GENERAL INFORMATION:**

All costs are recovered from user departments and requisition.



1.105 Facility Management			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	1,462,621	1,257,872	1,439,438	-	-	1,439,438	1,470,278	1,501,775	1,533,945	1,566,801
Internal Allocations	271,709	271,709	301,033	-	-	301,033	311,119	319,484	327,550	335,859
Consulting Service	53,965	41,620	52,000	-	-	52,000	53,040	54,101	55,183	56,287
Operating Supplies	28,200	45,980	26,860	-	-	26,860	27,398	27,945	28,504	29,074
Telecommunication	16,000	21,552	16,320	-	-	16,320	16,646	16,979	17,319	17,665
Vehicle and Equipment	33,800	43,046	34,860	-	-	34,860	35,557	36,268	36,993	37,733
Operating Cost - Other	60,955	35,672	70,700	-	-	70,700	72,115	73,557	75,028	76,529
<b>TOTAL OPERATING COSTS</b>	<b>1,927,250</b>	<b>1,717,451</b>	<b>1,941,211</b>	<b>-</b>	<b>-</b>	<b>1,941,211</b>	<b>1,986,153</b>	<b>2,030,109</b>	<b>2,074,522</b>	<b>2,119,948</b>
*Percentage increase over prior year operating costs		-10.9%	0.72%			0.72%	2.32%	2.21%	2.19%	2.19%
<u>CAPITAL / RESERVE</u>										
Transfer to ERF	25,000	109,375	(25,000)	-	-	(25,000)	25,500	26,010	26,530	27,061
Transfer to Capital Fund	50,000	50,000	50,000	-	-	50,000	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>75,000</b>	<b>159,375</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>25,500</b>	<b>26,010</b>	<b>26,530</b>	<b>27,061</b>
<b>TOTAL COSTS</b>	<b>2,002,250</b>	<b>1,876,826</b>	<b>1,966,211</b>	<b>-</b>	<b>-</b>	<b>1,966,211</b>	<b>2,011,653</b>	<b>2,056,119</b>	<b>2,101,052</b>	<b>2,147,009</b>
*Percentage increase over prior year operating costs		-6.3%				-1.80%	2.31%	2.21%	2.19%	2.19%
Internal Recoveries	(1,785,445)	(1,661,614)	(1,766,618)	-	-	(1,766,618)	(1,834,710)	(1,875,540)	(1,916,758)	(1,958,919)
<b>OPERATING LESS RECOVERIES</b>	<b>216,805</b>	<b>215,212</b>	<b>199,593</b>	<b>-</b>	<b>-</b>	<b>199,593</b>	<b>176,943</b>	<b>180,579</b>	<b>184,294</b>	<b>188,090</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year										
Balance C/F from Prior to Current year										
Transfer from Operating Reserve	-	-	-	-	(26,770)	(26,770)	-	-	-	-
Revenue - Other	(56,898)	(55,305)	(8,147)	-	-	(8,147)	(8,714)	(8,722)	(8,730)	(8,739)
<b>TOTAL REVENUE</b>	<b>(56,898)</b>	<b>(55,305)</b>	<b>(8,147)</b>	<b>-</b>	<b>(26,770)</b>	<b>(34,917)</b>	<b>(8,714)</b>	<b>(8,722)</b>	<b>(8,730)</b>	<b>(8,739)</b>
Estimated balance C/F from current to Next year										
<b>REQUISITION</b>	<b>(159,907)</b>	<b>(159,907)</b>	<b>(191,446)</b>	<b>-</b>	<b>26,770</b>	<b>(164,676)</b>	<b>(168,229)</b>	<b>(171,857)</b>	<b>(175,564)</b>	<b>(179,351)</b>
*Percentage increase over prior year requisition						2.98%	2%	2%	2%	2%
AUTHORIZED POSITIONS FTE:	12	12	12	-	-	12	12	12	12	12

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

<b>Service No.</b>	<b>1.105 Facilities Management</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------	--	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$65,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$300,000	\$50,000	\$50,000	\$0	\$0	\$0	\$400,000
	<b>\$0</b>	<b>\$325,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$465,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$275,000	\$60,000	\$60,000	\$10,000	\$10,000	\$10,000	\$415,000
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
	<b>\$0</b>	<b>\$325,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$465,000</b>



**Service:** 1.105 Facilities Management

**Project Number** 17-03 **Capital Project Title** Unit F00990 **Capital Project Description** Replace Smart Car  
**Project Rationale** Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.

**Project Number** 19-03 **Capital Project Title** Production Printer **Capital Project Description** Replace Production Printer  
**Project Rationale** Replace MFP formally shared with Engineering Services on the 3rd floor.

**Project Number** 21-01 **Capital Project Title** Unit F01112 **Capital Project Description** Replace 2010 Chev Express Van - 01112  
**Project Rationale** Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.

**Project Number** 21-02 **Capital Project Title** New Vehicle **Capital Project Description** New CAWWTP Position  
**Project Rationale** New Vehicle for New position

**Project Number** 22-01 **Capital Project Title** Equipment Replacement **Capital Project Description** Replace computers  
**Project Rationale** Annual PC and/or Laptop replacement cycle as per IT's system renewal.

**Project Number** 22-02 **Capital Project Title** New Vehicle **Capital Project Description** New Vehicle  
**Project Rationale** New Vehicle for New position

**Project Number** 23-01 **Capital Project Title** Fleet Replacement **Capital Project Description** Replace 2012 Jeep Patriot - 12001  
**Project Rationale** Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.

**Project Number** 23-02 **Capital Project Title** Equipment Replacement **Capital Project Description** New utility trailer  
**Project Rationale** Purchase new utility trailer to tow equipment with smaller light duty truck.

**Project Number** 23-03 **Capital Project Title** Fleet Replacement **Capital Project Description** Replace 2014 Ford F250 - Unit 13022  
**Project Rationale** Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management. Reduce payload from 1 ton to 1/2 ton to purchase electric light duty truck.

**Service:** 1.105 Facilities Management

**Project Number** 24-01 **Capital Project Title** Fleet Replacement **Capital Project Description** Replace 2016 Sprinter Van - Unit 1601  
**Project Rationale** Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.

**Project Number** 25-01 **Capital Project Title** Fleet Replacement **Capital Project Description** Replace 2017 Transit Van - Unit 17002  
**Project Rationale** Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.

**1.105 Facility Management  
Asset and Reserve Summary  
2023 - 2027 Financial Plan**

**Asset Profile**

**Facility Management ERF**

Facility Management assets consist of vehicles and equipment.

**Equipment Replacement Fund Schedule (ERF)**

Equipment Replacement Schedule Projected year end balance	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	474,945	419,109	256,109	221,609	187,619	204,149
<b>Planned Purchase (Based on Capital Plan)</b>	(11,828)	(190,000)	(60,000)	(60,000)	(10,000)	(10,000)
<b>Transfer from Ops Budget</b>	25,000	25,000	25,500	26,010	26,530	27,061
<b>Proceed disposal of Equipment</b>	24,300					
<b>Transfer</b>						
<b>Transfer of HQ Pool Fleet ERF</b>	(97,582)					
<b>Interest Income*</b>	4,274	2,000				
<b>Total projected year end balance</b>	<b>419,109</b>	<b>256,109</b>	<b>221,609</b>	<b>187,619</b>	<b>204,149</b>	<b>221,210</b>

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

**1.105 Facility Management  
Operating Reserve Summary  
2023 - 2027 Financial Plan**

**Profile**

**Facility Management**

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

**Operating Reserve Schedule - FC 105541**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	106,277	123,346	97,776	97,776	97,776	97,776
Planned Purchase		(26,770)				
Transfer from Ops Budget	14,105					
Interest Income*	2,964	1,200				
<b>Total projected year end balance</b>	<b>123,346</b>	<b>97,776</b>	<b>97,776</b>	<b>97,776</b>	<b>97,776</b>	<b>97,776</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**

## **2023 BUDGET**

### **CRD Headquarters Building**

#### **FINAL BUDGET**

MARCH 2023



**Service:** 1.106 CRD Headquarter Building

**Committee:** Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Finance

**FUNDING:**

All costs are recovered by building allocation from CRD user departments.

1.106 - CRD HQ BUILDING			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Internal Allocations	238,395	238,395	295,686	-	-	295,686	301,599	307,631	313,784	320,059
Insurance Cost	47,800	47,800	48,570	-	-	48,570	51,000	53,550	56,220	59,030
Repairs and Maintenance Costs	253,818	232,236	251,765	-	-	251,765	256,812	261,966	267,209	272,554
Rental and Leases	377,742	381,085	408,317	-	-	408,317	416,483	424,812	433,308	441,974
Electricity & Utilities	182,600	164,938	189,600	-	-	189,600	193,392	197,260	201,205	205,228
Operating Supplies	45,700	22,528	42,000	-	-	42,000	42,840	43,697	44,571	45,463
Internal Labour Cost	286,357	358,006	325,000	-	-	325,000	331,500	338,130	344,893	351,791
Operating Cost - Other	208,900	177,114	211,500	-	-	211,500	215,730	220,045	224,446	228,935
<b>TOTAL OPERATING COSTS</b>	<b>1,641,312</b>	<b>1,622,102</b>	<b>1,772,438</b>	-	-	<b>1,772,438</b>	<b>1,809,356</b>	<b>1,847,091</b>	<b>1,885,636</b>	<b>1,925,034</b>
*Percentage increase over prior year operating costs		-1.2%	7.99%			7.99%	2.08%	2.09%	2.09%	2.09%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	114,308	161,781	145,000	-	-	145,000	300,000	370,000	445,000	525,000
Transfer to ERF	60,000	60,000	60,000	-	-	60,000	60,000	60,000	60,000	60,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>174,308</b>	<b>221,781</b>	<b>205,000</b>	-	-	<b>205,000</b>	<b>360,000</b>	<b>430,000</b>	<b>505,000</b>	<b>585,000</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>1,815,620</b>	<b>1,843,883</b>	<b>1,977,438</b>	-	-	<b>1,977,438</b>	<b>2,169,356</b>	<b>2,277,091</b>	<b>2,390,636</b>	<b>2,510,034</b>
*Percentage increase over prior year operating costs		1.6%				8.91%	9.71%	4.97%	4.99%	4.99%
Internal Recoveries (Building Occupancy)	(1,783,552)	(1,788,552)	(1,944,094)	-	-	(1,944,094)	(2,135,731)	(2,243,179)	(2,356,447)	(2,475,571)
*Percentage increase over prior year operating costs		0.3%				9.00%	9.86%	5.03%	5.05%	5.06%
<b>OPERATING LESS RECOVERIES</b>	<b>32,068</b>	<b>55,331</b>	<b>33,344</b>	-	-	<b>33,344</b>	<b>33,625</b>	<b>33,912</b>	<b>34,189</b>	<b>34,463</b>
		72.5%	3.98%			3.98%	0.84%	0.85%	0.82%	0.80%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance C/F from current to next year										
Fees Charged	-	-	-	-	-	-	-	-	-	-
Lease Revenue	-	(33,755)	-	-	-	-	-	-	-	-
Recovery - Other	(32,068)	(21,576)	(33,344)	-	-	(33,344)	(33,625)	(33,912)	(34,189)	(34,463)
<b>TOTAL REVENUE</b>	<b>(32,068)</b>	<b>(55,331)</b>	<b>(33,344)</b>	-	-	<b>(33,344)</b>	<b>(33,625)</b>	<b>(33,912)</b>	<b>(34,189)</b>	<b>(34,463)</b>
<b>REQUISITION</b>	-	-	-	-	-	-	-	-	-	-
*Percentage increase over prior year requisition										

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

<b>Service No.</b>	<b>1.106 Facilities and Risk</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------	--------------------------------------	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$602,000	\$1,717,000	\$100,000	\$200,000	\$135,000	\$100,000	\$2,252,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$125,000	\$125,000	\$125,000	\$0	\$0	\$375,000
Vehicles	\$0	\$90,000	\$0	\$0	\$0	\$0	\$90,000
	<b>\$602,000</b>	<b>\$1,932,000</b>	<b>\$225,000</b>	<b>\$325,000</b>	<b>\$135,000</b>	<b>\$100,000</b>	<b>\$2,717,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$602,000	\$602,000	\$0	\$0	\$0	\$0	\$602,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$90,000	\$0	\$0	\$0	\$0	\$90,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$1,240,000	\$225,000	\$325,000	\$135,000	\$100,000	\$2,025,000
	<b>\$602,000</b>	<b>\$1,932,000</b>	<b>\$225,000</b>	<b>\$325,000</b>	<b>\$135,000</b>	<b>\$100,000</b>	<b>\$2,717,000</b>



**Service:** 1.106 Facilities and Risk

**Project Number** 21-03 **Capital Project Title** Interior Renovations **Capital Project Description** Interior renovations - HQ Building  
**Project Rationale** Contingent amount for office and floor plate reconfiguration due to department and staff relocations

**Project Number** 22-01 **Capital Project Title** Interior Renovations **Capital Project Description** Interior renovations - HQ Building Space Optimazation  
**Project Rationale** Interior renovations to accomadate additional staff in 2022. Renovation will be phased and completed over 2 years.

**Project Number** ERF22-01 **Capital Project Title** Pool Fleet Replacement **Capital Project Description** Replace 2005 Toyota Prius - Unit F00959  
**Project Rationale** Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.

**Project Number** ERF22-02 **Capital Project Title** Pool Fleet Replacement **Capital Project Description** Replace 2010 Chev Malibu - Unit F11004  
**Project Rationale** Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.

**Project Number** 23-01 **Capital Project Title** Exterior Upgrades **Capital Project Description** Green Roof Upgrades  
**Project Rationale** Upgrade green roofs by adding/replacing landscaping and/or planters.

**Project Number** 23-02 **Capital Project Title** EV Charging Infrastructure **Capital Project Description** EV Charging Infrastructure - Fisgard Parkade Bldg  
**Project Rationale**

**Project Number** 23-03 **Capital Project Title** Emergency Repairs **Capital Project Description** For unforeseen emergency repairs  
**Project Rationale**

**Project Number** 25-01 **Capital Project Title** Asset management Plan **Capital Project Description** Facility condition assessment  
**Project Rationale** Building condition assessment to determine life cycle condition, including replacement budget.

**Service:** 1.106 Facilities and Risk

**Project Number** 25-02 **Capital Project Title** Roof Replacement **Capital Project Description** 4th floor small roof areas  
**Project Rationale** Roof is at its end of life and requires replacement.

**Project Number** 25-03 **Capital Project Title** Safety Systems **Capital Project Description** Fire Sprinkler upgrades  
**Project Rationale** Fire sprinkler systems upgrades as per consultants report.

**Project Number** 26-01 **Capital Project Title** Interior Upgrades **Capital Project Description** Interior paint  
**Project Rationale** Repaint interior of the building.

**Project Number** 27-01 **Capital Project Title** Interior Renovations **Capital Project Description** Interior renovations - HQ Building  
**Project Rationale** Contingent amount for office and floor plate reconfiguration due to department and staff relocations

**1.106 CRD HQ Building & 1.226 Health Facilities - VIHA**  
**Asset and Reserve Summary**  
**2023 - 2027 Financial Plan**

**Asset Profile**

**CRD HQ Office Facilities & Health Facilities - VIHA**

Office Facilities manages office buildings and rental units owned by the CRD. Assets include CRD Headquarters building, 3 buildings currently occupied by VIHA and JDF administration building currently occupied by JDF Planning, Building Inspection and Emergency Services. The total historical value as at December 31, 2015 was \$38M. Total replacement value for the facilities is \$39M (Note A).

Assets held by Health Facilities - VIHA consist of Peninsula Health Unit, Victoria Health Unit and Esquimalt Health unit built in 1994, 1986 and 1990. The total historical value as of Dec 31, 2015 for all three health units building structures was \$12M with an estimated replacement value of \$22M (Note A).

**1.106 Headquarters Facility & 1.226 VIHA Health Facilities Capital Reserve Fund Cash Flow**

Reserve/Fund Summary	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Projected year end balance						
Beginning Balance	6,368,658	4,977,805	2,107,580	2,349,838	2,744,599	3,038,063
Planned Capital Expenditure (Based on Capital Plan)	(2,345,473)	(3,750,000)	(775,000)	(695,000)	(872,500)	(100,000)
Transfer from Ops Budget	786,678	859,775	1,017,258	1,089,761	1,165,964	1,247,191
Interest Income**	167,943	20,000				
<b>Total projected year end balance</b>	<b>4,977,805</b>	<b>2,107,580</b>	<b>2,349,838</b>	<b>2,744,599</b>	<b>3,038,063</b>	<b>4,185,254</b>

**Assumptions/Background:**

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

**1.106 CRD HQ Building  
Asset and Reserve Summary  
2023 - 2027 Financial Plan**

**Asset Profile**

**CRD HQ Building ERF**

CRD HQ Building assets building equipment / Pool Fleet.

**Equipment Replacement Fund Schedule (ERF)**

Equipment Replacement Schedule Projected year end balance	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	15,000	152,782	102,982	142,982	182,982	222,982
<b>Planned Purchase (Based on Capital Plan)</b>	-	(90,000)	-	-	-	-
<b>Transfer from Ops Budget Equip</b>	20,000	20,000	20,000	20,000	20,000	20,000
<b>Transfer from Ops Budget Pool Fleet</b>	20,000	20,000	20,000	20,000	20,000	20,000
<b>Transfer from FM ERF for Pool Fleet</b>	97,582					
<b>Proceed disposal of Equipment</b>						
<b>Interest Income*</b>	200	200				
<b>Total projected year end balance</b>	<b>152,782</b>	<b>102,982</b>	<b>142,982</b>	<b>182,982</b>	<b>222,982</b>	<b>262,982</b>

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



**1.106 Headquarters Facility  
Operating Reserve Summary  
2023 - 2027 Financial Plan**

**Profile**

**Headquarters Facility**

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

**Operating Reserve Schedule - FC 105542**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	56,600	58,332	59,082	59,082	59,082	59,082
Planned Purchase						
Transfer from Ops Budget	154					
Interest Income*	1,578	750				
<b>Total projected year end balance</b>	<b>58,332</b>	<b>59,082</b>	<b>59,082</b>	<b>59,082</b>	<b>59,082</b>	<b>59,082</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**

## **2023 BUDGET**

### **Corporate Satellite Facilities**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.107 Corporate Satellite Facilities

**Committee:** Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Finance

**FUNDING:**

All costs are recovered from user departments.

1.107 - CORPORATE SATELLITE FACILITIES	BUDGET REQUEST									
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Rentals and Leases	83,205	83,048	85,059	-	-	85,059	85,609	86,159	88,050	93,300
Internal Allocations	19,925	19,925	27,399	-	-	27,399	27,949	28,506	29,076	29,658
Insurance Cost	1,720	1,720	1,840	-	-	1,840	1,930	2,020	2,120	2,220
Electricity & Utilities	19,040	27,212	19,404	-	-	19,404	19,792	20,188	20,591	21,003
Repairs and Maintenance Costs	14,200	39,099	12,446	-	-	12,446	12,695	12,949	13,207	13,471
Operating Cost - Other	75,712	58,122	86,010	-	-	86,010	87,728	89,484	91,274	93,099
<b>TOTAL OPERATING COSTS</b>	<b>213,802</b>	<b>229,126</b>	<b>232,158</b>	<b>-</b>	<b>-</b>	<b>232,158</b>	<b>235,703</b>	<b>239,306</b>	<b>244,318</b>	<b>252,751</b>
*Percentage Increase over prior year		7.17%	8.59%	-	-	8.59%	1.53%	1.53%	2.09%	3.45%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Fund	5,000.00	5,000.00	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	12,750	12,750	6,000	-	-	6,000	7,500	9,000	9,180	9,364
TOTAL CAPITAL / RESERVES	17,750	17,750	6,000	-	-	6,000	7,500	9,000	9,180	9,364
<b>TOTAL COSTS</b>	<b>231,552</b>	<b>246,876</b>	<b>238,158</b>	<b>-</b>	<b>-</b>	<b>238,158</b>	<b>243,203</b>	<b>248,306</b>	<b>253,498</b>	<b>262,115</b>
*Percentage Increase over prior year		6.62%	2.85%	-	-	2.85%	2.12%	2.10%	2.09%	3.40%
<b>Internal Recoveries</b>	<b>(231,552)</b>	<b>(246,876)</b>	<b>(238,158)</b>	<b>-</b>	<b>-</b>	<b>(238,158)</b>	<b>(243,203)</b>	<b>(248,306)</b>	<b>(253,498)</b>	<b>(262,115)</b>
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
PARTICIPANTS: Costs recovered internally										

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

Service No.	1.107 Corporate Satellite Facilities	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
-------------	---	-------------------------------	------	------	------	------	------	-------

**EXPENDITURE**

Buildings	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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
	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

**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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.  For projects in previous capital plans, use the same project numbers previously assigned.	<b>Capital Project Description</b> Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area: The new roofing system meets current energy standards with an expected service life of 35 years".</i>	<b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	<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> = Project provide economic benefit to the organization.
<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	<b>Total Project Budget</b> Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	<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 STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	
<b>Capital Project Title</b> Input title of project. For example: "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	<b>Asset Class</b> L - Land S - Engineering Structure B - Buildings V - Vehicles	<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 and/or asset material/type. <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.	
<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.			

**Service #:** 1.107  
**Service Name:** Corporate Satellite Facilities

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
AS 22-01	Replacement	Facility Upgrades	General Building Upgrades	\$25,000	B	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
<b>GRAND TOTAL</b>				<b>\$25,000</b>			<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

**Service:** **1.107** **Corporate Satellite Facilities**

**Project Number** AS 22-01 **Capital Project Title** Facility Upgrades **Capital Project Description** General Building Upgrades  
**Project Rationale** General building upgrades

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Family Court Building**

#### **FINAL BUDGET**

MARCH 2023



**Service:** 1.123 Family Court Building

**Committee:** Governance & Finance

**DEFINITION:**

Supplementary Letters Patent, Division VI - Family and Children's Court, March 16, 1967. Amended September 10, 1987.

**PARTICIPATION:**

The participants in this function were Victoria, Saanich, Oak Bay and Esquimalt. Although the District is the owner on record, the facility had previously been operated by the City under an arrangement dating from a time when the CRD had no property management capability.

Since 1998, excess rental revenues may be returned to function participants through a negative requisition.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

No debt shall be incurred by the Regional District for the purpose of this function other than temporary current borrowing.

**FUNDING:**

The budget provides for establishment of a reserve fund from rental revenues in order to establish a program of planned maintenance and upgrading. The facility has no debt. Costs are recovered from the tenant.

1.123 - FAMILY COURT BUILDING			BUDGET REQUEST							
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Internal Allocations	2,750	2,750	-	-	-	-	-	-	-	-
Insurance Cost	-	-	-	-	-	-	-	-	-	-
Repairs and Maintenance Costs	-	-	-	-	-	-	-	-	-	-
Electricity&Utilities	-	-	-	-	-	-	-	-	-	-
Internal Labour Cost	-	-	-	-	-	-	-	-	-	-
Operating Cost - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>2,750</b>	<b>2,750</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
*Percentage Increase over prior year						-100.00%				
<u>CAPITAL / RESERVE</u>										
Transfer to Reserve Fund	146,610	146,610.00	149,360	-	-	149,360	149,360	149,360	149,360	149,360
TOTAL CAPITAL / RESERVES	146,610	146,610.00	149,360	-	-	149,360	149,360	149,360	149,360	149,360
<b>TOTAL COSTS</b>	<b>149,360</b>	<b>149,360</b>	<b>149,360</b>	<b>-</b>	<b>-</b>	<b>149,360</b>	<b>149,360</b>	<b>149,360</b>	<b>149,360</b>	<b>149,360</b>
*Percentage Increase over prior year						0.00%	0.00%	0.00%	0.00%	0.00%
<b>FUNDING SOURCES (REVENUE)</b>										
Surplus C/F from current to next year										
Rental Income	(149,360)	(149,360.00)	(149,360)	-	-	(149,360)	(149,360)	(149,360)	(149,360)	(149,360)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(149,360)	(149,360)	(149,360)	-	-	(149,360)	(149,360)	(149,360)	(149,360)	(149,360)
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

<b>Service No.</b>	<b>1.123 Family Court Building</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------	--	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$46,800	\$1,266,800	\$85,000	\$10,000	\$0	\$0	\$1,361,800
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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
	<b>\$46,800</b>	<b>\$1,266,800</b>	<b>\$85,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,361,800</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$46,800	\$46,800	\$0	\$0	\$0	\$0	\$46,800
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$520,000	\$85,000	\$10,000	\$0	\$0	\$615,000
	<b>\$46,800</b>	<b>\$1,266,800</b>	<b>\$85,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,361,800</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.  For projects in previous capital plans, use the same project numbers previously assigned.	<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 meets current energy standards with an expected service life of 35 years".	<b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	<b>Project Drivers</b> Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Project provide economic benefit to the organization.
<b>Capital Expenditure Type</b> 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	<b>Total Project Budget</b> Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	<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 STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	<b>Long-term Planning</b> Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age and/or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.
<b>Capital Project Title</b> Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	<b>Asset Class</b> L - Land S - Engineering Structure B - Buildings V - Vehicles	<b>Cost Estimate Class</b> Class A ( $\pm 10-15\%$ ) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B ( $\pm 15-25\%$ ) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C ( $\pm 25-40\%$ ) = Estimate based on limited site information; used for program planning. Class D ( $\pm 50\%$ ) = Estimate based on little/no site information; used for long-term planning.	

Service #: 1.123  
Service Name: Family Court Building

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
20-02	Renewal	Exterior Upgrades	Wood Window & Trim Replacement	\$47,500	B	Cap	\$46,800	\$46,800	\$0	\$0	\$0	\$0	\$46,800
22-01	Replacement	Mechanical Upgrades	Detail Design & Replacement of HVAC	\$1,050,000	B	Res	\$0	\$350,000	\$0	\$0	\$0	\$0	\$350,000
	Replacement	Mechanical Upgrades	Detail Design & Replacement of HVAC		B	Grant	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000
23-01	Renewal	Exterior Upgrades	Replace all wood siding	\$120,000	B	Res	\$0	\$120,000	\$0	\$0	\$0	\$0	\$120,000
23-02	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
24-01	Renewal	Exterior Upgrades	Replace West Entrance Hand rail	\$85,000	B	Res	\$0	\$0	\$85,000	\$0	\$0	\$0	\$85,000
25-01	Study	Asset Management	Condition Assessment	\$10,000	B	Res	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
			<b>GRAND TOTAL</b>	<b>\$1,362,500</b>			<b>\$46,800</b>	<b>\$1,266,800</b>	<b>\$85,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,361,800</b>

**Service:** 1.123 Family Court Building

**Project Number** 20-02 **Capital Project Title** Exterior Upgrades **Capital Project Description** Wood Window & Trim Replacement  
**Project Rationale** To refurbish/replace the exterior wood windows and trim as per condition assessment by consultant.

**Project Number** 22-01 **Capital Project Title** Mechanical Upgrades **Capital Project Description** Detail Design & Replacement of HVAC  
**Project Rationale** Detail design & construction to replace gas boilers with electric heat pumps for building heating and cooling.

**Project Number** 23-01 **Capital Project Title** Exterior Upgrades **Capital Project Description** Replace all wood siding  
**Project Rationale** To refurbish/replace the exterior wood siding as per condition assessment by consultant.

**Project Number** 23-02 **Capital Project Title** Emergency Repairs **Capital Project Description** For Unforeseen Emergency Repairs  
**Project Rationale** Unforeseen Emergency Repairs

**Project Number** 24-01 **Capital Project Title** Exterior Upgrades **Capital Project Description** Replace West Entrance Hand rail  
**Project Rationale** To replace front entrance handrail to meet current building codes as it is end of life.

**Project Number** 25-01 **Capital Project Title** Asset Management **Capital Project Description** Condition Assessment  
**Project Rationale** Building condition assessment to determine life cycle condition. Including replacement budget.

**1.123 Family Court Building  
Asset and Reserve Summary  
2023 - 2027 Financial Plan**

**Asset Profile**

**Family Court Building**

The Family Court Building assets include land and building which currently houses mental health built in 1980.

**Reserve Schedule**

Family Court Building Reserve Fund Projected year end balance	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	322,457	481,094	67,454	131,814	271,174	420,534
Transfer to Cap Fund	-	(565,000)	(85,000)	(10,000)		-
Transfer from Ops Budget	146,827	149,360	149,360	149,360	149,360	149,360
Interest Income**	11,810	2,000				
<b>Total projected year end balance</b>	<b>481,094</b>	<b>67,454</b>	<b>131,814</b>	<b>271,174</b>	<b>420,534</b>	<b>569,894</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Health Facilities - VIHA**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.226 Health Facilities - VIHA

**Committee:** Governance & Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Finance

**FUNDING:**

All costs are recovered by lease payment from Island Health.



1.226 - HEALTH FACILITIES - VIHA			BUDGET REQUEST							
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Internal Allocation	256,659	256,659	55,237	-	-	55,237	56,342	57,469	58,618	59,791
Insurance Cost	35,090	35,090	35,240	-	-	35,240	37,010	38,860	40,800	42,830
Repairs and Maintenance Costs	201,880	331,699	734,554	-	-	734,554	749,243	764,231	779,515	795,102
Electricity&Utilities	227,080	246,831	231,622	-	-	231,622	236,255	240,980	245,800	250,716
Internal Labour Cost	324,000	213,018	-	-	-	-	-	-	-	-
Consultant Expenses	-	-	-	-	-	-	-	-	-	-
Operating Supplies	9,800	482	9,996	-	-	9,996	10,196	10,398	10,608	10,820
Operating Cost - Other	50,240	40,751	51,244	-	-	51,244	52,268	53,314	54,378	55,465
<b>TOTAL OPERATING COSTS</b>	<b>1,104,749</b>	<b>1,124,530</b>	<b>1,117,893</b>	<b>-</b>	<b>-</b>	<b>1,117,893</b>	<b>1,141,314</b>	<b>1,165,252</b>	<b>1,189,719</b>	<b>1,214,724</b>
*Percentage Increase over prior year						1.19%	2.10%	2.10%	2.10%	2.10%
<u>CAPITAL / RESERVE</u>										
Transfer to Reserve Fund	553,670	553,670	602,825	-	-	602,825	603,808	604,811	605,834	606,877
TOTAL CAPITAL / RESERVES	553,670	553,670	602,825	-	-	602,825	603,808	604,811	605,834	606,877
<b>TOTAL COSTS</b>	<b>1,658,419</b>	<b>1,678,200</b>	<b>1,720,718</b>	<b>-</b>	<b>-</b>	<b>1,720,718</b>	<b>1,745,122</b>	<b>1,770,063</b>	<b>1,795,553</b>	<b>1,821,601</b>
*Percentage Increase over prior year						3.76%	1.42%	1.43%	1.44%	1.45%
<b>FUNDING SOURCES (REVENUE)</b>										
Estimated Surplurs to VIHA						-				
Revenue - Other (Interest)	(3,500)	(3,500)	(3,500)	-	-	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)
Lease Revenue from VIHA	(1,654,919)	(1,674,700)	(1,717,218)	-	-	(1,717,218)	(1,741,622)	(1,766,563)	(1,792,053)	(1,818,101)
TOTAL REVENUE	(1,658,419)	(1,678,200)	(1,720,718)	-	-	(1,720,718)	(1,745,122)	(1,770,063)	(1,795,553)	(1,821,601)
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.42%</b>	<b>1.43%</b>	<b>1.44%</b>	<b>1.45%</b>

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

<b>Service No.</b>	<b>1.226 Health Facilities - VIHA</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------	---	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$665,000	\$2,910,000	\$925,000	\$955,000	\$937,500	\$0	\$5,727,500
Equipment	\$0	\$440,000	\$0	\$0	\$0	\$0	\$440,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$75,000	\$0	\$0	\$75,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$665,000</b>	<b>\$3,350,000</b>	<b>\$925,000</b>	<b>\$1,030,000</b>	<b>\$937,500</b>	<b>\$0</b>	<b>\$6,242,500</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$665,000	\$665,000	\$0	\$0	\$0	\$0	\$665,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$200,000	\$375,000	\$660,000	\$200,000	\$0	\$1,435,000
Reserve Fund	\$0	\$2,485,000	\$550,000	\$370,000	\$737,500	\$0	\$4,142,500
	<b>\$665,000</b>	<b>\$3,350,000</b>	<b>\$925,000</b>	<b>\$1,030,000</b>	<b>\$937,500</b>	<b>\$0</b>	<b>\$6,242,500</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.  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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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 STLoan = 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 and/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> L - Land S - Engineering Structure B - Buildings V - 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 #:** 1.226  
**Service Name:** Health Facilities - VIHA

**SECTION 1: PROJECT DESCRIPTION AND BUDGET**

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
EHU-21-01	Renewal	Roof Replacement	Replace Flat Roof	\$400,000	B	Res	→	\$400,000	\$0	\$0	\$0	\$0	\$400,000
EHU-21-03	Replacement	Exterior Doors	Replace Exterior Doors to be accessible	\$50,000	B	Res	→	\$50,000	\$0	\$0	\$0	\$0	\$50,000
EHU-22-01	Renewal	Exterior Upgrades	Building Envelope Replacement Detailed Design	\$150,000	B	Res	→	\$150,000	\$0	\$0	\$0	\$0	\$150,000
EHU-22-02	Replacement	Vertical Transportation Upgrades	Elevator refurbishment & Modernization	\$40,000	B	Res	→	\$40,000	\$0	\$0	\$0	\$0	\$40,000
EHU-23-01	Renewal	Mechanical Upgrades	Air Handling Unit Replacement	\$150,000	B	Res	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
EHU-23-02	Renewal	Mechanical Upgrades	Replace Domestic Hot Water Tanks	\$70,000	B	Res	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
EHU-23-03	Renewal	Exterior Upgrades	Building Envelope Replacement	\$1,872,500	B	Res	\$0	\$265,000	\$265,000	\$265,000	\$277,500	\$0	\$1,072,500
EHU-23-03	Renewal	Exterior Upgrades	Building Envelope Replacement		B	Other	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$800,000
EHU-23-04	Renewal	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
EHU-25-01	Study	Asset Management	Condition Assessment	\$10,000	B	Res	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000
EHU-26-01	Renewal	Electrical Upgrades	New Switchgear & panel	\$25,000	B	Res	\$0	\$0	\$0	\$0	\$35,000	\$0	\$35,000
PHU-20-01	Renewal	Roof Replacement	Lower Flat Roof Replacement	\$465,000	B	Cap	\$440,000	\$440,000	\$0	\$0	\$0	\$0	\$440,000
PHU-22-01	Replacement	Mechanical Upgrades	Replace AHU & Heat Pumps	\$125,000	B	Res	→	\$125,000	\$0	\$0	\$0	\$0	\$125,000
PHU-22-02	Replacement	Vertical Transportation Upgrades	Elevator Refurbishment & Modernization	\$75,000	B	Res	→	\$75,000	\$0	\$0	\$0	\$0	\$75,000
PHU-22-03	Replacement	Roof Replacement	Flat Roof - Phase 2	\$175,000	B	Res	→	\$175,000	\$0	\$0	\$0	\$0	\$175,000
PHU-23-01	Replacement	Mechanical Upgrades	Replace Gas Boilers with Electric	\$120,000	B	Res	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
PHU-23-02	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
PHU-24-01	Renewal	Site Upgrades	Repave Parking Lot	\$75,000	S	Res	\$0	\$0	\$0	\$75,000	\$0	\$0	\$75,000
PHU-24-02	Replacement	Interior Upgrades	Repaint Walls	\$75,000	B	Other	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000
PHU-24-03	Replacement	Interior Upgrades	New Flooring	\$100,000	B	Other	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
PHU-25-01	Study	Asset management	Condition Assessment	\$10,000	B	Res	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000
PHU-26-01	Replacement	Electrical Upgrades	Upgrade Interior Lights to LED	\$225,000	B	Res	\$0	\$0	\$0	\$0	\$225,000	\$0	\$225,000
PHU-26-02	Replacement	Exterior Upgrades	Repaint Exterior	\$50,000	B	Res	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
VHU-20-01	Renewal	Exterior Upgrades	Repaint Exterior Cladding	\$205,000	B	Res	→	\$165,000	\$0	\$0	\$0	\$0	\$165,000
VHU-20-02	Renewal	Roof Replacement	Replace Built-up Roofing Detailed Design & Construction	\$360,000	B	Res	→	\$350,000	\$0	\$0	\$0	\$0	\$350,000
VHU-22-01	Replacement	Mechanical Upgrades	Replace AHU	\$440,000	E	Res	→	\$440,000	\$0	\$0	\$0	\$0	\$440,000
VHU-22-02	Replacement	Vertical Transportation Upgrades	Elevator refurbishment & Modernization	\$235,000	B	Cap	\$225,000	\$225,000	\$0	\$0	\$0	\$0	\$225,000
VHU-23-01	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
VHU-25-01	Replacement	Interior Upgrades	New Flooring	\$325,000	B	Other	\$0	\$0	\$0	\$325,000	\$0	\$0	\$325,000
VHU-25-02	Replacement	Interior Upgrades	Interior Paint	\$135,000	B	Other	\$0	\$0	\$0	\$135,000	\$0	\$0	\$135,000
VHU-25-03	Replacement	Sitework Upgrades	Repaving parking Lot	\$65,000	B	Res	\$0	\$0	\$65,000	\$0	\$0	\$0	\$65,000
VHU-25-04	Study	Asset management	Condition Assessment	\$10,000	B	Res	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000
VHU-26-01	Replacement	Mechanical Upgrades	Domestic Hot Water Upgrades	\$150,000	B	Res	\$0	\$0	\$0	\$0	\$150,000	\$0	\$150,000
<b>GRAND TOTAL</b>				<b>\$6,337,500</b>			<b>\$665,000</b>	<b>\$3,350,000</b>	<b>\$925,000</b>	<b>\$1,030,000</b>	<b>\$937,500</b>	<b>\$0</b>	<b>\$6,242,500</b>

**Service:** 1.226 Health Facilities - VIHA

**Project Number** EHU-21-01 **Capital Project Title** Roof Replacement **Capital Project Description** Replace Flat Roof  
**Project Rationale** Replace flat roof as it has reached end of useful life as per consultants report.

**Project Number** EHU-21-03 **Capital Project Title** Exterior Doors **Capital Project Description** Replace Exterior Doors to be accessible  
**Project Rationale** Replace exterior doors with wider doors that are accessible as the doors are at end of life.

**Project Number** EHU-22-01 **Capital Project Title** Exterior Upgrades **Capital Project Description** Building Envelope Replacement Detailed Design  
**Project Rationale** Detailed design for building envelope refurbishment as per consultants report and investigation.

**Project Number** EHU-23-01 **Capital Project Title** Mechanical Upgrades **Capital Project Description** Air Handling Unit Replacement  
**Project Rationale** AHU replacement based on system renewal recommendation from Facility Condition Assessment completed in 2019.

**Project Number** EHU-23-02 **Capital Project Title** Mechanical Upgrades **Capital Project Description** Replace Domestic Hot Water Tanks  
**Project Rationale** DHW tank replacement based on system renewal recommendation from Facility Condition Assessment completed in 2019.

**Project Number** EHU-23-03 **Capital Project Title** Exterior Upgrades **Capital Project Description** Building Envelope Replacement  
**Project Rationale** Building envelope replacement for building, includes removing stucco and replacing with new cladding system with a rainscreen.

**Project Number** EHU-23-04 **Capital Project Title** Emergency Repairs **Capital Project Description** For Unforeseen Emergency Repairs  
**Project Rationale**

**Project Number** EHU-25-01 **Capital Project Title** Asset Management **Capital Project Description** Condition Assessment  
**Project Rationale** Building condition assessment to determine life cycle condition, including replacement budget.

**Project Number** EHU-26-01 **Capital Project Title** Electrical Upgrades **Capital Project Description** New Switchgear & panel  
**Project Rationale** Replace main switchgear and braker panel based on system renewal recommendation from Facility Condition Assessment completed in 2019.

**Service:** 1.226 Health Facilities - VIHA

**Project Number** PHU-22-01 **Capital Project Title** Mechanical Upgrades **Capital Project Description** Replace AHU & Heat Pumps  
**Project Rationale** Replace rooftop AHU & heatpumps as system is end of life and requires replacement as per consultants report. New system with be more energy efficient that current and will reduce GHG consumption.

**Project Number** PHU-22-02 **Capital Project Title** Vertical Transportation Upgrades **Capital Project Description** Elevator Refurbishment & Modernization  
**Project Rationale** Elevator upgrades to meet current codes and to modernize controls as per consultants condition assessment.

**Project Number** PHU-22-03 **Capital Project Title** Roof Replacement **Capital Project Description** Flat Roof - Phase 2  
**Project Rationale** Contingency amount to cover unforeseen emergency repairs to the building.

**Project Number** PHU-23-01 **Capital Project Title** Mechanical Upgrades **Capital Project Description** Replace Gas Boilers with Electric  
**Project Rationale** Replace gas boiler as system is end of life and requires replacement as per consultants report. New system with be electric, not natural gas, will reduce GHG consumption.

**Project Number** PHU-23-02 **Capital Project Title** Emergency Repairs **Capital Project Description** For Unforeseen Emergency Repairs  
**Project Rationale**

**Project Number** PHU-24-01 **Capital Project Title** Site Upgrades **Capital Project Description** Repave Parking Lot  
**Project Rationale** Parking lot repairs, including repaving, tire stops and line painting as it is at end of life as per facility condition assessment.

**Project Number** PHU-24-02 **Capital Project Title** Interior Upgrades **Capital Project Description** Repaint Walls  
**Project Rationale** Repaint interior walls, include two floors and multipurpose room.

**Project Number** PHU-24-03 **Capital Project Title** Interior Upgrades **Capital Project Description** New Flooring  
**Project Rationale** Replace flat roof as it has reached end of useful life as per consultants report.

**Project Number** PHU-25-01 **Capital Project Title** Asset management **Capital Project Description** Condition Assessment  
**Project Rationale** Building condition assessment to determine life cycle condition, including replacement budget.

**Service:** 1.226 Health Facilities - VIHA

**Project Number** PHU-26-01 **Capital Project Title** Electrical Upgrades **Capital Project Description** Upgrade Interior Lights to LED  
**Project Rationale** Replace all interior lighting with LED lights as they are at end of life. New LED lights will reduce energy consumption and provide better working conditions for staff and clients.

**Project Number** PHU-26-02 **Capital Project Title** Exterior Upgrades **Capital Project Description** Repaint Exterior  
**Project Rationale** Repaint exterior of building as it is end of life. Any damaged areas will be fixed prior to painting.

**Project Number** VHU-20-01 **Capital Project Title** Exterior Upgrades **Capital Project Description** Repaint Exterior Cladding  
**Project Rationale** Repaint exterior wood siding of the building as it is end of life. Any damaged areas will be fixed prior to painting.

**Project Number** VHU-20-02 **Capital Project Title** Roof Replacement **Capital Project Description** Replace Built-up Roofing Detailed Design & Construction  
**Project Rationale** Replace flat roof as it has reached end of useful life as per consultants report.

**Project Number** VHU-22-01 **Capital Project Title** Mechanical Upgrades **Capital Project Description** Replace AHU  
**Project Rationale** Replace AHU as per facility condition assessment recommendation. A feasibility report will be completed prior to the start of design to ensure the new system meets our GHG reduction targets.

**Project Number** VHU-23-01 **Capital Project Title** Emergency Repairs **Capital Project Description** For Unforeseen Emergency Repairs  
**Project Rationale**

**Project Number** VHU-25-01 **Capital Project Title** Interior Upgrades **Capital Project Description** New Flooring  
**Project Rationale** Replace interior flooring. Some areas will be carpet and some will be replaced with vinyl depending on use and durability requirements.

**Project Number** VHU-25-02 **Capital Project Title** Interior Upgrades **Capital Project Description** Interior Paint  
**Project Rationale** Repaint interior walls, include two floors and multipurpose room.

**Service:** 1.226 Health Facilities - VIHA

**Project Number** VHU-25-03 **Capital Project Title** Sitework Upgrades **Capital Project Description** Repaving parking Lot  
**Project Rationale** Parking lot repairs, including repaving, tire stops and line painting as it is at end of life as per facility condition assessment.

**Project Number** VHU-25-04 **Capital Project Title** Asset management **Capital Project Description** Condition Assessment  
**Project Rationale** Building condition assessment to determine life cycle condition, including replacement budget.

**Project Number** VHU-26-01 **Capital Project Title** Mechanical Upgrades **Capital Project Description** Domestic Hot Water Upgrades  
**Project Rationale** Replace boiler as system is end of life and requires replacement as per consultants report. New system with be electric and more efficient will reduce GHG consumption.

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **I & I Enhancement Program**

#### **FINAL BUDGET**

MARCH 2023



**Service:** 3.709 I & I Enhancement Program

**Committee:** Core Area Liquid Waste Management

**DEFINITION:**

The Inflow and Infiltration (I&I) Program engages with Core area and First Nations to identify and reduce the amount of rain and ground water that enters the sanitary sewer system

**SERVICE DESCRIPTION:**

Requirement of the Core Area Liquid Waste Management Plan (LWMP).

Primary program goals include:

- manage and/or reduce Inflow & Infiltration (I&I) and overflows in accordance with LWMP and Municipal Sewage Regulation
- minimize conveyance, treatment and disposal costs

**PARTICIPATION:**

Core Area Sewer Participants (LWMP)

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Core Area Liquid Waste Committee

**FUNDING:**

Funded by Core Area Wastewater Treatment Operations Budget

**3.709 - I & I ENHANCEMENT PROGRAM**

			<b>BUDGET REQUEST</b>							
	<b>2022 BOARD BUDGET</b>	<b>2022 ESTIMATED ACTUAL</b>	<b>2023 CORE BUDGET</b>	<b>2023 ONGOING</b>	<b>2023 ONE-TIME</b>	<b>2023 TOTAL</b>	<b>2024 TOTAL</b>	<b>2025 TOTAL</b>	<b>2026 TOTAL</b>	<b>2027 TOTAL</b>
<u>OPERATING COSTS:</u>										
Operating Expenditures	25,308	42,000	142,000	-	-	142,000	144,840	147,736	150,686	153,700
Allocations	324,103	274,103	266,001	-	-	266,001	271,321	276,747	282,282	287,928
Consultant Expenses	46,543	46,000	-	-	-	-	-	-	-	-
Contract For Services	110,958	110,000	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>506,912</b>	<b>472,103</b>	<b>408,001</b>	<b>-</b>	<b>-</b>	<b>408,001</b>	<b>416,161</b>	<b>424,483</b>	<b>432,968</b>	<b>441,628</b>
*Percentage Increase over prior year		-6.9%	-19.5%	0.0%	0.0%	-19.5%	2.0%	2.0%	2.0%	2.0%
<b>TOTAL COSTS</b>	<b>506,912</b>	<b>472,103</b>	<b>408,001</b>	<b>-</b>	<b>-</b>	<b>408,001</b>	<b>416,161</b>	<b>424,483</b>	<b>432,968</b>	<b>441,628</b>
*Percentage Increase over prior year		-6.9%	-19.5%	0.0%	0.0%	-19.5%	2.0%	2.0%	2.0%	2.0%
Internal Recoveries	(506,912)	(472,103)	(408,001)	-	-	(408,001)	(416,161)	(424,483)	(432,968)	(441,628)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
PARTICIPANTS: Saanich, Victoria, Oak Bay, Esquimalt, View Royal Indian Affairs/Songhees, DND, Langford, Colwood										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**CAPITAL REGIONAL DISTRICT BOARD**  
**March 15, 2023**  
**Board Room, 625 Fisgard Street, Victoria**

**BUDGET REVIEW**  
**Part C**

---

**6. Planning and Protective Services**

- 6.1** GM - Planning & Protective Services
- 6.2** **Hospital District, Health & Capital Planning Strategies**
  - 6.2.1 Health & Capital Planning Strategies
  - 6.2.2 Community Health
- 6.3** **Regional Housing**
  - 6.3.1 Land Banking and Housing (Regional Housing)
  - 6.3.2 Regional Housing Trust Fund
- 6.4** **Regional and Strategic Planning**
  - 6.4.1 Traffic Safety
  - 6.4.2 Regional Planning Services
  - 6.4.3 Regional Growth Strategy
- 6.5** **Emergency Services**
  - 6.5.1 Corporate Emergency
  - 6.5.2 Regional Emergency Program Support
  - 6.5.3 Hazardous Material Incident Response
  - 6.5.4 911 Call Answer
  - 6.5.5 911 Call Answer - Municipalities
  - 6.5.6 913 Fire Dispatch
  - 6.5.7 Regional CREST Contribution
  - 6.5.8 Animal Care Services
  - 6.5.9 ByLaw Services

**CAPITAL REGIONAL DISTRICT BOARD**  
**March 15, 2023**  
**Board Room, 625 Fisgard Street, Victoria**

**BUDGET REVIEW**  
**Part C**

---

**7. Integrated Water Services**

**7.1 Water Services**

- 7.1.1 Regional Water Supply
- 7.1.2 JDF Water Distribution
- 7.1.3 Florence Lake Water
- 7.1.4 Seagirt Water System Debt

**7.2 Core Area Wastewater**

- 7.2.1 Core Area Wastewater Operations
- 7.2.2 Debt - Core Area Wastewater Capital
- 7.2.3 IW - Environmental Operations

**7.3 Saanich Peninsula Liquid Waste & Water Operations**

- 7.3.1 Saanich Peninsula Water Supply
- 7.3.2 Saanich Peninsula Wastewater

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **PLANNING & PROTECTIVE SERVICES**

#### **FINAL BUDGET**

MARCH 2023

**FINAL BUDGET**  
**March 15, 2023**  
**TABLE OF CONTENTS**

*Click on the service area name below to access selected budgets*

<b>Planning and Protective Services</b>			<b>Page</b>
<b>6.1</b>	1.024	GM - Planning & Protective Services	<b>4 - 8</b>
<b>6.2</b>	<b>Hospital District, Health &amp; Capital Planning Strategies</b>		
	6.2.1	1.018 Health & Capital Planning Strategies	<b>9 - 13</b>
	6.2.2	1.224 Community Health	<b>14 - 17</b>
<b>6.3</b>	<b>Regional Housing</b>		
	6.3.1	1.310 Land Banking and Housing (Regional Housing)	<b>18 - 25</b>
	6.3.2	1.311 Regional Housing Trust Fund	<b>26 - 28</b>
<b>6.4</b>	<b>Regional and Strategic Planning</b>		
	6.4.1	1.230 Traffic Safety	<b>29 - 31</b>
	6.4.2	1.324 Regional Planning Services	<b>32 - 40</b>
	6.4.3	1.330 Regional Growth Strategy	<b>41 - 44</b>

**FINAL BUDGET**  
**March 15, 2023**  
**TABLE OF CONTENTS**

*Click on the service area name below to access selected budgets*

**Planning and Protective Services**

**Page**

**6.5 Emergency Services**

6.5.1	1.025	Corporate Emergency	<b>45 - 50</b>
6.5.2	1.374	Regional Emergency Program Support	<b>51 - 54</b>
6.5.3	1.375	Hazardous Material Incident Response	<b>55 - 62</b>
6.5.4	1.911	911 Call Answer	<b>63 - 72</b>
6.5.5	1.912B	911 Call Answer - Municipalities	<b>73 - 75</b>
6.5.6	1.913	913 Fire Dispatch	<b>76 - 81</b>
6.5.7	1.921	Regional CREST Contribution	<b>82 - 84</b>
6.5.8	1.313	Animal Care Services	<b>85 - 95</b>
6.5.9	1.323	ByLaw Services	<b>96 - 101</b>

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **GM - Planning & Protective Services**

#### **FINAL BUDGET**

MARCH 2023



1.024 - GM - Planning & Protective Services

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries & Wages	431,046	431,046	464,038	-	-	464,038	474,037	484,248	494,677	505,326
Contract for Services	13,500	-	7,310	-	-	7,310	7,460	7,610	7,760	7,920
Internal Allocations	88,759	88,759	92,268	-	-	92,268	95,851	98,598	101,275	104,043
Operating Other	20,345	16,570	20,930	-	-	20,930	21,340	21,780	22,220	22,680
<b>TOTAL OPERATING COSTS</b>	<b>553,650</b>	<b>536,375</b>	<b>584,546</b>	<b>-</b>	<b>-</b>	<b>584,546</b>	<b>598,688</b>	<b>612,236</b>	<b>625,932</b>	<b>639,969</b>
*Percentage Increase over prior year						5.6%	2.4%	2.3%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>TOTAL COSTS</b>	<b>554,650</b>	<b>537,375</b>	<b>585,546</b>	<b>-</b>	<b>-</b>	<b>585,546</b>	<b>599,688</b>	<b>613,236</b>	<b>626,932</b>	<b>640,969</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Internal Recoveries	(261,393)	(261,393)	(276,233)	-	-	(276,233)	(281,758)	(287,383)	(293,109)	(298,946)
<b>TOTAL REVENUES</b>	<b>(261,393)</b>	<b>(261,393)</b>	<b>(276,233)</b>	<b>-</b>	<b>-</b>	<b>(276,233)</b>	<b>(281,758)</b>	<b>(287,383)</b>	<b>(293,109)</b>	<b>(298,946)</b>
<b>NET COSTS</b>	<b>293,257</b>	<b>275,982</b>	<b>309,313</b>	<b>-</b>	<b>-</b>	<b>309,313</b>	<b>317,930</b>	<b>325,853</b>	<b>333,823</b>	<b>342,023</b>
*Percentage increase over prior year Net Costs						5.5%	2.8%	2.5%	2.4%	2.5%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	2.5	2.5	2.5	-	-	2.5	2.5	2.5	2.5	2.5

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

<b>Service No.</b>	<b>1.024 GM - Planning &amp; Protective Service</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------	---	------------------------------------	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$2,701	\$0	\$0	\$2,088	\$1,090	\$5,879	
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	
	<b>\$0</b>	<b>\$2,701</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,088</b>	<b>\$1,090</b>	<b>\$5,879</b>	

**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	
Equipment Replacement Fund	\$0	\$2,701	\$0	\$0	\$2,088	\$1,090	\$5,879	
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>\$0</b>	<b>\$2,701</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,088</b>	<b>\$1,090</b>	<b>\$5,879</b>	

CAPITAL REGIONAL DISTRICT  
 5 YEAR CAPITAL PLAN  
 2023 - 2027

<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, 23-01 is a project planned to start in 2023.  For projects in previous capital plans, use the same project numbers previously assigned.	<b>Capital Project Description</b> Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system meets current energy standards with an expected service life of 35 years".</i>	<b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.	<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> = Project provide economic benefit to the organization.
<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	<b>Total Project Budget</b> Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	<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 STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	
<b>Capital Project Title</b> Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	<b>Asset Class</b> L - Land S - Engineering Structure B - Buildings V - Vehicles	<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 and/or asset material/type. <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.	
<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.			

**Service #:** 1.024  
**Service Name:** GM - Planning & Protective Services

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
23-01	Replacement	Computer	Computer Replacement	\$2,701	E	ERF		\$2,701	\$0	\$0	\$0	\$0	\$2,701
26-01	Replacement	Computer	Computer Replacement	\$2,088	E	ERF		\$0	\$0	\$0	\$2,088	\$0	\$2,088
27-01	Replacement	Computer	Computer Replacement	\$1,090	E	ERF		\$0	\$0	\$0	\$0	\$1,090	\$1,090
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
<b>GRAND TOTAL</b>				<b>\$5,879</b>			<b>\$0</b>	<b>\$2,701</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,088</b>	<b>\$1,090</b>	<b>\$5,879</b>

**Reserve Schedule**

**Reserve Fund:** 1.024 - GM Planning & Protective Services

--

**Reserve Cash Flow**

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Fund: 1022 Fund Center: 101955</b> ERF Group: PLANPROT.ERF						
<b>Beginning Balance</b>	9,195	7,894	6,193	7,193	8,193	7,105
<b>Actual Purchases</b>	(2,370)					
<b>Planned Purchase (Based on Capital Plan)</b>	-	(2,701)	-	-	(2,088)	(1,090)
<b>Transfer from Operating Budget</b>	1,000	1000	1,000	1,000	1,000	1,000
<b>Interest Income</b>	69	-	-	-	-	-
<b>Ending Balance \$</b>	<b>7,894</b>	<b>6,193</b>	<b>7,193</b>	<b>8,193</b>	<b>7,105</b>	<b>7,015</b>

**Assumptions/Background:**

2023 - replacement of 1 standard desktop and 1 standard laptop  
 2026 - replacement of 1 ultra-portable laptop  
 2027 - replacement of 1 standard desktop

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Health & Capital Planning Strategies**

#### **FINAL BUDGET**

MARCH 2023

1.018 - HEALTH AND CAPITAL PLANNING STRATEGIES

			BUDGET REQUEST							
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	391,252	278,889	311,101	-	119,410	430,511	439,786	324,650	331,643	338,785
Wages & Benefits - Project Manager	-	-	-	-	-	-	-	-	-	-
Legal/Auditing Costs	22,910	25,130	26,160	-	-	26,160	27,180	28,200	29,220	29,800
Consultants	3,410	3,410	3,510	-	-	3,510	3,580	3,650	3,720	3,790
Allocations - Standard Overhead	124,181	124,181	129,961	-	-	129,961	132,560	135,211	137,915	140,674
Allocations - Human Resources	11,623	11,623	11,476	-	-	11,476	11,854	12,239	12,484	12,733
Allocations - Others	72,238	72,238	77,015	-	-	77,015	79,787	81,900	84,091	86,350
Operating - Other Costs	24,190	23,916	24,720	-	-	24,720	25,210	25,700	26,200	26,710
<b>TOTAL OPERATING COSTS</b>	<b>649,804</b>	<b>539,387</b>	<b>583,943</b>	<b>-</b>	<b>119,410</b>	<b>703,353</b>	<b>719,957</b>	<b>611,550</b>	<b>625,273</b>	<b>638,842</b>
*Percentage Increase over prior year	0.0%	-17.0%	-10.1%	0.0%	18.4%	8.2%	2.4%	-15.1%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Reserve	2,040	2,040	2,100	-	-	2,100	2,140	2,180	2,220	2,260
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>2,040</b>	<b>2,040</b>	<b>2,100</b>	<b>-</b>	<b>-</b>	<b>2,100</b>	<b>2,140</b>	<b>2,180</b>	<b>2,220</b>	<b>2,260</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>651,844</b>	<b>541,427</b>	<b>586,043</b>	<b>-</b>	<b>119,410</b>	<b>705,453</b>	<b>722,097</b>	<b>613,730</b>	<b>627,493</b>	<b>641,102</b>
*Percentage Increase over prior year	0.0%	-16.9%	-10.1%	0.0%	18.3%	8.2%	2.4%	-15.0%	2.2%	2.2%
Recovery - Capital Regional Hospital District	(651,844)	(651,844)	(586,043)	-	(119,410)	(705,453)	(722,097)	(613,730)	(627,493)	(641,102)
Recovery - Capital Project	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>-</b>	<b>(110,417)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Surplus / (Deficit)</b>		<b>110,417</b>								
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Balance transferred to HD Section 20 Reserve	-	(110,417)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>PARTICIPANTS:</b> all Municipalities, Electoral Areas, Tsawout and Songhees First Nations										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	2.00	2.00	2.00	0.00	0.00	2.00	2.00	2.00	2.00	2.00
Term Position - Sr. Project Coordinator 2-year term (2023 IBC 14a-1)	1.00	0.00	0.00	0.00	1.00	1.00	1.00	0.00	0.00	0.00

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

<b>Service No.</b>	<b>1.018</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
	<b>Health &amp; Capital Planning Strategies</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$2,180	\$1,611	\$0	\$3,222	\$2,180	\$9,193	
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	
	<b>\$0</b>	<b>\$2,180</b>	<b>\$1,611</b>	<b>\$0</b>	<b>\$3,222</b>	<b>\$2,180</b>	<b>\$9,193</b>	

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$2,180	\$1,611	\$0	\$3,222	\$2,180	\$9,193
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$2,180</b>	<b>\$1,611</b>	<b>\$0</b>	<b>\$3,222</b>	<b>\$2,180</b>	<b>\$9,193</b>





**Reserve Schedule**

**Reserve Fund:** 1.018 Health & Capital Planning Strategies

Assets held by the Health and Capital Planning Strategies are office equipment and office furniture.  
The equipment replacement funds set aside are for replacement of office equipment/furniture only.

**Reserve Cash Flow**

Fund: 1022 Fund Center: 101851  
ERF Group: HP.ERF

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Beginning Balance</b>	4,017	5,172	5,092	5,621	14,429	16,509
<b>Actual Purchase</b>	(920)					
<b>Planned Purchase (Based on Capital Plan)</b>	-	(2,180)	(1,611)	-	(3,222)	(2,180)
<b>Transfer from Operating Budget</b>	2,040	2,100	2,140	2,180	2,220	2,260
<b>Interest Revenue</b>	36					
<b>Ending Balance \$</b>	<b>5,172</b>	<b>5,092</b>	<b>5,621</b>	<b>7,801</b>	<b>16,509</b>	<b>16,589</b>

**Assumptions/Background:**

2023 - 2 standard desktops  
2024 - 1 standard laptop  
2026 - 2 standard laptops  
2027 - 2 standard desktops

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Community Health**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.224 Community Health

**Committee:** Hospitals and Housing Committee

**SERVICE DESCRIPTION:**

Build regional capacity to improve health and well-being through outcomes monitoring (Regional Outcomes Monitoring Collaborative), designing and implementing community health and wellbeing initiatives, and policy development. Addresses homelessness by funding the Greater Victoria Coalition to End Homelessness. Responsible for the public health bylaws (i.e. Clean Air, Idling, and Tanning Bylaws) and regularly engages with Island Health to ensure bylaws remain relevant and responsive to regional public health risks.

**PARTICIPATION:**

All member municipalities and electoral areas based on converted hospital assessment values

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

NIL

**COMMITTEE:**

Hospitals and Housing Committee

**FUNDING:**

Requisition

1.224 - COMMUNITY HEALTH

			BUDGET REQUEST							
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<u>OPERATING COSTS:</u>										
Salaries - Planner (Term)	107,644	80,733	105,277	-	-	105,277	107,545	109,862	112,229	114,646
Contract for Services - GVCEH	325,000	325,000	325,000	-	-	325,000	325,000	325,000	325,000	325,000
Contract for Services - Island Health	176,750	176,750	176,750	-	-	176,750	176,750	176,750	176,750	176,750
Contract for Services - ACEH (2023)	150,000	150,000	-	-	150,000	150,000	-	-	-	-
Allocation - Standard Overhead	40,306	40,306	40,810	-	-	40,810	41,626	42,459	43,308	44,174
Allocation - Building Occupancy	2,505	2,505	2,728	-	-	2,728	3,010	3,166	3,332	3,506
Allocation - Human Resources	3,180	3,180	3,157	-	-	3,157	3,261	3,367	3,435	3,503
Meetings and Workshops	7,100	5,000	7,313	-	-	7,313	7,459	7,608	7,761	7,916
Operating - Other Costs	3,716	592	3,826	-	-	3,826	3,901	3,978	4,056	4,136
<b>TOTAL OPERATING COSTS</b>	<b>816,201</b>	<b>784,066</b>	<b>664,861</b>	<b>-</b>	<b>150,000</b>	<b>814,861</b>	<b>668,553</b>	<b>672,191</b>	<b>675,870</b>	<b>679,631</b>
*Percentage Increase over prior year		-3.9%	-18.5%	0.0%	18.4%	-0.2%	-18.0%	0.5%	0.5%	0.6%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Reserve	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>816,201</b>	<b>784,066</b>	<b>664,861</b>	<b>-</b>	<b>150,000</b>	<b>814,861</b>	<b>668,553</b>	<b>672,191</b>	<b>675,870</b>	<b>679,631</b>
*Percentage Increase over prior year		-3.9%	-18.5%	0.0%	18.4%	-0.2%	-18.0%	0.5%	0.5%	0.6%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>816,201</b>	<b>784,066</b>	<b>664,861</b>	<b>-</b>	<b>150,000</b>	<b>814,861</b>	<b>668,553</b>	<b>672,191</b>	<b>675,870</b>	<b>679,631</b>
*Percentage Increase over prior year		-3.9%	-18.5%	0.0%	18.4%	-0.2%	-18.0%	0.5%	0.5%	0.6%
Balance C/F from Prior to Current year	(15,620)	(15,620)	-	-	-	-	-	-	-	-
Payments In Lieu of Taxes	(31,207)	(31,207)	(29,604)	-	-	(29,604)	(29,604)	(29,604)	(29,604)	(29,604)
Grants - City of Victoria Contribution GVCEH Agreement	(100,000)	(100,000)	(100,000)	-	-	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Grants - Island Health (Funding not guaranteed beyond March 2024)	(60,000)	(87,194)	(60,000)	-	-	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
Grants - Other	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(880)	(880)	(880)	-	-	(880)	(880)	(880)	(880)	(880)
<b>TOTAL REVENUE</b>	<b>(207,707)</b>	<b>(234,901)</b>	<b>(190,484)</b>	<b>-</b>	<b>-</b>	<b>(190,484)</b>	<b>(190,484)</b>	<b>(190,484)</b>	<b>(190,484)</b>	<b>(190,484)</b>
<b>REQUISITION</b>	<b>(608,494)</b>	<b>(549,165)</b>	<b>(474,377)</b>	<b>-</b>	<b>(150,000)</b>	<b>(624,377)</b>	<b>(478,069)</b>	<b>(481,707)</b>	<b>(485,386)</b>	<b>(489,147)</b>
*Percentage Increase over prior year			-22.0%	0.0%	24.7%	2.6%	-23.4%	0.8%	0.8%	0.8%
PARTICIPANTS: all Municipalities, Electoral Areas, Tsawout and Songhees First Nations										
<u>AUTHORIZED POSITIONS:</u>										
Salaried Position (Term)	Term 1.00	Term 1.00	Term 0.00	1.00	0.00	1.00	Term 1.00	Term 1.00	Term 1.00	Term 1.00
Hourly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Operating Reserve Schedule**

**Operating Reserve Fund: 1.224 Community Health**

Established by Bylaw No. 4521, Bylaw No. 4102 Amendment No. 3 2022 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

**Operating Reserve Cash Flow**

**Fund: 1500 Fund Center: 105551**

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	20,000	78,596	78,596	78,596	78,596	78,596
<b>Actual Purchases</b>	-	-	-	-	-	-
<b>Planned Purchases</b>	-	-	-	-	-	-
<b>Transfer from Operating Budget</b>	58,503	-	-	-	-	-
<b>Interest Income</b>	93	-	-	-	-	-
<b>Ending Balance \$</b>	<b>78,596</b>	<b>78,596</b>	<b>78,596</b>	<b>78,596</b>	<b>78,596</b>	<b>78,596</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Land Banking and Housing (Regional Housing)**

#### **FINAL BUDGET**

MARCH 2023

**DEFINITION:**

Service was established by Bylaw No. 3712 cited as "Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010". This Service provides strategic planning and administrative oversight of three functions:

- Housing Planning, Policy and Programs,
- Planning and Development, and
- the Capital Region Housing Corporation (CRHC)

**SERVICE DESCRIPTION:**

This Service empowers the CRD to undertake land assembly for the purpose of either public or private housing and to undertake the development and operation of public housing pursuant to the National and Provincial Housing Acts including all of the powers of a municipality. The Service also has the ability to take on debt to fund these activities.

The Housing Planning, Policy and Programs function receives grants from federal and provincial partner agencies, provides oversight, and deploys funds within the region. This function also administers housing affordability agreements with developers and owners in the region on behalf of municipalities.

The Planning and Development function identifies and pursues opportunities to develop or redevelop housing stock owned by the CRD/CRHC. This function receives grant and project recovery funding and prepares approved projects for implementation.

The Capital Region Housing Corporation (CRHC) is a wholly-owned subsidiary of the CRD, incorporated under authority of this Service. The CRHC owns, operates and maintains more than 1,800 affordable housing units and expects units to increase into the future with the affordable housing development plan underway for the region.

**PARTICIPATION:** All member municipalities and electoral areas based on converted hospital assessment values.

**MAXIMUM LEVY:**

Greater of \$2,423,000 or \$0.031 per \$1,000 Hospital actual assessments for land and improvements.

**MAXIMUM CAPITAL DEBT:**

Authorized:	LA Bylaw No. 3715 (Jan. 12, 2011)	25,000,000
Borrowed:	SI Bylaw No. 4009 (Feb. 11, 2015) 10yr term	<u>-9,413,000</u>
Remaining:	Active via Temp. Borrowing Bylaw No. 3985 (nil expiry)	<u>\$ 15,587,000</u>
Authorized:	LA Bylaw No. 4327 (Mar. 11, 2020)	10,000,000
Borrowed:		-
Remaining:	Active	<u>\$ 10,000,000</u>

**COMMITTEE:** Hospitals and Housing

**FUNDING:** Requisition, internal recoveries, and external grants

1.310 LAND BANKING AND HOUSING	BUDGET REQUEST									
	2022 BOARD BUDGET	2022 ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>OPERATING COSTS:</b>										
Salaries (Regular Full & Auxiliary)	1,406,115	1,158,975	1,347,292	-	102,142	1,449,434	1,190,538	1,117,394	1,014,168	921,311
Allocation - Standard OH	88,152	88,152	98,049	-	-	98,049	100,010	102,010	104,051	106,131
Allocation - Building Occupancy	61,992	61,992	66,325	-	-	66,325	73,035	76,777	80,722	84,874
Allocation - Real Estate	60,000	60,000	60,000	-	-	60,000	20,000	-	-	-
Allocation - Human Resources	38,299	38,299	41,244	-	-	41,244	42,601	43,986	44,866	45,763
Allocation - GM Planning and Protective Services	38,084	38,084	40,252	-	-	40,252	41,060	41,880	42,720	43,570
Consultants	98,580	58,290	55,000	-	160,000	215,000	55,000	155,000	55,000	55,000
Legal	20,000	13,723	20,000	-	-	20,000	20,100	20,200	20,300	20,410
Conferences and Staff Training	16,790	5,208	16,790	-	-	16,790	17,030	17,270	17,520	17,770
New Workstations and Equipment	10,000	773	-	-	-	-	-	-	-	-
Operating - Other Costs	31,500	41,856	26,000	-	-	26,000	21,320	21,640	21,970	22,300
<b>TOTAL OPERATING COSTS</b>	<b>1,869,512</b>	<b>1,565,352</b>	<b>1,770,952</b>	<b>-</b>	<b>262,142</b>	<b>2,033,094</b>	<b>1,580,694</b>	<b>1,596,157</b>	<b>1,401,317</b>	<b>1,317,129</b>
*Percentage Increase over prior year		-16.27%	-5.27%	0.00%	14.02%	8.75%	-22.25%	0.98%	-12.21%	-6.01%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Reserve	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
Transfer to Operating Reserve	-	233,118	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>4,000</b>	<b>237,118</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
Debt Expenditures	1,051,357	1,009,463	1,009,463	-	-	1,009,463	1,569,300	3,501,527	2,595,607	2,595,607
MFA Debt Reserve	7,390	2,437	1,830	-	-	1,830	111,830	146,830	-	-
<b>TOTAL COSTS</b>	<b>2,932,259</b>	<b>2,814,370</b>	<b>2,786,245</b>	<b>-</b>	<b>262,142</b>	<b>3,048,387</b>	<b>3,265,824</b>	<b>5,248,514</b>	<b>4,000,924</b>	<b>3,916,736</b>
*Percentage Increase over prior year		351,007 11.97%	-4.98%	0.00%	8.94%	3.96%	7.13%	60.71%	-23.77%	-2.10%
Transfer from Operating Reserve	(74,992)	(40,069)	-	-	(130,000)	(130,000)	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>2,857,267</b>	<b>2,774,301</b>	<b>2,786,245</b>	<b>-</b>	<b>132,142</b>	<b>2,918,387</b>	<b>3,265,824</b>	<b>5,248,514</b>	<b>4,000,924</b>	<b>3,916,736</b>
<b>Surplus / (Deficit)</b>		66,157								
Balance C/F from Prior to Current year	(111,491)	(111,491)	(36,157)	-	(30,000.00)	(66,157)	-	-	-	-
Recovery - CRHC	(184,482)	(184,482)	(259,181)	-	-	(259,181)	(209,076)	(213,899)	(218,775)	(222,280)
Recovery - CRHD	(143,978)	(143,978)	(118,287)	-	-	(118,287)	-	-	-	-
Recovery - Capital Projects	(333,851)	(238,555)	(259,064)	-	(78,995)	(338,059)	(254,697)	(260,183)	(110,079)	-
Admin Fees - new housing agreements	-	(14,000)	(10,500)	-	-	(10,500)	(10,500)	(10,500)	(10,500)	(10,500)
Admin Fees - RHTF & ongoing housing agreements	(35,130)	(35,146)	(35,130)	-	-	(35,130)	(2,000)	(2,000)	(2,000)	(2,000)
Lease Revenue - CRHC	(63,000)	(63,000)	(63,000)	-	-	(63,000)	(63,000)	(63,000)	(63,000)	(63,000)
Grant Revenue	(453,866)	(506,245)	(415,244)	-	(23,147)	(438,391)	(111,968)	(100,000)	-	-
Interest Income	(7,390)	(19,482)	(6,830)	-	-	(6,830)	(6,830)	(6,830)	(5,000)	(5,000)
Payments In Lieu of Taxes	(70,155)	(70,155)	(70,301)	-	-	(70,301)	(132,653)	(132,653)	(132,653)	(132,653)
Deferred Revenue (Balance Sheet Account adj)	(9,463)	0	(9,463)	-	-	(9,463)	(9,463)	(4,732)	-	-
<b>TOTAL REVENUE</b>	<b>(1,412,807)</b>	<b>(1,320,377)</b>	<b>(1,283,157)</b>	<b>-</b>	<b>(132,142)</b>	<b>(1,415,299)</b>	<b>(800,187)</b>	<b>(793,796)</b>	<b>(542,007)</b>	<b>(435,433)</b>
<b>REQUISITION</b>	<b>(1,444,461)</b>	<b>(1,453,925)</b>	<b>(1,503,088)</b>	<b>-</b>	<b>-</b>	<b>(1,503,088)</b>	<b>(2,465,637)</b>	<b>(4,454,718)</b>	<b>(3,458,917)</b>	<b>(3,481,303)</b>
*Percentage Increase over prior year		0.66%	4.06%	0.00%	0.00%	4.06%	64.04%	80.67%	-22.35%	0.65%
PARTICIPANTS: All Municipalities and Electoral Areas, Tsawout and Songhees First Nations										
AUTHORIZED POSITIONS:										
Salaried	6.00	6.00	6.00	0.00	0.00	6.00	6.00	6.00	6.00	6.00
Term	6.80	6.80	5.80	0.00	0.20	6.00	6.00	2.00	1.00	0.00



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

<b>Service No.</b>	<b>1.310</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
	<b>Land Banking and Housing</b>							

**EXPENDITURE**

Buildings	\$0	\$17,104,721	\$11,000,000	\$14,500,000	\$0	\$0	\$42,604,721
Equipment	\$0	\$4,000	\$10,000	\$4,000	\$4,000	\$4,000	\$26,000
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
	<b>\$0</b>	<b>\$17,108,721</b>	<b>\$11,010,000</b>	<b>\$14,504,000</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$42,630,721</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$11,000,000	\$14,500,000	\$0	\$0	\$25,500,000
Equipment Replacement Fund	\$0	\$4,000	\$10,000	\$4,000	\$4,000	\$4,000	\$26,000
Grants (Federal, Provincial)	\$0	\$4,200,000	\$0	\$0	\$0	\$0	\$4,200,000
Donations / Third Party Funding	\$0	\$12,904,721	\$0	\$0	\$0	\$0	\$12,904,721
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$17,108,721</b>	<b>\$11,010,000</b>	<b>\$14,504,000</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$42,630,721</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the</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;</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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</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 = Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal),</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 and/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</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 #:** 1.310  
**Service Name:** Land Banking and Housing

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
18-03	New	RHFP	CRD contribution \$25.5M	\$25,500,000	B	Debt	\$0	\$0	\$11,000,000	\$14,500,000	\$0	\$0	\$25,500,000
20-01	Replacement	Office Equipment Replacement	Office equipment scheduled replacement	\$26,000	E	ERF	\$0	\$4,000	\$10,000	\$4,000	\$4,000	\$4,000	\$26,000
													\$0
21-01	New	RHFP - Prosser	CMHC RHFP grant	\$4,000,000	B	Grant	\$0	\$3,500,000					\$3,500,000
21-01	New	RHFP - Prosser	RHI	\$700,000	B	Grant	\$0	\$700,000					\$700,000
21-01	New	RHFP - Prosser	RHTF grant	\$615,000	B	Other	\$0	\$615,000					\$615,000
21-01	New	RHFP - Prosser	CRHC prepaid 60 year lease	\$12,289,721	B	Other	\$0	\$12,289,721					\$12,289,721
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
			<b>GRAND TOTAL</b>	<b>\$43,130,721</b>			<b>\$0</b>	<b>\$17,108,721</b>	<b>\$11,010,000</b>	<b>\$14,504,000</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$42,630,721</b>

**Service:** 1.310 Land Banking and Housing

**Project Number** 18-03 **Capital Project Title** RHFP **Capital Project Description** CRD contribution \$25.5M

**Project Rationale** In 2018 CMHC signed a definitive agreement with the CRD and BC Housing which created the Regional Housing First Program with a total of \$90 million to create new affordable housing units within the region. In 2020, each of the three partners increased their contribution by \$10 million to bring the total to \$120 million.

**Project Number** 20-01 **Capital Project Title** Office Equipment Replacement **Capital Project Description** Office equipment scheduled replacement

**Project Rationale** Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department. Other office equipment at discretion of management and staffing needs.

**1.310 Land Bank & Housing  
Operating Reserve Summary  
2023 - 2027 Financial Plan**

**Profile**

**Land Bank & Housing**

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

**Operating Reserve Schedule - FC 105505**

Operating Reserve Schedule	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	206,353	405,178	275,178	275,178	275,178	275,178
<b>Transfer to Operating Budget</b>	-	(130,000)				
<b>Transfer to Capital Fund</b>						
<b>Transfer from Operating Budget</b>	193,049					
<b>Interest Income *</b>	5,776					
<b>Total projected year end balance</b>	<b>405,178</b>	<b>275,178</b>	<b>275,178</b>	<b>275,178</b>	<b>275,178</b>	<b>275,178</b>

**Assumptions/Background:**

2022: Part-year new planning position funded from reserve. Surplus funds transferred to Reserve to fund future affordable housing initiatives.  
2023: Funding for one time post-RHFP housing programs contract.

**1.310 Land Bank & Housing  
Asset and Reserve Summary  
2023 - 2027 Financial Plan**

**Asset Profile**

**Land Bank & Housing**

Assets held by the Land, Banking and Housing service area consist of land, 6 building units, four apartment buildings, and office equipment. The equipment replacement funds set aside are for replacement of office equipment only. The building units are currently under operating and maintenance contract and do not require ongoing capital investment. Lifecycle replacement funding has not been set aside for the buildings.

**Equipment Replacement Schedule - FC 102079**

Equipment Replacement Schedule	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	21,507	25,699	25,699	19,699	19,699	19,699
<b>Planned Purchase (Based on Capital Plan)</b>	-	(4,000)	(10,000)	(4,000)	(4,000)	(4,000)
<b>Actual Purchase</b>						
<b>Transfer from Operating Budget</b>	4,000	4,000	4,000	4,000	4,000	4,000
<b>Interest Income *</b>	192					
<b>Total projected year end balance</b>	<b>25,699</b>	<b>25,699</b>	<b>19,699</b>	<b>19,699</b>	<b>19,699</b>	<b>19,699</b>

**Assumptions/Background:**

2023 - 2 computers replaced  
 2024 - 5 computers replaced  
 2025 - 2 computers replaced  
 2026 - 3 computers replaced  
 2027 - 2 computers replaced

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Regional Housing Trust Fund**

#### **FINAL BUDGET**

MARCH 2023

**DEFINITION:**

This service was established by Bylaw No. 3266 cited as "Capital Regional District Regional Housing Trust Fund Service Establishment Bylaw No. 1, 2005". Administered by Regional Housing, per Bylaw No.3294 cited as "Capital Regional District Housing Trust Fund Commission and Administrative Bylaw No. 1, 2005".

**SERVICE DESCRIPTION:**

The function enables the CRD to provide capital funding to:

- 1) assist in the acquisition, development and retention of housing that is affordable
- 2) facilitate social and economic investment in affordable housing
- 3) assist people in core housing need
- 4) facilitate achieving the strategic directions outlined in the CRD's Regional Growth Strategy / Housing Affordability Strategy

In 2016, the CRD Board approved the development of the Regional Housing First Program (RHFP) under service 1.310 Land Banking and Housing. As borrowing is undertaken in 2024 and 2025 for the RHFP, the Regional Housing Trust Fund will be wound-down and requisition capacity transferred from service 1.311 to service 1.310 to fund RHFP debt costs.

**PARTICIPATION:**

The member municipalities of Metchosin, North Saanich, Saanich, View Royal, Victoria, Salt Spring Island (2006), Sooke (2006), Central Saanich (2007), Esquimalt (2007), Oak Bay (2008), Sidney and Southern Gulf Islands (2010), Highlands (2014) based 50% on population and 50% on converted assessments.

**MAXIMUM LEVY:**

2014: \$925,300 (Highlands joined and includes 1.0% increase for inflation)  
2015: \$934,500 (includes 1.0% increase for inflation)  
2016: \$953,240 (includes 2.0% increase for inflation)  
2017: \$967,540 (includes 1.5% increase for inflation)  
2018: \$986,890 (includes 2.0% increase for inflation)  
2019: \$1,000,000 (includes 1.3% increase for inflation)  
2020: \$1,000,000 (includes 0% increase for inflation)  
2021: \$1,000,000 (includes 0% increase for inflation)  
2022: \$1,000,000 (includes 0% increase for inflation)  
2023: \$1,000,000 (includes 0% increase for inflation)  
2024-2025: Due to standard two year capital development cycle, RHTF staggered program suspension will start in 2024 and the max \$1M requisition capacity transferred to CRD Regional Housing First Program (RHFP) in 2025.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

Regional Housing Trust Fund

**FUNDING:**

Requisition

1.311 - REGIONAL HOUSING TRUST FUND	BUDGET REQUEST									
	2022 BOARD BUDGET	2022 ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
<b>Note: Service Phased out 2024 &amp; Suspended 2025</b>										
<u>OPERATING COSTS:</u>										
Prior Year Unallocated Capital Grants	4,253,753	1,780,678	2,520,057	-	-	2,520,057	-	-	-	-
Current Year Capital Grants	1,009,322	1,009,322	1,116,746	-	-	1,116,746	310,205	-	-	-
Housing Programs Administration Service Fee	33,130	33,130	33,130	-	-	33,130	16,565	-	-	-
Allocation - Standard OH	-	-	-	-	-	-	-	-	-	-
Consultant Expenses	-	-	-	-	-	-	-	-	-	-
Legal Costs	4,070	6,330	4,070	-	-	4,070	2,035	-	-	-
Other Costs	2,391	1,985	2,391	-	-	2,391	1,196	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>5,302,666</b>	<b>2,831,445</b>	<b>3,676,394</b>	-	-	<b>3,676,394</b>	<b>330,000</b>	-	-	-
*Percentage Increase over prior year		-46.60%	-30.67%	-	-	-30.67%	-	-	-	-
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Reserve	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>5,302,666</b>	<b>2,831,445</b>	<b>3,676,394</b>	-	-	<b>3,676,394</b>	<b>330,000</b>	-	-	-
*Percentage Increase over prior year		-46.60%	-30.67%	-	-	-30.67%	-	-	-	-
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>5,302,666</b>	<b>2,831,445</b>	<b>3,676,394</b>	-	-	<b>3,676,394</b>	<b>330,000</b>	-	-	-
*Percentage Increase over prior year	0.00%	-46.60%	-30.67%	-	-	-30.67%	-	-	-	-
<b>Surplus / (Deficit)</b>		2,520,057								
Balance C/F from Prior to Current year	(4,253,753)	(4,253,753)	(2,520,057)	-	-	(2,520,057)	-	-	-	-
Revenue - Other Interest Income	(32,817)	(81,653)	(100,802)	-	-	(100,802)	-	-	-	-
Payments In Lieu of Taxes	(61,590)	(61,590)	(55,535)	-	-	(55,535)	-	-	-	-
Grants - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(4,348,160)</b>	<b>(4,396,996)</b>	<b>(2,676,394)</b>	-	-	<b>(2,676,394)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>(954,506)</b>	<b>(954,506)</b>	<b>(1,000,000)</b>	-	-	<b>(1,000,000)</b>	<b>(330,000)</b>	-	-	-
*Percentage Increase over prior year		0.00%	4.77%	-	-	4.77%	-	-	-	-
PARTICIPANTS: Victoria, C.Saanich, Esquimalt, Saanich, Oak Bay, N. Saanich, Metchosin, View Royal, Sooke, Sidney, Highlands, SSI, SGI										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-



# **CAPITAL REGIONAL DISTRICT**

## **2023 Budget**

### **Traffic Safety Commission**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.230 Traffic Safety

**Committee:** Traffic Safety

**DEFINITION:**

To establish a Traffic Safety Commission as an extended service to participants.  
Establishment Bylaw No. 1828 (1990), Bylaw No. 1921 (1991), No. 3614 (2009), and No. 4166 (2017).

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

None stated

**MAXIMUM CAPITAL DEBT:**

N/A

1.230 - Traffic Safety Commission	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Allocations	6,883	6,883	5,921	-	-	5,921	6,040	6,161	6,284	6,410
Insurance Costs	320	320	280	-	-	280	300	320	340	360
Advertising, Promotion and Meetings	76,515	39,359	96,727	-	-	96,727	60,000	61,200	62,430	63,680
Scholarships	18,200	2,000	18,000	-	-	18,000	2,000	2,000	2,000	2,000
Other Expenses	16,510	10,116	16,190	-	-	16,190	9,342	9,530	9,720	9,910
<b>TOTAL COSTS</b>	<b>118,428</b>	<b>58,678</b>	<b>137,118</b>	<b>-</b>	<b>-</b>	<b>137,118</b>	<b>77,682</b>	<b>79,211</b>	<b>80,774</b>	<b>82,360</b>
*Percentage Increase over prior year						15.8%	-43.3%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2022 to 2023	-	61,160	(61,160)	-	-	(61,160)	-	-	-	-
Balance c/fwd from 2021 to 2022	(42,358)	(42,358)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(3,358)	(3,358)	(3,246)	-	-	(3,246)	(3,520)	(3,570)	(3,624)	(3,671)
Other Revenue	(200)	(1,610)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
<b>TOTAL REVENUE</b>	<b>(45,916)</b>	<b>13,834</b>	<b>(64,606)</b>	<b>-</b>	<b>-</b>	<b>(64,606)</b>	<b>(3,720)</b>	<b>(3,770)</b>	<b>(3,824)</b>	<b>(3,871)</b>
<b>REQUISITION</b>	<b>(72,512)</b>	<b>(72,512)</b>	<b>(72,512)</b>	<b>-</b>	<b>-</b>	<b>(72,512)</b>	<b>(73,962)</b>	<b>(75,441)</b>	<b>(76,950)</b>	<b>(78,489)</b>
*Percentage increase over prior year Requisition						0.0%	2.0%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2023 Budget**

### **Regional Planning Services**

#### **FINAL BUDGET**

MARCH 2023

**DEFINITION:**

Regional Planning includes two service functions:

Regional Information – which maintains a regional information base and perspective on population, employment, economic development and land use trends. The service provides regional, sub-regional and municipal statistics, trend analysis and research tools to member municipalities and a wide variety of public, private and community clientele.

Regional Transportation – manages and applies the regional transportation model. The service analyzes the impacts of actual and projected changes to the transportation system and conducts/commissions transportation-related studies and reports. Regional transportation provides advice and information to the CRD Board, other departments and other jurisdictions on policies and issues related to the Regional Transportation Plan.

**SERVICE DESCRIPTION:**

Regional Planning provides information and planning services including regional, sub-regional and municipal statistics, trend analysis, transportation, policy development, planning and modeling. The information also assists in preparation of indicators relating to the annual legislative reporting requirement for the Regional Growth Strategy and as an information base for the development of municipal and electoral area official community plans. The information and analysis also supports the regional transportation and urban growth models and assists municipalities and local and regional agencies in their planning work.

**PARTICIPATION:**

All member municipalities (Central Saanich; Colwood; Esquimalt; Highlands; Langford; Metchosin; North Saanich; Oak Bay; Saanich; Sidney; Sooke; Victoria; View Royal) and Electoral Areas within the CRD (Juan de Fuca, Southern Gulf Islands, Salt Spring Island).

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

1.324 - Regional Planning Services	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries & Wages	995,964	958,698	1,053,189	-	-	1,053,189	1,075,834	1,098,974	1,122,608	1,146,749
Contract for Services	70,000	60,000	72,100	-	-	72,100	73,540	75,010	76,510	78,040
Allocations	240,128	240,128	238,269	-	-	238,269	249,566	257,541	265,446	273,651
Program Development Costs	793,000	793,000	94,110	-	-	94,110	95,990	97,910	74,870	-
Other Operating Expenses	91,920	72,580	93,950	-	-	93,950	97,470	99,520	101,640	103,810
<b>TOTAL OPERATING COSTS</b>	<b>2,191,012</b>	<b>2,124,406</b>	<b>1,551,618</b>	<b>-</b>	<b>-</b>	<b>1,551,618</b>	<b>1,592,400</b>	<b>1,628,955</b>	<b>1,641,074</b>	<b>1,602,250</b>
*Percentage Increase over prior year						-29.2%	2.6%	2.3%	0.7%	-2.4%
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	-	75,365	-	-	-	-	-	-	-	5,000
Transfer to Equipment Replacement Fund	2,500	2,500	2,500	-	-	2,500	2,500	2,500	2,500	2,500
<b>TOTAL CAPITAL / RESERVES</b>	<b>2,500</b>	<b>77,865</b>	<b>2,500</b>	<b>-</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>7,500</b>
<b>TOTAL COSTS</b>	<b>2,193,512</b>	<b>2,202,271</b>	<b>1,554,118</b>	<b>-</b>	<b>-</b>	<b>1,554,118</b>	<b>1,594,900</b>	<b>1,631,455</b>	<b>1,643,574</b>	<b>1,609,750</b>
<b>Internal Recoveries</b>	(77,852)	(77,852)	(86,650)	-	-	(86,650)	(88,320)	(90,050)	(91,870)	(93,710)
<b>TOTAL COSTS NET OF RECOVERIES</b>	<b>2,115,660</b>	<b>2,124,419</b>	<b>1,467,468</b>	<b>-</b>	<b>-</b>	<b>1,467,468</b>	<b>1,506,580</b>	<b>1,541,405</b>	<b>1,551,704</b>	<b>1,516,040</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(857,304)	(857,304)	(177,951)	-	-	(177,951)	(189,750)	(190,843)	(174,129)	(110,902)
Grants in Lieu of Taxes	(61,264)	(61,264)	(58,113)	-	-	(58,113)	(59,270)	(67,190)	(68,530)	(69,910)
Revenue - Other	(2,900)	(12,209)	(2,990)	-	-	(2,990)	(3,050)	(3,080)	(3,150)	(3,220)
Recovery - Other	(550)	-	(570)	-	-	(570)	(580)	(590)	(600)	(610)
<b>TOTAL REVENUE</b>	<b>(922,018)</b>	<b>(930,777)</b>	<b>(239,624)</b>	<b>-</b>	<b>-</b>	<b>(239,624)</b>	<b>(252,650)</b>	<b>(261,703)</b>	<b>(246,409)</b>	<b>(184,642)</b>
<b>REQUISITION</b>	<b>(1,193,642)</b>	<b>(1,193,642)</b>	<b>(1,227,844)</b>	<b>-</b>	<b>-</b>	<b>(1,227,844)</b>	<b>(1,253,930)</b>	<b>(1,279,702)</b>	<b>(1,305,295)</b>	<b>(1,331,398)</b>
*Percentage increase over prior year Requisition						2.9%	2.1%	2.1%	2.0%	2.0%
Salaried	7.5	7.5	7.5			7.5	7.5	7.5	7.5	7.5

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

<b>Service No.</b>	<b>1.324 Regional Planning Services</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------	---	------------------------------------	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$43,000	\$4,000	\$4,000	\$8,000	\$3,000	\$62,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$43,000</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$8,000</b>	<b>\$3,000</b>	<b>\$62,000</b>
		<b>\$0</b>	<b>\$43,000</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$8,000</b>	<b>\$3,000</b>	<b>\$62,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$43,000	\$4,000	\$4,000	\$8,000	\$3,000	\$62,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$43,000</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$8,000</b>	<b>\$3,000</b>	<b>\$62,000</b>
		<b>\$0</b>	<b>\$43,000</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$8,000</b>	<b>\$3,000</b>	<b>\$62,000</b>

CAPITAL REGIONAL DISTRICT  
 5 YEAR CAPITAL PLAN  
 2023 - 2027

<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, 23-01 is a project planned to start in 2023.                   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 2022</b>                  Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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 #: 1.324  
 Service Name: Regional Planning 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 2022	2023	2024	2025	2026	2027	5 - Year Total
19-01	Replacement	Computer Replacement	Computer Replacement	\$36,700	E	ERF	\$0	\$3,000	\$4,000	\$4,000	\$8,000	\$3,000	\$22,000
22-01	Renewal	Photocopier Renewal	Photocopier Renewal	\$40,000	E	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
			<b>GRAND TOTAL</b>	<b>\$76,700</b>			<b>\$0</b>	<b>\$43,000</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$8,000</b>	<b>\$3,000</b>	<b>\$62,000</b>



**Service:** 1.324 Regional Planning Services

**Project Number** 18-01 **Capital Project Title** Computer Replacement **Capital Project Description** Computer Replacement  
**Project Rationale** Planned computer replacement for RSP staff complement, per IT replacement schedule.

**Project Number** 22-01 **Capital Project Title** Photocopier Renewal **Capital Project Description** Photocopier Renewal  
**Project Rationale** Planned photocopy renewal for RSP office, per IT replacement schedule.

Regional Planning Services  
 Reserve Summary Schedule  
 2023 - 2027 Financial Plan

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Equipment Replacement Fund	250,457	209,957	208,457	206,957	201,457	200,957
Operating Reserve Fund	1,697,335	1,519,384	1,329,634	1,138,791	964,662	858,760
<b>Total</b>	<b>1,947,792</b>	<b>1,729,341</b>	<b>1,538,091</b>	<b>1,345,748</b>	<b>1,166,119</b>	<b>1,059,717</b>

**Reserve Schedule**

**Reserve Fund: 1.324 Regional Planning Services - Equipment Replacement Fund**

ERF Group: RGPLAN.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101427	Actual	Budget				
		2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>		313,241	250,457	209,957	208,457	206,957	201,457
<b>Transfer from Ops Budget</b>		2,500	2,500	2,500	2,500	2,500	2,500
<b>Planned Purchase</b>		(67,664)	(43,000)	(4,000)	(4,000)	(8,000)	(3,000)
<b>Interest Income</b>		2,379					
<b>Ending Balance \$</b>		<b>250,457</b>	<b>209,957</b>	<b>208,457</b>	<b>206,957</b>	<b>201,457</b>	<b>200,957</b>

**Assumptions/Background:**

Maintain adequate funding for lifecycle replacement of computer equipment and furnishings.

**Reserve Schedule**

**Reserve Fund: 1.324 Regional Planning Services - Operating Reserve Fund**

Op Rsv Funds B#4102,03,4144,45,46,47

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105501	Actual	Budget				
		2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>		2,298,461	1,697,335	1,519,384	1,329,634	1,138,791	964,662
<b>Transfer from Ops Budget</b>		207,188	-	-	-	-	5,000
<b>Transfer to Ops Budget - Program Development</b>							
Implementation of Data Review		(25,000)	(25,000)	(25,000)	(25,000)	-	-
Origin and Destination Survey		(418,000)	-	-	-	-	-
Regional Transportation Model Calibration		(310,000)	-	-	-	-	-
<b>Transfer to Ops Budget - Core Budget</b>		(82,876)	(135,871)	(160,092)	(160,741)	(174,129)	(110,902)
<b>Transfer to Ops Budget - Manager of Strategic Planning</b>		(21,428)	(17,080)	(4,658)	(5,102)	-	-
<b>Interest Income</b>		48,991					
<b>Ending Balance \$</b>		<b>1,697,335</b>	<b>1,519,384</b>	<b>1,329,634</b>	<b>1,138,791</b>	<b>964,662</b>	<b>858,760</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2023 Budget**

### **Regional Growth Strategy**

#### **FINAL BUDGET**

MARCH 2023

**Service: 1.330 Regional Growth Strategy**

**Committee: Planning and Protective Services**

**DEFINITION:**

This service is responsible for developing, coordinating, monitoring and updating the Regional Growth Strategy (RGS). The service includes providing advice and information to the CRD Board and other departments on policies and issues related to the RGS including the ongoing monitoring of its implementation. The Regional Growth Strategy is contained within CRD Bylaw No.4017 (Adopted March 2018).

**SERVICE DESCRIPTION:**

The Regional Growth Strategy/Sustainability service is responsible for developing, coordinating, monitoring and updating the Regional Growth Strategy (RGS) pursuant to the legislative provisions of the *Local Government Act*. The RGS is contained within CRD Bylaw No.4017 (adopted March 2018). The service administers the RGS through the review and reporting on municipal regional context statements, assessment of compliance of regional district bylaws, and providing advice and information to the CRD Board and other departments on policies and issues related to the RGS including the ongoing monitoring of its implementation.

**PARTICIPATION:**

All member municipalities (Central Saanich; Colwood; Esquimalt; Highlands; Langford; Metchosin; North Saanich; Oak Bay; Saanich; Sidney; Sooke; Victoria; View Royal) and the Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

1.330 - Regional Growth Strategy	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries & Wages	155,747	118,210	160,310	-	-	160,310	163,694	167,138	170,658	174,259
Contract for Services	23,290	23,290	23,990	-	-	23,990	24,470	24,960	25,460	25,970
Special Projects	15,000	15,000	-	-	100,000	100,000	-	300,000	-	-
Allocations	110,122	110,122	115,976	-	-	115,976	118,293	120,680	123,109	125,576
Other Operating Expenses	14,150	6,193	14,570	-	-	14,570	14,860	15,150	15,450	15,750
<b>TOTAL OPERATING COSTS</b>	<b>318,309</b>	<b>272,815</b>	<b>314,846</b>	<b>-</b>	<b>100,000</b>	<b>414,846</b>	<b>321,317</b>	<b>627,928</b>	<b>334,677</b>	<b>341,555</b>
*Percentage Increase over prior year			-1.1%		31.4%	30.3%	-22.5%	95.4%	-46.7%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	10,000	55,494	10,000	-	-	10,000	10,000	10,000	10,000	10,000
<b>TOTAL CAPITAL / RESERVE</b>	<b>10,000</b>	<b>55,494</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>TOTAL COSTS</b>	<b>328,309</b>	<b>328,309</b>	<b>324,846</b>	<b>-</b>	<b>100,000</b>	<b>424,846</b>	<b>331,317</b>	<b>637,928</b>	<b>344,677</b>	<b>351,555</b>
*Percentage Increase over prior year			-1.1%		30.5%	29.4%	-22.0%	92.5%	-46.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(15,354)	(15,354)	(4,146)	-	(100,000)	(104,146)	(4,231)	(304,325)	(4,423)	(4,510)
Grants in Lieu of Taxes	(16,324)	(16,324)	(15,204)	-	-	(15,204)	(15,500)	(15,810)	(16,120)	(16,450)
Revenue - Other	(1,020)	(1,020)	(1,020)	-	-	(1,020)	(1,020)	(1,020)	(1,020)	(1,020)
<b>TOTAL REVENUE</b>	<b>(32,698)</b>	<b>(32,698)</b>	<b>(20,370)</b>	<b>-</b>	<b>(100,000)</b>	<b>(120,370)</b>	<b>(20,751)</b>	<b>(321,155)</b>	<b>(21,563)</b>	<b>(21,980)</b>
<b>REQUISITION</b>	<b>(295,611)</b>	<b>(295,611)</b>	<b>(304,476)</b>	<b>-</b>	<b>-</b>	<b>(304,476)</b>	<b>(310,566)</b>	<b>(316,773)</b>	<b>(323,114)</b>	<b>(329,575)</b>
*Percentage increase over prior year Requisition						3.0%	2.0%	2.0%	2.0%	2.0%
<u>AUTHORIZED POSITIONS</u>										
Salaried	1.0	1.0	1.0			1.0	1.0	1.0	1.0	1.0

**Reserve Schedule**

**Reserve Fund: 1.330 Regional Growth Strategy - Operating Reserve Fund**

Op Rsv Funds B#4102,03,4144,45,46,47

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105502	Actual	Budget				
		2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>		1,569,948	1,731,257	1,637,111	1,642,880	1,348,555	1,354,132
<b>Transfer from Ops Budget</b>		132,832	10,000	10,000	10,000	10,000	10,000
<b>Transfer to Ops Budget</b>		(15,354)	(104,146)	(4,231)	(304,325)	(4,423)	(4,510)
<b>Interest Income</b>		43,831					
<b>Ending Balance \$</b>		<b>1,731,257</b>	<b>1,637,111</b>	<b>1,642,880</b>	<b>1,348,555</b>	<b>1,354,132</b>	<b>1,359,622</b>

**Assumptions/Background:**

2022 - \$15k - Foodlands Trust Business Case  
 2023 - \$100k - IBC 11b-1: Foodlands Access Service  
 2025 - \$300k - Regional Growth Strategy Review and Update



# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Corporate Emergency**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.025 Corporate Emergency

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

**DEFINITION:**

Planning and coordination for disasters or emergencies.

**SERVICE DESCRIPTION:**

Coordinate and administer the Corporate Emergency Plan in accordance with the *Emergency Program Act* as a local authority and regional service provider and ensure integration with the three Electoral Area Emergency Plans to provide business continuity and CRD divisional coordination in the case of an emergency.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**COMMITTEE:**

Planning, Transportation & Protective Services

**FUNDING:**

Requisition

1.025 - Corporate Emergency	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries and Wages	241,135	207,841	105,326	-	-	105,326	107,588	109,903	112,271	114,662
Allocations	162,521	164,708	178,363	-	-	178,363	184,421	189,593	194,930	200,054
Supplies	2,720	8,871	2,800	-	-	2,800	2,860	2,920	2,980	3,040
Licences and Fees	56,539	18,207	5,250	-	17,294	22,544	5,360	5,470	5,580	5,690
Other Operating Expenses	162,602	84,725	42,701	-	54,548	97,249	43,590	44,480	45,390	46,330
<b>TOTAL OPERATING COSTS</b>	<b>625,517</b>	<b>484,352</b>	<b>334,440</b>	<b>-</b>	<b>71,842</b>	<b>406,282</b>	<b>343,819</b>	<b>352,366</b>	<b>361,151</b>	<b>369,776</b>
*Percentage Increase over prior year			-46.5%		11.5%	-35.0%	-15.4%	2.5%	2.5%	2.4%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	69,096	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	2,120	2,347	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>627,637</b>	<b>555,795</b>	<b>334,440</b>	<b>-</b>	<b>71,842</b>	<b>406,282</b>	<b>343,819</b>	<b>352,366</b>	<b>361,151</b>	<b>369,776</b>
Internal Recoveries	(101,082)	(101,082)	(105,326)	-	-	(105,326)	(107,588)	(109,903)	(112,271)	(114,662)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>526,555</b>	<b>454,713</b>	<b>229,114</b>	<b>-</b>	<b>71,842</b>	<b>300,956</b>	<b>236,231</b>	<b>242,463</b>	<b>248,880</b>	<b>255,114</b>
Balance CFW from 2022 to 2023	-	71,842	-	-	(71,842)	(71,842)	-	-	-	-
Balance CFW from 2021 to 2022	(310,559)	(310,559)	-	-	-	-	-	-	-	-
<b>NET COSTS</b>	<b>215,996</b>	<b>215,996</b>	<b>229,114</b>	<b>-</b>	<b>-</b>	<b>229,114</b>	<b>236,231</b>	<b>242,463</b>	<b>248,880</b>	<b>255,114</b>
*Percentage increase over prior year (Core Budget)						6.1%	3.1%	2.6%	2.6%	2.5%
AUTHORIZED POSITIONS										
Salaried FTE	1	1	1			1	1	1	1	1

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

<b>Service No.</b>	<b>1.025</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
	<b>Corporate Emergency</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$6,000	\$8,000	\$0	\$0	\$0	\$14,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$6,000</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,000</b>
		<b>\$0</b>	<b>\$6,000</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$6,000	\$8,000	\$0	\$0	\$0	\$14,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$6,000</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,000</b>
		<b>\$0</b>	<b>\$6,000</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,000</b>



## Reserve Schedule

### Reserve Fund: 1.025 Corporate Emergency - Equipment Replacement Fund

- Capital Regional District Equipment Replacement Fund (ERF) was established in 1991 under Bylaw No. 945. This is a reserve fund pursuant to the provisions of Section 378(c) of the Municipal Act to be known as the "Equipment Replacement Fund"
- The monies in this reserve fund shall be expended only for the purchase of machinery and equipment.
- Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.
- User departments of the Capital Regional District vehicles and equipment may be charged for depreciation of their machinery and equipment and the amount of such depreciation shall be transferred to the equipment replacement fund.
- ERF Group: CRPEMERGE.ERF

## Reserve Cash Flow

Fund:	1022	Actual	Budget				
Fund Centre:	101978	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>		81,890	65,309	59,309	51,309	51,309	51,309
<b>Transfer from Op Budget</b>		2,347	-	-	-	-	-
<b>Expenditures</b>		(19,511)	(6,000)	(8,000)	-	-	-
<b>Interest Income</b>		583					
<b>Ending Balance \$</b>		<b>65,309</b>	<b>59,309</b>	<b>51,309</b>	<b>51,309</b>	<b>51,309</b>	<b>51,309</b>

#### Assumptions/Background:

Maintain balance sufficient to meet lifecycle replacement needs and emergency needs.

# **CAPITAL REGIONAL DISTRICT**

## **2023 Budget**

### **Regional Emergency Program Support**

#### **FINAL BUDGET**

MARCH 2023

**Service: 1.374 Regional Emergency Program Support**

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

**DEFINITION:**

An information and resource management system to coordinate with local emergency programs in support of local authorities and strengthen the capacity to manage a multi-jurisdictional emergency event or regional disaster.

**SERVICE DESCRIPTION:**

Under Bylaw 3530, this service was established in 2008 to provide an information and resource management system to coordinate with local emergency programs in support of local authorities and strengthen the capacity to manage a multi-jurisdictional emergency event or regional disaster.

This service also supports two advisory commissions, the Local Government Emergency Program Advisory Commission (LGEPAC – Bylaw 3531), consisting of municipal and electoral area representatives and the Regional Emergency Coordinators Advisory Commission (RECAC – Bylaw 3566), consisting of government, NGOs, education, utility and health representatives.

**PARTICIPATION:**

All municipalities and electoral areas.

**FUNDING:**

Requisition



1.374 - Regional Emergency Program Support	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries	114,600	105,000	119,410	-	-	119,410	121,983	124,610	127,295	130,036
REMP Contribution	59,170	64,477	9,280	-	35,916	45,196	9,370	9,450	9,530	9,680
Allocations	21,839	21,839	23,621	-	-	23,621	24,238	24,881	25,486	26,057
<b>TOTAL OPERATING COSTS</b>	<b>195,609</b>	<b>191,316</b>	<b>152,311</b>	<b>-</b>	<b>35,916</b>	<b>188,227</b>	<b>155,591</b>	<b>158,941</b>	<b>162,311</b>	<b>165,773</b>
*Percentage Increase over prior year			-22.1%		18.4%	-3.8%	-17.3%	2.2%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	4,293	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVE</b>	<b>-</b>	<b>4,293</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COSTS</b>	<b>195,609</b>	<b>195,609</b>	<b>152,311</b>	<b>-</b>	<b>35,916</b>	<b>188,227</b>	<b>155,591</b>	<b>158,941</b>	<b>162,311</b>	<b>165,773</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2022 to 2023	-	-	-	-	(35,916)	(35,916)	-	-	-	-
Transfer from Operating Reserve Fund	(56,199)	(56,199)	(7,055)	-	-	(7,055)	(6,699)	(7,018)	(7,355)	(7,000)
Grants in Lieu of Taxes	(7,324)	(7,324)	(6,865)	-	-	(6,865)	(7,690)	(7,840)	(7,990)	(8,140)
Revenue - Other	(200)	(200)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
<b>TOTAL REVENUE</b>	<b>(63,723)</b>	<b>(63,723)</b>	<b>(14,130)</b>	<b>-</b>	<b>(35,916)</b>	<b>(50,046)</b>	<b>(14,599)</b>	<b>(15,068)</b>	<b>(15,555)</b>	<b>(15,350)</b>
<b>REQUISITION</b>	<b>(131,886)</b>	<b>(131,886)</b>	<b>(138,181)</b>	<b>-</b>	<b>-</b>	<b>(138,181)</b>	<b>(140,992)</b>	<b>(143,873)</b>	<b>(146,756)</b>	<b>(150,423)</b>
*Percentage increase over prior year Requisition			4.8%		0.0%	4.8%	2.0%	2.0%	2.0%	2.5%
<u>AUTHORIZED POSITIONS</u>										
Salaried FTE	1	1	1			1	1	1	1	1

**Reserve Schedule**

**Reserve Fund: 1.374 Regional Emergency Program - Operating Reserve Fund - Bylaw 4244**

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

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105538	Actual	Budget				
		2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>		91,024	36,896	29,841	23,142	16,124	8,769
<b>Transfer from Ops Budget</b>			-	-	-	-	-
<b>Transfer to Ops Budget</b>		(56,199)	(7,055)	(6,699)	(7,018)	(7,355)	(7,000)
<b>Interest Income*</b>		2,071					
<b>Ending Balance \$</b>		<b>36,896</b>	<b>29,841</b>	<b>23,142</b>	<b>16,124</b>	<b>8,769</b>	<b>1,769</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**

## **2023 Budget**

### **Hazardous Material Incident Response**

#### **FINAL BUDGET**

MARCH 2023

**Service: 1.375 Hazardous Material Incident Response**

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

**DEFINITION:**

A service of preparation for a hazardous materials emergency and providing for a system of response to hazardous material emergency incidents in the Capital Regional District. Established by Bylaw No. 3322 (2006).

**SERVICE DESCRIPTION:**

This regional emergency response service was established in 2006 under Bylaw 3322. The service provides immediate response to hazardous spills or emergencies within the CRD.

The program provides a high level of professional expertise by providing specialized training and equipment to firefighters throughout the CRD to support the response by local fire departments to these events.

**PARTICIPATION:**

Electoral Area's of Juan de Fuca, Salt Spring Island and Southern Gulf Islands, the municipalities of North Saanich, Sidney, Central Saanich, Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Colwood, Langford, Highlands, Metchosin, Sooke, and Tsawout and Songhees First Nations.

**MAXIMUM LEVY:**

Greater of \$400,000 or \$0.007 / \$1,000

**FUNDING:**

Requisition

**1.375 - Hazardous Material Incident Response**

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
District of C Saanich Contract	68,920	68,920	70,640	-	-	70,640	72,050	73,490	74,960	76,460
Staff Training & Development	120,000	35,000	121,830	-	-	121,830	123,350	124,860	126,370	128,390
Purchased Maintenance - Equipment	13,050	13,050	13,440	-	-	13,440	13,710	13,980	14,260	14,550
Allocations	116,245	116,245	121,645	-	-	121,645	125,004	128,465	132,018	135,168
Other Operating Expenses	24,263	48,137	25,176	-	34,180	59,356	25,671	26,176	26,691	27,216
<b>TOTAL OPERATING COSTS</b>	<b>342,478</b>	<b>281,352</b>	<b>352,731</b>	<b>-</b>	<b>34,180</b>	<b>386,911</b>	<b>359,785</b>	<b>366,971</b>	<b>374,299</b>	<b>381,784</b>
*Percentage Increase over prior year			3.0%		10.0%	13.0%	-7.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	9,560	29,560	9,560	-	-	9,560	9,560	9,560	9,560	9,560
Transfer to Operating Reserve Fund	-	41,126	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>9,560</b>	<b>70,686</b>	<b>9,560</b>	<b>-</b>	<b>-</b>	<b>9,560</b>	<b>9,560</b>	<b>9,560</b>	<b>9,560</b>	<b>9,560</b>
<b>TOTAL COSTS</b>	<b>352,038</b>	<b>352,038</b>	<b>362,291</b>	<b>-</b>	<b>34,180</b>	<b>396,471</b>	<b>369,345</b>	<b>376,531</b>	<b>383,859</b>	<b>391,344</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(10,633)	(10,633)	(10,405)	-	(34,180)	(44,585)	(8,725)	(8,703)	(8,677)	(8,668)
Interest Income	(330)	(330)	(340)	-	-	(340)	(340)	(340)	(340)	(340)
Grants in Lieu of Taxes	(17,982)	(17,982)	(16,850)	-	-	(16,850)	(18,890)	(19,270)	(19,660)	(20,050)
<b>TOTAL REVENUE</b>	<b>(28,945)</b>	<b>(28,945)</b>	<b>(27,595)</b>	<b>-</b>	<b>(34,180)</b>	<b>(61,775)</b>	<b>(27,955)</b>	<b>(28,313)</b>	<b>(28,677)</b>	<b>(29,058)</b>
<b>REQUISITION</b>	<b>(323,093)</b>	<b>(323,093)</b>	<b>(334,696)</b>	<b>-</b>	<b>-</b>	<b>(334,696)</b>	<b>(341,390)</b>	<b>(348,218)</b>	<b>(355,182)</b>	<b>(362,286)</b>
*Percentage increase over prior year Requisition						3.6%	0.0%	0.0%	0.0%	0.0%

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

<b>Service No.</b>	<b>1.375</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
	<b>Hazardous Material Incident Respc</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$53,000	\$88,000	\$10,000	\$10,000	\$0	\$20,000	\$128,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
		<b>\$53,000</b>	<b>\$88,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$320,000</b>	<b>\$428,000</b>
		<b>\$53,000</b>	<b>\$88,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$320,000</b>	<b>\$428,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$53,000	\$88,000	\$10,000	\$10,000	\$0	\$320,000	\$428,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$53,000</b>	<b>\$88,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$320,000</b>	<b>\$428,000</b>
		<b>\$53,000</b>	<b>\$88,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$320,000</b>	<b>\$428,000</b>



**Hazardous Material Incident Response  
Reserve Summary Schedule  
2023 - 2027 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Equipment Replacement Fund	426,828	348,388	347,948	347,508	357,068	46,628
Operating Reserve Fund	118,838	74,253	65,528	56,825	48,148	39,480
<b>Total</b>	<b>545,667</b>	<b>422,642</b>	<b>413,477</b>	<b>404,334</b>	<b>405,217</b>	<b>86,109</b>



**Reserve Schedule**

**Reserve Fund: 1.375 Hazardous Material Incident Response - Equipment Replacement Fund**

ERF Group: HAZMAT.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101957	Actual	Budget				
		2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>		429,730	426,828	348,388	347,948	347,508	357,068
<b>Transfer from Ops Budget</b>		9,560	9,560	9,560	9,560	9,560	9,560
<b>Planned Purchase</b>		(15,920)	(88,000)	(10,000)	(10,000)	-	(320,000)
<b>Interest Income</b>		3,458					
<b>Ending Balance \$</b>		<b>426,828</b>	<b>348,388</b>	<b>347,948</b>	<b>347,508</b>	<b>357,068</b>	<b>46,628</b>

**Assumptions/Background:**

Transfer as much as operating budget will allow in order to provide sufficient funds to replace expensive assets.

**Reserve Schedule**

**Reserve Fund: 1.375 Hazardous Material Incident Response - Operating Reserve Fund**

Operating Resrve Fund was created under bylaw No. 4147 (2016) to fund special projects, cover unforeseen opeating expenditures and stabilize revenue as required.

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105506	Actual	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		106,444	118,838	74,253	65,528	56,825	48,148
Transfer from Ops Budget		20,147	-	-	-	-	-
Transfer to Ops Budget		(10,633)	(44,585)	(8,725)	(8,703)	(8,677)	(8,668)
Interest Income		2,880					
<b>Ending Balance \$</b>		<b>118,838</b>	<b>74,253</b>	<b>65,528</b>	<b>56,825</b>	<b>48,148</b>	<b>39,480</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2023 Budget**

### **911 Call Answer**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.911 911 Call Answer

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

**DEFINITION:**

To finance, install, operate and maintain a 911 Emergency Response Telephone Service within all or part of the participating member municipalities, all Electoral Areas, and the Tsawout and Songhees First Nations (CRD Bylaw No. 2468 "Emergency Response Extended Service Establishment Bylaw No. 1, 1997").

**SERVICE DESCRIPTION:**

To finance, install, operate and maintain a 911 emergency response telephone service within all or part of the Capital Region, and to provide primary call answer services (PSAP) at the Emergency Communications Vancouver Island Centre in Saanich operated by E-Comm.

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**MAXIMUM LEVY:**

No stated limit in establishment bylaw on operating costs (limited by Municipal Act).

**FUNDING:**

Requisition, 911 call levy, and lease revenue

1.911 - 911 Call Answer	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Service Fees	127,338	130,759	129,111	-	-	129,111	129,111	129,111	129,111	129,111
Transfer to Municipalities	703,444	677,496	696,074	-	-	696,074	696,074	696,074	696,074	696,074
CRD Dispatch Centre Levy	355,410	352,150	366,070	-	-	366,070	373,390	380,860	388,480	396,250
Allocations	263,139	264,493	271,794	-	-	271,794	279,107	286,597	294,296	301,196
Other Operating Expenses	18,120	20,789	16,811	-	-	16,811	17,420	18,240	19,100	20,000
<b>TOTAL OPERATING COSTS</b>	<b>1,467,451</b>	<b>1,445,687</b>	<b>1,479,860</b>	-	-	<b>1,479,860</b>	<b>1,495,102</b>	<b>1,510,882</b>	<b>1,527,061</b>	<b>1,542,631</b>
*Percentage Increase over prior year						0.8%	1.0%	1.1%	1.1%	1.0%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	-	1,860	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	50,000	50,000	-	-	-	-	-	-	-	-
Transfer to Capital Reserve Fund	-	-	1,000	-	-	1,000	1,000	1,000	1,000	1,000
Debt Servicing Costs	1,014,639	1,014,973	1,014,219	-	-	1,014,219	1,014,219	1,014,219	1,014,219	1,014,219
<b>TOTAL DEBT / RESERVES</b>	<b>1,064,639</b>	<b>1,066,833</b>	<b>1,015,219</b>	-	-	<b>1,015,219</b>	<b>1,015,219</b>	<b>1,015,219</b>	<b>1,015,219</b>	<b>1,015,219</b>
<b>TOTAL COSTS</b>	<b>2,532,090</b>	<b>2,512,520</b>	<b>2,495,079</b>	-	-	<b>2,495,079</b>	<b>2,510,321</b>	<b>2,526,101</b>	<b>2,542,280</b>	<b>2,557,850</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve	(71,541)	(71,541)	(23,637)	-	-	(23,637)	(29,000)	(14,034)	(17,543)	(19,733)
Service Fees	(127,338)	(130,759)	(129,111)	-	-	(129,111)	(129,111)	(129,111)	(129,111)	(129,111)
CAL Revenue	(1,134,587)	(1,092,736)	(1,122,700)	-	-	(1,122,700)	(1,122,700)	(1,122,700)	(1,122,700)	(1,122,700)
Lease Revenue	(1,009,800)	(1,009,800)	(1,009,800)	-	-	(1,009,800)	(1,009,800)	(1,029,996)	(1,029,996)	(1,029,996)
Grants in Lieu of Taxes	(9,361)	(9,370)	(9,811)	-	-	(9,811)	(9,830)	(10,030)	(10,230)	(10,430)
Other Revenue	(3,240)	(22,091)	(18,510)	-	-	(18,510)	(19,290)	(20,110)	(20,970)	(21,870)
<b>TOTAL REVENUE</b>	<b>(2,355,867)</b>	<b>(2,336,297)</b>	<b>(2,313,569)</b>	-	-	<b>(2,313,569)</b>	<b>(2,319,731)</b>	<b>(2,325,981)</b>	<b>(2,330,550)</b>	<b>(2,333,840)</b>
<b>REQUISITION</b>	<b>(176,223)</b>	<b>(176,223)</b>	<b>(181,510)</b>	-	-	<b>(181,510)</b>	<b>(190,590)</b>	<b>(200,120)</b>	<b>(211,730)</b>	<b>(224,010)</b>
*Percentage increase over prior year Requisition						3.0%	5.0%	5.0%	5.8%	5.8%

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

<b>Service No.</b>	<b>1.911 911 Call Answer</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------	----------------------------------	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>



**Service:** 1.911 911 Call Answer

<b>Project Number</b>	23-01	<b>Capital Project Title</b>	New Equipment	<b>Capital Project Description</b>	Next-Gen 911 Call Answer Technology-Placeholder
<b>Project Rationale</b>	Placeholder for the next-Gen 911 call answer technology. Amount and timing are unknown.				



911 Call Answer  
 Reserves Summary Schedule  
 2023 - 2027 Financial Plan

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Operating Reserve Fund	106,774	83,137	54,137	40,103	22,560	2,827
Equipment Replacement Fund	1,067,702	1,067,702	67,702	67,702	67,702	67,702
Capital Reserve Fund	-	1,000	2,000	3,000	4,000	5,000
<b>Total</b>	<b>1,174,475</b>	<b>1,151,838</b>	<b>123,838</b>	<b>110,804</b>	<b>94,261</b>	<b>75,528</b>

**Reserve Schedule**

**Reserve Fund: 911 Call Answer - Operating Reserve Fund**

To mitigate fluctuating Call Answer Levies

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105508	Actual	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		172,903	106,774	83,137	54,137	40,103	22,560
Transfer from Ops Budget		1,860	-	-	-	-	-
Transfer to Ops Budget		(71,541)	(23,637)	(29,000)	(14,034)	(17,543)	(19,733)
Interest Income		3,552					
<b>Ending Balance \$</b>		<b>106,774</b>	<b>83,137</b>	<b>54,137</b>	<b>40,103</b>	<b>22,560</b>	<b>2,827</b>

**Assumptions/Background:**

**Reserve Schedule**

**Reserve Fund: 911 Call Answer - Equipment Replacement Fund**

ERF Group: EMGTSV.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101460						
<b>Beginning Balance</b>		1,009,343	1,067,702	1,067,702	67,702	67,702	67,702
<b>Transfer from Ops Budget</b>		50,000	-	-	-	-	-
<b>Transfer to Ops Budget</b>		-					
<b>Expenditures</b>		-	-	(1,000,000)	-	-	-
<b>Interest Income</b>		8,358					
<b>Ending Balance \$</b>		<b>1,067,702</b>	<b>1,067,702</b>	<b>67,702</b>	<b>67,702</b>	<b>67,702</b>	<b>67,702</b>

**Assumptions/Background:**

**Reserve Schedule**

**Reserve Fund: 911 Call Answer - Capital Reserve Fund**

To be created in 2023

**Reserve Cash Flow**

Fund:	TBD	Actual	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	TBD						
Beginning Balance		-	-	1,000	2,000	3,000	4,000
Transfer from Ops Budget		-	1,000	1,000	1,000	1,000	1,000
Transfer to General Capital Fund		-	-	-	-	-	-
Interest Income		-					
<b>Ending Balance \$</b>		-	<b>1,000</b>	<b>2,000</b>	<b>3,000</b>	<b>4,000</b>	<b>5,000</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2023 Budget**

### **912B Call Answer - Municipalities**

**FINAL BUDGET**

MARCH 2023

**Service:** 1.912B - 911 Call Answer - Municipalities

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

**DEFINITION:**

To transfer Call Answer Levies received from the telecommunications service providers on behalf of the Victoria and Saanich PSAP participants to the municipalities (Saanich, Victoria, Central Saanich, Esquimalt, and Oak Bay).

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**MAXIMUM LEVY:**

Negative requisition; no stated limit

1.912B Call Answer - Municipalities	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>EXPENDITURES</u>										
Return Grants in Lieu of Taxes	49,731	49,731	41,448	-	-	41,448	52,260	53,310	54,370	55,460
*Percentage Increase over prior year						-16.7%	26.1%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Call Answer Levy Revenue	(703,444)	(677,497)	(696,074)	-	-	(696,074)	(696,074)	(696,074)	(696,074)	(696,074)
<b>TOTAL REVENUE</b>	<b>(703,444)</b>	<b>(677,497)</b>	<b>(696,074)</b>	<b>-</b>	<b>-</b>	<b>(696,074)</b>	<b>(696,074)</b>	<b>(696,074)</b>	<b>(696,074)</b>	<b>(696,074)</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>(653,713)</b>	<b>(627,766)</b>	<b>(654,626)</b>	<b>-</b>	<b>-</b>	<b>(654,626)</b>	<b>(643,814)</b>	<b>(642,764)</b>	<b>(641,704)</b>	<b>(640,614)</b>
Balance c/fwd from 2022 to 2023	-	(25,947)	25,947	-	-	25,947	-	-	-	-
Balance c/fwd from 2021 to 2022	63,910	63,910	-	-	-	-	-	-	-	-
<b>NEGATIVE REQUISITION</b>	<b>589,803</b>	<b>589,803</b>	<b>628,679</b>	<b>-</b>	<b>-</b>	<b>628,679</b>	<b>643,814</b>	<b>642,764</b>	<b>641,704</b>	<b>640,614</b>
*Percentage increase over prior year Requisition						6.6%	2.4%	-0.2%	-0.2%	-0.2%

# **CAPITAL REGIONAL DISTRICT**

## **2023 Budget**

### **Fire Dispatch**

#### **FINAL BUDGET**

MARCH 2023



**DEFINITION:**

To provide emergency communication dispatch service to participating member municipalities and all Electoral Areas.

CRD Bylaw No. 3854 "Emergency Communication Dispatch Service Establishment Bylaw No.1, 2012". Adopted December 12th, 2012.

CRD Bylaw No. 4426 " Emergency Communication Dispatch Service Establishment Bylaw No.1, 2012, Amendment Bylaw No.1, 2021". Adopted July 14th, 2021.

**SERVICE DESCRIPTION:**

The service has historically funded a contract with City of Langford to provide the dispatch service.

The City of Langford has withdrawn from participation in the service, effective January 01, 2022 through Bylaw No. 4426.

CRD has entered into the new contract with the District of Saanich to provide the dispatch service in replacement of City of Langford as service provider.

**PARTICIPATION:**

City of Langford (remove as of January 2022), District of Metchosin, District of Highland, District of Sooke, Juan de Fuca, Salt Spring Island and Southern Gulf Island

**COST APPORTIONMENT:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**FUNDING:**

Requisition

1.913 - Fire Dispatch	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Contract for Services	188,500	188,500	224,025	-	-	224,025	246,129	269,358	293,756	319,379
Allocations	61,582	61,582	39,921	-	-	39,921	40,984	42,073	43,207	44,216
Other Operating Expenses	13,330	39,206	3,040	65,000	35,000	103,040	68,100	70,659	72,219	75,730
<b>TOTAL OPERATING COSTS</b>	<b>263,412</b>	<b>289,288</b>	<b>266,986</b>	<b>65,000</b>	<b>35,000</b>	<b>366,986</b>	<b>355,213</b>	<b>382,090</b>	<b>409,182</b>	<b>439,325</b>
*Percentage Increase over prior year			1.4%	24.7%		39.3%	-3.2%	7.6%	7.1%	7.4%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	7,555
Transfer to Equipment Replacement Fund	35,000	9,124	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>298,412</b>	<b>298,412</b>	<b>266,986</b>	<b>65,000</b>	<b>35,000</b>	<b>366,986</b>	<b>355,213</b>	<b>382,090</b>	<b>409,182</b>	<b>446,880</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	(24,240)	-	(35,000)	(59,240)	(17,473)	(11,360)	(2,182)	-
Grants in Lieu of Taxes	(13,511)	(13,511)	(8,653)	-	-	(8,653)	(8,820)	(9,000)	(9,180)	(9,360)
Revenue - Other	(800)	(800)	(800)	-	-	(800)	(800)	(800)	(800)	(800)
<b>TOTAL REVENUE</b>	<b>(14,311)</b>	<b>(14,311)</b>	<b>(33,693)</b>	<b>-</b>	<b>(35,000)</b>	<b>(68,693)</b>	<b>(27,093)</b>	<b>(21,160)</b>	<b>(12,162)</b>	<b>(10,160)</b>
<b>REQUISITION</b>	<b>(284,101)</b>	<b>(284,101)</b>	<b>(233,293)</b>	<b>(65,000)</b>	<b>-</b>	<b>(298,293)</b>	<b>(328,120)</b>	<b>(360,930)</b>	<b>(397,020)</b>	<b>(436,720)</b>
*Percentage increase over prior year Requisition			-17.9%	22.9%		5.0%	10.0%	10.0%	10.0%	10.0%

**Fire Dispatch**  
**Reserve Summary Schedule**  
**2023 - 2027 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Equipment Replacement Fund	117,116	-	-	-	-	-
Operating Reserve Fund	-	57,876	40,403	29,043	26,861	34,416
<b>Total</b>	<b>117,116</b>	<b>57,876</b>	<b>40,403</b>	<b>29,043</b>	<b>26,861</b>	<b>34,416</b>

**Reserve Schedule**

**Reserve Fund: 1.913 Langford Fire Dispatch - Equipment Replacement Fund**

ERF Group: LANGFIRE.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	102125						
Beginning Balance		115,276	117,116	-	-	-	-
Transfer from Ops Budget		810	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Transfer to ORF			(117,116)	-	-	-	-
Interest Income		1,030					
<b>Ending Balance \$</b>		<b>117,116</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Assumptions/Background:**

**Reserve Schedule**

**Operating Reserve Fund**

For requisition rate stabilization during periods of fluctuating revenues.  
To be created.

**Reserve Cash Flow**

Fund:	1500	Actual	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	TBD						
Beginning Balance		-	-	57,876	40,403	29,043	26,861
Transfer from Ops Budget		-	-	-	-	-	7,555
Transfer from ERF		-	117,116	-	-	-	-
Expenditures		-	(59,240)	(17,473)	(11,360)	(2,182)	-
Interest Income		-					
<b>Ending Balance \$</b>		-	<b>57,876</b>	<b>40,403</b>	<b>29,043</b>	<b>26,861</b>	<b>34,416</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2023 Budget**

### **Regional CREST Contribution**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.921 Regional CREST Contribution

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

**DEFINITION:**

To collect funding for the RCMP Dispatch area's share of costs in the regional emergency communications network (CREST).

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**MAXIMUM LEVY:**

No stated limit in establishment bylaw on operating costs (Limited by Municipal Act).

**Funding:**

Requisition

1.921 - Regional CREST Contribution	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Payments to CREST	1,758,110	1,758,110	1,784,531	-	-	1,784,531	1,820,221	1,856,626	1,893,758	1,931,634
Internal Interest	6,000	7,722	6,000	-	-	6,000	6,000	6,000	6,000	6,000
<b>TOTAL COSTS</b>	<b>1,764,110</b>	<b>1,765,832</b>	<b>1,790,531</b>	<b>-</b>	<b>-</b>	<b>1,790,531</b>	<b>1,826,221</b>	<b>1,862,626</b>	<b>1,899,758</b>	<b>1,937,634</b>
*Percentage Increase over prior year						1.5%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2022 to 2023	-	2,976	(2,976)	-	-	(2,976)	-	-	-	-
Balance c/fwd from 2021 to 2022	(1,559)	(1,559)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(100,233)	(100,233)	(93,401)	-	-	(93,401)	(105,310)	(107,420)	(109,570)	(111,760)
Revenue-Other	(2,500)	(7,198)	(2,500)	-	-	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
<b>TOTAL REVENUE</b>	<b>(104,292)</b>	<b>(106,014)</b>	<b>(98,877)</b>	<b>-</b>	<b>-</b>	<b>(98,877)</b>	<b>(107,810)</b>	<b>(109,920)</b>	<b>(112,070)</b>	<b>(114,260)</b>
<b>REQUISITION</b>	<b>(1,659,818)</b>	<b>(1,659,818)</b>	<b>(1,691,654)</b>	<b>-</b>	<b>-</b>	<b>(1,691,654)</b>	<b>(1,718,411)</b>	<b>(1,752,706)</b>	<b>(1,787,688)</b>	<b>(1,823,374)</b>
*Percentage increase over prior year Requisition						1.9%	1.6%	2.0%	2.0%	2.0%



# **CAPITAL REGIONAL DISTRICT**

## **2023 Budget**

### **Animal Care Services**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.313 Animal Care Services

**Committee:** Planning and Protective Services

**DEFINITION:**

Care of domestic animals within all electoral areas of the Regional District (Letters Patent - February 16, 1979). We provide service to the three electoral areas as well as Sidney, Saanich, Central Saanich, North Saanich, Highlands, View Royal, Colwood, Langford, Sooke, Metchosin, the Pauquachin, Songhees and Tsawout First nations. We also provide pound keeping services to Saanich. Sooke, Metchosin and Highlands are charged as if they were part of the service provided to the Electoral Areas. All other participants are levied by contract.

**SERVICE DESCRIPTION:**

Enforces the Animal Control Bylaw for three Electoral Areas, 10 Municipalities, and 3 First Nations. Also provides Pound Service for the District of Saanich and the areas listed above. Ensures public safety with person/animal contacts, quick return of lost animals, investigations or animal/person public education, re-homing of animals, quality care of animals.

**PARTICIPATION:**

All Electoral Areas on basis of school assessments (excluding property that is taxable for school purposes only by Special Act).

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Sale of services, licences and dog tags, plus requisition

1.313 - Animal Care Services	BUDGET REQUEST						FUTURE PROJECTIONS			
	2022		2023				2024	2025	2026	2027
	BOARD BUDGET Amended	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL				
<u>OPERATING COSTS</u>										
Salaries & Wages	950,457	924,738	963,254	111,877	-	1,075,131	1,097,815	1,121,231	1,144,638	1,168,786
Vehicle Operating Expenses	40,000	40,000	41,200	5,930	-	47,130	48,070	49,030	50,010	51,010
Telecommunications	44,570	44,570	45,910	-	-	45,910	46,830	47,770	48,730	49,700
Supplies	36,720	36,720	37,830	18,220	-	56,050	57,170	58,320	59,480	60,670
Allocations	222,511	222,511	224,560	10,387	-	234,947	239,311	243,748	248,979	256,319
Other Operating Expenses	135,100	129,189	131,420	22,930	-	154,350	157,430	160,570	163,780	167,060
<b>TOTAL OPERATING COSTS</b>	<b>1,429,358</b>	<b>1,397,728</b>	<b>1,444,174</b>	<b>169,344</b>	<b>-</b>	<b>1,613,518</b>	<b>1,646,626</b>	<b>1,680,669</b>	<b>1,715,617</b>	<b>1,753,545</b>
*Percentage Increase over prior year			1.0%	11.8%		12.9%	2.1%	2.1%	2.1%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	30,000	28,493	20,000	4,903	-	24,903	32,000	37,000	42,000	45,000
Transfer to Operating Reserve Fund	20,000	20,000	20,000	4,903	-	24,903	25,000	25,000	25,000	25,000
<b>TOTAL CAPITAL / RESERVE</b>	<b>50,000</b>	<b>48,493</b>	<b>40,000</b>	<b>9,806</b>	<b>-</b>	<b>49,806</b>	<b>57,000</b>	<b>62,000</b>	<b>67,000</b>	<b>70,000</b>
<b>TOTAL COSTS</b>	<b>1,479,358</b>	<b>1,446,221</b>	<b>1,484,174</b>	<b>179,150</b>	<b>-</b>	<b>1,663,324</b>	<b>1,703,626</b>	<b>1,742,669</b>	<b>1,782,617</b>	<b>1,823,545</b>
*Percentage Increase over prior year			0.3%	12.1%		12.4%	2.4%	2.3%	2.3%	2.3%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(22,493)	(22,493)	(18,922)	-	-	(18,922)	(16,197)	(11,801)	(7,175)	(2,313)
Fees Charged	(18,500)	(13,500)	(19,060)	-	-	(19,060)	(19,440)	(19,830)	(20,230)	(20,640)
Sale of Goods and Services	(973,783)	(945,453)	(968,430)	(179,150)	-	(1,147,580)	(1,175,319)	(1,203,768)	(1,232,922)	(1,262,822)
Grants in Lieu of Taxes	(11,770)	(11,770)	(11,370)	-	-	(11,370)	(12,360)	(12,610)	(12,860)	(13,120)
Revenue - Other	(5,800)	(5,993)	(5,970)	-	-	(5,970)	(6,080)	(6,200)	(6,320)	(6,450)
<b>TOTAL REVENUE</b>	<b>(1,032,346)</b>	<b>(999,209)</b>	<b>(1,023,752)</b>	<b>(179,150)</b>	<b>-</b>	<b>(1,202,902)</b>	<b>(1,229,396)</b>	<b>(1,254,209)</b>	<b>(1,279,507)</b>	<b>(1,305,345)</b>
<b>REQUISITION</b>	<b>(447,012)</b>	<b>(447,012)</b>	<b>(460,422)</b>	<b>-</b>	<b>-</b>	<b>(460,422)</b>	<b>(474,230)</b>	<b>(488,460)</b>	<b>(503,110)</b>	<b>(518,200)</b>
*Percentage increase over prior year Requisition			3.0%			3.0%	3.0%	3.0%	3.0%	3.0%
<u>AUTHORIZED POSITIONS</u>										
Salaried FTE	10.6	10.6	10.6			10.6	10.6	10.6	10.6	10.6

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

<b>Service No.</b>	<b>1.313</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
	<b>Animal Care Services</b>							

**EXPENDITURE**

Buildings	B	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Equipment	E	\$75,000	\$80,000	\$5,000	\$5,000	\$5,000	\$5,000	\$100,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$65,000
Vehicles	V	\$75,188	\$100,188	\$25,000	\$25,000	\$25,000	\$25,000	\$200,188
		<b>\$415,188</b>	<b>\$445,188</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$565,188</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	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$415,188	\$415,188	\$0	\$0	\$0	\$0	\$415,188
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$415,188</b>	<b>\$445,188</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$565,188</b>



**Service:** 1.313 Animal Care Services

<b>Project Number</b> 23-01	<b>Capital Project Title</b> Computer Replacements	<b>Capital Project Description</b> Replacement of computer equipment
<b>Project Rationale</b> Replace computers as required and requested by IT.		

<b>Project Number</b> 23-02	<b>Capital Project Title</b> Vehicle Replacements	<b>Capital Project Description</b> Replacement of vehicles (shared with Bylaw)
<b>Project Rationale</b> To replace vehicles used for Animal Control and Bylaw Enforcement. Current vehicles have more than 170,000km and do not meet the expectations to perform the duties required. These vehicles are required for daily use to perform the duties the CRD is contracted for. Replacement of vehicles with newer models will also eliminate the need to replace every two years and will be better suited to transport the volume of animals required.		

<b>Project Number</b> 23-03	<b>Capital Project Title</b> Animal Shelter Improvement	<b>Capital Project Description</b> Updating CRD Animal Shelter Facility
<b>Project Rationale</b> Create new reception area at front of Animal Shelter to ensure public are not entering the areas where animals are kept for the safety of the customers and welfare of the animals, provides Officers their own entrance to bring in lost or injured animals. New signage required to identify property and building from a busy highway and ensure they all meet corporate standards. Addition of cat impound room as current impound room will be changed into the front reception area as it is located at the front of the building. Painting of cement floors in building, painting of all spaces and new additions. Upgrade to outside dog area, addition of environment enriching activities and tasks to keep dogs properly exercised, metal pergola and cement picnic table for dog exercise area which creates shade for animals and a meet and greet area for potential animal adoptions, upgrade from current gravel to a rubber or turf on part of area with activities. Repair of fencing surrounding building and addition of entrance gate to back area off the side of the building for deliveries and adding an additional exit from the building in case of emergency. Mural for front of animal shelter with dedication to the bequeathment donor. Wired in generator to furnace and electrical in case of loss of power, to maintain heating and air flow for the animals.		

<b>Project Number</b> 23-04	<b>Capital Project Title</b> On-Line Payment Portal for Dog Licences	<b>Capital Project Description</b> Purchase of Tempest on-line payment portal for CRD Dog Licence
<b>Project Rationale</b> Purchase of Tempest online dog licence port for payment of CRD Dog Licences on-line resulting in reduction of phone calls, in-person and by mail renewals, resulting in efficiency, more up-to-date information and less staff time and resources.		

<b>Project Number</b> 23-05	<b>Capital Project Title</b> Network Upgrade and Security	<b>Capital Project Description</b> Network Upgrade and addition of Security Cameras at CRD Animal Shelter
<b>Project Rationale</b> Animal Shelter network requires upgrade to allow wifi, a faster connection and Cisco phones, currently no option for wifi, connection is poor when it rains or snows, staff are unable to be integrated into the Cisco phone system with current connectivity. Once upgraded addition of Cisco phones, security cameras for security, tv display to monitor for safety of staff and lone worker checks.		

<b>Project Number</b>	23-06	<b>Capital Project Title</b>	Outreach	<b>Capital Project Description</b>	Implementing and enhancing Outreach programs
<b>Project Rationale</b>	<p>Enhancement of Petiquette Program to include updated and new information regarding dog parks, dangerous dogs, responsible pet ownership, animal care, licencing and community involvement. Enhancement of Emergency Preparedness for Pets, information, outreach and develop more detailed CRD Grab 'n Go Bags for Pets. Addition of community outreach programs as well as training for outside agencies on how to deal with problem pets. Development of CRD Pets App - app designed by CRD staff that allows users to post their lost animal or found animal. Users would create a profile for their pet and if it becomes lost, they can choose an option to post 'lost' and drop a GIS pin where their pet was lost, all other users with the app will be notified and your dog could be returned to you in a timely fashion. Various volunteers are managing something similar by Facebook. The CRD would be the hub of where all lost and found pets are posted, which in turn will increase the numbers and rate of animals returned to their owners. In addition, the App will have a section for rules regarding dogs in all CRD Parks as well as municipal parks, can use CRD GIS to find areas that are off-leash, dog licence fees, leash laws per municipality and likes to the 13 municipal Animal Control Bylaws, CRD could use all to send out notifications regarding algae bloom so that dog owners don't allow their pets to drink the water at that CRD Regional Park etc.</p>				

<b>Project Number</b>	23-07	<b>Capital Project Title</b>	Vehicle Replacements/Upgrades	<b>Capital Project Description</b>	Replacement and upgrades of vehicles
<b>Project Rationale</b>	<p>To replace vehicles used for Animal Care at the CRD Animal Shelter as well as upgrading through replacement of current Animal Control vehicles. Current vehicles have more than 170,000km a</p>				

**Animal Care Services  
Reserve Summary Schedule  
2023 - 2027 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Operating Reserve Fund	75,272	81,253	90,056	103,255	121,080	143,767
Operating Reserve Fund - Bequest	415,188	-	-	-	-	-
Equipment Replacement Fund	105,442	100,345	102,345	109,345	121,345	136,345
<b>Total</b>	<b>595,902</b>	<b>181,598</b>	<b>192,401</b>	<b>212,600</b>	<b>242,425</b>	<b>280,112</b>



**Reserve Schedule**

**Reserve Fund: 1.313 Animal Control - Operating Reserve Fund**

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

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105407	Actual	Budget				
		2022	2023	2024	2025	2026	2027
Beginning Balance		75,699	75,272	81,253	90,056	103,255	121,080
Transfer from Ops Budget		20,000	24,903	25,000	25,000	25,000	25,000
Transfer to Ops Budget		(22,493)	(18,922)	(16,197)	(11,801)	(7,175)	(2,313)
Interest Income		2,067					
<b>Ending Balance \$</b>		<b>75,272</b>	<b>81,253</b>	<b>90,056</b>	<b>103,255</b>	<b>121,080</b>	<b>143,767</b>

**Assumptions/Background:**

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

**Reserve Schedule**

**Reserve Fund: 1.313 Animal Control - Operating Reserve Fund - Bequest**

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:	1500	Actual	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	105103						
Beginning Balance		517,234	415,188	-	-	-	-
Planned Purchase		(16,217)	(415,188)	-	-	-	-
Transfer to Equipment Replacement Fund		(110,928)					
Donations		10,587	-	-	-	-	-
Interest Income		14,512					
<b>Ending Balance \$</b>		<b>415,188</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Assumptions/Background:**

**Reserve Schedule**

**Reserve Fund: 1.313 Animal Control - Equipment Replacement Fund**

For replacement of vehicles, computers and furnishings.

ERF Group: ANICON.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
		2022	2023	2024	2025	2026	2027
Fund Centre:	101424						
<b>Beginning Balance</b>		162,360	105,442	100,345	102,345	109,345	121,345
<b>Transfer from Op Budget</b>		573	24,903	32,000	37,000	42,000	45,000
<b>Transfer from ORF (Bequest Funds)</b>		110,928	-	-	-	-	-
<b>Proceeds - Disposal of Equip</b>		1,955	-	-	-	-	-
<b>Planned Purchases</b>		(171,410)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
<b>Interest Income</b>		1,036					
<b>Ending Balance \$</b>		<b>105,442</b>	<b>100,345</b>	<b>102,345</b>	<b>109,345</b>	<b>121,345</b>	<b>136,345</b>

**Assumptions/Background:**

Maintain level sufficient to fund required vehicle and computer replacements

# **CAPITAL REGIONAL DISTRICT**

## **2023 Budget**

### **Bylaw Enforcement**

#### **FINAL BUDGET**

MARCH 2023

**Service: 1.323 Bylaw Services**

**Committee: Planning and Protective Services**

**DEFINITION:**

To provide Bylaw enforcement to functions of the Capital Regional District as required. The cost of this service is reallocated to functions that use Bylaw enforcement services, such as Regional Parks, Noise Control, Nuisances & Unsightly Premises, and others.

**SERVICE DESCRIPTION:**

Respond to complaints, seek voluntary compliance and use regulatory and legal enforcement options to enforce bylaws in the three electoral areas for Noise, Nuisance and Unsightly Premises as well as Soil Deposit and Removal in the JdF EA.

Bylaw Enforcement services in Metchosin and the Highlands by contract.

Enforce bylaws for internal customers including Hartland Landfill, Environmental Services, Integrated Water, Parks, Community Planning, Building Inspection and Vancouver Island Health Authority.

**PARTICIPATION:**

Method of cost allocation on the basis of prior year's estimated usage.

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Functions within the CRD that use Bylaw enforcement.

1.323 - Bylaw Enforcement	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries & Wages	366,237	466,632	366,651	5,084	-	371,735	379,895	388,772	397,292	404,812
Vehicle Operating Expenses	19,721	30,000	25,000	-	-	25,000	25,500	26,010	26,530	27,060
Telecommunications	5,260	5,260	8,000	-	-	8,000	8,160	8,320	8,490	8,660
Supplies	600	600	3,500	-	-	3,500	3,570	3,640	3,710	3,780
Allocations	73,057	73,057	79,681	-	-	79,681	80,854	82,048	83,772	86,696
Other Operating Expenses	37,400	31,573	39,550	-	-	39,550	40,340	41,140	41,960	42,790
<b>TOTAL OPERATING COSTS</b>	<b>502,275</b>	<b>607,122</b>	<b>522,382</b>	<b>5,084</b>	<b>-</b>	<b>527,466</b>	<b>538,319</b>	<b>549,930</b>	<b>561,754</b>	<b>573,798</b>
*Percentage Increase over prior year			4.0%	1.0%		5.0%	2.1%	2.2%	2.2%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	36,960	51,523	44,000	-	-	44,000	44,500	44,500	44,500	44,500
<b>TOTAL CAPITAL / RESERVE</b>	<b>36,960</b>	<b>51,523</b>	<b>44,000</b>	<b>-</b>	<b>-</b>	<b>44,000</b>	<b>44,500</b>	<b>44,500</b>	<b>44,500</b>	<b>44,500</b>
<b>TOTAL COSTS</b>	<b>539,235</b>	<b>658,645</b>	<b>566,382</b>	<b>5,084</b>	<b>-</b>	<b>571,466</b>	<b>582,819</b>	<b>594,430</b>	<b>606,254</b>	<b>618,298</b>
<u>Internal Recoveries</u>	(510,425)	(620,045)	(537,642)	(5,084)	-	(542,726)	(553,569)	(564,660)	(575,954)	(587,448)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>28,810</b>	<b>38,600</b>	<b>28,740</b>	<b>-</b>	<b>-</b>	<b>28,740</b>	<b>29,250</b>	<b>29,770</b>	<b>30,300</b>	<b>30,850</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Sale of Goods and Services	(25,200)	(28,100)	(25,110)	-	-	(25,110)	(25,610)	(26,120)	(26,640)	(27,180)
Revenue - Other	(3,610)	(10,500)	(3,630)	-	-	(3,630)	(3,640)	(3,650)	(3,660)	(3,670)
<b>TOTAL REVENUE</b>	<b>(28,810)</b>	<b>(38,600)</b>	<b>(28,740)</b>	<b>-</b>	<b>-</b>	<b>(28,740)</b>	<b>(29,250)</b>	<b>(29,770)</b>	<b>(30,300)</b>	<b>(30,850)</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
AUTHORIZED POSITIONS: Salaried FTE	2.9	2.9	2.9			2.9	2.9	2.9	2.9	2.9

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

<b>Service No.</b>	<b>1.323</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
	<b>ByLaw Services</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$1,010	\$1,030	\$0	\$0	\$0	\$2,040
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
		<b>\$0</b>	<b>\$151,010</b>	<b>\$1,030</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$152,040</b>
		<b>\$0</b>	<b>\$151,010</b>	<b>\$1,030</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$152,040</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	\$151,010	\$1,030	\$0	\$0	\$0	\$152,040
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>\$151,010</b>	<b>\$1,030</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$152,040</b>
		<b>\$0</b>	<b>\$151,010</b>	<b>\$1,030</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$152,040</b>





**Reserve Schedule**

**Reserve Fund: 1.323 Bylaw Enforcement - Equipment Replacement Fund**

ERF Group: BYLAW.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101426	Actual	Budget				
		2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>		199,580	146,667	39,657	83,127	127,627	172,127
<b>Transfer from Ops Budget</b>		7,176	44,000	44,500	44,500	44,500	44,500
<b>Planned Purchase</b>		(61,649)	(151,010)	(1,030)	-	-	-
<b>Interest Income*</b>		1,560					
<b>Ending Balance \$</b>		<b>146,667</b>	<b>39,657</b>	<b>83,127</b>	<b>127,627</b>	<b>172,127</b>	<b>216,627</b>

**Assumptions/Background:**

Maintain level sufficient to fund required vehicle and computer replacements

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **INTEGRATED WATER SERVICES**

#### **FINAL BUDGET**

MARCH 2023

**FINAL BUDGET**  
**March 15, 2023**  
**TABLE OF CONTENTS**

*Click on the service area name below to access selected budgets*

<b>Integrated Water Services</b>	<b>Page</b>
<b>7.1 Water Services</b>	
7.1.1 2.670 Regional Water Supply	3 - 42
7.1.2 2.680 JDF Water Distribution	43 - 63
7.1.3 2.681 Florence Lake Water	64 - 66
7.1.4 2.682 Seagirt Water System Debt	67 - 72
<b>7.2 Core Area Wastewater</b>	
7.2.1 3.717 Core Area Wastewater Operations	73 - 79
7.2.2 3.798C Debt - Core Area Wastewater Capital	80 - 100
7.2.3 1.577 IW - Environmental Operations	101 - 116
<b>7.3 Saanich Peninsula Liquid Waste &amp; Water Operations</b>	
7.3.1 2.610 Saanich Peninsula Water Supply	117 - 129
7.3.2 3.718 Saanich Peninsula Wastewater	130 - 144

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Regional Water Supply**

#### **FINAL BUDGET**

MARCH 2023

Service: 2.670

**Regional Water Supply**

Commission: Regional Water Supply

**DEFINITION:**

To finance, install, operate and maintain a water supply local service in the Capital Regional District, as per the Water Supply Local Service Establishment Bylaw No. 2537.

The establishment and operation of a Regional Water Supply Commission is done by Bylaw No. 2539.

**SERVICE DESCRIPTION:**

Juan de Fuca Water Distribution Service provides retail water distribution system to participants within the Western Communities. The service administration and operation is provided by the Integrated Water Services Department.

**PARTICIPATION:**

City of Victoria  
District of Oak Bay  
District of Saanich  
Township of Esquimalt  
District of Central Saanich

Town of Sidney  
District of North Saanich  
Town of View Royal  
City of Colwood  
City of Langford

District of Metchosin  
District of Sooke  
Juan de Fuca Electoral Area  
District of Highlands

**MAXIMUM LEVY:**

No stated limit in establishment bylaw and no ability to requisition.

**MAXIMUM CAPITAL DEBT:**

Authorized: Pre Consolidated MFA Loan Authorizations - Regional Water Supply Water Works Facilities	\$137,700,000
Borrowed:	\$91,400,000
Remaining: Expired	<u>\$46,300,000</u>

Authorized: LA Bylaw No. 3451 - Regional Water Supply Land Acquisition	\$60,000,000
Borrowed:	\$60,000,000
Remaining:	<u>\$0</u>

Authorized: LA Bylaw No. 3902 - Regional Water Supply Water Works Facilities	2014	\$12,500,000
Borrowed:		\$9,500,000
Remaining: Expired		<u>\$3,000,000</u>

Authorized: LA Bylaw No. 4382 - Regional Water Supply Water Works Facilities	2021	\$46,000,000
Borrowed:		\$0
Remaining: Active		<u>\$46,000,000</u>

**FUNDING:**

Costs are recovered through the sale of bulk water.

**CAPITAL REGIONAL DISTRICT**

Program Group: CRD-Regional Water Supply

SUMMARY	2023 BUDGET REQUEST						FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	TOTAL (COL 4, 5 & 6)	2024	2025	2026	2027
1	2	3	4	5	6	7	8	9	10	11
<b><u>GENERAL PROGRAM EXPENDITURES:</u></b>										
WATERSHED PROTECTION	5,690,703	5,444,247	5,792,432	-	150,000	5,942,432	5,908,280	6,026,443	6,146,979	6,269,911
WATER MANAGEMENT	6,272,411	6,325,911	6,683,286	-	-	6,683,286	6,815,529	6,951,848	7,090,923	7,232,778
WATER QUALITY	1,862,117	1,857,755	1,925,729	-	-	1,925,729	1,964,252	2,003,521	2,043,605	2,084,474
CROSS CONNECTION	754,239	728,934	770,923	-	-	770,923	786,607	802,440	818,594	835,085
DEMAND MANAGEMENT	705,184	730,690	726,084	-	-	726,084	740,848	755,773	770,985	786,518
INFRASTRUCTURE ENGINEERING	496,982	494,982	527,884	-	-	527,884	538,440	549,219	560,201	571,409
FLEET OPERATION & MAINTENANCE	(314,181)	(314,181)	(393,653)	-	-	(393,653)	(497,590)	(563,409)	(602,235)	(638,415)
CUSTOMER TECHNICAL SERVICES & GM SUPPORT *	581,912	620,158	604,677	-	-	604,677	617,406	630,401	643,631	657,177
<b>TOTAL OPERATING EXPENDITURES</b>	<b>16,049,367</b>	<b>15,888,496</b>	<b>16,637,362</b>	<b>-</b>	<b>150,000</b>	<b>16,787,362</b>	<b>16,873,772</b>	<b>17,156,236</b>	<b>17,472,682</b>	<b>17,798,937</b>
<i>Percentage increase over prior year's board budget</i>			3.66%			4.60%	0.51%	1.67%	1.84%	1.87%
<b>CONVEYANCE FEE FOR SERVICE TO FIRST NATIONS</b>	-	-	-	870,000	-	870,000	887,400	905,150	923,250	941,700
<b>AGRICULTURAL WATER RATE FUNDING</b>	1,700,000	1,700,000	1,750,000	-	-	1,750,000	1,800,000	1,850,000	1,900,000	1,950,000
			2.94%			2.94%	2.86%	2.78%	2.70%	2.63%
<b><u>CAPITAL EXPENDITURES &amp; TRANSFERS</u></b>										
TRANSFER TO WATER CAPITAL FUND	10,152,385	10,662,226	11,197,600	-	1,104,504	12,302,104	17,450,000	19,100,000	20,400,000	23,800,000
TRANSFER TO EQUIPMENT REPLACEMENT FUND	314,181	314,181	393,653	-	-	393,653	497,590	563,409	602,235	638,415
TRANSFER TO DEBT RESERVE FUND	30,410	-	121,700	-	-	121,700	166,630	237,630	299,530	125,630
<b>TOTAL CAPITAL EXPENDITURES &amp; TRANSFERS</b>	<b>10,496,976</b>	<b>10,976,407</b>	<b>11,712,953</b>	<b>-</b>	<b>1,104,504</b>	<b>12,817,457</b>	<b>18,114,220</b>	<b>19,901,039</b>	<b>21,301,765</b>	<b>24,564,045</b>
<b><u>DEBT SERVICING</u></b>										
DEBT - INTEREST & PRINCIPAL	8,292,927	8,292,927	7,690,985	-	-	7,690,985	3,800,836	4,811,482	6,690,276	8,760,522
<b>TOTAL DEBT EXPENDITURES</b>	<b>8,292,927</b>	<b>8,292,927</b>	<b>7,690,985</b>	<b>-</b>	<b>-</b>	<b>7,690,985</b>	<b>3,800,836</b>	<b>4,811,482</b>	<b>6,690,276</b>	<b>8,760,522</b>
<b><u>DEFICIT TRANSFERRED TO FOLLOWING YR</u></b>										
TRANSFER TO FOLLOWING YEAR DEFICIT CARRY FORWARD										
<b>TOTAL EXPENDITURES</b>	<b>36,539,270</b>	<b>36,857,830</b>	<b>37,791,300</b>	<b>870,000</b>	<b>1,254,504</b>	<b>39,915,804</b>	<b>41,476,228</b>	<b>44,623,907</b>	<b>48,287,973</b>	<b>54,015,204</b>
<b><u>SOURCES OF FUNDING</u></b>										
REVENUE - SALES	(35,926,800)	(36,256,740)	(37,087,540)	(870,000)	(150,000)	(38,107,540)	(40,727,538)	(43,804,217)	(47,406,383)	(53,307,514)
REVENUE - OTHER	(612,470)	(601,090)	(703,760)	-	(1,104,504)	(1,808,264)	(748,690)	(819,690)	(881,590)	(707,690)
<b>TOTAL SOURCE OF FUNDING FROM OPERATIONS</b>	<b>(36,539,270)</b>	<b>(36,857,830)</b>	<b>(37,791,300)</b>	<b>(870,000)</b>	<b>(1,254,504)</b>	<b>(39,915,804)</b>	<b>(41,476,228)</b>	<b>(44,623,907)</b>	<b>(48,287,973)</b>	<b>(54,015,204)</b>
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR SURPLUS CARRY FORWARD										
<b>TOTAL SOURCES OF FUNDING</b>	<b>(36,539,270)</b>	<b>(36,857,830)</b>	<b>(37,791,300)</b>	<b>(870,000)</b>	<b>(1,254,504)</b>	<b>(39,915,804)</b>	<b>(41,476,228)</b>	<b>(44,623,907)</b>	<b>(48,287,973)</b>	<b>(54,015,204)</b>
<i>Percentage increase over prior year's board budget</i>			3.43%			9.24%	3.91%	7.59%	8.21%	11.86%

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

<b>Service No.</b>	<b>2.670</b>							
	<b>Regional Water Supply</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	\$4,230,000	\$5,250,000	\$2,700,000	\$1,350,000	-	-	\$9,300,000
Equipment	\$5,020,000	\$13,545,000	\$1,660,000	\$1,360,000	\$1,715,000	\$1,090,000	\$19,370,000
Land	\$818,000	\$3,478,000	\$830,000	\$525,000	\$290,000	\$220,000	\$5,343,000
Engineered Structures	\$9,838,000	\$17,668,000	\$28,450,000	\$37,975,000	\$47,375,000	\$34,305,000	\$165,773,000
Vehicles	\$1,089,250	\$1,315,000	\$843,000	\$630,000	\$775,000	\$855,000	\$4,418,000
	<b>\$20,995,250</b>	<b>\$41,256,000</b>	<b>\$34,483,000</b>	<b>\$41,840,000</b>	<b>\$50,155,000</b>	<b>\$36,470,000</b>	<b>\$204,204,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$17,570,000	\$27,256,000	\$11,340,000	\$16,710,000	\$18,390,000	\$19,615,000	\$93,311,000
Debenture Debt (New Debt Only)	-	\$9,600,000	\$14,100,000	\$21,200,000	\$27,390,000	\$10,000,000	\$82,290,000
Equipment Replacement Fund	\$885,250	\$995,000	\$843,000	\$630,000	\$775,000	\$855,000	\$4,098,000
Grants (Federal, Provincial)	\$40,000	\$40,000	\$7,200,000	\$2,300,000	\$3,600,000	\$6,000,000	\$19,140,000
Donations / Third Party Funding	\$2,500,000	\$3,365,000	\$1,000,000	\$1,000,000	-	-	\$5,365,000
Reserve Fund	-	-	-	-	-	-	-
	<b>\$20,995,250</b>	<b>\$41,256,000</b>	<b>\$34,483,000</b>	<b>\$41,840,000</b>	<b>\$50,155,000</b>	<b>\$36,470,000</b>	<b>\$204,204,000</b>

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

<b>Service No.</b>	<b>2.670/2.680 Regional Water Supply &amp; JDF Water Distribution Combo</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------	---	--------------------------------	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
Equipment	\$1,580,000	\$2,210,000	\$530,000	\$330,000	\$330,000	\$330,000	\$340,000	\$3,740,000
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
	<b>\$1,580,000</b>	<b>\$2,290,000</b>	<b>\$610,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$420,000</b>	<b>\$4,140,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$1,580,000	\$2,290,000	\$610,000	\$410,000	\$410,000	\$420,000	\$420,000	\$4,140,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$1,580,000</b>	<b>\$2,290,000</b>	<b>\$610,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$420,000</b>	<b>\$420,000</b>	<b>\$4,140,000</b>



CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously</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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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 STLoan = 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 and/or asset material/type.</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> L - Land S - Engineering Structure B - Buildings V - 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 #:** 2.670  
**Service Name:** Regional Water Supply

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
<b>WATERSHED PROTECTION</b>													
<b>Planning</b>													
17-01	Renewal	Historic Goldstream Powerhouse Building	Repairs of historic Goldstream Powerhouse building and work toward making the site accessible to the public	\$120,000	B	WU	-	\$20,000	-	\$50,000	-	-	\$70,000
<b>17-01</b>				<b>\$376,000</b>	<b>B</b>	<b>Grant</b>	-	-	-	<b>\$300,000</b>	-	-	\$300,000
18-10	Study	Species-at-Risk Wildlife Habitat	Assessments (office and field) and planning for managing wildlife habitat, in particular species-at-risk habitat, in the GVWSA.	\$185,000	L	WU	-	\$50,000	-	-	-	-	\$50,000
19-30	Study	Leech WSA Lakes/Tributaries Assessment	An assessment of the physical, chemical and biological parameters of the lakes in the Leech WSA	\$75,000	L	WU	\$38,000	\$38,000	-	-	-	-	\$38,000
20-05	Renewal	Leech WSA Terrestrial Ecosystem Mapping & Wetland Classification/Mapping	Classification and mapping of terrestrial ecosystems and wetlands and integration with Sooke and Goldstream data.	\$180,000	L	WU	\$180,000	\$180,000	-	-	-	-	\$180,000
20-06	Study	Addressing mining in Leech WSA (impacts, agreements)	Funding to support work to reduce the impact of mining claims in the Leech WSA	\$60,000	L	WU	-	\$10,000	\$10,000	\$10,000	\$10,000	-	\$40,000
20-27	Study	GVWSA Forest Resilience - wildfire/forest modelling and forest management field trials	Modelling forest and wildfire risk under climate change scenarios & forest/fuel management field trials.	\$625,000	L	WU	\$120,000	\$120,000	\$50,000	-	-	-	\$170,000
20-27					L	Other		\$365,000	-	-	-	-	\$365,000
20-28	Study	GVWSA Forest Resilience - Assessments of forest health and resilience	Field assessments to better understand current forest health and resilience.	\$230,000	L	WU	\$110,000	\$110,000	\$60,000	-	-	-	\$170,000
21-19	Study	Lakes Assessment Sooke and Goldstream WSAs	An assessment of the physical, chemical and biological parameters of the natural lakes in Sooke and Goldstream WSAs	\$75,000	L	WU	\$15,000	\$15,000	-	-	-	-	\$15,000
21-20	Study	West Leech Road	Plan followed by construction of a road to access the western portion of the Leech WSA.	\$320,000	L	WU	\$50,000	\$150,000	\$100,000	-	-	-	\$250,000
23-02	Renewal	GVWSA LiDAR Mapping	Detailed contour mapping of ground, vegetation and tree cover (3D scanning)	\$250,000	L	WU	-	\$200,000	\$50,000	-	-	-	\$250,000
22-04	Renewal	GVWSA Orthophotography	Annual contribution to capture of regional digital orthophotography for baseline mapping and monitoring.	\$95,000	L	WU	\$15,000	\$30,000	-	\$35,000	-	\$40,000	\$105,000
22-09	Study	GVWSA Powerlines Wildfire Risk Mitigation Plan	A detailed assessment, options and plan to reduce the risk of wildfire start from tree fall onto CRD powerlines in the GVWSA.	\$50,000	L	WU	\$40,000	\$40,000	-	-	-	-	\$40,000
22-10	New	GVWSA/RWS Educational Videos	Development of educational videos to address Regional Water Supply issues of interest to the public such as: wildfire risk and mitigation; climate change; water supply master plan update.	\$60,000	L	WU	\$30,000	\$30,000	\$30,000	-	-	-	\$60,000
23-05	Study	Spill Management Plan and Implementation	Review, assessment and re-development of a spill management plan for the GVWSA along with potential procurement of additional equipment or supplies.	\$50,000	L	WU	\$25,000	\$25,000	-	-	-	-	\$25,000
<b>24-03</b>	<b>Study</b>	<b>Biosecurity Risk Assessment &amp; Procedures</b>	<b>Assess GVWSA biosecurity risks and develop mitigating protocols/procedures</b>	<b>\$50,000</b>	L	WU	-	-	\$50,000	-	-	-	\$50,000

Service #: 2.670

Service Name: Regional Water Supply

**SECTION 1: PROJECT DESCRIPTION AND BUDGET**

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
<b>Capital</b>													
09-01	Renewal	Leech River Watershed Restoration	A 17 year project to restore the Leech WSA lands for water supply.	\$5,756,000	L	WU	\$125,000	\$325,000	\$200,000	\$200,000	-	-	\$725,000
16-01	Renewal	Replace Gatehouse at Goldstream Entrance	The GVWSA entry gatehouse at Goldstream is past end of life and is to be replaced with a purpose built structure with improved vehicle flow and security function	\$1,800,000	B	WU	\$1,280,000	\$1,280,000	-	-	-	-	\$1,280,000
16-06	Renewal	Goldstream IWS Field Office1	Renewal of Water Quality field office/lab and equipment storage and Watershed Protection office, yard, training space and equipment storage, replacing longstanding temporary facilities.	\$3,200,000	B	WU	\$450,000	\$950,000	\$1,700,000	-	-	-	\$2,650,000
16-06				\$5,000,000	B	Other	\$2,500,000	\$3,000,000	\$1,000,000	\$1,000,000	-	-	\$5,000,000
17-02	New	Leech River HydroMet System	Installation of a network of hydrometeorological stations to collect water quantity and quality information for the Leech WSA.	\$540,000	E	WU	\$40,000	\$80,000	-	-	-	-	\$80,000
18-05	New	GVWSA Forest Fuel Management/FireSmart Activities	Implementation of forest fuel management and FireSmart actions in strategic locations for wildfire risk management in the GVWSA.	\$850,000	L	WU	\$10,000	\$110,000	\$100,000	\$100,000	\$100,000	\$100,000	\$510,000
19-02	New	Whiskey Creek Bridge Replacement (Sooke WSA)	Replacement of the existing undersized bridge with a longer and higher concrete structure.	\$330,000	S	WU	-	\$30,000	\$300,000	-	-	-	\$330,000
19-19	New	Hydromet Upgrades Sooke and Goldstream	Install additional hydrology monitoring sites on Sooke Lake Reservoir inflow streams and increase instrumentation on meteorological stations in Sooke and Goldstream watersheds.	\$230,000	E	WU	-	\$60,000	-	-	-	-	\$60,000
20-01	Replacement	Kapoor Main Mile 1 Bridge and Asphalt Upgrade	Replacement of the existing undersized culvert with a large bridge as well as subsequent 500 m road asphalt replacement.	\$610,000	S	WU	\$390,000	\$440,000	\$160,000	-	-	-	\$600,000
20-29	Renewal	GVWSA Gravel Crushing	Production of gravel at existing quarries in Sooke and Goldstream WSAs.	\$650,000	S	WU	-	-	\$100,000	-	\$200,000	-	\$300,000
21-26	New	Road Deactivation/Rehabilitation in the GVWSA	Deactivate or rehabilitate unneeded roads in the Sooke and Goldstream WSAs.	\$520,000	L	WU	\$60,000	\$100,000	\$100,000	\$100,000	\$100,000	-	\$400,000
21-27	New	Autogate Installations on Primary Access Routes	Install autogates on the main access routes where the Sooke Hills Wilderness Trail and E&N rail line cross to improve security	\$850,000	S	WU	-	-	\$350,000	-	-	-	\$350,000
22-02	New	Muckpile Bridge Supply and Install (Deception)	Replacement of undersized culverts with bridge which will allow for fish and western toad migration.	\$340,000	S	WU	-	\$15,000	-	\$325,000	-	-	\$340,000
23-04	Renewal	17S/Sooke Main Bridge Replacement	Undersized bridge replacement	\$315,000	S	WU	-	-	\$15,000	-	\$300,000	-	\$315,000
22-11	New	Additional Boom Anchors for Sooke Lake Reservoir debris boom	The log boom protecting the Sooke Lake Reservoir Intake Tower from floating woody debris is inadequately anchored and requiring two additional anchors.	\$60,000	E	WU	\$30,000	\$50,000	-	-	-	-	\$50,000
23-10	New	Work platform for Sooke Lake Reservoir	A towable work platform for conducting stationary on-water work activities such as boom and intake tower maintenance and spill response.	\$30,000	E	WU	-	\$30,000	-	-	-	-	\$30,000
23-11	New	Purchase and deployment of Second Wildfire Camera for Leech WSA, and analytic software	A secondary wildfire camera to monitor for heat and smoke signatures in the Leech WSA during fire season.	\$100,000	E	WU	-	\$50,000	\$50,000	-	-	-	\$100,000
23-23	Replacement	Brushcutting head for Excavator	The existing brushcutting head from the excavator used in roadside maintenance has reached end of life and requires replacement.	\$30,000	V	WU	-	\$30,000	-	-	-	-	\$30,000
<b>WaterShed Protection Sub-Total</b>				<b>\$24,012,000</b>			<b>\$5,508,000</b>	<b>\$7,933,000</b>	<b>\$4,425,000</b>	<b>\$2,120,000</b>	<b>\$710,000</b>	<b>\$140,000</b>	<b>\$15,328,000</b>
<b>INFRASTRUCTURE ENGINEERING AND OPERATIONS</b>													
<b>Planning</b>													
16-10	New	Post Disaster Emergency Water Supply	Identify and procure emergency systems for post disaster preparedness.	\$2,250,000	S	WU	\$423,000	\$623,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,423,000
17-13	New	Asset Management Plan	Development of a plan to inform future areas of study and highlight critical infrastructure improvements.	\$400,000	S	WU	\$200,000	\$200,000	-	-	-	-	\$200,000
19-15	New	Hydraulic Capacity Assessment and Transient Pressure Analysis	Determine the existing level-of-service for the RWSC transmission system and conduct a transient pressure analysis	\$250,000	S	WU	\$100,000	\$100,000	-	-	-	-	\$100,000
20-08	Study	Regional Water DCC Program	Design of a Regional DCC Program	\$200,000	S	WU	\$50,000	\$50,000	-	-	-	-	\$50,000
20-10	Study	Condition & Vulnerability Assessment	Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk.	\$200,000	S	WU	\$50,000	\$50,000	-	-	-	-	\$50,000
21-05	Study	Level of Service Agreement	From #19-15 & #20-11, develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure.	\$150,000	S	WU	\$150,000	\$150,000	-	-	-	-	\$150,000
23-12	Study	Project Delivery Strategy	Develop a strategy to deliver the identified projects from the 2022 RWS Master Plan.	\$200,000	S	WU	-	\$200,000	-	-	-	-	\$200,000
23-13	Study	Filtration Plant Planning & Design	Conduct a siting, conceptual design and detailed design for a filtration plant	\$16,300,000	S	WU	-	\$300,000	\$500,000	\$500,000	\$5,000,000	\$10,000,000	\$16,300,000
23-14	Study	Council Creek Crossing Hydrology Review	Conduct a hydrology review of the Council Creek crossing of water mains to ensure pipe resilience during high rainfall events.	\$100,000	S	WU	-	\$100,000	-	-	-	-	\$100,000
23-24	New	East-West Connector (Filtration Plant to District of Sooke)	Planning and Conceptual Design of the East- West Supply Main from the proposed filtration plant to the District of Sooke (identified in the 2022 Master Plan)	\$400,000	S	WU	-	-	-	-	\$200,000	\$200,000	\$400,000
23-25	New	Deep Northern Intake and Sooke Lake Pump Station	Planning and Design of the Deep Northern Intake and Sooke Lake Pump Station (identified in the 2022 Master Plan)	\$12,200,000	S	WU	-	\$600,000	\$600,000	\$3,000,000	\$4,000,000	\$4,000,000	\$12,200,000
23-26	New	Transmission Main - Sooke Lake Pump Station to Head Tank	Planning and Design of the Transmission Main from the Sooke Lake Pump Station to Head Tank (identified in the 2022 Master Plan)	\$3,400,000	S	WU	-	\$200,000	\$200,000	\$1,000,000	\$1,000,000	\$1,000,000	\$3,400,000
23-27	New	Gravity Main - Sooke Lake to Head Tank	Planning and Design of a Gravity Transmission Main (redundancy) from Sooke Lake to Head Tank (identified in the 2022 Master Plan)	\$1,400,000	S	WU	-	\$100,000	\$300,000	\$500,000	\$500,000	-	\$1,400,000
23-28	New	Goldstream Reservoir Connector	Planning and Design of the Goldstream Reservoir Connector transmission main	\$4,600,000	S	WU	-	\$100,000	\$500,000	\$2,000,000	\$2,000,000	-	\$4,600,000
<b>Capital</b>													
18-07	New	Replacement of UV System	Replacement of the UV system at the Goldstream Water Treatment Plant	\$8,730,000	E	WU	\$2,850,000	\$8,300,000	-	-	-	-	\$8,300,000
18-08	Replacement	Bulk Supply Meter Replacement Program	Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit.	\$2,050,000	E	WU	\$600,000	\$600,000	-	\$200,000	\$200,000	\$150,000	\$1,150,000

Service #: 2.670

Service Name: Regional Water Supply

**SECTION 1: PROJECT DESCRIPTION AND BUDGET**

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
18-15	Renewal	Corrosion Protection Program	Study deficiencies in the current material protection and implement recommendations.	\$1,150,000	S	WU	-	\$150,000	\$150,000	\$150,000	\$150,000	-	\$600,000
18-18	Replacement	Main No.3 Segment Replacement	Replacement of segments of Main No. 3 based upon previous studies.	\$15,600,000	S	WU	\$800,000	\$800,000	\$4,900,000	\$4,900,000	\$4,900,000	-	\$15,500,000
19-05	Renewal	Repairs - Kapoor Shutdown	Repair items such as defects in the Kapoor tunnel, replacement of critical valves, intake exterior inspection and actuator replacement while the Kapoor tunnel is shutdown.	\$600,000	S	WU	\$375,000	\$375,000	-	\$100,000	-	-	\$475,000
19-23	New	Critical Spare Equipment Storage & Pipe Yard	Plan, design and construct a critical equipment storage building.	\$1,100,000	S	WU	\$200,000	\$200,000	\$1,000,000	-	-	-	\$1,200,000
20-16	Replacement	Cecelia Meter Replacement	Replacement of the Cecelia billing meter as well as its enclosure.	\$1,000,000	S	WU	\$50,000	\$450,000	-	-	-	-	\$450,000
20-17	Replacement	Decommission & Conceptual Design of the Smith Hill Site	Plan for decommission the conceptual design for the replacement of the Smith Hill reservoir site.	\$1,300,000	S	WU	\$300,000	\$300,000	\$1,000,000	-	-	-	\$1,300,000
21-06	Replacement	Sooke Lake Dam Spillway Hoist and Stop Log Replacement	Replacement of the sluice gate spillway hoist and stop logs at Sooke Lake Dam.	\$775,000	E	WU	\$260,000	\$510,000	\$250,000	-	-	-	\$760,000
21-09	New	Goldstream Water Chlorination Gas System Removal	Plan and construct provisions for removal of chlorination system	\$200,000	S	WU	\$100,000	\$100,000	-	-	-	-	\$100,000
21-10	Replacement	SCADA Masterplan and System Upgrades	Update the SCADA Master Plan in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.	\$2,150,000	E	WU	\$500,000	\$800,000	\$300,000	\$300,000	\$300,000	\$300,000	\$2,000,000
21-11	Replacement	RWS Supply Main No. 4 Upgrade	Upgrade vulnerable sections of the RWS Supply Main No. 4 and Main No. 1 to a resilient system to better able to withstand a seismic event. Vulnerable sections are Concrete Cylinder pipe material which is susceptible to failure during a seismic event. This is part of project partnered with the Saanich Peninsula Water system.	\$33,900,000	S	WU	\$1,500,000	\$3,300,000	\$4,500,000	\$11,400,000	\$13,500,000	\$1,200,000	\$33,900,000
21-11			DMAF Grant portion, grant submitted November 2021.	\$14,800,000	S	Grant	-	-	\$1,200,000	\$2,000,000	\$3,600,000	\$6,000,000	\$12,800,000
22-14	New	Sooke River Intake Feasibility	A feasibility study for an intake from Sooke River to replace the Main No. 15 salmon fishery contribution, for a variety of reasons.	\$50,000	S	WU	\$50,000	\$50,000	-	-	-	-	\$50,000
22-15	New	Microwave Radio Upgrades	To provide a high bandwidth communications backbone to the RWS system, a microwave communications system will be installed.	\$1,100,000	S	WU	\$200,000	\$400,000	\$200,000	\$200,000	\$200,000	-	\$1,000,000
22-16	Renewal	Goldstream WTP Drainage Improvements	Construct drainage improvements for the Goldstream Water Treatment Plant and assess	\$200,000	S	WU	\$100,000	\$100,000	-	-	-	-	\$100,000
22-17	New	Goldstream WTP Safety Improvements	Construct employee and public safety improvements such as a trail notification system if there was an ammonia spill.	\$200,000	E	WU	\$50,000	\$50,000	-	-	-	-	\$50,000
23-15	New	Mt Tolmie Reservoir Security	Conduct public consultation with conceptual designs for site security required at the Mt Tolmie Reservoir	\$60,000	S	WU	-	\$10,000	\$50,000	-	-	-	\$60,000
23-16	Renewal	Humpback Channel Assessment and Upgrades	Hydraulically assess the Humpback Overflow channel and conduct a condition assessment of the culverts at the Gatehouse.	\$200,000	S	WU	-	\$200,000	-	-	-	-	\$200,000
23-17	Replacement	Main No. 4 - Mt Newton to Highway 17	Replacement of a approximately 1.9km of the Main No. 4 concrete pipe from Mt Newton and Central Saanich Road south to where it crosses Highway 17. A Strategic Priorities Fund grant has been applied to fund a portion of the works.	\$2,800,000	S	WU	-	\$2,800,000	-	-	-	-	\$2,800,000
23-17				\$6,000,000	S	Grant	-	-	\$6,000,000	-	-	-	\$6,000,000
25-03	Renewal	Transmission Main Upgrade Program	Identify, conceptually design, detail design and construct transmission main upgrades.	\$30,000,000	S	WU	-	-	-	\$10,000,000	\$10,000,000	\$10,000,000	\$30,000,000
23-29	Renewal	Mt. Tolmie Control Valve Replacement	Supply and installation of the Mt. Tolmie Reservoir Control Valve	\$300,000	E	WU	-	\$300,000	-	-	-	-	\$300,000
													\$0
<b>Infrastructure Engineering and Operations Sub-Total</b>				<b>\$166,315,000</b>			<b>\$8,908,000</b>	<b>\$22,568,000</b>	<b>\$21,850,000</b>	<b>\$36,450,000</b>	<b>\$45,750,000</b>	<b>\$33,050,000</b>	<b>\$159,668,000</b>
<b>DAM SAFETY PROGRAM</b>													
<b>(Database)</b>													
16-16	Renewal	Implications from Goldstream Dam Safety Review	Conduct dam improvements at the Goldstream dams that resulted for the Dam Safety Review and routine inspections (refer to the Dam Safety Database).	\$825,000	S	WU	\$200,000	\$275,000	\$75,000	-	-	-	\$350,000
16-17	Renewal	Butchart Dam No. 5 Remediation Planning & Construction	Phase 1 Rehabilitation (grouting) of Butchart Dam No. 5 and planning for Phase 2.	\$3,550,000	S	WU	\$2,000,000	\$50,000	\$1,950,000	-	-	-	\$2,000,000
17-25	Renewal	Implications from Sooke Lake Dam Safety Review	Conduct dam improvements at the Sooke Lake Dam that resulted from the Dam Safety Review and routine inspections (refer to the Dam Safety Database)	\$1,210,000	S	WU	\$400,000	\$400,000	-	-	-	-	\$400,000
18-19	New	Sooke Lake Dam - Instrumentation System Improvements	Complete dam performance instrumentation system/surveillance improvements for the Sooke Lake Dam.	\$1,800,000	S	WU	\$850,000	\$950,000	\$600,000	-	-	-	\$1,550,000
18-20	New	Sooke Lake Dam - Breach Risk Reduction Measures	Implement measures to reduce Sooke Lake Dam breach implications in the unlikely event of dam failure (refer to the NHC Consulting study).	\$600,000	S	WU	\$500,000	\$250,000	\$250,000	-	-	-	\$500,000
19-07	New	Integrate Dam Performance and Hydromet to SCADA	Integrate the dam safety instrumentation/surveillance (i.e. piezometers and weirs) and HydroMet stations to report to WIO through the existing SCADA system.	\$1,300,000	E	WU	\$400,000	\$600,000	\$200,000	\$200,000	\$200,000	-	\$1,200,000
19-09	New	Cabin Pond Dams Decommissioning	The Cabin Pond Dams (x2) have been retired from drinking water service, plan to decommission.	\$100,000	S	WU	-	-	\$100,000	-	-	-	\$100,000
19-12	New	Goldstream Dams Instrumentation Improvements	Conduct dam safety instrumentation/surveillance improvements (refer to report from Thurber Engineering).	\$600,000	S	WU	\$75,000	\$175,000	\$400,000	-	-	-	\$575,000
19-13	New	Dam Safety Instrumentation	The existing dam safety instrumentation/surveillance equipment is getting older and will need to be replaced/rehabilitated (does not include pending SCADA effort).	\$300,000	E	WU	\$150,000	\$250,000	\$50,000	-	-	-	\$300,000
20-19	Replacement	Goldstream System High Level Outlet Valve Replacements	The Goldstream and Butchart high level outlet valves have been identified as requiring replacement.	\$300,000	S	WU	\$150,000	\$250,000	-	-	-	-	\$250,000
21-03	New	Deception Dam - Dam Safety Review 2021 & Improvements	Conduct a Dam Safety Review and improvements for the Deception Dam.	\$1,800,000	S	WU	\$175,000	\$375,000	\$200,000	\$100,000	\$500,000	\$500,000	\$1,675,000
21-04	New	Saddle Dam - Dam Safety Review 2021 & Improvements	Conduct a Dam Safety Review and improvements for the Saddle Dam.	\$800,000	S	WU	\$100,000	\$200,000	\$150,000	\$200,000	\$75,000	\$75,000	\$700,000
21-21	Replacement	Goldstream Dams - 4 Low Level Gate Improvements	Logistics planning in 2022, installation in 2023	\$150,000	S	WU	\$150,000	\$150,000	-	-	-	-	\$150,000
22-08	New	Deception Dam Surveillance Improvements	Replace and supplement the Dam Safety Instrumentation at Deception Dam.	\$450,000	S	WU	\$150,000	\$150,000	\$300,000	-	-	-	\$450,000

Service #: 2.670

Service Name: Regional Water Supply

**SECTION 1: PROJECT DESCRIPTION AND BUDGET**

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
23-07	Renewal	Sooke Lake Dam Spillway and Gates Retrofit	Detail and construct seismic retrofits for the existing structures initially focusing on the spillway and gates structures.	\$450,000	S	WU	-	\$150,000	\$300,000	-	-	-	\$450,000
23-08	Study	Regional Watershed Dams – Flood Forecasting System	Update the existing flood forecasting system (WD4Cast) to a modern version including Standard Operating Procedures and training for staff.	\$300,000	S	WU	-	\$150,000	\$150,000	-	-	-	\$300,000
23-09	Study	Sooke Lake Dam - Dam Safety Review 2023	Conduct a Dam Safety Review to meet regulatory requirement.	\$200,000	S	WU	-	\$200,000	-	-	-	-	\$200,000
23-18	Renewal	Sooke Lake Dam Spillway Channel Improvements	Construct bank protection for the Sooke Spillway Channel and clear the seepage weir blockage.	\$700,000	S	WU	-	\$200,000	\$500,000	-	-	-	\$700,000
23-19	Renewal	Charters Dam - Implications from Dam Safety Review	Carry out recommendations from the 2022 Dam Safety Review for Charters Dam	\$200,000	S	WU	-	\$100,000	\$100,000	-	-	-	\$200,000
25-01	Study	Goldstream Dam - Dam Safety Review 2025 & Addressing Implications	Conduct a Dam Safety Review to meet regulatory requirement.	\$200,000	S	WU	-	-	-	\$200,000	-	-	\$200,000
25-02	Study	Probable Maximum Flood and Inflow Design Flood Updates	Update the previous edition from 2015 (recommended 10 year review cycle).	\$150,000	S	WU	-	-	-	\$150,000	-	-	\$150,000
<b>Dam Safety Program Sub-Total</b>				<b>\$15,985,000</b>			<b>\$5,300,000</b>	<b>\$4,875,000</b>	<b>\$5,325,000</b>	<b>\$850,000</b>	<b>\$775,000</b>	<b>\$575,000</b>	<b>\$12,400,000</b>
<b>WATER QUALITY</b>													
20-04	New	Sooke Lake HyDi Model Development	Critical data collection, model building+calibration, model utilization for 3 different scenarios	\$520,000	E	WU	-	\$120,000	\$120,000	-	-	-	\$240,000
22-06	Study	Sooke Lake Food Web Study	Assess the aquatic food web structure and create an inventory of fish and invertebrate species and distribution in Sooke Lake Reservoir - to be used as indicators of stream health	\$100,000	S	WU	\$50,000	\$50,000	-	-	-	-	\$50,000
23-06	Study	GVDWS Nitrification Study	Investigate nitrification occurrence and potential impacts on drinking water quality	\$50,000	S	WU	-	\$50,000	-	-	-	-	\$50,000
24-02	Replacement	Boat Motor Replacement with Electric Outboards (Sooke and Goldstream Boats)	50hp and 15hp motor replacement due to age and water quality concerns, large electric outboards are already available from Torqeedo for instance	\$60,000	E	WU	\$60,000	\$60,000	-	-	-	-	\$60,000
24-04	Study	Sooke Lake Drawdown Study	Investigate drawdown effects on Sooke Lake water quality and ecosystem impacts with max drawdown and determine a safe max drawdown level for SOL.	\$100,000	S	WU	-	-	\$100,000	-	-	-	\$100,000
25-04	Replacement	4 x multi-parameter field analyzers (SL1000)	Replace 4 multi-parameter (total/free/mono/ammonia) field analyzers	\$20,000	E	WU	-	-	-	\$20,000	-	-	\$20,000
26-01	New	2 x Floating Water Quality Sensor Platforms	To support and confirm water quality data in SOL for Deep Norther Intake, install 2 floating sensor platforms	\$200,000	E	WU	-	-	-	-	\$200,000	-	\$200,000
27-01	Study	Drinking Water Safety Plan Update	Review and update existing DWSP spreadsheet and risk registry. Consider planned system expansions/upgrades.	\$80,000	S	WU	-	-	-	-	-	\$80,000	\$80,000
<b>Water Quality Sub-Total</b>				<b>\$1,130,000</b>			<b>\$110,000</b>	<b>\$280,000</b>	<b>\$220,000</b>	<b>\$20,000</b>	<b>\$200,000</b>	<b>\$80,000</b>	<b>\$800,000</b>
<b>ANNUAL PROVISIONAL</b>													
17-27	Replacement	Watershed Bridge and Culvert Replacement	Replacement of small culverts and bridges throughout the GVWSA.	\$1,000,000	S	WU	-	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
17-28	Replacement	Watershed Security Infrastructure Upgrade and Replacement	New, upgrade and replacement of security infrastructure in the GVWSA.	\$600,000	E	WU	-	\$150,000	\$150,000	\$100,000	\$100,000	\$100,000	\$600,000
17-29	Replacement	Water Supply Area Equipment Replacement	Hydrometeorological, fireweather and wildfire suppression equipment replacement.	\$575,000	E	WU	-	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000	\$575,000
17-30	Replacement	Transmission Main Repairs	Emergency repairs to the transmission mains.	\$1,000,000	S	WU	-	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
17-31	Replacement	Transmission System Components Replacement	Replacement and repair of transmission components.	\$400,000	S	WU	-	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
17-33	Replacement	Disinfection Equipment Parts Replacement	Replacement of incidental equipment and parts associated with the disinfection system.	\$1,000,000	E	WU	-	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
17-34	Renewal	Supply System Computer Model Update	Annual update of the regional hydraulic model.	\$100,000	S	WU	-	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
19-16	Replacement	Dam Improvements	Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections and Dam Safety Reviews and address item in the dam safety database/risk registry	\$1,500,000	S	WU	-	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
19-22	Replacement	SCADA Repairs & Equipment Replacement	Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System and revenue meter system.	\$750,000	E	WU	-	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
21-15	Replacement	Corrosion Protection	Replace corrosion protection assets, such as coatings, for the transmission system when identified.	\$250,000	S	WU	-	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
21-16	Replacement	Valve Chamber Upgrades	Replace failing valves and appurtenances along the RWS supply system.	\$1,000,000	S	WU	-	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
21-17	Replacement	Water Quality Equipment Replacement	Replacement of water quality equipment for the water quality lab and water quality operations	\$250,000	E	WU	-	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
21-18	Renewal	LIMS support	Support for LIMS database	\$125,000	E	WU	-	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
23-20	Study	Land Exchange/Acquisition	Land surveys, appraisals to support decisions regarding land exchange to increase catchment area, buffer water supply areas and other possible land exchange and acquisition within the RWS system.	\$400,000	L	WU	-	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
<b>Annual Provisional Sub-Total</b>				<b>\$8,950,000</b>			<b>\$0</b>	<b>\$1,820,000</b>	<b>\$1,820,000</b>	<b>\$1,770,000</b>	<b>\$1,770,000</b>	<b>\$1,770,000</b>	<b>\$8,950,000</b>
<b>CUSTOMER AND TECHNICAL SERVICES</b>													
17-35	Replacement	Vehicle & Equipment Replacement (Funding from Replacement Fund)	This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system.	\$2,873,000	V	ERF	\$885,250	\$995,000	\$843,000	\$630,000	\$775,000	\$855,000	\$4,098,000
20-22	New	Vehicle for the Dam Safety Program	New Transit Van	\$100,000	V	WU	\$80,000	\$100,000	-	-	-	-	\$100,000
20-23	New	Vehicle for the CSE Support Program	New Transit Van	\$100,000	V	WU	\$62,000	\$100,000	-	-	-	-	\$100,000
21-30	New	Vehicle for Warehouse Operations	New pick up	\$90,000	V	WU	\$62,000	\$90,000	-	-	-	-	\$90,000
22-18	New	Electric Vehicle Charging Stations	7 Dual charging stations at 479 Island Hwy and 1 Dual charging station at the Watershed Protection FOC	\$80,000	E	WU	\$40,000	\$40,000	-	-	-	-	\$40,000
22-18					E	Grant	\$40,000	\$40,000	-	-	-	-	\$40,000

Service #: 2.670  
 Service Name: Regional Water Supply

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
23-21	New	EV Charging Stations Electrical Infrastructure	Electrical System upgrades at 479 Island Hwy to power up 44 charging stations	\$855,000	E	WU	-	\$680,000	-	-	\$175,000	-	\$855,000
23-22	New	Fuel Truck	Fuel tender truck	\$200,000	E	WU	-	\$200,000	-	-	-	-	\$200,000
23-30	New	Fleet Shop Hoist	Heavy Capacity Hoist for fleet maintenance	\$35,000	E	WU	-	\$35,000	-	-	-	-	\$35,000
23-31	New	Purchase of land	Purchasing of land near 479 for future office space	\$1,500,000	L	WU	-	\$1,500,000				-	\$1,500,000
Customer and Technical Services Sub-Total				\$5,833,000			\$1,169,250	\$3,780,000	\$843,000	\$630,000	\$950,000	\$855,000	\$7,058,000
<b>GRAND TOTAL</b>				<b>\$222,225,000</b>			<b>\$20,995,250</b>	<b>\$41,256,000</b>	<b>\$34,483,000</b>	<b>\$41,840,000</b>	<b>\$50,155,000</b>	<b>\$36,470,000</b>	<b>\$204,204,000</b>

Service: **2.670** **Regional Water Supply**

<b>Project Number</b>	17-01	<b>Capital Project Title</b>	Historic Goldstream Powerhouse Building	<b>Capital Project Description</b>	Repairs of historic Goldstream Powerhouse building and work toward making the site accessible to the public
<b>Project Rationale</b>	<p>Located near the Japan Gulch Treatment Plant and the Sooke Hills Wilderness Trail (Trans Canada Trail), is an 1897 brick hydroelectric powerplant that served Victoria (notably the streetcars) for approx. 60 years. The Powerhouse has its own Wikipedia entry: <a href="http://en.wikipedia.org/wiki/Lubbe_Powerhouse">http://en.wikipedia.org/wiki/Lubbe_Powerhouse</a> and has captured public interest as a unique structure in BC history. An engineering condition assessment including engineered drawings, site plan and approximate cost of repairs was conducted in 2017. A major repair in the masonry on the north side of the building was completed in 2018. Further masonry and major crack repair was completed on the south side in 2019 (\$10,000). A successful grant application (\$76,000) was used in 2022 to replace the roof membrane/envelope. <b>The approved 2023 funds are to implement basic public interpretation signage and in 2025 to plan and seek grant funding or sponsors for security gates and fencing working toward a goal to make the site available to the public from the nearby Sooke Hills Wilderness Trail.</b></p>				

<b>Project Number</b>	18-10	<b>Capital Project Title</b>	Species-at-Risk Wildlife Habitat	<b>Capital Project Description</b>	Assessments (office and field) and planning for managing wildlife habitat, in particular species-at-risk habitat, in the GVWSA.
<b>Project Rationale</b>	<p>An assessment (office and field) and conservation plan for managing wildlife habitat, in particular species-at-risk habitat, in the GVWSA. Funds in 2018 (\$35,000) will be used for compilation of existing knowledge of species, distribution, habitat, research. Funds in 2019 and 2020 (\$50,000 each) will be used to field verify species, critical habitat and movement corridors. Funds added in 2021 (\$25,000) are to develop a GVWSA specific conservation plan based on the office and field investigations. Funds added in 2023 are in anticipation of future habitat mapping required to address BC Species-at-Risk legislation (currently being developed).</p>				

<b>Project Number</b>	19-30	<b>Capital Project Title</b>	Leech WSA Lakes/Tributaries Assessment	<b>Capital Project Description</b>	An assessment of the physical, chemical and biological parameters of the lakes in the Leech WSA
<b>Project Rationale</b>	<p>To assess restoration of the Leech Water Supply Area and prepare for use of Leech River water to supplement Sooke Lake Reservoir, baseline monitoring of the hydrological, physical, chemical and biological parameters of the main Leech WSA source waterbodies will be conducted. The work will be undertaken in conjunction with the Water Quality division. (Action from the 2017 Strategic Plan for Regional Water Supply).</p>				

<b>Project Number</b>	20-05	<b>Capital Project Title</b>	Leech WSA Terrestrial Ecosystem Mapping & Wetland Classification/Mapping	<b>Capital Project Description</b>	Classification and mapping of terrestrial ecosystems and wetlands and integration with Sooke and Goldstream data.
<b>Project Rationale</b>	<p>The existing Leech WSA terrestrial ecosystem mapping received from the previous landowner is not consistent with that of Sooke and Goldstream WSAs. The project is to renew the ecosystem mapping to a standard that matches Sooke and Goldstream for consistent data and analysis. There has been no detailed mapping of Leech WSA wetlands. The project is to conduct detailed wetland mapping in the Leech WSA to a standard that matches Sooke and Goldstream for consistent data and analysis. The projects have been combined (ecosystem mapping (20-05) and wetland mapping (20-06) and moved forward from 2020 to 2021. The project has been further moved forward from 2021 to 2022. <b>The project has been further moved forward from 2022 to 2023. It is advantageous to wait for advances in technology and partners (BC) which may improve the product and/or reduce costs.</b></p>				

**Service:**            **2.670**                            **Regional Water Supply**

<b>Project Number</b>	20-06	<b>Capital Project Title</b>	Addressing mining in Leech WSA (impacts, agreements)	<b>Capital Project Description</b>	Funding to support work to reduce the impact of mining claims in the Leech WSA
<b>Project Rationale</b> Assessment and/or studies and/or funds to buy and cancel mining claims to mitigate impacts from mining activities and with the goal of reducing mining claims in the Leech Water Supply Area.					

<b>Project Number</b>	20-27	<b>Capital Project Title</b>	GVWSA Forest Resilience - wildfire/forest modelling and forest management field trials	<b>Capital Project Description</b>	Modelling forest and wildfire risk under climate change scenarios & forest/fuel management field trials.
<b>Project Rationale</b> Projects to: a). model impact of climate change on forests, forest fuel types, and associated wildfire behavior and probability and potential effects of management options; and b). trial forest and fuel management treatments that reduce wildfire risk, such as prescribed fire and stand diversification, in the Leech WSA prior to considering those treatment options in Sooke or Goldstream WSAs. <b>Planned additional funding is being moved forward in the plan. There have been a lack of internal and consulting resources to carry out the projects.</b>					

<b>Project Number</b>	20-28	<b>Capital Project Title</b>	GVWSA Forest Resilience - Assessments of forest health and resilience	<b>Capital Project Description</b>	Field assessments to better understand current forest health and resilience.
<b>Project Rationale</b> Field assessments to better understand current forest health and resilience including: increasing pine mortality, increase in bark beetle killed trees, existing advance regeneration in the understory, sedimentation sources from roads. The project funding for 2021 and 2022 is moved forward by one year to 2022 and 2023. <b>Planned additional funding is being moved forward in the plan. There have been a lack of internal and consulting resources to carry out the projects.</b>					

<b>Project Number</b>	21-19	<b>Capital Project Title</b>	Lakes Assessment Sooke and Goldstream WSAs	<b>Capital Project Description</b>	An assessment of the physical, chemical and biological parameters of the natural lakes in Sooke and Goldstream WSAs
<b>Project Rationale</b> Small lakes in the Sooke and Goldstream WSAs influence both watershed hydrology and water quality in downstream creeks and supply reservoirs. While basic water quality sampling has been undertaken in some of these water bodies, there is a need to map the bathymetry, calculate water volumes, and conduct more comprehensive sampling of the chemical and biological parameters and aquatic vegetation of these lakes. This will facilitate comparisons of these parameters with lakes in the Leech WSA and water quality in existing and future water supply lands.					

**Service:** **2.670** **Regional Water Supply**

<b>Project Number</b>	21-20	<b>Capital Project Title</b>	West Leech Road	<b>Capital Project Description</b>	Plan followed by construction of a road to access the western portion of the Leech WSA.
<b>Project Rationale</b>	A large portion of the western Leech WSA currently has overgrown unassessed roads. Brushing, upgrade, re-surfacing and some new road construction is required to provide access to this area for wildfire response, security patrols and forest management. Funds to implement plans have been added for 2022-2024.				

<b>Project Number</b>	23-02	<b>Capital Project Title</b>	GVWSA LiDAR Mapping	<b>Capital Project Description</b>	Detailed contour mapping of ground, vegetation and tree cover (3D scanning)
<b>Project Rationale</b>	LiDAR (which stands for Light Detection and Ranging) uses light in the form of a pulsed laser to measure ranges (distances). LiDAR can be acquired when orthophotography or other data is collected from the air. LiDAR provides three-dimensional information about the forest stand structure which can be used by GIS (Geographic Information Systems). LiDAR data can be used to quantify forest structure, canopy biomass, and the size and configuration of forest openings to improve understanding of forest fuel loadings and watershed disturbance processes. <b>Initial project scoping has refined a required budget of \$250,000 rather than the previously planned \$120,000. The results will be used to plan forest fuel treatments across the GVWSA.</b>				

<b>Project Number</b>	22-04	<b>Capital Project Title</b>	GVWSA Orthophotography	<b>Capital Project Description</b>	Annual contribution to capture of regional digital orthophotography for baseline mapping and monitoring.
<b>Project Rationale</b>	Every two years CRD coordinates with municipalities and other levels of government to update aerial photography of the combined areas of interest in the region and develop an overall digital mosaic image. The images of the Greater Victoria Water Supply Area are used to monitor forest disturbances and adjacent land use activities and update spatial databases. To date these funds have come from Operating budgets, making it difficult to undertake other projects in the years when the photography is being flown. <b>The funding plan has been adjusted to provide funds every second year when it is needed rather than annually.</b>				

<b>Project Number</b>	22-09	<b>Capital Project Title</b>	GVWSA Powerlines Wildfire Risk Mitigation Plan	<b>Capital Project Description</b>	A detailed assessment, options and plan to reduce the risk of wildfire start from tree fall onto CRD powerlines in the GVWSA.
<b>Project Rationale</b>	A powerline that supplies Sooke Dam, the Head Tank, and associated infrastructure runs along the forested slopes on the east side of Sooke Lake Reservoir. Power interruption from tree fall is an ongoing concern. Tree fall on the powerline during the summer months could start a wildfire. While the forest along the line is actively managed to reduce tree fall hazard, concerns about fire starts has prompted a call to investigate the option of clearing a much wider area along the line. Funds will be used to carry out an assessment of the feasibility and impacts of this option.				



Service: **2.670** **Regional Water Supply**

<b>Project Number</b>	22-10	<b>Capital Project Title</b>	GVWSA/RWS Educational Videos	<b>Capital Project Description</b>	Development of educational videos to address Regional Water Supply issues of interest to the public such as: wildfire risk and mitigation; climate change; water supply master plan update.
<b>Project Rationale</b>	The Watershed Protection division provides educational tours of the GVWSA and Regional Water Supply infrastructure. During the COVID pandemic, operating funds dedicated to tours were instead used to develop educational videos to replace or supplement tours. Going forward, there is a desire to provide further educational material on specific topics of current public interest such as: climate change and regional water supply; GVWSA wildfire management; and the Master Plan update for regional water supply. The funding request is for development of one video per year for 2022 and 2023. <b>Given development of a corporate wide media strategy in 2022, approved funding has been moved forward to ensure additional videos are designed to fit with the strategy and new video branding templates.</b>				

<b>Project Number</b>	23-05	<b>Capital Project Title</b>	Spill Management Plan and Implementation	<b>Capital Project Description</b>	Review, assessment and re-development of a spill management plan for the GVWSA along with potential procurement of additional equipment or supplies.
<b>Project Rationale</b>	The existing spill preparedness plan to protect water quality and other resources in the GVWSA is more than 15 years old. An external review, assessment and re-development of a more comprehensive spill management plan for the GVWSA that considers improved materials, technology and strategies is required. Funding may allow for procurement of recommended spill supplies, or a separate funding request may follow in a subsequent year.				

<b>Project Number</b>	24-03	<b>Capital Project Title</b>	Biosecurity Risk Assessment & Procedures	<b>Capital Project Description</b>	Assess GVWSA biosecurity risks and develop mitigating protocols/procedures
<b>Project Rationale</b>	There has already been work done to identify and assess possible sources of biosecurity risk to the GVWSA in the forms of entry of pathogens, invasive plant and animal species, contaminated soils and materials. The project is intended to document the biosecurity assessment and prepare and work with staff to implement practical procedures to mitigate the highest risks.				

<b>Project Number</b>	09-01	<b>Capital Project Title</b>	Leech River Watershed Restoration	<b>Capital Project Description</b>	A 17 year project to restore the Leech WSA lands for water supply.
<b>Project Rationale</b>	A 17 year project to 2025 to restore the Leech WSA lands for water supply. An update of projects completed and planned was provided in June 2019 (RWSC Report #19-13). Funding allocated by end of 2025 will be \$5,517,000; however total capital expenditure in the Leech WSA is higher when separate projects to install major bridges is considered.				

Service: **2.670** **Regional Water Supply**

<b>Project Number</b>	16-01	<b>Capital Project Title</b>	Replace Gatehouse at Goldstream Entrance	<b>Capital Project Description</b>	The GVWSA entry gatehouse at Goldstream is past end of life and is to be replaced with a purpose built structure with improved vehicle flow and security function
<b>Project Rationale</b>	Enhanced security is required at the Goldstream entrance to the Water Supply Area. The existing gatehouse/first aid trailer has reached end of life and is unsuitable and located inside the secured area. A site design and purpose built facility with in/out roads, fencing and upgraded autogates (17-09) is planned requiring funding consistent with the project. The scope and scale of this project has increased since the current location is no longer considered feasible/advantageous for the upgrade. Preliminary design and cost estimates have been completed indicating the requested funding. The design and cost includes roadway changes and asphalt, automated gates, and the custom building.				

<b>Project Number</b>	16-06	<b>Capital Project Title</b>	Goldstream IWS Field Office1	<b>Capital Project Description</b>	Renewal of Water Quality field office/lab and equipment storage and Watershed Protection office, yard, training space and equipment storage, replacing longstanding temporary facilities.
<b>Project Rationale</b>	Watershed Protection staff (26 FTE and 8 seasonal auxiliaries) are currently located in 2 trailers and a house at the Goldstream Gate entrance to the water supply area, and in office space at the Integrated Water Services office in View Royal. The trailers were considered temporary office space since their implementation over 15 years ago. The trailers are old, prone to leaks and a concern for mold. Water Quality field staff are located in another old converted facility in the Goldstream area. In addition, there are insufficient facilities for training, equipment storage, emergency management and public education. The separation of staff between various Goldstream facilities and the View Royal location causes inefficiencies and organizational difficulties. The IWS office is also above capacity and moving Watershed Protection staff out will extend the existing office space. An initial investment in 2016 was used to develop a needs assessment for the building and surrounding Goldstream entrance area and cost estimates. Carry forward funds from 2020 will be used to develop a design with building and site construction planned for 2022 and 2023. The disposition of the IWS gravel pit in Goldstream is expected to largely fund the new building. <b>Given a rough construction cost estimate of \$7.5 million for the building and yard; an additional \$1.2 million was added to the budget (in addition to the approved \$500,000) in 2024. Budget design work in 2022 will provide more detailed cost estimates for construction to begin in 2023 and complete in 2024.</b>				

<b>Project Number</b>	17-02	<b>Capital Project Title</b>	Leech River HydroMet System	<b>Capital Project Description</b>	Installation of a network of hydrometeorological stations to collect water quantity and quality information for the Leech WSA.
<b>Project Rationale</b>	A 17 year \$ 5.756 M capital plan is being carried out to restore the Leech Water Supply Area (Project #09-01) to prepare for future water needs. Currently only one hydrological measuring station is capturing flow and turbidity measurements 3.8 km downstream of the future water intake on the Leech River. In order to understand and predict the effect of precipitation, storm events and various restoration management measures on Leech River water quality and quantity, a network of hydrological measuring stations is needed further upstream in the Leech River watershed. This capital project first funded a design study of the most effective and efficient monitoring system that could be implemented (\$10,000) prior to funding implementation beginning in 2018 (\$80,000). Additional funding requests of \$30,000 in 2020 (new total \$100,000) and \$10,000 in 2021 (new total \$25,000) to provide assistance in accessing and addressing safety issues at new weather and hydrology monitoring sites and installing the equipment. Funding requests reflect difficult terrain and access to reach monitoring locations. <b>An additional \$40,000 is requested to complete instrumentation of the Leech River system.</b>				

Service: **2.670** **Regional Water Supply**

<b>Project Number</b>	18-05	<b>Capital Project Title</b>	GVWSA Forest Fuel Management/FireSmart Activities	<b>Capital Project Description</b>	Implementation of forest fuel management and FireSmart actions in strategic locations for wildfire risk management in the GVWSA.
<b>Project Rationale</b>	Wildfire is the greatest threat to water quality in the GVWSA. In 2014 - 2018 CRD staff completed two new fuel reduction corridor projects. Funding to tender contract projects is required in order to complete priority fuel management projects over and above existing staff effort which will be focused on maintenance of existing fuel managed sites. A requested increase from \$75,000 to \$100,000 annually reflects costs experienced in the first year of tendering fuel management work. The need for fuel management to address priority areas will be ongoing and funding is required annually for the 5 year period.				

<b>Project Number</b>	19-02	<b>Capital Project Title</b>	Whiskey Creek Bridge Replacement (Sooke WSA)	<b>Capital Project Description</b>	Replacement of the existing undersized bridge with a longer and higher concrete structure.
<b>Project Rationale</b>	Whiskey Creek bridge is located on the Leechtown Main Road, one of the main access routes to Sooke Lake Dam and other critical IWS infrastructure. Whiskey Creek requires a larger bridge as it has been overtopped by storm events in the past and this poses water quality, environmental and safety risks. The project has been moved forward from 2022 to 2023 to allow higher priorities to be addressed first. <b>The bridge project is moved forward to 2024 with design work to begin in 2023.</b>				

<b>Project Number</b>	19-19	<b>Capital Project Title</b>	Hydromet Upgrades Sooke and Goldstream	<b>Capital Project Description</b>	Install additional hydrology monitoring sites on Sooke Lake Reservoir inflow streams and increase instrumentation on meteorological stations in Sooke and Goldstream watersheds.
<b>Project Rationale</b>	Only the main tributary inflows into Sooke Lake Reservoir are monitored. To better understand the hydrology of the Sooke watershed, additional hydrology monitoring sites are required. The existing meteorological stations in Sooke and Goldstream watersheds have only basic instrumentation and would benefit from additional sensors and upgrades to improve the quality of the meteorological data. The proposed funds for 2020 have been increased by \$20,000 to cover the costs associated with site preparation, addressing site safety issues and assistance with station installation. <b>Additional funding (\$60,000) is requested in 2023 to complete required upgrades of the Sooke and Goldstream hydromet network.</b>				

<b>Project Number</b>	20-01	<b>Capital Project Title</b>	Kapoor Main Mile 1 Bridge and Asphalt Upgrade	<b>Capital Project Description</b>	Replacement of the existing undersized culvert with a large bridge as well as subsequent 500 m road asphalt replacement.
<b>Project Rationale</b>	The existing culvert at Mile 1 on Kapoor Main is undersized, has evidence of buried organics in the fill material and has oversteepend, unstable banks. The culvert will be removed and a bridge installed to improve water carrying capacity at peak flows, fish passage and bank stability. The asphalt section uphill of the bridge will also be repaired or replaced as a component of the project. The project has been moved forward from 2021 to 2022 to allow higher priorities to be addressed first. The project has been phased to replace the bridge in 2022 and replace the asphalt in 2023 with an increased budget allowance. <b>The project was moved forward by an additional year to 2023 (bridge installation) and 2024 (replace asphalt section of road). The project budget has been increased to reflect expected cost.</b>				

**Service:** **2.670** **Regional Water Supply**

<b>Project Number</b>	20-29	<b>Capital Project Title</b>	GVWSA Gravel Crushing	<b>Capital Project Description</b>	Production of gravel at existing quarries in Sooke and Goldstream WSAs.
<b>Project Rationale</b>	Production of 19 mm road surfacing gravel from GVWSA quarries are required every few years to maintain roads. Gravel production needs are anticipated in 2023 and 2026. <b>The need for additional gravel crushing has been pushed forward by one year to 2024.</b>				

<b>Project Number</b>	21-26	<b>Capital Project Title</b>	Road Deactivation/Rehabilitation in the GVWSA	<b>Capital Project Description</b>	Deactivate or rehabilitate unneeded roads in the Sooke and Goldstream WSAs.
<b>Project Rationale</b>	A review was undertaken to identify roads in the Sooke and Goldstream WSAs that could be rehabilitated and removed from the road network without undue impact to operations, wildfire response and security. Funding is required over the 5 year period to make progress on the roads identified to be deactivated/rehabilitated.				

<b>Project Number</b>	21-27	<b>Capital Project Title</b>	Autogate Installations on Primary Access Routes	<b>Capital Project Description</b>	Install autogates on the main access routes where the Sooke Hills Wilderness Trail and E&N rail line cross to improve security
<b>Project Rationale</b>	Continued residential growth and corresponding increasing recreational pressure bring the public close to critical works (Goldstream Treatment Plant, and Ammonia Injection building). Recreational use of the Sooke Hills Wilderness Trail and Park also generate trespass into the GVWSA, and Drinking Water Protection Zone. One autogate is being installed in 2021, with three subsequent autogates to be installed during 2022 and 2023. The proposed autogates improve security by 24 hour recorded keycard access operation and improved location to increase security. <b>The third and fourth autogate are being deferred by an additional year to 2024 with an additional \$50,000 added to the project budget to allow for additional design and siting considerations; and provincial, Fortis Gas and Island Corridor Foundation to process approvals before the work can be tendered.</b>				

<b>Project Number</b>	22-02	<b>Capital Project Title</b>	Muckpile Bridge Supply and Install (Deception)	<b>Capital Project Description</b>	Replacement of undersized culverts with bridge which will allow for fish and western toad migration.
<b>Project Rationale</b>	Replacement of undersized culverts with a concrete deck L100 bridge which will also improve fish passage and western toad migration. <b>Addition of funding for design work ahead of construction.</b>				

Service: **2.670** **Regional Water Supply**

**Project Number** 23-04 **Capital Project Title** 17S/Sooke Main Bridge Replacement **Capital Project Description** Undersized bridge replacement

**Project Rationale** The current structure (3 concrete culverts side-by-side with a concrete deck) does not allow adequate room to pass potential storm debris. The most recent engineering inspection stated this recycled structure is in fair shape, with spalling of the concrete. The structure is planned to be replaced with a free span concrete bridge. The project has been moved forward from 2023 to 2025 to allow higher priorities to be addressed first. **Addition of funding for design work ahead of construction.**

**Project Number** 22-11 **Capital Project Title** Additional Boom Anchors for Sooke Lake Reservoir debris boom **Capital Project Description** The log boom protecting the Sooke Lake Reservoir Intake Tower from floating woody debris is inadequately anchored and requiring two additional anchors.

**Project Rationale** The debris boom on Sooke Lake Reservoir with the existing anchors has the capacity to strike the Intake Tower if the boom breaks. It is recommended to add two additional anchors to ensure that if the boom breaks it will not damage the Intake Tower. **An increased project budget (additional \$20,000) is required to design and install the anchors.**

**Project Number** 23-10 **Capital Project Title** Work platform for Sooke Lake Reservoir **Capital Project Description** A towable work platform for conducting stationary on-water work activities such as boom and intake tower maintenance and spill response.

**Project Rationale** This request is for a non-powered towable dock or barge that can be moved to various project sites as required. It allows workers to easily access work on the water from a stable platform, and can allow small equipment (pumps or generators) to be operated on appropriate spill containment, and to be left in place for extended periods of time.

**Project Number** 23-11 **Capital Project Title** Purchase and deployment of Second Wildfire Camera for Leech WSA, and analytic software **Capital Project Description** A secondary wildfire camera to monitor for heat and smoke signatures in the Leech WSA during fire season.

**Project Rationale** Rapid detection is key to taking action when fires are still small and controllable. An infrared camera network, supported by software to identify potential ignitions, can be monitored by staff and an after hours service to rapidly provide an alert to new fire starts. This allows response staff to arrive before the fire has a chance to dig in and start to spread quickly. There is an existing camera at Mount Healy that "sees" large portions of the Sooke WSA. The Leech WSA is the most remote and least visible area (to the public and staff) and there is a strong benefit to early detection. The camera may need to be supported with a tower and communications upgrades. **Funding in 2023 is earmarked for analytic software for both wildfire cameras and funding in 2024 is earmarked for purchase and deployment of the additional Leech camera.**

**Project Number** 23-23 **Capital Project Title** Brushcutting head for Excavator **Capital Project Description** The existing brushcutting head from the excavator used in roadside maintenance has reached end of life and requires replacement.

**Project Rationale** The existing brush cutting head for the excavator is past end of life and requires replacement. The old head will be disposed of and offset the cost of the new head.

**Service:** **2.670** **Regional Water Supply**

**Project Number** 16-10 **Capital Project Title** Post Disaster Emergency Water Supply **Capital Project Description** Identify and procure emergency systems for post disaster preparedness.

**Project Rationale** In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. This item will see the study of the issue in 2016 and 2017 with the anticipated purchase of one or more emergency distribution systems in 2017. Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to continue implementing these additional works and equipment.

**Project Number** 17-13 **Capital Project Title** Asset Management Plan **Capital Project Description** Development of a plan to inform future areas of study and highlight critical infrastructure improvements.

**Project Rationale** This plan will bring various components together from items 14-01, 16-07, 16-08, 16-09, 16-10 and 16-11 and form a strategic plan that will identify future study and construction requirements with capital replacement budgets and schedules.

**Project Number** 19-15 **Capital Project Title** Hydraulic Capacity Assessment and Transient Pressure Analysis **Capital Project Description** Determine the existing level-of-service for the RWSC transmission system and conduct a transient pressure analysis

**Project Rationale** The RWSC transmission is complex with all the connection points to it. Funding is required to determine the available pressures and flows throughout the transmission system and whether it is susceptible to transient pressure waves.

**Project Number** 20-08 **Capital Project Title** Regional Water DCC Program **Capital Project Description** Design of a Regional DCC Program

**Project Rationale** The municipalities are developing and growing and may result in upgrades to maintain the level of service due to development. Funds are required to design a Regional Water Development Cost Charge program.

**Service:** **2.670** **Regional Water Supply**

<b>Project Number</b>	20-10	<b>Capital Project Title</b>	Condition & Vulnerability Assessment	<b>Capital Project Description</b>	Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk.
<b>Project Rationale</b>	The RWSC is a large system with infrastructure of various ages and condition. Funding is required to conduct a condition assessment of critical infrastructure, such as Humpback PRV, and assess their risk of failure and provide a high level timeline for replacement/renewal.				

<b>Project Number</b>	21-05	<b>Capital Project Title</b>	Level of Service Agreement	<b>Capital Project Description</b>	From #19-15 & #20-11, develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure.
<b>Project Rationale</b>	The RWSC supplies water directly and indirectly to 12 municipalities. Based upon Capital Projects #19-15 and #20-11, level-of-service agreements for participating municipalities will be developed to address hydraulic capacity of infrastructure.				

<b>Project Number</b>	18-07	<b>Capital Project Title</b>	Replacement of UV System	<b>Capital Project Description</b>	Replacement of the UV system at the Goldstream Water Treatment Plant
<b>Project Rationale</b>	Two 24" UV disinfection units that were decommissioned from the old Charters Creek plant are required to be installed at the JG plant along with electrical and control connections. Inlet and outlet valves are in place, but require 24" stainless steel piping to insert units into place. Funding is required to relocate existing UV disinfection units to the JG plant and provide electrical & control and piping connections. Construction has been spread over two years to correspond with construction over the winter period.				

<b>Project Number</b>	18-08	<b>Capital Project Title</b>	Bulk Supply Meter Replacement Program	<b>Capital Project Description</b>	Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit.
<b>Project Rationale</b>	This item is to replace, upgrade and install new bulk water meters and related equipment that measure flow and volumes of water delivered to the wholesale customers. Many of the meter stations are in need of upgrading. Funding is required to replace the flow meter and appurtenances. Funding is required for Blue Ridge, Alderly, Holland and Maplewood replacements.				

**Service:** **2.670** **Regional Water Supply**

<b>Project Number</b>	18-15	<b>Capital Project Title</b>	Corrosion Protection Program	<b>Capital Project Description</b>	Study deficiencies in the current material protection and implement recommendations.
<b>Project Rationale</b> This item is to assess, design and implement cathodic protection for the various infrastructure, including steel pipes, that are susceptible to corrosion. The supply system has various implementations of cathodic protection ranging from interior/exterior coatings for pipe and passive anodes to impressed current systems with variable results and condition. Funding is required to retain a specialist to conduct a high level assessment of existing infrastructure with recommendations for additional investigation or areas that require immediate attention.					

<b>Project Number</b>	18-18	<b>Capital Project Title</b>	Main No.3 Segment Replacement	<b>Capital Project Description</b>	Replacement of segments of Main No. 3 based upon previous studies.
<b>Project Rationale</b> The existing Main No. 3 is approximately 70 years old. Some section of the 22 km main are steel pipe in known potentially corrosive soils. It is proposed to eventually replace a segment or Main #3 on Wale Road, Island Hwy. and Adams Place in Colwood and View Royal. Conceptual design and options analysis will start in 2023 with detailed design and construction commencing in 2024 to 2027. Funding is required to retain a consultant to undertake design and to construct a replacement to Main No. 3.					

<b>Project Number</b>	19-05	<b>Capital Project Title</b>	Repairs - Kapoor Shutdown	<b>Capital Project Description</b>	Repair items such as defects in the Kapoor tunnel, replacement of critical valves, intake exterior inspection and actuator replacement while the Kapoor tunnel is shutdown.
<b>Project Rationale</b> During the 2016 Kapoor Tunnel inspection numerous deficiencies were noted. Some of the repairs were made and inspected in 2017. Funds are required to complete remaining identified repairs as well as conduct other works, such as head tank valve maintenance, dive inspection of the Intake Tower, hydraulic actuator line replacement, that can only be conducted when the Kapoor Tunnel is offline.					

<b>Project Number</b>	19-23	<b>Capital Project Title</b>	Critical Spare Equipment Storage & Pipe Yard	<b>Capital Project Description</b>	Plan, design and construct a critical equipment storage building.
<b>Project Rationale</b> Additional and accessible storage is required at the pipe yard for critical spare equipment such as repair bands and clamps. Funds are required to plan, design and construct an equipment storage building accessible by loading vehicles.					



**Service:** **2.670** **Regional Water Supply**

<b>Project Number</b>	20-16	<b>Capital Project Title</b>	Cecelia Meter Replacement	<b>Capital Project Description</b>	Replacement of the Cecelia billing meter as well as its enclosure.
<b>Project Rationale</b>	The St Giles and Cecelia meters are aging and in hard to maintain locations. Funding is required to construct new meter sites and decommission and demolition the old sites.				

<b>Project Number</b>	20-17	<b>Capital Project Title</b>	Decommission & Conceptual Design of the Smith Hill Site	<b>Capital Project Description</b>	Plan for decommission the conceptual design for the replacement of the Smith Hill reservoir site.
<b>Project Rationale</b>	The Smith Hill reservoir has not been in operation for many years. Funds are required to plan for decommission the site in 2020 and then carry out decommissioning in 2023.				

<b>Project Number</b>	21-06	<b>Capital Project Title</b>	Sooke Lake Dam Spillway Hoist and Stop Log Replacement	<b>Capital Project Description</b>	Replacement of the sluice gate spillway hoist and stop logs at Sooke Lake Dam.
<b>Project Rationale</b>	The Sooke Lake Dam Spillway Hoist is at it's end of life and poses a risk of failure when required for use of lowering the high level gate barriers. Funds are required to replace the hoist.				

<b>Project Number</b>	21-09	<b>Capital Project Title</b>	Goldstream Water Chlorination Gas System Removal	<b>Capital Project Description</b>	Plan and construct provisions for removal of chlorination system
<b>Project Rationale</b>	The Goldstream Water Treatment Plant has undergone numerous upgrades and updates, both large and small since its initial construction. There are numerous vestigial mechanical and electrical assets that require planned removal. Funds are required to plan and remove unused assets that affect maintenance of the system.				

Service: **2.670** **Regional Water Supply**

<b>Project Number</b>	21-10	<b>Capital Project Title</b>	SCADA Masterplan and System Upgrades	<b>Capital Project Description</b>	Update the SCADA Master Plan in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.
-----------------------	-------	------------------------------	--------------------------------------	------------------------------------	--

**Project Rationale** The SCADA and radio system utilized by the RWS comprises of components ranging from 2-25 years in age. A planned replacement of assets, to be coordinated with the Juan de Fuca Water Distribution and Saanich Peninsula Water & Wastewater Systems is required to create a more resilient and cohesive communications system

<b>Project Number</b>	21-11	<b>Capital Project Title</b>	RWS Supply Main No. 4 Upgrade	<b>Capital Project Description</b>	Upgrade vulnerable sections of the RWS Supply Main No. 4 and Main No. 1 to a resilient system to better able to withstand a seismic event. Vulnerable sections are Concrete Cylinder pipe material which is susceptible to failure during a seismic event. This is part of project partnered with the Saanich Peninsula Water system.
-----------------------	-------	------------------------------	-------------------------------	------------------------------------	---

**Project Rationale** Sections of RWS Supply Main No. 4 have been identified as being vulnerable due to age and material type during a seismic event and require replacement. To support replacement of the Goldstream section of Main No. 4, improvements to RWS Supply Main No. 1 are required, such as replacement of approximately 40 m of transmission Main #1 at Watkiss Way and upgrade of the Watkiss PRV, upgrade of the Millstream PRV, modifications to the Humpback PRV and construction of five new pressure control stations. This project is part of a project partnered with the Saanich Peninsula Water System to increase the resilience of the water system by replacing vulnerable sections of transmission mains. The budget breakdown of the works: Goldstream section of Main #4 \$21,975,000; Watkiss Way section of Main #1 \$950,000; Watkiss PRV \$1,250,000; Millstream PRV \$1,350,000; Humpback PRV improvements \$825,000; Five new PRVs \$9,050,000.

<b>Project Number</b>	22-14	<b>Capital Project Title</b>	Sooke River Intake Feasibility	<b>Capital Project Description</b>	A feasibility study for an intake from Sooke River to replace the Main No. 15 salmon fishery contribution, for a variety of reasons.
-----------------------	-------	------------------------------	--------------------------------	------------------------------------	--

**Project Rationale** The feasibility to construct an intake from Sooke River to replace the Main No. 15 salmon fishery contribution.

<b>Project Number</b>	22-15	<b>Capital Project Title</b>	Microwave Radio Upgrades	<b>Capital Project Description</b>	To provide a high bandwidth communications backbone to the RWS system, a microwave communications system will be installed.
-----------------------	-------	------------------------------	--------------------------	------------------------------------	---

**Project Rationale** To provide a high bandwidth communications backbone to the RWS system, a microwave communications system will be installed. Supports current and future fire detection cameras.

**Service:** **2.670** **Regional Water Supply**

<b>Project Number</b>	22-16	<b>Capital Project Title</b>	Goldstream WTP Drainage Improvements	<b>Capital Project Description</b>	Construct drainage improvements for the Goldstream Water Treatment Plant and assess
<b>Project Rationale</b>	The Goldstream Water Treatment Plant is located near the Goldstream waterway, drainage improvements are required so that the Goldstream waterway is not impacted if there were to be a chlorine or ammonia spill.				

<b>Project Number</b>	22-17	<b>Capital Project Title</b>	Goldstream WTP Safety Improvements	<b>Capital Project Description</b>	Construct employee and public safety improvements such as a trail notification system if there was an ammonia spill.
<b>Project Rationale</b>	The Goldstream Water Treatment Plant is located near a public trail, safety improvements such as a notification system are required. Funds will be for design and construction.				

<b>Project Number</b>	16-16	<b>Capital Project Title</b>	Implications from Goldstream Dam Safety Review	<b>Capital Project Description</b>	Conduct dam improvements at the Goldstream dams that resulted for the Dam Safety Review and routine inspections (refer to the Dam Safety Database).
<b>Project Rationale</b>	The Goldstream Dams Dam Safety Review was initiated in 2015 and delivered in 2016 and the review provided recommendations for dam safety improvements for the 11 dams in the Goldstream Watershed. The dam deficiencies and related projects are identified in the Dam Safety Database.				

<b>Project Number</b>	16-17	<b>Capital Project Title</b>	Butchart Dam No. 5 Remediation Planning & Construction	<b>Capital Project Description</b>	Phase 1 Rehabilitation (grouting) of Butchart Dam No. 5 and planning for Phase 2.
<b>Project Rationale</b>	Butchart Dam #5 was observed to have a sinkhole on the downstream slope. The earthfill dam was founded on limestone in the about 1905 and seepage issues have occurred since that time. A geotechnical investigation was conducted in 2016, and remediation has been recommended by geotechnical consultant. It is proposed to complete detailed design of remediation in 2018 and construction of repairs in 2019. Phase 1 of the revised program is complete and the dam is now in the monitoring stage.				

Service: **2.670** **Regional Water Supply**

**Project Number** 17-25 **Capital Project Title** Implications from Sooke Lake Dam Safety Review **Capital Project Description** Conduct dam improvements at the Sooke Lake Dam that resulted from the Dam Safety Review and routine inspections (refer to the Dam Safety Database)

**Project Rationale** The 2016 Dam Safety Review Audit was completed and provided a list of recommended improvements. Upcoming capital work to be completed is identified in the dam safety database.

**Project Number** 18-19 **Capital Project Title** Sooke Lake Dam - Instrumentation System Improvements **Capital Project Description** Complete dam performance instrumentation system/surveillance improvements for the Sooke Lake Dam.

**Project Rationale** The 2016 Dam Safety Review identified and recommended various dam safety surveillance instrumentation improvements including piezometers, weirs, seismometers, etc. An Instrumentation system plan was completed and includes a prioritized list of improvement projects.

**Project Number** 18-20 **Capital Project Title** Sooke Lake Dam - Breach Risk Reduction Measures **Capital Project Description** Implement measures to reduce Sooke Lake Dam breach implications in the unlikely event of dam failure (refer to the NHC Consulting study).

**Project Rationale** A Dam Breach Assessment and Inundation Zone Mapping project was completed in 2017 by an engineering consultant and risk mitigation measures included structural and non-structural measures to lower risk should a dam breach occur. The measures are captured in the Dam Safety Database.

**Project Number** 19-07 **Capital Project Title** Integrate Dam Performance and Hydromet to SCADA **Capital Project Description** Integrate the dam safety instrumentation/surveillance (i.e. piezometers and weirs) and HydroMet stations to report to WIO through the existing SCADA system.

**Project Rationale** Based on capital project 18-19, dam performance piezometers and weirs and Hydromet/Dam Safety Instrumentation stations will be integrated through the SCADA system.

**Service:** **2.670** **Regional Water Supply**

<b>Project Number</b>	19-09	<b>Capital Project Title</b>	Cabin Pond Dams Decommissioning	<b>Capital Project Description</b>	The Cabin Pond Dams (x2) have been retired from drinking water service, plan to decommission.
<b>Project Rationale</b> The two Cabin Pond Dams have been retired from drinking water service with no other interested owners. Funds are required to plan and implement decommissioning of the dams.					

<b>Project Number</b>	19-12	<b>Capital Project Title</b>	Goldstream Dams Instrumentation Improvements	<b>Capital Project Description</b>	Conduct dam safety instrumentation/surveillance improvements (refer to report from Thurber Engineering).
<b>Project Rationale</b> Thurber completed a study on the Goldstream Dam instrumentation and found numerous deficiencies with respect to dam safety. Funds are required to design and implement improvements to the Goldstream Dam instrumentation.					

<b>Project Number</b>	19-13	<b>Capital Project Title</b>	Dam Safety Instrumentation	<b>Capital Project Description</b>	The existing dam safety instrumentation/surveillance equipment is getting older and will need to be replaced/rehabilitated (does not include pending SCADA effort).
<b>Project Rationale</b> Aging Hydromet/Dam Safety Instrumentation stations maintained by Infrastructure Engineering require replacement so that ongoing monitoring within the watersheds can be maintained. Funds are required for upgrades and replacement of existing Hydromet Stations.					

<b>Project Number</b>	20-19	<b>Capital Project Title</b>	Goldstream System High Level Outlet Valve Replacements	<b>Capital Project Description</b>	The Goldstream and Butchart high level outlet valves have been identified as requiring replacement.
<b>Project Rationale</b> Through dam safety inspections and routine operations, the Goldstream and Butchart high level outlet valves have been identified as requiring replacement. Funds are required to design and replace the valves.					

**Service:** 2.670 Regional Water Supply

<b>Project Number</b>	21-03	<b>Capital Project Title</b>	Deception Dam - Dam Safety Review 2021 & Improvements	<b>Capital Project Description</b>	Conduct a Dam Safety Review and improvements for the Deception Dam.
-----------------------	-------	------------------------------	---	------------------------------------	---

**Project Rationale** Deception Dam has a consequence classification of "very high" and a dam safety review is required to be completed every ten years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2011. The dam safety review is anticipated to be an "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent year to complete recommended dam safety improvements.

<b>Project Number</b>	21-04	<b>Capital Project Title</b>	Saddle Dam - Dam Safety Review 2021 & Improvements	<b>Capital Project Description</b>	Conduct a Dam Safety Review and improvements for the Saddle Dam.
-----------------------	-------	------------------------------	--	------------------------------------	--

**Project Rationale** Saddle Dam has a consequence classification of "very high" and a dam safety review is required to be completed every ten years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2011. The dam safety review is anticipated to be an "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent year to complete recommended dam safety improvements.

<b>Project Number</b>	21-21	<b>Capital Project Title</b>	Goldstream Dams - 4 Low Level Gate Improvements	<b>Capital Project Description</b>	Logistics planning in 2022, installation in 2023
-----------------------	-------	------------------------------	---	------------------------------------	--

**Project Rationale** Several of the water control gates related to the Goldstream dams are in need of repair and possibly replacement.

<b>Project Number</b>	22-08	<b>Capital Project Title</b>	Deception Dam Surveillance Improvements	<b>Capital Project Description</b>	Replace and supplement the Dam Safety Instrumentation at Deception Dam.
-----------------------	-------	------------------------------	---	------------------------------------	---

**Project Rationale** The latest engineering data review identified deficiencies with the existing piezometers and seepage weir. It is proposed to prepare a system improvement plan and thereafter complete repairs, improvmetn and install supplementary dam performance instrumentation.

<b>Project Number</b>	23-07	<b>Capital Project Title</b>	Sooke Lake Dam Spillway and Gates Retrofit	<b>Capital Project Description</b>	Detail and construct seismic retrofits for the existing structures initially focusing on the spillway and gates structures.
-----------------------	-------	------------------------------	--	------------------------------------	---

**Project Rationale** The siesmic assessment completed in 2017 included recommendations for siesmic retrofits for Sooke Lake Dam including siesmic anchoring of the spillway, gate structure and the intake tower bridge.

**Service:** **2.670** **Regional Water Supply**

<b>Project Number</b>	23-08	<b>Capital Project Title</b>	Regional Watershed Dams – Flood Forecasting System	<b>Capital Project Description</b>	Update the existing flood forecasting system (WD4Cast) to a modern version including Standard Operating Procedures and training for staff.
<b>Project Rationale</b>	The 2016 Dam Safety Review included a recommendation to improve the flood forecasting system, which is becoming more important with Climate Change. This item will update the existing flood forecasting system from WD4Cast to a modern version including Standard Operating Procedures and training for staff.				

<b>Project Number</b>	23-09	<b>Capital Project Title</b>	Sooke Lake Dam - Dam Safety Review 2023	<b>Capital Project Description</b>	Conduct a Dam Safety Review to meet regulatory requirement.
<b>Project Rationale</b>	Sooke Lake Dam has a consequence classification of "extreme" and a dam safety review is required to be completed every seven years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2016. The dam safety review is anticipated to be an "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent years to complete recommended dam safety improvements.				

<b>Project Number</b>	25-01	<b>Capital Project Title</b>	Goldstream Dam - Dam Safety Review 2025 & Addressing Implications	<b>Capital Project Description</b>	Conduct a Dam Safety Review to meet regulatory requirement.
<b>Project Rationale</b>	The Goldstream Watershed Dams have a consequence classification of "low" to "high" and a dam safety review is required to be completed every ten years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2015. The dam safety review is anticipated to be an "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent years to complete recommended dam safety improvements.				

<b>Project Number</b>	25-02	<b>Capital Project Title</b>	Probable Maximum Flood and Inflow Design Flood Updates	<b>Capital Project Description</b>	Update the previous edition from 2015 (recommended 10 year review cycle).
<b>Project Rationale</b>	The various Dam Safety Reviews and Canadian Dam Safety Guideline recommend updating the reservoir inflow design flood and freeboard analysis every ten years.				

**Service:** **2.670** **Regional Water Supply**

<b>Project Number</b>	20-04	<b>Capital Project Title</b>	Sooke Lake HyDy Model Development	<b>Capital Project Description</b>	Critical data collection, model building+calibration, model utilization for 3 different scenarios
<b>Project Rationale</b>	This project consists of the following different phases: 2020/2021 Procurement/Rental of monitoring equipment to fill critical data gaps; 2022 Consulting contract to build the hydrodynamic lake model and calibrate it against existing data; 2022 Consulting contract to run the model for a North Basin intake scenario; 2023 Consulting Contract to run the model for investigating impacts of a diversion of Leech River water into Sooke Lake; 2024 Consulting Contract for investigating impacts of wind induced seiches in Sooke Lake.				

<b>Project Number</b>	22-06	<b>Capital Project Title</b>	Sooke Lake Food Web Study	<b>Capital Project Description</b>	Assess the aquatic food web structure and create an inventory of fish and invertebrate species and distribution in Sooke Lake Reservoir - to be used as indicators of stream health
<b>Project Rationale</b>	CRD has been using predominantly algal data as an indicator for stream health and condition assessment in the source waters. To gain a better understanding of the source water conditions and how they may change over time it is necessary to expand this indicator system for other trophic levels in the food web. Sooke Lake Reservoir is of particular interest as the primary and critical water source for the GVDWS and therefore a aquatic food web study will be commissioned on this lake.				

<b>Project Number</b>	23-06	<b>Capital Project Title</b>	GVDWS Nitrification Study	<b>Capital Project Description</b>	Investigate nitrification occurrence and potential impacts on drinking water quality
<b>Project Rationale</b>	With the operation of the upgraded Goldstream disinfection process (liquid NH3 and hypo) the volatility of the residual products and potential for nitrification in the distribution systems needs to be studied to assess any potential impacts to the drinking water quality.				

<b>Project Number</b>	24-02	<b>Capital Project Title</b>	Boat Motor Replacement with Electric Outboards (Sooke and Goldstream Boats)	<b>Capital Project Description</b>	50hp and 15hp motor replacement due to age and water quality concerns, large electric outboards are already available from Torqeedo for instance
<b>Project Rationale</b>	When the existing boat motors are due for replacement they shall be replaced with electric outboard motors to reduce emissions and to provide clean propulsion of CRD boats on the drinking water source lakes. This will reduce the risk of fuels spills and eliminate combustion exhausts entering the water.				



Service: **2.670** **Regional Water Supply**

<b>Project Number</b>	17-27	<b>Capital Project Title</b>	Watershed Bridge and Culvert Replacement	<b>Capital Project Description</b>	Replacement of small culverts and bridges throughout the GVWSA.
<b>Project Rationale</b>	This provides annual funding for the replacement of culverts and bridges that have reached end of life and/or are undersized given present knowledge of potential peak water flows and anticipated climate change effects. With the completion of peak flow modelling of all major structures in the Sooke and Goldstream WSAs in 2017, additional funds are required beginning in 2018 to upgrade identified structures to current standards. Costs of upgrades have increased significantly in the last 5 years.				

<b>Project Number</b>	17-28	<b>Capital Project Title</b>	Watershed Security Infrastructure Upgrade and Replacement	<b>Capital Project Description</b>	New, upgrade and replacement of security infrastructure in the GVWSA.
<b>Project Rationale</b>	The outer boundary of the Leech, Sooke and Goldstream Water Supply Areas is approximately 119 kilometers in length. Main access roads are gated and there are 11 kilometers of existing security fencing. A constant effort is needed to maintain a Closed Watershed Policy. Through monitoring, high incident areas are identified, security plans are developed, and security infrastructure (fencing, gates and signage) is installed or upgraded where required. The uplift in provisional funding requested in 2017 has been reduced given full integration of the Weeks Lake area within the GVWSA, completion of fencing and gates related to the Sooke Hills Wilderness Trail and with separate capital projects for autogates.				

<b>Project Number</b>	17-29	<b>Capital Project Title</b>	Water Supply Area Equipment Replacement	<b>Capital Project Description</b>	Hydrometeorological, fireweather and wildfire suppression equipment replacement.
<b>Project Rationale</b>	This provides annual funding for the replacement or upgrading of equipment for wildfire suppression and spill response, fire weather stations, hydro-meteorological monitoring and water quality sampling and monitoring equipment. Given an expansion of the hydrology and meteorology network of stations and sensors, an additional \$50,000 per year is added in 2020 and going forward. In 2021 and going forward, funding is reduced by \$20,000 as water quality equipment will be funded under a separate line item (21-17). <b>A revised level of funding is requested beginning in 2023 that reflects forecasted needs.</b>				

<b>Project Number</b>	17-30	<b>Capital Project Title</b>	Transmission Main Repairs	<b>Capital Project Description</b>	Emergency repairs to the transmission mains.
<b>Project Rationale</b>	Each year a visual inspection of this critical supply tunnel is carried out by CRD staff. This capital item allows for minor repairs that are discovered during these inspections. This also allows for annual funding for repair of emergency breaks on large diameter supply mains.				

**Service:**      **2.670**                      **Regional Water Supply**

<b>Project Number</b>	17-31	<b>Capital Project Title</b>	Transmission System Components Replacement	<b>Capital Project Description</b>	Replacement and repair of transmission components.
<b>Project Rationale</b> This is an annual allowance for the capital costs for the replacement and repair of supply system components that fail under normal operation and maintenance during the year.					

<b>Project Number</b>	17-33	<b>Capital Project Title</b>	Disinfection Equipment Parts Replacement	<b>Capital Project Description</b>	Replacement of incidental equipment and parts associated with the disinfection system.
<b>Project Rationale</b> The annual work includes the replacement of the plastic gas feed piping that has become very brittle, installing air valves on the ammonia solution lines, installing and replacing shut off valves on the booster pumps supply piping, installing indicator stems on UV cooling water valves, relocating the UV cooling water feed pipes, improving the landscaping around the UV building to reduce dust and other minor upgrades.					

<b>Project Number</b>	17-34	<b>Capital Project Title</b>	Supply System Computer Model Update	<b>Capital Project Description</b>	Annual update of the regional hydraulic model.
<b>Project Rationale</b> This item is to allow for staff and consultant time each year to keep the hydraulic computer model current.					

<b>Project Number</b>	19-16	<b>Capital Project Title</b>	Dam Improvements	<b>Capital Project Description</b>	Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections and Dam Safety Reviews and address items in the dam safety database/risk registry
<b>Project Rationale</b> Dam Safety Inspections are carried out throughout the year and result in minor improvements at each dam annually. These improvements are minor in nature and are typically not covered in the Dam Safety Review. Funds are required to carry out the dam safety improvements resulting from Dam Safety Inspections.					

<b>Project Number</b>	19-22	<b>Capital Project Title</b>	SCADA Repairs & Equipment Replacement	<b>Capital Project Description</b>	Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System and revenue meter system.
<b>Project Rationale</b> This item is to allow for unplanned SCADA repairs and equipment replacement not covered by the capital projects SCADA Replacement.					

**Service:** **2.670** **Regional Water Supply**

<b>Project Number</b>	21-15	<b>Capital Project Title</b>	Corrosion Protection	<b>Capital Project Description</b>	Replace corrosion protection assets, such as coatings, for the transmission system when identified.
<b>Project Rationale</b> There are numerous assets with varying levels of corrosion protection throughout the RWS system. Funds are required to ensure that corrosion protection assets are replaced or rehabilitated when identified.					

<b>Project Number</b>	21-16	<b>Capital Project Title</b>	Valve Chamber Upgrades	<b>Capital Project Description</b>	Replace failing valves and appurtenances along the RWS supply system.
<b>Project Rationale</b> The RWS system has numerous isolation and air valves along the transmission system, usually in underground chambers. Funds are required for replacement of valves and chamber upgrades as they are identified.					

<b>Project Number</b>	21-17	<b>Capital Project Title</b>	Water Quality Equipment Replacement	<b>Capital Project Description</b>	Replacement of water quality equipment for the water quality lab and water quality operations
<b>Project Rationale</b> This provides annual funding for the replacement or upgrading of equipment for the water quality lab, sampling, and operations. Of this provisional budget, \$20,000 was previously included in item 17-29 (Water Supply Area annual provisional budget)					

<b>Project Number</b>	21-18	<b>Capital Project Title</b>	LIMS support	<b>Capital Project Description</b>	Support for LIMS database
<b>Project Rationale</b> Provides for support for the laboratory information management system					

<b>Project Number</b>	23-20	<b>Capital Project Title</b>	Land Exchange/Acquisition	<b>Capital Project Description</b>	Land surveys, appraisals to support decisions regarding land exchange to increase catchment area, buffer water supply areas and other possible land exchange and acquisition within the RWS system.
<b>Project Rationale</b> There are opportunities to increase the catchment and critical buffer areas of Sooke, Goldstream and the Leech WSA by purchase or land exchange with surrounding land owners. From time to time, the RWS System requires acquisition of lands for infrastructure purposes. Funds will be used when needed to undertake appraisals, legal surveys, and legal fees for work to develop agreements to purchase or exchange lands for the Regional Water Supply Area or System.					

**Service:** 2.670 Regional Water Supply

**Project Number** 17-35 **Capital Project Title** Vehicle & Equipment Replacement (Funding from Replacement Fund) **Capital Project Description** This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system.

**Project Rationale** This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system. The Equipment Replacement Fund is used to fund the expenditure. The requests have been adjusted to align with the pricing for electric vehicles.

**Project Number** 20-22 **Capital Project Title** Vehicle for the Dam Safety Program **Capital Project Description** New Transit Van

**Project Rationale** An additional pick up is required for the dam safety program. The request has been adjusted to align with the pricing for an electric Transit Van.

**Project Number** 20-23 **Capital Project Title** Vehicle for the CSE Support Program **Capital Project Description** New Transit Van

**Project Rationale** A new Transit van is required to support the Confined Space Entry Support program. The request has been adjusted to align with the pricing for an electric Transit Van.

**Project Number** 21-30 **Capital Project Title** Vehicle for Warehouse Operations **Capital Project Description** New pick up

**Project Rationale** For use of the warehouse worker to source supplies and materials in support of the remote sites. This warehouse worker will maintain wastewater stores and will travel and transport as required items between stores locations. A pickup truck will be required. The request has been aligned with the pricing for an electric Pick Up.

**Project Number** 22-18 **Capital Project Title** Electric Vehicle Charging Stations **Capital Project Description** 7 Dual charging stations at 479 Island Hwy and 1 Dual charging station at the Watershed Protection FOC

**Project Rationale** EV Charging Stations Are required at 479 Island Hwy and the Watershed Protection FOC in order to charge the EV's being purchased during 2021, 2022 and future budget periods. The installation costs per charger is reduced when more than one is installed at a time. There are grants available that will cover approx. 50% of all costs.

**Project Number** 23-21 **Capital Project Title** EV Charging Stations Electrical Infrastructure **Capital Project Description** Electrical System upgrades at 479 Island Hwy to power up 44 charging stations

**Project Rationale** In support of the CRD's Climate Action Strategy to reduce the corporate GHG emissions. The CRD Fleet of vehicles is one of the larger contributors to the generation of GHG's. Integrated Water Services identified 44 of the approx. 100 vehicles that operate out of the 479 Island location for replacement with Electrical Vehicles by 2030. In preparation for providing the proper charging network at 479 an Electric Vehicle Fleet Conversion Study was completed in 2021. The results of the study was to upgrade the electrical infrastructure to accommodate the power needs of 44 charging points. It is proposed that phase 1 is started in 2023 to upgrade the electrical distribution system and provide 17 charging points. The larger portion of the costs will be to upgrade the electrical system. Phase 2 to allow for a further 27 charging points can be planned to accommodate the balance of EV vehicles pending their purchasing and delivery.

**Service:** **2.670** **Regional Water Supply**

**Project Number** 23-22 **Capital Project Title** Fuel Truck **Capital Project Description** Fuel tender truck

**Project Rationale** At present the fueling of stationary emergency generators and equipment is done using a tidy tank. This requires several trips to the gas station. During the period when fuel was difficult to source it became apparent that Corporate Fleet needs to find a solution to the possibility that during an emergency fuel is available. The fuel truck will also be used during a watershed emergency to fuel equipment and vehicles.

**Project Number** 23-30 **Capital Project Title** Fleet Shop Hoist **Capital Project Description** Heavy Capacity Hoist for fleet maintenance

**Project Rationale** The new larger and heavier vehicles are proving to be a challenge for the two hoists presently used in the Fleet worksho at 479 Island Hwy. Currently our hoists are rated for 18,000 lbs. It is proposed to replace one of the hoists with a 24,000 lbs hoist in the centre bay.

**Project Number** 23-31 **Capital Project Title** Purchase of land **Capital Project Description** Purchasing of land near 479 for future office space

**Project Rationale** Purchasing of land near 479 for future office space

**Project Number** 23-12 **Capital Project Title** Project Delivery Strategy **Capital Project Description** Develop a strategy to deliver the identified projects from the 2022 RWS Master Plan.

**Project Rationale** Develop a strategy to deliver the identified projects from the 2022 RWS Master Plan. With over \$2 billion in planned spending over the next 30 years, including individual projects up to \$1 billion, a strategy is required on how to deliver the projects including project delivery models, assessment of consulting resources, contracting resources and internal staff resources.

**Project Number** 23-13 **Capital Project Title** Filtration Plant Planning & Design **Capital Project Description** Conduct a siting, conceptual design and detailed design for a filtration plant

**Project Rationale** Identified in the 2022 Master Plan, planning, design and future construction of a Filtration Plant is required. Initial steps will include confirming site requirements, overview of integration with other system components, review of current and future technologies and preliminary engineering studies such as geotechnical once a site is confirmed.

**Project Number** 23-14 **Capital Project Title** Council Creek Crossing Hydrology Review **Capital Project Description** Conduct a hydrology review of the Council Creek crossing of water mains to ensure pipe resilience during high rainfall events.

**Project Rationale** Council Creek runs through currently undersized culverts that need hydraulic assessment as well as hydrological confirmation of what flows they are expected to carry. If these culverts failed in an extreme storm event then supply mains may be affected negatively.

**Service:** **2.670** **Regional Water Supply**

**Project Number** 23-24 **Capital Project Title** East-West Connector (Filtration Plant to District of Sooke) **Capital Project Description** Planning and Conceptual Design of the East-West Supply Main from the proposed filtration plant to the District of Sooke

**Project Rationale** Identified in the 2022 Master Plan, planning and conceptual design of an East- West Supply Main from the proposed filtration plant to the District of Sooke to maintain level of service and to account for growth.

**Project Number** 23-25 **Capital Project Title** Deep Northern Intake and Sooke Lake Pump Station **Capital Project Description** Planning and Design of the Deep Northern Intake and Sooke Lake Pump Station (identified in the 2022 Master Plan)

**Project Rationale** Identified in the 2022 Master Plan, planning and design of the Deep Northern Intake and Sooke Lake Pump Station is required to provide water supply and transmission capability from currently inaccessible parts of Sooke Lake into the water supply and treatment systems.

**Project Number** 23-26 **Capital Project Title** Transmission Main - Sooke Lake Pump Station to Head Tank **Capital Project Description** Planning and Design of the Transmission Main from the Sooke Lake Pump Station to Head Tank (identified in the 2022 Master Plan)

**Project Rationale** Identified in the 2022 Master Plan, planning and design of a pumped transmission main from the future Sooke Lake Pump Station to the existing Head Tank.

**Project Number** 23-27 **Capital Project Title** Gravity Main - Sooke Lake to Head Tank **Capital Project Description** Planning and Design of a Gravity Transmission Main (redundancy) from Sooke Lake to Head Tank (identified in the 2022 Master Plan)

**Project Rationale** Identified in the 2022 Master Plan, planning and design of a gravity transmission main from Sooke Lake to the Head Tank to provide redundant water supply to the system.

**Project Number** 23-28 **Capital Project Title** Goldstream Reservoir Connector **Capital Project Description** Planning and Design of the Goldstream Reservoir Connector transmission main

**Project Rationale** Identified in the 2022 Master Plan, planning and design of a transmission main to connect the Goldstream Reservoir to the Sooke system to ensure transmission safety and reliability when using the Goldstream system to supplement flows to the Sooke system.

**Project Number** 23-15 **Capital Project Title** Mt Tolmie Reservoir Security **Capital Project Description** Conduct public consultation with conceptual designs for site security required at the Mt Tolmie Reservoir

**Project Rationale** The Mt. Tolmie Reservoir requires site security upgrades that will impact the public interface. Conceptual designs of the proposed site security and public consultation is required.

**Service:** **2.670** **Regional Water Supply**

**Project Number** 23-16 **Capital Project Title** Humpback Channel Assessment and Upgrades **Capital Project Description** Hydraulically assess the Humpback Overflow channel and conduct a condition assessment of the culverts at the Gatehouse.

**Project Rationale** Hydraulically assess the Humpback Overflow channel and conduct a condition assessment of the culverts at the Gatehouse. Recommendations from this assessment will inform future capital works to improve the flow path for overflows and additional stormwater entering the flow path and impacting downstream structures.

**Project Number** 23-17 **Capital Project Title** Main No. 4 - Mt Newton to Highway 17 **Capital Project Description** Replacement of a approximately 1.9km of the Main No. 4 concrete pipe from Mt Newton and Central Saanich Road south to where it crosses Highway 17.

**Project Rationale** Replacement of a approximately 1.9km of the Main No. 4 concrete pipe from Mt Newton and Central Saanich Road south to where it crosses Highway 17. A Strategic Priorities Fund grant has been applied to fund a portion of the works. Replacement of this pipe is required to improve the seismic resilience of the supply main.

**Project Number** 23-18 **Capital Project Title** Sooke Lake Dam Spillway Channel Improvements **Capital Project Description** Construct bank protection for the Sooke Spillway Channel and clear the seepage weir blockage.

**Project Rationale** The Sooke Lake Dam spillway channel requires upgrading to prevent erosion when the sluice gates are fully open. Concurrently, the seepage weir blockage will be removed.

**Project Number** 23-19 **Capital Project Title** Charters Dam - Implications from Dam Safety Review **Capital Project Description** Carry out recommendations from the 2022 Dam Safety Review for Charters Dam

**Project Rationale** The Dam Safety Review for Charters Dam was completed in 2022. Funding is required to carry out recommendations from the review.

**Project Number** 25-03 **Capital Project Title** Transmission Main Upgrade Program **Capital Project Description** Identify, conceptually design, detail design and construct transmission main upgrades.

**Project Rationale** Transmission mains that are nearing end of life due to long service require condition assessments and then design and construction of replacement mains where needed. This will be the start of an ongoing replacement program as transmission mains near end of life.

**Project Number** 23-29 **Capital Project Title** Mt. Tolmie Control Valve Replacement **Capital Project Description** Supply and installation of the Mt. Tolmie Reservoir Control Valve

**Project Rationale** The Mt. Tolmie Reservoir Control Valve is nearing end of life and is in need of replacement prior to failure.

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p><b>Project Drivers</b> Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Project provide economic benefit to the organization.</p>
<p><b>Capital Expenditure Type</b> 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</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 STLoan = 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> Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age and/or asset material/type. Condition Assessment = 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> L - Land S - Engineering Structure B - Buildings V - 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 #:** 2.670/2.680  
**Service Name:** Regional Water Supply & JDF Water Distribution Combo

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
<b>SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION</b>													
16-01	Renewal	Upgrades to Buildings at 479 Island Highway	Maintenance and changes to buildings and office layouts.	\$320,000	B	WU	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
17-01	Renewal	Voice Radio Upgrade	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.	\$2,125,000	E	WU	\$1,000,000	\$1,300,000	\$200,000	\$0	\$0	\$0	\$1,500,000
20-01	New	Portable Pump Station	Portable pump station and generator to provide backup when a pump station is offline, in construction or to bypass a section of pipe.	\$750,000	E	WU	\$530,000	\$530,000	\$0	\$0	\$0	\$0	\$530,000
<b>Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution</b>				\$3,195,000			\$1,530,000	\$1,910,000	\$280,000	\$80,000	\$80,000	\$80,000	\$2,430,000
<b>ANNUAL PROVISIONAL CAPITAL ITEMS</b>													
17-03	Replacement	Office Equipment, Upgrades and Replacements	Upgrade and replacement of office equipment as required.	\$225,000	E	WU	\$0	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000
17-04	Replacement	Computer Upgrades	Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.	\$850,000	E	WU	\$0	\$170,000	\$170,000	\$170,000	\$170,000	\$170,000	\$850,000
17-05	New	Development of the Maintenance Management Systems	Develop maintenance management system.	\$100,000	E	WU	\$50,000	\$70,000	\$20,000	\$20,000	\$20,000	\$20,000	\$160,000
17-06	Replacement	Small Equipment & Tool Replacement (Water Operations)	Replacement of tools and small equipment for Water Operations as required.	\$400,000	E	WU	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
17-07	Replacement	Small Equipment & Tool Replacement (Corporate Fleet)	Replacement of tools and small equipment for Fleet as required.	\$75,000	E	WU	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
													\$0
													\$0
<b>Sub-Total for Annual Provisional Capital Items</b>				\$1,650,000			\$50,000	\$380,000	\$330,000	\$330,000	\$330,000	\$340,000	\$1,710,000
<b>GRAND TOTAL</b>				<b>\$4,845,000</b>			<b>\$1,580,000</b>	<b>\$2,290,000</b>	<b>\$610,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$420,000</b>	<b>\$4,140,000</b>



**Service:** **2.670/2.680** **Regional Water Supply & JDF Water Distribution Combo**

<b>Project Number</b>	16-01	<b>Capital Project Title</b>	Upgrades to Buildings at 479 Island Highway	<b>Capital Project Description</b>	Maintenance and changes to buildings and office layouts.
<b>Project Rationale</b>	<p>The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway:</p> <ul style="list-style-type: none"> <li>• Repairs, upgrades and changes to the buildings (provisional \$50,000)</li> <li>• Painting of the buildings. (provisional \$10,000 annually)</li> <li>• Repair and replacement of carpets, floors and walls. (provisional \$10,000 annually)</li> <li>• Repair, refurbishment and replacement of equipment and property. (provisional \$10,000 annually)</li> </ul>				

<b>Project Number</b>	17-01	<b>Capital Project Title</b>	Voice Radio Upgrade	<b>Capital Project Description</b>	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.
<b>Project Rationale</b>	<p>Service Life and projected replacement:</p> <ul style="list-style-type: none"> <li>• The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005.</li> <li>• The present radio models used in the system have just been taken out of production by the manufacturer, there will be no new units available for purchase as of July 1, 2015.</li> <li>• Support for repairs and maintenance of the present radio will continue for the next 3 years at least.</li> <li>• There are no pressing issues with equipment maintenance or repairs. present repair rates suggest we can maintain the system for the next few years. and perhaps reach a 12-15 year lifespan</li> </ul>				

<b>Project Number</b>	20-01	<b>Capital Project Title</b>	Portable Pump Station	<b>Capital Project Description</b>	Portable pump station and generator to provide backup when a pump station is offline, in construction or to bypass a section of pipe.
<b>Project Rationale</b>	<p>The RWS and JdF operation numerous water mains and pump stations. There are situations, when a pump station fails, construction of a pump station or bypassing a section of pipe, where a portable pump station <b>with a generator</b> is required to maintain the level of service. Funds will be used in 2020 to design and in 2021 to procure a portable pump station <b>and generator</b>.</p>				

<b>Project Number</b>	17-03	<b>Capital Project Title</b>	Office Equipment, Upgrades and Replacements	<b>Capital Project Description</b>	Upgrade and replacement of office equipment as required.
<b>Project Rationale</b>	<p>Funds will be used for the replacement and upgrading of office equipment and furniture, as required.</p>				

**Service:** **2.670/2.680** **Regional Water Supply & JDF Water Distribution Combo**

<b>Project Number</b>	17-04	<b>Capital Project Title</b>	Computer Upgrades	<b>Capital Project Description</b>	Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.
<b>Project Rationale</b>	<p><i>This is an annual upgrading and replacement program of computers, photocopiers, network, monitoring and associated equipment, as required. This item has been increased from \$160,000 to \$170,000 annually to reflect actual costs.</i></p> <p><i>Capital Budget</i>  <i>Network Switch Maintenance \$10,000</i>  <i>Additional Wireless Access Points and Maintenance \$15,000</i>  <i>Photocopier Replacement \$20,000</i>  <i>Additional Data Storage \$15,000</i>  <i>Replacement Computers \$75,000</i>  <i>Equipment Maintenance (contingency) \$23,000</i>  <i>Replace Access Control System - Gates/ Video Cameras \$12,000</i>  <i>Total Capital \$170,000</i></p>				

<b>Project Number</b>	17-05	<b>Capital Project Title</b>	Development of the Maintenance Management Systems	<b>Capital Project Description</b>	Develop maintenance management system.
<b>Project Rationale</b>	<p><i>The maintenance management system needs further development to meet user needs and to facilitate reporting. It is proposed that funds be approved for the following projects:- Develop and Asset onboarding process and a fault code reporting process for the CMMS.</i></p>				

<b>Project Number</b>	17-06	<b>Capital Project Title</b>	Small Equipment & Tool Replacement (Water Operations)	<b>Capital Project Description</b>	Replacement of tools and small equipment for Water Operations as required.
<b>Project Rationale</b>	<p>Funds will be used for replacement of a variety of Operations and Welding equipment such as cutting saws, portable generators, gas detectors, Hilti drills, plasma cutter, wire welder, etc.</p>				

<b>Project Number</b>	17-07	<b>Capital Project Title</b>	Small Equipment & Tool Replacement (Corporate Fleet)	<b>Capital Project Description</b>	Replacement of tools and small equipment for Fleet as required.
<b>Project Rationale</b>	<p>Funds will be used for replacement of a variety of Fleet small equipment and tools as required. This includes provision to replace the Vehicle OBD reader for reading engine codes and the shop air compressor.</p>				

**2.670 Regional Water Supply  
 Asset/ Reserve Schedule  
 2023 - 2027 Financial Plan**

**Asset Profile**

**Regional Water Supply**

System assets include the lands, dams and source water reservoirs within the water supply areas, intake and source conduits, two water treatment plants, pressure regulating facilities, nine supply mains, three balancing reservoirs and revenue water meters in the water transmission system.

**Equipment Replacement Reserve Schedule**

**Reserve Fund: 2.670 Regional Water Supply Equipment Replacement Reserve (covered by CRD-ERF Bylaw)**

**Fund: 1022 Fund Center: 101454**

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	2,730,476	3,084,965	2,632,868	2,413,908	2,441,817	2,385,302
<b>Equipment purchases (Based on Capital Plan)</b>	-	(995,000)	(843,000)	(630,000)	(775,000)	(855,000)
Transfer of assets intracompany	-					
<b>Transfer from Operating Budget</b>	314,181	393,653	497,590	563,409	602,235	638,415
<b>Proceeds on disposals</b>	23,518	149,250	126,450	94,500	116,250	128,250
<b>Interest Income*</b>	16,790					
<b>Ending Balance \$</b>	<b>3,084,965</b>	<b>2,632,868</b>	<b>2,413,908</b>	<b>2,441,817</b>	<b>2,385,302</b>	<b>2,296,967</b>

**General Comments:**

Reserve Fund is used for the purpose of replacing fleet vehicles including heavy equipment and associated mobile components, as outlined in the capital plan. Proceeds from disposals are estimated at 15% of replacement equipment purchases. Note not all vehicles are sold within the year in which they are replaced.

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **JDF Water Distribution**

#### **FINAL BUDGET**

MARCH 2023

**Service: 2.680**

**JDF Water Distribution**

**Commission: Juan De Fuca Water Distribution**

**DEFINITION:**

To finance the administration, development, maintenance, and operational expenses, of the Juan de Fuca Water Distribution local service in the Western Communities of the Capital Regional District, as per the Water Distribution Local Service Area Establishment Bylaw No. 2538.

The establishment and operation of a Juan de Fuca water Distribution Commission is done by Bylaw No. 2540.

**SERVICE DESCRIPTION:**

Juan de Fuca Water Distribution Service provides retail water distribution system to participants within the Western Communities. The service administration and operation is provided by the Integrated Water Services Department.

**PARTICIPATION:**

City of Colwood	District of Metchosin
City of Langford	District of Sooke
Town of View Royal	District of Highlands
Juan de Fuca Electoral Area	

**MAXIMUM LEVY:**

The maximum amount that may be requisitioned is NIL.

**MAXIMUM CAPITAL DEBT:**

Authorized: Pre Consolidated MFA Loan Authorizations - Juan de Fuca Water Distribution Facilities		\$19,000,000
Borrowed:		\$17,500,000
Remaining: Expired		<u>\$1,500,000</u>
Authorized: MFA Bylaw No. 3981 - Juan de Fuca Water Distribution Facilities		\$14,800,000
Borrowed:		\$10,100,000
Remaining: Expired		<u>\$4,700,000</u>
Authorized: MFA Bylaw No. 3164 - Juan de Fuca Water Distribution Facilities Development-DCC		\$10,000,000
Borrowed:		\$3,500,000
Remaining: Expired		<u>\$6,500,000</u>
Authorized: MFA Bylaw No. 4379 - Juan de Fuca Water Distribution Facilities	2021	\$14,800,000
Borrowed:		\$0
Remaining: Active		<u>\$14,800,000</u>

**FUNDING:**

Costs are recovered from Water Sales, and transfer from DCC reserves to service DCC debt.

**CAPITAL REGIONAL DISTRICT**

Program Group: CRD-JDF Water Distribution <b>SUMMARY</b>	2023 BUDGET REQUEST						FUTURE PROJECTIONS			
	2022 BOARD BUDGET 1 2	2022 ESTIMATED ACTUAL 3	2023 CORE BUDGET 4	2023 ONGOING 5	2023 ONE-TIME 6	TOTAL (COL 4, 5 & 6) 7	2024 8	2025 9	2026 10	2027 11
<b>OPERATING EXPENDITURES</b>										
ALLOCATION - OPERATIONS	4,851,535	4,851,284	5,140,686	-	-	5,140,686	5,243,712	5,348,790	5,455,639	5,563,825
OPERATING - OTHER COSTS	873,371	825,966	809,318	-	-	809,318	791,381	726,573	696,811	694,739
SALARIES AND WAGES	550,949	442,817	565,643	-	-	565,643	577,789	590,193	602,854	615,802
CONTRACT FOR SERVICES	306,485	303,425	353,087	-	-	353,087	352,022	359,069	366,170	373,552
ALLOCATION - STANDARD OVERHEAD	560,992	560,992	721,571	-	-	721,571	736,003	750,723	765,737	781,052
<b>TOTAL OPERATING EXPENDITURES</b>	<b>7,143,332</b>	<b>6,984,484</b>	<b>7,590,305</b>	<b>-</b>	<b>-</b>	<b>7,590,305</b>	<b>7,700,907</b>	<b>7,775,348</b>	<b>7,887,212</b>	<b>8,028,969</b>
Percentage increase over prior year's board budget			6.26%			6.26%	1.46%	0.97%	1.44%	1.80%
BULK WATER PURCHASE	6,818,760	6,873,750	7,089,860	-	-	7,089,860	7,660,270	8,326,910	9,107,730	10,349,010
<b>BULK WATER EXPENDITURES</b>	<b>6,818,760</b>	<b>6,873,750</b>	<b>7,089,860</b>	<b>-</b>	<b>-</b>	<b>7,089,860</b>	<b>7,660,270</b>	<b>8,326,910</b>	<b>9,107,730</b>	<b>10,349,010</b>
			3.98%			3.98%				
<b>CAPITAL EXPENDITURES &amp; TRANSFERS</b>										
TRANSFER TO WATER CAPITAL FUND	6,374,922	6,738,461	6,741,200	-	-	6,741,200	7,346,169	8,420,118	9,522,047	9,933,712
TRANSFER TO DEBT RESERVE FUND	66,380	4,500	96,280	-	-	96,280	51,770	10,770	4,770	4,770
TRANSFER TO EQUIPMENT REPLACEMENT FUND	263,494	263,494	339,457	250,000	-	589,457	619,594	696,867	689,379	704,503
<b>TOTAL CAPITAL EXPENDITURES &amp; TRANSFERS</b>	<b>6,704,796</b>	<b>7,006,455</b>	<b>7,176,937</b>	<b>250,000</b>	<b>-</b>	<b>7,426,937</b>	<b>8,017,533</b>	<b>9,127,755</b>	<b>10,216,196</b>	<b>10,642,985</b>
<b>DEBT SERVICING</b>										
DEBT - INTEREST & PRINCIPAL	1,893,503	1,862,907	1,863,294	-	-	1,863,294	2,839,345	3,189,948	3,232,408	3,189,908
<b>TOTAL DEBT EXPENDITURES</b>	<b>1,893,503</b>	<b>1,862,907</b>	<b>1,863,294</b>	<b>-</b>	<b>-</b>	<b>1,863,294</b>	<b>2,839,345</b>	<b>3,189,948</b>	<b>3,232,408</b>	<b>3,189,908</b>
<b>TOTAL EXPENDITURES</b>	<b>22,560,391</b>	<b>22,727,596</b>	<b>23,720,396</b>	<b>250,000</b>	<b>-</b>	<b>23,970,396</b>	<b>26,218,055</b>	<b>28,419,961</b>	<b>30,443,546</b>	<b>32,210,872</b>
<b>SOURCES OF FUNDING</b>										
REVENUE - SALES	(22,342,320)	(22,522,500)	(23,419,020)	(35,000)	-	(23,454,020)	(25,772,485)	(28,011,005)	(30,036,116)	(31,798,879)
REVENUE - OTHER	(187,475)	(174,500)	(301,376)	(215,000)	-	(516,376)	(445,570)	(408,956)	(407,430)	(411,993)
<b>TOTAL SOURCE OF FUNDING FROM OPERATIONS</b>	<b>(22,529,795)</b>	<b>(22,697,000)</b>	<b>(23,720,396)</b>	<b>(250,000)</b>	<b>-</b>	<b>(23,970,396)</b>	<b>(26,218,055)</b>	<b>(28,419,961)</b>	<b>(30,443,546)</b>	<b>(32,210,872)</b>
<b>SOURCES OF OTHER FUNDING</b>										
TRANSFER FROM DCC RESERVES TO FUND DCC DEBT	(30,596)	(30,596)	-	-	-	-	-	-	-	-
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR										
<b>TOTAL SOURCES OF ALL FUNDING</b>	<b>(22,560,391)</b>	<b>(22,727,596)</b>	<b>(23,720,396)</b>	<b>(250,000)</b>	<b>-</b>	<b>(23,970,396)</b>	<b>(26,218,055)</b>	<b>(28,419,961)</b>	<b>(30,443,546)</b>	<b>(32,210,872)</b>
Percentage increase over prior year's board budget			5.14%			6.25%	9.38%	8.40%	7.12%	5.81%

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

<b>Service No.</b>	<b>2.680</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
	<b>JDF Water Distribution</b>							

**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	\$17,645,000	\$25,565,000	\$11,510,000	\$8,355,000	\$7,705,000	\$6,355,000	\$59,490,000	
Vehicles	\$990,000	\$1,280,000	\$855,000	\$905,000	\$774,000	\$710,000	\$4,524,000	
	<b>\$18,635,000</b>	<b>\$26,845,000</b>	<b>\$12,365,000</b>	<b>\$9,260,000</b>	<b>\$8,479,000</b>	<b>\$7,065,000</b>	<b>\$64,014,000</b>	

**SOURCE OF FUNDS**

Capital Funds on Hand	\$11,495,000	\$9,985,000	\$6,790,000	\$7,735,000	\$7,685,000	\$6,335,000	\$38,530,000	
Debenture Debt (New Debt Only)	\$0	\$9,200,000	\$4,700,000	\$600,000	\$0	\$0	\$14,500,000	
Equipment Replacement Fund	\$990,000	\$1,080,000	\$855,000	\$905,000	\$774,000	\$710,000	\$4,324,000	
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Donations / Third Party Funding	\$0	\$410,000	\$0	\$0	\$0	\$0	\$410,000	
Reserve Fund	\$6,150,000	\$6,170,000	\$20,000	\$20,000	\$20,000	\$20,000	\$6,250,000	
	<b>\$18,635,000</b>	<b>\$26,845,000</b>	<b>\$12,365,000</b>	<b>\$9,260,000</b>	<b>\$8,479,000</b>	<b>\$7,065,000</b>	<b>\$64,014,000</b>	

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

<b>Service No.</b>	<b>2.670/2.680 Regional Water Supply &amp; JDF Water Distribution Combo</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
--------------------	---	--	-------------	-------------	-------------	-------------	-------------	--------------

**EXPENDITURE**

Buildings	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
Equipment	\$1,580,000	\$2,210,000	\$530,000	\$330,000	\$330,000	\$330,000	\$340,000	\$3,740,000
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
	<b>\$1,580,000</b>	<b>\$2,290,000</b>	<b>\$610,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$420,000</b>	<b>\$4,140,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$1,580,000	\$2,290,000	\$610,000	\$410,000	\$410,000	\$420,000	\$420,000	\$4,140,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$1,580,000</b>	<b>\$2,290,000</b>	<b>\$610,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$420,000</b>	<b>\$420,000</b>	<b>\$4,140,000</b>



CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously</p>	<p><b>Capital Project Description</b> Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system meets current energy standards with an expected service life of 35 years".</i></p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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 STLoan = 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 and/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> L - Land S - Engineering Structure B - Buildings V - 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 #: 2.680

Service Name: JDF Water Distribution

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
<b>INFRASTRUCTURE ENGINEERING AND OPERATIONS</b>													
<b>Planning</b>													
16-03	Renewal	Asset Management Plan	Combine past studies to plan out future capital expenditures.	\$150,000	S	WU	\$0	\$50,000	\$100,000	\$0	\$0	\$0	\$150,000
21-14	Renewal	Fire Storage Analysis	Assess and update the fire flow upgrade program to inform future capital works.	\$120,000	S	WU	\$120,000	\$120,000	\$0	\$0	\$0	\$0	\$120,000
<b>Capital</b>													
16-05	Renewal	Comprehensive Pump Station Upgrades (10 year Program)	Continue pump station condition assessments, plan and carry out upgrades.	\$5,000,000	S	WU	\$1,300,000	\$2,300,000	\$1,000,000	\$1,000,000	\$450,000	\$0	\$4,750,000
18-02	Renewal	JDF Reservoir Upgrades	Reservoir improvements are required at the JDF Reservoirs.	\$1,250,000	S	WU	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$400,000
18-03	Renewal	JDF Site Decommissioning Program	Decommissioning of facilities that are no longer in use based on preliminary work from Annual Provisional	\$1,050,000	S	WU	\$425,000	\$425,000	\$350,000	\$100,000	\$0	\$0	\$875,000
18-05	Replacement	Rocky Point Upgrades	Replacement of Rocky Point P.S., additional storage at Rocky Point Reservoir & water main upgrades. Partnered with DND.	\$9,724,000	S	WU	\$1,300,000	\$1,300,000	\$0	\$0	\$0	\$0	\$1,300,000
18-05					S	Other	\$0	\$410,000	\$0	\$0	\$0	\$0	\$410,000
18-06	New	Disaster Response Plan for Water Supply and Distribution	Determine and supply response equipment for disaster response.	\$450,000	S	WU	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
19-06	Renewal	Corrosion Protection Program	Undertake a program to assess and prevent corrosion to existing steel pipe within the Juan du Fuca water system.	\$50,000	S	WU	\$0	\$5,000	\$5,000	\$0	\$0	\$0	\$10,000
19-09	New	Distribution System Seismic Resiliency Improvements	Determine and commence improvements to the distribution system to provide seismic resiliency.	\$1,750,000	S	WU	\$250,000	\$250,000	\$500,000	\$500,000	\$500,000	\$0	\$1,750,000
20-03	Replacement	AC Pipe Replacement Program	Replacement of aging asbestos cement pipe as highlighted in the 2019 update report	\$25,200,000	S	WU	\$900,000	\$3,900,000	\$3,300,000	\$3,300,000	\$3,300,000	\$3,300,000	\$17,100,000
20-04	Replacement	William Head & VGH Meter Replacement	Replacement of the meter and chambers at William Head & VGH with the possibility of resilient connections.	\$700,000	S	WU	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
20-07	Replacement	Goldstream AC Replacement	Replacement of aging asbestos cement pipe within Goldstream Rd, from VMP to Spencer.	\$5,800,000	S	WU	\$5,200,000	\$5,200,000	\$0	\$0	\$0	\$0	\$5,200,000
21-02	Replacement	Sooke Rd - 2,200m of 600m Pipe - VMP to Jacklin	Replacement of aged, large diameter water main from Jacklin Rd to VMP	\$3,000,000	S	WU	\$200,000	\$200,000	\$2,800,000	\$0	\$0	\$0	\$3,000,000
21-13	Replacement	SCADA Master Plan Update & Upgrades	Update the SCADA Master Plan in conjunction with the RWS, Saanich Peninsula and Core Area infrastructure.	\$1,800,000	S	WU	\$600,000	\$900,000	\$300,000	\$300,000	\$300,000	\$0	\$1,800,000
22-01	New	East Sooke Interconnect Water Main	Construction approximately 430 m of watermain for system improvements.	\$500,000	S	WU	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000
22-02	New	Microwave Radio Upgrades	Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure	\$550,000	S	WU	\$100,000	\$200,000	\$100,000	\$100,000	\$100,000	\$0	\$500,000
<b>Sub-Total System Infrastructure Engineering and Operations</b>				<b>\$57,094,000</b>			<b>\$11,495,000</b>	<b>\$16,410,000</b>	<b>\$8,505,000</b>	<b>\$5,350,000</b>	<b>\$4,700,000</b>	<b>\$3,350,000</b>	<b>\$38,315,000</b>
<b>CUSTOMER AND TECHNICAL SERVICES</b>													
16-06	Replacement	Vehicle & equipment replacement (funding from replacement fund)	Vehicle and equipment replacement.	\$2,094,000	V	ERF	\$990,000	\$1,080,000	\$855,000	\$905,000	\$774,000	\$710,000	\$4,324,000
23-02	New	Vehicle to support the meter replacement program	Purchase of a Transit Van equipped with tools and equipment to support the meter replacement program	\$200,000	V	WU	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
<b>Sub-Total Customer and Technical Services</b>				<b>\$2,294,000</b>			<b>\$990,000</b>	<b>\$1,280,000</b>	<b>\$855,000</b>	<b>\$905,000</b>	<b>\$774,000</b>	<b>\$710,000</b>	<b>\$4,524,000</b>

Service #: 2.680  
 Service Name: JDF Water Distribution

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
													\$0
<b>ANNUAL PROVISIONAL ITEMS</b>													
													\$0
17-07	New	Site Decommissioning - General	Planning for decommissioning of unused sites.	\$50,000	S	WU	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
17-09	Replacement	Emergency Main Replacement	Major main replacement under emergencies.	\$500,000	S	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
17-12	Replacement	Large Meters/Meter Vaults Components Replacement	Replacement or repairs to components in large meters/vaults as required.	\$1,250,000	S	WU	\$0	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
17-13	New	Site Security Upgrades	Upgrading and replacement of security systems for sites as required.	\$200,000	S	WU	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000
17-15	Renewal	Distribution System Improvements	Unplanned distribution system improvements.	\$2,250,000	S	WU	\$0	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$2,250,000
17-16	New	Hydraulic Model Yearly Update	Annual hydraulic model update.	\$300,000	S	WU	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
21-03	Replacement	Hydrant & Flush Replacement, Upgrades and Additions	Upgrade, replacement or installation of flushes and fire hydrants, and fire flow testing.	\$1,125,000	S	WU	\$0	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$1,125,000
21-04	Replacement	Residential Service & Meter Replacement	Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report.	\$6,500,000	S	WU	\$0	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	\$6,500,000
21-05	Replacement	Pump Station Equipment Replacements	Unplanned pump station repairs and equipment replacement	\$750,000	S	WU	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
21-06	Replacement	SCADA Equipment Replacement	Unplanned replacement of SCADA and electrical equipment.	\$500,000	S	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
21-07	Renewal	Reservoir Equipment Replacement	Replacement or repairs to components at reservoir sites.	\$500,000	S	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
21-09	Replacement	Valve Replacement	Unplanned replacement and repair of isolation and line valves, air valves, and pressure control valves.	\$1,000,000	S	WU	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
<b>Sub-Total for Annual Provisional Items</b>				<b>\$14,925,000</b>			<b>\$0</b>	<b>\$2,985,000</b>	<b>\$2,985,000</b>	<b>\$2,985,000</b>	<b>\$2,985,000</b>	<b>\$2,985,000</b>	<b>\$14,925,000</b>
<b>DEVELOPMENT COST CHARGE (DCC)</b>													
													\$0
16-07	New	Update DCC Bylaw (Comprehensive Update in 2022)	Planned update of the DCC Bylaw.	\$295,000	S	Res	\$150,000	\$170,000	\$20,000	\$20,000	\$20,000	\$20,000	\$250,000
21-01	New	Sooke Henlyn Supply & Distribution Mains	Construction of water mains based upon development predictions from the Helgesen Pump Station westwards.	\$1,000,000	S	Res	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
23-01	New	Tank 4 and McCallum Pump Station (2020-2021) and Pump Station 7 and remaining Supply Main to Skirt Mtn Reservoir (2022)	Upgrades to complete the South Skirt Water System	\$9,110,000	S	Res	\$5,000,000	\$5,000,000	\$0	\$0	\$0	\$0	\$5,000,000
<b>Sub-Total for Development Cost Charges (DCC)</b>				<b>\$10,405,000</b>			<b>\$6,150,000</b>	<b>\$6,170,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$6,250,000</b>
<b>GRAND TOTAL</b>				<b>\$84,718,000</b>			<b>\$18,635,000</b>	<b>\$26,845,000</b>	<b>\$12,365,000</b>	<b>\$9,260,000</b>	<b>\$8,479,000</b>	<b>\$7,065,000</b>	<b>\$64,014,000</b>

**Service:** 2.680 JDF Water Distribution

**Project Number** 16-03 **Capital Project Title** Asset Management Plan **Capital Project Description** Combine past studies to plan out future capital expenditures.

**Project Rationale** Several studies have been completed and are in progress to assess the JDF assets and programs and the proposed Strategic Asset Management Plan will consolidate the findings of the previous studies in a comprehensive approach to identify and prioritizes future capital expenditures and programs.

**Project Number** 21-14 **Capital Project Title** Fire Storage Analysis **Capital Project Description** Assess and update the fire flow upgrade program to inform future capital works.

**Project Rationale** In order to meet Fire Underwriters Survey recommendations for fire protection, it is necessary to provide certain volumes of water storage. It is proposed to assess fire storage volume requirements for different parts of the system and determine any required upgrades. Funding is required to retain a consultant to complete the analysis.

**Project Number** 16-05 **Capital Project Title** Comprehensive Pump Station Upgrades (10 year Program) **Capital Project Description** Continue pump station condition assessments, plan and carry out upgrades.

**Project Rationale** A previous capital project was completed by Delcan Corp. in 2012 which assessed each existing pump station and identified building deficiencies. This study concluded that on average approximately \$1.0M per year for the next ten years is needed to upgrade existing pump stations. Design and construction of the Ludlow Pump Station replacement was undertaken in 2020 and 2021. Ludlow has been delayed due to supply chain issues until late in 2022. Funds in 2023 are for design of and to start construction of the Coppermine PS and Bear Mountain PS #1.

**Project Number** 18-02 **Capital Project Title** JDF Reservoir Upgrades **Capital Project Description** Reservoir improvements are required at the JDF Reservoirs.

**Project Rationale** Numerous deficiencies at the Walfred, Peacock and Helgesen reservoirs have been identified while operating the infrastructure. In 2021 planning and design of improvements such as valve reconfiguration, site drainage and controls will be undertaken in 2022 at the Peacock, Helgesen and Walfred reservoirs. Effort carrying forward in 2023 will be the completion of Walfred. All other works are complete.

**Service:** **2.680** **JDF Water Distribution**

<b>Project Number</b>	18-03	<b>Capital Project Title</b>	JDF Site Decommissioning Program	<b>Capital Project Description</b>	Decommissioning of facilities that are no longer in use based on preliminary work from Annual Provisional
<b>Project Rationale</b>	Numerous pump station and PRV facilities have been made redundant or have been decommissioned within the JDF system. Sites have been identified as part of the annual provisional project and funds are required to complete decommission of the sites and then demolish them. In 2021 the Treanor pump station demolition was carried out. The Townsview PS and Tank started planning in 2021 and will continue through 2023.				

<b>Project Number</b>	18-05	<b>Capital Project Title</b>	Rocky Point Upgrades	<b>Capital Project Description</b>	Replacement of Rocky Point P.S., additional storage at Rocky Point Reservoir & water main upgrades. Partnered with DND.
<b>Project Rationale</b>	Proposed work includes the design and construction of upgrades to the existing Rocky Point Pump Station, storage tank and associated water main upgrades. This work will improve the level of service to both the existing Metchosin water users and the expected increase in flow associated with the Spirit Bay Development in Beecher Bay. Cost sharing with DND for design and construction is underway with construction completion in spring 2023.				

<b>Project Number</b>	18-06	<b>Capital Project Title</b>	Disaster Response Plan for Water Supply and Distribution	<b>Capital Project Description</b>	Determine and supply response equipment for disaster response.
<b>Project Rationale</b>	Proposed work includes developing a response plan to disasters to the Juan de Fuca water supply or distribution system. Funds are required to procure equipment and carry out works developed				

<b>Project Number</b>	19-06	<b>Capital Project Title</b>	Corrosion Protection Program	<b>Capital Project Description</b>	Undertake a program to assess and prevent corrosion to existing steel pipe within the Juan du Fuca water system.
<b>Project Rationale</b>	There are numerous steel pipes within the Juan du Fuca water distribution system. Some are located in corrosive conditions or connected to dissimilar metals. Funds are required to undertake a program to assess and prevent corrosion to existing pipes. A study started in 2021 will inform future works.				

**Service:** **2.680** **JDF Water Distribution**

**Project Number** 19-09 **Capital Project Title** Distribution System Seismic Resiliency Improvements **Capital Project Description** Determine and commence improvements to the distribution system to provide seismic resiliency.

**Project Rationale** Determine and commence improvements to the distribution system to provide resiliency. In 2023, sites will be prioritized with design commencing in 2024 and construction starting in 2024.

**Project Number** 20-03 **Capital Project Title** AC Pipe Replacement Program **Capital Project Description** Replacement of aging asbestos cement pipe as highlighted in the 2019 update report

**Project Rationale** This item is the 2021 to 2026 program for replacement of the water mains identified in the Water Main Upgrading and Replacement Program Update in 2021. All mains were assessed for such criteria as age, pipe material, record of leaks and hydraulic adequacy, and a long-term replacement program was developed. 2023 funds will be allocated to the Goldstream AC Main Replacement project to supplement the Goldstream project budget due to higher than anticipated construction costs.

**Project Number** 20-04 **Capital Project Title** William Head & VGH Meter Replacement **Capital Project Description** Replacement of the meter and chambers at William Head & VGH with the possibility of resilient connections.

**Project Rationale** Identified through Statement of Works, the William Head and Victoria General Hospital meters require replacement and redundancy to maintain service to the two facilities. In 2021 funds will be utilized to complete design of the two new meters that will allow for construction of the meters while maintaining service. Design will be completed in 2022 with construction starting in 2023.

**Project Number** 20-07 **Capital Project Title** Goldstream AC Replacement **Capital Project Description** Replacement of aging asbestos cement pipe within Goldstream Rd, from VMP to Spencer.

**Project Rationale** The existing water main within Goldstream Rd, from VMP to Spencer Rd, is aging asbestos cement and identified as a risk for failure. Due to the numerous large connections to the RWS transmission main and complexity replacement of this water main cannot be carried out within the AC Replacement Program. The project was tendered in 2022 and came in over budget. It has now been combined with project 20-03, AC replacement project and will be completed in 2023 by CRD forces.

**Service:** **2.680** **JDF Water Distribution**

<b>Project Number</b>	21-02	<b>Capital Project Title</b>	Sooke Rd - 2,200m of 600m Pipe - VMP to Jacklin	<b>Capital Project Description</b>	Replacement of aged, large diameter water main from Jacklin Rd to VMP
<b>Project Rationale</b>	According to corrosion assessment, a 2.2 kilometre section of an existing steel pipe along Sooke Road and Allendale Road (between Wishart to Jacklin) was unprotected and in need of replacement. In 2014, the design of both phases of the water main was completed by a consultant and construction of the main from Wishart to VMP was completed by CRD resources. Due to increased material and construction costs, it is proposed to update the condition assessment to determine whether this project is still required or could be deferred.				

<b>Project Number</b>	22-01	<b>Capital Project Title</b>	East Sooke Interconnect Water Main	<b>Capital Project Description</b>	Construction approximately 430 m of watermain for system improvements.
<b>Project Rationale</b>	Funds are required to design and construct approximately 430 m of a new watermain interconnection in East Sooke. Interconnection will provide redundancy and improve flows in the area.				

<b>Project Number</b>	22-02	<b>Capital Project Title</b>	Microwave Radio Upgrades	<b>Capital Project Description</b>	Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure
<b>Project Rationale</b>	Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure				

<b>Project Number</b>	16-06	<b>Capital Project Title</b>	Vehicle & equipment replacement (funding from replacement fund)	<b>Capital Project Description</b>	Vehicle and equipment replacement.
<b>Project Rationale</b>	This is for the replacement of vehicles and equipment used by CRD Integrated Water Services for the day-to-day operation and maintenance of the Juan De Fuca distribution system. These replacements are funded from the Juan De Fuca Vehicle and Equipment Replacement Fund.				

**Service:** 2.680 JDF Water Distribution

**Project Number** 17-07  
**Capital Project Title** Site Decommissioning - General  
**Capital Project Description** Planning for decommissioning of unused sites.

**Project Rationale** This is a provisional item to allow engineering and planning reviews of old facilities with a view to possible future site uses.

**Project Number** 17-09  
**Capital Project Title** Emergency Main Replacement  
**Capital Project Description** Major main replacement under emergencies.

**Project Rationale** This item is to fund the costs of responding to emergency major main breaks and conducting replacements.

**Project Number** 17-12  
**Capital Project Title** Large Meters/Meter Vaults Components Replacement  
**Capital Project Description** Replacement or repairs to components in large meters/vaults as required.

**Project Rationale** This is an annual provision for the replacement of obsolete and worn out large (greater than 2" diameter) meters, adding new meters and upgrading meter vaults.

**Project Number** 17-13  
**Capital Project Title** Site Security Upgrades  
**Capital Project Description** Upgrading and replacement of security systems for sites as required.

**Project Rationale** This is an annual allowance for upgrading and maintaining equipment, security and control systems at distribution facilities such as pump stations, PRV chambers and reservoirs. Items such as access hatches, fencing, etc., will be modified to provide a larger degree of security.

**Service:** 2.680 JDF Water Distribution

**Project Number** 17-15 **Capital Project Title** Distribution System Improvements **Capital Project Description** Unplanned distribution system improvements.

**Project Rationale** Historically, opportunities to complete work arise during the year which were not specifically identified and budgeted. This item typically relates to coordinating work programs (i.e. JDF water main replacements and municipal paving programs) with the municipalities or development and taking advantage of opportunities during the year that were not specifically identified.

**Project Number** 17-16 **Capital Project Title** Hydraulic Model Yearly Update **Capital Project Description** Annual hydraulic model update.

**Project Rationale** This item is required to input the pipes installed that year into the hydraulic computer model, followed by calibration and testing in order to keep the model up to date for design and planning purposes.

**Project Number** 21-03 **Capital Project Title** Hydrant & Flush Replacement, Upgrades and Additions **Capital Project Description** Upgrade, replacement or installation of flushes and fire hydrants, and fire flow testing.

**Project Rationale** This is an annual provision for replacing old and outdated hydrants, flushes and associated works and access, as well as adding new hydrants to the system where requested by the municipalities or fire departments.

**Project Number** 21-04 **Capital Project Title** Residential Service & Meter Replacement **Capital Project Description** Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report.

**Project Rationale** This is an annual provision for replacing failed residential services and meters, as well as proactively replacing services and meters in areas with historically large number of breaks.



**Service:** 2.680 JDF Water Distribution

<b>Project Number</b>	21-05	<b>Capital Project Title</b>	Pump Station Equipment Replacements	<b>Capital Project Description</b>	Unplanned pump station repairs and equipment replacement
<b>Project Rationale</b>	This is an annual provision for unplanned pump station repairs and equipment replacement.				

<b>Project Number</b>	21-06	<b>Capital Project Title</b>	SCADA Equipment Replacement	<b>Capital Project Description</b>	Unplanned replacement of SCADA and electrical equipment.
<b>Project Rationale</b>	This is an annual provision for unplanned SCADA and electrical equipment replacement.				

<b>Project Number</b>	21-07	<b>Capital Project Title</b>	Reservoir Equipment Replacement	<b>Capital Project Description</b>	Replacement or repairs to components at reservoir sites.
<b>Project Rationale</b>	This is an annual provisional for unplanned replacement of equipment, such as safety devices and mechanical fittings, at reservoir sites.				

<b>Project Number</b>	21-09	<b>Capital Project Title</b>	Valve Replacement	<b>Capital Project Description</b>	Unplanned replacement and repair of isolation and line valves, air valves, and pressure control valves.
<b>Project Rationale</b>	This is an annual provisional for unplanned replacement of valves, including air valves and check valves.				

**Service:** **2.680** **JDF Water Distribution**

<b>Project Number</b>	16-07	<b>Capital Project Title</b>	Update DCC Bylaw (Comprehensive Update in 2022)	<b>Capital Project Description</b>	Planned update of the DCC Bylaw.
<b>Project Rationale</b> This is a provisional item to cover questions that arise and referred to our consultants for advice. Every 5 years a comprehensive update is required and the previous DCC update was completed in 2017, with the next update scheduled to start in 2022.					

<b>Project Number</b>	21-01	<b>Capital Project Title</b>	Sooke Henlyn Supply & Distribution Mains	<b>Capital Project Description</b>	Construction of water mains based upon development predictions from the Helgesen Pump Station westwards.
<b>Project Rationale</b> Proposed work includes the continued installation of the supply and distribution water mains connected to the Helgesen pump station which was previously constructed in 2011 as part of the DCC program. The supply and distribution water mains will continue west as development proceeds towards the proposed Henlyn Tank.					

<b>Project Number</b>	23-01	<b>Capital Project Title</b>	Tank 4 and McCallum Pump Station (2020-2021) and Pump Station 7 and remaining Supply Main to Skirt Mtn Reservoir (2022)	<b>Capital Project Description</b>	Upgrades to complete the South Skirt Water System
<b>Project Rationale</b> Design and construct Tank 4, Pump Station 7, McCallum Pump Station and remaining supply main to the Skirt Mountain Reservoir based upon development and demand.					

<b>Project Number</b>	23-02	<b>Capital Project Title</b>	Vehicle to support the meter replacement program	<b>Capital Project Description</b>	Purchase of a Transit Van equipped with tools and equipment to support the meter replacement program
<b>Project Rationale</b> A Transit Van equipped with tools and equipment is required for the on site work to be done during the multi year meter replacement program. It will be more effective to setup a vehicle with the required tools and fittings related to replacing meters rather than having to setup a different vehicle based on the operational needs of the day/week/month.					

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</p>	<p><b>Project Drivers</b> Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Project provide economic benefit to the organization.</p>
<p><b>Capital Expenditure Type</b> 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</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 STLoan = 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> Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age and/or asset material/type. Condition Assessment = 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> L - Land S - Engineering Structure B - Buildings V - 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 #:** 2.670/2.680  
**Service Name:** Regional Water Supply & JDF Water Distribution Combo

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
<b>SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION</b>													
16-01	Renewal	Upgrades to Buildings at 479 Island Highway	Maintenance and changes to buildings and office layouts.	\$320,000	B	WU	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
17-01	Renewal	Voice Radio Upgrade	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.	\$2,125,000	E	WU	\$1,000,000	\$1,300,000	\$200,000	\$0	\$0	\$0	\$1,500,000
20-01	New	Portable Pump Station	Portable pump station and generator to provide backup when a pump station is offline, in construction or to bypass a section of pipe.	\$750,000	E	WU	\$530,000	\$530,000	\$0	\$0	\$0	\$0	\$530,000
<b>Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution</b>				\$3,195,000			\$1,530,000	\$1,910,000	\$280,000	\$80,000	\$80,000	\$80,000	\$2,430,000
<b>ANNUAL PROVISIONAL CAPITAL ITEMS</b>													
17-03	Replacement	Office Equipment, Upgrades and Replacements	Upgrade and replacement of office equipment as required.	\$225,000	E	WU	\$0	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000
17-04	Replacement	Computer Upgrades	Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.	\$850,000	E	WU	\$0	\$170,000	\$170,000	\$170,000	\$170,000	\$170,000	\$850,000
17-05	New	Development of the Maintenance Management Systems	Develop maintenance management system.	\$100,000	E	WU	\$50,000	\$70,000	\$20,000	\$20,000	\$20,000	\$20,000	\$160,000
17-06	Replacement	Small Equipment & Tool Replacement (Water Operations)	Replacement of tools and small equipment for Water Operations as required.	\$400,000	E	WU	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
17-07	Replacement	Small Equipment & Tool Replacement (Corporate Fleet)	Replacement of tools and small equipment for Fleet as required.	\$75,000	E	WU	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
													\$0
													\$0
<b>Sub-Total for Annual Provisional Capital Items</b>				\$1,650,000			\$50,000	\$380,000	\$330,000	\$330,000	\$330,000	\$340,000	\$1,710,000
<b>GRAND TOTAL</b>				<b>\$4,845,000</b>			<b>\$1,580,000</b>	<b>\$2,290,000</b>	<b>\$610,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$420,000</b>	<b>\$4,140,000</b>

**Service:** **2.670/2.680** **Regional Water Supply & JDF Water Distribution Combo**

<b>Project Number</b>	16-01	<b>Capital Project Title</b>	Upgrades to Buildings at 479 Island Highway	<b>Capital Project Description</b>	Maintenance and changes to buildings and office layouts.
<b>Project Rationale</b>	<p>The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway:</p> <ul style="list-style-type: none"> <li>• Repairs, upgrades and changes to the buildings (provisional \$50,000)</li> <li>• Painting of the buildings. (provisional \$10,000 annually)</li> <li>• Repair and replacement of carpets, floors and walls. (provisional \$10,000 annually)</li> <li>• Repair, refurbishment and replacement of equipment and property. (provisional \$10,000 annually)</li> </ul>				

<b>Project Number</b>	17-01	<b>Capital Project Title</b>	Voice Radio Upgrade	<b>Capital Project Description</b>	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.
<b>Project Rationale</b>	<p>Service Life and projected replacement:</p> <ul style="list-style-type: none"> <li>• The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005.</li> <li>• The present radio models used in the system have just been taken out of production by the manufacturer, there will be no new units available for purchase as of July 1, 2015.</li> <li>• Support for repairs and maintenance of the present radio will continue for the next 3 years at least.</li> <li>• There are no pressing issues with equipment maintenance or repairs. present repair rates suggest we can maintain the system for the next few years. and perhaps reach a 12-15 year lifespan</li> </ul>				

<b>Project Number</b>	20-01	<b>Capital Project Title</b>	Portable Pump Station	<b>Capital Project Description</b>	Portable pump station and generator to provide backup when a pump station is offline, in construction or to bypass a section of pipe.
<b>Project Rationale</b>	<p>The RWS and JdF operation numerous water mains and pump stations. There are situations, when a pump station fails, construction of a pump station or bypassing a section of pipe, where a portable pump station <b>with a generator</b> is required to maintain the level of service. Funds will be used in 2020 to design and in 2021 to procure a portable pump station <b>and generator</b>.</p>				

<b>Project Number</b>	17-03	<b>Capital Project Title</b>	Office Equipment, Upgrades and Replacements	<b>Capital Project Description</b>	Upgrade and replacement of office equipment as required.
<b>Project Rationale</b>	<p>Funds will be used for the replacement and upgrading of office equipment and furniture, as required.</p>				

**Service:** **2.670/2.680** **Regional Water Supply & JDF Water Distribution Combo**

<b>Project Number</b>	17-04	<b>Capital Project Title</b>	Computer Upgrades	<b>Capital Project Description</b>	Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.
<b>Project Rationale</b>	<p><i>This is an annual upgrading and replacement program of computers, photocopiers, network, monitoring and associated equipment, as required. This item has been increased from \$160,000 to \$170,000 annually to reflect actual costs.</i></p> <p><i>Capital Budget</i>  <i>Network Switch Maintenance \$10,000</i>  <i>Additional Wireless Access Points and Maintenance \$15,000</i>  <i>Photocopier Replacement \$20,000</i>  <i>Additional Data Storage \$15,000</i>  <i>Replacement Computers \$75,000</i>  <i>Equipment Maintenance (contingency) \$23,000</i>  <i>Replace Access Control System - Gates/ Video Cameras \$12,000</i>  <i>Total Capital \$170,000</i></p>				

<b>Project Number</b>	17-05	<b>Capital Project Title</b>	Development of the Maintenance Management Systems	<b>Capital Project Description</b>	Develop maintenance management system.
<b>Project Rationale</b>	<p><i>The maintenance management system needs further development to meet user needs and to facilitate reporting. It is proposed that funds be approved for the following projects:- Develop and Asset onboarding process and a fault code reporting process for the CMMS.</i></p>				

<b>Project Number</b>	17-06	<b>Capital Project Title</b>	Small Equipment & Tool Replacement (Water Operations)	<b>Capital Project Description</b>	Replacement of tools and small equipment for Water Operations as required.
<b>Project Rationale</b>	<p>Funds will be used for replacement of a variety of Operations and Welding equipment such as cutting saws, portable generators, gas detectors, Hilti drills, plasma cutter, wire welder, etc.</p>				

<b>Project Number</b>	17-07	<b>Capital Project Title</b>	Small Equipment & Tool Replacement (Corporate Fleet)	<b>Capital Project Description</b>	Replacement of tools and small equipment for Fleet as required.
<b>Project Rationale</b>	<p>Funds will be used for replacement of a variety of Fleet small equipment and tools as required. This includes provision to replace the Vehicle OBD reader for reading engine codes and the shop air compressor.</p>				

**2.680 Juan de Fuca Water Distribution  
 Summary Schedule  
 2023 - 2027 Financial Plan**

**Asset Profile**

**Juan de Fuca Water Distribution**

Juan de Fuca assets include lands, office buildings, pump stations, pipe lines, meters, equipment, vehicles and other infrastructure.

**Reserve/Fund Summary**

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
DCC Reserve Account	12,217,005	8,247,005	10,427,005	12,607,005	14,787,005	16,987,005
Equipment Replacement Fund	872,739	544,196	437,040	364,657	396,136	497,139
<b>Total</b>	<b>13,167,350</b>	<b>8,868,809</b>	<b>10,941,655</b>	<b>13,049,274</b>	<b>15,260,755</b>	<b>17,561,760</b>

**2.680 Juan de Fuca Water Distribution  
Development Cost Charges  
2023 - 2027 Financial Plan**

**Development Cost Charges Reserve Schedule**

**Reserve Fund:** Development Cost Charges for Juan de Fuca Water Distribution (Bylaw # 2758)

**Fund: 1055 Fund Center: 101532**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Beginning Balance</b>	13,147,386	12,217,005	8,247,005	10,427,005	12,607,005	14,787,005
<b>Transfer to Cap Fund to fund DCC projects</b>	(5,477,600)	(6,170,000)	(20,000)	(20,000)	(20,000)	-
<b>Payment of P&amp;I on LA 3164</b>	(28,099)	-	-	-	-	-
<b>Payment of DCC liability</b>						
<b>DCC's received From Member Municipalities</b>	4,271,809	2,200,000	2,200,000	2,200,000	2,200,000	2,200,000
<b>Interest Income*</b>	303,509					
<b>Ending Balance \$</b>	<b>12,217,005</b>	<b>8,247,005</b>	<b>10,427,005</b>	<b>12,607,005</b>	<b>14,787,005</b>	<b>16,987,005</b>

General Comments:  
Development Cost Charges Reserve Funds for Juan de Fuca Water Distribution was adopted in year 2000 for the purpose of providing funds for the capital costs of water facilities in the service areas.

These Reserve funds are received from Member Municipalities as Development Cost Charges (DCC's) to provide for the capital costs attributable to water system capacity improvements projects specified in the DCC capital expenditure program. Municipalities collect these DCC charges through building permits that are issued to developers for subdivision development.

Future years DCC's received from member municipalities are difficult to predict, due to unknown development activity in the Municipalities, influenced by market conditions. Estimates based on recent annual collections of DCCs, and the cyclical nature of property development.

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

**2.680 Juan de Fuca Water Distribution  
Equipment Replacement Reserve  
2023 - 2027 Financial Plan**

**Equipment Replacement Reserve Schedule**

**Reserve Fund:** Juan de Fuca Distribution Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

**Fund: 1022 Fund Center: 101630**

	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	585,011	872,739	544,196	437,040	364,657	396,136
<b>Equipment purchases (Based on Capital Plan)</b>	(78)	(1,080,000)	(855,000)	(905,000)	(774,000)	(710,000)
<b>Transfer from Operating Budget</b>	263,494	589,457	619,594	696,867	689,379	704,503
<b>Proceeds on disposals</b>	18,271	162,000	128,250	135,750	116,100	106,500
<b>Interest Income*</b>	6,041					
<b>Ending Balance \$</b>	<b>872,739</b>	<b>544,196</b>	<b>437,040</b>	<b>364,657</b>	<b>396,136</b>	<b>497,139</b>

General Comments:

Reserve Fund is used for the purpose of replacing fleet vehicles including heavy equipment and associated mobile components, as outlined in the capital plan. Proceeds from disposals are estimated at 15% of replacement equipment purchases. Note not all vehicles are sold within the year in which they are replaced.

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



# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Florence Lake Water System**

#### **FINAL BUDGET**

MARCH 2023

**Service: 2.681 Florence Lake Water System**

**Commission: Juan De Fuca Water Distribution**

**DEFINITION:**

Florence Lake Water System is a water distribution local service of the regional district.  
Establishment Bylaw No. 4393, July 14, 2021

**SERVICE DESCRIPTION:**

The service is established for the purpose of upgrading the existing Florence Lake Water System, the operation of a water utility, and assuming responsibility for the administration, operation, and maintenance of the infrastructure providing water to the residences of Savory Road, Langford BC, in the area formerly known as the Florence Lake Improvement District.

**PARTICIPATION:**

Juan de Fuca Water Distribution Service provides retail water distribution system to participants within the Western Communities. The service administration and operation is provided by the Integrated Water Services Department.

**MAXIMUM LEVY:**

Greater of \$75,000 or \$6.3298 per \$1,000 of actual assessments

**COMMISSION:**

Juan De Fuca Water Distribution

**FUNDING:**

Parcel Tax

**RESERVE FUND:**

N/A

**2.681 - Florence Lake Water System**  
*- \$0.2M Water System Upgrade*

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<b>DEBT SERVICING</b>										
<u>Water usage</u>		5,486	-	-	-	-	0.0%			
Debt Reserve Fund	3,000	-	2,040	-	-	2,040	-	-	-	-
MFA Principal Payment	-	-	-	-	-	-	11,376	11,376	11,376	11,376
MFA Interest Payment	5,738	7,530	9,231	-	-	9,231	8,568	8,568	8,568	8,568
Surplus carryforward to 2023		(4,278)	4,278			4,278				
Grant in Lieu			(37)			(37)				
<b>TOTAL DEBT</b>	<b>8,738</b>	<b>8,738</b>	<b>15,512</b>	<b>-</b>	<b>-</b>	<b>15,512</b>	<b>19,944</b>	<b>19,944</b>	<b>19,944</b>	<b>19,944</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(8,738)</b>	<b>(8,738)</b>	<b>(15,512)</b>	<b>-</b>	<b>-</b>	<b>(15,512)</b>	<b>(19,944)</b>	<b>(19,944)</b>	<b>(19,944)</b>	<b>(19,944)</b>
Percentage increase over prior year Requisition			77.5%			77.5%	28.6%	0.0%	0.0%	0.0%

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Seagirt Water System**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 2.682 Seagirt Water System

**Commission:** Juan De Fuca Water Distribution

**DEFINITION:**

Seagirt Water System is a water distribution local service of the regional district.  
The establishment and operation of Seagirt Water System is done by Bylaw No. 4487, December 14, 2022

**SERVICE DESCRIPTION:**

The service is established for the purpose of upgrading the existing Seagirt Water System, the operation of a water utility, and assuming responsibility for the administration, operation, and maintenance of the infrastructure providing water to the residences of the area formerly known as the Seagirt Waterworks District.

**PARTICIPATION:**

Juan de Fuca Water Distribution Service provides retail water distribution system to participants within the Western Communities.<sup>1</sup> service administration and operation is provided by the Integrated Water Services Department.

**MAXIMUM LEVY:**

Greater of \$320,000 or \$3.4824 per \$1,000 of actual assessments

**COMMISSION:**

Juan De Fuca Water Distribution

**FUNDING:**

Parcel Tax

**RESERVE FUND:**

N/A

Program Group:  
**CRD - Seagirt Water System**  
*- \$2.1M Water System Upgrade*

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>DEBT</u>										
Debt Reserve Fund	-	-	-	-	-	-	21,000	-	-	-
MFA Principal Payment	-	-	-	-	-	-	-	61,480	61,480	61,480
MFA Interest Payment	-	-	97,650	-	-	97,650	109,288	102,900	102,900	102,900
	-	-	-	-	-	-	-	-	-	-
<b>TOTAL DEBT</b>	-	-	<b>97,650</b>	-	-	<b>97,650</b>	<b>130,288</b>	<b>164,380</b>	<b>164,380</b>	<b>164,380</b>
<b>REQUISITION - PARCEL TAX</b>	-	-	<b>(97,650)</b>	-	-	<b>(97,650)</b>	<b>(130,288)</b>	<b>(164,380)</b>	<b>(164,380)</b>	<b>(164,380)</b>
Percentage increase over prior year Requisition							33.4%	26.2%	0.0%	0.0%

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

Service No.	2.682 Seagirt Water System	Carry Forward from 2022	2023	2024	2025	2026	2027	TOTAL
-------------	-------------------------------	-------------------------------	------	------	------	------	------	-------

**EXPENDITURE**

Buildings	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Engineered Structures	-	\$2,350,000	-	-	-	-	-	\$2,350,000
Vehicles	-	-	-	-	-	-	-	-
	-	<b>\$2,350,000</b>	-	-	-	-	-	<b>\$2,350,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	-	\$150,000	-	-	-	-	-	\$150,000
Debenture Debt (New Debt Only)	-	\$2,100,000	-	-	-	-	-	\$2,100,000
Equipment Replacement Fund	-	-	-	-	-	-	-	-
Grants (Federal, Provincial)	-	\$100,000	-	-	-	-	-	\$100,000
Donations / Third Party Funding	-	-	-	-	-	-	-	-
Reserve Fund	-	-	-	-	-	-	-	-
	-	<b>\$2,350,000</b>	-	-	-	-	-	<b>\$2,350,000</b>





**Service:** 2.682 Seagirt Water System

<b>Project Number</b>	23-03	<b>Capital Project Title</b>	Seagirt Watermain Extension	<b>Capital Project Description</b>	Upgrade of Seagirt water distribution system
<b>Project Rationale</b>	Upgrades to the Seagirt Improvement District water distribution system including engineering, construction and administration costs for full replacement of the existing SID water distribution system. Upgrade infrastructure to include 150mm diameter water distribution mains, new hydrants, new service connections with meter and meter boxes, air valves and isolation valves as required.				

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Core Area Wastewater Operations**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 3.717 Core Area Wastewater Operations

**Committee:** Core Area Liquid Waste Management

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

This program is for the provision of sub-regional wastewater collection and treatment in the Core Area and Western Communities. Although the largest component of the program budget is for the operation and maintenance of the McLoughlin Point Wastewater Treatment and Residuals Treatment Plants and conveyance systems, many other key programs are funded through and support these budgets including engineering (capital projects), odour control, and marine monitoring and protection.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

See Debt Budget 3.798C

**AUTHORIZATION:**

N/A

**FUNDING:**

Requisition

**RESERVE FUND:**

N/A

Service: 3.717 Core Area Wastewater Operations

Committee: Core Area Liquid Waste Management

**COST SHARING ALLOCATION - ANNUAL FLOWS**

	<b>2021</b>	<b>2022</b>	<b>2023</b>
Colwood	3.72%	3.38%	3.30%
Esquimalt	6.64%	6.75%	6.71%
Langford	8.65%	9.61%	10.10%
Oak Bay	9.24%	8.83%	9.91%
Saanich	29.11%	29.57%	28.06%
Victoria	38.88%	38.39%	38.40%
View Royal	2.61%	2.36%	2.30%
Esquimalt Nation	0.08%	0.08%	0.08%
Songhees Nation	0.67%	0.70%	0.74%
D.N.D.	0.40%	0.33%	0.40%
	<b>100%</b>	<b>100%</b>	<b>100%</b>

**3.717 - Core Area Wastewater Operations**

	2022		BUDGET REQUEST				FUTURE PROJECTIONS				ID	Est-Budget	'22-'23	Increase
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027				
<b>OPERATING COSTS:</b>														
Allocation - IWS Operations	7,611,585	7,479,469	7,986,854	481,910	108,000	8,576,764	8,640,313	8,813,119	8,982,250	9,154,615	1	(132,116)	965,179	12.68%
Allocation - Standard Overhead	1,401,804	1,401,804	2,243,336	-	-	2,243,336	2,288,203	2,333,967	2,380,647	2,428,259	2	-	841,532	60.03%
Allocation - Enviro Monitoring & Marine Protection Programs	2,275,177	1,442,214	2,192,053	-	85,410	2,277,463	2,228,010	2,272,569	2,318,020	2,334,375	3	(832,963)	2,286	0.10%
Biotreatment and Disposal	5,686,208	3,600,089	5,805,500	253,800	-	6,059,300	6,180,486	6,304,096	6,430,178	6,558,781	4	(2,086,119)	373,092	6.56%
Operating - Other	1,996,820	2,988,165	2,810,630	200,000	-	3,010,630	3,086,552	3,164,748	3,232,437	3,302,184	5	991,345	1,013,810	50.77%
Repairs & Maintenance	1,585,851	1,124,405	1,230,040	-	-	1,230,040	1,707,710	2,053,800	1,740,320	1,444,000	6	(461,446)	(355,811)	-22.44%
Electricity & Utilities	3,476,850	3,512,095	3,634,243	-	-	3,634,243	3,706,925	3,781,067	3,832,308	3,884,281	7	35,245	157,393	4.53%
Supplies - Chemical & Other	4,241,410	2,180,234	2,582,240	900,000	30,000	3,512,240	3,551,890	3,622,912	3,666,415	3,710,450	8	(2,061,176)	(729,170)	-17.19%
<b>TOTAL OPERATING COSTS</b>	<b>28,275,705</b>	<b>23,728,475</b>	<b>28,484,896</b>	<b>1,835,710</b>	<b>223,410</b>	<b>30,544,016</b>	<b>31,390,089</b>	<b>32,346,278</b>	<b>32,582,575</b>	<b>32,816,945</b>		<b>(4,547,230)</b>	<b>2,268,311</b>	8.02%
*Percentage Increase over prior year		-16.08%	0.74%	6.49%	0.79%	8.02%	2.77%	3.05%	0.73%	0.72%				
<b>RESERVE:</b>														
Transfer to Operating Reserve	1,028,086	3,294,981	600,000	-	-	600,000	612,000	624,240	680,000	738,160	A	2,266,895	(428,086)	-41.64%
Transfer to Equipment Replacement Fund	846,920	1,649,604	500,000	-	-	500,000	510,000	520,200	570,000	651,840	B	802,684	(346,920)	-40.96%
<b>TOTAL RESERVES</b>	<b>1,875,006</b>	<b>4,944,585</b>	<b>1,100,000</b>	<b>-</b>	<b>-</b>	<b>1,100,000</b>	<b>1,122,000</b>	<b>1,144,440</b>	<b>1,250,000</b>	<b>1,390,000</b>		<b>3,069,579</b>	<b>(775,006)</b>	-41.33%
<b>TOTAL COSTS</b>	<b>30,150,711</b>	<b>28,673,060</b>	<b>29,584,896</b>	<b>1,835,710</b>	<b>223,410</b>	<b>31,644,016</b>	<b>32,512,089</b>	<b>33,490,718</b>	<b>33,832,575</b>	<b>34,206,945</b>			<b>1,493,305</b>	
*Percentage Increase over prior year		-4.90%	-1.88%	6.09%	0.74%	4.95%	2.74%	3.01%	1.02%	1.11%				
Internal Recoveries	(1,122,000)	(204,000)	(1,108,080)	-	-	(1,108,080)	(1,112,240)	(1,116,480)	(1,120,810)	(1,125,226)	D	918,000	13,920	-1.24%
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>29,028,711</b>	<b>28,469,060</b>	<b>28,476,816</b>	<b>1,835,710</b>	<b>223,410</b>	<b>30,535,936</b>	<b>31,399,849</b>	<b>32,374,238</b>	<b>32,711,765</b>	<b>33,081,719</b>		<b>(559,651)</b>	<b>1,507,225</b>	5.19%
*Percentage Increase over prior year		-1.93%	-1.90%	6.32%	0.77%	5.19%	2.83%	3.10%	1.04%	1.13%				
<b>REVENUE:</b>														
Balance C/F from 2021 to 2022	(197,346)	(197,346)	-	-	-	-	-	-	-	-	H	-	197,346	-100.00%
Estimated Balance C/F from 2022 to 2023	-	193,410	-	-	-	-	-	-	0	(0)	S	193,410	-	#DIV/0!
Grants in Lieu of Taxes	(876,129)	(876,129)	(700,895)	-	-	(700,895)	(700,895)	(700,895)	(700,895)	(700,895)	F	-	175,234	-20.00%
Transfer from Operating Reserve	(366,241)	-	(146,794)	(700,000)	(223,410)	(1,070,204)	(1,002,789)	(1,026,785)	(599,780)	(290,000)	G	366,241	(703,963)	192.21%
<b>TOTAL REVENUE</b>	<b>(1,439,716)</b>	<b>(880,065)</b>	<b>(847,689)</b>	<b>(700,000)</b>	<b>(223,410)</b>	<b>(1,771,099)</b>	<b>(1,703,684)</b>	<b>(1,727,680)</b>	<b>(1,300,675)</b>	<b>(990,895)</b>		<b>559,651</b>	<b>(331,383)</b>	23.02%
<b>REQUISITION</b>	<b>(27,588,995)</b>	<b>(27,588,995)</b>	<b>(27,629,127)</b>	<b>(1,135,710)</b>	<b>-</b>	<b>(28,764,837)</b>	<b>(29,696,165)</b>	<b>(30,646,558)</b>	<b>(31,411,090)</b>	<b>(32,090,824)</b>		<b>-</b>	<b>(1,175,842)</b>	4.26%
*Percentage increase over prior year		0.00%	0.15%	4.12%	0.00%	4.26%	3.24%	3.20%	2.49%	2.16%				
PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich, View Royal, Colwood, Langford, Esquimalt FN, Songhees FN														

**3.717 Core Area Wastewater Operations Asset and Reserve Summary  
 Summary Schedule  
 2023 - 2027 Financial Plan**

**Asset Profile**

**Core Area Wastewater Operations**

Construction of the Core Area Wastewater Treatment Plant, Residuals Treatment Plant, pump stations and conveyance systems will be completed in 2021. The treatment plants, pump stations and conveyance systems provide tertiary wastewater treatment to the Core Area and Westshore Communities.

**Summary**

**CAWW Reserve/Fund Summary  
 Projected year end balance**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Operating Reserve Fund	10,633,127	10,162,923	9,772,134	9,369,589	9,449,809	9,897,969
Equipment Replacement Fund	6,394,785	6,494,785	5,884,785	6,004,985	6,174,985	6,426,825
<b>Total</b>	<b>17,027,912</b>	<b>16,657,708</b>	<b>15,656,919</b>	<b>15,374,574</b>	<b>15,624,794</b>	<b>16,324,794</b>

See attached reserve schedules for projected annual cash flows.

**Profile**

**Core Area Wastewater Operations**

Bylaw 4144 - Starting in 2021, the operating reserve account is established for operating and maintenance activities that typically do not occur annually. These maintenance activities are large expenses and to avoid large swings in the operating budget, funds are set aside annually to undertake this maintenance.

**Operating Reserve Schedule**

**Operating Reserve Schedule**  
**Fund: 1500 Fund Center: 105543**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Beginning Balance</b>	7,698,621	10,633,127	10,162,923	9,772,134	9,369,589	9,449,809
<b>Planned Purchase</b>	-	(1,070,204)	(1,002,789)	(1,026,785)	(599,780)	(290,000)
<b>Transfer from Ops Budget</b>	2,675,740	600,000	612,000	624,240	680,000	738,160
<b>Interest Income*</b>	258,766					
<b>Total projected year end balance</b>	<b>10,633,127</b>	<b>10,162,923</b>	<b>9,772,134</b>	<b>9,369,589</b>	<b>9,449,809</b>	<b>9,897,969</b>

**Assumptions/Background:**

Cyclical maintenance reserve account with funding for Outfall Inspection, Odour Control Carbon Replacement, Heat Recovery Exchange System Cleaning, other major non-annual maintenance expenditures. The Operating Reserve fund also includes contributions from Environmental Services and the Residual Treatment Facility

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

**ERF Reserve Fund Schedule SPWWTP**

**ERF: CAWW Fund for Equipment Replacement**

In 2021, all remaining funds from old legacy trunk budgets were transferred into the amalgamated Core Area Wastewater service equipment reserve fund.

Equipment Replacement Fund Fund: 1022 Fund Center: 102229	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	5,590,716	6,394,785	6,494,785	5,884,785	6,004,985	6,174,985
Planned Purchase (Based on Capital Plan)	(91,435)	(400,000)	(1,120,000)	(400,000)	(400,000)	(400,000)
Transfer IN (from Ops Budget)	846,920	500,000	510,000	520,200	570,000	651,840
Interest Income*	48,584					
<b>Ending Balance \$</b>	<b>6,394,785</b>	<b>6,494,785</b>	<b>5,884,785</b>	<b>6,004,985</b>	<b>6,174,985</b>	<b>6,426,825</b>

**Assumptions/Background:**

ERF Reserve to fund replacement of equipment that lasts less than 15 years in the CAWW System. Example motors, pumps etc.

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



# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Debt - Core Area Wastewater Capital**

#### **FINAL BUDGET**

MARCH 2023

**3.798C - Debt - Core Area Wastewater Capital**

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<b>CAPITAL / RESERVE</b>										
Transfer to RTF Capital	5,529,745	5,529,745	5,529,745	-	-	5,529,745	5,529,745	5,529,745	5,529,745	5,529,745
Transfer to Capital Replacement Reserve	3,121,119	3,360,087	3,121,119	-	-	3,121,119	2,721,119	2,721,119	2,721,119	2,721,119
Transfer to WTP Debt Retirement Reserve	4,821,437	4,821,437	4,893,237	-	144,288	5,037,525	1,004,930	5,418,160	5,489,960	5,561,760
<b>TOTAL CAPITAL / RESERVES</b>	<b>13,472,301</b>	<b>13,711,269</b>	<b>13,544,101</b>	<b>-</b>	<b>144,288</b>	<b>13,688,389</b>	<b>9,255,794</b>	<b>13,669,024</b>	<b>13,740,824</b>	<b>13,812,624</b>
CAWTP Debt	7,181,063	7,181,063	7,109,313	-	-	7,109,313	10,899,917	6,542,250	6,470,500	6,398,750
CAWW Debt	78,818	15,000	213,930	-	-	213,930	2,104,191	3,987,131	5,667,200	6,327,179
<u>Total Debt Expenditures</u>	7,259,881	7,196,063	7,323,243	-	-	7,323,243	13,004,108	10,529,381	12,137,700	12,725,929
MFA Debt Reserve	192,380	17,230	192,660	-	-	192,660	208,410	192,860	86,360	38,360
<b>TOTAL OPERATING COSTS</b>	<b>20,924,562</b>	<b>20,924,562</b>	<b>21,060,004</b>	<b>-</b>	<b>144,288</b>	<b>21,204,292</b>	<b>22,468,312</b>	<b>24,391,265</b>	<b>25,964,884</b>	<b>26,576,913</b>
*Percentage Increase over prior year			0.65%			1.34%	5.96%	8.56%	6.45%	2.36%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Surplus Balance carry forward	-	-	-	-	-	-	-	-	-	-
Transfer from Own funds	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(721,430)	(721,430)	(573,949)	-	-	(573,949)	(721,430)	(721,430)	(721,430)	(721,430)
Revenue - Other	(21,740)	(21,740)	(20,870)	-	(144,288)	(165,158)	(20,870)	(20,870)	(20,870)	(20,870)
<b>TOTAL REVENUE</b>	<b>(743,170)</b>	<b>(743,170)</b>	<b>(594,819)</b>	<b>-</b>	<b>(144,288)</b>	<b>(739,107)</b>	<b>(742,300)</b>	<b>(742,300)</b>	<b>(742,300)</b>	<b>(742,300)</b>
<b>REQUISITION</b>	<b>(20,181,392)</b>	<b>(20,181,392)</b>	<b>(20,465,185)</b>	<b>-</b>	<b>-</b>	<b>(20,465,185)</b>	<b>(21,726,012)</b>	<b>(23,648,965)</b>	<b>(25,222,584)</b>	<b>(25,834,613)</b>
*Percentage increase over prior year			1.41%			1.41%	6.16%	8.85%	6.65%	2.43%
PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich View Royal, Colwood, Langford, Esquimalt FN, Songhees FN										

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

<b>Service No.</b>	<b>3.798C</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
	<b>Debt - Core Area Wastewater Treat</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$32,095,000	\$22,645,000	\$34,825,000	\$19,050,000	\$8,400,000	\$3,600,000	\$3,600,000	\$88,520,000
Vehicles	\$263,000	\$263,000	\$0	\$0	\$0	\$0	\$0	\$263,000
	<b>\$32,358,000</b>	<b>\$23,208,000</b>	<b>\$34,825,000</b>	<b>\$19,050,000</b>	<b>\$8,400,000</b>	<b>\$3,600,000</b>	<b>\$3,600,000</b>	<b>\$89,083,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$14,473,000	\$973,000	\$13,500,000	\$0	\$0	\$0	\$0	\$14,473,000
Debenture Debt (New Debt Only)	\$16,130,000	\$19,080,000	\$19,205,000	\$17,650,000	\$7,000,000	\$2,200,000	\$2,200,000	\$65,135,000
Equipment Replacement Fund	\$400,000	\$800,000	\$1,120,000	\$400,000	\$400,000	\$400,000	\$400,000	\$3,120,000
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	\$1,355,000	\$2,355,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$6,355,000
	<b>\$32,358,000</b>	<b>\$23,208,000</b>	<b>\$34,825,000</b>	<b>\$19,050,000</b>	<b>\$8,400,000</b>	<b>\$3,600,000</b>	<b>\$3,600,000</b>	<b>\$89,083,000</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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 meets current energy standards with an expected service life of 35 years".</p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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 STLoan = 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 and/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> L - Land S - Engineering Structure B - Buildings V - 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 #:** 3.798C  
**Service Name:** Debt - Core Area Wastewater Treatment Program

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
<b>McLOUGHLIN WASTEWATER TREATMENT PLANT</b>													
The new McLoughlin WWTP was commissioned in January 2021. This is a new facility may require some upgrades to improve operational performance and/or health and safety items that are being revealed during the first few years of plant operation.													
16-01a	New	CAWTP	Wastewater Treatment Project (including WWTP, RTF, Conveyance)	\$462,000,000	S	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
16-01b	New	CAWTP	Wastewater Treatment Project (including WWTP, RTF, Conveyance)	\$101,100,000	S	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
16-01c	New	CAWTP	Wastewater Treatment Project (including WWTP, RTF, Conveyance)	\$211,900,000	S	Cap	\$14,210,000	\$710,000	\$13,500,000	\$0	\$0	\$0	\$14,210,000
20-02a	New	New Fleet Purchases	9 new vehicles (3 EIC, 3 mechanical trades, 3 operations); 1 spider crane; 1 scissor lift; 1 portable hotsty	\$1,400,000	V	Cap	\$263,000	\$263,000	\$0	\$0	\$0	\$0	\$263,000
<b>PUMP STATIONS</b>													
21-01	Renewal	Lang Cove Electrical and Building Upgrades	Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace PLC, SCADA pack, communications), and building upgrades.	\$350,000	S	Res	\$340,000	\$340,000	\$0	\$0	\$0	\$0	\$340,000
21-02	Renewal	Marigold Electrical and Building Upgrades	Renewals are based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades.	\$2,250,000	S	Debt	\$2,000,000	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000
21-03	Renewal	Currie Major Electrical and Seismic Upgrades	Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace VFDs, PLC, SCADA pack, communications), seismic upgrades and driveway repairs.	\$2,300,000	S	Debt	\$200,000	\$200,000	\$1,900,000	\$0	\$0	\$0	\$2,100,000
21-04	Renewal	Craigflower Odour Control Upgrade	Increasing flows and off-gassing from the vortex drop are generating odours and causing corrosion. Re-alignment of the influent sewer is required to mitigate odours, corrosion and address health and safety concerns.	\$400,000	S	Debt	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$300,000
21-05	Replacement	Harling PS - Complete Replacement	Based on Delcan's condition assessment and the age of this facility, replacement of Harling Point PS is required.	\$2,300,000	S	Debt	\$300,000	\$300,000	\$2,000,000	\$0	\$0	\$0	\$2,300,000
22-01	Renewal	Odour Control HVAC Testing and Balancing	Based upon KWL's 2018 condition assessment review, upgrades are required to several odour control facilities (ie. carbon scrubbers, bioxide injection, etc). In addition, HVAC testing & balancing and process narratives are required.	\$200,000	S	Debt	\$190,000	\$190,000	\$0	\$0	\$0	\$0	\$190,000
22-05	Replacement	Lang Cove Discharge Isolation Valves	Replace seized, direct buried isolation valves on at the Lang Cove pump station with new valves in a manhole.	\$400,000	S	ERF	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$300,000
24-01	Renewal	Trent PLC Upgrade	The Programmable Logic Controller needs to be upgraded to meet new software standards.	\$250,000	S	ERF	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000

Service #: 3.798C

Service Name: Debt - Core Area Wastewater Treatment Program

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
24-02	Renewal	Hood Mechanical and Electrical Renewal	Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes pump replacement, installation of a new valve chamber, RTU upgrade, and site improvements.	\$420,000	S	Debt	\$0	\$0	\$420,000	\$0	\$0	\$0	\$420,000
24-03	Renewal	Currie Minor Mechanical and Electrical Renewal	Upgrades are based upon Delcan's condition assessment and recent inspections. The work includes pump and valve replacement.	\$230,000	S	Debt	\$0	\$0	\$230,000	\$0	\$0	\$0	\$230,000
24-04	Renewal	Humber Electrical and Mechanical Renewal	Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.	\$290,000	S	Debt	\$0	\$0	\$290,000	\$0	\$0	\$0	\$290,000
24-05	Renewal	Rutland Electrical and Mechanical Renewal	Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.	\$290,000	S	Debt	\$0	\$0	\$290,000	\$0	\$0	\$0	\$290,000
24-06	Renewal	Penrhyn Electrical and Mechanical Renewal	Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes electrical (replace PLC and MCC), mechanical (replace pumps and upgrade HVAC), and structural/building upgrades.	\$670,000	S	Debt	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
24-06	Renewal	Penrhyn Electrical and Mechanical Renewal	Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes electrical (replace PLC and MCC), mechanical (replace pumps and upgrade HVAC), and structural/building upgrades.		S	ERF	\$0	\$0	\$470,000	\$0	\$0	\$0	\$470,000
<b>GRAVITY SEWERS AND MANHOLES</b>													
21-06	Renewal	Shoreline Trunk Sewer Upgrade	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet during peak storm events.	\$2,400,000	S	Debt	\$350,000	\$350,000	\$2,000,000	\$0	\$0	\$0	\$2,350,000
21-07	New	Western Trunk Sewer Twinning	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon during peak storm events. Complete an options study in 2023 and detailed design/construction between 2027-2030.	\$15,000,000	S	Debt	\$350,000	\$350,000	\$0	\$0	\$0	\$0	\$350,000
21-08	Replacement	Boundary Odour Control Replacement	The Boundary UV odour control unit has failed. Based on the 2018 KWL Odour Control Assessment review, a pilot nitrate amendment study is being completed to see if improved dosing can mitigate odours.	\$400,000	S	Res	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$300,000
21-09	Renewal	Bowker Sewer Rehabilitation Ph1	Based on results of CCTV inspection about 2,000m of sewer along Shelbourne, Kings and from Trent PS to Newport needs to be relined.	\$8,600,000	S	Debt	\$8,300,000	\$8,300,000	\$0	\$0	\$0	\$0	\$8,300,000
21-10	Renewal	Sewer Cleaning and Inspection	Regional sewers should be cleaned and inspected on a 5-year cycle. The next 5-year cycle will recommence in 2024.	\$750,000	S	Debt	\$80,000	\$80,000	\$150,000	\$150,000	\$150,000	\$150,000	\$680,000
21-11	Renewal	Manhole Repairs and Replacement	Based upon CCTV and staff inspections on manholes, there are a number of deteriorated MH's that require repair or replacement.	\$1,500,000	S	Debt	\$495,000	\$745,000	\$250,000	\$250,000	\$250,000	\$0	\$1,495,000
23-01	Renewal	Cecelia Ravine Pipe Protection	Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe.	\$300,000	S	Debt	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000
24-10	Renewal	East Coast Interceptor and Bowker Sewer Rehabilitation Ph2	Based on results of CCTV inspection about 2,000m of sewer along Beach Dr (from Bowker to Broom) and along Doncastor and Transit Roads needs to be relined.	\$8,000,000	S	Debt	\$0	\$0	\$8,000,000	\$0	\$0	\$0	\$8,000,000
<b>PRESSURE PIPES AND APPURTENANCES</b>													
21-12	Renewal	Gorge Siphon Inlet Chamber Upgrade	The control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.	\$500,000	S	Res	\$490,000	\$490,000	\$0	\$0	\$0	\$0	\$490,000
21-13	New	Craigflower Forcemain Twinning	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet during peak storm events.	\$9,600,000	S	Debt	\$275,000	\$275,000	\$300,000	\$4,500,000	\$4,500,000	\$0	\$9,575,000
21-14	Renewal	Marigold Siphon Assessment	The Marigold Siphon section is a pressurized (pre-stressed concrete pipe), nearing 50 years old, and has never been assessed. Assessment and eventual replacement of the pipe is required.	\$8,300,000	S	Debt	\$400,000	\$400,000	\$0	\$7,900,000	\$0	\$0	\$8,300,000
22-02	Renewal	Gorge and Harriet Siphon Assessment	The Gorge and Harriet Siphons are ductile iron pipe, nearing 50 years old, and have never been flushed or assessed. Flushing and assessment of the pipe is required.	\$250,000	S	Res	\$225,000	\$225,000	\$0	\$0	\$0	\$0	\$225,000
23-02	Renewal	Penrhyn Siphon Assessment	The Penrhyn Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.	\$400,000	S	Debt	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000
24-07	Renewal	Parsons Siphon Assessment	The Parsons Siphons are PVC and steel pipe, and have never been flushed or assessed. Flushing and assessment of the pipe is required.	\$400,000	S	Debt	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000
25-01	Renewal	Admirals Siphon Assessment	The Admirals Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.	\$400,000	S	Debt	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000
27-01	Study	Forcemain Pipe Assessment Study	There are several forcemain pipes downstream from each pump station that have never been assessed. A study is proposed to investigate various technologies to evaluate the condition of the pipes.	\$250,000	S	Debt	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000

Service #: **3.798C**

Service Name: **Debt - Core Area Wastewater Treatment Program**

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
<b>FLOW METERS</b>													
21-15	Replacement	Parsons Meter Replacement	Based on KWL's 2018-19 Flow Meter Audit review, Parsons meter is to be replaced with two doppler meters and one magmeter on Wilfert PS (includes install of meters, kiosk and conduit).	\$250,000	S	Debt	\$210,000	\$210,000	\$0	\$0	\$0	\$0	\$210,000
21-16	New	Gorge & Chapman Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetereed Gorge and Chapman catchments. Includes installation of new metering manhole.	\$130,000	S	Debt	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
21-17	New	Esquimalt Nation Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new custom weir, kiosk and conduit to measure the unmetereed Esquimalt Nation catchment.	\$200,000	S	Debt	\$190,000	\$190,000	\$0	\$0	\$0	\$0	\$190,000
21-18	New	Shoreline Trunk Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetereed Shoreline catchment. Includes installation of FloDar meter, kiosk and conduit.	\$240,000	S	Debt	\$240,000	\$240,000	\$0	\$0	\$0	\$0	\$240,000
21-19	New	Selkirk Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flume meter to measure the unmetereed Selkirk catchment (install weir, kiosk and conduit).	\$190,000	S	Debt	\$190,000	\$190,000	\$0	\$0	\$0	\$0	\$190,000
21-20	Replacement	Haultain, Hereward, Langford Replacement	Based on KWL's 2018-19 Flow Meter Audit review, ultrasonic meters are to be replaced with new LUT-440 models.	\$40,000	S	Debt	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
21-21	Replacement	Penrhyn Meter	Based on KWL's 2018-19 Flow Meter Audit review, the ADFM insertion probe meter is damaged and needs to be replaced.	\$90,000	S	Debt	\$90,000	\$90,000	\$0	\$0	\$0	\$0	\$90,000
<b>GENERAL</b>													
21-22	Study	Asset Management Plan Update	Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.	\$250,000	S	Debt	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$250,000
21-23	Study	DCC Program Development	With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw.	\$400,000	S	Debt	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$300,000
21-24	Renewal	Record Drawing and Wastewater Agreement Updates	The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.	\$700,000	S	Debt	\$40,000	\$240,000	\$0	\$200,000	\$0	\$200,000	\$640,000
21-25	Renewal	SCADA and Radio Assessment	Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements. Replacement will happen over many years commencing in 2022.	\$3,900,000	S	Debt	\$800,000	\$1,550,000	\$750,000	\$750,000	\$750,000	\$750,000	\$4,550,000
22-03	Renewal	Acquisition of Outstanding Right-of-Ways	Some of the infrastructure is located on privately owned land that do not have rights-of-way. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition.	\$1,200,000	S	Debt	\$150,000	\$150,000	\$0	\$500,000	\$500,000	\$0	\$1,150,000
21-26	Replacement	Annual Provisional Emergency Repairs	Unforeseen and unplanned emergency repairs can occur which require immediate attention.	\$5,000,000	S	Res	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000
21-27	New	New Infrastructure Optimization	Unforeseen and unplanned optimization at a number of new facilities to improve operation and health and safety requirements.	\$500,000	S	Debt	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$300,000
23-08	New	Process & Mechanical Upgrades	Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure in order to optimize operations	\$4,250,000	S	Debt	\$0	\$850,000	\$850,000	\$850,000	\$850,000	\$850,000	\$4,250,000
23-09	New	Safety & Security Upgrades	Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure to improve worker health and safety	\$1,800,000	S	Debt	\$0	\$600,000	\$600,000	\$600,000	\$0	\$0	\$1,800,000
22-04	New	Microwave Radio Upgrades	To provide a high bandwidth communications backbone to the CAWWT system, a microwave communications system will be installed.	\$600,000	S	ERF	\$100,000	\$200,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
23-06	Replacement	Annual Provisional Equipment Replacement	Replacement of at end of service life, including valves, variable frequency drives, capacitors.	\$1,500,000	S	ERF	\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
23-07	New	Enterprise Data Historian Management System	A data historian is required to store large amounts of data that is required for compliance reporting to regulators, operational performance reports, cost allocation, and engineering analysis.	\$300,000	E	Debt	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
<b>OUTFALLS</b>													
24-08	Renewal	Clover Point Outfall Retrofit	The existing Clover outfall is no longer operated on a regular basis since wastewater is now conveyed to McLoughlin WWTP, but it must be ready for operation during peak storm events. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on limited use.	\$500,000	S	Debt	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
25-02	Renewal	Macaulay Point Outfall Retrofit	A section of coating the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and prepare a plan to maintain the deep outfall based on limited use.	\$750,000	S	Debt	\$0	\$0	\$0	\$750,000	\$0	\$0	\$750,000
<b>RESIDUAL SOLIDS</b>													
24-09	New	Centrate Return Line Automated Monitoring	Installation of level transducer at manhole 48 to monitor the centrate line level to avoid surcharging of the man hole and potential spill.	\$175,000	S	Debt	\$0	\$0	\$175,000	\$0	\$0	\$0	\$175,000
<b>GRAND TOTAL</b>				<b>\$866,765,000</b>			<b>\$32,358,000</b>	<b>\$23,208,000</b>	<b>\$34,825,000</b>	<b>\$19,050,000</b>	<b>\$8,400,000</b>	<b>\$3,600,000</b>	<b>\$89,083,000</b>

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

**Project Number** 16-01a **Capital Project Title** CAWTP **Capital Project Description** Wastewater Treatment Project (including WWTP, RTF, Conveyance)

**Project Rationale** The Wastewater Treatment Project (WTP) will provide tertiary treatment for wastewater from the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood, and the Esquimalt and Songhees Nations. The WTP is being built to meet the provincial and federal regulations for treatment by December 31, 2020. The Project consists of three main elements.  
1) McLoughlin Point Wastewater Treatment Plant, located at McLoughlin Point in Esquimalt, the treatment plant will provide tertiary treatment to the core area's wastewater.  
2) Residuals Treatment Facility, residual solids from the wastewater treatment plant will be piped to a Residual Treatment Facility at Hartland Landfill, where they will be turned into what are known as "Class A" Biosolids such that it is safe for further use.  
3) Conveyance System, includes the 'pumps and pipes' of the Wastewater Treatment Project. This system will carry wastewater from across the core area to the treatment plant, and residual solids to the Residuals Treatment Facility at Hartland Landfill.  
The project will cost \$775 million and the federal and provincial governments are assisting the Capital Regional District in funding this project.

**Project Number** 16-01b **Capital Project Title** CAWTP **Capital Project Description** Wastewater Treatment Project (including WWTP, RTF, Conveyance)

**Project Rationale** The Wastewater Treatment Project (WTP) will provide tertiary treatment for wastewater from the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood, and the Esquimalt and Songhees Nations. The WTP is being built to meet the provincial and federal regulations for treatment by December 31, 2020. The Project consists of three main elements.  
1) McLoughlin Point Wastewater Treatment Plant, located at McLoughlin Point in Esquimalt, the treatment plant will provide tertiary treatment to the core area's wastewater.  
2) Residuals Treatment Facility, residual solids from the wastewater treatment plant will be piped to a Residual Treatment Facility at Hartland Landfill, where they will be turned into what are known as "Class A" Biosolids such that it is safe for further use.  
3) Conveyance System, includes the 'pumps and pipes' of the Wastewater Treatment Project. This system will carry wastewater from across the core area to the treatment plant, and residual solids to the Residuals Treatment Facility at Hartland Landfill.  
The project will cost \$775 million and the federal and provincial governments are assisting the Capital Regional District in funding this project.

**Project Number** 16-01c **Capital Project Title** CAWTP **Capital Project Description** Wastewater Treatment Project (including WWTP, RTF, Conveyance)

**Project Rationale** The Wastewater Treatment Project (WTP) will provide tertiary treatment for wastewater from the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood, and the Esquimalt and Songhees Nations. The WTP is being built to meet the provincial and federal regulations for treatment by December 31, 2020. The Project consists of three main elements.  
1) McLoughlin Point Wastewater Treatment Plant, located at McLoughlin Point in Esquimalt, the treatment plant will provide tertiary treatment to the core area's wastewater.  
2) Residuals Treatment Facility, residual solids from the wastewater treatment plant will be piped to a Residual Treatment Facility at Hartland Landfill, where they will be turned into what are known as "Class A" Biosolids such that it is safe for further use.  
3) Conveyance System, includes the 'pumps and pipes' of the Wastewater Treatment Project. This system will carry wastewater from across the core area to the treatment plant, and residual solids to the Residuals Treatment Facility at Hartland Landfill.  
The project will cost \$775 million and the federal and provincial governments are assisting the Capital Regional District in funding this project.

**Project Number** 20-02a **Capital Project Title** New Fleet Purchases **Capital Project Description** 9 new vehicles (3 EIC, 3 mechanical trades, 3 operations); 1 spider crane; 1 scissor lift; 1 portable hotsy

**Project Rationale** Capital purchases required for integration with CRD operations and wastewater treatment system start-up. Purchases include vehicles and equipment.

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

<b>Project Number</b> 21-01	<b>Capital Project Title</b> Lang Cove Electrical and Building Upgrades	<b>Capital Project Description</b> Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace PLC, SCADA pack, communications), and building upgrades.
<b>Project Rationale</b> Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace PLC, SCADA pack, communications), and building upgrades.		

<b>Project Number</b> 21-02	<b>Capital Project Title</b> Marigold Electrical and Building Upgrades	<b>Capital Project Description</b> Renewals are based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades.
<b>Project Rationale</b> Renewals are based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades.		

<b>Project Number</b> 21-03	<b>Capital Project Title</b> Currie Major Electrical and Seismic Upgrades	<b>Capital Project Description</b> Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace VFDs, PLC, SCADA pack, communications), seismic upgrades and driveway repairs.
<b>Project Rationale</b> Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace VFDs, PLC, SCADA pack, communications), seismic upgrades and driveway repairs. Assessment and VFD replacement in 2021 and other upgrades in 2022.		

<b>Project Number</b> 21-04	<b>Capital Project Title</b> Craigflower Odour Control Upgrade	<b>Capital Project Description</b> Increasing flows and off-gassing from the vortex drop are generating odours and causing corrosion. Re-alignment of the influent sewer is required to mitigate odours, corrosion and address health and safety concerns.
<b>Project Rationale</b> Increasing flows and off-gassing from the cortex drop are generating higher odours than expected. Improvements are required to mitigate odours and address health and safety concerns.		



**Service:** **3.798C** **Debt - Core Area Wastewater Treatment Program**

**Project Number** 21-05 **Capital Project Title** Harling PS - Complete Replacement **Capital Project Description** Based on Delcan's condition assessment and the age of this facility, replacement of Harling Point PS is required.

**Project Rationale** Replacement of Harling Point PS is based on Delcan's 2013 condition assessment. The preliminary design was completed in 2018. Detailed Design will be completed in 2021 and construction in 2022.

**Project Number** 22-01 **Capital Project Title** Odour Control HVAC Testing and Balancing **Capital Project Description** Based upon KWL's 2018 condition assessment review, upgrades are required to several odour control facilities (ie. carbon scrubbers, bioxide injection, etc). In addition, HVAC testing & balancing and process narratives are required.

**Project Rationale** Based upon KWL's 2018 condition assessment review, upgrades are required to several odour control facilities (ie. carbon scrubbers, bioxide injection, etc). In addition, HVAC testing & balancing and process narratives are required.

**Project Number** 22-05 **Capital Project Title** Lang Cove Discharge Isolation Valves **Capital Project Description** Replace seized, direct buried isolation valves on at the Lang Cove pump station with new valves in a manhole.

**Project Rationale** An isolation valve on the discharge force main of the Lang Cove pump station has failed, with no way of isolating the pump station for maintenance or an emergency. Additionally, there currently is no way to bypass the force main. Funds are required to design a bypass outlet, plan valve replacement, bypass pump the failed valve and replace the valve.

**Project Number** 24-01 **Capital Project Title** Trent PLC Upgrade **Capital Project Description** The Programmable Logic Controller needs to be upgraded to meet new software standards.

**Project Rationale** The PLC needs to be upgraded to meet new software standards and maintain reliability.

**Project Number** 24-02 **Capital Project Title** Hood Mechanical and Electrical Renewal **Capital Project Description** Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes pump replacement, installation of a new valve chamber, RTU upgrade, and site improvements.

**Project Rationale** Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump replacement, installation of a new valve chamber, RTU upgrade, and site improvements.

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

**Project Number** 24-03 **Capital Project Title** Currie Minor Mechanical and Electrical Renewal **Capital Project Description** Upgrades are based upon Delcan's condition assessment and recent inspections. The work includes pump and valve replacement.

**Project Rationale** Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacement.

**Project Number** 24-04 **Capital Project Title** Humber Electrical and Mechanical Renewal **Capital Project Description** Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.

**Project Rationale** Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.

**Project Number** 24-05 **Capital Project Title** Rutland Electrical and Mechanical Renewal **Capital Project Description** Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.

**Project Rationale** Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.

**Project Number** 24-06 **Capital Project Title** Penrhyn Electrical and Mechanical Renewal **Capital Project Description** Upgrades are based upon Delcan's condition assessment and EIC inspections. The work includes electrical (replace PLC and MCC), mechanical (replace pumps and upgrade HVAC), and structural/building upgrades.

**Project Rationale** Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes electrical (replace PLC and MCC), mechanical (replace pumps and upgrade HVAC), and structural/building upgrades.

**Service:** **3.798C** **Debt - Core Area Wastewater Treatment Program**

<b>Project Number</b> 21-06	<b>Capital Project Title</b> Shoreline Trunk Sewer Upgrade	<b>Capital Project Description</b> The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet during peak storm events.
<b>Project Rationale</b> The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet.		

<b>Project Number</b> 21-07	<b>Capital Project Title</b> Western Trunk Sewer Twinning	<b>Capital Project Description</b> The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon during peak storm events. Complete an options study in 2023 and detailed design/construction between 2027-2030.
<b>Project Rationale</b> The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon. Complete an options study in 2021/22 and detailed design/construction between 2026-2030.		

<b>Project Number</b> 21-08	<b>Capital Project Title</b> Boundary Odour Control Replacement	<b>Capital Project Description</b> The Boundary UV odour control unit has failed. Based on the 2018 KWL Odour Control Assessment review, a pilot nitrate amendment study is being completed to see if improved dosing can mitigate odours.
<b>Project Rationale</b> The Boundary UV odour control unit has failed. Based on the 2018 KWL Odour Control Assessment review, a new carbon scrubber located closer to Gorge Siphon inlet chamber maybe more effective.		

<b>Project Number</b> 21-09	<b>Capital Project Title</b> Bowker Sewer Rehabilitation Ph1	<b>Capital Project Description</b> Based on results of CCTV inspection about 2,000m of sewer along Shelbourne, Kings and from Trent PS to Newport needs to be relined.
<b>Project Rationale</b> Based on results of CCTV inspection about 1,685m of sewer from North Dairy to Richmond and 1,860m from Foul Bay to Currie PS needs to be relined.		

**Service:** 3.798C Debt - Core Area Wastewater Treatment Program

**Project Number** 21-10 **Capital Project Title** Sewer Cleaning and Inspection **Capital Project Description** Regional sewers should be cleaned and inspected on a 5-year cycle. The next 5-year cycle will recommence in 2024.

**Project Rationale** Regional sewers should be cleaned and inspected on a 5-year cycle. The trunk sewers from Prospect to Currie PS and from Bushby to Clover PS will be inspected in 2021. The 5-year cycle will recommence in 2024.

**Project Number** 21-11 **Capital Project Title** Manhole Repairs and Replacement **Capital Project Description** Based upon CCTV and staff inspections on manholes, there are a number of deteriorated MH's that require repair or replacement.

**Project Rationale** Based upon CCTV and staff inspections on manholes, high priority repairs and replacement of deteriorated MH's will start in 2021.

**Project Number** 23-01 **Capital Project Title** Cecelia Ravine Pipe Protection **Capital Project Description** Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe.

**Project Rationale** Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe.

**Project Number** 24-10 **Capital Project Title** East Coast Interceptor and Bowker Sewer Rehabilitation Ph2 **Capital Project Description** Based on results of CCTV inspection about 2,000m of sewer along Beach Dr (from Bowker to Broom) and along Doncastor and Transit Roads needs to be relined.

**Project Rationale** Based on results of CCTV inspection about 2,000m of sewer along Beach Dr (from Bowker to Broom) and along Doncastor and Transit Roads needs to be relined.

**Project Number** 21-12 **Capital Project Title** Gorge Siphon Inlet Chamber Upgrade **Capital Project Description** The control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.

**Project Rationale** The control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.

**Service:** **3.798C** **Debt - Core Area Wastewater Treatment Program**

**Project Number** 21-13 **Capital Project Title** Craigflower Forcemain Twinning **Capital Project Description** The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet during peak storm events.

**Project Rationale** The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet.

**Project Number** 21-14 **Capital Project Title** Marigold Siphon Assessment **Capital Project Description** The Marigold Siphon section is a pressurized (pre-stressed concrete pipe), nearing 50 years old, and has never been assessed. Assessment and eventual replacement of the pipe is required.

**Project Rationale** The Marigold Siphon section is a pressurized (pre-stressed concrete pipe), nearing 50 years old, and has never been assessed. Assessment and eventual replacement of the pipe is required.

**Project Number** 22-02 **Capital Project Title** Gorge and Harriet Siphon Assessment **Capital Project Description** The Gorge and Harriet Siphons are ductile iron pipe, nearing 50 years old, and have never been flushed or assessed. Flushing and assessment of the pipe is required.

**Project Rationale** The Gorge and Harriet Siphons are ductile iron pipe, nearing 50 years old, and have never been flushed or assessed. Flushing and assessment of the pipe is required.

**Project Number** 23-02 **Capital Project Title** Penrhyn Siphon Assessment **Capital Project Description** The Penrhyn Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.

**Project Rationale** The Penrhyn Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.

**Project Number** 24-07 **Capital Project Title** Parsons Siphon Assessment **Capital Project Description** The Parsons Siphons are PVC and steel pipe, and have never been flushed or assessed. Flushing and assessment of the pipe is required.

**Project Rationale** The Parsons Siphons are PVC and steel pipe, and have never been flushed or assessed. Flushing and assessment of the pipe is required.

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

**Project Number** 25-01 **Capital Project Title** Admirals Siphon Assessment **Capital Project Description** The Admirals Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.

**Project Rationale** The Admirals Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.

**Project Number** 27-01 **Capital Project Title** Forcemain Pipe Assessment Study **Capital Project Description** There are several forcemain pipes downstream from each pump station that have never been assessed. A study is proposed to investigate various technologies to evaluate the condition of the pipes.

**Project Rationale** There are several forcemain pipes downstream from each pump station that have never been assessed. A study is proposed to investigate various technologies to evaluate the condition of the pipes.

**Project Number** 21-15 **Capital Project Title** Parsons Meter Replacement **Capital Project Description** Based on KWL's 2018-19 Flow Meter Audit review, Parsons meter is to be replaced with two doppler meters and one magmeter on Wilfert PS (includes install of meters, kiosk and conduit).

**Project Rationale** Based on KWL's 2018-19 Flow Meter Audit review, Parsons meter is to be replaced with two doppler meters and one magmeter on Wilfert PS (includes install of meters, kiosk and conduit).

**Project Number** 21-16 **Capital Project Title** Gorge & Chapman Meter **Capital Project Description** Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetered Gorge and Chapman catchments. Includes installation of new metering manhole.

**Project Rationale** Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetered Gorge and Chapman catchments. Includes installation of new metering manhole.

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

**Project Number** 21-17

**Capital Project Title** Esquimalt Nation Meter

**Capital Project Description**

Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new custom weir, kiosk and conduit to measure the unmetered Esquimalt Nation catchment.

**Project Rationale** Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new custom weir, kiosk and conduit to measure the unmetered Esquimalt Nation catchment.

**Project Number** 21-18

**Capital Project Title** Shoreline Trunk Meter

**Capital Project Description**

Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetered Shoreline catchment. Includes installation of FloDar meter, kiosk and conduit.

**Project Rationale** Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetered Shoreline catchment. Includes installation of FloDar meter, kiosk and conduit.

**Project Number** 21-19

**Capital Project Title** Selkirk Meter

**Capital Project Description**

Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flume meter to measure the unmetered Selkirk catchment (install weir, kiosk and conduit).

**Project Rationale** Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flume meter to measure the unmetered Selkirk catchment (install weir, kiosk and conduit).

**Project Number** 21-20

**Capital Project Title** Haultain, Hereward, Langford Replacement

**Capital Project Description**

Based on KWL's 2018-19 Flow Meter Audit review, ultrasonic meters are to be replaced with new LUT-440 models.

**Project Rationale** Based on KWL's 2018-19 Flow Meter Audit review, ultrasonic meters are to be replaced with new LUT-440 models.

**Project Number** 21-21

**Capital Project Title** Penrhyn Meter

**Capital Project Description**

Based on KWL's 2018-19 Flow Meter Audit review, the ADFM insertion probe meter is damaged and needs to be replaced.

**Project Rationale** Based on KWL's 2018-19 Flow Meter Audit review, the ADFM insertion probe meter is damaged and needs to be replaced.

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

<b>Project Number</b> 21-22	<b>Capital Project Title</b> Asset Management Plan Update	<b>Capital Project Description</b> Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.
<b>Project Rationale</b> Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.		

<b>Project Number</b> 21-23	<b>Capital Project Title</b> DCC Program Development	<b>Capital Project Description</b> With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw.
<b>Project Rationale</b> With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw.		

<b>Project Number</b> 21-24	<b>Capital Project Title</b> Record Drawing and Wastewater Agreement Updates	<b>Capital Project Description</b> The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.
<b>Project Rationale</b> The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.		

<b>Project Number</b> 21-25	<b>Capital Project Title</b> SCADA and Radio Assessment	<b>Capital Project Description</b> Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements. Replacement will happen over many years commencing in 2022.
<b>Project Rationale</b> Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements. 2022 expenditures include \$150,000 for Microwave Radio Upgrades.		



Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

<b>Project Number</b> 22-03	<b>Capital Project Title</b> Acquisition of Outstanding Right-of-Ways	<b>Capital Project Description</b> Some of the infrastructure is located on privately owned land that do not have rights-of-way. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition.
<b>Project Rationale</b> Some of the infrastructure is located on privately owned land that do not have right-of-ways. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition.		

<b>Project Number</b> 21-26	<b>Capital Project Title</b> Annual Provisional Emergency Repairs	<b>Capital Project Description</b> Unforeseen and unplanned emergency repairs can occur which require immediate attention.
<b>Project Rationale</b> Funds are required for unforeseen and unplanned emergency repairs can occur which require immediate attention.		

<b>Project Number</b> 21-27	<b>Capital Project Title</b> New Infrastructure Optimization	<b>Capital Project Description</b> Unforeseen and unplanned optimization at a number of new facilities to improve operation and health and safety requirements.
<b>Project Rationale</b> Unforeseen and unplanned optimization at a number of new facilities to improve operation and health and safety requirements.		

<b>Project Number</b> 23-08	<b>Capital Project Title</b> Process & Mechanical Upgrades	<b>Capital Project Description</b> Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure in order to optimize operations
<b>Project Rationale</b> Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure in order to optimize operations in order to improve compliance with regulatory requirements, improve equipment and process efficiency, and reduce risk of pre-mature equipment failure.		

<b>Project Number</b> 23-09	<b>Capital Project Title</b> Safety & Security Upgrades	<b>Capital Project Description</b> Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure to improve worker health and safety
<b>Project Rationale</b> Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure to improve worker health and safety. This includes constructing safe access platforms to complete maintenance at equipment that present a fall from heights risk and replacing access hatches and covers that present a worker safety risk in terms of fall from heights into a confined space.		

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

<b>Project Number</b> 22-04	<b>Capital Project Title</b> Microwave Radio Upgrades	<b>Capital Project Description</b> To provide a high bandwidth communications backbone to the CAWWT system, a microwave communications system will be installed.
<b>Project Rationale</b> Multiple facilities throughout the CRD RWS system require additional bandwidth to allow for proper monitoring and control. This project will enable the initial design and preliminary installation of a high bandwidth microwave backbone that will be able to be leveraged by multiple CRD operational groups. The installation of this backbone will be coordinated with the other IWS service areas.		

<b>Project Number</b> 23-06	<b>Capital Project Title</b> Annual Provisional Equipment Replacement	<b>Capital Project Description</b> Replacement of at end of service life, including valves, variable frequency drives, capacitors.
<b>Project Rationale</b> Replacement of at end of service life, including valves, variable frequency drives, capacitors.		

<b>Project Number</b> 23-07	<b>Capital Project Title</b> Enterprise Data Historian Management System	<b>Capital Project Description</b> A data historian is required to store large amounts of data that is required for compliance reporting to regulators, operational performance reports, cost allocation, and engineering analysis.
<b>Project Rationale</b> A data historian is required to store large amounts of data that is required for compliance reporting to regulators, operational performance reports, cost allocation, and engineering analysis.		

<b>Project Number</b> 24-08	<b>Capital Project Title</b> Clover Point Outfall Retrofit	<b>Capital Project Description</b> The existing Clover outfall is no longer operated on a regular basis since wastewater is now conveyed to McLoughlin WWTP, but it must be ready for operation during peak storm events. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on limited use.
<b>Project Rationale</b> The existing outfall will see a significant reduction in usage once the Clover Point Pump Station is commissioned and wastewater flows up to 3 times ADWF are redirected to the McLoughlin WWTP. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on expected limited use instead of current continuous use.		

Service:

3.798C

Debt - Core Area Wastewater Treatment Program

Project Number 25-02

Capital Project Title Macaulay Point Outfall Retrofit

Capital Project Description

A section of coating the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and prepare a plan to maintain the deep outfall based on limited use.

Project Rationale A section of coating the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and modify the deep outfall.

Project Number 24-09

Capital Project Title Centrate Return Line Automated Monitoring

Capital Project Description

Installation of level transducer at manhole 48 to monitor the centrate line level to avoid surcharging of the man hole and potential spill.

Project Rationale Installation of level transducer at manhole 48 to monitor the centrate line level to avoid surcharging of the man hole and potential spill.

**Capital Reserve Fund Schedule Core Area Wastewater**

Bylaw 4378 - The capital reserve fund was established to provide funding for capital expenditures in respect of capital projects including but not limited to, land, machinery or equipment necessary for the replacement, extension or renewal of existing capital works and related debt servicing payments

**Capital Reserve Schedule**

**Capital Reserve Fund**

**Fund: 1092**

**Fund Centre: 102227**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Beginning Balance</b>	3,913,637	5,743,431	7,864,550	9,585,669	11,306,788	13,027,907
<b>Planned Purchase (Based on Capital Plan)</b>	(1,500,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
<b>Transfer IN (from Ops Budget)</b>	3,198,206	3,121,119	2,721,119	2,721,119	2,721,119	2,721,119
<b>Transfer IN (North East Trunk CRF)</b>						
<b>Interest Income*</b>	131,588					
<b>Ending Balance \$</b>	<b>5,743,431</b>	<b>7,864,550</b>	<b>9,585,669</b>	<b>11,306,788</b>	<b>13,027,907</b>	<b>14,749,026</b>

**Assumptions/Background:**

The funding strategy for the capital reserve fund is based upon the 25 year replacement plan as by Stantec during the construction of the Core Area Wastewater Treatment Project

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

**Debt Reserve Fund Schedule Core Area Wastewater**

Bylaw 4377 - The debt reserve fund was established for the specified purpose of funding future debt servicing payments or debt retirements. Monies in the debt repayment reserve will fund debt servicing and early repayment of debts issued to fund the Core Area Wastewater Treatment Project

**Debt Reserve Schedule**

Debt Reserve Fund Fund: 1093 Fund Center: 102228	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	6,389,959	11,488,501	16,526,026	17,530,956	22,949,116	28,439,076
Debt Payment	-	-	(4,341,430)	-	-	-
Transfer from Ops Budget	4,821,437	5,037,525	5,346,360	5,418,160	5,489,960	5,561,760
Interest Income*	277,105	-	-	-	-	-
<b>Ending Balance \$</b>	<b>11,488,501</b>	<b>16,526,026</b>	<b>17,530,956</b>	<b>22,949,116</b>	<b>28,439,076</b>	<b>34,000,836</b>

**Assumptions/Background:**

The funding strategy for the debt reserve fund is based upon the project's financing plan as approved during the construction of the Core Area Wastewater Treatment Project. Repayment anticipated by 2031.

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Environmental Services - Operations**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 1.577 Environmental Services - Operations

**Committee:** Environmental Services

**DEFINITION:**

To provide operations services to all water and wastewater functions of the Capital Regional District. Cost of this service is totally allocated to functions using Operations Division.

**PARTICIPATION:**

Method of cost allocation is on an hourly basis for services rendered to water and wastewater functions.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

A mixture of allocations and time charges to Water and Wastewater services of the CRD.

1.577 - Environmental Services - Operations	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Salaries & Wages	9,373,508	9,312,796	9,903,539	825,088	-	10,728,627	10,957,623	11,182,674	11,420,616	11,665,299
Allocation - Standard Overhead	566,440	566,440	597,416	-	-	597,416	609,365	621,552	633,983	646,663
Allocation - Human Resources	264,242	264,242	274,947	-	-	274,947	283,993	293,219	299,084	305,065
Allocation - Operations	528,008	528,008	522,290	-	-	522,290	533,167	544,373	555,821	567,496
Operating - Other	1,216,131	1,018,242	1,036,280	10,000	425,000	1,471,280	1,067,210	1,088,550	1,110,320	1,132,530
<b>TOTAL OPERATING COSTS</b>	<b>11,948,329</b>	<b>11,689,728</b>	<b>12,334,472</b>	<b>835,088</b>	<b>425,000</b>	<b>13,594,560</b>	<b>13,451,358</b>	<b>13,730,368</b>	<b>14,019,824</b>	<b>14,317,052</b>
*Percentage Increase over prior year		-2.16%	3.23%			13.78%	-1.05%	2.07%	2.11%	2.12%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	303,560	794,955	480,661	-	(200,000)	280,661	490,270	500,060	510,050	520,260
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>303,560</b>	<b>794,955</b>	<b>480,661</b>	<b>-</b>	<b>(200,000)</b>	<b>280,661</b>	<b>490,270</b>	<b>500,060</b>	<b>510,050</b>	<b>520,260</b>
<b>TOTAL COSTS</b>	<b>12,251,889</b>	<b>12,484,683</b>	<b>12,815,132</b>	<b>835,088</b>	<b>225,000</b>	<b>13,875,221</b>	<b>13,941,628</b>	<b>14,230,428</b>	<b>14,529,874</b>	<b>14,837,312</b>
*Percentage Increase over prior year		1.90%	4.60%			13.25%	0.48%	2.07%	2.10%	2.12%
Internal Recoveries	(12,159,489)	(12,895,833)	(12,544,970)	(761,910)	-	(13,306,880)	(13,651,126)	(13,935,682)	(14,230,801)	(14,533,787)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>92,400</b>	<b>(411,150)</b>	<b>270,162</b>	<b>73,178</b>	<b>225,000</b>	<b>568,341</b>	<b>290,502</b>	<b>294,746</b>	<b>299,073</b>	<b>303,525</b>
*Percentage Increase over prior year		6.06%	3.17%			9.44%	2.59%	2.08%	2.12%	2.13%
<u>SOURCES OF FUNDING (REVENUE)</u>										
<b>Surplus / (Defecit)</b>										
Funds Carried Forward	-	-	-	-	-	-	-	-	-	-
Transfer from Own Funds	-	-	(177,762)	(16,178)	(282,000)	(475,940)	-	-	-	-
Recovery other	(92,400)	(3,850)	(92,400)	-	-	(92,400)	(92,400)	(92,400)	(92,400)	(92,400)
<b>TOTAL REVENUE</b>	<b>(92,400)</b>	<b>(3,850)</b>	<b>(270,162)</b>	<b>(16,178)</b>	<b>(282,000)</b>	<b>(568,340)</b>	<b>(92,400)</b>	<b>(92,400)</b>	<b>(92,400)</b>	<b>(92,400)</b>
<b>REQUISITION</b>	<b>-</b>	<b>415,000</b>	<b>-</b>	<b>(57,000)</b>	<b>57,000</b>	<b>-</b>	<b>(198,102)</b>	<b>(202,346)</b>	<b>(206,673)</b>	<b>(211,125)</b>
*Percentage increase over prior year			3.17%			9.44%	2.59%	2.08%	2.12%	2.13%
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
IWS Operations	69.39	69.39	69.39	5.61	-	75.00	75.00	75.00	75.00	75.00



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

<b>Service No.</b>	<b>1.577</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
	<b>IW - Environmental Operations</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$47,500	\$200,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$700,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$1,075,000	\$1,902,500	\$369,000	\$676,000	\$630,000	\$615,000	\$615,000	\$4,192,500
	<b>\$1,122,500</b>	<b>\$2,102,500</b>	<b>\$494,000</b>	<b>\$801,000</b>	<b>\$755,000</b>	<b>\$740,000</b>	<b>\$740,000</b>	<b>\$4,892,500</b>

**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	\$1,122,500	\$2,082,500	\$494,000	\$801,000	\$755,000	\$740,000	\$740,000	\$4,872,500
Grants (Federal, Provincial)	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$1,122,500</b>	<b>\$2,102,500</b>	<b>\$494,000</b>	<b>\$801,000</b>	<b>\$755,000</b>	<b>\$740,000</b>	<b>\$740,000</b>	<b>\$4,892,500</b>

CAPITAL REGIONAL DISTRICT

<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, 23-01 is a project planned to start in 2023.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</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>Capital Project Title</b> Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</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 meets current energy standards with an expected service life of 35 years".</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 STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.</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>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 and/or asset material/type. <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.</p>
<p><b>Asset Class</b> L - Land S - Engineering Structure B - Buildings V - 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>

<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide economic benefit to the organization.</p>
---

Service #: 1.577  
Service Name: IW - Environmental Operations

SECTION 1: PROJECT DESCRIPTION AND BUDGET

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
18-02	Replacement	Replace Computer Equipment	Computer replacements per IT cycle.	\$100,000	E	ERF	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
18-03	Replacement	Replace ERF Equipment	End of life replacement equipment: Gas techs, SCADA/Controls	\$200,000	E	ERF	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000
19-01	Replacement	Replace IWOps Vehicle FQS014	Vehicle replacement - end of life	\$195,000	V	ERF	\$140,000	\$210,000	\$0	\$0	\$0	\$0	\$210,000
19-02	Replacement	Replace IWOps Vehicle F00932	Vehicle replacement - end of life	\$180,000	V	ERF	\$0	\$0	\$180,000	\$0	\$0	\$0	\$180,000
19-03	Replacement	Replace IWOps Vehicle F00994	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$90,000	\$0	\$0	\$0	\$0	\$90,000
19-05	Replacement	Replace IWOps Vehicle FQP081	Vehicle replacement - end of life	\$100,000	V	ERF	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
19-07	Replacement	Furniture and Office Equipment Replacement	End of life replacement of furniture and office equipment	\$75,000	E	ERF	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
20-02	Replacement	Replace IWOps Vehicle F11030	Vehicle replacement - end of life	\$90,000	V	ERF	\$90,000	\$90,000	\$0	\$0	\$0	\$0	\$90,000
20-04	Replacement	Replace IWOps Vehicle F12009	Vehicle replacement - end of life	\$90,000	V	ERF	\$90,000	\$90,000	\$0	\$0	\$0	\$0	\$90,000
20-05	Replacement	Replace IWOps Vehicle F12024	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$90,000	\$0	\$0	\$0	\$0	\$90,000
20-06	Replacement	Replace IWOps Vehicle F12002	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$90,000	\$0	\$0	\$0	\$0	\$90,000
20-11	Replacement	Replace IWOps Vehicle F01080	Vehicle replacement - end of life	\$90,000	V	ERF	\$90,000	\$90,000	\$0	\$0	\$0	\$0	\$90,000
21-02	Replacement	Replace IWOps Vehicle F11033	Vehicle replacement - end of life	\$90,000	V	ERF	\$90,000	\$90,000	\$0	\$0	\$0	\$0	\$90,000
21-03	Replacement	Replace IWOps Vehicle F12029	Vehicle replacement - end of life	\$90,000	V	ERF	\$90,000	\$90,000	\$0	\$0	\$0	\$0	\$90,000
22-01	Replacement	SPWWTP - Skid Steer F19036	Vehicle replacement - end of life	\$90,000	V	ERF	\$90,000	\$90,000	\$0	\$0	\$0	\$0	\$90,000
22-02	Replacement	Burgoyne - Skid Steer F19005	Vehicle replacement - end of life	\$90,000	V	ERF	\$90,000	\$90,000	\$0	\$0	\$0	\$0	\$90,000
23-15	Replacement	Replace IWOps Vehicle F19009	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$90,000	\$0	\$0	\$0	\$0	\$90,000
22-03	Replacement	Replace IWOps Vehicle - Scissor Lift - F15018	Vehicle replacement - end of life	\$35,000	V	ERF	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$35,000
22-05	Replacement	Replace IWOps Vehicle F01028 2007 Kubota Tractor	Vehicle replacement - end of life	\$50,000	V	ERF	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
22-06	Replacement	Replace F14024 F550 Diesel Service Truck - Crane/Lift truck	Vehicle replacement - end of life	\$220,000	V	ERF	\$220,000	\$220,000	\$0	\$0	\$0	\$0	\$220,000
22-08	Replacement	Replace Mechanical and Electrical Equipment	End of life replacement of equipment	\$67,500	E	ERF	\$32,500	\$55,000	\$0	\$0	\$0	\$0	\$55,000
23-01	Replacement	Replace IWOps Vehicle F00444 1991 DDDG46 Generator Trailer	Vehicle replacement - end of life	\$40,000	V	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
23-02	Replacement	Replace IWOps Trailer F00753 1997 Generator Trailer	Vehicle replacement - end of life	\$80,000	V	ERF	\$0	\$0	\$80,000	\$0	\$0	\$0	\$80,000
23-03	Replacement	Replace IWOps Trailer F00793 1998 Trailerman Box Trailer	Vehicle replacement - end of life	\$24,000	V	ERF	\$0	\$0	\$0	\$24,000	\$0	\$0	\$24,000
23-05	Replacement	Replace IWOps Trailer F00953 2004 Trailtech Tandem Trailer	Vehicle replacement - end of life	\$12,000	V	ERF	\$0	\$0	\$0	\$12,000	\$0	\$0	\$12,000
23-06	Replacement	Replace IWOps Trailer F00976 2006 EZ Loader Boat Trailer	Vehicle replacement - end of life	\$7,500	V	ERF	\$0	\$7,500	\$0	\$0	\$0	\$0	\$7,500
23-07	Replacement	Replace IWOps Trailer F00981 2006 Trailtech Flat Deck trailer	Vehicle replacement - end of life	\$6,500	V	ERF	\$0	\$0	\$6,500	\$0	\$0	\$0	\$6,500
23-08	Replacement	Replace IWOps Trailer F01052 2008 Pace American Trailer	Vehicle replacement - end of life	\$12,500	V	ERF	\$0	\$0	\$12,500	\$0	\$0	\$0	\$12,500
23-09	Replacement	Replace IWOps Vehicle F13009	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$90,000	\$0	\$0	\$0	\$0	\$90,000
23-10	Replacement	Replace IWOps Vehicle F13010	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$90,000	\$0	\$0	\$0	\$0	\$90,000
23-11	Replacement	F11027 2010 Mercedes Sprinter 25C144 Van	Vehicle replacement - end of life	\$80,000	V	ERF	\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000
23-12	Replacement	FWP076 2010 Ford F250 Super Duty	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$90,000	\$0	\$0	\$0	\$0	\$90,000
23-13	Replacement	Replace EIC and Machine Shop Equipment	End of life replacement of equipment; EIC and Machine Shop	\$250,000	E	ERF	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
23-14	New	Electric Vehicle Charger - Ganges WWTP	Ganges WWTP Level II Vehicle Charging Station	\$10,000	E	Grant	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
23-15	New	Electric Vehicle Charger - McLoughlin WWTP	McLoughlin WWTP Level II Vehicle Charging Station	\$10,000	E	Grant	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
24-01	Replacement	Replace IWOps Vehicle F13012	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$0	\$90,000	\$0	\$0	\$0	\$90,000
25-02	Replacement	Replace IWOps Vehicle F17021 2017 Ford Transit 350 Cube Van	Vehicle replacement - end of life	\$100,000	V	ERF	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
25-03	Replacement	Replace IWOps Vehicle F17008 2017 Ford F150	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$0	\$0	\$90,000	\$0	\$0	\$90,000
25-04	Replacement	Replace IWOps Vehicle F17009 2017 Ford F150	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$0	\$0	\$90,000	\$0	\$0	\$90,000
25-05	Replacement	Replace IWOps Vehicle F07010 2017 Ford F150	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$0	\$0	\$90,000	\$0	\$0	\$90,000
25-07	Replacement	Replace IWOps Vehicle F17022 2017 Chev Silverado 3500 W/Crane	Vehicle replacement - end of life	\$80,000	V	ERF	\$0	\$0	\$0	\$80,000	\$0	\$0	\$80,000
25-08	Replacement	Replace IWOps Vehicle F17019 2017 Toyota Rav4 Hybrid AWD	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$0	\$0	\$0	\$90,000	\$0	\$90,000

Service #: 1.577  
 Service Name: IW - Environmental Operations

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
26-01	Replacement	F17027 2018 Chevrolet Silverado 2500	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$0	\$0	\$90,000	\$0	\$0	\$90,000
26-02	Replacement	F17029 2018 Chevrolet Silverado 3500	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$0	\$0	\$0	\$90,000	\$0	\$90,000
26-03	Replacement	F18003 2018 Ford F150	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$0	\$0	\$0	\$90,000	\$0	\$90,000
26-04	Replacement	F18012 2018 Chevrolet Colorado	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$0	\$0	\$0	\$90,000	\$0	\$90,000
26-05	Replacement	F18010 2018 Ford Transit 250 Cargo Van	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$0	\$0	\$0	\$90,000	\$0	\$90,000
26-06	Replacement	F18011 2018 Ford Transit 250 Cargo Van	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$0	\$0	\$0	\$90,000	\$0	\$90,000
26-07	Replacement	F18014 2018 GMC Sierra 1500	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$0	\$0	\$0	\$90,000	\$0	\$90,000
27-01	Replacement	F19006 Crane Truck	Vehicle replacement - end of life	\$250,000	V	ERF	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000
27-02	Replacement	F19007 Crane Truck	Vehicle replacement - end of life	\$250,000	V	ERF	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000
27-03	Replacement	F19008 2019 F350	Vehicle replacement - end of life	\$90,000	V	ERF	\$0	\$0	\$0	\$0	\$0	\$90,000	\$90,000
27-04	Replacement	F19019 Pressure Washer Trailer	Vehicle replacement - end of life	\$25,000	V	ERF	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
<b>GRAND TOTAL</b>				<b>\$4,890,000</b>			<b>\$1,122,500</b>	<b>\$2,102,500</b>	<b>\$494,000</b>	<b>\$801,000</b>	<b>\$755,000</b>	<b>\$740,000</b>	<b>\$4,892,500</b>

Service: 1.577 IW - Environmental Operations

Project Number 18-02 Capital Project Title Replace Computer Equipment Capital Project Description Computer replacements per IT cycle.  
Project Rationale Replace Computer Equipment - Computer replacements per IT cycle.

Project Number 18-03 Capital Project Title Replace ERF Equipment Capital Project Description End of life replacement equipment; Gas techs, SCADA/Controls  
Project Rationale Replace ERF Equipment - Gas Tech Replacements Core and Saan Pen

Project Number 19-01 Capital Project Title Replace IWOps Vehicle FQS014 Capital Project Description Vehicle replacement - end of life  
Project Rationale Replace IWOps Vehicle FQS014 - Vehicle replacement - end of life

Project Number 19-02 Capital Project Title Replace IWOps Vehicle F00932 Capital Project Description Vehicle replacement - end of life  
Project Rationale Replace IWOps Vehicle F00932 - Vehicle replacement - end of life

Project Number 19-03 Capital Project Title Replace IWOps Vehicle F00994 Capital Project Description Vehicle replacement - end of life  
Project Rationale Replace IWOps Vehicle F00994 - Vehicle replacement - end of life

Project Number 19-05 Capital Project Title Replace IWOps Vehicle FQP081 Capital Project Description Vehicle replacement - end of life  
Project Rationale Replace IWOps Vehicle F01081 - Vehicle replacement - end of life

Project Number 19-07 Capital Project Title Furniture and Office Equipment Replacement Capital Project Description End of life replacement of furniture and office equipment  
Project Rationale End of life replacement of furniture and office equipment

Project Number 20-02 Capital Project Title Replace IWOps Vehicle F11030 Capital Project Description Vehicle replacement - end of life  
Project Rationale Replace IWOps Vehicle F11030 - Vehicle replacement - end of life

**Service:** 1.577 IW - Environmental Operations

**Project Number** 20-04 **Capital Project Title** Replace IWOps Vehicle F12009 **Capital Project Description** Vehicle replacement - end of life

**Project Rationale** Replace IWOps Vehicle F12009 - Vehicle replacement - end of life

**Project Number** 20-05 **Capital Project Title** Replace IWOps Vehicle F12024 **Capital Project Description** Vehicle replacement - end of life

**Project Rationale** Replace IWOps Vehicle F12024 - Vehicle replacement - end of life

**Project Number** 20-06 **Capital Project Title** Replace IWOps Vehicle F12002 **Capital Project Description** Vehicle replacement - end of life

**Project Rationale** End of life replacement

**Project Number** 20-11 **Capital Project Title** Replace IWOps Vehicle F01080 **Capital Project Description** Vehicle replacement - end of life

**Project Rationale** End of life replacement

**Project Number** 21-02 **Capital Project Title** Replace IWOps Vehicle F11033 **Capital Project Description** Vehicle replacement - end of life

**Project Rationale** End of life replacement

**Project Number** 21-03 **Capital Project Title** Replace IWOps Vehicle F12029 **Capital Project Description** Vehicle replacement - end of life

**Project Rationale** End of life replacement

**Project Number** 22-01 **Capital Project Title** SPWWTP - Skid Steer F18036 **Capital Project Description** Vehicle replacement - end of life

**Project Rationale** End of life replacement

**Project Number** 22-02 **Capital Project Title** Burgoyne - Skid Steer F19005 **Capital Project Description** Vehicle replacement - end of life

**Project Rationale** End of life replacement

Service: 1.577 IW - Environmental Operations

Project Number 23-15 Capital Project Title Replace IWOps Vehicle F19009 Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 22-03 Capital Project Title Replace IWOps Vehicle - Scissor Lift - F15018 Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 22-05 Capital Project Title Replace IWOps Vehicle F01028 2007 Kubota Tractor Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 22-06 Capital Project Title Replace F14024 F550 Diesel Service Truck - Crane/Lift truck Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 22-08 Capital Project Title Replace Mechanical and Electrical Equipment Capital Project Description End of life replacement of equipment  
Project Rationale End of life replacement

Project Number 23-01 Capital Project Title Replace IWOps Vehicle F00444 1991 DDDG46 Generator Trailer Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 23-02 Capital Project Title Replace IWOps Trailer F00753 1997 Generator Trailer Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 23-03 Capital Project Title Replace IWOps Trailer F00793 1998 Trailer Box Trailer Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Service: 1.577 IW - Environmental Operations

Project Number 23-05 Capital Project Title Replace IWOps Trailer F00953 2004 Trailtech Tandem Trailer Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 23-06 Capital Project Title Replace IWOps Trailer F00976 2006 EZ Loader Boat Trailer Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 23-07 Capital Project Title Replace IWOps Trailer F00981 2006 Trailtech Flat Deck trailer Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 23-08 Capital Project Title Replace IWOps Trailer F01052 2008 Pace American Trailer Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 23-09 Capital Project Title Replace IWOps Vehicle F13009 Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 23-10 Capital Project Title Replace IWOps Vehicle F13010 Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 23-11 Capital Project Title F11027 2010 Mercedes Sprinter 25C144 Van Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 23-12 Capital Project Title FWP076 2010 Ford F250 Super Duty Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Service: 1.577 IW - Environmental Operations

Project Number 23-13 Capital Project Title Replace EIC and Machine Shop Equipment Capital Project Description End of life replacement of equipment; EIC and Machine Shop  
Project Rationale End of life replacement of equipment; EIC and Machine Shop

Project Number 23-14 Capital Project Title Electric Vehicle Charger - Ganges WWTP Capital Project Description Ganges WWTP Level II Vehicle Charging Station  
Project Rationale Ganges WWTP Level II Vehicle Charging Station

Project Number 24-01 Capital Project Title Replace IWOps Vehicle F13012 Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 25-02 Capital Project Title Replace IWOps Vehicle F17021 2017 Ford Transit 350 Cube Van Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 25-03 Capital Project Title Replace IWOps Vehicle F17008 2017 Ford F150 Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 25-04 Capital Project Title Replace IWOps Vehicle F17009 2017 Ford F150 Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 25-05 Capital Project Title Replace IWOps Vehicle FQ7010 2017 Ford F150 Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 25-07 Capital Project Title Replace IWOps Vehicle F17022 2017 Chev Silverado 3500 W/Crane Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement



Service: 1.577 IW - Environmental Operations

Project Number 25-08 Capital Project Title Replace IWOps Vehicle F17019 2017 Toyota Rav4 Hybrid AWD Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 26-01 Capital Project Title F17027 2018 Chevrolet Silverado 2500 Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 26-02 Capital Project Title F17029 2018 Chevrolet Silverado 3500 Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 26-03 Capital Project Title F18003 2018 Ford F150 Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 26-04 Capital Project Title F18012 2018 Chevrolet Colorado Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 26-05 Capital Project Title F18010 2018 Ford Transit 250 Cargo Van Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 26-06 Capital Project Title F18011 2018 Ford Transit 250 Cargo Van Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

Project Number 26-07 Capital Project Title F18014 2018 GMC Sierra 1500 Capital Project Description Vehicle replacement - end of life  
Project Rationale End of life replacement

**Service:** 1.577 IW - Environmental Operations

**Project Number** 27-01 **Capital Project Title** F19006 Crane Truck **Capital Project Description** Vehicle replacement - end of life

**Project Rationale** End of life replacement

**Project Number** 27-02 **Capital Project Title** F19007 Crane Truck **Capital Project Description** Vehicle replacement - end of life

**Project Rationale** End of life replacement

**Project Number** 27-03 **Capital Project Title** F19008 2019 F350 **Capital Project Description** Vehicle replacement - end of life

**Project Rationale** End of life replacement

**Project Number** 27-04 **Capital Project Title** F19019 Pressure Washer Trailer **Capital Project Description** Vehicle replacement - end of life

**Project Rationale** End of life replacement

**1.577 Environmental Services - Operations Asset and Reserve Summary**  
**Summary Schedule**  
**2023 - 2027 Financial Plan**

**Reserve Schedule Summary**

**IW Environmental Operations**

Assets held by the IW Environmental Operations consist of vehicles and equipment including mechanical, electronic, gas detectors, flow monitors, radio equipment, SCADA hardware and computers.

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Equipment Replacement Fund	3,158,474	1,356,635	1,352,905	1,051,965	807,015	587,275
Operating Reserve Fund	1,007,205	531,265	531,265	531,265	531,265	531,265
<b>Total</b>	<b>4,165,679</b>	<b>1,887,900</b>	<b>1,884,170</b>	<b>1,583,230</b>	<b>1,338,280</b>	<b>1,118,540</b>

See attached reserve schedules for projected annual cash flows.

**ERF Reserve Fund Schedule IWS Operations**

Assets held by the IW Environmental Operations consist of vehicles and equipment including mechanical, electronic, gas detectors, flow monitors, radio equipment, SCADA hardware and computers. ent

**Equipment Reserve Schedule**

Equipment Replacement Fund Fund: 1022 Fund Center: 101451	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	3,065,780	3,158,474	1,356,635	1,352,905	1,051,965	807,015
Planned Purchase (Based on Capital Plan)	(185,295)	(2,082,500)	(494,000)	(801,000)	(755,000)	(740,000)
Transfer IN (from Ops Budget)	253,083	280,661	490,270	500,060	510,050	520,260
Proceeds of Disposal						
Interest Income*	24,906					
<b>Ending Balance \$</b>	<b>3,158,474</b>	<b>1,356,635</b>	<b>1,352,905</b>	<b>1,051,965</b>	<b>807,015</b>	<b>587,275</b>

**Assumptions/Background:**

ERF Reserve to fund replacement of equipment, and vehicles of the IW Operations Division.

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

**ORF Reserve Fund Schedule IWS Operations**

**IW ES Operations**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105516	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	979,879	1,007,205	531,265	531,265	531,265	531,265
Planned Purchase	-	(475,940)	-	-	-	-
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income*	27,326					
<b>Ending Balance \$</b>	<b>1,007,205</b>	<b>531,265</b>	<b>531,265</b>	<b>531,265</b>	<b>531,265</b>	<b>531,265</b>

**Assumptions/Background:**

Funds are retained in the reserve for charge-out rate stabilization

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Saanich Peninsula Water Supply**

#### **FINAL BUDGET**

MARCH 2023

**Service:** 2.610

**Saanich Peninsula Water Supply**

**Committee: Saanich Peninsula Water**

**DEFINITION:**

To purchase water and to acquire, design, construct, reconstruct, purchase, maintain and operate facilities and to acquire property easements, licences and authorities for the supply of water to Central Saanich, North Saanich, and Sidney, for distribution by the municipalities. Letters Patent, December 22, 1976; revised Sept. 27, 1984. Amended SLP April 27, 1978 and March 19, 1986.

**SERVICE DESCRIPTION:**

This service provides for the purchase of bulk water for supply to Central Saanich, North Saanich, and Sidney, for distribution withi Juan de Fuca Water Distribution Service provides retail water distribution system to participants within the Western Co service administration and operation is provided by the Integrated Water Services Department.

**PARTICIPATION:**

Central Saanich / North Saanich / Sidney

**MAXIMUM LEVY:**

**MAXIMUM CAPITAL DEBT:**

As established by Inspector of Municipalities.

**COMMISSION:**

Saanich Peninsula Water Commission established by Letters Patent to advise the Board with respect to this function.

**FUNDING:**

Costs are recovered through the sale of bulk water.

**CAPITAL DEBT:**

Authorized:	\$12,900,000	2021 - (MFA Bylaw No. 4411 - Saanich Peninsula Water Supply Water Works)
Borrowed:	\$0	
Remaining:	\$12,900,000	

CAPITAL REGIONAL DISTRICT

**Program Group: CRD-Saanich Peninsula Water Supply**

SUMMARY	2023 BUDGET REQUEST						FUTURE PROJECTIONS			
	2022 BOARD BUDGET 2	2022 ESTIMATED ACTUAL 3	2023 CORE BUDGET 4	2023 ONGOING 5	2023 ONE-TIME 6	TOTAL (COL 4, 5 & 6) 7	2024 8	2025 9	2026 10	2027 11
1										
<b><u>OPERATING EXPENDITURES:</u></b>										
ALLOCATION - OPERATIONS	1,080,447	1,023,117	1,110,880	-	-	1,110,880	1,133,090	1,155,752	1,178,865	1,202,450
UTILITIES	220,708	235,664	225,129	-	-	225,129	231,203	235,827	240,543	245,354
OPERATING - OTHER COSTS	182,041	171,356	183,910	-	-	183,910	188,892	194,034	199,347	204,837
ALLOCATION - STANDARD OVERHEAD	124,749	124,749	160,795	-	-	160,795	164,010	167,291	170,636	174,049
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,607,945</b>	<b>1,554,886</b>	<b>1,680,714</b>	<b>-</b>	<b>-</b>	<b>1,680,714</b>	<b>1,717,195</b>	<b>1,752,904</b>	<b>1,789,391</b>	<b>1,826,690</b>
*Percentage increase over prior year board budget			4.53%			4.53%	2.17%	2.08%	2.08%	2.08%
<b>TOTAL BULK WATER EXPENDITURES</b>	<b>5,059,080</b>	<b>5,095,740</b>	<b>4,876,683</b>	<b>-</b>	<b>-</b>	<b>4,876,683</b>	<b>5,253,578</b>	<b>5,694,332</b>	<b>6,210,685</b>	<b>7,037,542</b>
<b><u>CAPITAL EXPENDITURES &amp; TRANSFERS</u></b>										
TRANSFER TO CAPITAL RESERVE FUND	800,000	870,944	800,000	-	-	800,000	800,000	600,000	400,000	400,000
TRANSFER TO EQUIPMENT REPLACEMENT FUND	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
<b>TOTAL CAPITAL EXPENDITURES &amp; TRANSFERS</b>	<b>850,000</b>	<b>920,944</b>	<b>850,000</b>	<b>-</b>	<b>-</b>	<b>850,000</b>	<b>850,000</b>	<b>650,000</b>	<b>450,000</b>	<b>450,000</b>
<b><u>DEBT SERVICING</u></b>										
DEBT-INTEREST & PRINCIPAL	-	-	-	-	-	-	102,000	478,954	996,208	1,281,657
<b>TOTAL DEBT EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>102,000</b>	<b>478,954</b>	<b>996,208</b>	<b>1,281,657</b>
<b>TOTAL EXPENDITURES</b>	<b>7,517,025</b>	<b>7,571,570</b>	<b>7,407,397</b>	<b>-</b>	<b>-</b>	<b>7,407,397</b>	<b>7,922,773</b>	<b>8,576,190</b>	<b>9,446,284</b>	<b>10,595,889</b>
<b><u>SOURCES OF FUNDING-OPERATIONS</u></b>										
REVENUE - WATER SALES	(7,511,225)	(7,565,770)	(7,401,597)	155,000	-	(7,246,597)	(7,730,124)	(8,350,039)	(9,227,205)	(10,415,307)
REVENUE - OTHER	(5,800)	(5,800)	(5,800)	(155,000)	-	(160,800)	(192,649)	(226,151)	(219,079)	(180,582)
<b>TOTAL SOURCES OF FUNDING FROM OPERATIONS</b>	<b>(7,517,025)</b>	<b>(7,571,570)</b>	<b>(7,407,397)</b>	<b>-</b>	<b>-</b>	<b>(7,407,397)</b>	<b>(7,922,773)</b>	<b>(8,576,190)</b>	<b>(9,446,284)</b>	<b>(10,595,889)</b>
<b><u>SOURCES OF FUNDING-REQUISITION</u></b>										
PROPERTY TAX REQUISITION FOR DEBT	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CARRY FORWARD (SURPLUS)/ DEFICIT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL SOURCES OF ALL FUNDING</b>	<b>(7,517,025)</b>	<b>(7,571,570)</b>	<b>(7,407,397)</b>	<b>-</b>	<b>-</b>	<b>(7,407,397)</b>	<b>(7,922,773)</b>	<b>(8,576,190)</b>	<b>(9,446,284)</b>	<b>(10,595,889)</b>
Percentage increase over prior year's board budget			-1.46%			-1.46%	6.96%	8.25%	10.15%	12.17%



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

<b>Service No.</b>	<b>2.610</b>	<b>Carry Forward from 2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTAL</b>
	<b>Saanich Peninsula Water Supply</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$250,000	\$590,000	\$350,000	\$300,000	\$300,000	\$300,000	\$100,000	\$1,640,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$3,691,000	\$4,746,000	\$2,870,000	\$6,474,000	\$4,810,000	\$610,000	\$610,000	\$19,510,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$3,941,000</b>	<b>\$5,336,000</b>	<b>\$3,220,000</b>	<b>\$6,774,000</b>	<b>\$5,110,000</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$21,150,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$2,550,000	\$5,550,000	\$4,500,000	\$300,000	\$300,000	\$12,900,000
Equipment Replacement Fund	\$0	\$220,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$540,000
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	\$3,941,000	\$5,116,000	\$590,000	\$1,144,000	\$530,000	\$330,000	\$330,000	\$7,710,000
	<b>\$3,941,000</b>	<b>\$5,336,000</b>	<b>\$3,220,000</b>	<b>\$6,774,000</b>	<b>\$5,110,000</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$21,150,000</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

<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, 23-01 is a project planned to start in 2023.</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: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system meets current energy standards with an expected service life of 35 years".</i></p>	<p><b>Carryforward from 2022</b> Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.</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> = Project provide 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 STLoan = 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 and/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> L - Land S - Engineering Structure B - Buildings V - 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 #: 2.610

Service Name: Saanich Peninsula Water Supply

SECTION 1: PROJECT DESCRIPTION AND BUDGET

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
<b>SYSTEM UPGRADES AND REPLACEMENTS</b>													
18-04	New	Post Disaster Emergency Water Supply	Identify and procure emergency systems for post disaster preparedness	\$1,200,000	S	Res	\$150,000	\$300,000	\$150,000	\$150,000	\$150,000	\$150,000	\$900,000
19-01	Renewal	Corrosion Protection Program	Carry out an investigation and monitoring program in conjunction with other services to prevent infrastructure failure due to corrosion	\$110,000	S	Res	51,000.00	\$61,000	\$10,000	\$10,000	-	-	\$81,000
20-02	New	Hamsterly Pump Station Backup Power Generator	Addition of a backup power generator at the Hamsterly Pump Station	\$1,100,000	S	Res	\$815,000	\$1,100,000	-	-	-	-	\$1,100,000
21-01	New	Level of Service Agreement	Determine and develop appropriate level of service agreements with the participating municipalities for water supply.	\$75,000	S	Res	\$75,000	\$75,000	-	-	-	-	\$75,000
21-04	Renewal	SCADA Upgrades	SCADA upgrades and planning in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.	\$1,150,000	E	Res	\$250,000	\$450,000	\$200,000	\$200,000	\$200,000	-	\$1,050,000
21-05	Renewal	SPW System Upgrade and Expansion	Upgrade vulnerable sections of the SPW system to a resilient system better able to withstand a seismic event, and extend sections of the system to have dual feed redundancy. Vulnerable sections are cement pipe material which are susceptible to failure during a seismic event. This is part of a project in partner with the RWS system.	\$14,700,000	S	Res	\$1,700,000	\$1,700,000	-	-	-	-	\$1,700,000
21-05					S	Debt	-	-	\$2,550,000	\$5,550,000	\$4,500,000	\$300,000	\$12,900,000
22-01	New	Water Strategic Plan Update	Update the strategic plan to inform future works and identify hydraulic deficiencies.	\$116,972	S	Res	-	\$116,972	\$0	\$0	\$0	\$0	\$116,972
22-02	New	Microwave Radio Upgrades	To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.	\$450,000	E	Res	-	-	\$150,000	\$100,000	\$100,000	\$100,000	\$450,000
22-03	New	Keating Cross Road Water Main	MoTI driven project, MoTI has expectation of CRD contributing (TBD), approximately 500m of 500mm DI, agreement not in place yet	\$1,000,000	S	Res	\$900,000	\$900,000	-	-	-	-	\$900,000
23-01	New	DCC Program Update	5-year update of the DCC program.	\$500	S	Res	-	\$500	-	-	-	-	\$500
23-04	Renewal	RTU & PLC Upgrade and Replacement	Upgrade RTU programming within the SPWS service, upgrade the PLC at the Deep Cove pump station, and upgrade the telecommunications from the Hamsterly PS.	\$140,000	E	ERF	-	\$140,000	-	-	-	-	\$140,000
23-05	Renewal	Bear Hill Tank Repairs	Conduct concrete repairs to the Bear Hill Tank.	\$250,000	S	Res	-	\$250,000	-	-	-	-	\$250,000
25-01	New	Hamsterly Pump Station Capacity Upgrade	Increase the capacity of the Hamsterly Pump Station to address increased water demand. This is the service's contribution to the DCC project.	\$6,040	S	Res	-	-	-	\$6,040	-	-	\$6,040
<b>Sub-Total System Upgrades and Replacements</b>				<b>\$20,298,512</b>			<b>\$3,941,000</b>	<b>\$5,093,472</b>	<b>\$3,060,000</b>	<b>\$6,016,040</b>	<b>\$4,950,000</b>	<b>\$550,000</b>	<b>\$19,669,512</b>
<b>ANNUAL PROVISIONAL ITEMS</b>													
23-02	Renewal	Pump Station, Meter Station & Valve Repair and Replacements	Funds to conduct emergency and unplanned repairs outside of normal Operations and planned capital improvements.	\$400,000	S	ERF	-	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
23-03	Renewal	Transmission Main & Storage Tank Repairs and Replacements	Funds to conduct emergency and unplanned repairs outside of normal Operations and planned capital improvements.	\$400,000	S	Res	-	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
<b>Sub-Total Annual Provisional Items</b>				<b>\$800,000</b>			<b>\$0</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$800,000</b>
<b>DEVELOPMENT COST CHARGE (DCC) PROGRAM</b>													
22-01	New	Water Strategic Plan Update	Update the strategic plan to inform future works and identify hydraulic deficiencies.	\$33,028	S	Res	-	\$33,028	-	-	-	-	\$33,028
23-01	New	DCC Program Update	5-year update of the DCC program.	\$49,500	S	Res	-	\$49,500	-	-	-	-	\$49,500
25-01	New	Hamsterly Pump Station Capacity Upgrade	Increase the capacity of the Hamsterly Pump Station to address increased water demand.	\$597,960	S	Res	-	-	-	\$597,960	-	-	\$597,960
<b>Sub-Total Development Cost Charge (DCC) Program</b>				<b>\$680,488</b>			<b>\$0</b>	<b>\$82,528</b>	<b>\$0</b>	<b>\$597,960</b>	<b>\$0</b>	<b>\$0</b>	<b>\$680,488</b>
<b>GRAND TOTAL</b>				<b>\$21,779,000</b>			<b>\$3,941,000</b>	<b>\$5,336,000</b>	<b>\$3,220,000</b>	<b>\$6,774,000</b>	<b>\$5,110,000</b>	<b>\$710,000</b>	<b>\$21,150,000</b>

**Service:** 2.610 Saanich Peninsula Water Supply

<b>Project Number</b>	18-04	<b>Capital Project Title</b>	Post Disaster Emergency Water Supply	<b>Capital Project Description</b>	Identify and procure emergency systems for post disaster preparedness
<b>Project Rationale</b>	In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. This item will see the study of the issue in 2017 and 2018 with the anticipated purchase of one or more emergency distribution systems in 2018 and beyond. Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to start implementing these additional works.				

<b>Project Number</b>	19-01	<b>Capital Project Title</b>	Corrosion Protection Program	<b>Capital Project Description</b>	Carry out an investigation and monitoring program in conjunction with other services to prevent infrastructure failure due to corrosion
<b>Project Rationale</b>	The Saanich Peninsula Water System comprises of many material types including steel. An investigation and monitoring program will be developed to prevent infrastructure failure due to corrosion. Funds are required to retain a qualified corrosion specialist to assess and aid in developing a monitoring program.				

<b>Project Number</b>	20-02	<b>Capital Project Title</b>	Hamsterly Pump Station Backup Power Generator	<b>Capital Project Description</b>	Addition of a backup power generator at the Hamsterly Pump Station
<b>Project Rationale</b>	From the 2018 DCC Update, KWL identified that the addition of backup power at the Hamsterly Pump Station is required. Funds are required to design and construct backup power for the Hamsterly Pump Station.				

<b>Project Number</b>	21-01	<b>Capital Project Title</b>	Level of Service Agreement	<b>Capital Project Description</b>	Determine and develop appropriate level of service agreements with the participating municipalities for water supply.
<b>Project Rationale</b>	The SPW Service has numerous transfer points with the participating municipalities. Funding is required to determine the pressure and flow at transfer points with the participating municipalities for water supply.				

**Service:** **2.610** **Saanich Peninsula Water Supply**

<b>Project Number</b>	21-04	<b>Capital Project Title</b>	SCADA Upgrades	<b>Capital Project Description</b>	SCADA upgrades and planning in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.
<b>Project Rationale</b>	The existing SCADA system is nearing end of life for equipment. The SCADA system provides vital operational monitoring and control information for the Saanich Peninsula Water System. Additionally, the Juan de Fuca Water Distribution, Saanich Peninsula Wastewater, Regional Water System, and Core Area Wastewater services require similar upgrades and integration. This project will be carried out with the other services so that an fully integrated system can be implemented.				

<b>Project Number</b>	21-05	<b>Capital Project Title</b>	SPW System Upgrade and Expansion	<b>Capital Project Description</b>	Upgrade vulnerable sections of the SPW system to a resilient system better able to withstand a seismic event, and extend sections of the system to have dual feed redundancy. Vulnerable sections are
<b>Project Rationale</b>	This project is for design and replacement of cement pipe sections that are susceptible to failure during a seismic event. Funds are required for detailed design and construction of the Bear Hill section of transmission main from Mt Newton to the Dean Park Lower tank along East Saanich Road including a new PRV, detailed design of the transmission main from McTavish Tank to Mills Road. The budget breakdown of the works: Bear Hill Section design and construction of new transmission main and PRV station \$14,200,000; conceptual and detailed design of the transmission main from Mctavish Reservoir to Mills Road \$500,000.				

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

<b>Project Number</b>	22-03	<b>Capital Project Title</b>	Keating Cross Road Water Main	<b>Capital Project Description</b>	MoTI driven project, MoTI has expectation of CRD contributing (TBD), approximately 500m of 500mm DI, agreement not in place yet
<b>Project Rationale</b>	MoTI driven project, MoTI has expectation of CRD contributing (TBD), approximately 500m of 500mm DI				

**Service:** 2.610 Saanich Peninsula Water Supply

<b>Project Number</b>	23-01	<b>Capital Project Title</b>	DCC Program Update	<b>Capital Project Description</b>	5-year update of the DCC program.
<b>Project Rationale</b>	Review of the DCC program and identify any projects that may require a full DCC update.				

<b>Project Number</b>	25-01	<b>Capital Project Title</b>	Hamsterly Pump Station Capacity Upgrade	<b>Capital Project Description</b>	Increase the capacity of the Hamsterly Pump Station to address increased water demand. This is the service's contribution to the DCC project.
<b>Project Rationale</b>	In the 2018 KWL DCC Update report, the Hamsterly Pump Station was identified to require addition of a third pump to meet increased water demand. This is for the Saanich Peninsula Water service's contribution to the DCC project. Funds are required for the design and construction of the additional pump.				

<b>Project Number</b>	22-01	<b>Capital Project Title</b>	Water Strategic Plan Update	<b>Capital Project Description</b>	Update the strategic plan to inform future works and identify hydraulic deficiencies.
<b>Project Rationale</b>	A water distribution system changes with development demand. A periodic update of the strategic plan to identify hydraulic deficiencies and inform future works is periodically required to ensure the level of service.				

<b>Project Number</b>	23-01	<b>Capital Project Title</b>	DCC Program Update	<b>Capital Project Description</b>	5-year update of the DCC program.
<b>Project Rationale</b>	Funds are required to retain a consultant to complete the 5-year updated of the DCC program.				

**Service:** 2.610 Saanich Peninsula Water Supply

<b>Project Number</b>	23-02	<b>Capital Project Title</b>	Pump Station, Meter Station & Valve Repair and Replacements	<b>Capital Project Description</b>	Funds to conduct emergency and unplanned repairs outside of normal Operations and planned capital improvements.
<b>Project Rationale</b>	Replace various system equipment that may fail during the year that is not specifically identified and funded through the operating and capital budgets.				

<b>Project Number</b>	23-03	<b>Capital Project Title</b>	Transmission Main & Storage Tank Repairs and Replacements	<b>Capital Project Description</b>	Funds to conduct emergency and unplanned repairs outside of normal Operations and planned capital improvements.
<b>Project Rationale</b>	Replace various system equipment that may fail during the year that is not specifically identified and funded through the operating and capital budgets.				

<b>Project Number</b>	23-04	<b>Capital Project Title</b>	RTU & PLC Upgrade and Replacement	<b>Capital Project Description</b>	Upgrade RTU programming within the SPWS service, upgrade the PLC at the Deep Cove pump station, and upgrade the telecommunications from the Hamsterlv PS.
<b>Project Rationale</b>	Equipment and programming upgrades are required system wide but specifically at the Deep Cove and Hamsterly pump stations to deal with equipment and technology nearing end of life.				

<b>Project Number</b>	23-05	<b>Capital Project Title</b>	Bear Hill Tank Repairs	<b>Capital Project Description</b>	Conduct concrete repairs to the Bear Hill Tank.
<b>Project Rationale</b>	Funds are required to retain a consultant to complete the 5-year updated of the DCC program.				

**2.610 Saanich Peninsula Water  
Summary Schedule  
2023 - 2027 Financial Plan**

**Asset Profile**

**Saanich Peninsula Water**

One of the 16 CRD drinking water systems across the region, Saanich Peninsula Water Supply obtains treated drinking water from the Regional Water Supply System and is responsible for the bulk trunk water supply systems for Central Saanich, Sidney & North Saanich. Assets include land, 46 kilometres of water supply mains, nine balancing reservoirs, nine pumping stations, two pressure reducing stations, nine supply meters and two rechlorination stations.

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
DCC Reserve Account	2,087,316	2,004,788	2,004,788	1,406,828	1,406,828	1,406,828
Equipment Replacement Fund	1,857,620	1,687,620	1,657,620	1,627,620	1,597,620	1,567,620
Capital Reserve	3,330,527	936,527	1,146,527	602,527	472,527	542,527
<b>Total</b>	<b>7,275,463</b>	<b>4,628,935</b>	<b>4,808,935</b>	<b>3,636,975</b>	<b>3,476,975</b>	<b>3,516,975</b>

**2.610 Saanich Peninsula Water  
Development Cost Charges  
2023 - 2027 Financial Plan**

**Development Cost Charges Reserve Schedule**

**Reserve Fund: Saanich Peninsula Water Development Cost Charges (Bylaw # 3208)**

Fund: 1009 Fund Center: 101353- DCC Water System only	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	2,073,133	2,087,316	2,004,788	2,004,788	1,406,828	1,406,828
Transfers to Reserve						
Transfers from Reserve based on DCC-capital plan	(33,028)	(82,528)	-	(597,960)		-
DCC's received from Member Municipalities						
Interest Income*	47,211					
<b>Ending Balance \$</b>	<b>2,087,316</b>	<b>2,004,788</b>	<b>2,004,788</b>	<b>1,406,828</b>	<b>1,406,828</b>	<b>1,406,828</b>

General Comments:

Saanich Peninsula Water Development Cost Charges (DCC's) was adopted in 2005 for the purpose of providing funds to assist with the capital costs of providing, constructing, altering or expanding the Districts water & wastewater systems that services the Member Municipalities.

The above cash flow only reflects DCC Reserve information for Water System only (Wastewater's information will be provided in the Wastewater budgets). These Reserve funds are received from member municipalities as Development Cost Charges (DCC's) to provide for the capital costs of water capacity system improvements within the service areas.

In December 2018 the bylaw was ammended to remove Development Cost Charges on new projects to recognize that the fund's balance exceeded the total of current development projects.

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



**2.610 Saanich Peninsula Water  
Equipment Replacement Reserve Schedule  
2023 - 2027 Financial Plan**

**Equipment Replacement Reserve Schedule**

**Reserve Fund:** Saanich Peninsula Water-Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

Fund: 1022 Fund Center: 101452	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	1,834,250	1,857,620	1,687,620	1,657,620	1,627,620	1,597,620
<b>Equipment purchases (Based on Capital Plan)</b>	(41,572)	(220,000)	(80,000)	(80,000)	(80,000)	(80,000)
<b>Transfer from Operating Budget</b>	50,000	50,000	50,000	50,000	50,000	50,000
<b>Interest Income*</b>	14,942					
<b>Ending Balance \$</b>	<b>1,857,620</b>	<b>1,687,620</b>	<b>1,657,620</b>	<b>1,627,620</b>	<b>1,597,620</b>	<b>1,567,620</b>

**General Comments:** The fund is used to replace water system infrastructure throughout the system as failing components are identified and not funded through operating budgets.

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

2.610 Saanich Peninsula Water  
 Capital Reserve Fund  
 2023 - 2027 Financial Plan

**Capital Reserve Fund Schedule**

**Reserve Fund:** Saanich Peninsula Water Capital Reserve Fund ( Bylaw #1397)

Fund: 1009 Fund Center: 102159	Actual	Budget				
	2022	2023	2024	2025	2026	2027
<b>Beginning Balance</b>	4,148,061	3,330,527	936,527	1,146,527	602,527	472,527
<b>Transfers from Reserve based on capital plan</b>	(2,019,000)	(3,194,000)	(590,000)	(1,144,000)	(530,000)	(330,000)
<b>Transfer from Capital Reserve (Unspent)</b>	-	-	-	-	-	-
<b>Transfer from Other (MFA etc.)</b>	-	-	-	-	-	-
Transfer unspent capital funds from LA funds						
<b>Transfer from Operating Budget</b>	1,106,841	800,000	800,000	600,000	400,000	400,000
<b>Interest Income*</b>	94,625					
<b>Ending Balance \$</b>	<b>3,330,527</b>	<b>936,527</b>	<b>1,146,527</b>	<b>602,527</b>	<b>472,527</b>	<b>542,527</b>

General Comments:

Saanich Peninsula Water Capital Reserve Fund was adopted in 1985 for the purpose of capital payments including planning, engineering and legal costs for providing, latering or expanding water system infrastructure related to the Saanich Peninsula Water Supply System.

The fund is used for the purpose of funding the Service Capital infrastructure related directly or indirectly to water facilities, (excluding DCC) capital expenditures.

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

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Saanich Peninsula Wastewater**

#### **FINAL BUDGET**

MARCH 2023

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

See Debt Budget 3.775 - debt fully retired in 2016

**SPWWS SEWER SYSTEM:**

<u>Location</u>	<u>Allocation for 2023</u>
Airport	1.76%
Sidney	39.24%
Pauquachin	1.09%
Central Saanich	41.75%
North Saanich	15.58%
Tseycum	0.45%
IOS	0.13%
Total	100.00%

**FUNDING:**

Requisition

**RESERVE FUND:**

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

**3.718 - Saanich Peninsula Wastewater**

	2022		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2023 ONGOING	ONE-TIME	TOTAL	2024	2025	2026	2027
<u>OPERATING COSTS</u>										
Operating	2,728,416	2,681,355	2,812,580	-	-	2,812,580	2,850,885	2,745,334	2,915,925	2,867,751
Laboratory	189,264	189,264	178,305	-	-	178,305	181,867	185,493	189,186	192,957
Heat Recovery	113,742	103,540	117,080	-	-	117,080	119,410	121,790	124,200	126,690
Biosolids Mgmt.	1,035,026	586,000	1,020,070	-	-	1,020,070	1,022,470	1,024,922	1,027,416	1,029,962
Allocation - Standard Overhead	78,057	78,057	82,890	-	-	82,890	84,548	86,239	87,964	89,723
<b>TOTAL OPERATING COSTS</b>	<b>4,144,505</b>	<b>3,638,216</b>	<b>4,210,925</b>	<b>-</b>	<b>-</b>	<b>4,210,925</b>	<b>4,259,180</b>	<b>4,163,778</b>	<b>4,344,691</b>	<b>4,307,083</b>
*Percentage Increase over prior year		-12.22%	1.60%	0.00%	0.00%	1.60%	1.15%	-2.24%	4.34%	-0.87%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	50,640	50,640	50,640	-	-	50,640	51,650	52,680	53,740	54,810
Transfer to Equipment Replacement Fund	118,020	569,999	118,020	-	-	118,020	120,390	122,800	125,260	127,760
Transfer to Capital Reserve Fund	367,930	367,930	367,930	-	-	367,930	375,290	355,460	336,170	386,890
Debt Reserve Fund	-	-	-	-	-	-	14,500	17,500	2,500	12,500
MFA Principal Payment	-	-	-	-	-	-	-	58,206	128,455	138,490
MFA Interest Payment	-	-	-	-	-	-	47,850	83,050	143,550	165,550
<b>TOTAL CAPITAL / RESERVES</b>	<b>536,590</b>	<b>988,569</b>	<b>536,590</b>	<b>-</b>	<b>-</b>	<b>536,590</b>	<b>609,680</b>	<b>689,696</b>	<b>789,675</b>	<b>886,000</b>
<b>TOTAL COSTS</b>	<b>4,681,095</b>	<b>4,626,785</b>	<b>4,747,515</b>	<b>-</b>	<b>-</b>	<b>4,747,515</b>	<b>4,868,860</b>	<b>4,853,474</b>	<b>5,134,366</b>	<b>5,193,083</b>
*Percentage Increase over prior year		-1.16%	1.42%	0.00%	0.00%	1.42%	2.56%	-0.32%	5.79%	1.14%
Internal Recovery - Other	(156,380)	(122,070)	(134,320)	-	-	(134,320)	(137,000)	(139,740)	(142,540)	(145,380)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>4,524,715</b>	<b>4,504,715</b>	<b>4,613,195</b>	<b>-</b>	<b>-</b>	<b>4,613,195</b>	<b>4,731,860</b>	<b>4,713,734</b>	<b>4,991,826</b>	<b>5,047,703</b>
*Percentage Increase over prior year		-0.44%	1.96%	0.00%	0.00%	1.96%	2.57%	-0.38%	5.90%	1.12%
<b>SOURCES OF FUNDING (REVENUE)</b>										
<b>Surplus / (Defecit)</b>										
Balance C/F from Prior to Current Year										
Grants in Lieu of Taxes	(5,295)	(5,295)	(7,772)	-	-	(7,772)	(5,295)	(5,295)	(5,295)	(5,295)
Transfer from Own Funds	(185,000)	(165,000)	(192,523)	-	-	(192,523)	(180,000)	(20,000)	(135,000)	(30,000)
<b>TOTAL REVENUE</b>	<b>(190,295)</b>	<b>(170,295)</b>	<b>(200,295)</b>	<b>-</b>	<b>-</b>	<b>(200,295)</b>	<b>(185,295)</b>	<b>(25,295)</b>	<b>(140,295)</b>	<b>(35,295)</b>
<b>REQUISITION</b>	<b>(4,334,420)</b>	<b>(4,334,420)</b>	<b>(4,412,900)</b>	<b>-</b>	<b>-</b>	<b>(4,412,900)</b>	<b>(4,546,565)</b>	<b>(4,688,439)</b>	<b>(4,851,531)</b>	<b>(5,012,408)</b>
*Percentage increase over prior year		0.00%	1.81%	0.00%	0.00%	1.81%	3.03%	3.12%	3.48%	3.32%
PARTICIPANTS: C. Saanich, N. Saanich, Sidney, Airport, Pauquachin, Tseycum										

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

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

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$60,000	\$210,000	\$1,120,000	\$1,100,000	\$350,000	\$250,000	\$3,030,000	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$1,550,000	\$2,850,000	\$1,225,000	\$900,000	\$150,000	\$1,450,000	\$6,575,000	
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>\$1,610,000</b>	<b>\$3,060,000</b>	<b>\$2,345,000</b>	<b>\$2,000,000</b>	<b>\$500,000</b>	<b>\$1,700,000</b>	<b>\$9,605,000</b>	

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$1,450,000	\$1,750,000	\$250,000	\$1,250,000	\$4,700,000
Equipment Replacement Fund	\$130,000	\$480,000	\$170,000	\$150,000	\$150,000	\$150,000	\$1,100,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$1,480,000	\$2,580,000	\$725,000	\$100,000	\$100,000	\$300,000	\$3,805,000
	<b>\$1,610,000</b>	<b>\$3,060,000</b>	<b>\$2,345,000</b>	<b>\$2,000,000</b>	<b>\$500,000</b>	<b>\$1,700,000</b>	<b>\$9,605,000</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2023 - 2027

**Project Number**  
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, 23-01 is a project planned to start in 2023.

For projects in previous capital plans, use the same project numbers previously assigned.

**Capital Expenditure 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

**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 meets current energy standards with an expected service life of 35 years".

**Total Project Budget**  
Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

**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  
Res = Reserve Fund  
STLoan = Short Term Loans  
WU = Water Utility  
If there is more than one funding source, use additional rows for the project.

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

**Carryforward from 2022**  
Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027.

**Project Drivers**  
**Maintain Level of Service** = Project maintains existing or improved level of service.  
**Advance Board or Corporate Priority** = Project is a Board or Corporate priority.  
**Emergency** = Project is required for health or safety reasons.  
**Cost Benefit** = Project provide economic benefit to the organization.

**Long-term Planning**  
**Master Plan / Servicing Plan** = Plan that identifies new assets required to meet future needs.  
**Asset Management Plan / Sustainable Service Delivery Plan** = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.  
**Replacement Plan** = Plan that identifies asset replacements based primarily on asset age and/or asset material/type.  
**Condition Assessment** = Assessment that identifies asset replacements based on asset condition.

**Cost Estimate Class**  
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.

Service #: 3.718  
Service Name: Saanich Peninsula Wastewater

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
<b>WASTEWATER TREATMENT PLANT</b>													
20-02	Renewal	Replace Aerators in Oxidation Ditches	The WWTP was getting low dissolved oxygen during low flow, high load periods. As assessment of the aerators is required with recommendations on process improvements or aerator replacement.	\$200,000	E	Res	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$60,000
21-05	Renewal	SPWWTP HVAC Fan Assessments	The HVAC fans in the MCC room, washrooms, and pump room were identified as requiring replacement. Facilities Management will the fans and upgrade/replace if required.	\$200,000	S	Res	\$40,000	\$140,000	\$0	\$0	\$0	\$0	\$140,000
23-03	Renewal	Odour Control Upgrade Construction	Upon completion of the KWL assessment and proposed design in 2021, odour control upgrades are required in numerous rooms and spaces at the treatment plant in order to meet health and safety requirements and prevent ongoing corrosion in some concrete tanks.	\$1,500,000	S	Res	\$0	\$1,000,000	\$500,000	\$0	\$0	\$0	\$1,500,000
23-04	Replacement	Replace SCADA Servers and Ethernet Upgrades	Existing servers are EOL and need to be replaced to meet current CRD specifications and standards	\$250,000	S	ERF	\$130,000	\$130,000	\$0	\$0	\$0	\$0	\$130,000
24-01	Renewal	Sludge Tanks and Process Sump Cleaning and Repairs	Detailed Structural assessment of the primary clarifier No. 2 and sludge tanks to determine whether repairs are required. Cleaning, repair and apply protective coating on concrete surfaces inside of the sludge tanks and process sump is required to prevent ongoing corrosion and extensive structural damage.	\$500,000	S	Debt	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000
27-01	Renewal	SPWWTP Road Upgrades	Construct drainage and pavement replacement on the SPWWTP access road.	\$300,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
28-01	Study	Bazan Bay Outfall Inspection	Follow-up electromagnetic inspection of Bazan Bay Outfall based upon the 2018 inspection.	\$250,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
24-02	Replacement	Standby Power Assessment and Replacement	Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.	\$950,000	E	Debt	\$0	\$0	\$200,000	\$750,000	\$0	\$0	\$950,000
24-03	Replacement	SCADA Equipment Replacement	Project to review and address the maturation of SCADA hardware throughout the service areas.	\$1,000,000	E	Debt	\$0	\$0	\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000
24-04	Replacement	SPWWTP PLC Replacement	PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and all support will be terminated in 2026.	\$500,000	E	Debt	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
<b>PUMP STATIONS</b>													
21-02	Renewal	Sidney Pump Station Wet Well Upgrades	The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion.	\$250,000	S	Debt	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
<b>GENERAL</b>													
19-06	Renewal	Odour Control Upgrades	Based upon the 2018 KWL Odour Control Program study, upgrades are being completed at a number of facilities and the detailed design will be completed at SPWWTP	\$575,000	S	Res	\$380,000	\$380,000	\$0	\$0	\$0	\$0	\$380,000
21-04	Replacement	Voice Radio Replacement	Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.	\$85,000	E	ERF	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
18-10	Replacement	Equipment Replacement - Annual Provisional	Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.	\$800,000	S	ERF	\$0	\$200,000	\$150,000	\$150,000	\$150,000	\$150,000	\$800,000
22-02	New	Microwave Radio Upgrades	To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.	\$350,000	E	Res	\$0	\$0	\$150,000	\$100,000	\$100,000	\$0	\$350,000
23-02	Renewal	Electrical & Control Upgrades	Replacement of the Sidney PS PLC and RTUs before failure, and updating programming of facilities to supported hardware and operating systems. WWTP Capacitor replacement is planned for 2024.	\$120,000	E	ERF	\$0	\$100,000	\$20,000	\$0	\$0	\$0	\$120,000
<b>GRAVITY SEWERS &amp; MANHOLES</b>													
20-03	Renewal	Trunk Sewer Relining	Based upon CCTV inspection, high priority relining of about 1,300m of 500mm dia asbestos cement sewer will start in 2022. Another 800m may need to be relined within the next 5 years.	\$1,100,000	S	Res	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000

Service #: 3.718  
 Service Name: Saanich Peninsula Wastewater

SECTION 1: PROJECT DESCRIPTION AND BUDGET													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2022	2023	2024	2025	2026	2027	5 - Year Total
20-04	Renewal	Manhole Repairs and Replacement	Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney 2020. Other repairs/relining will be scheduled in the next 5 years.	\$500,000	S	Debt	\$0	\$0	\$250,000	\$250,000	\$0	\$0	\$500,000
27-02	Renewal	Trunk Sewer Relining - Ph2	Based upon CCTV inspection, about another 800m of 500mm dia asbestos cement sewer should be lined in 2027.	\$1,000,000	S	Debt	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$1,000,000
<b>PRESSURE PIPES &amp; APPERTUNANCES</b>													
<b>DEVELOPMENT COST CHARGE (DCC) PROJECTS</b>													
23-01	Renewal	DCC Program - 5-year Update	5-year update of the DCC program.	\$75,000	S	Res	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000
<b>GRAND TOTAL</b>				<b>\$10,605,000</b>			<b>\$1,610,000</b>	<b>\$3,060,000</b>	<b>\$2,345,000</b>	<b>\$2,000,000</b>	<b>\$500,000</b>	<b>\$1,700,000</b>	<b>\$9,605,000</b>



Service: 3.718 Saanich Peninsula Wastewater

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

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

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

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

Service: 3.718 Saanich Peninsula Wastewater

Project Number 24-01

Capital Project Title Sludge Tanks and Process Sump Cleaning and Repairs

Capital Project Description Detailed Structural assessment of the primary clarifier No. 2 and sludge tanks to determine whether repairs are required. Cleaning, repair and apply protective coating on concrete surfaces inside of the sludge tanks and process sump is required to prevent ongoing corrosion and extensive structural damage.

Project Rationale Primary Clarifier No. 1 and the oxidation tanks have had detailed structural assessments, funds are required to conduct a detailed assessment of primary clarifier No. 2 and the sludge tanks to determine whether concrete repairs are required similar to the oxidation tanks and primary clarifier No. 1.

Project Number 27-01

Capital Project Title SPWWTP Road Upgrades

Capital Project Description Construct drainage and pavement replacement on the SPWWTP access road.

Project Rationale The access road to the SPWWTP will be 27 years old and is showing localized pavement failure. Additionally, the road drainage system requires some rehabilitation to maintain its function. Funds are required to design the drainage improvements and pavement repairs, and carry out the improvements.

Project Number 28-01

Capital Project Title Bazan Bay Outfall Inspection

Capital Project Description Follow-up electromagnetic inspection of Bazan Bay Outfall based upon the 2018 inspection.

Project Rationale The Bazan Bay outfall was electromagnetically inspected in 2018 after past dive inspections found holes in the outfall. The electromagnetic inspection found that the outfall was generally in good shape. A follow up electromagnetic inspection is required to ensure that the cathodic protection system is functioning as designed to protect the outfall pipe.

Project Number 24-02

Capital Project Title Standby Power Assessment and Replacement

Capital Project Description Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.

Project Rationale Original standby genset is nearing end of life and AECOM recommended completing a power load assessment and upgrading to a new genset that can provide standby power to the whole treatment plant.

**Service:** 3.718 Saanich Peninsula Wastewater

**Project Number** 24-03

**Capital Project Title** SCADA Equipment Replacement

**Capital Project Description**

Project to review and address the maturation of SCADA hardware throughout the service areas.

**Project Rationale** Project to review and address the maturation of SCADA hardware throughout the service areas.

**Project Number** 24-04

**Capital Project Title** SPWWTP PLC Replacement

**Capital Project Description**

PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and all support will be terminated in 2026.

**Project Rationale** PLC and CPUs at SPWWTP are at the end of life and must be replaced. The Schneider product currently used at the SPWWTP was discontinued in 2018 and all support will be terminated in 2026.

21-02

**Project Number**

**Capital Project Title**

Sidney Pump Station Wet Well Upgrades

**Capital Project Description**

The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion.

**Project Rationale** The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion.

19-06

**Project Number**

**Capital Project Title**

Odour Control Upgrades

**Capital Project Description**

Based upon the 2018 KWL Odour Control Program study, upgrades are being completed at a number of facilities and the detailed design will be completed at SPWWTP.

**Project Rationale** In 2017 KWL was retained to conduct an audit of the odour control systems in the Core Area and Saanich Peninsula Wastewater systems. KWL made recommendations on remediation, works include: SPWWTP odour control management study and Sidney and Keating PS ventilation study (2019); SPWWTP Odour Control Improvements Design ; SPWWTP Odour Control Improvements Construction .

**Service:** 3.718 Saanich Peninsula Wastewater

<b>Project Number</b>	21-04	<b>Capital Project Title</b>	Voice Radio Replacement	<b>Capital Project Description</b>	Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.
<b>Project Rationale</b>	End of life replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.				

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

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

<b>Project Number</b>	23-02	<b>Capital Project Title</b>	Electrical & Control Upgrades	<b>Capital Project Description</b>	Replacement of the Sidney PS PLC and RTUs before failure, and updating programming of facilities to supported hardware and operating systems. WWTP Capacitor replacement is planned for 2024.
<b>Project Rationale</b>	The Sidney PS PLC and RTU have been discontinued by the manufacturer, leaving no support if they fail. Additionally, the Sidney PS, Keating PS and SPWWTP have control systems on outdated control software no longer supported by current hardware and operating systems. Funds are required to replace the Sidney PS PLC and RTU and update the programming of the control software to a supported hardware and operating system.				

Service: 3.718 Saanich Peninsula Wastewater

**Project Number** 20-03 **Capital Project Title** Trunk Sewer Relining **Capital Project Description** Based upon CCTV inspection, high priority relining of about 1,300m of 500mm dia asbestos cement sewer will start in 2022. Another 800m may need to be relined within the next 5 years.

**Project Rationale** The trunk sewer mains were inspected in 2018-2019 resulting in approximately 1,300 m of 500 mm diameter asbestos cement sewer pipe requiring relining to maintain integrity. Funds are required to retain a contractor to conduct the pipe relining starting at the most northern section of the Sidney Trunk main.

**Project Number** 20-04 **Capital Project Title** Manhole Repairs and Replacement **Capital Project Description** Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney 2020. Other repairs/relining will be scheduled in the next 5 years.

**Project Rationale** During the trunk sewer main inspections in 2018-2019, the manholes were inspected as well. A number of manholes were identified with major defects requiring repairs or relining, mostly in Central Saanich and Sidney. Funds are required to retain a contractor to carry out manhole repairs.

**Project Number** 27-02 **Capital Project Title** Trunk Sewer Relining - Ph2 **Capital Project Description** Based upon CCTV inspection, about another 800m of 500mm dia asbestos cement sewer should be lined in 2027.

**Project Rationale** The trunk sewer mains were inspected in 2018-2019 resulting in approximately 800 m of 500 mm diameter asbestos cement sewer pipe requiring relining to maintain integrity. Funds are required to retain a contractor to conduct the pipe relining starting where Phase 1 left.

**Project Number** 23-01 **Capital Project Title** DCC Program - 5-year Update **Capital Project Description** 5-year update of the DCC program.

**Project Rationale** This item is for a planned review and update of the DCC Program.

**Summary Schedule  
2023 - 2027 Financial Plan**

**Asset Profile**

**Saanich Peninsula Wastewater Assets**

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

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Sewer Capital Reserve Funds	1,141,854	477,784	298,074	723,534	1,129,704	1,386,594
Equipment Replacement Fund	1,167,388	805,408	755,798	728,598	703,858	681,618
Maintenance Reserve Fund	658,259	513,899	385,549	418,229	336,969	361,779
<b>Total</b>	<b>2,967,501</b>	<b>1,797,091</b>	<b>1,439,421</b>	<b>1,870,361</b>	<b>2,170,531</b>	<b>2,429,991</b>

See attached reserve schedules for projected annual cash flows.

**Capital Reserve Fund Schedule - SPWWTP**

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

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

**DCC Portion**

**Fund: 1012**

**Fund Center: 101356**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Beginning Balance</b>	278,488	193,170	63,170	(41,831)	(21,831)	(1,831)
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	-	-	(75,000)	-	-	-
<b>Transfer OUT - To Capital Reserve</b>	(200,000)	(300,000)	(200,000)	(150,000)	(150,000)	(150,000)
<b>Fund Return</b>	169					
<b>Transfer IN - DCC Funding</b>	111,829	170,000	170,000	170,000	170,000	170,000
<b>Interest Income</b>	2,684	-	-	-	-	-
<b>Ending Balance \$</b>	<b>193,170</b>	<b>63,170</b>	<b>(41,831)</b>	<b>(21,831)</b>	<b>(1,831)</b>	<b>18,170</b>

**Assumptions/Background:**

Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.  
Approved capital expenditures to be funded by DCC to be determined, as under review.

**Capital Reserve Portion**

**Fund: 1012**

**Fund Center: 102022**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Beginning Balance</b>	1,534,428	948,685	414,615	339,905	745,365	1,131,535
<b>Planned Capital Expenditure</b>	(1,400,000)	(1,100,000)	(650,000)	(100,000)	(100,000)	(300,000)
<b>Correction</b>	102,000	(102,000)				
<b>Transfer from Ops Budget</b>	367,930	367,930	375,290	355,460	336,170	386,890
<b>Planned transfer from DCC Funds</b>	200,000	300,000	200,000	150,000	150,000	150,000
<b>Funding return</b>	127,966					
<b>Interest Income*</b>	16,361	-	-	-	-	-
<b>Ending Balance \$</b>	<b>948,685</b>	<b>414,615</b>	<b>339,905</b>	<b>745,365</b>	<b>1,131,535</b>	<b>1,368,425</b>

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

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

**ERF Reserve Fund Schedule SPWWTP**

**ERF: SPWWTP ERF or PERS Fund for Equipment**

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

**Equipment Replacement Fund- SPWWTP**

**Fund: 1022**

**Fund Center: 101700**

	<b>Actual</b>	<b>Budget</b>				
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Beginning Balance</b>	646,793	1,167,388	805,408	755,798	728,598	703,858
<b>Planned Purchase (Based on Capital Plan)</b>	(279,174)	(480,000)	(170,000)	(150,000)	(150,000)	(150,000)
<b>Transfer IN (from Ops Budget)</b>	794,305	118,020	120,390	122,800	125,260	127,760
<b>Interest Income*</b>	5,463					
<b>Ending Balance \$</b>	<b>1,167,388</b>	<b>805,408</b>	<b>755,798</b>	<b>728,598</b>	<b>703,858</b>	<b>681,618</b>

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

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



**Profile**

**Saanich Peninsula Wastewater**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105204	Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	580,413	658,259	513,899	385,549	418,229	336,969
Planned Purchase	-	(195,000)	(180,000)	(20,000)	(135,000)	(30,000)
Transfer from Ops Budget	60,640	50,640	51,650	52,680	53,740	54,810
Interest Income*	17,206	-	-	-	-	-
<b>Ending Balance \$</b>	<b>658,259</b>	<b>513,899</b>	<b>385,549</b>	<b>418,229</b>	<b>336,969</b>	<b>361,779</b>

**Assumptions/Background:**

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

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