

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

October 25, 2023

Board Room, 625 Fisgard Street, Victoria

BUDGET REVIEW

Part A

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CAPITAL REGIONAL DISTRICT

2024 BUDGET

EXECUTIVE SERVICES

COMMITTEE OF THE WHOLE

OCTOBER 2023

COMMITTEE OF THE WHOLE

October 25, 2023

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CAPITAL REGIONAL DISTRICT

2024 BUDGET

CAO & Executive Services

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 1.014 CAO & Executive Services

Committee: Governance Committee & Finance Committee

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 Nations.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition

CAO & Executive Services	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS:</u>										
Salaries and Wages	807,269	791,000	855,770	102,470	-	958,241	1,016,156	1,040,463	1,065,340	1,090,791
Building Occupancy	20,757	20,757	26,714	-	-	26,714	28,028	29,414	30,870	32,276
Intergovernment Allocation	-	-	-	-	-	-	-	-	-	-
Legal Expenses	1,900	1,900	1,970	-	-	1,970	2,010	2,050	2,090	2,130
Software Licenses	5,250	3,000	5,430	1,500	-	6,930	5,490	5,600	5,710	5,820
Other Operating Expenses	92,939	51,179	96,773	8,000	12,500	117,273	106,975	109,208	111,491	113,844
TOTAL OPERATING COSTS	928,115	867,836	986,657	111,970	12,500	1,111,127	1,158,659	1,186,735	1,215,501	1,244,861
*Percentage Increase over prior year						19.7%	4.3%	2.4%	2.4%	2.4%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	1,250	1,250	3,000	-	-	3,000	3,060	3,120	3,180	3,240
TOTAL CAPITAL / RESERVES	1,250	1,250	3,000	-	-	3,000	3,060	3,120	3,180	3,240
TOTAL COSTS	929,365	869,086	989,657	111,970	12,500	1,114,127	1,161,719	1,189,855	1,218,681	1,248,101
Internal Recovery from CAWTP	-	-	-	-	-	-	-	-	-	-
Transfer from Internal Reserve	-	-	-	-	-	-	-	-	-	-
NET COSTS	929,365	869,086	989,657	111,970	12,500	1,114,127	1,161,719	1,189,855	1,218,681	1,248,101
*Percentage increase over prior year Net Costs						19.9%	4.3%	2.4%	2.4%	2.4%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	5.0	5.0	5.0	1.0	-	6.0	6.0	6.0	6.0	6.0

Change in Budget 2023 to 2024

Service: 1.014 CAO & EXECUTIVE SERVICES

Total Expenditure

Comments

2023 Budget 929,365

Change in Salaries:

Base salary and benefit change	14,877	Inclusive of estimated collective agreement changes
Step increase/paygrade change	33,625	
1.0 FTE Exempt Manager	102,470	2024 IBC 11b-7.1: Manager of Corporate Initiatives and Administration (9 months)
Reduction in auxiliary wages		
Total Change in Salaries	150,972	

Other Changes:

Office & Equipment Costs	25,190	Office costs associated with new ongoing FTEs
Building Occupancy	5,957	
Other Costs	2,643	
Total Other Changes	33,790	

2024 Budget 1,114,127

Summary of % Expense Increase

2024 IBC Expense	13.7%
Other salary adjustments	5.2%
Balance of increase	0.9%
% expense increase from 2023:	19.9%

% Requisition increase from 2023 (if applicable): 20% Requisition funding is 100% of service revenue

Overall 2023 Budget Performance
(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$60,300 (7.5%) due mainly savings on contracted expenses (\$30,000), and minor savings on salaries and temporary staff vacancies (\$25,000).

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.014 CAO / Corporate Services	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$14,796	\$3,288	\$20,133	\$20,133	\$20,133	\$14,796	\$73,146
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$14,796	\$3,288	\$20,133	\$20,133	\$20,133	\$14,796	\$73,146
	\$0	\$14,796	\$3,288	\$20,133	\$20,133	\$20,133	\$14,796	\$73,146

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	\$14,796	\$3,288	\$20,133	\$20,133	\$20,133	\$14,796	\$73,146
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$14,796	\$3,288	\$20,133	\$20,133	\$20,133	\$14,796	\$73,146
	\$0	\$14,796	\$3,288	\$20,133	\$20,133	\$20,133	\$14,796	\$73,146

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.014

Service Name: CAO / Corporate Services

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
24-01	Replacement	Computer	Computer Replacement	\$ 14,796	E	ERF		\$ 14,796	\$ -	\$ -	\$ -		\$ 14,796
25-01	Replacement	Computer	Computer Replacement	\$ 3,288	E	ERF		\$ -	\$ 3,288	\$ -	\$ -		\$ 3,288
26-01	Replacement	Computer	Computer Replacement	\$ 20,133	E	ERF		\$ -	\$ -	\$ 20,133	\$ -		\$ 20,133
27-01	Replacement	Computer	Computer Replacement	\$ 20,133	E	ERF		\$ -	\$ -	\$ -	\$ 20,133		\$ 20,133
28-01	Replacement	Computer	Computer Replacement	\$ 14,796	E	ERF		\$ -	\$ -	\$ -	\$ -	\$ 14,796	\$ 14,796
													\$ -
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 73,146				\$ 14,796	\$ 3,288	\$ 20,133	\$ 20,133	\$ 14,796	\$ 73,146

Reserve Schedule

Reserve Fund: 1.014 CAO / Corporate Services

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Reserve Cash Flow

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

	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	74,903	57,991	53,195	60,107	50,374	40,851
Actual Purchases		-	-	-		-
Planned Purchases (Based on Capital Plan)	(22,362)	(14,796)	(3,288)	(20,133)	(20,133)	(14,796)
Transfer from Operating Budget	5,450	10,000	10,200	10,400	10,610	10,820
Interest Income		-	-	-	-	-
Ending Balance \$	57,991	53,195	60,107	50,374	40,851	36,875

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Human Resources

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 1.016 Human Resources

Committee: Governance Committee & Finance Committee

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 Nations.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition and internal recoveries

1.016 - Human Resources	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD	ESTIMATED	2024				2025	2026	2027	2028
	BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL				
<u>OPERATING COSTS</u>										
Salaries and Wages	2,347,106	2,220,000	2,350,043	410,700	66,700	2,827,443	3,283,593	3,400,309	3,400,205	3,481,361
Allocations	83,178	83,178	104,168	-	-	104,168	108,536	113,122	117,927	122,598
Legal Expenses	16,720	10,000	17,310	-	-	17,310	17,660	18,010	18,370	18,740
GVLRA Membership Dues and Staff Training	158,260	151,000	170,800	10,500	-	181,300	188,430	192,190	196,030	199,950
Contract for Services	372,055	321,600	326,197	-	15,000	341,197	336,233	336,315	327,527	333,895
Software Licenses	4,360	10,000	10,000	4,500	-	14,500	16,290	19,620	20,010	20,410
Other Operating Expenses	186,840	137,680	188,060	13,500	22,500	224,060	208,804	211,960	215,197	219,516
			-	-	-	-				
TOTAL OPERATING COSTS	3,168,519	2,933,458	3,166,578	439,200	104,200	3,709,978	4,159,546	4,291,526	4,295,266	4,396,470
*Percentage Increase over prior year						17.1%	12.1%	3.2%	0.1%	2.4%
<u>CAPITAL / RESERVE</u>										
Equipment Purchases	-	-	-	-	30,000	30,000	20,000	-	-	-
Transfer to Equipment Replacement Fund	9,000	9,000	9,000	-	-	9,000	9,000	9,000	9,000	9,000
TOTAL CAPITAL / RESERVE	9,000	9,000	9,000	-	30,000	39,000	29,000	9,000	9,000	9,000
TOTAL COSTS	3,177,519	2,942,458	3,175,578	439,200	134,200	3,748,978	4,188,546	4,300,526	4,304,266	4,405,470
						18.0%	11.7%	2.7%	0.1%	2.4%
<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	(5,884)	(5,884)	(6,090)	-	-	(6,090)	(6,071)	(6,197)	(6,323)	(6,374)
Transfer from Internal Reserve	(139,500)	(139,500)	-	-	(60,000)	(60,000)	(2,000)	(1,000)	-	-
Safety Officer Recovery	-	-	-	-	-	-	-	-	-	-
Human Resources	(2,325,666)	(2,325,666)	(2,708,622)	(336,694)	(59,200)	(3,104,516)	(3,361,760)	(3,468,857)	(3,472,395)	(3,557,456)
TOTAL INTERNAL RECOVERIES	(2,491,050)	(2,491,050)	(2,734,712)	(336,694)	(119,200)	(3,190,606)	(3,389,831)	(3,496,054)	(3,498,718)	(3,583,830)
NET COSTS	686,469	451,408	440,866	102,506	15,000	558,372	798,715	804,472	805,548	821,640
*Percentage increase over prior year						-18.7%	43.0%	0.7%	0.1%	2.0%
Net Costs										
AUTHORIZED POSITIONS:										
Salaried	14.0	14.0	14.0	-	3.0	17.0	19.0	19.0	19.0	19.0

Change in Budget 2023 to 2024
Service: 1.016 HUMAN RESOURCES

Total Expenditure

Comments

2023 Budget **3,177,519**

Change in Salaries:

Base salary and benefit change	45,516	Inclusive of estimated collective agreement changes
Step increase/paygrade change	18,595	
1.0 FTE Accessibility & EDI Specialist	37,952	2024 IBC 11a-1.1: Develop and Implement The Corporate Accessibility Plan (3 mont
1.0 FTE Manager EDIA and Indigenous Strategies	186,374	2024 IBC 11a-3.1: Create and Implement an Indigenous Employment Strategy
1.0 FTE Manager Human Resources	186,374	2024 IBC 11b-1.3: Benefits, Wellness & Abilities Management Coordinator
Auxiliary wages adjustment	5,527	
 Total Change in Salaries	 480,337	

Other Changes:

Office & Equipment Costs	96,000	Office costs associated with new ongoing FTEs
Contract for Services	(50,000)	Reduction in one-time funding for 2023 Employee Survey
Building Occupancy	17,370	
Other Costs	27,751	
 Total Other Changes	 91,121	

2024 Budget **3,748,977**

Summary of % Expense Increase	
2024 IBC Expense	15.9%
Reduction in one-time contract for services	-1.6%
Balance of increase	3.6%
% expense increase from 2023:	18.0%
 % Requisition increase from 2023 (if applicable):	 19%

Requisition funding is 15% of service revenue

Overall 2023 Budget Performance
 (expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$235,000 (34.2%) due largely to temporary staff vacancies (\$127,000) as well as reduced training and development spending (\$55,000) compared to plan. Further minor savings from reduced office supply costs and legal services.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.016 Human Resources	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$6,576	\$6,765	\$353,288	\$354,932	\$6,576	\$728,137	
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	
	\$0	\$6,576	\$6,765	\$353,288	\$354,932	\$6,576	\$728,137	

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	\$6,576	\$6,765	\$3,288	\$4,932	\$6,576	\$28,137	
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	\$350,000	\$350,000	\$0	\$700,000	
	\$0	\$6,576	\$6,765	\$353,288	\$354,932	\$6,576	\$728,137	

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.016

Service Name: Human Resources

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
24-01	Replaceme	Computer	Computer Replacement	\$ 4,695	E	ERF		\$ 6,576	\$ -	\$ -	\$ -		\$ 6,576
25-01	Replaceme	Computer	Computer Replacement	\$ 6,260	E	ERF		\$ -	\$ 6,765	\$ -	\$ -		\$ 6,765
26-01	Replaceme	Computer	Computer Replacement	\$ 1,033	E	ERF		\$ -	\$ -	\$ 3,288	\$ -		\$ 3,288
27-01	Replaceme	Computer	Computer Replacement	\$ 1,033	E	ERF		\$ -	\$ -	\$ -	\$ 4,932		\$ 4,932
28-01	Replaceme	Computer	Computer Replacement	\$ 1,033	E	ERF		\$ -	\$ -	\$ -	\$ -	\$ 6,576	\$ 6,576
26-02	New	HRIS - Talent Suite		\$ 700,000	E	Res				\$ 350,000	\$ 350,000		\$ 700,000
													\$ -
													\$ -
			Grand Total	\$ 714,054				\$ 6,576	\$ 6,765	\$ 353,288	\$ 354,932	\$ 6,576	\$ 728,137

Reserve Schedule

Reserve Fund: 1.016 Human Resources

Reserve Cash Flow

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

	Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	23,436	4,603	7,027	9,262	14,974	19,042
Actual Purchases		-	-	-		-
Planned Purchases (Based on Capital Plan)	(27,833)	(6,576)	(6,765)	(3,288)	(4,932)	(6,576)
Transfer from Operating Budget	9,000	9,000	9,000	9,000	9,000	9,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	4,603	7,027	9,262	14,974	19,042	21,466

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Corporate Communications

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 1.118 Corporate Communications

Committee: Governance Committee & Finance Committee

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 Nations.

MAXIMUM LEVY:

No limit

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition and internal recoveries

1.118 - CORPORATE COMMUNICATIONS	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS:</u>										
Salaries and Wages	1,106,716	1,037,326	1,148,637	-	108,000	1,256,637	1,176,164	1,204,330	1,233,149	1,262,635
Allocations	58,363	58,363	79,029	-	-	79,029	84,260	87,698	89,932	93,121
Contract for Services	202,650	152,650	21,370	-	75,000	96,370	21,800	22,240	22,680	23,130
Printing & Copying	7,860	4,060	8,140	-	-	8,140	8,300	8,460	8,630	8,800
Other Operating Expenses	73,100	57,547	68,170	-	-	68,170	69,550	70,150	71,560	73,030
TOTAL OPERATING COSTS	1,448,689	1,309,946	1,325,346	-	183,000	1,508,346	1,360,074	1,392,878	1,425,951	1,460,716
*Percentage Increase over prior year			-8.5%			4.1%	-9.8%	2.4%	2.4%	2.4%
<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	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
TOTAL COSTS	1,453,689	1,314,946	1,330,346	-	183,000	1,513,346	1,365,074	1,397,878	1,430,951	1,465,716
*Percentage increase over prior year Total Costs			-8.5%			4.1%	-9.8%	2.4%	2.4%	2.4%
Funding from Internal Reserves	(185,000)	(135,000)	-	-	(108,000)	(108,000)	-	-	-	-
TOTAL COSTS LESS INTERNAL RECOVERIES	1,268,689	1,179,946	1,330,346	-	75,000	1,405,346	1,365,074	1,397,878	1,430,951	1,465,716
<u>REVENUE</u>										
Interest Income	(210)	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	(210)	-	-	-	-	-	-	-	-	-
NET COSTS	1,268,479	1,179,946	1,330,346	-	75,000	1,405,346	1,365,074	1,397,878	1,430,951	1,465,716
*Percentage increase over prior year Net Costs			4.9%			10.8%	-2.9%	2.4%	2.4%	2.4%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	8.0	8.0	8.0	-	-	8.0	8.0	8.0	8.0	8.0

Change in Budget 2023 to 2024
Service: 1.118 Corporate Communications

Total Expenditure

Comments

2023 Budget

1,453,689

Change in Salaries:

Auxiliary labour	108,000
Base salary and benefit change	23,420
Annualization of 2023 position	18,241
Other	260

2023 IBC: 15f-1.15 Website Project
 Inclusive of estimated collective agreement changes
 Annualization of 2023 1.0 FTE IBC 15f-1.15 Digital Communications
 Inflationary increase auxiliary labour, overtime and standby pay

Total Change in Salaries **149,921**

Other Changes:

Contract for Services	75,000
	(181,280)
Human Resources Allocation	10,980
Building Occupancy	9,675
Other Costs	(4,639)

2024 IBCs 12b-1.1 Build EDI Principles into Public Participation Framework \$25k and 12b-2.1 Citizen Experience Survey \$50k
 Reduction of 2023 one-time consultancy costs, partially deferred to 2024 capital budget
 Contribution towards 2024 Human Resources & Corporate Safety initiatives
 Completion of 2023 one-time items, primarily new position equipment costs

Total Other Changes **(90,264)**

2024 Budget

1,513,346

Summary of % Expense Increase

2024 Base salary and benefit change	1.6%
2023 and 2024 IBCs	0.1%
Human Resources and Building Occupancy Allocations	1.4%
Balance of increase	1.0%
% expense increase from 2023:	4.1%

% Requisition increase from 2023 (if applicable): **6%**

Requisition funding is (43)% of service revenue

Overall 2023 Budget Performance
 (expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$88,500 (7%) due mainly to vacant positions. This variance will be moved to the Legislative and General Operating Reserve.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.118 Corporate Communications	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$50,000	\$278,288	\$4,932	\$7,464	\$3,288	\$3,288	\$3,288	\$297,260
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
	\$50,000	\$278,288	\$4,932	\$7,464	\$3,288	\$3,288	\$3,288	\$297,260

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	\$3,288	\$4,932	\$7,464	\$3,288	\$3,288	\$3,288	\$22,260
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	\$50,000	\$275,000	\$0	\$0	\$0	\$0	\$0	\$275,000
	\$50,000	\$278,288	\$4,932	\$7,464	\$3,288	\$3,288	\$3,288	\$297,260

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.118

Service Name: Corporate Communications

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
24-01	Replacement	Computer	Computer Replacement	\$ 3,288	E	ERF	\$ -	\$ 3,288	\$ -	\$ -	\$ -	\$ -	\$ 3,288
25-01	Replacement	Computer	Computer Replacement	\$ 4,932	E	ERF	\$ -	\$ -	\$ 4,932	\$ -	\$ -	\$ -	\$ 4,932
26-01	Replacement	Computer	Computer Replacement	\$ 7,464	E	ERF	\$ -	\$ -	\$ -	\$ 7,464	\$ -	\$ -	\$ 7,464
27-01	Replacement	Computer	Computer Replacement	\$ 3,288	E	ERF	\$ -	\$ -	\$ -	\$ -	\$ 3,288	\$ -	\$ 3,288
28-01	Replacement	Computer	Computer Replacement	\$ 3,288	E	ERF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,288	\$ 3,288
22-01	Replacement	CRD Public Website	CRD Public Website	\$ 400,000	E	Res	\$ 50,000	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 422,260			\$ 50,000	\$ 278,288	\$ 4,932	\$ 7,464	\$ 3,288	\$ 3,288	\$ 297,260

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

	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	2,154	2,273	3,985	4,053	1,589	3,301
Actual Purchases	-	-	-	-	-	-
Planned Purchases (Based on Capital Plan)	(4,881)	(3,288)	(4,932)	(7,464)	(3,288)	(3,288)
Transfer from Operating Budget	5,000	5,000	5,000	5,000	5,000	5,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	2,273	3,985	4,053	1,589	3,301	5,013

Assumptions/Background:

2024 - 2 standard laptops
 2025 - 3 standard laptops
 2026 - 6 standard laptops
 2027 - 2 standard laptops
 2028 - 2 standard laptops

CAPITAL REGIONAL DISTRICT

2024 BUDGET

CORPORATE SERVICES

COMMITTEE REVIEW

OCTOBER 2023

COMMITTEE OF THE WHOLE
October 25, 2023
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Corporate Services

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CAPITAL REGIONAL DISTRICT

2024 BUDGET

Corporate Services

COMMITTEE REVIEW

OCTOBER 2023

Service: 1.014 Corporate Services

Committee: Governance Committee & Finance Committee

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition and internal recoveries

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
CORPORATE SERVICES										
<u>OPERATING COSTS:</u>										
Salaries and Wages	2,320,885	2,015,000	2,364,184	93,165	-	2,457,349	2,547,662	2,608,593	2,670,951	2,734,755
Building Occupancy	112,600	112,600	122,984	-	-	122,984	129,259	135,878	142,839	149,556
Legal Expenses	7,650	-	7,920	-	-	7,920	8,080	8,240	8,400	8,570
Contract for Services	399,000	349,000	-	-	150,000	150,000	-	-	-	-
Software Licenses	13,100	13,100	13,560	1,500	-	15,060	15,360	15,660	15,970	16,290
Other Operating Expenses	83,715	164,865	86,470	8,000	12,500	106,970	98,129	100,088	102,057	104,066
TOTAL OPERATING COSTS	2,936,950	2,654,565	2,595,117	102,665	162,500	2,860,283	2,798,490	2,868,459	2,940,217	3,013,236
*Percentage Increase over prior year						-2.6%	-2.2%	2.5%	2.5%	2.5%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	4,200	4,200	7,000	-	-	7,000	7,140	7,280	7,430	7,580
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Climate Action Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	4,200	4,200	7,000	-	-	7,000	7,140	7,280	7,430	7,580
TOTAL COSTS	2,941,150	2,658,765	2,602,117	102,665	162,500	2,867,283	2,805,630	2,875,739	2,947,647	3,020,816
*Percentage increase over prior year			-11.5%			-2.5%	-2.2%	2.5%	2.5%	2.5%
REVENUE										
FOI Revenue	-	-	-	-	-	-	-	-	-	-
Climate Action Grant	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	(399,000)	(249,000)	-	-	(150,000)	(150,000)	-	-	-	-
TOTAL REVENUE	(399,000)	(249,000)	-	-	(150,000)	(150,000)	-	-	-	-
NET COSTS	2,542,150	2,409,765	2,602,117	102,665	12,500	2,717,283	2,805,630	2,875,739	2,947,647	3,020,816
*Percentage increase over prior year Net Costs			2.4%			6.9%	3.3%	2.5%	2.5%	2.5%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	15.6	15.6	15.6	1.0	-	16.6	16.6	16.6	16.6	16.6

Change in Budget 2023 to 2024
Service: 1.014B CORPORATE SERVICES

Total Expenditure

Comments

2023 Budget

2,941,150

Change in Salaries:

Base salary and benefit change	44,241	Inclusive of estimated collective agreement changes
Step increase/paygrade change	37,207	
1.0 FTE Senior Analyst	93,165	2024 IBC 12a-1.1: Privacy and Information Senior Analyst (9 months)
Reduction in auxiliary wages	(38,150)	
Total Change in Salaries	136,464	

Other Changes:

Contract for Services	(200,000)	Reduction for 2024 one-time costs for EDRMS: \$100k carry forward into 2024, net of \$200k estimated spend in 2023
Contract for Services	(50,000)	Reduction for 2023 one-time costs for centralizing procurement study: \$50k carry forward into 2024, net of \$50k estimated spend in 2023
Office & Equipment Costs	22,000	Office costs associated with new ongoing FTEs
Building Occupancy	10,384	
Other Costs	7,285	
Total Other Changes	(210,331)	

2024 Budget

2,867,283

Summary of % Expense Increase

2024 IBC Expense	3.9%
Reduction in one-time contract for services	-8.5%
Balance of increase	2.1%
<i>% expense increase from 2023:</i>	-2.5%

% Requisition increase from 2023 (if applicable):

7%

Requisition funding is 75% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is a one time favourable variance of \$132,385 (4.5%) largely to temporary staff vacancies (\$305,900) and deferral of EDRMS contract for services expenses to 2024 (\$100,000); .This is partially offset by reduced transfers from reserve for EDRMS of \$100,000, increased legal advisory consulting of \$100,000 and additional program consulting of \$50,000.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.014	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	CAO / Corporate Services							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$14,796	\$3,288	\$20,133	\$20,133	\$14,796	\$73,146	\$73,146
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$14,796	\$3,288	\$20,133	\$20,133	\$14,796	\$73,146	\$73,146

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	\$14,796	\$3,288	\$20,133	\$20,133	\$14,796	\$73,146	\$73,146
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$14,796	\$3,288	\$20,133	\$20,133	\$14,796	\$73,146	\$73,146

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.014

Service Name: CAO / Corporate Services

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
24-01	Replacement	Computer	Computer Replacement	\$ 14,796	E	ERF		\$ 14,796	\$ -	\$ -	\$ -		\$ 14,796
25-01	Replacement	Computer	Computer Replacement	\$ 3,288	E	ERF		\$ -	\$ 3,288	\$ -	\$ -		\$ 3,288
26-01	Replacement	Computer	Computer Replacement	\$ 20,133	E	ERF		\$ -	\$ -	\$ 20,133	\$ -		\$ 20,133
27-01	Replacement	Computer	Computer Replacement	\$ 20,133	E	ERF		\$ -	\$ -	\$ -	\$ 20,133		\$ 20,133
28-01	Replacement	Computer	Computer Replacement	\$ 14,796	E	ERF		\$ -	\$ -	\$ -	\$ -	\$ 14,796	\$ 14,796
													\$ -
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 73,146				\$ 14,796	\$ 3,288	\$ 20,133	\$ 20,133	\$ 14,796	\$ 73,146

Reserve Schedule

Reserve Fund: 1.014 CAO / Corporate Services

--

Reserve Cash Flow

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

	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	74,903	57,991	53,195	60,107	50,374	40,851
Actual Purchases		-	-	-		-
Planned Purchases (Based on Capital Plan)	(22,362)	(14,796)	(3,288)	(20,133)	(20,133)	(14,796)
Transfer from Operating Budget	5,450	10,000	10,200	10,400	10,610	10,820
Interest Income		-	-	-	-	-
Ending Balance \$	57,991	53,195	60,107	50,374	40,851	36,875

Assumptions/Background:

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CAPITAL REGIONAL DISTRICT

2024 BUDGET

Board Expenditures

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 1.011 Board Expenditures

Committee: Governance Committee & Finance Committee

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 Nations.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition

1.011 - Board Expenditures	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Directors' Remuneration	866,261	850,000	904,143	-	-	904,143	922,230	940,670	959,480	978,670
Standard Overhead Allocation	63,109	63,109	60,175	-	-	60,175	61,379	62,607	63,859	65,136
Building Occupancy	100,229	100,229	111,261	-	-	111,261	116,932	122,913	129,204	135,274
Legal Expenses	15,000	-	15,530	-	-	15,530	15,840	16,160	16,480	16,810
Contract for Services	36,000	26,000	10,000	-	-	10,000	10,200	10,400	10,610	10,820
Software Licenses	54,140	52,000	56,030	20,000	30,000	106,030	77,550	79,100	80,680	82,290
Meetings & Printing	14,560	15,500	15,070	-	-	15,070	15,370	15,680	16,000	16,320
Scholarship Programs	18,200	18,200	18,750	-	-	18,750	19,070	19,400	19,730	20,070
Other Operating Expenses	36,010	25,860	36,760	-	-	36,760	37,590	38,440	39,300	40,180
TOTAL OPERATING COSTS	1,203,509	1,150,898	1,227,719	20,000	30,000	1,277,719	1,276,161	1,305,370	1,335,343	1,365,570
*Percentage Increase over prior year						6.2%	-0.1%	2.3%	2.3%	2.3%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	55,000	55,000	56,930	-	-	56,930	58,070	59,230	60,410	61,620
TOTAL CAPITAL / RESERVE	55,000	55,000	56,930	-	-	56,930	58,070	59,230	60,410	61,620
TOTAL COSTS	1,258,509	1,205,898	1,284,649	20,000	30,000	1,334,649	1,334,231	1,364,600	1,395,753	1,427,190
						6.0%	0.0%	2.3%	2.3%	2.3%
<u>INTERNAL RECOVERIES</u>										
Transfer from Internal Reserve	(26,000)	(26,000)	-	-	-	-	-	-	-	-
Other	(2,500)	(2,836)	(2,500)	-	-	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
NET COSTS	1,230,009	1,177,062	1,282,149	20,000	30,000	1,332,149	1,331,731	1,362,100	1,393,253	1,424,690
*Percentage increase over prior year Total Costs						4.2%	0.0%	2.3%	2.3%	2.3%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	24	24	24			24	24	24	24	24

Change in Budget 2023 to 2024
Service: 1.011 - Board Expenditures

Total Expenditure

Comments

2023 Budget

1,258,509

Change in Salaries:

Director Remuneration	37,882
Total Change in Salaries	<u>37,882</u>

Inclusive of estimated bylaw rate, based on inflation

Other Changes:

Contract for Services	(26,000)
Software Licences	50,000
Building Occupancy	11,032
Other Costs	3,226
Total Other Changes	<u>38,258</u>

Reduction in one-time funding for 2023 Board Orientation
 2024 IBC 12b-4.1 Meeting Management Improvements

2024 Budget

1,334,649

Summary of % Expense Increase

2024 IBC Expense	4.0%
Director Remuneration	3.0%
Reduction in one-time contract for services	-2.1%
Balance of increase	1.1%
<i>% expense increase from 2023:</i>	6.0%

% Requisition increase from 2023 (if applicable): **8%**

Requisition funding is 100% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$27,000 (2.2%) due to minor variances on director remuneration (\$16,000) as well as savings on contract for services (\$10,000).

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.011 Board Expenditures	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$282,500	\$764,500	\$91,500	\$55,000	\$0	\$0	\$0	\$911,000
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
	\$282,500	\$764,500	\$91,500	\$55,000	\$0	\$0	\$0	\$911,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$282,500	\$764,500	\$91,500	\$55,000	\$0	\$0	\$0	\$911,000
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
	\$282,500	\$764,500	\$91,500	\$55,000	\$0	\$0	\$0	\$911,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.011
 Service Name: Board Expenditures

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
19-01	Replacement	Boardroom Video Distribution Equipment	Replacement of all existing video switching equipment	\$ 81,000	E	ERF	\$ 56,000	\$ 81,000					\$ 81,000
19-02	Replacement	Boardroom Projector and Screen Replacement	Replace projector and screen in Main office boardroom	\$ 60,000	E	ERF		\$ -	\$ 60,000				\$ 60,000
19-03	Replacement	Boardroom Chairs	Replace boardroom chairs	\$ 30,000	E	ERF		\$ 30,000	\$ -				\$ 30,000
20-01	Replacement	Boardroom Audio System	Replace boardroom audio system	\$ 21,700	E	ERF		\$ 10,000	\$ 10,000				\$ 20,000
20-02	Replacement	Boardroom Video Storage and Power Equipment	Replace video storage and power equipment	\$ 3,000	E	ERF	\$ 1,500	\$ 1,500	\$ 1,500				\$ 3,000
21-02	Replacement	Boardroom Video Streaming Equipment Replacement	Replace video streaming equipment (Granicus is way more than this...)	\$ 17,500	E	ERF		\$ 12,000	\$ 5,000				\$ 17,000
22-01	Replacement	iPad and Tablet Replacements	Replace director iPads and tablets	\$ 50,000	E	ERF		\$ -	\$ -	\$ 50,000			\$ 50,000
22-02	Replacement	Boardroom Microphone System Replacement	Replace microphone system (this has not been done)	\$ 100,000	E	ERF	\$ 100,000	\$ 100,000	\$ -				\$ 100,000
23-01	Replacement	Replace Video Display and Switching	Replace Video Display and Switching	\$ 30,000	E	ERF	\$ 20,000	\$ 20,000	\$ 10,000				\$ 30,000
23-02	Replacement	Replace/Expand Recording Secretary Table	Replace/Expand Recording Secretary Table	\$ 25,000	E	ERF	\$ 25,000	\$ 25,000					\$ 25,000
23-03	Replacement	Multi-Camera System	Replace existing video Camera with a Multi-Camera System	\$ 80,000	E	ERF	\$ 80,000	\$ 80,000					\$ 80,000
24-01	Replacement	AV for Boardroom	AV for Boardroom, as identified in 2024 IBC 12b-4.1: Meeting Management Improvements (not 2024?)	\$ 150,000	E	ERF		\$ 150,000					\$ 150,000
24-02	Replacement	Boardroom Table	Replace Boardroom Table, as identified in 2024 IBC 12b-4.1: Meeting Management Improvements	\$ 200,000	E	ERF		\$ 200,000					\$ 200,000
24-03	Replacement	Wiring	Replace wiring to accommodate new Board table	\$ 15,000	E	ERF		\$ 15,000		\$ -			\$ 15,000
24-04	Replacement	Granicus Encoder Replacement		\$ 30,000	E	ERF		\$ 30,000					\$ 30,000
24-05	New	Granicus Integrated Voting		\$ 20,000	E	ERF		\$ 10,000	\$ 5,000	\$ 5,000			\$ 20,000
													\$ -
													\$ -
		x	GRAND TOTAL	\$ 913,200			\$ 282,500	\$ 764,500	\$ 91,500	\$ 55,000	\$ -	\$ -	\$ 911,000

Reserve Schedule

Reserve Fund: 1.011 Board

Boardroom Technology, Furniture and Equipment - 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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	479,077	744,758	37,188	3,758	7,988	68,398
Actual Purchases		-	-	-	-	
Planned Purchases (Based on Capital Plan)	-	(764,500)	(91,500)	(55,000)	-	-
Transfer from Operating Budget	55,000	56,930	58,070	59,230	60,410	61,620
Transfer from Operating Reserve	200,000	-	-	-	-	-
Interest Income	10,682	-	-	-	-	-
Ending Balance \$	744,758	37,188	3,758	7,988	68,398	130,018

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Real Estate

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 1.015 Real Estate

Committee: Governance Committee & Finance Committee

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 Nations.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Internal recoveries and requisition

1.015 - Real Estate Services	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS:</u>										
Salaries and Wages	428,444	420,748	440,064	-	-	440,064	450,579	461,335	472,336	483,599
Allocations	63,357	63,357	69,483	-	-	69,483	72,644	75,155	77,242	79,689
Legal Expenses	1,500	3,798	1,500	-	-	1,500	1,530	1,560	1,590	1,620
Software Licenses	9,620	9,620	9,960	-	-	9,960	10,160	10,360	10,570	10,780
Other Operating Expenses	23,130	23,958	23,800	-	-	23,800	24,270	24,741	25,223	25,725
TOTAL OPERATING COSTS	526,051	521,481	544,807	-	-	544,807	559,183	573,151	586,961	601,413
*Percentage increase/-decrease over prior year						3.6%	2.6%	2.5%	2.4%	2.5%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	526,051	521,481	544,807	-	-	544,807	559,183	573,151	586,961	601,413
*Percentage increase/-decrease over prior year Total Costs						3.6%	2.6%	2.5%	2.4%	2.5%
Internal Recoveries	(420,680)	(420,680)	(435,846)	-	-	(435,846)	(447,346)	(458,521)	(469,569)	(481,130)
Transfers from operating reserve	-	-	-	-	-	-	-	-	-	-
NET COSTS	105,371	100,801	108,961	-	-	108,961	111,837	114,630	117,392	120,283
*Percentage increase over prior year Net Costs						3.4%	2.6%	2.5%	2.4%	2.5%
<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 - 2024 to 2028

Service No.	1.015 Real Estate	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$1,500	\$0	\$1,500	\$0	\$1,500	\$4,500	\$4,500
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
	\$0	\$1,500	\$0	\$1,500	\$0	\$1,500	\$4,500	\$4,500

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$1,500	\$0	\$1,500	\$0	\$1,500	\$4,500	\$4,500
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
	\$0	\$1,500	\$0	\$1,500	\$0	\$1,500	\$4,500	\$4,500

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.015

Service Name: Real Estate

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
24-01	Replacement	Computer	Computer Replacement	\$ 1,500	E	ERF		\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500
26-01	Replacement	Computer	Computer Replacement	\$ 1,500	E	ERF		\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500
28-01	Replacement	Computer	Computer Replacement	\$ 1,500	E	ERF		\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
													\$ -
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 4,500				\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 4,500

Reserve Schedule

Reserve Fund: 1.015 Real Estate

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Reserve Cash Flow

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

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	23,922	24,743	21,521	21,521	19,910	19,910
Actual Purchases	(367)					
Planned Purchases (Based on Capital Plan)	-	(3,222)	-	(1,611)	-	(1,500)
Transfer from Operating Budget	1,000	-	-	-	-	-
Interest Income	189	-	-	-	-	-
Ending Balance \$	24,743	21,521	21,521	19,910	19,910	18,410

Assumptions/Background:

2024 - 1 standard laptop
2026 - 1 standard laptop
2028 - 1 standard laptop

CAPITAL REGIONAL DISTRICT

2024 BUDGET

First Nations Relations

COMMITTEE OF THE WHOLE

OCTOBER 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 Nations

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

First Nations Relations

FUNDING:

Requisition

1.027 First Nations Relations	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Salaries and Wages	511,287	503,560	556,029	64,533	-	620,562	792,650	811,623	831,046	850,919
Allocations	62,582	62,582	68,350	-	-	68,350	70,858	72,509	73,573	75,137
Meetings, Programs & Special Events	113,680	94,407	46,210	-	21,500	67,710	47,130	48,080	49,040	50,020
Contract for Services	597,670	554,649	109,190	250,000	64,000	423,190	366,370	373,700	381,170	388,790
Legal Expenses	1,230	-	1,270	-	-	1,270	1,300	1,330	1,360	1,390
Other Operating Expenses	24,550	24,361	28,780	4,200	12,400	45,380	33,690	34,412	35,145	35,890
TOTAL OPERATING COSTS	1,310,999	1,239,559	809,829	318,733	97,900	1,226,462	1,311,998	1,341,654	1,371,334	1,402,146
*Percentage Increase over prior year			-38.2%	24.3%	7.5%	-6.4%	7.0%	2.3%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Reserve	1,000	1,000	1,040	1,500	-	2,540	2,590	2,640	2,690	2,740
TOTAL COSTS	1,311,999	1,240,559	810,869	320,233	97,900	1,229,002	1,314,588	1,344,294	1,374,024	1,404,886
*Percentage Increase over prior year Total Costs			-38.2%	24.4%	7.5%	-6.3%	7.0%	2.3%	2.2%	2.2%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS LESS INTERNAL RECOVERIES	1,311,999	1,240,559	810,869	320,233	97,900	1,229,002	1,314,588	1,344,294	1,374,024	1,404,886
<u>SOURCES OF FUNDING</u>										
Transfer from Internal Reserve Account	(309,000)	(213,500)	-	-	(85,500)	(85,500)	-	-	-	-
Other Income	-	(60,000)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(309,000)	(273,500)	-	-	(85,500)	(85,500)	-	-	-	-
NET COSTS	1,002,999	967,059	810,869	320,233	12,400	1,143,502	1,314,588	1,344,294	1,374,024	1,404,886
*Percentage Increase over prior year Net Costs			-19.2%	31.9%	1.2%	14.0%	15.0%	2.3%	2.2%	2.2%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	4.0	4.0	4.0	1.0	-	5.0	6.0	6.0	6.0	6.0

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.027 First Nations Relations	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$1,644	\$0	\$3,693	\$4,932	\$1,644	\$11,913	
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	
	\$0	\$1,644	\$0	\$3,693	\$4,932	\$1,644	\$11,913	

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	\$1,644	\$0	\$3,693	\$4,932	\$1,644	\$11,913
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
	\$0	\$1,644	\$0	\$3,693	\$4,932	\$1,644	\$11,913

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.027

Service Name: First Nations Relations

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
24-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$ 1,644	E	ERF	\$ -	\$ 1,644	\$ -	\$ -	\$ -	\$ -	\$ 1,644
26-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$ 3,693	E	ERF	\$ -	\$ -	\$ -	\$ 3,693	\$ -	\$ -	\$ 3,693
27-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$ 4,932	E	ERF	\$ -	\$ -	\$ -	\$ -	\$ 4,932	\$ -	\$ 4,932
27-08	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$ 1,644	E	ERF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,644	\$ 1,644
													\$ -
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 11,913				\$ 1,644	\$ -	\$ 3,693	\$ 4,932	\$ 1,644	\$ 11,913

Reserve Schedule

Reserve Fund: 1.027 FIRST NATIONS RELATIONS

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Reserve Cash Flow

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

	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	4,489	1,698	2,594	5,184	4,131	1,889
Actual Purchases	-	-	-	-	-	-
Planned Purchases (Based on Capital Plan)	(3,791)	(1,644)	-	(3,693)	(4,932)	(1,644)
Transfer from Operating Budget	1,000	2,540	2,590	2,640	2,690	2,740
Interest Income	-	-	-	-	-	-
Ending Balance \$	1,698	2,594	5,184	4,131	1,889	2,985

Assumptions/Background:
 2024 - 1 standard laptop
 2026 - 1 standard laptop & 1 ultra portable laptop
 2027 - 2 standard laptops
 2028 - 1 standard laptop

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Victoria Family Court Committee

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 1.126 Vic Family Court & Youth Justice Committee

Committee: Planning and Protective Services

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			
	2023 Previous Yr (50%) Converted	Previous Year Actual	2021 (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%
Subtotal	17,271,740,557	150,138,709,725	386,818	98.02%
Electoral Area				
Juan de Fuca EA	331,978,346	2,934,005,812	5,531	1.64%
Subtotal	331,978,346	2,934,005,812	5,531	1.64%
First Nations Taxation				
Songhees	37,506,403	336,309,800	1,839	0.34%
Subtotal	37,506,403	336,309,800	1,839	0.34%
TOTAL	17,641,225,306	153,409,025,337	394,188	100.00%

1.126 Vic Family Court & Youth Justice Committee			BUDGET REQUEST				FUTURE PROJECTIONS			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS:										
Internal Allocation	321	321	316	-	-	316	322	329	335	342
Meeting Costs	5,450	8,000	8,000	-	-	8,000	8,160	8,323	8,489	8,659
Third Party Payments	49,854	9,800	7,481	-	38,946	46,427	7,315	7,145	6,973	6,796
TOTAL OPERATING COSTS	55,625	18,121	15,797	-	38,946	54,743	15,797	15,797	15,797	15,797
*Percentage Increase		-67.4%				-1.59%				
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from current to Next year	-	38,946	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	(39,828)	(39,828)	-	-	(38,946)	(38,946)	-	-	-	-
Interest income	-	(1,442)	-	-	-	-	-	-	-	-
Management Fee Offset	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(797)	(797)	(797)	-	-	(797)	(797)	(797)	(797)	(797)
TOTAL REVENUE	(40,625)	(3,121)	(797)	-	(38,946)	(39,743)	(797)	(797)	(797)	(797)
REQUISITION	(15,000)	(15,001)	(15,000)	-	-	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
*Percentage Increase		0.0%				0.00%				

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Greater Victoria Police Victims Services

COMMITTEE OF THE WHOLE

OCTOBER 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
Subtotal	15,939,595,818	99.25%	137,769,690,774	17,866,526,377	99.25%	154,887,942,245
Electoral Area						
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
Subtotal	46,299,947	0.29%	456,748,940	51,223,331	0.28%	505,246,040
<u>First Nations Taxation</u>						
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
Subtotal	74,739,503	0.47%	682,214,200	84,358,079	0.47%	760,315,000
TOTAL	16,060,635,268	100.00%	138,908,653,914	18,002,107,787	100.00%	156,153,503,285

1.128 Greater Victoria Police Victims Services			BUDGET REQUEST				FUTURE PROJECTIONS			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS:										
Internal Allocation	5,999	5,999	6,097	-	-	6,097	6,219	6,343	6,470	6,600
Third Party Payments	298,350	298,350	314,759	-	-	314,759	321,054	327,476	334,025	340,706
Interest Charge	508	1,628	1,800	-	-	1,800	1,836	1,873	1,910	1,948
TOTAL OPERATING COSTS	304,857	305,977	322,656	-	-	322,656	329,109	335,692	342,405	349,254
*Percentage Increase		0.4%	5.84%			5.84%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	(482)	(482)	-	-	-	-	-	-	-	-
Grants in Lieu	(14,634)	(14,634)	(14,634)	-	-	(14,634)	(14,634)	(14,634)	(14,634)	(14,634)
Interest Income	-	(1,120)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(15,116)	(16,236)	(14,634)	-	-	(14,634)	(14,634)	(14,634)	(14,634)	(14,634)
REQUISITION	(289,741)	(289,741)	(308,022)	-	-	(308,022)	(314,475)	(321,058)	(327,771)	(334,620)
*Percentage Increase		0.0%	6.31%			6.31%	2.1%	2.1%	2.1%	2.1%

Change in Budget 2023 to 2024

Service: 1.128 Greater Victoria Police Victims Services

Total Expenditure

Comments

2023 Budget

304,857

Other Changes:

Third-Party Contribution

16,409

Increased third-party contribution in line with Provincial partner

Other Costs

1,390

Total Other Changes

17,799

2024 Budget

322,656

Summary of % Expense Increase

Third-Party Contribution

5.4%

Balance of increase

0.5%

% expense increase from 2023:

5.8%

% Requisition increase from 2023 (if applicable):

6.3%

Requisition funding is 95% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is no anticipated surplus for 2023.

CAPITAL REGIONAL DISTRICT

2024 Budget

Sooke Regional Museum

COMMITTEE OF THE WHOLE

OCTOBER 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 \$520,778.

FUNDING:

Requisition

1.121 - Sooke Regional Museum	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Payments to Sooke Regional Museum	218,000	218,000	225,630	-	-	225,630	230,140	234,740	239,430	244,220
Allocations	4,318	4,318	4,447	-	-	4,447	4,536	4,627	4,719	4,814
Other Operating Expenses	30	30	30	-	-	30	30	30	30	30
TOTAL COSTS	222,348	222,348	230,107	-	-	230,107	234,706	239,397	244,179	249,064
*Percentage Increase over prior year			3.5%			3.5%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2023 to 2024	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2022 to 2023	(47)	(47)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(391)	(391)	(510)	-	-	(510)	(520)	(530)	(540)	(550)
Other Revenue	(100)	(100)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
TOTAL REVENUE	(538)	(538)	(520)	-	-	(520)	(530)	(540)	(550)	(560)
REQUISITION	(221,810)	(221,810)	(229,587)	-	-	(229,587)	(234,176)	(238,857)	(243,629)	(248,504)
*Percentage increase over prior year Requisition			3.5%			3.5%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2024 BUDGET

FINANCE & TECHNOLOGY

COMMITTEE OF THE WHOLE

OCTOBER 2023

COMMITTEE OF THE WHOLE
October 25, 2023
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CAPITAL REGIONAL DISTRICT

2024 BUDGET

Finance

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 1.017 Finance

Committee: Governance Committee & Finance Committee

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 Nations

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition and internal recoveries

1.017 - FINANCE	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS:</u>										
Salaries and Wages	6,817,656	6,361,860	7,048,131	212,702	-	7,260,833	7,538,196	7,713,579	7,579,221	7,759,707
Allocations	304,251	304,369	328,522	-	-	328,522	342,976	358,157	374,067	389,541
Auditing Expense	79,000	79,000	83,000	-	-	83,000	86,000	89,000	90,780	92,600
Contract for Services	555,330	403,503	214,220	-	120,000	334,220	250,000	250,000	250,000	250,000
Postage & Freight	246,540	220,238	255,170	-	-	255,170	260,280	265,490	270,800	276,220
Supplies	86,320	76,590	78,890	-	9,000	87,890	80,480	79,910	81,520	83,150
Other Operating Expenses	335,190	314,194	339,620	9,400	28,600	377,620	356,190	363,520	370,960	378,580
TOTAL OPERATING COSTS	8,424,287	7,759,754	8,347,553	222,102	157,600	8,727,255	8,914,122	9,119,657	9,017,347	9,229,797
*Percentage Increase over prior year			-0.9%	2.6%	1.9%	3.6%	2.1%	2.3%	-1.1%	2.4%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	35,000	50,000	35,000	-	-	35,000	35,000	35,000	35,000	35,000
Transfer to General Capital Fund	-	335,000	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	35,000	385,000	35,000	-	-	35,000	35,000	35,000	35,000	35,000
TOTAL COSTS	8,459,287	8,144,754	8,382,553	222,102	157,600	8,762,255	8,949,122	9,154,657	9,052,347	9,264,797
*Percentage Increase over prior year			-0.9%	2.6%	1.9%	3.6%	2.1%	2.3%	-1.1%	2.3%
<u>REVENUE</u>										
US Bank Rebate	(59,880)	(50,000)	(61,980)	-	-	(61,980)	(63,220)	(64,480)	(65,770)	(67,090)
Provincial Grants	(60,000)	(65,000)	(60,000)	-	-	(60,000)	(61,200)	(62,420)	(63,670)	(64,940)
Sales of Services	(224,830)	(202,581)	(240,330)	-	-	(240,330)	(245,140)	(250,040)	(255,040)	(260,140)
Other	(86,911)	(86,291)	(90,406)	-	-	(90,406)	(92,721)	(95,083)	(97,504)	(99,973)
Allocation Recoveries	(104,040)	(156,060)	(107,680)	-	-	(107,680)	(109,830)	(112,030)	(114,270)	(116,560)
Transfer from Reserve	(669,224)	(359,044)	(351,362)	-	(120,000)	(471,362)	(303,470)	(310,744)	-	-
TOTAL REVENUES	(1,204,885)	(918,975)	(911,758)	-	(120,000)	(1,031,758)	(875,581)	(894,797)	(596,254)	(608,703)
NET COSTS	7,254,402	7,225,779	7,470,795	222,102	37,600	7,730,497	8,073,541	8,259,859	8,456,094	8,656,095
*Percentage increase over prior year Net Costs			3.0%	3.1%	0.5%	6.6%	4.4%	2.3%	2.4%	2.4%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	49.0	49.0	49.0	1.0	-	50.0	51.0	51.5	51.5	51.5
Term	2.5	2.5	2.5	1.0	-	3.5	3.0	2.5	0.5	0.5

Change in Budget 2023 to 2024
Service: 1.017 Finance

Total Expenditure

Comments

2023 Budget **8,459,287**

Change in Salaries:

Base salary and benefit change	131,863	Inclusive of estimated collective agreement changes
Step increase/paygrade change	87,660	Inclusive of annualization and reclassification of 2023 IBC positions
1.0 FTE Financial Analyst	75,288	2024 IBCs Various Support
0.5 FTE Financial Analyst (Term)	68,707	2024 IBC Support: 5a-1.1 Capital Project Delivery
0.5 FTE Financial Analyst (Term)	68,707	2024 IBC Support: 4a-1.1 Transportation Service
Other	10,952	Increase on auxiliary labour, overtime, and standby pay
<hr/>		
Total Change in Salaries	443,177	

Other Changes:

Building Occupancy	21,155	Facilities allocation
Office and Equipment Costs	47,000	Office costs associated with office renovation, new on-going, and term FTEs
Contract for Services (one-time)	(100,650)	Reduction for 2023 one-time KPMG G/L and reporting tools
	(110,000)	Reduction for 2023 one-time SAP Funds Management module consulting
Other Costs	2,286	
<hr/>		
Total Other Changes	(140,209)	

2024 Budget **8,762,255**

Summary of % Expense Increase

2024 Base salary and step increases	2.6%
2023 One-time Contract Costs (Reserve-funded)	-2.5%
2024 IBC Expense	3.1%
Balance of increase	0.4%
% expense increase from 2023:	3.6%
<i>% Requisition increase from 2023 (if applicable):</i>	3.1%

Requisition funding is 38% of service revenue

Overall 2023 Budget Performance
 (expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$28,623 (0.3%) due mainly to hiring challenges of vacant positions and hiring new staff at lower pay steps; offset by one-time Equipment Replacement Reserve contributions. This surplus will be transferred to the Legislative and General Operating Reserve.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.017	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Finance							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$222,885	\$506,549	\$228,994	\$58,043	\$12,994	\$38,549	\$845,129	\$845,129
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
	\$222,885	\$506,549	\$228,994	\$58,043	\$12,994	\$38,549	\$845,129	\$845,129

SOURCE OF FUNDS

Capital Funds on Hand	\$200,000	\$425,000	\$200,000	\$0	\$0	\$0	\$625,000	\$625,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$22,885	\$81,549	\$28,994	\$58,043	\$12,994	\$38,549	\$220,129	\$220,129
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
	\$222,885	\$506,549	\$228,994	\$58,043	\$12,994	\$38,549	\$845,129	\$845,129

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.017

Service Name: Finance

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
23-01	Replacement	Computer	Computer and Office Equipment Replacement	\$ 82,110	E	ERF	\$ 22,885	\$ 22,885	\$ -	\$ -	\$ -	\$ -	\$ 22,885
24-01	Replacement	Computer	Computer and Office Equipment Replacement	\$ 58,664	E	ERF	\$ -	\$ 58,664	\$ -	\$ -	\$ -	\$ -	\$ 58,664
25-01	Replacement	Computer	Computer and Office Equipment Replacement	\$ 28,994	E	ERF	\$ -	\$ -	\$ 28,994	\$ -	\$ -	\$ -	\$ 28,994
26-01	Replacement	Computer	Computer and Office Equipment Replacement	\$ 58,043	E	ERF	\$ -	\$ -	\$ -	\$ 58,043	\$ -	\$ -	\$ 58,043
27-01	Replacement	Computer	Computer and Office Equipment Replacement	\$ 12,994	E	ERF	\$ -	\$ -	\$ -	\$ -	\$ 12,994	\$ -	\$ 12,994
28-01	Replacement	Computer	Computer and Office Equipment Replacement	\$ 38,549	E	ERF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,549	\$ 38,549
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	\$ 425,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 625,000
													\$ -
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 904,354			\$ 222,885	\$ 506,549	\$ 228,994	\$ 58,043	\$ 12,994	\$ 38,549	\$ 845,129

Reserve Schedule

Reserve Fund: 1.017 Finance



Reserve Cash Flow

Fund: 1022 Fund Center: 101420

ERF Group: FIN.ERF

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	413,696	404,471	357,922	363,928	340,885	362,891
Actual Purchases	(59,225)					
Planned Purchases (Based on Capital Plan)		(81,549)	(28,994)	(58,043)	(12,994)	(38,549)
Transfer from Operating Budget	50,000	35,000	35,000	35,000	35,000	35,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	404,471	357,922	363,928	340,885	362,891	359,342

Assumptions/Background:

- 2024 - Replace 21 standard laptops, and 1 ultra-portable laptop, plus peripherals and workstations
- 2025 - Replace 7 standard laptops, 1 semi-ruggedized laptop, peripherals and binding equipment for print shop
- 2026 - Replace 17 standard laptops, 1 semi-ruggedized laptop, and 1 ultra-portable laptop, peripherals and postage meter for print shop
- 2027 - Replace 3 standard laptops, 1 semi-ruggedized laptop, plus peripherals
- 2028 - Replace 21 standard laptops, and 1 ultra-portable laptop, plus peripherals

Capital Fund Schedule

Reserve Fund: Asset Management

Capital Fund Cash Flow

Capital Fund Fund Center: 191087	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	625,000	425,000	425,000	425,000	425,000	425,000
Actual Purchases	-	-	-	-		
Planned Purchases (Based on Capital Plan)	(200,000)	-	-	-	-	(38,549)
Transfer from Operating Budget	-					
Transfer from Operating Reserve Fund	-					
Interest Income	-	-	-	-	-	-
Ending Balance \$	425,000	425,000	425,000	425,000	425,000	386,451

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Information Technology

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 1.022 Information Technology

Committee: Governance Committee & Finance Committee

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 Nations

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Governance Committee and Finance Committee

FUNDING:

Requisition and internal recoveries

1.022 INFORMATION TECHNOLOGY	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS:</u>										
Salaries and Wages	7,455,322	5,932,927	7,448,310	129,065	-	7,577,375	7,757,666	8,444,897	8,172,694	8,367,396
Allocations	398,000	398,000	566,415	-	-	566,415	603,624	628,858	646,096	669,694
Consulting	116,830	83,000	48,470	-	-	48,470	49,440	50,430	51,440	52,470
Contract for Services	874,000	849,029	787,010	-	186,000	973,010	802,750	818,800	835,170	851,880
Software Licenses & Computer Mtce	2,311,820	1,967,995	2,363,140	23,000	21,500	2,407,640	2,557,870	2,594,550	2,642,130	2,742,080
Other Operating Expenses	737,780	675,681	529,440	4,700	2,800	536,940	545,160	556,450	567,970	565,340
TOTAL OPERATING COSTS	11,893,752	9,906,633	11,742,785	156,765	210,300	12,109,850	12,316,510	13,093,985	12,915,500	13,248,860
*Percentage Increase over prior year			-1.3%	1.3%	1.8%	1.8%	1.7%	6.3%	-1.4%	2.6%
<u>CAPITAL / RESERVE</u>										
Transfer to General Capital Fund	452,720	1,452,720	468,570	-	-	468,570	1,227,940	1,187,500	497,250	507,200
Transfer to Equipment Replacement Fund	115,240	115,240	119,270	-	-	119,270	121,660	124,100	126,580	129,110
TOTAL CAPITAL / RESERVES	567,960	1,567,960	587,840	-	-	587,840	1,349,600	1,311,600	623,830	636,310
TOTAL COSTS	12,461,712	11,474,593	12,330,625	156,765	210,300	12,697,690	13,666,110	14,405,585	13,539,330	13,885,170
*Percentage increase over prior year Total Costs			-1.1%	1.3%	1.7%	1.9%	7.6%	5.4%	-6.0%	2.6%
Funding from Capital Fund	(1,300,077)	(1,153,054)	(621,094)	-	(161,000)	(782,094)	(631,673)	(642,499)	(180,000)	(180,000)
Funding from Operating Reserve	(463,209)	(431,709)	(120,954)	-	(31,500)	(152,454)	-	-	-	-
TOTAL COSTS LESS INTERNAL RECOVERIES	10,698,426	9,889,830	11,588,576	156,765	17,800	11,763,142	13,034,437	13,763,086	13,359,330	13,705,170
Service Fees	(40,000)	(40,000)	(40,000)	-	-	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
Other Income	-	(2,500)	-	-	-	-	-	-	-	-
TOTAL REVENUES	(40,000)	(42,500)	(40,000)	-	-	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
NET COSTS	10,658,426	9,847,330	11,548,576	156,765	17,800	11,723,142	12,994,437	13,723,086	13,319,330	13,665,170
*Percentage increase over prior year Net Costs			8.4%	1.5%	0.2%	10.0%	10.8%	5.6%	-2.9%	2.6%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	48.27	48.27	48.27	1.00		49.27	49.27	52.27	52.27	52.27
Term	4.0	4.0	4.0			4.0	3.0	3.0	-	-

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.022 Information Technology	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$1,047,946	\$3,976,600	\$2,320,702	\$1,484,893	\$355,000	\$69,000	\$8,206,195	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Vehicles	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000	
	\$1,047,946	\$3,976,600	\$2,420,702	\$1,484,893	\$355,000	\$69,000	\$8,306,195	

SOURCE OF FUNDS

Capital Funds on Hand	\$1,047,946	\$3,930,000	\$2,268,702	\$1,423,243	\$305,000	\$20,000	\$7,946,945
Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$46,600	\$152,000	\$61,650	\$50,000	\$49,000	\$359,250
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
	\$1,047,946	\$3,976,600	\$2,420,702	\$1,484,893	\$355,000	\$69,000	\$8,306,195

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.022

Service Name: Information Technology

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
17-01	Replacement	SAP	Business Warehouse	\$ 75,000	E	Cap	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
18-06	Replacement	Data Centre Replacements	Replace Backup	\$ 350,000	E	Cap	\$ 100,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
18-07	Replacement	Data Centre Replacements	Server Replacements	\$ 415,000	E	Cap	\$ -	\$ 100,000	\$ -	\$ 240,000	\$ -	\$ -	\$ 340,000
19-04	Replacement	Data Centre Replacements	Additional Storage	\$ 90,000	E	Cap	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ 70,000
19-05	Replacement	Data Centre Replacements	Router & Switch Network Data Centre	\$ 134,000	E	Cap	\$ -	\$ 20,000	\$ 15,000	\$ 25,000	\$ -	\$ -	\$ 60,000
19-06	Replacement	Data Centre Replacements	Wi-Fi Network System	\$ 170,000	E	Cap	\$ -	\$ 60,000	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 120,000
20-02	Replacement	Data Centre Replacements	Virtual Server Hosts	\$ 435,000	E	Cap	\$ -	\$ -	\$ -	\$ 245,000	\$ -		\$ 245,000
20-03	Replacement	Data Centre Replacements	Application Load Balancer	\$ 65,000	E	Cap	\$ -	\$ -	\$ -	\$ -	\$ 65,000		\$ 65,000
20-04	Replacement	Data Centre Replacements	Network Data/Voice Switches (Fisgard)	\$ 305,000	E	Cap	\$ -	\$ 190,000	\$ -	\$ -	\$ -		\$ 190,000
20-05	Replacement	Data Centre Replacements	Uninterruptible Power Supply	\$ 70,000	E	Cap	\$ -	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000	\$ 70,000
20-06	Replacement	Data Centre Replacements	Fisgard Phone System	\$ 410,000	E	Cap	\$ -	\$ -	\$ 350,000	\$ 30,000	\$ -		\$ 380,000
20-07	Replacement	Meeting Room Equipment Replacement	Replacement of A/V technology components	\$ 116,250	E	ERF	\$ -	\$ 19,600	\$ 25,000	\$ 34,650	\$ 20,000	\$ 25,000	\$ 124,250
21-01	Replacement	Data Centre Replacements	Corporate Firewall	\$ 200,000	E	Cap	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
23-01	Replacement	SAP	SAP Migration from ECC to S4	\$ 5,840,000	E	Cap	\$ 947,946	\$ 2,700,000	\$ 1,848,702	\$ 773,243	\$ -	\$ -	\$ 5,321,945
24-01	Replacement	Computer Equipment	Staff Computer Equipment Replacements	\$ 52,000	E	ERF	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ 27,000
24-02	Replacement	Data Centre Replacements	Fibre Channel Fabric Replacement	\$ 225,000	E	Cap	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000
24-03	New	Truck	Expand Radio Technology in CRD vehicles to provide reliable and modern communications. We will rely on these trucks for 7 to 10 years	\$ 50,000	E	Cap	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
24-05	new	Physical Security	Card access for data facilities	\$ 80,000	E	Cap	\$ -	\$ 60,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 80,000
25-01	Replacement	Computer Equipment	Staff Computer Equipment Replacements	\$ 27,000	E	ERF	\$ -	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ 27,000
25-02	Replacement	Van	Replace IT Van (want this outfitted with proper shelving and bins)	\$ 100,000	V	ERF	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
26-01	Replacement	Computer Equipment	Staff Computer Equipment Replacements	\$ 27,000	E	ERF	\$ -	\$ -	\$ -	\$ 27,000	\$ -	\$ -	\$ 27,000
27-01	Replacement	Computer Equipment	Staff Computer Equipment Replacements	\$ 30,000	E	ERF	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000

Service #: 1.022
 Service Name: Information Technology

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
27-01	Replacement	Computer Equipment	Staff Computer Equipment Replacements	\$ 24,000	E	ERF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000
24-06	Replacement	Brightsign replacements	Replace and upgrade systems to current standards	\$ 10,000	E	Cap	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
24-07	Replacement	Teams Room Upgrades	2 larger rooms and 10 smaller room technology replacement	\$ 60,000	E	Cap	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
24-17	Replacement	SQL Server Replacement	Server Upgrade to provide capacity and performance - This is a thick replacement - far less if we virtualize	\$ 35,000	E	Cap	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
24-18	Replacement	VDI system upgrades	Increase capacity to existing VDI infrastructure to improve the VDI environment and prepare for high perf loads	\$ 50,000	E	Cap	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
			Grand Total	\$ 9,445,250			\$1,047,946	\$ 3,976,600	\$ 2,420,702	\$ 1,484,893	\$ 355,000	\$ 69,000	\$ 8,306,195

Equipment Reserve Schedule

Equipment Reserve Fund: 1.022 Information Technology

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Equipment Reserve Cash Flow

Fund: 1022 Fund Center: 101421 ERF Group: INFOTECH.ERF (ITG.ERF)	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	313,326	357,881	503,051	551,671	703,811	856,531
Actual Purchases	(137,042)					
Planned Purchases (Based on Capital Plan)		(27,000)	(127,000)	(27,000)	(30,000)	(24,000)
Transfer from Operating Budget	181,597	172,170	175,620	179,140	182,720	186,370
Interest Income	-	-	-	-	-	-
Ending Balance \$	357,881	503,051	551,671	703,811	856,531	1,018,901

Assumptions/Background:
Planned purchases include computer equipment replacements for staff (2024-2028) and replacement of one vehicle in 2025.

Equipment Reserve Schedule

Reserve Fund: 1.022 Fisgard Meeting Room ERF

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

Equipment Reserve Cash Flow

Fund: 1022 Fund Center: 102217 ERF Group: ITMTGROOM.ERF (ITG.ERF)	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	80,011	83,011	83,411	78,411	63,761	63,761
Actual Purchases	-	-	-	-	-	-
Planned Purchases (Based on Capital Plan)	(17,000)	(19,600)	(25,000)	(34,650)	(20,000)	(25,000)
Transfer from Operating Budget	20,000	20,000	20,000	20,000	20,000	20,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	83,011	83,411	78,411	63,761	63,761	58,761

Assumptions/Background:
Replacement of meeting room audio/video components.

CAPITAL REGIONAL DISTRICT

2024 BUDGET

GIS Information Systems

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 1.101 GIS Information Systems

Committee: Governance Committee & Finance Committee

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 Committee and Finance Committee

FUNDING:

Requisition and internal recoveries.

1.101 GIS INFORMATION SYSTEMS	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS:</u>										
Salaries and Wages	400,313	405,655	406,349	-	-	406,349	416,088	426,053	436,249	446,681
Allocations	11,199	11,199	14,306	-	-	14,306	15,485	15,978	15,996	16,387
Data Processing Services	97,820	99,331	101,240	-	-	101,240	103,260	105,330	107,440	109,590
Supplies	46,240	39,370	47,860	-	-	47,860	48,810	49,790	50,790	51,820
Other Operating Expenses	15,060	11,119	15,600	-	-	15,600	15,920	16,250	16,580	16,910
TOTAL OPERATING COSTS	570,632	566,674	585,355	-	-	585,355	599,563	613,401	627,055	641,388
*Percentage Increase over prior year						2.6%	2.4%	2.3%	2.2%	2.3%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	18,190	22,148	18,260	-	-	18,260	18,630	19,000	19,380	19,770
Transfer to Operating Reserve Fund	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
TOTAL CAPITAL / RESERVES	68,190	72,148	68,260	-	-	68,260	68,630	69,000	69,380	69,770
TOTAL COSTS	638,822	638,822	653,615	-	-	653,615	668,193	682,401	696,435	711,158
			2.3%			2.3%	2.2%	2.1%	2.1%	2.1%
Internal Recoveries	(504,310)	(504,310)	(514,396)	-	-	(514,396)	(524,684)	(535,178)	(545,882)	(556,800)
TOTAL COSTS LESS INTERNAL RECOVERIES	134,512	134,512	139,219	-	-	139,219	143,509	147,223	150,553	154,358
<u>SOURCES OF FUNDING</u>										
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
PILT Revenue	(5,827)	(5,827)	(6,030)	-	-	(6,030)	(6,150)	(6,270)	(6,390)	(6,510)
TOTAL REVENUE	(5,827)	(5,827)	(6,030)	-	-	(6,030)	(6,150)	(6,270)	(6,390)	(6,510)
REQUISITION	(128,685)	(128,685)	(133,189)	-	-	(133,189)	(137,359)	(140,953)	(144,163)	(147,848)
*Percentage increase over prior year requisition						3.5%	3.1%	2.6%	2.3%	2.6%
<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

	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	54,399	104,399	154,399	204,399	254,399	304,399
Actual Purchases	-	-	-	-	-	-
Planned Purchases	-	-	-	-	-	-
Transfer from Operating Budget	50,000	50,000	50,000	50,000	50,000	50,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	104,399	154,399	204,399	254,399	304,399	354,399

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Geo-Spatial Referencing

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 1.335 Geo-Spatial Referencing

Committee: Governance Committee & Finance Committee

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 Committee and Finance Committee

FUNDING:

Requisition

AUTHORITY:

General Services under the Municipal Act.

1.335 GEOSPATIAL REFERENCING	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS:</u>										
Allocations	22,899	22,899	23,186	-	-	23,186	23,650	24,123	24,605	25,097
Contract for Services	21,920	24,000	22,690	-	-	22,690	23,140	23,600	24,070	24,550
Consulting	14,700	12,000	15,210	-	-	15,210	15,510	15,820	16,140	16,460
Facilities Rental	15,390	8,021	15,930	-	-	15,930	16,250	16,580	16,910	17,250
Software Licenses & Fees	23,080	32,200	23,890	-	-	23,890	24,370	24,860	25,360	25,870
Other Operating Expenses	17,940	6,760	18,490	-	-	18,490	18,880	19,270	19,660	20,060
TOTAL OPERATING COSTS	115,929	105,880	119,396	-	-	119,396	121,800	124,253	126,745	129,287
*Percentage Increase over prior year			3.0%			3.0%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	61,850	73,129	64,010	-	-	64,010	65,290	66,600	67,930	69,290
TOTAL CAPITAL / RESERVES	61,850	73,129	64,010	-	-	64,010	65,290	66,600	67,930	69,290
TOTAL COSTS	177,779	179,009	183,406	-	-	183,406	187,090	190,853	194,675	198,577
<u>SOURCES OF FUNDING</u>										
PILT Revenue	(7,679)	(7,679)	(7,679)	-	-	(7,679)	(7,840)	(8,000)	(8,170)	(8,340)
Sale of Services	(8,370)	(9,600)	(8,660)	-	-	(8,660)	(8,830)	(9,010)	(9,190)	(9,370)
Interest Income	(150)	(150)	(160)	-	-	(160)	(160)	(160)	(160)	(160)
TOTAL REVENUE	(16,199)	(17,429)	(16,499)	-	-	(16,499)	(16,830)	(17,170)	(17,520)	(17,870)
REQUISITION	(161,580)	(161,580)	(166,907)	-	-	(166,907)	(170,260)	(173,683)	(177,155)	(180,707)
*Percentage increase over prior year requisition			3.3%			3.3%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.335	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Geo-Spatial Referencing							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$0	\$180,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$0	\$180,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$0	\$180,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$100,000	\$80,000	\$0	\$0	\$0	\$0	\$180,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.335
 Service Name: Geo-Spatial Referencing

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
17-01	Replacement	RTK System Digital Infrastructure	RTK system infrastrucutre (computers, communications, power)	\$ 60,000	E	ERF		\$ -	\$ 30,000	\$ -	\$ -		\$ 30,000
24-01	Replacement	RTK Tool System Refresh	RTK Tool System Refresh (replacement of EOL tool systems)	\$ 150,000	E	ERF		\$ 100,000	\$ 50,000				\$ 150,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 210,000			\$ -	\$ 100,000	\$ 80,000	\$ -	\$ -	\$ -	\$ 180,000

Service: **1.335** **Geo-Spatial Referencing**

Project Number	17-01	Capital Project Title	RTK System Digital Infrastructure	Capital Project Description	RTK system infrastrucuture (computers, communications, power)
Project Rationale					

Project Number	23-01	Capital Project Title	RTK System Refresh	Capital Project Description	RTK System Refresh from Net R8 and R9 to current Alloy technology
Project Rationale					

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

	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	10,863	11,146	11,146	11,146	11,146	11,146
Actual Purchases	-	-	-	-	-	-
Planned Purchases	-	-	-	-	-	-
Transfer from Operating Budget	-	-	-	-	-	-
Interest Income	283	-	-	-	-	-
Ending Balance \$	11,146	11,146	11,146	11,146	11,146	11,146

Assumptions/Background:

Equipment Reserve Schedule

Reserve Fund: 1.335 Geospatial

Equipment Reserve Cash Flow

Fund: 1022 Fund Center: 101726

ERF Group: GEOSPA.ERF

	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	301,423	166,768	130,778	116,068	182,668	250,598
Actual Purchases	(210,000)	-	-	-	-	-
Planned Purchases (Based on Capital Plan)	-	(100,000)	(80,000)	-	-	-
Transfer from Operating Budget	73,129	64,010	65,290	66,600	67,930	69,290
Interest Income	2,216	-	-	-	-	-
Ending Balance \$	166,768	130,778	116,068	182,668	250,598	319,888

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Royal Theatre

COMMITTEE OF THE WHOLE

OCTOBER 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			BUDGET REQUEST				FUTURE PROJECTIONS			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS:										
Third Party Payment	37,653	37,653	37,535	-	-	37,535	34,945	32,236	29,408	26,441
Insurance Costs	44,800	44,800	44,300	-	-	44,300	46,510	48,830	51,260	53,820
Internal Allocation	16,947	16,947	17,565	-	-	17,565	17,945	18,334	18,732	19,139
Operating Cost - Other (Interest)	600	600	600	-	-	600	600	600	600	600
TOTAL OPERATING COSTS	100,000	100,000	100,000	-	-	100,000	100,000	100,000	100,000	100,000
*Percentage Increase		0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%
CAPITAL / RESERVE										
Capital Equipment Purchase	101,000	101,000	105,000	-	-	105,000	105,000	105,000	109,000	109,000
Transfer to Capital Reserve Fund	379,000	379,000	375,000	-	-	375,000	375,000	375,000	371,000	371,000
TOTAL CAPITAL / RESERVES	480,000	480,000	480,000	-	-	480,000	480,000	480,000	480,000	480,000
Debt Charges	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	480,000	480,000	480,000	-	-	480,000	480,000	480,000	480,000	480,000
TOTAL COSTS	580,000	580,000	580,000	-	-	580,000	580,000	580,000	580,000	580,000
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from current to Next year										
Balance C/F from Prior to Current year										
Revenue - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
REQUISITION	(580,000)	(580,000)	(580,000)	-	-	(580,000)	(580,000)	(580,000)	(580,000)	(580,000)

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.290

Service Name: Royal Theatre

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
20-03	New	Add Balcony & Pit Railings	Add railings to ensure patron safety and comfort	\$ 75,000	B	Res			\$ 75,000				\$ 75,000
21-12	Renewal	Repair Building Envelope	Repairing building envelope of the 1914 structure.	\$ 2,293,000	B	Res		\$ 350,000	\$ 375,000	\$ 93,000			\$ 818,000
	Renewal	Repair Building Envelope	Repairing building envelope of the 1914 structure.		B	Other		\$ 350,000	\$ 375,000				\$ 725,000
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				\$ 112,000
24-01	Replacement	Repour and refinish concrete main floor and replacement of seats and	Repour and refinish concrete main floor and replacement of seats and aisle lights	\$ 700,000	B	Other			\$ 280,000				\$ 280,000
	Replacement	Repour and refinish concrete main floor and replacement of seats and	Repour and refinish concrete main floor and replacement of seats and aisle lights.		B	Grant			\$ 280,000				\$ 280,000
	Replacement	Repour and refinish concrete main floor and replacement of seats and	Repour and refinish concrete main floor and replacement of seats and aisle lights.		B	Res			\$ 140,000				\$ 140,000
24-02	Replacement	Replace Orchestra Shell	Replace 40 year old orchestra shell	\$ 750,000	B	Other			\$ 300,000				\$ 300,000
	Replacement	Replace Orchestra Shell	Replace 40 year old orchestra shell.		E	Grant			\$ 300,000				\$ 300,000
	Replacement	Replace Orchestra Shell	Replace 40 year old orchestra shell.		E	Res			\$ 150,000				\$ 150,000
24-03	Defer	Emergency Repairs	Unforeseen emergency repairs.	\$ 50,000	B	Res		\$ 50,000					\$ 50,000
24-04	Renewal	Wardrobe Department Upgrade	Upgrade wardrobe department	\$ 83,000	B	Res		\$ 83,000	\$ 100,000				\$ 183,000
24-05	Renewal	Restore Stage Surface	Deep restoration and refinish of stage surface	\$ 9,000	B	Res		\$ 9,000	\$ 50,000				\$ 59,000
24-06	New	Install Loading Bay Safety Lighting	Install new loading bay safety lighting	\$ 25,000	B	Res		\$ 25,000					\$ 25,000
25-01	Replacement	Replace Seats and Aisle Lights in balcony	Replace 20 year old seats in balcony	\$ 250,000	B	Other			\$ 100,000				\$ 100,000
	Replacement	Replace Seats and Aisle Lights in Balcony	Replace 20 year old seats in balcony.		B	Grant			\$ 100,000				\$ 100,000
	Replacement	Replace Seats and Aisle Lights in Balcony	Replace 20 year old seats in balcony.		B	Res			\$ 50,000				\$ 50,000
25-02	Replacement	Replace APs and UPS	Replace wireless access points and back up batteries	\$ 12,000	E	Res			\$ 12,000				\$ 12,000
26-01	Replacement	Replace Switches	Replace network switches	\$ 44,000	E	Res				\$ 44,000			\$ 44,000
28-01	Replacement	Replace SRST	Replace Cisco phone communications system	\$ 16,500	E	Res						\$ 16,500	\$ 16,500
													\$ -
			GRAND TOTAL	\$ 4,422,500			\$ -	\$ 867,000	\$ 2,799,000	\$ 137,000	\$ -	\$ 16,500	\$ 3,819,500

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 21-12	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.		

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	24-03	Capital Project Title	Emergency Repairs	Capital Project Description	Unforeseen emergency repairs.
Project Rationale	Capital funds to accommodate any emergency repairs to the building.				

Service: **1.290** **Royal Theatre**

Project Number 24-04 **Capital Project Title** Wardrobe Department Upgrade **Capital Project Description** Upgrade wardrobe department

Project Rationale Upgrade wardrobe department with electrical upgrade, extensive plumbing upgrades, dropped ceiling and drywall to accommodate two more stacked washers and dryers in order to meet clients' requirements.

Project Number 24-05 **Capital Project Title** Restore Stage Surface **Capital Project Description** Deep restoration and refinish of stage surface

Project Rationale Deep restoration and refinish of stage surface to return to fixed level.

Project Number 24-06 **Capital Project Title** Install Loading Bay Safety Lighting **Capital Project Description** Install new loading bay safety lighting

Project Rationale Install new safety lighting for the safety and security of employees who are loading out shows in the evening and working on the sidewalk and in the rear parking lot. The current lighting is deficient for the level of safety required.

Service: **1.290** **Royal Theatre**

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.

Project Number 25-02 **Capital Project Title** Replace APs and UPS **Capital Project Description** Replace wireless access points and back up batteries

Project Rationale Replace APs and UPS to update the network infrastructure as required by CRD Information Technology replacement plan.

Project Number 26-01 **Capital Project Title** Replace Switches **Capital Project Description** Replace network switches

Project Rationale Replace switches in the network infrastructure as required by CRD Information Technology replacement plan.

Service: 1.290 Royal Theatre

Project Number 28-01

Capital Project Title Replace SRST

Capital Project Description Replace Cisco phone communications system

Project Rationale Replace Cisco phone communications as required by CRD Information Technology replacement plan.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.290							
	Royal Theatre	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL

EXPENDITURE

Buildings	\$0	\$867,000	\$2,337,000	\$93,000	\$0	\$0	\$3,297,000
Equipment	\$0	\$0	\$462,000	\$44,000	\$0	\$16,500	\$522,500
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
	\$0	\$867,000	\$2,799,000	\$137,000	\$0	\$16,500	\$3,819,500

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$112,000	\$0	\$0	\$0	\$112,000
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	\$680,000	\$0	\$0	\$0	\$680,000
Donations / Third Party Funding	\$0	\$350,000	\$1,055,000	\$0	\$0	\$0	\$1,405,000
Reserve Fund	\$0	\$517,000	\$952,000	\$137,000	\$0	\$16,500	\$1,622,500
	\$0	\$867,000	\$2,799,000	\$137,000	\$0	\$16,500	\$3,819,500

**1.290 Royal Theatre
Asset and Reserve Summary
2024 - 2028 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

	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	1,235,072	737,072	602,072	25,072	259,072	630,072
Planned Capital Expenditure (Based on Capital Plan)	(927,000)	(517,000)	(952,000)	(137,000)	-	(16,500)
Transfer from Operating Budget	379,000	375,000	375,000	371,000	371,000	371,000
Interest Income**	50,000	7,000				
Total projected year end balance	737,072	602,072	25,072	259,072	630,072	984,572

** 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

2024 BUDGET

McPherson Theatre

COMMITTEE OF THE WHOLE

OCTOBER 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			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS:										
Third Party Payments	307,342	307,342	306,765	-	-	306,765	305,886	304,988	304,070	303,133
Internal Allocations	41,947	41,947	42,524	-	-	42,524	43,403	44,301	45,219	46,156
Interest Charge	300	300	300	-	-	300	300	300	300	300
TOTAL OPERATING COSTS	349,589	349,589	349,589	-	-	349,589	349,589	349,589	349,589	349,589
*Percentage Increase	0.00%	0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%
CAPITAL / RESERVE										
Capital Equipment Purchases	88,000	88,000	90,000	-	-	90,000	90,000	90,000	94,000	94,000
Transfer to Reserve Fund	348,233	348,233	346,233	-	-	346,233	346,233	346,233	342,233	342,233
TOTAL CAPITAL / RESERVES	436,233	436,233	436,233	-	-	436,233	436,233	436,233	436,233	436,233
TOTAL COSTS	785,822	785,822	785,822	-	-	785,822	785,822	785,822	785,822	785,822
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(35,822)	(35,822)	(35,822)	-	-	(35,822)	(35,822)	(35,822)	(35,822)	(35,822)
TOTAL REVENUE	(35,822)	(35,822)	(35,822)	-	-	(35,822)	(35,822)	(35,822)	(35,822)	(35,822)
REQUISITION	(750,000)	(750,000)	(750,000)	-	-	(750,000)	(750,000)	(750,000)	(750,000)	(750,000)
*Percentage increase over prior year requisition		0.0%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.295	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	McPherson Theatre							

EXPENDITURE

Buildings	\$0	\$270,000	\$300,000	\$238,000	\$190,000	\$0	\$998,000
Equipment	\$0	\$57,000	\$15,000	\$55,000	\$0	\$16,500	\$143,500
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
	\$0	\$327,000	\$315,000	\$293,000	\$190,000	\$16,500	\$1,141,500

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	\$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	\$327,000	\$315,000	\$293,000	\$190,000	\$16,500	\$1,141,500
	\$0	\$327,000	\$315,000	\$293,000	\$190,000	\$16,500	\$1,141,500

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.295

Service Name: McPherson Theatre

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
21-13	Renewal	Repair Building Envelope and Restore Façade	Repair building envelope and restore façade	\$ 1,163,000	B	Res		\$ 110,000	\$ 300,000	\$ 238,000	\$ 190,000		\$ 838,000
22-06	Renewal	Recoating of Fibreglass Façade	Recoating of fibreglass façade	\$ 26,000	B	Res		\$ 26,000					\$ 26,000
22-07	Renewal	Repair Stand-alone canopies	Repair stand-alone canopies	\$ 5,000	B	Res		\$ -					\$ -
24-01	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$ 50,000	B	Res		\$ 50,000					\$ 50,000
24-02	Replacement	Replace Architectural Detail Lighting	Replace tungsten and quartz architectural lights with LED technology	\$ 20,000	B	Res		\$ 20,000					\$ 20,000
24-03	New	Install Loading Bay Safety Lighting	Intall new loading bay safety lighting	\$ 24,000	B	Res		\$ 24,000					\$ 24,000
24-04	New	Wireless Microphone Expansion Project	Expand wireless microphone inventory	\$ 57,000	E	Res		\$ 57,000					\$ 57,000
24-05	Replacement	Remove Concrete Canopies	Remove concrete canopies	\$ 40,000	B	Res		\$ 40,000					\$ 40,000
25-01	Replacement	Replace APs and UPS	Replace wireless access points and back up batteries	\$ 15,000	E	Res			\$ 15,000				\$ 15,000
26-01	Replacement	Replace Switches	Replace network switches	\$ 55,000	E	Res				\$ 55,000			\$ 55,000
28-01	Replacement	Replace SRST	Replace Cisco phone communications system	\$ 16,500	E	Res						\$ 16,500	\$ 16,500
													\$ -
			GRAND TOTAL	\$ 1,471,500			\$ -	\$ 327,000	\$ 315,000	\$ 293,000	\$ 190,000	\$ 16,500	\$ 1,141,500

Service: **1.295** **McPherson Theatre**

Project Number 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 22-06

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.

Project Number 22-07

Capital Project Title Repair Stand-alone canopies

Capital Project Description Repair stand-alone canopies

Project Rationale As indicated in the 2022 McPherson Playhouse Detailed Seismic Assessment by Stantec Consulting Ltd., develop plan to remove concrete roof slabs and replace with a lightweight steel structure which will reduce seismic weight of the canopies by 80%.

Service: **1.295** **McPherson Theatre**

Project Number 24-01 **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 24-02 **Capital Project Title** Replace Architectural Detail Lighting **Capital Project Description** Replace tungsten and quartz architectural lights with LED technology

Project Rationale Replace tungsten and quartz architectural lights with LED fixtures for reduced heat load, reduced electrical consumption and brighter, higher quality of light for patron comfort and safety in the audience chamber

Project Number 24-03 **Capital Project Title** Install Loading Bay Safety Lighting **Capital Project Description** Intall new loading bay safety lighting

Project Rationale Install new safety lighting for loading and unloading to the McPherson stage. The City of Victoria bike lane install has altered the location that the majority of the stage crew work when loading trucks and there is no safety lighting in this area.

Service: 1.295 McPherson Theatre

Project Number 24-04 **Capital Project Title** Wireless Microphone Expansion Project **Capital Project Description** Expand wireless microphone inventory

Project Rationale Expanding the inventory of wireless microphones to meet the service level requirements of clients.

Project Number 24-05 **Capital Project Title** Remove Concrete Canopies **Capital Project Description** Remove concrete canopies

Project Rationale As indicated in the 2022 McPherson Playhouse Detailed Seismic Assessment by Stantec Consulting Ltd., the current concrete canopies are deficient under current seismic loads and will become a safety risk. In preparation of replacing with a lightweight steel structure, the concrete roof slabs must be removed.

Project Number 25-01 **Capital Project Title** Replace APs and UPS **Capital Project Description** Replace wireless access points and back up batteries

Project Rationale Replace APs and UPS to update the network infrastructure as required by CRD Information Technology replacement plan.

Service: **1.295** **McPherson Theatre**

Project Number 26-01 **Capital Project Title** Replace Switches **Capital Project Description** Replace network switches

Project Rationale Replace switches in the network infrastructure as required by CRD Information Technology replacement plan.

Project Number 28-01 **Capital Project Title** Replace SRST **Capital Project Description** Replace Cisco phone communications system

Project Rationale Replace Cisco phone communications as required by CRD Information Technology replacement plan.

**1.295 McPherson Theatre
 Asset and Reserve Summary
 2024 - 2028 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

	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	2,390,503	2,220,736	2,341,969	2,373,202	2,426,435	2,582,668
Planned Capital Expenditure (Based on Capital Plan)	(618,000)	(327,000)	(315,000)	(293,000)	(190,000)	(16,500)
Transfer from Operating Budget	348,233	348,233	346,233	346,233	346,233	342,233
Interest Income*	100,000	100,000				
Total projected year end balance	2,220,736	2,341,969	2,373,202	2,426,435	2,582,668	2,908,401

* 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

2024 BUDGET

Arts Grants and Development

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 1.297 Arts Grants and Development

Committee: 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, Southern Gulf Islands, 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			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
ARTS GRANTS										
<u>ARTS GRANTS:</u>										
Operating Grants	2,349,670	2,306,270	2,360,363	-	-	2,360,363	2,407,570	2,455,721	2,504,835	2,554,932
Project Grants	335,000	390,400	378,000	-	-	378,000	385,560	393,271	401,136	409,159
Total Grants Payment	2,684,670	2,696,670	2,738,363	-	-	2,738,363	2,793,130	2,848,992	2,905,971	2,964,091
		0.45%	2.00%			2.00%	2.00%	2.00%	2.00%	2.00%
<u>ADMINISTRATION COSTS:</u>										
Salaries and Wages	319,108	276,780	341,668	-	-	341,668	349,863	358,249	366,830	375,611
Internal Allocations	79,551	79,551	85,627	-	-	85,627	88,417	90,715	92,696	94,975
Insurance Cost	660	660	770	-	-	770	810	850	890	930
Operating Cost - Other	48,048	46,653	40,849	-	-	40,849	41,666	42,499	43,348	44,214
Total Administration Costs	447,367	403,644	468,914	-	-	468,914	480,756	492,313	503,764	515,730
		-9.77%	4.82%			5%	2.53%	2.40%	2.33%	2.38%
TOTAL OPERATING COSTS	3,132,037	3,100,314	3,207,277	-	-	3,207,277	3,273,886	3,341,305	3,409,735	3,479,821
		-1.0%	2.4%			2.4%	2.08%	2.06%	2.05%	2.06%
<u>CAPITAL / RESERVE TRANSFER</u>										
Transfer to Operating Reserve Fund	-	31,723	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	-	-	1,000	-	-	1,000	1,020	1,040	1,061	1,082
TOTAL CAPITAL / RESERVES TRANSFER	-	31,723	1,000	-	-	1,000	1,020	1,040	1,061	1,082
TOTAL COSTS	3,132,037	3,132,037	3,208,277	-	-	3,208,277	3,274,906	3,342,345	3,410,796	3,480,903
		0.00%	2.43%			2.43%	2.08%	2.06%	2.05%	2.06%
Internal Recoveries	(13,893)	(13,893)	(15,130)	-	-	(15,130)	(15,490)	(15,860)	(16,240)	(16,630)
OPERATING LESS RECOVERIES	3,118,144	3,118,144	3,193,147	-	-	3,193,147	3,259,416	3,326,485	3,394,556	3,464,273
		0.00%	2.41%			2.41%	2.08%	2.06%	2.05%	2.05%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(74,459)	(74,459)	(49,500)	-	-	(49,500)	(40,000)	(40,000)	(40,000)	(40,000)
Payments In Lieu of Taxes	(178,754)	(178,754)	(178,754)	-	-	(178,754)	(178,754)	(178,754)	(178,754)	(178,754)
						-				
TOTAL REVENUE	(253,213)	(253,213)	(228,254)	-	-	(228,254)	(218,754)	(218,754)	(218,754)	(218,754)
		0.00%	-9.86%			-9.86%	-4.16%	0.00%	0.00%	0.00%
REQUISITION	(2,864,931)	(2,864,931)	(2,964,893)	-	-	(2,964,893)	(3,040,662)	(3,107,731)	(3,175,802)	(3,245,519)
			3.49%			3.49%	2.56%	2.21%	2.19%	2.20%
AUTHORIZED POSITIONS:	3.00	3.00	3.00	0.00	0.00	3.00	3.00	3.00	3.00	3.00

Change in Budget 2023 to 2024

Service: 1.297 Arts Grants and Development

Total Expenditure

Comments

2023 Budget

3,132,037

Change in Salaries:

Base salary and benefit change	22,560
Step increase/paygrade change	-
Other (explain as necessary)	-

Inclusive of estimated collective agreement changes

Total Change in Salaries **22,560**

Other Changes:

External Grants	53,693
Human Resources Allocation	2,591
Standard Overhead Allocation	2,513
Building Occupancy	969
Other Costs	(6,086)

Contribution towards 2024 Human Resources & Corporate Safety initiatives
Increase in 2023 operating costs

Total Other Changes **53,680**

2024 Budget

3,208,277

Summary of % Expense Increase

2024 Base salary and benefit change	0.7%
External Grants	1.7%
Balance of increase	0.0%
<i>% expense increase from 2023:</i>	2.4%

% Requisition increase from 2023 (if applicable): **3.5%** *Requisition funding is 93% of service revenue*

Overall 2023 Budget Performance
(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$31,723 to saving in salaries. This variance will be returned to Operating Reserve,

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.297							
	Arts Grants and Development	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$2,100	\$0	\$3,800	\$0	\$0	\$0	\$5,900
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$2,100	\$0	\$3,800	\$0	\$0	\$0	\$5,900

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$2,100	\$0	\$3,800	\$0	\$0	\$0	\$5,900
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$2,100	\$0	\$3,800	\$0	\$0	\$0	\$5,900

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.297

Service Name: Arts Grants and Development

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
24-01	Replacement	Computer and Printer	IT scheduled Routine Replacement	\$ 2,100	E	ERF		\$ 2,100					\$ 2,100
26-01	Replacement	Computer and Printer	IT scheduled Routine Replacement	\$ 3,800	E	ERF				\$ 3,800			\$ 3,800
													\$ -
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 5,900			\$ -	\$ 2,100	\$ -	\$ 3,800	\$ -	\$ -	\$ 5,900

Service: **1.297** **Arts Grants and Development**

Project Number	24-01	Capital Project Title	Computer and Printer	Capital Project Description	IT scheduled Routine Replacement
Project Rationale	Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department				

Project Number	26-01	Capital Project Title	Computer and Printer	Capital Project Description	IT scheduled Routine Replacement
Project Rationale	Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department				

**1.297 Arts grants and Development
Asset and Reserve Summary
2024 - 2028 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	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	5,857	5,907	4,857	5,857	3,057	4,057
Planned Purchase (Based on Capital Plan)	-	(2,100)	-	(3,800)	-	-
Transfer from Ops Budget	-	1,000	1,000	1,000	1,000	1,000
Interest Income*	50	50	-	-	-	-
Ending Balance \$	5,907	4,857	5,857	3,057	4,057	5,057

* 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
2024 - 2028 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	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	322,108	295,972	258,472	218,472	178,472	138,472
Planned Purchase	(74,459)	(49,500)	(40,000)	(40,000)	(40,000)	(40,000)
Transfer from Ops Budget	31,723					
Interest Income*	16,600	12,000				
Total projected year end balance	295,972	258,472	218,472	178,472	138,472	98,472

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

2024 BUDGET

Feasibility Reserve Fund

COMMITTEE OF THE WHOLE

OCTOBER 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
Subtotal	17,271,740,557	92.16%	150,138,709,725	19,382,414,680	92.16%	168,922,608,316
Electoral Area						
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
Subtotal	1,469,998,609	7.84%	13,887,050,674	1,647,856,317	7.84%	15,599,460,395
TOTAL	18,741,739,166	100.00%	164,025,760,399	21,030,270,997	100.00%	184,522,068,711

FEASIBILITY STUDY	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025 CORE BUDGET	2026 CORE BUDGET	2027 CORE BUDGET	2028 CORE BUDGET
<u>OPERATING COSTS:</u>										
Regional Studies (un-allocated)	22,580	-	-	-	-	-	-	-	-	-
IBC 4a-1.1_TransportationService_2024	-	-	-	-	350,000	350,000	-	-	-	-
Establish Regional Arts Facility Service	114,832	-	-	-	-	-	-	-	-	-
Total Regional	137,412	-	-	-	350,000	350,000	-	-	-	-
Electoral Area										
Southern Gulf Islands	-	-	-	-	-	-	-	-	-	-
Juan de Fuca	-	-	-	-	-	-	-	-	-	-
Salt Spring Island	-	-	-	-	-	-	-	-	-	-
EA Studies (un-allocated)	10,000	-	-	-	-	-	-	-	-	-
Total Electoral Area	10,000	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	147,412	-	-	-	350,000	350,000	-	-	-	-
*Percentage Increase over prior year						137.4%				
<u>REVENUES</u>										
Estimated balance c/fwd	-	149,412	-	-	-	-	-	-	-	-
Balance c/fwd from 2023 to 2024	-	-	(149,412)	-	-	(149,412)	-	-	-	-
Balance c/fwd from 2022 to 2023	(147,412)	(147,412)	-	-	-	-	-	-	-	-
Interest Income	-	(2,000)	-	-	-	-	-	-	-	-
Recovery Cost	-	-	-	-	-	-	-	-	-	-
Feasibility Study Funding	-	-	-	-	-	-	-	-	-	-
Grant Provincial	-	-	-	-	-	-	-	-	-	-
Payments - In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
Transfer from Revenue Fund	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	(147,412)	-	(149,412)	-	-	(149,412)	-	-	-	-
REQUISITION	-	-	149,412	-	(350,000)	(200,588)	-	-	-	-

Change in Budget 2023 to 2024
Service: 21.1 Feasibility Study Reserve

Total Expenditure

Comments

2023 Budget

147,412

Other Changes:

New feasibility study

350,000

New Fesibilisty Study of a Regional Transportation Service

Other Costs

(147,412)

Total Other Changes

202,588

2024 Budget

350,000

Summary of % Expense Increase

New feasibility study

237.4%

Balance of increase

-100.0%

% expense increase from 2023:

137.4%

% Requisition increase from 2023 (if applicable):

100%

Requisition funding is 100% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is an anticipated surplus of \$149,412 in 2023 which will be carried forward to 2024 and used to reduce the requisition.

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Regional Grant in Aid

COMMITTEE OF THE WHOLE

OCTOBER 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	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Grants in Aid - ICF	1,517,621	-	1,577,621	-	-	1,577,621	-	-	-	-
TOTAL OPERATING COSTS	1,517,621	-	1,577,621	-	-	1,577,621	-	-	-	-
*Percentage Increase over prior year			4.0%			4.0%	0.0%	0.0%	0.0%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2023 to 2024	-	1,537,621	(1,537,621)	-	-	(1,537,621)	-	-	-	-
Balance c/fwd from 2022 to 2023	(1,482,621)	(1,482,621)	-	-	-	-	-	-	-	-
Interest Income	(20,000)	(40,000)	(40,000)	-	-	(40,000)	-	-	-	-
TOTAL REVENUE	(1,502,621)	15,000	(1,577,621)	-	-	(1,577,621)	-	-	-	-
REQUISITION	(15,000)	(15,000)	-	-	-	-	-	-	-	-
*Percentage increase over prior year Requisition						NA	NA	0.0%	0.0%	0.0%

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

October 25, 2023

Board Room, 625 Fisgard Street, Victoria

BUDGET REVIEW

Part B

5. Parks and Recreation

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

6. Environmental Services

- 6.1**
 - 6.1.1 GM - Parks & Environmental Services
 - 6.1.2 Environmental Administration Services
- 6.2 Environmental Protection and Water Quality**
 - 6.2.1 Other Legislative & General - Climate
 - 6.2.2 Environmental Protection & Water Quality
 - 6.2.3 Regional Source Control Program
 - 6.2.4 Septage Disposal Agreement
 - 6.2.5 Millstream Site Remediation
 - 6.2.6 L.W.M.P - On Site Systems Management Program
 - 6.2.7 L.W.M.P. Peninsula Programs
 - 6.2.8 L.W.M.P. - Core and West Shore
 - 6.2.9 L.W.M.P. - Harbour Studies
 - 6.2.10 Harbours Environmental
 - 6.2.11 Climate Action and Adaptation
 - 6.2.12 Regional Goose Management System
 - 6.2.13 Sooke Stormwater Quality Management
 - 6.2.14 Core and West Shore Stormwater Quality Management
 - 6.2.15 Saanich Peninsula - Stormwater Quality Management
 - 6.2.16 Saanich Peninsula - Source Control Stormwater
- 6.3 Environmental Resource Management**
 - 6.3.1 Environmental Resource Management
- 6.4 Facilities Management & Engineering**
 - 6.4.1 Environmental Engineering Services
 - 6.4.2 Facility Management
 - 6.4.3 CRD Headquarters Building
 - 6.4.4 Corporate Satellite Facilities
 - 6.4.5 Family Court Building
 - 6.4.6 Health Facilities - VIHA
 - 6.4.7 I & I Enhancement Program

CAPITAL REGIONAL DISTRICT

2024 BUDGET

PARKS & RECREATION

COMMITTEE REVIEW

OCTOBER 2023

COMMITTEE OF THE WHOLE
October 25, 2023
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Click on the service area name below to access selected budgets

Parks and Recreation

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CAPITAL REGIONAL DISTRICT

2024 BUDGET

Regional Parks

COMMITTEE OF THE WHOLE

OCTOBER 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	\$ 25,000,000
Borrowed:	\$ -
Remaining	<u>\$ 25,000,000</u>

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
Member Municipality						
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
Subtotal	17,271,740,557	91.79%	19,382,414,680	91.80%	150,138,709,725	168,922,608,316
Electoral Area						
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
Subtotal	1,469,998,609	7.81%	1,647,856,317	7.80%	13,887,050,674	15,599,460,395
First Nations Taxation						
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
Subtotal	74,739,503	0.40%	84,358,079	0.40%	682,214,200	760,315,000
TOTAL	18,816,478,669	100.00%	21,114,629,076	100.00%	164,707,974,599	185,282,383,711

REGIONAL PARKS SUMMARY	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS:										
Salaries and Wages	9,542,169	8,934,258	9,550,047	-	-	9,550,047	9,764,482	9,989,346	10,216,387	10,461,643
Internal Allocations	1,334,857	1,341,024	1,555,440	43,625	-	1,599,065	1,607,851	1,644,361	1,670,060	1,705,166
Insurance Cost	67,636	67,636	68,810	-	-	68,810	72,250	75,860	79,660	83,650
Consultant and Contract for Services	624,324	950,163	601,578	585,000	-	1,186,578	1,362,339	1,402,926	1,387,846	1,425,103
Vehicles and Equipment	413,771	536,071	522,150	35,000	-	557,150	568,293	579,658	591,252	603,076
Parks Maintenance and Repairs	357,871	503,308	371,558	-	-	371,558	378,988	386,566	394,299	402,184
Utilities & Disposal Costs	203,306	198,939	202,698	-	-	202,698	206,752	210,887	215,104	219,405
Operating Supplies	446,884	525,837	483,749	-	-	483,749	493,426	503,293	513,361	523,629
Legal/Licences/Surveys Cost	37,170	43,150	57,650	-	-	57,650	58,803	59,979	61,178	62,402
Telecommunications&Training	146,242	171,174	173,659	-	-	173,659	177,134	180,672	184,286	187,976
Operating Cost - Other	407,732	357,801	460,514	-	-	460,514	474,722	479,116	488,699	503,471
TOTAL OPERATING COSTS	13,581,962	13,629,361	14,047,853	663,625	-	14,711,478	15,165,040	15,512,664	15,802,132	16,177,705
*Percentage increase over prior year		0.3%	3.43%			8.32%	3.08%	2.3%	1.9%	2.4%
CAPITAL / TRANSFER RESERVES										
Transfer to Operating Reserve Fund	2,000	2,000	15,000	-	-	15,000	15,000	15,000	15,000	15,000
Transfer to Capital Fund	153,686	153,686	270,000	-	-	270,000	275,400	280,908	286,526	292,257
Land Acquisition Levy	-	-	-	-	-	-	-	-	-	-
Transfer to ERF Reserve	347,191	347,191	359,343	65,000	-	424,343	432,830	441,486	450,316	459,322
Transfer to Capital Reserve Fund	2,872,912	2,974,264	2,871,888	-	-	2,871,888	2,929,327	2,987,913	3,047,671	3,108,625
TOTAL CAPITAL / RESERVE TRANSFER	3,375,789	3,477,141	3,516,231	65,000	-	3,581,231	3,652,557	3,725,307	3,799,513	3,875,204
*Percentage increase over prior year		3.0%	4.16%			6.09%	1.99%	2.0%	2.0%	2.0%
*Percentage increase over prior year Ops and Cap			3.58%			7.87%	2.87%	2.2%	1.9%	2.3%
LAF Debt	-	-	-	190,000	20,000	210,000	600,000	1,170,000	1,745,000	2,330,000
Trail Widening Debt	-	-	-	20,000	-	20,000	300,000	825,000	1,920,000	2,965,000
Infrastructure Debt	570,257	570,257	570,637	-	-	570,637	570,637	570,637	570,637	570,637
Debt Charges	570,257	570,257	570,637	210,000	20,000	800,637	1,470,637	2,565,637	4,235,637	5,865,637
TOTAL COSTS	17,528,008	17,676,759	18,134,721	938,625	20,000	19,093,346	20,288,234	21,803,608	23,837,282	25,918,546
*Percentage increase over prior year			3.46%			8.93%	6.26%	7.5%	9.3%	8.7%
Internal Recoveries	(78,559)	(75,219)	(76,018)	-	-	(76,018)	(77,539)	(79,089)	(80,671)	(82,284)
OPERATING LESS RECOVERIES	17,449,449	17,601,540	18,058,703	938,625	20,000	19,017,328	20,210,695	21,724,519	23,756,611	25,836,262
FUNDING SOURCES (REVENUE)										
Balance C/F from Prior to Current year	(184,736)	(184,736)	-	-	-	-	-	-	-	-
Fee Income	(502,955)	(657,046)	(694,091)	-	-	(694,091)	(706,429)	(719,020)	(731,636)	(746,240)
Rental Income	(33,000)	(31,000)	(33,000)	-	-	(33,000)	(33,660)	(34,334)	(35,020)	(35,721)
Transfer from Operating Reserve Fund	(20,000)	(20,000)	-	-	-	-	-	(20,000)	-	(20,000)
Payments - In Lieu of Taxes	(756,393)	(756,393)	(756,393)	-	-	(756,393)	(756,393)	(756,393)	(756,393)	(756,393)
Grants - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(1,497,084)	(1,649,175)	(1,483,484)	-	-	(1,483,484)	(1,496,482)	(1,529,747)	(1,523,049)	(1,558,354)
REQUISITION	(15,952,365)	(15,952,365)	(16,575,219)	(938,625)	(20,000)	(17,533,844)	(18,714,213)	(20,194,772)	(22,233,562)	(24,277,908)
*Percentage increase over prior year requisition			3.90%			9.91%	6.73%	7.91%	10.10%	9.19%
PARTICIPANTS: Regional. AUTHORIZED POSITIONS:	78.0	78.0	77.0	0.0	0.0	77.0	77.0	77.0	77.0	77.0

REGIONAL PARKS - 2024 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:	2023	2023	2024	2024	2024	2024	2025	2026	2027	2028
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOATL	TOTAL	TOTAL	TOTAL	TOTAL
Headquarters and Admin Services	1,624,851	1,603,022	1,781,220	43,625	-	1,824,845	1,841,916	1,887,008	1,921,618	1,965,961
Visitor Experience & Stewardship	3,003,836	2,923,829	3,034,155	25,000	-	3,059,155	3,136,349	3,226,561	3,267,374	3,366,829
Planning & Facility Development	2,016,741	2,204,717	2,138,519	525,000	-	2,663,519	2,713,895	2,763,870	2,814,967	2,867,210
Parks Operations North	1,102,146	1,059,481	1,119,624	-	-	1,119,624	1,145,154	1,171,261	1,197,953	1,225,242
Parks Operations West	978,202	900,350	977,516	-	-	977,516	997,066	1,017,006	1,037,347	1,071,227
Parks Operations Central	975,685	928,720	988,985	-	-	988,985	1,011,874	1,035,283	1,059,226	1,083,711
Parks Operations South	813,895	855,674	856,392	-	-	856,392	876,316	896,694	914,628	932,920
Parks Operations Administration	1,891,315	1,949,258	1,990,549	35,000	-	2,323,942	2,220,779	2,266,947	2,314,075	2,362,180
HQ Maintenance and Equipment	910,937	1,058,174	1,017,119	35,000	-	1,052,119	1,074,882	1,098,129	1,121,881	1,146,140
Mount McDonald	116,509	113,636	121,274	-	-	121,274	123,699	126,173	128,696	131,272
TOTAL OPERATING COST	13,434,117	13,596,861	14,025,353	663,625		14,688,978	15,141,930	15,488,932	15,777,765	16,152,692
Percentage change over prior year			4.40%			9.34%	3.08%	2.29%	1.86%	2.38%
Land Acquisition Levy				-	-					
Land Acquisition (planning costs)	147,844	32,500	30,500	-	-	30,500	31,110	31,732	32,367	33,013
Transfer to Operating Reserves Fund	2,000	2,000	7,000	-	-	7,000	7,000	7,000	7,000	7,000
Transfer to ERF and Capital	3,373,789	3,475,141	3,501,231	65,000	-	3,566,231	3,637,557	3,710,307	3,784,513	3,860,204
Debt Servicing Cost LAF				190,000	20,000	210,000	600,000	1,170,000	1,745,000	2,330,000
Debt Servicing Trail Widening				20,000	-	20,000	300,000	825,000	1,920,000	2,965,000
Debt Servicing Infrastructure	570,257	570,257	570,637	-	-	570,637	570,637	570,637	570,637	570,637
TOTAL LAND, RESERVE AND DEBT	4,093,890	4,079,898	4,109,368	275,000	20,000	4,404,368	5,146,304	6,314,676	8,059,517	9,765,854
Percentage change over prior year			0.38%			7.58%	16.85%	22.70%	27.63%	21.17%
Surplus C/F	(184,736)	(184,736)								
Internal Recoveries	(78,559)	(75,219)	(76,018)	-	-	(76,018)	(77,539)	(79,089)	(80,671)	(82,284)
Transfer from Operating Reserve	(20,000)	(20,000)		-	-			(20,000)		(20,000)
Fee Income	(502,954)	(657,046)	(694,091)	-	-	(694,091)	(706,429)	(719,020)	(731,636)	(746,240)
Rental Income	(33,000)	(31,000)	(33,000)	-	-	(33,000)	(33,660)	(34,334)	(35,020)	(35,721)
Payments - In Lieu of Taxes	(756,393)	(756,393)	(756,393)	-	-	(756,393)	(756,393)	(756,393)	(756,393)	(756,393)
TOTAL REVENUE	(1,575,642)	(1,724,394)	(1,559,502)			(1,559,502)	(1,574,021)	(1,608,836)	(1,603,720)	(1,640,638)
TOTAL REQUISITION	(15,952,365)	(15,952,365)	(16,575,219)	(938,625)	(20,000)	(17,533,844)	(18,714,213)	(20,194,772)	(22,233,562)	(24,277,908)
Percentage change over prior year requisition			3.90%			9.91%	6.73%	7.91%	10.10%	9.19%
Participants: All municipalities and electoral areas										
AUTHORIZED POSITIONS:										
Salaried	78.00	78.00	77.00	-	-	77.00	77.00	77.00	77.00	77.00

REGIONAL PARKS - 2024 BUDGET

PROGRAM: HEADQUARTERS AND ADMINISTRATIVE SERVICES										
DESCRIPTION:	Headquarters and Administrative Services provide management leadership, general division coordination, administrative and financial support services to Regional Parks.									
FINANCIAL SUMMARY:	2023	2023	2024	2024	2024	2024	2025	2026	2027	2028
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	409,488	417,092	428,440	-	-	428,440	438,714	449,227	459,987	470,995
Other Operating Expenditures	1,215,363	1,185,930	1,352,780	43,625	-	1,396,405	1,403,202	1,437,781	1,461,631	1,494,966
TOTAL EXPENDITURES	1,624,851	1,603,022	1,781,220	43,625	-	1,824,845	1,841,916	1,887,008	1,921,618	1,965,961
Internal Recoveries	(26,370)	(23,030)	(23,030)	-	-	(23,030)	(23,491)	(23,960)	(24,440)	(24,928)
TOTAL REVENUE	(26,370)	(23,030)	(23,030)	-	-	(23,030)	(23,491)	(23,960)	(24,440)	(24,928)
Requisition	(1,598,481)	(1,579,992)	(1,758,190)	(43,625)	-	(1,801,815)	(1,818,425)	(1,863,048)	(1,897,178)	(1,941,033)
Percentage Change			9.99%			12.72%	0.92%	2.45%	1.83%	2.31%

PROGRAM: LAND ACQUISITION										
FINANCIAL SUMMARY:	2023	2023	2024	2024	2024	2024	2025	2026	2027	2028
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Capital				-	-					
Debt Servicing LAF				190,000	20,000	210,000	600,000	1,170,000	1,745,000	2,330,000
Salaries & Wages	127,144			-	-					
Other Operating Expenditures	20,700	32,500	30,500	-	-	30,500	31,110	31,732	32,367	33,013
TOTAL EXPENDITURES	147,844	32,500	30,500	190,000	20,000	240,500	631,110	1,201,732	1,777,367	2,363,013
Other Revenue										
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
Requisition	(147,844)	(32,500)	(30,500)	(190,000)	(20,000)	(240,500)	(631,110)	(1,201,732)	(1,777,367)	(2,363,013)
Percentage Change			-79.37%			62.67%	162.42%	90.42%	47.90%	32.95%

REGIONAL PARKS - 2024 BUDGET

PROGRAM: TRANSFER TO RESERVES AND DEBT SERVICING										
FINANCIAL SUMMARY:	2023	2023	2024	2024	2024	2024	2025	2026	2027	2028
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Debt Servicing Trail Widening				20,000	-	20,000	300,000	825,000	1,920,000	2,965,000
Debt Servicing Infrastructure	570,257	570,257	570,637	-	-	570,637	570,637	570,637	570,637	570,637
Transfer to Capital Reserve Fund	2,581,439	2,581,439	2,571,789	-	-	2,571,789	2,623,225	2,675,690	2,729,203	2,783,788
Total Expenditures	3,151,696	3,151,696	3,142,426	20,000	-	3,162,426	3,493,862	4,071,327	5,219,840	6,319,425
REVENUE										
Transfer from Operating Reserve				-	-					
MFA Debt Reserve Fund Earning	(1,050)	(1,050)	(1,430)	-	-	(1,430)	(1,430)	(1,430)	(1,430)	(1,430)
Requisition	(3,150,646)	(3,150,646)	(3,140,996)	(20,000)		(3,160,996)	(3,492,432)	(4,069,897)	(5,218,410)	(6,317,995)
Percentage Change			-0.31%			0.33%	10.49%	16.53%	28.22%	21.07%

Participants: All municipalities and electoral areas

REGIONAL PARKS - 2024 BUDGET

PROGRAM: VISITOR EXPERIENCE & STEWARDSHIP										
DESCRIPTION:	Develops, coordinates and delivers strategic communications to inform, promote and educate visitors about regional parks and trails, and to provide internal communications support to the CRD board, committees and staff. Oversees compliance and enforcement throughout the park system. Provides a variety of educational experiences and opportunities for visitors to learn about regional parks and trails, park values and issues, and conservation.									
FINANCIAL SUMMARY:	2023	2023	2024	2024	2024	2024	2025	2026	2027	2028
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	2,597,536	2,430,605	2,570,385	-	-	2,570,385	2,624,966	2,686,371	2,749,178	2,813,425
Other Operating Expenditures	406,300	493,224	455,770	25,000.00	-	480,770	503,383	532,190	510,196	545,404
Trans to Operating Res Fund			8,000	-	-	8,000	8,000	8,000	8,000	8,000
Internal Recoveries				-	-					
TOTAL EXPENDITURES	3,003,836	2,923,829	3,034,155	25,000	-	3,059,155	3,136,349	3,226,561	3,267,374	3,366,829
Program Fees and Donations				-	-					
Trans from Operating Res Fund				-	-			(20,000)		(20,000)
TOTAL REVENUE				-	-			(20,000)		(20,000)
Requisition	(3,003,836)	(2,923,829)	(3,034,155)	(25,000)	-	(3,059,155)	(3,136,349)	(3,206,561)	(3,267,374)	(3,346,829)
Percentage Change			1.01%			1.84%	2.52%	2.24%	1.90%	2.43%

REGIONAL PARKS - 2024 BUDGET

PROGRAM: PLANNING & FACILITY DEVELOPMENT										
DESCRIPTION:	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.									
FINANCIAL SUMMARY:	2023	2023	2024	2024	2024	2024	2025	2026	2027	2028
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	1,582,980	1,427,431	1,565,599			1,565,599	1,602,985	1,641,241	1,680,387	1,720,440
Other Operating Expenditures	433,761	777,286	572,920	525,000		1,097,920	1,110,910	1,122,629	1,134,580	1,146,770
TOTAL OPS EXPENDITURES	2,016,741	2,204,717	2,138,519	525,000	-	2,663,519	2,713,895	2,763,870	2,814,967	2,867,210
Transfer to Capital Reserve Fund	219,040	219,040	226,706			226,706	231,241	235,865	240,583	245,394
Transfer to Operating Reserve Fund			5,000			5,000	5,000	5,000	5,000	5,000
TOTAL TRANSFERS	219,040	219,040	231,706			231,706	236,241	240,865	245,583	250,394
Other Revenue	(2,900)									
Transfer from Operating Reserve	(20,000)	(20,000)								
TOTAL REVENUE	(22,900)	(20,000)	-	-	-	-	-	-	-	-
Requisition	(2,212,881)	(2,403,757)	(2,370,225)	(525,000)	-	(2,895,225)	(2,950,136)	(3,004,735)	(3,060,550)	(3,117,604)
Percentage Change			7.11%			30.84%	1.90%	1.85%	1.86%	1.86%

REGIONAL PARKS - 2024 BUDGET

PROGRAM: HEADQUARTERS MAINTENANCE AND EQUIPMENT

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

FINANCIAL SUMMARY:	2023	2023	2024	2024	2024	2024	2025	2026	2027	2028
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	444,052	440,170	448,937			448,937	459,634	470,578	481,778	493,238
Other Operating Expenditures	466,885	618,004	568,182	35,000		603,182	615,248	627,551	640,103	652,902
TOTAL OPS EXPENDITURES	910,937	1,058,174.00	1,017,119	35,000.00	-	1,052,119	1,074,882	1,098,129	1,121,881	1,146,140
Transfer to Capital and ERF	347,191	347,191	359,343	65,000		424,343	432,830	441,486	450,316	459,322
TOTAL CAP EXPENDITURES	347,191	347,191.00	359,343	65,000.00	-	424,343	432,830	441,486	450,316	459,322
Requisition	(1,258,128)	(1,405,365)	(1,376,462)	(100,000)		(1,476,462)	(1,507,712)	(1,539,615)	(1,572,197)	(1,605,462)
Percentage Change			9.41%			17.35%	2.12%	2.12%	2.12%	2.12%

PROGRAM: MOUNT MCDONALD

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

FINANCIAL SUMMARY:	2023	2023	2024	2024	2024	2024	2025	2026	2027	2028
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages										
Other Operating Expenditures	116,509	113,636	121,274			121,274	123,699	126,173	128,696	131,272
TOTAL OPS EXPENDITURES	116,509	113,636	121,274			121,274	123,699	126,173	128,696	131,272
Transfer to Operating Reserve	2,000	2,000	2,000			2,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve	45,000	45,000	45,000			45,000	45,900	46,818	47,754	48,709
TOTAL CAP EXPENDITURES	47,000	47,000	47,000			47,000	47,900	48,818	49,754	50,709
Internal Recoveries	(29,359)	(29,359)	(29,359)			(29,359)	(29,946)	(30,545)	(31,156)	(31,779)
Transfer from Operating Reserve										
TOTAL REVENUE	(29,359)	(29,359)	(29,359)			(29,359)	(29,946)	(30,545)	(31,156)	(31,779)
Requisition	(134,150)	(131,277)	(138,915)			(138,915)	(141,653)	(144,446)	(147,294)	(150,202)
Percentage Change			3.55%			3.55%	1.97%	1.97%	1.97%	1.97%

Participants: All municipalities and electoral areas

REGIONAL PARKS - 2024 BUDGET

PROGRAM:	PARKS OPERATIONS NORTH, WEST, CENTRAL, SOUTH & ADMINISTRATION
DESCRIPTION:	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:	2023	2023	2024	2024	2024	2024	2025	2026	2027	2028
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	789,678	705,420	806,490			806,490	825,758	845,477	865,653	886,297
Other Operating Expenditures	312,468	354,061	313,134			313,134	319,396	325,784	332,300	338,945
TOTAL EXPENDITURES	1,102,146	1,059,481	1,119,624	-	-	1,119,624	1,145,154	1,171,261	1,197,953	1,225,242
Requisition	(1,102,146)	(1,059,481)	(1,119,624)			(1,119,624)	(1,145,154)	(1,171,261)	(1,197,953)	(1,225,242)
Percentage Change			1.59%			1.59%	2.28%	2.28%	2.28%	2.28%

PARKS OPERATIONS WEST

FINANCIAL SUMMARY:	2023	2023	2024	2024	2024	2024	2025	2026	2027	2028
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	790,505	719,032	795,343			795,343	811,250	827,475	844,024	874,038
Other Operating Expenditures	187,697	181,318	182,173			182,173	185,816	189,531	193,323	197,189
TOTAL EXPENDITURES	978,202	900,350	977,516			977,516	997,066	1,017,006	1,037,347	1,071,227
Internal Recoveries	(22,830)	(22,830)	(23,629)			(23,629)	(24,102)	(24,584)	(25,075)	(25,577)
Requisition	(955,372)	(877,520)	(953,887)			(953,887)	(972,964)	(992,422)	(1,012,272)	(1,045,650)
Percentage Change			-0.16%			-0.16%	2.00%	2.00%	2.00%	3.30%

Participants: All municipalities and electoral areas

PARKS OPERATIONS CENTRAL

FINANCIAL SUMMARY:	2023	2023	2024	2024	2024	2024	2025	2026	2027	2028
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	791,156	733,595	799,401			799,401	818,499	838,042	858,038	878,499
Other Operating Expenditures	184,529	195,125	189,584			189,584	193,375	197,241	201,188	205,212
TOTAL EXPENDITURES	975,685	928,720	988,985			988,985	1,011,874	1,035,283	1,059,226	1,083,711
Internal Recoveries										
Requisition	(975,685)	(928,720)	(988,985)			(988,985)	(1,011,874)	(1,035,283)	(1,059,226)	(1,083,711)
Percentage Change			1.36%			1.36%	2.31%	2.31%	2.31%	2.31%

Participants: All municipalities and electoral areas

PARKS OPERATIONS SOUTH

FINANCIAL SUMMARY:	2023	2023	2024	2024	2024	2024	2025	2026	2027	2028
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	680,896	707,778	717,748			717,748	734,899	752,449	767,498	782,847
Other Operating Expenditures	132,999	147,896	138,644			138,644	141,417	144,245	147,130	150,073
TOTAL EXPENDITURES	813,895	855,674	856,392			856,392	876,316	896,694	914,628	932,920
Internal Recoveries										
Requisition	(813,895)	(855,674)	(856,392)			(856,392)	(876,316)	(896,694)	(914,628)	(932,920)
Percentage Change			5.22%			5.22%	2.33%	2.33%	2.00%	2.00%

Participants: All municipalities and electoral areas

PARKS OPERATIONS ADMINISTRATION

FINANCIAL SUMMARY:	2023	2023	2024	2024	2024	2024	2025	2026	2027	2028
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	1,328,733	1,353,135	1,417,704			1,417,704	1,447,777	1,478,486	1,509,844	1,541,864
Other Operating Expenditures	562,582	596,123	572,845	35,000		607,845	773,002	788,461	804,231	820,316
Transfer to Reserves & Capital	181,119	181,119	298,393			298,393	304,361	310,448	316,657	322,991
TOTAL EXPENDITURES	2,072,434	2,130,377	2,288,942	35,000		2,323,942	2,525,140	2,577,395	2,630,732	2,685,171
Internal Recoveries										
Requisition	(2,072,434)	(2,130,377)	(2,288,942)	(35,000)		(2,323,942)	(2,525,140)	(2,577,395)	(2,630,732)	(2,685,171)
Percentage Change			10.45%			12.14%	8.66%	2.07%	2.07%	2.07%

Change in Budget 2023 to 2024
Service: 1.280 Regional Parks

Total Expenditure

Comments

2023 Budget

17,528,008

Change in Salaries:

Base salary and benefit change	88,562	Inclusive of estimated collective agreement changes
Step increase/paygrade change	46,460	
FTE repositioned to Engineering Services	(127,144)	
Total Change in Salaries	7,878	

Other Changes:

Consulting and Contract Services	300,000	IBC 7F-1.1 - FN Strategic Priority Initiatives
Consulting and Contract Services	225,000	IBC 7e-3.1 Asset Management Eng. Structures
Debt Servicing	210,000	LAF debt servicing
Operating Costs	208,379	Ongoing costs related to fleet expansion
Human Resources Allocation	101,178	Contribution towards 2024 Human Resources & Corporate Safety initiatives
Standard Overhead Allocation	78,170	Increase in 2023 operating costs
Consulting and Contract Services	35,000	IBC 4b-1.1 - Trail Closure
Consulting and Contract Services	25,000	IBC 7c-3.1 - Elk/Beaver Water Quality
Debt Servicing	20,000	Trail widening debt servicing
Other Costs	354,733	
Total Other Changes	1,557,460	

2024 Budget

19,093,346

Summary of % Expense Increase

2024 Initiative Business Cases	3.3%
Debt Servicing	1.3%
Balance of increase	4.3%
% expense increase from 2023:	8.9%

<i>% Requisition increase from 2023 (if applicable):</i>	9.91%	<i>Requisition funding is 91.8% of service revenue</i>
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Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$101,352 (0.6%) due mainly to hiring challenges of vacant positions. This variance will be moved to Capital Reserve.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.280							
	Regional Parks	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL

EXPENDITURE

Buildings	\$0	\$145,000	\$585,000	\$0	\$545,000	\$750,000	\$2,025,000
Equipment	\$200,000	\$370,200	\$68,400	\$107,700	\$62,800	\$74,400	\$683,500
Land	\$0	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$25,000,000
Engineered Structures	\$0	\$3,300,000	\$11,977,500	\$13,420,000	\$14,385,000	\$14,185,000	\$57,267,500
Vehicles	\$0	\$698,000	\$405,000	\$340,000	\$120,000	\$692,000	\$2,255,000
	\$200,000	\$9,513,200	\$18,035,900	\$18,867,700	\$20,112,800	\$20,701,400	\$87,231,000

SOURCE OF FUNDS

Capital Funds on Hand	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Debenture Debt (New Debt Only)	\$0	\$5,000,000	\$13,067,515	\$15,000,000	\$15,000,000	\$15,000,000	\$63,067,515
Equipment Replacement Fund	\$0	\$808,200	\$473,400	\$447,700	\$182,800	\$766,400	\$2,678,500
Grants (Federal, Provincial)	\$0	\$900,000	\$1,302,485	\$0	\$0	\$2,000,000	\$4,202,485
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$2,605,000	\$3,192,500	\$3,420,000	\$4,930,000	\$2,935,000	\$17,082,500
	\$200,000	\$9,513,200	\$18,035,900	\$18,867,700	\$20,112,800	\$20,701,400	\$87,231,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.280
 Service Name: Regional Parks

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
18-02	Replacement	Implement Kiosk Strategy	Implement kiosk strategy for the purpose of replacing ageing information kiosks.	\$ 175,000	S	Cap		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18-02	Replacement	Implement Kiosk Strategy	Implement kiosk strategy for the purpose of replacing ageing information kiosks.		S	Res		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
19-05	Renewal	Repair GGRT Bridges (5)	Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban.	\$ 2,424,000	S	Cap		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19-05	Renewal	Repair GGRT Bridges (5)	Repairs/replacement Veitch Creek, Bilsten (2), Charters and Interurban.		S	Res		\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
20-09	Renewal	Design & Expand East Sooke Aylard Farm Parking	Develop & construct an engineered long term expansion solution to meet on-going parking demands.	\$ 1,120,000	S	Cap		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20-09	Renewal	Design & Expand East Sooke Aylard Farm Parking	Develop & construct an engineered long term expansion solution to meet on-going parking demands.		S	Res		\$ 1,120,000	\$ -	\$ -	\$ -	\$ -	\$ 1,120,000
22-02	Renewal	Design & Construct Elk/Beaver Lake Dam 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.	\$ 1,575,000	S	Res		\$ 125,000	\$ 200,000	\$ -	\$ 1,250,000	\$ -	\$ 1,575,000
22-04	Decommiss	Sooke Potholes Lodge Site Demolition	Remove and rehabilitate the Sooke Potholes old lodge site.	\$ 385,000	B	Res		\$ -	\$ 385,000	\$ -	\$ -	\$ -	\$ 385,000
22-07	Replacement	Replace pit toilets at Coles Bay	Replace and standardize Coles Bay toilet building that has exceeded its serviceable life span.	\$ 95,000	B	Res		\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000
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	\$ -	\$ -	\$ -	\$ -	\$ 60,000
23-05	New	Design & Construct Salt Spring Island Regional Trail	Feasibility study, design and construct 5km of regional trail on Salt Spring Island.	\$ 3,960,000	S	Res		\$ 60,000	\$ 630,000	\$ -	\$ -	\$ 1,000,000	\$ 1,690,000
23-05	New	Design & Construct Salt Spring Island Regional Trail	Feasibility study, design and construct 5km of regional trail on Salt Spring Island.		S	Grant		\$ -	\$ 270,000	\$ -	\$ -	\$ 2,000,000	\$ 2,270,000
23-08	New	Design & Construct Eagle Beach Retaining Wall	Design and construct improvements to retaining wall at Eagle Beach on Elk Lake to mitigate erosion.	\$ 57,500	S	Res		\$ -	\$ 7,500	\$ 50,000	\$ -	\$ -	\$ 57,500
23-11	Renewal	Repair Witty's Lagoon Bridge	Replace Witty's Lagoon footbridge over Sitting Lady Falls.	\$ 435,000	S	Res		\$ 60,000	\$ 375,000	\$ -	\$ -	\$ -	\$ 435,000
23-13	Replacement	Vehicle Replacement	Vehicle replacement based on a schedule for fleet vehicles.	NA	V	ERF		\$ 348,000	\$ 405,000	\$ 340,000	\$ 120,000	\$ 467,000	\$ 1,680,000
23-14	Replacement	Equipment Replacement	Equipment replacement of outdoor and indoor equipment and furniture.	NA	E	ERF		\$ 110,200	\$ 68,400	\$ 107,700	\$ 62,800	\$ 74,400	\$ 423,500
23-15	New	Potential Land Acquisition Transactions	Potential land acquisition transactions.	NA	L	Debt		\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 25,000,000
23-19	New	EV Charge Stations	EV Charging Stations	\$ 410,000	E	Cap	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
23-19	New	EV Charge Stations	EV Charging Stations		E	Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23-19	New	EV Charge Stations	EV Charging Stations		E	Grant		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24-01	Renewal	Upgrade Humpback Dam Spalling	Upgrade Humpback Dam spalling with repairs to the dam concrete face to arrest deterioration.	\$ 100,000	S	Res		\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
24-03	Renewal	Upgrade Sooke Potholes Campground Road	Improvements to road between parking lot #3 and Spring Salmon Place Campground.	\$ 75,000	S	Res		\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
24-04	Renewal	Design & Construct Brookleigh Boat Launch	Improvements to the boat launch and dock at Brookleigh Beach on Elk Lake.	\$ 350,000	S	Res		\$ -	\$ 50,000	\$ 300,000	\$ -	\$ -	\$ 350,000
24-05	New	Regional Trestle Renewal, Trails Widening and Lighting Project	Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting.	\$ 50,000,000	S	Debt		\$ -	\$ 8,067,515	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 38,067,515
24-05	New	Regional Trestle Renewal, Trails Widening and Lighting Project	Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting.		S	Grant		\$ 900,000	\$ 1,032,485				\$ 1,932,485
24-06	Renewal	Renewal of Regional Trail surfacing	Full depth renewal and paving of Lochside Regional Trail section - North Weiler	\$ 500,000	S	Res		\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

Service #:

1.280

Service Name:

Regional Parks

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
24-07	Renewal	Site Planning and Improvements at 728 Work Site	Site plan, design and construct building and site improvements at 728 work site.	\$ 1,500,000	B	Res		\$ 50,000	\$ 200,000	\$ -	\$ 500,000	\$ 750,000	\$ 1,500,000
24-08	Study	Options Analysis - Sooke Hills Wilderness Trail Repair	Options analysis for short term repair of trail infrastructure along the Sooke Hills Wilderness Trail.	\$ 75,000	S	Res		\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
24-09	Renewal	Construct Ayum Creek Bridge Repair	Construct repairs to Ayum Creek Bridge	\$ 50,000	S	Res		\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
24-10	New	Design & Construct Weed Harvester Dry-Dock	Design and construct weed harvester dry dock at Elk Beaver Lake North Beach	\$ 265,000	S	Res		\$ 40,000	\$ 225,000	\$ -	\$ -	\$ -	\$ 265,000
24-11	New	Portal Signs	Replace portal signs or install new portal signs at main regional park and trail access points to allign with Corporate Sign Strategy.	\$ 985,000	S	Res		\$ 175,000	\$ 275,000	\$ 285,000	\$ 250,000	\$ -	\$ 985,000
24-12	Replacemen	Weed Harvester	Replace 2006 aquatic weed harvester	NA	V	ERF		\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
24-13	Renewal	Design Durrance Lake Dam Alteration Plan	Design Durrance Lake Dam alteration plan based on public engagement process outcomes.	\$ 300,000	S	Res		\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 300,000
25-02	Study	Options Analysis of Shoreline Stabilization at Jordan River Regional	Options analysis for shoreline stabilization at Jordan River Regional Park.	\$ 75,000	S	Res		\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
25-03	Renewal	Renewal of Regional Trail surfacing	Full depth renewal and paving of Galloping Goose Regional Trail section - 6 Mile Road to Wale Road	\$ 100,000	S	Res		\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
25-04	Renewal	Design - Regional Trail Bridge Renewals (4)	Design Regional Trail bridge renewals for Bilston #3, Firehall, Millstream and Wilkinson bridges based on 20-year renewal plan.	\$ 325,000	S	Res			\$ 325,000	\$ -	\$ -	\$ -	\$ 325,000
25-05	Replacemen	Implement Kiosk Strategy	Implement kiosk strategy for the purpose of replacing ageing information kiosks.	\$ 80,000	S	Res			\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000
26-01	Renewal	Improve boat launch at Thetis Lake	Improvements to boat launch at Thetis Lake main beach.	\$ 30,000	S	Res		\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
26-03	Renewal	Repair Eagle Beach Picnic Shelter	Design and construct improvements to Eagle Beach picnic shelter to extend service life.	\$ 80,000	S	Res		\$ -	\$ -	\$ 15,000	\$ 65,000	\$ -	\$ 80,000
26-04	Renewal	Construct - Regional Trail Bridge Renewals (4)	Construct Regional Trail bridge renewals for Bilston #3, Firehall, Millstream and Wilkinson bridges based on 20-year renewal plan.	\$ 1,850,000	S	Res		\$ -		\$ 950,000	\$ 900,000	\$ -	\$ 1,850,000
26-05	Renewal	Site Planning and Improvements at Mill Hill Work Site	Site plan, design and construct building and site improvements at Mill Hill work site.	\$ 325,000	S	Res		\$ -	\$ -	\$ 75,000	\$ 250,000	\$ -	\$ 325,000
26-06	Renewal	Renewal of Elk Beaver Lake Regional Park road surfacing	Full depth renewal and paving of Elk Beaver Lake Regional Park road.	\$ 300,000	S	Res		\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ 300,000
26-07	Renewal	Repair - Jordan River Regiona Park Boardwalk	Repair boardwalk at Jordan River Regional Park.	\$ 45,000	S	Res		\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ 45,000
27-01	Renewal	Implement Durrance Dam alteration plan	Durrance Lake Dam alteration plan and design based on public engagement process outcomes.	\$ 3,000,000	S	Res		\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 3,000,000
27-02	Replacemen	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		\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000
28-01	New	Design Thetis Lake Dam Upgrades	Design and constuct upgrades to Thetis Lake Dams.	\$ 150,000	S	Res		\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000
28-02	Replacemen	Replace pit toilet at Island View Beach	Replace Island View Beach pit toilets that are approaching end of life.	\$ 190,000	S	Res		\$ -	\$ -	\$ -	\$ -	\$ 190,000	\$ 190,000
28-03	New	Assess and Repair Regional Trail Land Protection	Conduct culvert assessment and repairs.	\$ 250,000	S	Res		\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000
28-04	New	Upgrade Regional Trail surfacing	Upgrade Regional Trail surfacing to paved for Wale Road to Aldene.	\$ 250,000	S	Res		\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000
28-05	Renewal	Design - Regional Trail Bridge Renewals (4)	Design Regional Trail bridge renewals for Wildwood/Matheson, Hereward, Island Highway and Helmeken bridges based on 20-year renewal plan.	\$ 325,000	S	Res		\$ -	\$ -	\$ -	\$ -	\$ 325,000	\$ 325,000
28-06	Replacemen	Tandem Dump Truck	Replace 2003 Western Star tandem dump truck	NA	V	ERF		\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ 225,000
GRAND TOTAL				\$ 71,741,500			\$ 200,000	\$ 9,513,200	\$ 18,035,900	\$ 18,867,700	\$ 20,112,800	\$ 20,701,400	\$ 87,231,000

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

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	Develop & construct an engineered long term expansion solution to meet on-going parking demands.
Project Rationale	Develop and construct 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.				

Service: 1.280 Regional Parks

Project Number 22-02

Capital Project Title Design & Construct Elk/Beaver Lake Dam Upgrades (Dams 1, 2 & 3)

Capital Project Description Conduct geotechnical & hydrotechnical safety assessment for Elk/Beaver Lake dams and design & implement improvements at south dam on 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 2024/2025 and construction in 2027.

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

Capital Project Description Replace and standardize Coles Bay toilet building that has exceeded its serviceable life span.

Project Rationale Replace and standardize pit toilets at Coles Bay which have exceeded the serviceable life span.

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

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	23-05	Capital Project Title	Design & Construct Salt Spring Island Regional Trail	Capital Project Description	Feasibility study, design and construct 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	Design & Construct Eagle Beach Retaining Wall	Capital Project Description	Design and 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	23-11	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	23-13	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.				

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

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.				

Project Number	23-19	Capital Project Title	EV Charge Stations	Capital Project Description	EV Charging Stations
Project Rationale	Purchase, address electrical capacity, and install EV charge stations at 728 work site, Mill Hill work site, and priority public regional park parking lots.				

Project Number	24-01	Capital Project Title	Upgrade Humpback Dam Spalling	Capital Project Description	Upgrade Humpback Dam spalling with repairs to the dam concrete face 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 underway in 2023.				

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

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	Improvements to the boat launch and dock 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.				

Project Number	24-05	Capital Project Title	Regional Trestle Renewal, Trails Widening and Lighting Project	Capital Project Description	Design and construct renewal of 3 regional trail trestles and 6 km of trail widening and lighting.
Project Rationale	Design and construct the renewal and enhancement of the Swan, Brett, and Selkirk Trestle, and widen and light 6 km of Regional Trail along priority sections of the Lochside and Galloping Goose Regional Trail. Funding model based on staff report presented to the Transportation Committee July 19, requires CRD Board approval August 8, 2023.				

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

Project Number	24-06	Capital Project Title	Renewal of Regional Trail surfacing	Capital Project Description	Full depth renewal and paving of Lochside Regional Trail section - North Weiler
Project Rationale	Full depth renewal and paving of the North Weiler section of the Lochside Regional Trail, identified as a priority in the 20-year renewal plan.				

Project Number	24-07	Capital Project Title	Site Planning and Improvements at 728 Work Site	Capital Project Description	Site plan, design and construct building and site improvements at 728 work site.
Project Rationale	Long-term site planning, design and construction of building and improvements at the 728 work site, including office space capacity, electric service capacity to service EV fleet, Hvac system and equipment storage.				

Project Number	24-08	Capital Project Title	Options Analysis - Sooke Hills Wilderness Trail Repair	Capital Project Description	Options analysis for short term repair of trail infrastructure along the Sooke Hills Wilderness Trail.
Project Rationale	Short term options to repair and open the Sooke Hills Wilderness Trail on a temporary basis; longer term solution is required once provincial and regional discussions with First Nations regarding the E&N Rail Corridor are complete.				

Service: 1.280 Regional Parks

Project Number	24-09	Capital Project Title	Construct Ayum Creek Bridge Repair	Capital Project Description	Construct repairs to Ayum Creek Bridge
Project Rationale	Construct repairs to Ayum Creek Bridge along the Galloping Goose Regional Trail, based on 2023 condition assessment.				

Project Number	24-10	Capital Project Title	Design & Construct Weed Harvester Dry-Dock	Capital Project Description	Design and construct weed harvester dry dock at Elk Beaver Lake North Beach
Project Rationale	Design and develop dry-dock at North Beach, to permanently store the weed harvester. Aim is to reduce resources needed to move the equipment to the 728 work site.				

Project Number	24-11	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 Corporate Sign Strategy.
Project Rationale	Install new portal signs at regional park access points to align with Corporate Sign Strategy.				

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

Project Number	24-12	Capital Project Title	Weed Harvester	Capital Project Description	Replace 2006 aquatic weed harvester
Project Rationale	Replace 2006 weed harvester through the vehicle replacement fund as the equipment reaches end of serviceable life.				

Project Number	24-13	Capital Project Title	Design Durrance Lake Dam Alteration Plan	Capital Project Description	Design Durrance Lake Dam alteration plan based on public engagement process outcomes.
Project Rationale	Design and develop a dam alteration plan for the Durrance Lake Dam, including submission of dam alteration plan to the Provincial Dam Safety Office.				

Project Number	25-02	Capital Project Title	Options Analysis of Shoreline Stabilization at Jordan River Regional Park	Capital Project Description	Options analysis for shoreline stabilization at Jordan River Regional Park.
Project Rationale	Options analysis for shoreline stabilization at Jordan River Regional Park, including an environmental study of the proposed options.				

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

Project Number	25-03	Capital Project Title	Renewal of Regional Trail surfacing	Capital Project Description	Full depth renewal and paving of Galloping Goose Regional Trail section - 6 Mile Road to Wale Road
Project Rationale	Full depth renewal and paving for the 6-Mile Road to Wale Road section of the Galloping Goose Regional Tral, identified as a priority in the 20-year renewal plan.				

Project Number	25-04	Capital Project Title	Design - Regional Trail Bridge Renewals (4)	Capital Project Description	Design Regional Trail bridge renewals for Bilston #3, Firehall, Millstream and Wilkinson bridges based on 20-year renewal plan.
Project Rationale	Design Regional Trail bridge renewals, identified as a priority in the 20-year renewal plan. Bridges include the Bilston Creek Bridge #3, Firehall Creek Bridge, Millstream Creek Bridge, and Wilkinson Bridge.				

Project Number	25-05	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 2028.				

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

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	26-03	Capital Project Title	Repair Eagle Beach Picnic Shelter	Capital Project Description	Design and construct improvements to Eagle Beach picnic shelter to extend service life.
Project Rationale	Design and construct improvements to the Eagle Beach picnic shelter, which experiences a high level of use and is nearing end of life.				

Project Number	26-04	Capital Project Title	Construct - Regional Trail Bridge Renewals (4)	Capital Project Description	Construct Regional Trail bridge renewals for Bilston #3, Firehall, Millstream and Wilkinson bridges based on 20-year renewal plan.
Project Rationale	Construct Regional Trail bridge renewals, identified as a priority in the 20-year renewal plan. Bridges include the Bilston Creek Bridge #3, Firehall Creek Bridge, Millstream Creek Bridge, and Wilkinson Bridge.				

Service: 1.280 Regional Parks

Project Number 26-05 **Capital Project Title** Site Planning and Improvements at Mill Hill Work Site **Capital Project Description** Site plan, design and construct building and site improvements at Mill Hill work site.

Project Rationale Long-term site planning, design and construction of building and improvements at the Mill Hill work site, including office space capacity, electric service capacity to service EV fleet, Hvac system and equipment storage.

Project Number 26-06 **Capital Project Title** Renewal of Elk Beaver Lake Regional Park road surfacing **Capital Project Description** Full depth renewal and paving of Elk Beaver Lake Regional Park road.

Project Rationale Full depth renewal and paving of the Elk Beaver Lake Regional Park road.

Project Number 26-07 **Capital Project Title** Repair - Jordan River Regional Park Boardwalk **Capital Project Description** Repair boardwalk at Jordan River Regional Park.

Project Rationale Repair boardwalk that is approaching end of life at Jordan River Regional Park.

Service: 1.280 Regional Parks

Project Number	27-01	Capital Project Title	Implement Durrance Dam alteration plan	Capital Project Description	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.				

Project Number	28-01	Capital Project Title	Design Thetis Lake Dam Upgrades	Capital Project Description	Design and constuct upgrades to Thetis Lake Dams.
Project Rationale	Design and constuct upgrades to the Thetis Lake Dams, in line with Provincial dam safety regulatory program..				

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

Project Number	28-02	Capital Project Title	Replace pit toilet at Island View Beach	Capital Project Description	Replace Island View Beach pit toilets that are approaching end of life.
Project Rationale	Replace and standardize pit toilets that are approaching end of life at Island View Beach.				

Project Number	28-03	Capital Project Title	Assess and Repair Regional Trail Land Protection	Capital Project Description	Conduct culvert assessment and repairs.
Project Rationale	Assess and repair Regional Trails culvert infrastructure.				

Project Number	28-04	Capital Project Title	Upgrade Regional Trail surfacing	Capital Project Description	Upgrade Regional Trail surfacing to paved for Wale Road to Aldene.
Project Rationale	Upgrade the section of Galloping Goose Regional Trail, from Wale Road to Aldene Road, from gravel surface to paved surface, a priority section identified in the Regional Trails Management Plan.				

Service: 1.280 Regional Parks

Project Number	28-05	Capital Project Title	Design - Regional Trail Bridge Renewals (4)	Capital Project Description	Design Regional Trail bridge renewals for Wildwood/Matheson, Hereward, Island Highway and Helmeken bridges based on 20-year renewal plan.
Project Rationale	Design Regional Trail bridge renewals, identified as a priority in the 20-year renewal plan. Bridges include the the Wildwood/Matheson Creek Bridge, Hereward Bridge, Island Highway Bridge and Helmeken Bridge.				

Project Number	28-06	Capital Project Title	Tandem Dump Truck	Capital Project Description	Replace 2003 Western Star tandem dump truck
Project Rationale	Replace 2003 tandem dump truck through vehicle replacement fund as it approaches end of serviceable life.				

1.280 Regional Parks
Asset and Reserve Summary Schedule
2024 - 2028 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

	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
- Land Acquisition Levy	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
- Infrastructure/SSI&SGI Trail/Dams	3,855,486	4,272,275	4,009,102	3,577,015	1,694,686	1,868,311
Total Capital Reserve Fund	5,355,486	5,772,275	5,509,102	5,077,015	3,194,686	3,368,311
Parks Statutory Land Acquisition Reserve	-	-	-	-	-	-
Equipment Replacement Fund	1,275,077	911,220	870,650	864,436	1,131,952	824,874
Total projected year end balance	6,630,563	6,683,495	6,379,752	5,941,451	4,326,638	4,193,185

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks
Capital Reserve Fund Schedule
2024 - 2028 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

	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	6,602,492	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Land Acquisition Expenditure	(5,322,492)	-	-	-	-	-
LAF Levy Net Contribution	-	-	-	-	-	-
Other proceeds						
Interest Income*	220,000	-				
Ending Balance \$ - Land Acquisition Levy Portion	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Restricted	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Unrestricted Balance	-	-	-	-	-	-

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
 2024 - 2028 Financial Plan

Capital Reserve Fund Schedule

Infrastructure Portion	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	6,007,952	3,855,486	4,272,275	4,009,102	3,577,015	1,694,686
Planned Capital Expenditure (Based on Capital Plan)	(5,315,378)	(2,605,000)	(3,192,500)	(3,420,000)	(4,930,000)	(2,935,000)
Transfer from Operating Budget						
--Other Infrastructure	1,528,872	1,523,368	1,576,438	1,630,466	1,685,575	1,738,231
--SSI/SIGI Trails	219,040	223,421	227,889	232,447	237,096	245,394
--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
Interest Income*	290,000	150,000	-	-	-	-
Ending Balance \$ - Infrastructure Portion	3,855,486	4,272,275	4,009,102	3,577,015	1,694,686	1,868,311

* 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
 2024 - 2028 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

	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	1,125,646	-	-	-	-	-
Park Land Acquisition	(1,165,646)	-	-	-	-	-
Proceeds from Sale of Surplus Park Land						
Interest Income	40,000	-				
Ending Balance \$ - Parks Statutory Land Acquisition Reserve	-	-	-	-	-	-

1.280 Regional Parks
 Equipment Replacement Fund Schedule (ERF)
 2024 - 2028 Financial Plan

Equipment Replacement Fund Schedule (ERF)

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

Cost Centre: 101423 (PLO)
 Equipment Replacement Fund

	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	1,567,186	1,275,077	911,220	870,650	864,436	1,131,952
Planned Purchase (Based on Capital Plan)	(659,300)	(808,200)	(473,400)	(447,700)	(182,800)	(766,400)
Transfer from Operating Budget	347,191	424,343	432,830	441,486	450,316	459,322
Disposal Proceeds		-	-	-	-	-
Interest Income*	20,000	20,000				
Ending Balance \$	1,275,077	911,220	870,650	864,436	1,131,952	824,874

* 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
 2024 - 2028 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	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	17,349	18,249	19,149	19,149	19,149	19,149
Planned Purchase						
Donation Received	-					
Interest Income*	900	900				
Total projected year end balance	18,249	19,149	19,149	19,149	19,149	19,149

Assumptions/Background:

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

**1.280 Regional Parks
Operating Reserve Summary
2024 - 2028 Financial Plan**

Profile

Regional Parks

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

Summary

Reserve/Fund Summary Projected year end balance	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Operating Reserve	84,145	104,145	119,145	114,145	129,145	144,145
Operating Reserve - Legacy Fund	18,249	19,149	19,149	19,149	19,149	19,149
Total projected year end balance	102,393	123,293	138,293	133,293	148,293	163,293

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks
Operating Reserve Summary
2024 - 2028 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	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	97,345	84,145	104,145	119,145	114,145	129,145
Planned Purchase	(20,000)	-	-	(20,000)	-	-
Transfer from Ops Budget	2,000	15,000	15,000	15,000	15,000	15,000
Interest Income*	4,800	5,000				
Total projected year end balance	84,145	104,145	119,145	114,145	129,145	144,145

Assumptions/Background:

2026: \$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.

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Panorama Recreation

COMMITTEE OF THE WHOLE

OCTOBER 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: Bylaw No. 3388 - Construction of Second Pool	\$	8,998,000
Borrowed:	\$	8,998,000
Remaining:		<u>-</u>
Authorized: Bylaw No. 4116 - Replacement of Arena Floor	\$	1,080,000
Borrowed:	\$	1,080,000
Remaining:	\$	<u>-</u>
Authorized: Bylaw No. 4546 - Centennial Park Multi-Sport Box	\$	2,900,000
Borrowed:	\$	-
Remaining:	\$	<u>2,900,000</u>
Authorized: Bylaw No. 4547 - Panorama Heat Recovery System	\$	2,453,000
Borrowed:	\$	-
Remaining:	\$	<u>2,453,000</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).

FUNDING:

Service: 1.44X Panorama Recreation

Commission: Peninsula Recreation

<u>Participants</u>	<u>Converted Assessment</u>	<u>Census Population</u>	<u>%</u>	<u>Actual Assessment</u>
2017		2016 Census		
Central Saanich	513,275,231	16,814	39.42%	4,280,858,520
North Saanich	490,428,238	11,249	31.60%	4,488,740,615
Sidney	401,865,172	11,672	28.98%	3,315,203,726
TOTAL 2017	1,405,568,641	39,735	100.00%	12,084,802,861
2018		2016 Census		
Central Saanich	585,416,808	16,814	39.12%	4,919,870,905
North Saanich	571,557,103	11,249	31.69%	5,189,160,212
Sidney	472,356,552	11,672	29.18%	3,950,613,739
TOTAL 2018	1,629,330,463	39,735	100.00%	14,059,644,856
2019		2016 Census		
Central Saanich	632,044,321	16,814	38.97%	5,303,510,888
North Saanich	611,260,076	11,249	31.38%	5,506,158,117
Sidney	530,718,725	11,672	29.65%	4,468,134,589
TOTAL 2019	1,774,023,122	39,735	100.00%	15,277,803,594
2020		2016 Census		
Central Saanich	657,985,149	16,814	39.26%	5,446,784,895
North Saanich	615,251,368	11,249	31.08%	5,493,557,267
Sidney	543,992,242	11,672	29.65%	4,544,259,546
TOTAL 2020	1,817,228,759	39,735	100.00%	15,484,601,708
2021		2016 Census		
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
TOTAL 2021	1,867,359,911	39,735	100.00%	16,069,481,273
2022		2021 Census		
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
TOTAL 2022	2,291,962,859	41,938	100.00%	20,075,865,334
2023		2021 Census		
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
TOTAL 2023	2,604,925,891	41,938	100.00%	22,744,766,540

PANORAMA RECREATION	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS:										
Salaries and Wages	5,893,852	5,797,813	6,089,899	20,403	-	6,110,302	6,381,166	6,538,481	6,699,747	6,865,053
Utilities	606,000	606,000	636,923	-	-	636,923	649,666	662,661	675,915	689,430
Recreation Programs and Special Events	389,179	414,883	478,940	-	-	478,940	490,546	502,442	514,639	527,147
Operating Supplies	336,925	345,834	381,045	860	2,835	384,740	385,519	400,060	402,311	417,480
Maintenance and Repairs	406,785	406,785	481,772	-	-	481,772	490,712	499,834	509,141	518,638
Internal Allocations	596,045	596,045	656,945	-	-	656,945	683,286	699,679	709,280	724,568
Licences/Surveys/Legal/Meeting	193,363	193,533	222,442	520	-	222,962	227,216	231,146	235,371	239,868
Advertising/Printing/Brouchures/Signs	39,839	39,839	42,038	-	-	42,038	42,879	43,737	44,610	45,503
Telephone/IT & Network Systems	59,957	59,956	62,534	480	-	63,014	63,943	66,278	66,655	68,060
Vehicles, Travel and Training	62,310	62,310	70,925	-	-	70,925	72,462	74,035	75,642	77,287
Insurance	67,160	67,160	68,400	-	-	68,400	71,830	75,430	79,210	83,170
Contingency	50,000	50,000	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	8,701,415	8,640,158	9,191,863	22,263	2,835	9,216,961	9,559,225	9,793,783	10,012,521	10,256,204
*Percentage increase over prior year			6.39%			6.68%	3.71%	2.5%	2.2%	2.4%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	(95,418)	8,120	8,404	-	-	8,404	8,572	8,744	8,919	9,097
Transfer to Capital Reserve Fund	411,204	534,177	740,566	-	-	740,566	843,640	937,834	956,591	975,723
Transfer to Equipment Replacement Fund	396,000	396,000	403,920	-	-	403,920	411,999	420,237	428,643	437,217
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	711,786	938,297	1,152,890	-	-	1,152,890	1,264,211	1,366,815	1,394,153	1,422,037
*Percentage increase over prior year			22.87%			22.87%	9.66%	8.12%	2.00%	2.00%
DEBT CHARGES	720,665	720,665	222,807	114,900	(32,123)	305,584	366,368	590,608	590,608	590,608
TOTAL COSTS	10,133,866	10,299,120	10,567,560	137,163	(29,288)	10,675,435	11,189,804	11,751,206	11,997,282	12,268,849
*Percentage increase over prior year		1.63%	2.61%			3.65%	4.82%	5.02%	2.09%	2.26%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recoveries - Other	-	-	-	-	-	-	-	-	-	-
OPERATING LESS RECOVERIES	10,133,866	10,299,120	10,567,560	137,163	(29,288)	10,675,435	11,189,804	11,751,206	11,997,282	12,268,849
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Fee Income	(3,443,884)	(3,408,552)	(3,583,433)	-	-	(3,583,433)	(3,694,112)	(3,778,674)	(3,865,286)	(3,953,994)
Rental Income	(997,439)	(1,060,548)	(1,075,968)	-	-	(1,075,968)	(1,092,082)	(1,113,621)	(1,135,588)	(1,157,994)
Sponsorships	(17,653)	(23,748)	(24,718)	-	-	(24,718)	(24,772)	(24,827)	(24,881)	(24,938)
Transfer from Operating Reserve Fund	-	(103,538)	-	-	-	-	-	(52,785)	-	-
Payments - In Lieu of Taxes	(186,936)	(186,936)	(186,936)	-	-	(186,936)	(190,229)	(190,229)	(190,229)	(190,229)
Grants - Other	(227,556)	(255,400)	(405,207)	-	-	(405,207)	(479,014)	(489,348)	(499,912)	(510,710)
TOTAL REVENUE	(4,873,468)	(5,038,722)	(5,276,262)	-	-	(5,276,262)	(5,480,209)	(5,649,484)	(5,715,896)	(5,837,865)
*Percentage increase over prior year		3.39%	4.71%			4.71%	3.87%	3.09%	1.18%	2.13%
REQUISITION	(5,260,398)	(5,260,398)	(5,291,298)	(137,163)	29,288	(5,399,173)	(5,709,595)	(6,101,722)	(6,281,386)	(6,430,984)
*Percentage increase over prior year			0.59%			2.64%	5.75%	6.87%	2.94%	2.38%
PARTICIPANTS: North Saanich, Sidney, Central Saanich										
AUTHORIZED POSITIONS:										
Salaried	36.85	36.85	36.85	0.90	0.00	37.75	37.75	37.75	37.75	37.75
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			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS										
Arena	359,717	359,717	414,112	-	-	414,112	423,131	432,343	441,757	451,374
Pool	1,078,371	1,053,975	1,085,264	-	-	1,085,264	1,101,607	1,130,656	1,147,695	1,177,941
Recreation - Community Recreation	2,302,124	2,268,881	2,504,260	-	-	2,504,260	2,628,928	2,698,862	2,768,938	2,842,168
Administration	4,919,322	4,915,705	5,196,631	22,263	2,835	5,221,729	5,414,131	5,540,666	5,663,050	5,793,818
Contingency	50,000	50,000	-	-	-	-	-	-	-	-
	8,709,534	8,648,278	9,200,267	22,263	2,835	9,225,365	9,567,797	9,802,527	10,021,440	10,265,301
*Percentage increase over prior year			5.63%			5.92%				
CAPITAL / RESERVE										
Arena	337,602	337,602	340,242	-	-	340,242	347,047	353,987	361,067	368,289
Pool	337,602	460,575	669,604	-	-	669,604	771,259	864,005	881,286	898,912
Community Recreation	132,000	132,000	134,640	-	-	134,640	137,333	140,079	142,881	145,739
	807,204	930,177	1,144,486	-	-	1,144,486	1,255,639	1,358,071	1,385,234	1,412,940
DEBT CHARGES										
Arena	107,458	107,458	88,578	114,900	-	203,478	366,638	590,878	590,878	590,878
Pool	616,306	616,306	137,409	-	-	137,409	2,910	2,910	2,910	2,910
	723,764	723,764	225,987	114,900		340,887	369,548	593,788	593,788	593,788
TOTAL OPERATING, CAPITAL AND DEBT COSTS	10,240,502	10,302,219	10,570,740	137,163	2,835	10,710,738	11,192,984	11,754,386	12,000,462	12,272,029
FUNDING SOURCES (REVENUE)										
Arena	(922,513)	(938,433)	(981,539)	-	-	(981,539)	(1,001,164)	(1,021,181)	(1,041,600)	(1,062,426)
Pool	(1,188,255)	(1,180,741)	(1,178,325)	-	(32,123)	(1,210,448)	(1,201,833)	(1,225,813)	(1,250,269)	(1,275,217)
Community Recreation	(2,230,210)	(2,253,122)	(2,414,493)	-	-	(2,414,493)	(2,496,390)	(2,556,694)	(2,618,562)	(2,682,032)
Administration	(121,097)	(123,651)	(112,942)	-	-	(112,942)	(114,759)	(169,399)	(118,504)	(120,431)
	(4,462,075)	(4,495,947)	(4,687,299)	-		(4,719,422)	(4,814,146)	(4,973,087)	(5,028,935)	(5,140,106)
Estimated balance C/F current to Next year						-				
Trans from Operating Reserve	(103,538)	(103,538)	-	-	-	-	-	(52,785)	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(186,936)	(186,936)	(186,936)	-	-	(186,936)	(190,229)	(190,229)	(190,229)	(190,229)
Grants - Other	(227,556)	(255,400)	(405,207)	-	-	(405,207)	(479,014)	(489,348)	(499,912)	(510,710)
REQUISITION	(5,260,398)	(5,260,398)	(5,291,298)	(137,163)	(2,835)	(5,399,173)	(5,709,595)	(6,101,722)	(6,281,386)	(6,430,984)
*Percentage increase			0.59%			2.64%	5.75%	6.87%	2.94%	2.38%
AUTHORIZED POSITIONS: Salaried	36.85	36.85	36.85	0.90	0.00	37.75	37.75	37.75	37.75	37.75
Converted Auxillaries	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50
User Funding %	43.57%		44.34%			44.06%	43.01%	42.31%	41.91%	41.88%
User Funding excluding debt%	46.89%		45.31%			45.51%	44.48%	44.56%	44.09%	44.01%

PANORAMA RECREATION - ADMINISTRATION	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2024 CORE	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
ADMINISTRATION COSTS										
Salaries and Wages	506,929	468,000	555,221	-	-	555,221	568,703	582,505	596,636	611,103
Other Internal Allocations	594,342	594,342	655,182	-	-	655,182	681,488	697,845	707,409	722,660
Operating - Other	150,906	155,759	190,889	-	-	190,889	194,288	197,752	201,288	204,893
Telephone Rent & Installation	39,355	39,355	40,735	-	-	40,735	41,550	42,381	43,228	44,093
Operating - Supplies	37,428	37,428	24,553	860	2,835	28,248	25,905	26,406	26,916	27,437
Contract for Services & fees for service	96,780	96,780	99,760	520	-	100,280	102,277	104,311	106,386	108,505
Insurance	67,160	67,160	68,400	-	-	68,400	71,830	75,430	79,210	83,170
Allocation - System Services	1,703	1,703	1,763	-	-	1,763	1,798	1,834	1,871	1,908
Transfer to Operating Reserve Fund	8,120	8,120	8,404	-	-	8,404	8,572	8,744	8,919	9,097
TOTAL ADMINISTRATION COSTS	1,502,723	1,468,647	1,644,907	1,380	2,835	1,649,122	1,696,411	1,737,208	1,771,863	1,812,866
MAINTENANCE COSTS										
Salaries and Wages	1,715,129	1,715,129	1,715,980	20,403	-	1,736,383	1,839,139	1,881,517	1,924,854	1,969,172
Maintenance	100,980	100,980	147,999	-	-	147,999	150,960	153,978	157,057	160,199
Operating - Other	64,777	64,777	82,722	480	-	83,202	84,847	86,524	88,235	89,979
Utility	540,200	540,200	569,340	-	-	569,340	580,731	592,348	604,195	616,276
Operating - Supplies	94,589	104,070	106,151	-	-	106,151	108,274	110,440	112,648	114,902
Travel and Vehicles	23,176	23,176	23,639	-	-	23,639	24,112	24,595	25,087	25,587
TOTAL MAINTENANCE COSTS	2,538,851	2,548,332	2,645,831	20,883	-	2,666,714	2,788,063	2,849,402	2,912,076	2,976,115
PROGRAM ADMINISTRATION COSTS										
Salaries and Wages	817,097	843,427	844,849	-	-	844,849	867,255	890,266	913,899	938,170
Operating - Other	50,802	50,802	46,936	-	-	46,936	47,875	48,832	49,808	50,804
Operating - Supplies	7,352	2,000	11,108	-	-	11,108	11,467	11,837	12,220	12,616
Staff Training	2,497	2,497	3,000	-	-	3,000	3,060	3,121	3,184	3,247
TOTAL PROGRAM COSTS	877,748	898,726	905,893	-	-	905,893	929,657	954,056	979,111	1,004,837
TOTAL COSTS	4,919,322	4,915,705	5,196,631	22,263	2,835	5,221,729	5,414,131	5,540,666	5,663,050	5,793,818
Transfers to Capital						-				
TOTAL COSTS	4,919,322	4,915,705	5,196,631	22,263	2,835	5,221,729	5,414,131	5,540,666	5,663,050	5,793,818
RECOVERED FROM ARENA, POOL, PARKS, RECREATION AND MULTI-PURPOSE ROOM										
Internal Recovery - Administration	-	-	-	-	-	-	-	-	-	-
Internal Recovery - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Recovery - Programs Administration	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	4,919,322	4,915,705	5,196,631	22,263	2,835	5,221,729	5,414,131	5,540,666	5,663,050	5,793,818
FUNDING SOURCES (REVENUE)										
Other Income	(121,097)	(123,651)	(112,942)	-	-	(112,942)	(114,759)	(169,399)	(118,504)	(120,431)
TOTAL REVENUE	(121,097)	(123,651)	(112,942)	-	-	(112,942)	(114,759)	(169,399)	(118,504)	(120,431)
REQUISITION	(4,798,225)	(4,792,054)	(5,083,689)	(22,263)	(2,835)	(5,108,787)	(5,299,372)	(5,371,267)	(5,544,546)	(5,673,387)
*Percentage Increase										
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	24.85	24.85	24.85	0.90	0.00	25.75	25.75	25.75	25.75	25.75
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			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS										
Salaries and Wages	230,439	230,439	271,311	-	-	271,311	277,474	283,774	290,216	296,802
Internal Allocations - Administration	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Program Administration	-	-	-	-	-	-	-	-	-	-
Operating - Supplies	38,225	38,225	39,563	-	-	39,563	40,354	41,161	41,985	42,824
Maintenance	55,808	55,808	66,536	-	-	66,536	67,867	69,224	70,608	72,020
Instructional Services and Travel	35,245	35,245	36,702	-	-	36,702	37,436	38,184	38,948	39,728
Contingency						-				
TOTAL OPERATING COSTS	359,717	359,717	414,112	-	-	414,112	423,131	432,343	441,757	451,374
*Percentage Increase		0.0%	15.12%			15.12%	2.2%	2.2%	2.2%	2.2%
CAPITAL / RESERVE										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	134,640	-	-	134,640	137,333	140,079	142,881	145,739
Transfer to Reserve Fund	205,602	205,602	205,602	-	-	205,602	209,714	213,908	218,186	222,550
TOTAL CAPITAL / RESERVES	337,602	337,602	340,242	-	-	340,242	347,047	353,987	361,067	368,289
DEBT CHARGES	107,458	107,458	88,578	114,900	-	203,478	366,638	590,878	590,878	590,878
TOTAL COSTS	804,777	804,777	842,932	114,900	-	957,832	1,136,816	1,377,208	1,393,702	1,410,541
FUNDING SOURCES (REVENUE)										
Revenue - Fees	(922,513)	(938,433)	(981,539)	-	-	(981,539)	(1,001,164)	(1,021,181)	(1,041,600)	(1,062,426)
TOTAL REVENUE	(922,513)	(938,433)	(981,539)	-	-	(981,539)	(1,001,164)	(1,021,181)	(1,041,600)	(1,062,426)
REQUISITION	117,736	133,656	138,607	(114,900)	-	23,707	(135,652)	(356,027)	(352,102)	(348,115)
*Percentage Increase		13.5%	17.73%			-79.86%	-672.2%	162.5%	-1.1%	-1.1%
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 %	114.63%		116.44%			102.48%	88.07%	74.15%	74.74%	75.32%
User Funding excluding debt%	132.29%		130.12%			130.12%	129.99%	129.87%	129.74%	129.62%

PANORAMA RECREATION - SWIMMING POOL			BUDGET REQUEST				FUTURE PROJECTIONS			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS										
Salaries and Wages	903,907	879,511	899,649	-	-	899,649	918,401	937,543	957,085	977,031
Internal Allocations - Administration	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Program Administration	-	-	-	-	-	-	-	-	-	-
Maintenance	67,310	67,310	69,666	-	-	69,666	71,059	72,481	73,930	75,408
Operating - Supplies	81,892	81,892	90,295	-	-	90,295	85,981	93,941	89,455	97,733
Instructional Services	25,262	25,262	25,654	-	-	25,654	26,166	26,691	27,225	27,769
Contingency						-				
TOTAL OPERATING COSTS	1,078,371	1,053,975	1,085,264	-	-	1,085,264	1,101,607	1,130,656	1,147,695	1,177,941
*Percentage Increase		-2.3%	0.64%			0.64%	1.5%	2.6%	1.5%	2.6%
CAPITAL / RESERVE										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	134,640	-	-	134,640	137,333	140,079	142,881	145,739
Transfer to Reserve Fund	205,602	205,602	534,964	-	-	534,964	633,926	723,926	738,405	753,173
TOTAL CAPITAL / RESERVES	337,602	337,602	669,604	-	-	669,604	771,259	864,005	881,286	898,912
DEBT CHARGES	616,306	616,306	137,409	-	-	137,409	2,910	2,910	2,910	2,910
TOTAL COSTS	2,032,279	2,007,883	1,892,277	-	-	1,892,277	1,875,776	1,997,571	2,031,891	2,079,763
FUNDING SOURCES (REVENUE)										
Revenue - Fees	(1,188,255)	(1,180,741)	(1,178,325)	-	(32,123)	(1,210,448)	(1,201,833)	(1,225,813)	(1,250,269)	(1,275,217)
Grants - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(1,188,255)	(1,180,741)	(1,178,325)	-	(32,123)	(1,210,448)	(1,201,833)	(1,225,813)	(1,250,269)	(1,275,217)
REQUISITION	(844,024)	(827,142)	(713,952)	-	32,123	(681,829)	(673,943)	(771,758)	(781,622)	(804,546)
*Percentage Increase		-2.0%	-15.41%			-19.22%	-1.2%	14.5%	1.3%	2.9%
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 %	58.47%		62.27%			63.97%	64.07%	61.37%	61.53%	61.32%
User Funding excluding debt%	83.92%		67.15%			68.98%	64.17%	61.45%	61.62%	61.40%

PANORAMA RECREATION - COMMUNITY COMMUNITY RECREATION	BUDGET REQUEST						FUTURE PROJECTIONS			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
COMMUNITY RECREATION COSTS										
Salaries and Wages	1,720,351	1,661,307	1,802,889	-	-	1,802,889	1,910,194	1,962,876	2,017,057	2,072,775
Internal Allocations - Administration	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Program Administration	-	-	-	-	-	-	-	-	-	-
Instructional Service	375,908	401,782	468,227	-	-	468,227	479,751	492,557	503,897	516,750
Operating - Supplies	118,739	118,666	144,369	-	-	144,369	149,232	152,683	156,223	159,847
Leasehold Improvements	87,126	87,126	88,775	-	-	88,775	89,751	90,746	91,761	92,796
TOTAL COMMUNITY RECREATION COSTS	2,302,124	2,268,881	2,504,260	-	-	2,504,260	2,628,928	2,698,862	2,768,938	2,842,168
*Percentage Increase		-1.4%	8.78%			8.78%	5.0%	2.7%	2.6%	2.6%
CAPITAL / RESERVE										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	134,640	-	-	134,640	137,333	140,079	142,881	145,739
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	132,000	132,000	134,640	-	-	134,640	137,333	140,079	142,881	145,739
TOTAL COSTS	2,434,124	2,400,881	2,638,900	-	-	2,638,900	2,766,261	2,838,941	2,911,819	2,987,907
FUNDING SOURCES (REVENUE)										
Revenue - Community Recreation	(2,230,210)	(2,253,122)	(2,414,493)	-	-	(2,414,493)	(2,496,390)	(2,556,694)	(2,618,562)	(2,682,032)
Grants - Other	(227,556)	(255,400)	(405,207)	-	-	(405,207)	(479,014)	(489,348)	(499,912)	(510,710)
TOTAL REVENUE	(2,457,766)	(2,508,522)	(2,819,700)	-	-	(2,819,700)	(2,975,404)	(3,046,042)	(3,118,474)	(3,192,742)
REQUISITION	23,642	107,641	180,800	-	-	180,800	209,143	207,101	206,655	204,835
*Percentage Increase		355.3%	664.74%			664.74%	15.7%	-1.0%	-0.2%	-0.9%
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 %	91.62%		91.50%			91.50%	90.24%	90.06%	89.93%	89.76%

Change in Budget 2023 to 2024
Service: 1.44X Panorama Recreation

Total Expenditure

Comments

2023 Budget

10,237,404

Change in Salaries:

Base salary and benefit change	191,555	Inclusive of estimated collective agreement changes
Step increase/paygrade change	4,492	
Conversion of vacant FTE to Maintenance Supervisor	20,403	IBC - 10c-1.2 Peninsula Recreation Facility Maintenance Supervisor
<hr/>		
Total Change in Salaries	216,450	

Other Changes:

Debt Charges	(415,081)	Swimming pool debt retirement
Reserve Transfers	337,566	Commission supported
Human Resources Allocation	44,534	Contribution towards 2024 Human Resources & Corporate Safety initiatives
Utilities	30,923	
Standard Overhead Allocation	15,932	Increase in 2023 operating costs
Other Costs	207,707	
<hr/>		
Total Other Changes	221,581	

2024 Budget

10,675,435

Summary of % Expense Increase

Reserve transfer	3.3%	
Debt retirement	-4.1%	
2024 Base salary and benefit change	1.9%	
Balance of increase	5.0%	
<i>% expense increase from 2023:</i>	4.3%	
<i>% Requisition increase from 2023 (if applicable):</i>	2.6%	<i>Requisition funding is 50.6% of service revenue</i>

Overall 2023 Budget Performance
 (expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$122,973 (1.2%) due mainly to hire revenues. This variance will be moved to Capital Reserve.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.44x							
	Panorama Recreation	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL

EXPENDITURE

Buildings	\$450,000	\$3,483,500	\$400,000	\$310,000	\$0	\$3,560,000	\$7,753,500
Equipment	\$0	\$869,072	\$486,612	\$383,380	\$304,000	\$520,239	\$2,563,303
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$4,412,908	\$70,000	\$0	\$385,000	\$0	\$4,867,908
Vehicles	\$0	\$57,000	\$0	\$15,000	\$0	\$0	\$72,000
	\$450,000	\$8,822,480	\$956,612	\$708,380	\$689,000	\$4,080,239	\$15,256,711

SOURCE OF FUNDS

Capital Funds on Hand	\$450,000	\$450,000	\$0	\$0	\$0	\$0	\$450,000
Debenture Debt (New Debt Only)	\$0	\$4,400,000	\$0	\$0	\$0	\$0	\$4,400,000
Equipment Replacement Fund	\$0	\$776,072	\$411,612	\$398,380	\$304,000	\$520,239	\$2,410,303
Grants (Federal, Provincial)	\$0	\$2,104,408	\$0	\$0	\$0	\$0	\$2,104,408
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$1,092,000	\$545,000	\$310,000	\$385,000	\$3,560,000	\$5,892,000
	\$450,000	\$8,822,480	\$956,612	\$708,380	\$689,000	\$4,080,239	\$15,256,711

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.44x

Service Name: Panorama Recreation

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	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	Replacemer	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	Replacemer	Replace Pool change 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
19-15	New	Heat Recovery Plant	Construct heat recovery plant	\$ 2,453,000	B	Debt		\$ 2,000,000					\$ 2,000,000
22-02	Replacemer	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
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)		B	Grant	→	\$ 15,000					\$ 15,000
23-04	Replacemer	Replace Fitness Studio HVAC	Replace Fitness Studio HVAC due to end of life	\$ 50,000	B	Res	→	\$ 50,000					\$ 50,000
23-07	Replacemer	Replace Chevrolet Passenger car	Replace Chevrolet Passenger car due to end of life	\$ 46,000	V	ERF	→	\$ 46,000					\$ 46,000
23-08	Replacemer	Replace Utility trailer	Replace Utility trailer due to end of life	\$ 15,000	V	ERF		\$ -		\$ 15,000			\$ 15,000
23-09	Replacemer	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	Replacemer	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 changerooms & support spaces enahncements	design and consultant for arena changerooms and support spaces enhancements	\$ 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	Replacemer	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		\$ 2,400,000					\$ 2,400,000
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	Replacemer	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	Replacemer	Arena Lobby HVAC	Replace Arena Lobby HVAC due to end of life	\$ 30,000	E	ERF		\$ 30,000					\$ 30,000
24-04	Replacemer	Refinish indoor tennis surface	Refinish indoor tennis surface due to end of life	\$ 75,000	B	Res		\$ 75,000					\$ 75,000
24-05	Replacemer	Greenglade Playground	Replace Greenglade playground due to end of life	\$ 320,000	E	Cap							\$ -
24-06	Replacemer	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$ 347,072	E	ERF		\$ 347,072					\$ 347,072
24-08	Renewal	Water supply system upgrade	upgrade water supply system	\$ 22,000	E	ERF		\$ 22,000					\$ 22,000

Service #: 1.44x
 Service Name: Panorama Recreation

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
24-09	Renewal	Preschool space enhancements	Preschool space enhancements	\$ 76,500	B	Grant		\$ 76,500					\$ 76,500
24-10	Renewal	replace concrete pads	replace concrete pads in arena ice resurfacers bays	\$ 80,000	B	Res		\$ 80,000					\$ 80,000
24-11	New	Truck (gas) (IBC)	truck for notice in motion new service area	\$ 65,000	E	ERF		\$ 65,000					\$ 65,000
25-01	Replacemer	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$ 411,612	E	ERF			\$ 411,612				\$ 411,612
25-03	Renewal	Rebuild ice plant compressor	rebuild ice plant compressors #1 & #2	\$ 250,000	E	Res			\$ 25,000				\$ 25,000
25-04	Replacemer	Replace lap pool heater	replacement of lap pool heater	\$ 50,000	E	Res			\$ 50,000				\$ 50,000
25-05	Replacemer	Replacement of underwater lighting	Replacement of undrewater lighting in pool	\$ 100,000	B	Res			\$ 100,000				\$ 100,000
25-06	Renewal	Re-tile pool	Re-tile pool	\$ 300,000	B	Res			\$ 300,000				\$ 300,000
26-01	Replacemer	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$ 383,380	E	ERF				\$ 383,380			\$ 383,380
26-02	Replacemer	Replace Ford F250 4x4	Replace Ford F250 4x4 due to end of life	\$ 95,000	E	ERF		\$ 95,000					\$ 95,000
26-03	Replacemer	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	\$ 147,000	B	Res				\$ 147,000			\$ 147,000
26-05	Replacemer	HVAC equipment replacement	HVAC equipment replacement link building, weight room, and courts	\$ 123,000	B	Res				\$ 123,000			\$ 123,000
26-06	Replacemer	Replace diving board stands	Replace diving board stand due to end of life	\$ 20,000	B	Res				\$ 20,000			\$ 20,000
26-07	Replacemer	Replace squash court floors	Replace squash court floors	\$ 20,000	B	Res				\$ 20,000			\$ 20,000
27-01	Replacemer	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$ 304,000	E	ERF					\$ 304,000		\$ 304,000
27-02	Renewal	Panorama exterior painting	Panorama exterior painting	\$ 150,000	S	Res					\$ 150,000		\$ 150,000
27-03	Renewal	Panorama lower parking lot renewal	Panorama lower parking lot renewal	\$ 200,000	S	Res					\$ 200,000		\$ 200,000
27-04	Replacemer	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
28-01	Replacemer	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$ 388,239	E	ERF						\$ 388,239	\$ 388,239
28-02	Renewal	Arena renovation	arena changerooms and support spaces enhancement revovation	\$ 3,000,000	B	Res						\$ 3,000,000	\$ 3,000,000
28-03	Renewal	Arena B rubber floor replacement	Arena B rubber floor replacement	\$ 110,000	B	Res						\$ 110,000	\$ 110,000
28-04	Replacemer	Pool air handing unit	replace pool air handling unit due to end of life	\$ 250,000	B	Res						\$ 250,000	\$ 250,000
28-05	Replacemer	Link building roof replacement	replace link building roof due to end of life	\$ 200,000	B	Res						\$ 200,000	\$ 200,000
28-06	Replacemer	LCD Arena B screen (Hockeyville)	replace LCD screen in areana B (Hockeyville)	\$ 100,000	E	ERF						\$ 100,000	\$ 100,000
			GRAND TOTAL	\$16,927,711			\$ 450,000	\$ 8,822,480	\$ 956,612	\$ 708,380	\$ 689,000	\$ 4,080,239	\$ 15,256,711

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 ****2024 update**** project design has began in 2023. Completion expected in 2024				

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 ***2024 Update*** preliminary project work began in 2023. expected to come online in 2024				

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

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	<p>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 ***2024 Update*** to begin after energy recovery</p>				

Project Number	18-09	Capital Project Title	Replace Pool change room HVAC Air handling Unit	Capital Project Description	Replace Pool room HVAC Air handling Unit due to end of life
Project Rationale	<p>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. ***2024 Update*** replacement expected to tie in with energy recovery</p>				

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

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. Completed

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 . ****2024 update***** project design has began in 2023. Completion expected in 2024/25

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 ***2024 Update*** Defer to 2025

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

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. *** 2024 Update*** project stalled due to staff capacity. Expected to start in 2024 with new Hydro account manager and incentives.

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 23-07 **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 ***2024 Update*** vehicle request form submitted in 2023

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. ***2024 Update*** Deferred to 2026

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 assesment shows life still remains. Usage has reduced due to COVID19 ***2024 Update*** vehicle request form submitted in 2023

Project Number 23-13 **Capital Project Title** Overhead Doors Olympia bay - auto **Capital Project Description** replacement of automatic overhead doors to ice resurfacer bay #2

Project Rationale Replace due to end of life cycle

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

Project Number 23-14 **Capital Project Title** Arena changerooms & support spaces enahncements **Capital Project Description** design and consultant for arena changerooms and support spaces enhancements

Project Rationale design and cosultant for arena changeroom accessibilty upgrade ***2024 UPDATE** algnig project name to strat plan: design & consultant for arena changerooms and support spaces enhancen

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

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

Project Number 23-17	Capital Project Title Centennial Park Multi-Sport Box	Capital Project Description Covered sport box in Centennial Park, Central Saanich
Project Rationale Covered sport box in Centennial Park, Central Saanich		

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 ***2024 UPDATE*** increase project cost

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. Expected Competition 2023

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

Service: 1.44x Panorama Recreation

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 24-09	Capital Project Title Preschool space enhancements	Capital Project Description Preschool space enhancements
Project Rationale purchase new vechile for new serivce area		

Project Number 24-10	Capital Project Title replace concrete pads	Capital Project Description replace concrete pads in arena ice resurfacer bays
Project Rationale replace concrete pad in Arena A & B resurfacer bays		

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

Project Number 24-11 **Capital Project Title** Truck (gas) (IBC) **Capital Project Description** truck for notice in motion new service area

Project Rationale Vehicle transportation required to support expended community service

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

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

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 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

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

Project Number 26-04 **Capital Project Title** Building improvements **Capital Project Description** improvements to Arena A & B and pool areas

Project Rationale increase accessibility accesss to Arena A, replacement of gas fired tub heats 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 gargae, replace pool exterior doors due to ent 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

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

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

Project Number 28-01 **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

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

Project Number 28-02 **Capital Project Title** Arena renovation **Capital Project Description** arena changerooms and support spaces enhancement revovation

Project Rationale place holder for Arena changeroom and support spaces enhancements, design work to be completed in 2024/2025 23-14

Project Number 28-03 **Capital Project Title** Arena B rubber floor replacement **Capital Project Description** Arena B rubber floor replacement

Project Rationale to be completed with Arena changeroom and support spaces enhancements

Project Number 28-04 **Capital Project Title** Pool air handing unit **Capital Project Description** replace pool air handling unit due to end of life

Project Rationale replace pool air handling unit due to end of life

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

Project Number 28-05 **Capital Project Title** Link building roof replacement **Capital Project Description** replace link building roof due to end of life

Project Rationale replace link building roof due to end of life

Project Number 28-06 **Capital Project Title** LCD Arena B screen (Hockeyville) **Capital Project Description** replace LCD screen in areana B (Hockeyville)

Project Rationale IT recommended end of life

**1.44X Panaroama Recreation
 Asset and Reserve Summary Schedule
 2024 - 2028 Financial Plan**

Asset Profile

Saanich Peninsula Recreation

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

Summary

Reserve/Fund Summary Projected year end balance	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Capital Reserve	4,578,114	4,271,680	4,570,320	5,198,154	5,769,745	3,185,468
Equipment Replacement Fund	953,387	591,235	591,622	613,479	738,122	655,100
Total projected year end balance	5,531,501	4,862,915	5,161,942	5,811,633	6,507,867	3,840,568

1.44X Panorama Recreation
 Capital Reserve Fund Schedule
 2024 - 2028 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	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	3,917,937	4,578,114	4,271,680	4,570,320	5,198,154	5,769,745
Planned Capital Expenditure (Based on Capital Plan)	(74,000)	(1,092,000)	(545,000)	(310,000)	(385,000)	(3,560,000)
Transfer from Operating Budget*	534,177	740,566	843,640	937,834	956,591	975,723
Donations \$ other Sponsorships						
Interest Income**	200,000	45,000	-	-	-	-
Ending Balance \$	4,578,114	4,271,680	4,570,320	5,198,154	5,769,745	3,185,468

** 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)
 2024 - 2028 Financial Plan

Equipment Replacement Fund Schedule (ERF)

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

Equipment Replacement Fund	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	927,963	953,387	591,235	591,622	613,479	738,122
Planned Purchase (Based on Capital Plan) Transfer to Capital Fund	(399,872)	(776,072)	(411,612)	(398,380)	(304,000)	(520,239)
Transfer from Operating Budget	396,000	403,920	411,999	420,237	428,643	437,217
Equipment and Vehicle Disposal Proceeds	14,296					
Interest Income*	15,000	10,000				
Ending Balance \$	953,387	591,235	591,622	613,479	738,122	655,100

* 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
2024 - 2028 Financial Plan**

Profile

Panorama Recreation

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

Summary

Reserve/Fund Summary	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Projected year end balance						
Operating Reserve	325,669	337,673	346,245	302,204	311,123	320,220
Operating Reserve - Legacy Fund	-	-	-	-	-	-
Total projected year end balance	325,669	337,673	346,245	302,204	311,123	320,220

See attached reserve schedules for projected annual cash flows.

**1.44X Panorama Recreation
Operating Reserve Summary
2024 - 2028 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	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	401,087	325,669	337,673	346,245	302,204	311,123
Planned Purchase	(103,538)	-	-	(52,785)		-
Transfer from Ops Budget	8,120	8,404	8,572	8,744	8,919	9,097
Interest Income*	20,000	3,600				
Total projected year end balance	325,669	337,673	346,245	302,204	311,123	320,220

Assumptions/Background:

2026: 53K for 2026-2031 Panorama Recreation Strategic Planning Cost

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

**1.44X Panorama Recreation Legacy Fund
 Operating Reserve Summary
 2024 - 2028 Financial Plan**

Profile

Panorama Recreation Legacy Fund

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

Operating Reserve Schedule - FC 105100

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	-	-	-	-	-	-
Planned Purchase						
Transfer from Ops Budget						
Interest Income*						
Total projected year end balance	-	-	-	-	-	-

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

2024 BUDGET

SEAPARC

COMMITTEE OF THE WHOLE

OCTOBER 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, \$660,000 issued).

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

Commission: Sooke Electoral Area Parks & Rec

LEVY STATISTICS

Area	Year	Folios	Converted Assessment	Actual Assessment	Max. Levy	Actual Levy	Residential Tax Rate /1000
District of Sooke	2017	5,788	250,004,193	2,271,057,095		2,009,817	
JDF-Sooke Rec - Y(762) SRVA # 52	2017	3,136	153,100,410	1,259,577,981		657,933	
Summary	2017	8,924	403,104,603	3,530,635,076	5,649,016	2,667,750	
District of Sooke	2018	5,917	294,839,286	2,702,811,506		2,014,506	
JDF-Sooke Rec - Y(762) SRVA # 52	2018	3,185	173,538,125	1,425,245,746		653,484	
Summary	2018	9,102	468,377,411	4,128,057,252	6,604,892	2,667,990	
District of Sooke	2019	6,101	333,993,462	3,065,742,528		2,089,177	
JDF-Sooke Rec - Y(762) SRVA # 52	2019	3,215	196,338,432	1,614,823,137		680,332	
Summary	2019	9,316	530,331,894	4,680,565,665	7,488,905	2,769,509	
District of Sooke	2020	6,234	353,006,866	3,230,727,435		2,159,679	
JDF-Sooke Rec - Y(762) SRVA # 52	2020	3,245	209,766,738	1,733,273,570		700,197	
Summary	2020	9,479	562,773,604	4,964,001,005	7,942,402	2,859,876	
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	
Summary	2021	9,224	590,666,404	5,255,121,960	8,408,195	2,917,131	
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	
Summary	2022	9,387	785,372,289	7,165,036,211	11,464,058	3,125,316	
District of Sooke	2023	6,673	593,953,061	5,532,345,536		2,440,575	
JDF-Sooke Rec - M(762) LSA # 33	2023	2,881	298,355,031	2,582,513,326		772,113	
Summary	2023	9,554	892,308,092	8,114,858,862	12,983,774	3,212,688	

SEAPARC - ALL SERVICE AREAS			BUDGET REQUEST				FUTURE PROJECTIONS			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS:										
Salaries and Wages	2,830,225	2,820,863	2,898,197	438,534	-	3,336,731	3,454,772	3,532,592	3,612,128	3,695,078
Electricity & Utilities	244,175	281,574	267,523	-	-	267,523	268,540	273,920	279,400	289,600
Operating Supplies & Promotion	281,706	352,360	368,899	-	-	368,899	372,070	378,870	385,830	396,760
Maintenance and Repairs	186,362	200,250	199,863	-	-	199,863	199,780	203,770	207,840	216,320
Internal Allocations	270,583	270,583	303,078	-	-	303,078	315,455	323,055	327,386	334,438
Contract for Services	52,436	42,445	46,350	-	-	46,350	45,200	46,100	46,970	47,930
Vehicles and Travel	25,228	27,009	25,300	-	-	25,300	25,810	26,330	26,850	27,380
Operating - Other	73,355	62,190	89,326	-	-	89,326	90,080	91,870	93,700	96,640
Insurance Cost	32,370	32,370	32,570	-	-	32,570	34,190	35,900	37,690	39,570
Contingency	20,604	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	4,017,044	4,089,644	4,231,106	438,534	-	4,669,640	4,805,897	4,912,407	5,017,794	5,143,716
Percentage increase over prior year		1.8%	5.33%			16.25%	2.92%	2.2%	2.1%	2.5%
CAPITAL / TRANSFER RESERVES										
Transfer to Operating Reserve Fund	-	50,000	-	-	-	-	-	-	-	-
Transfer to Capital Reserve Fund	340,000	476,276	355,000	-	-	355,000	362,100	369,340	376,730	384,260
Transfer to Equipment Replacement Fund	110,000	310,000	115,000	-	-	115,000	167,300	170,650	174,060	177,540
Capital Equipment Purchases	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	450,000	836,276	470,000	-	-	470,000	529,400	539,990	550,790	561,800
		85.8%	4.44%			4.44%	12.64%	2.0%	2.0%	2.0%
DEBT CHARGES	104,086	104,086	104,126	-	-	104,126	54,126	54,126	54,126	54,126
TOTAL COSTS	4,571,130	5,030,006	4,805,232	438,534	-	5,243,766	5,389,423	5,506,523	5,622,710	5,759,642
		10.04%	5.12%			14.71%	2.78%	2.17%	2.11%	2.44%
FUNDING SOURCES (REVENUE)										
Balance C/F from Current to Next year						-				
Balance C/F from Prior to Current year	(54,750)	(54,750)	-	-	-	-	-	-	-	-
Fee Income	(977,085)	(1,396,940)	(1,144,142)	(405,780)	-	(1,549,922)	(1,581,606)	(1,613,250)	(1,645,484)	(1,677,660)
Rental Income	(320,850)	(359,871)	(350,942)	(34,920)	-	(385,862)	(394,600)	(402,500)	(410,560)	(418,770)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Payments - In Lieu of Taxes	(5,757)	(5,757)	(5,757)	-	-	(5,757)	(5,757)	(5,757)	(5,757)	(5,757)
TOTAL REVENUE	(1,358,442)	(1,817,318)	(1,500,841)	(440,700)	-	(1,941,541)	(1,981,963)	(2,021,507)	(2,061,801)	(2,102,187)
			10.48%			42.92%	2.08%	2.0%	2.0%	2.0%
REQUISITION	(3,212,688)	(3,212,688)	(3,304,391)	2,166	-	(3,302,225)	(3,407,460)	(3,485,016)	(3,560,909)	(3,657,455)
Percentage increase over prior year requisition			2.85%			2.79%	3.19%	2.28%	2.18%	2.71%
PARTICIPANTS: Sooke and JDF AUTHORIZED POSITIONS: Salaried	19.10	19.10	19.10	1.00	-	20.10	20.60	20.60	20.60	20.60

SEAPARC - ALL SERVICE AREAS			BUDGET REQUEST				FUTURE PROJECTIONS			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS</u>										
Arena	508,712	533,073	451,442	-	-	451,442	466,625	478,305	487,620	499,216
Golf Course	168,936	211,455	188,056	40,000	-	228,056	218,265	222,860	227,545	247,772
Community Recreation	408,794	361,130	378,965	-	-	378,965	387,235	395,671	404,297	413,115
Fitness Gym	127,676	125,125	151,479	-	-	151,479	154,699	157,982	161,334	164,765
Outdoor Facilities	26,975	15,600	24,001	-	-	24,001	22,400	22,840	23,240	23,730
Multi-Purpose Rooms	3,849	5,200	5,650	-	-	5,650	5,760	5,880	6,000	6,120
Concession	42,315	66,145	80,280	-	-	80,280	81,890	83,530	85,190	86,900
Pool	952,070	1,011,496	936,792	126,553	-	1,063,345	1,131,662	1,155,922	1,179,951	1,205,076
General ops	977,848	973,920	1,168,701	47,300	-	1,216,001	1,242,485	1,269,525	1,297,136	1,325,357
Maintenance	799,869	761,500	815,740	224,681	-	1,040,421	1,064,876	1,089,892	1,115,481	1,141,665
TOTAL OPERATION AND OVERHEAD COSTS	4,017,044	4,064,644	4,201,106	438,534	-	4,639,640	4,775,897	4,882,407	4,987,794	5,113,716
*Percentage increase over prior year		1.2%	4.58%			15.50%	2.94%	2.2%	2.2%	2.5%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	340,000	476,276	355,000	-	-	355,000	362,100	369,340	376,730	384,260
Transfer to Equipment Replacement Fund	110,000	310,000	115,000	-	-	115,000	167,300	170,650	174,060	177,540
Transfer to Operating Reserve Fund	-	50,000	-	-	-	-	-	-	-	-
TOTAL CAPITAL/RESERVES	450,000	836,276	470,000	-	-	470,000	529,400	539,990	550,790	561,800
<u>DEBT CHARGES</u>										
Internal Interest	-	25,000	30,000	-	-	30,000	30,000	30,000	30,000	30,000
Fitness Gym	50,000	50,000	50,000	-	-	50,000	-	-	-	-
Golf Course	54,086	54,086	54,126	-	-	54,126	54,126	54,126	54,126	54,126
TOTAL OPERATING, CAPITAL AND DEBT COSTS	4,571,130	5,030,006	4,805,232	438,534	-	5,243,766	5,389,423	5,506,523	5,622,710	5,759,642
<u>FUNDING SOURCES (REVENUE)</u>										
Arena	(317,778)	(356,699)	(327,160)	(59,800)	-	(386,960)	(395,730)	(403,640)	(411,700)	(419,920)
Golf Course	(165,019)	(248,940)	(183,412)	(80,200)	-	(263,612)	(268,880)	(274,250)	(279,740)	(285,330)
Community Recreation	(262,749)	(238,222)	(266,912)	(3,870)	-	(270,782)	(276,876)	(282,420)	(288,064)	(293,100)
Outdoor Facilities	(1,000)	(2,250)	(3,250)			(3,250)	(3,320)	(3,390)	(3,460)	(3,530)
Fitness Gym	(152,500)	(304,000)	(164,400)	(170,600)	-	(335,000)	(341,700)	(348,540)	(355,510)	(362,630)
Multi-Purpose Rooms	(8,550)	(18,000)	(21,000)	-	-	(21,000)	(21,420)	(21,850)	(22,290)	(22,740)
Concession	(47,340)	(66,100)	(91,680)	-	-	(91,680)	(93,510)	(95,380)	(97,280)	(99,220)
Pool	(343,000)	(522,600)	(437,270)	(126,230)	-	(563,500)	(574,770)	(586,280)	(598,000)	(609,960)
TOTAL REVENUE	(1,297,936)	(1,756,811)	(1,495,084)	(440,700)	-	(1,935,784)	(1,976,206)	(2,015,750)	(2,056,044)	(2,096,430)
Balance C/F from Prior to Current year	(54,750)	(54,750)	-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(5,757)	(5,757)	(5,757)	-	-	(5,757)	(5,757)	(5,757)	(5,757)	(5,757)
REQUISITION	(3,212,688)	(3,212,688)	(3,304,391)	2,166	-	(3,302,225)	(3,407,460)	(3,485,016)	(3,560,909)	(3,657,455)
*Percentage increase over prior year requisition		0.0%	2.85%			2.79%	3.19%	2.28%	2.18%	2.71%
PARTICIPANTS: District of Sooke, Sooke Recreation SA #6										
AUTHORIZED POSITIONS:										
Salaried	19.10	19.10	19.10	1.00	-	20.10	20.60	20.60	20.60	20.60

SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES	BUDGET REQUEST						FUTURE PROJECTIONS			
	2023 BOARD BUDGET*	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS - ARENA</u>										
Salaries and Wages	100,303	109,743	115,879	-	-	115,879	118,499	121,182	123,918	126,718
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Operations	-	-	-	-	-	-	-	-	-	-
Utility	119,500	142,000	146,000	-	-	146,000	148,920	151,900	154,940	158,040
Other Internal Allocations & Insurance	189,358	189,358	110,176	-	-	110,176	118,226	122,613	124,492	128,498
Maintenance & Operating Supplies	89,147	91,972	79,387	-	-	79,387	80,980	82,610	84,270	85,960
Contingency	10,404	-	-	-	-	-	-	-	-	-
	508,712	533,073	451,442	-	-	451,442	466,625	478,305	487,620	499,216
<u>OPERATING COSTS - GOLF COURSE</u>										
Salaries and Wages	120,849	150,300	130,470	40,000	-	170,470	172,565	176,240	179,985	185,432
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Operations	-	-	-	-	-	-	-	-	-	-
Utility	1,700	5,700	6,035	-	-	6,035	1,820	1,860	1,900	6,550
Maintenance & Supplies & Operating Cost	46,387	55,455	51,551	-	-	51,551	43,880	44,760	45,660	55,790
	168,936	211,455	188,056	40,000	-	228,056	218,265	222,860	227,545	247,772
<u>OPERATING COSTS - RECREATION PROGRAMS</u>										
Salaries and Wages	341,332	307,500	317,365	-	-	317,365	324,405	331,591	338,947	346,465
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Operations	-	-	-	-	-	-	-	-	-	-
Operating Other	67,462	53,630	61,600	-	-	61,600	62,830	64,080	65,350	66,650
Contingency	-	-	-	-	-	-	-	-	-	-
	408,794	361,130	378,965	-	-	378,965	387,235	395,671	404,297	413,115
<u>OPERATING COSTS - FITNESS GYM</u>										
Salaries and Wages	112,676	109,500	130,244	-	-	130,244	133,049	135,912	138,834	141,825
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Operations	-	-	-	-	-	-	-	-	-	-
Operating Other	9,500	7,625	11,235	-	-	11,235	11,450	11,670	11,890	12,120
Instructional Services	5,500	8,000	10,000	-	-	10,000	10,200	10,400	10,610	10,820
	127,676	125,125	151,479	-	-	151,479	154,699	157,982	161,334	164,765

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2023 BOARD BUDGET*	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES										
<u>OUTDOOR FACILITIES</u>	26,975	15,600	24,001	-	-	24,001	22,400	22,840	23,240	23,730
<u>MULTI-PURPOSE ROOMS</u>	3,849	5,200	5,650	-	-	5,650	5,760	5,880	6,000	6,120
<u>CONCESSION</u>	42,315	66,145	80,280	-	-	80,280	81,890	83,530	85,190	86,900
TOTAL OPERATING COSTS	1,287,257	1,317,728	1,279,873	40,000	-	1,319,873	1,336,874	1,367,068	1,395,226	1,441,618
Percentage Increase		2.4%	-0.57%			2.53%	1.3%	2.3%	2.1%	3.3%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve fund	340,000	340,000	355,000	-	-	355,000	362,100	369,340	376,730	384,260
Transfer to Equipment Replacement Fund	110,000	110,000	115,000	-	-	115,000	167,300	170,650	174,060	177,540
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	450,000	450,000	470,000	-	-	470,000	529,400	539,990	550,790	561,800
Golf Debt	54,086	54,086	54,126	-	-	54,126	54,126	54,126	54,126	54,126
Fitness Gym Debt	50,000	50,000	50,000	-	-	50,000	-	-	-	-
DEBT CHARGES	104,086	104,086	104,126	-	-	104,126	54,126	54,126	54,126	54,126
TOTAL COSTS RECREATION SERVICES	1,841,343	1,871,814	1,853,999	40,000	-	1,893,999	1,920,400	1,961,184	2,000,142	2,057,544
<u>OPERATION AND OVERHEAD COSTS</u>										
Salaries and Wages	695,944	665,500	706,863	47,300	-	754,163	771,406	789,032	807,057	825,488
Internal Allocations	63,123	63,123	202,616	-	-	202,616	206,669	210,803	215,019	219,319
Internet Services & Telephone	35,700	39,000	42,000	-	-	42,000	42,840	43,700	44,570	45,460
Advertising	17,891	19,450	20,500	-	-	20,500	20,910	21,330	21,750	22,190
Travel, Training & Consultants	30,062	17,400	22,200	-	-	22,200	22,640	23,090	23,550	24,010
Operating - Other	135,128	169,447	174,522	-	-	174,522	178,020	181,570	185,190	188,890
TOTAL OPERATION AND OVERHEAD COSTS	977,848	973,920	1,168,701	47,300	-	1,216,001	1,242,485	1,269,525	1,297,136	1,325,357
<u>MAINTENANCE COSTS - SALARIES</u>	799,869	761,500	815,740	224,681	-	1,040,421	1,064,876	1,089,892	1,115,481	1,141,665
TOTAL OVERHEAD & MAINTENANCE COSTS	1,777,717	1,735,420	1,984,441	271,981	-	2,256,422	2,307,361	2,359,417	2,412,617	2,467,022
Internal Recovery - Operations	-	-	-	-	-	-	-	-	-	-
Internal Recovery - Maintenance	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	3,619,060	3,607,234	3,838,440	311,981	-	4,150,421	4,227,761	4,320,601	4,412,759	4,524,566

SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET*	ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
FUNDING SOURCES (REVENUE)										
Arena - Fee Charges	(49,977)	(67,818)	(53,080)	(24,880)	-	(77,960)	(79,530)	(81,120)	(82,730)	(84,380)
Arena - Rental Income	(267,801)	(288,881)	(274,080)	(34,920)	-	(309,000)	(316,200)	(322,520)	(328,970)	(335,540)
Golf Course - Fee Charges	(137,000)	(213,200)	(145,800)	(80,200)	-	(226,000)	(230,520)	(235,120)	(239,820)	(244,610)
Golf Course - Rental and Sales Income	(28,019)	(35,740)	(37,612)	-	-	(37,612)	(38,360)	(39,130)	(39,920)	(40,720)
Recreation - Fee Charges	(257,225)	(224,212)	(250,230)	(3,870)	-	(254,100)	(259,856)	(265,060)	(270,354)	(275,040)
Recreation - Other Misc Income	(5,524)	(14,010)	(16,682)	-	-	(16,682)	(17,020)	(17,360)	(17,710)	(18,060)
Fitness Gym - Fee Charges	(152,500)	(304,000)	(164,400)	(170,600)	-	(335,000)	(341,700)	(348,540)	(355,510)	(362,630)
Multi-Purpose Room - Rental Income	(8,550)	(18,000)	(21,000)	-	-	(21,000)	(21,420)	(21,850)	(22,290)	(22,740)
Concession - Sales and Commissions	(47,340)	(66,100)	(91,680)	-	-	(91,680)	(93,510)	(95,380)	(97,280)	(99,220)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Sport Box - Rental	(1,000)	(2,250)	(3,250)	-	-	(3,250)	(3,320)	(3,390)	(3,460)	(3,530)
TOTAL REVENUE	(954,936)	(1,234,211)	(1,057,814)	(314,470)	-	(1,372,284)	(1,401,436)	(1,429,470)	(1,458,044)	(1,486,470)
REQUISITION, PILT & PRIOR YEAR SURPLUS	(2,664,124)	(2,373,023)	(2,780,626)	2,489	-	(2,778,137)	(2,826,325)	(2,891,131)	(2,954,715)	(3,038,096)
Percentage Increase		-10.9%	4.37%			4.28%	1.7%	2.3%	2.2%	2.8%
PARTICIPANTS: District of Sooke, Portion of JDF AUTHORIZED POSITIONS: AUTHORIZED POSITIONS: Salaried	15.45	15.45	15.45	1.00	0.00	16.45	16.95	16.95	16.95	16.95

SEAPARC - SWIMMING POOL	BUDGET REQUEST						FUTURE PROJECTIONS			
	2023 BOARD BUDGET*	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATION COSTS										
Salaries and Wages	643,683	696,000	661,036	126,553	-	787,589	848,962	867,303	886,036	905,175
Internal Allocations - Maintenance	-	-	-	-	-	-	-	-	-	-
Internal Allocations - Operations	-	-	-	-	-	-	-	-	-	-
Utility	122,000	133,274	114,500	-	-	114,500	116,790	119,130	121,510	123,940
Operating - Supplies	65,715	71,750	76,400	-	-	76,400	77,920	79,450	81,050	82,660
Other Internal Allocations & Insurance	50,472	50,472	22,856	-	-	22,856	24,750	25,539	25,565	26,191
Maintenance	60,000	60,000	62,000	-	-	62,000	63,240	64,500	65,790	67,110
Contingency	10,200	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	952,070	1,011,496	936,792	126,553	-	1,063,345	1,131,662	1,155,922	1,179,951	1,205,076
*Percentage Increase		6.2%	-1.60%			11.69%				
TOTAL COSTS	952,070	1,011,496	936,792	126,553	-	1,063,345	1,131,662	1,155,922	1,179,951	1,205,076
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recoveries - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	952,070	1,011,496	936,792	126,553	-	1,063,345	1,131,662	1,155,922	1,179,951	1,205,076
FUNDING SOURCES (REVENUE)										
Revenue - Fees	(317,000)	(486,000)	(398,770)	(126,230)	-	(525,000)	(535,500)	(546,220)	(557,140)	(568,280)
Other Income	(9,500)	(15,600)	(16,500)	-	-	(16,500)	(16,830)	(17,170)	(17,510)	(17,860)
Rental Income	(16,500)	(21,000)	(22,000)	-	-	(22,000)	(22,440)	(22,890)	(23,350)	(23,820)
TOTAL REVENUE	(343,000)	(522,600)	(437,270)	(126,230)	-	(563,500)	(574,770)	(586,280)	(598,000)	(609,960)
REQUISITION, PILT & PRIOR YEAR SURPLUS	(609,070)	(488,896)	(499,522)	(323)	-	(499,845)	(556,892)	(569,642)	(581,951)	(595,116)
Percentage Increase		-19.7%	-17.99%			-17.93%	11.4%	2.3%	2.2%	2.3%
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

Change in Budget 2023 to 2024
Service: 1.40X SEAPARC

Total Expenditure

Comments

2023 Budget **4,571,130**

Change in Salaries:

Base salary and benefit change	62,806	Inclusive of estimated collective agreement changes
Step increase/paygrade change	5,166	
1.0 FTE Manager	148,181	IBC - 10c-2.2 Manager of Operations
Auxiliary	290,353	Additional auxiliary hours to accommodate increased service levels
<hr style="width: 20%; margin-left: 0;"/>		
Total Change in Salaries	506,506	

Other Changes:

Standard Overhead Allocation	10,629	Increase in 2023 operating costs
Human Resources Allocation	21,807	Contribution towards 2024 Human Resources & Corporate Safety initiatives
Utilities	23,348	
Reserve Transfers	20,000	
Other Costs	90,346	
<hr style="width: 20%; margin-left: 0;"/>		
Total Other Changes	166,130	

2024 Budget **5,243,766**

Summary of % Expense Increase

2024 Base salary and benefit change	1.4%
Service Level increase	6.4%
New FTE	3.2%
Balance of increase	3.7%
<i>% expense increase from 2023:</i>	14.7%

<i>% Requisition increase from 2023 (if applicable):</i>	2.8%	<i>Requisition funding is 63% of service revenue</i>
--	-------------	--

Overall 2023 Budget Performance
 (expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$386,276 (8.4%) due mainly to increased operational revenue. This variance will be moved to Operating Reserve (\$50,000), Equipment Replacement Reserve (\$200,000) and Capital Reserve (\$ 86,276).

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.40X SEAPARC	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$225,500	\$710,500	\$2,223,000	\$232,000	\$189,500	\$3,580,500	
Equipment	\$0	\$451,700	\$417,150	\$1,671,500	\$139,850	\$176,300	\$2,856,500	
Land	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000	
Engineered Structures	\$0	\$1,100,000	\$0	\$0	\$27,000	\$0	\$1,127,000	
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		\$0	\$1,777,200	\$1,627,650	\$3,894,500	\$398,850	\$365,800	\$8,064,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Debenture Debt (New Debt Only)	\$0	\$0	\$700,000	\$1,850,000	\$0	\$0	\$2,550,000	
Equipment Replacement Fund	\$0	\$234,700	\$371,650	\$166,500	\$118,850	\$109,800	\$1,001,500	
Grants (Federal, Provincial)	\$0	\$778,000	\$0	\$1,400,000	\$0	\$0	\$2,178,000	
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Reserve Fund	\$0	\$764,500	\$556,000	\$478,000	\$280,000	\$256,000	\$2,334,500	
		\$0	\$1,777,200	\$1,627,650	\$3,894,500	\$398,850	\$365,800	\$8,064,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.40X

Service Name: SEAPARC

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
20-09	Replacement	Domestic Hot Water Replacement	Replacement of hot water storage tanks and update system	\$ 100,000	E	Res	→	\$ 100,000					\$ 100,000
22-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$ 500,000	B	Res		\$ 165,000	\$ 250,000	\$ 85,000			\$ 500,000
22-04	Replacement	Pool Lectronator System	Replacement of lectronator cells	\$ 60,000	E	ERF		\$ 15,000	\$ 15,000				\$ 30,000
22-07	Renewal	Golf Course Irrigation Upgrade	Renewal irrigation renewal	\$ 30,000	E	Res		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal	\$ 1,000,000	S	Res		\$ 225,000					\$ 225,000
	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
23-06	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			\$ 27,000		\$ 52,000
23-08	Renewal	Reception area redesign	Redesign and renewal of reception/client facing	\$ 115,000	S	Res		\$ 100,000					\$ 100,000
23-13	Replacement	Arena Dehumidifier Wheel Replacement	Arena Dehumidifier Wheel Replacement	\$ 30,000	E	ERF	→	\$ 30,000					\$ 30,000
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		\$ 6,000			\$ 7,000		\$ 13,000
24-05	Renewal	Recoat Pool Metal Roof	Recoat Pool Metal Roof - Area 6	\$ 30,000	B	Res	→		\$ 30,000				\$ 30,000
24-06	Renewal	Replace Ventilation Fans	Replace Ventilation Fans	\$ 7,000	B	Res		\$ 4,500			\$ 5,000		\$ 9,500
24-07	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 25,700	E	ERF		\$ 25,700					\$ 25,700
24-08	Replacement	Upgrade BAS Software/Network	Upgrade BAS Software/Network	\$ 20,000	E	ERF		\$ 20,000					\$ 20,000
24-09	Replacement	EV Charger Replacement	EV Charger Replacement	\$ 14,000	E	ERF		\$ 14,000					\$ 14,000
24-16	New	EV Charger Installation	Install 4 new EV Chargers	\$ 28,000	E	Grant		\$ 28,000					\$ 28,000
24-10	Renewal	Road Sign Replacement	Replacement of digital advertising road sign		E	Res		\$ 45,000					\$ 45,000
24-11	Replacement	Pool Valve Replacement	Replacement of valves for pool circulation system	\$ 17,500	E	ERF		\$ 17,500					\$ 17,500
24-12	Replacement	Accessibility Lift System	Replacement of accessibility lift track	\$ 25,000	E	Res		\$ 25,000					\$ 25,000
24-13	Renewal	Arena Compressor Overhaul	Refrigeration plant compressor overhaul	\$ 14,000	E	Res		\$ 14,000	\$ 15,500		\$ 16,000	\$ 16,500	\$ 62,000
24-14	Replacement	Heating System Replacement-Throup Rd. House	Replace heating system at Throup Rd house	\$ 17,500	E	ERF		\$ 17,500					\$ 17,500
24-15	Replacement	IT Equipment Replacement	Replacement of IT equipment and computers	\$ 67,800	E	ERF		\$ 20,000	\$ 21,100	\$ 13,600	\$ 13,100		\$ 67,800

Service #:

1.40X

Service Name:

SEAPARC

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system	\$ 2,200,000	B	Debt			\$ 200,000	\$ 1,850,000			\$ 2,050,000
25-01	Renewal	Implement Heat Recovery System Phase 1	Implementation of phase 1 of heat recovery system		B	Grant				\$ 150,000			\$ 150,000
25-02	Replacement	Ice resurfacers	Replacement of ice resurfacers	\$ 200,000	E	ERF			\$ 200,000				\$ 200,000
25-03	Renewal	Recoat Arena Purlins & Frames	Recoat Arena Purlins & Frames	\$ 27,000	B	Res				\$ 5,000	\$ 35,000		\$ 40,000
25-04	Study	Exterior Wall Evaluation	Exterior Wall Evaluation	\$ 12,000	B	Res			\$ 15,000				\$ 15,000
25-05	Replacement	Replace Sewage & Storm Pump System	Replace Sewage & Storm Pump System	\$ 17,500	B	Res			\$ 23,500				\$ 23,500
25-06	Replacement	Replace Backflow Preventer on Fire Line	Replace Backflow Preventer on Fire Line	\$ 13,000	B	Res			\$ 17,000				\$ 17,000
25-07	Study	Thermal Evaluation of Electrical System	Thermal Evaluation of Electrical System	\$ 5,000	B	Res			\$ 5,000				\$ 5,000
25-09	New	Outdoor Activity Space Development	New outdoor activity space development	\$ 1,525,000	E	Res			\$ 25,000	\$ 250,000			\$ 275,000
	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			\$ 95,550				\$ 95,550
25-11	Renewal	Repaint Arena & Pool Exterior	Repaint Arena Metal Cladding & Pool Exterior Walls	\$ 120,000	B	Res			\$ 120,000				\$ 120,000
26-04	Renewal	Overhaul Cooling Tower - Arena	Overhaul Cooling Tower - Arena	\$ 28,000	B	Res			\$ -	\$ 38,000			\$ 38,000
26-06	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 67,500	E	ERF			\$ -	\$ 137,900			\$ 137,900
26-07	Renewal	Entrance sign replacement	Replace exterior entrance sign	\$ 30,000	B	Res				\$ 30,000			\$ 30,000
26-08	Renewal	Duct cleaning	Duct cleaning	\$ 15,000	B	Res				\$ 15,000			\$ 15,000
26-09	Replacement	Pool Lectronator System	Replacement of lectronator cells	\$ 60,000	E	ERF				\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000
27-01	Replacement	Replace Pool Circulation Pumps	Replace Pool Circulation Pumps	\$ 12,000	E	ERF					\$ 16,000		\$ 16,000
27-03	Renewal	Replace Arena Rubber Mat Flooring	Replace Arena Rubber Mat Flooring	\$ 150,000	B	Res					\$ 135,000		\$ 135,000
27-04	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 27,500	E	ERF					\$ 74,750		\$ 74,750
28-01	Renewal	Recoat Arena Change Room & Pool Interior Roof	Locally recoat arena interior change room roof steel deck & pool interior roof deck, purlins and beams	\$ 84,500	B	Res						\$ 84,500	\$ 84,500
28-02	Renewal	Repaint Pool Fitness Facility Exterior	Repaint Pool & Fitness Facility Exterior	\$ 59,000	B	Res						\$ 25,000	\$ 25,000
28-03	Renewal	Recoat Arena Metal Roof	Recoat Arena Metal Roof	\$ 720,000	B	Res						\$ 20,000	\$ 20,000
28-04	Renewal	Pool Change Room Renovation	Pool Change Room Renovation	\$ 145,000	B	Res						\$ 10,000	\$ 10,000
28-05	Study	Pool Secondary Boiler Replacement	Design for replacement of secondary pool boilers (oil to electric)	\$ 471,000	E	Res						\$ 45,000	\$ 45,000
28-06	Replacement	Equipment Replacement (pooled)	Equipment Replacement	\$ 50,800	E	ERF						\$ 64,800	\$ 64,800
													\$ -
													\$ -
			GRAND TOTAL	\$ 9,202,800			\$ -	\$ 1,777,200	\$ 1,627,650	\$ 3,894,500	\$ 398,850	\$ 365,800	\$ 8,064,000

Service: 1.40X SEAPARC

Project Number 20-09 **Capital Project Title** Domestic Hot Water Replacement **Capital Project Description** Replacement of hot water storage tanks and update system

Project Rationale Service life is ended for DHW storage tanks for the arena as well as for the pool/gym. This project will replace the tanks and centralize the hot water boilers/storage in the upper mechanical room and include heat recovery.

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. Replacement of areas 4 & 4A in 2023, along with creation of 5 year workplan for pool and lobby roof.

Project Number 22-04 **Capital Project Title** Pool Lectorator System **Capital Project Description** Replacement of lectionator cells

Project Rationale Annual replacement of lectionator cells.

Service: 1.40X SEAPARC

Project Number 22-07 **Capital Project Title** Golf Course Irrigation Upgrade **Capital Project Description** Renewal irrigation renewal

Project Rationale Ongoing repairs and upgrades to golf course irrigation system ensure continuity of service.

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/replacement 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.

**1.40X SEAPARC Recreation Combined
 Asset and Reserve Summary Schedule
 2024 - 2028 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

Reserve/Fund Summary Projected year end balance	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Capital Reserve	1,122,208	717,708	523,808	415,148	511,878	640,138
Equipment Replacement Fund	362,134	244,434	40,084	44,234	99,444	167,184
Total projected year end balance	1,484,342	962,142	563,892	459,382	611,322	807,322

**1.40X SEAPARC Recreation Combined
 Capital Reserve Fund Schedule
 2024 - 2028 Financial Plan**

Capital Reserve Fund Schedule

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

Capital Reserve Fund	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	1,137,932	1,122,208	717,708	523,808	415,148	511,878
Planned Capital Expenditure (Based on Capital Plan)	(542,000)	(764,500)	(556,000)	(478,000)	(280,000)	(256,000)
Transfer from Operating Budget	476,276	355,000	362,100	369,340	376,730	384,260
Interest Income*	50,000	5,000				
Ending Balance \$	1,122,208	717,708	523,808	415,148	511,878	640,138

* 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)
 2024 - 2028 Financial Plan**

Equipment Replacement Fund Schedule (ERF)

ERF Fund: 1.40X Combined SEAPARC Recreation and Pool ERF

Equipment Replacement Fund	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	153,134	362,134	244,434	40,084	44,234	99,444
Planned Purchase (Based on Capital Plan)	(103,000)	(234,700)	(371,650)	(166,500)	(118,850)	(109,800)
Transfer from Operating Budget	310,000	115,000	167,300	170,650	174,060	177,540
Equipment Disposal	-					
Interest Income*	2,000	2,000				
Ending Balance \$	362,134	244,434	40,084	44,234	99,444	167,184

* 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
2024 - 2028 Financial Plan

Profile

SEAPARC

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

Summary

Reserve/Fund Summary	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Projected year end balance						
Operating Reserve	84,249	86,249	86,249	86,249	86,249	86,249
Operating Reserve - Legacy Fund	2,115	2,215	2,215	2,215	2,215	2,215
Total projected year end balance	86,364	88,464	88,464	88,464	88,464	88,464

See attached reserve schedules for projected annual cash flows.

**1.40X Sooke and Electoral Area Recreation and Facilities (SEAPARC)
 Operating Reserve Summary
 2024 - 2028 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	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	32,649	84,249	86,249	86,249	86,249	86,249
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	50,000	-	-	-	-	-
Interest Income*	1,600	2,000				
Total projected year end balance	84,249	86,249	86,249	86,249	86,249	86,249

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
2024 - 2028 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	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	2,015	2,115	2,215	2,215	2,215	2,215
Planned Purchase						
Transfer from Ops Budget	-					
Interest Income*	100	100				
Total projected year end balance	2,115	2,215	2,215	2,215	2,215	2,215

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

2024 BUDGET

ENVIRONMENTAL SERVICES

COMMITTEE OF THE WHOLE

OCTOBER 2023

COMMITTEE OF THE WHOLE
October 25, 2023
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COMMITTEE OF THE WHOLE
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CAPITAL REGIONAL DISTRICT

2024 BUDGET

GM - Parks & Environmental Services

COMMITTEE OF THE WHOLE

OCTOBER 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 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 Nations.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

FUNDING:

Requisition

1.028 - GM - Environmental Services & Regional Parks	2023		BUDGET REQUEST			FUTURE PROJECTIONS				
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Salaries and Wages	418,658	410,000	425,233	-	-	425,233	435,410	445,825	456,482	467,387
Contract for Services	3,152	3,152	3,215	-	-	3,215	3,279	3,345	3,412	3,480
Allocation - Standard Overhead	46,568	46,568	50,058	-	-	50,058	51,059	52,080	53,122	54,184
Allocation - Human Resources	11,367	11,367	14,866	-	-	14,866	16,098	16,611	16,628	17,035
Allocation - Building Occupancy	20,009	20,009	21,861	-	-	21,861	22,988	24,176	25,426	26,632
Insurance	830	830	870	-	-	870	910	950	1,000	1,050
TOTAL OPERATING COSTS	500,584	491,926	516,103	-	-	516,103	529,745	542,987	556,069	569,767
*Percentage Increase over prior year		-1.7%	3.1%	0.0%	0.0%	3.1%	2.6%	2.5%	2.4%	2.5%
Recovery for First Aid Officer	(97)	(97)	(99)	-	-	(99)	(102)	(104)	(106)	(107)
NET COSTS	500,487	491,829	516,004	-	-	516,004	529,643	542,883	555,963	569,660
*Percentage increase over prior year Net Costs		-1.7%	3.1%	0.0%	0.0%	3.1%	2.6%	2.5%	2.4%	2.5%
AUTHORIZED POSITIONS: Salaried	2.0	2.0	2.0	-	-	2.0	2.0	2.0	2.0	2.0

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Environmental Administration Services

COMMITTEE OF THE WHOLE

OCTOBER 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							
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	89,344	92,838	90,919	-	-	90,919	93,081	95,294	97,559	99,875
Allocations	59,578	59,578	63,856	-	-	63,856	66,286	68,661	71,027	73,428
Operating - Other Costs - Summary	52,746	47,534	51,333	-	-	51,333	51,216	51,073	50,869	50,704
TOTAL OPERATING COSTS	201,668	199,950	206,107	-	-	206,107	210,583	215,028	219,455	224,007
*Percentage Increase over prior year		-0.9%	2.2%	0.0%	0.0%	2.2%	2.2%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	840	-	-	840	504	281	161	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	840	-	-	840	504	281	161	-
TOTAL COSTS	201,668	199,950	206,947	-	-	206,947	211,087	215,309	219,616	224,007
*Percentage Increase over prior year		-0.9%	2.6%	0.0%	0.0%	2.6%	2.0%	2.0%	2.0%	2.0%
Internal Recoveries	(199,950)	(199,950)	(206,947)	-	-	(206,947)	(211,087)	(215,309)	(219,616)	(224,007)
OPERATING COSTS LESS INTERNAL RECOVERIES	-	-	-	-	-	-	-	-	-	-
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Transfer from Ops Reserve Fund	(1,720)	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(1,720)	-	-	-	-	-	-	-	-	-
REQUISITION	-	-	-	-	-	-	-	-	-	-
*Percentage Increase over prior year										
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Salaried	1.00	1.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**1.575 ES HQ Administration
ERF Reserve Summary
2024 - 2028 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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	147,691	129,191	124,031	118,535	112,816	103,977
Planned Purchase (Based on Capital Plan)	(18,500)	(6,000)	(6,000)	(6,000)	(9,000)	(6,000)
Transfer from Operating Budget	-	840	504	281	161	-
Interest Income*	-	-	-	-	-	-
Total projected year end balance	129,191	124,031	118,535	112,816	103,977	97,977

* 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
 2024 - 2028 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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	60,989	63,476	63,476	63,476	63,476	63,476
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget		-	-	-	-	-
Interest Income*	2,487	-	-	-	-	-
Total projected year end balance	63,476	63,476	63,476	63,476	63,476	63,476

* 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
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.575							
	Environmental Administration Services	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$6,000	\$6,000	\$6,000	\$9,000	\$6,000	\$6,000	\$33,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$6,000	\$6,000	\$6,000	\$9,000	\$6,000	\$6,000	\$33,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$6,000	\$6,000	\$6,000	\$9,000	\$6,000	\$6,000	\$33,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$6,000	\$6,000	\$6,000	\$9,000	\$6,000	\$6,000	\$33,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.575

Service Name: Environmental Administration Services

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
20-01	Replacement	Office Furniture	ERF replacement of desks, chairs, shelves	\$ 19,000	E	ERF		\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 15,000.00
20-02	Replacement	Office Equipment	ERF replacement of computers, printers	\$ 25,090	E	ERF		\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ 18,000.00
													\$ -
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													\$ -
			GRAND TOTAL	\$ 44,090			\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ 9,000	\$ 6,000	\$ 33,000.00

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	2024-2028 - 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	Computers/Equipment - 2024 - Presentation Laptop (\$1,644); 2025 - none; 2026 - none; 2027: \$4,972 total: Larisa Hutcheson - new laptop (\$1,644), Cathy Leahy - new laptop (\$1,644), Wanda Gustafson - new laptop (\$1,644); 2028 - Presentation laptop (\$1,644)				

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Other Legislative & General - Climate

COMMITTEE OF THE WHOLE

OCTOBER 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 Nations.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

N/A

FUNDING:

Requisition

1.012 OTHER LEGISLATIVE & GENERAL - CLIMATE	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024		TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS:</u>										
Salaries and Wages	98,873	125,219	110,426	-	-	110,426	113,074	115,785	118,558	121,396
Contributions - projects	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	-	774	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	98,873	125,993	110,426	-	-	110,426	113,074	115,785	118,558	121,396
*Percentage Increase over prior year		27.4%	11.7%	0.0%	0.0%	11.7%	2.4%	2.4%	2.4%	2.4%
<u>CAPITAL / RESERVE</u>										
Transfer to Climate Action Reserve Fund	103,000	75,880	103,000	-	-	103,000	105,060	107,161	109,304	111,491
TOTAL CAPITAL / RESERVES	103,000	75,880	103,000	-	-	103,000	105,060	107,161	109,304	111,491
TOTAL COSTS	201,873	201,873	213,426	-	-	213,426	218,134	222,946	227,862	232,887
*Percentage increase over prior year requisition		0.0%	5.7%	0.0%	0.0%	5.7%	2.2%	2.2%	2.2%	2.2%
REVENUE										
Climate Action Grant	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
NET COSTS	201,873	201,873	213,426	-	-	213,426	218,134	222,946	227,862	232,887
*Percentage increase over prior year Net Costs		0.0%	5.7%	0.0%	0.0%	5.7%	2.2%	2.2%	2.2%	2.2%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	1.0	1.0	1.0	-	-	1.0	1.0	1.0	1.0	1.0

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Environmental Protection and Water Quality

COMMITTEE OF THE WHOLE

OCTOBER 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									
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
1.578 Environmental Protection Expenditures	6,730,561	6,439,377	6,239,487	200,976	-	6,440,463	6,567,736	6,730,912	6,615,647	6,778,652
1.579 Environmental Water Quality Expenditures	2,327,163	2,190,064	2,355,281	100,488	-	2,455,769	2,516,028	2,566,465	2,524,298	2,582,260
TOTAL OPERATING COSTS	9,057,724	8,629,441	8,594,768	301,464	-	8,896,232	9,083,764	9,297,377	9,139,945	9,360,912
*Percentage Increase over prior year		-4.7%	-5.1%	3.3%	0.0%	-1.8%	2.1%	2.4%	-1.7%	2.4%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	80,799	367,134	272,384	-	-	272,384	256,782	242,640	226,660	261,918
Transfer to Operating Reserve Fund	39,244	39,244	11,034	-	-	11,034	108	-	93,495	87,887
TOTAL CAPITAL / RESERVES	120,044	406,378	283,418	-	-	283,418	256,890	242,640	320,155	349,804
TOTAL COSTS	9,177,768	9,035,819	8,878,186	301,464	-	9,179,650	9,340,654	9,540,017	9,460,100	9,710,716
*Percentage Increase over prior year		-1.5%	-3.3%	3.3%	0.0%	0.0%	1.8%	2.1%	-0.8%	2.6%
Allocation Recovery - 1.578 Environmental Protection	(6,712,511)	(6,806,511)	(6,511,871)	(200,976)	-	(6,712,847)	(6,824,518)	(6,973,552)	(6,842,307)	(7,040,570)
Allocation Recovery - 1.579 Env Water Quality	(2,331,882)	(2,229,308)	(2,366,315)	(100,488)	-	(2,466,803)	(2,516,136)	(2,566,465)	(2,617,793)	(2,670,146)
OPERATING COSTS LESS INTERNAL RECOVERIES	133,373	-	0	-	-	0	(0)	(0)	0	(0)
FUNDING SOURCES (REVENUE)										
(Surplus) / Deficit	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve - Env. Protection	(98,849)	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve - Water Quality	(34,525)	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(133,373)	-	-	-	-	-	-	-	-	-
REQUISITION	0	-	-	-	-	-	0	0	0	0
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Ongoing	56.30	56.30	54.30			54.30	54.30	54.30	54.30	54.30
Term	4.00	4.00	3.50			3.50	3.50	3.50	0.00	0.00

ENVIRONMENTAL PROTECTION	BUDGET REQUEST									
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	6,911,576	6,473,474	6,506,660	301,464	-	6,808,124	6,970,630	7,128,873	6,922,248	7,087,073
Allocations	1,470,425	1,470,425	1,459,867	-	-	1,459,867	1,513,143	1,556,514	1,593,447	1,636,198
Operating Costs - Other - Summary	675,723	685,542	628,241	-	-	628,241	599,991	611,990	624,250	637,640
TOTAL OPERATING COSTS	9,057,725	8,629,441	8,594,768	301,464	-	8,896,232	9,083,764	9,297,377	9,139,945	9,360,912
*Percentage Increase over prior year		-4.7%	-5.1%	3.3%	0.0%	-1.8%	2.1%	2.4%	-1.7%	2.4%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	80,799	367,134	272,384	-	-	272,384	256,782	242,640	226,660	261,918
Transfer to Operating Reserve Fund	39,244	39,244	11,034	-	-	11,034	108	-	93,495	87,887
TOTAL CAPITAL / RESERVES	120,043	406,378	283,418	-	-	283,418	256,890	242,640	320,155	349,804
TOTAL COSTS	9,177,768	9,035,819	8,878,186	301,464	-	9,179,650	9,340,654	9,540,017	9,460,100	9,710,716
*Percentage Increase over prior year		-1.5%	-3.3%	3.3%	0.0%	0.0%	1.8%	2.1%	-0.8%	2.6%
Allocation Recovery - Environmental Services	(9,044,393)	(9,035,819)	(8,878,186)	(301,464)	-	(9,179,650)	(9,340,654)	(9,540,017)	(9,460,100)	(9,710,717)
OPERATING COSTS LESS INTERNAL RECOVERIES	133,375	-	0	-	-	0	(0)	(0)	0	0
FUNDING SOURCES (REVENUE)										
(Surplus) / Deficit										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve	(133,374)	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(133,374)	-	-	-	-	-	-	-	-	-
REQUISITION	0	-	-	-	-	-	0	0	(0)	(0)
*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:										
Ongoing	56.30	56.30	54.30			54.30	54.30	54.30	54.30	54.30
Term	4.00	4.00	3.50			3.50	3.50	3.50	0.00	0.00

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.578	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Environmental Protection							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$479,000	\$514,600	\$145,600	\$122,000	\$97,000	\$111,100	\$111,100	\$990,300
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$120,000	\$220,000	\$180,000	\$50,000	\$0	\$0	\$0	\$450,000
	\$599,000	\$734,600	\$325,600	\$172,000	\$97,000	\$111,100	\$111,100	\$1,440,300

SOURCE OF FUNDS

Capital Funds on Hand	\$370,000	\$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	\$229,000	\$354,600	\$325,600	\$172,000	\$97,000	\$111,100	\$111,100	\$1,060,300
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
	\$599,000	\$734,600	\$325,600	\$172,000	\$97,000	\$111,100	\$111,100	\$1,440,300

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.578

Service Name: Environmental Protection

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
18-01	Replacement	Annual Scientific/Field/Outreach/Printers/Copiers equipment replacement	ERF replacement of Scientific/Field/Outreach /Printers/Copiers equipment	\$ 428,000	E	ERF	\$ 109,000.00	\$ 85,600.00	\$ 85,600.00	\$ 85,600.00	\$ 85,600.00	\$ 85,600.00	\$ 428,000.00
18-02	Replacement	Annual Computer equipment replacement	ERF replacement of computer equipment	\$ 137,300	E	ERF	\$ -	\$ 26,500.00	\$ 37,500.00	\$ 36,400.00	\$ 11,400.00	\$ 25,500.00	\$ 137,300.00
18-03	Replacement	Annual vehicle replacement	ERF replacement of vehicles	\$ 330,000	V	ERF	\$ -	\$ 100,000.00	\$ 180,000.00	\$ 50,000.00	\$ -	\$ -	\$ 330,000.00
18-04	Replacement	Furniture replacement	ERF replacement of furniture	\$ 297,500	E	ERF	\$ -			\$ -	\$ -		\$ -
19-01	Replacement	IT Database Programs	Address based database & EQIS	\$ 380,000	E	Cap	\$ 370,000.00	\$ 380,000.00	\$ -	\$ -	\$ -		\$ 380,000.00
20-01	New	Furniture	New Furniture	\$ 45,000	E	ERF		\$ 22,500.00	\$ 22,500.00		\$ -		\$ 45,000.00
23-01	New	Hydration Truck Replacement	Hydration truck	\$ 120,000	V	ERF	\$ 120,000.00	\$ 120,000.00	\$ -	\$ -	\$ -		\$ 120,000.00
													\$ -
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 1,737,800			\$ 599,000	\$ 734,600	\$ 325,600	\$ 172,000	\$ 97,000	\$ 111,100	\$ 1,440,300.00

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

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

Project Number	18-02	Capital Project Title	Annual Computer equipment replacement	Capital Project Description	ERF replacement of computer equipment
Project Rationale	Routine replacement of various computer equipment due to end of calculated lifecycle (4yrs). Note: expense is calculated on 2023 values + 2%. Each year includes a number of standard desktop/laptop replacements scheduled by IT.				

Project Number	18-03	Capital Project Title	Annual vehicle replacement	Capital Project Description	ERF replacement of vehicles
Project Rationale	2024-Replace FQ6007(Kia Soul-CCC) & Replace F12004 (Smart Car). 2025-Replace F18018(Nissan NV200-EMP) & F18019(Nissan NV200-EMP). 2026-Replace F18029(Kia Soul).				

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

Project Number	18-04	Capital Project Title	Furniture replacement	Capital Project Description	ERF replacement of furniture
Project Rationale	Replacement of desks, cubicle walls, etc... as per the densification project.				

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

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

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

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

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.579	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Environmental Water Quality							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$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	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.579

Service Name: Environmental Water Quality

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
20-31	Renewal	Lab Information Management System	Information management system expansion for CRD lab services	\$ 30,000	E	Res	\$ -	\$30,000					\$30,000
													\$0
													\$0
													\$0
													\$0
													\$0
			Grand Total	\$ 30,000			\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

Service: 1.579 Environmental Water Quality

Project Number	20-31	Capital Project Title	Laboratory Information Management System	Capital Project Description	information management software for laboratory data
Project Rationale	To manage the volume of data generated by the water quality laboratories and ensure data provided to CRD is accurate and timely the lab requires implementation of an information management system. These funds are for expansion of an existing project to encompass laboratory operations.				

**1.578 Environmental Protection
Equipment Reserve Summary
2024 - 2028 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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	1,238,334	637,968	545,752	476,934	547,574	677,234
Planned Purchase (Based on Capital Plan)	(1,087,500)	(364,600)	(325,600)	(172,000)	(97,000)	(111,100)
Transfer from Operating Budget	367,134	272,384	256,782	242,640	226,660	
Interest Income*	120,000	-	-	-	-	-
Total projected year end balance	637,968	545,752	476,934	547,574	677,234	566,134

* 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
2024 - 2028 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)	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	807,250	839,652	839,652	839,652	839,652	839,652
Planned Purchase		-	-	-	-	-
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income*	32,401	-	-	-	-	-
Total projected year end balance	839,652	839,652	839,652	839,652	839,652	839,652

* 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
 2024 - 2028 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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	528,412	588,890	574,924	575,032	575,032	668,527
Planned Purchase	-	(25,000)	-	-	-	-
Transfer from Ops Budget	39,244	11,034	108	-	93,495	87,887
Interest Income*	21,234	-	-	-	-	-
Total projected year end balance	588,890	574,924	575,032	575,032	668,527	756,414

* 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
2024 - 2028 Financial Plan**

ERF Reserve Cash Flow

Water Quality Senior Budget - Equipment Replacement for Equipment

Equipment Replacement Fund Fund: 1022 Fund Center: 102075	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	21,666	21,666	21,666	21,666	21,666	21,666
Planned Purchase (Based on Capital Plan)		-	-	-	-	-
Transfer from Operating Budget		-	-	-	-	-
Interest Income*		-	-	-	-	-
Total projected year end balance	21,666	21,666	21,666	21,666	21,666	21,666

* 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

2024 BUDGET

Regional Source Control

COMMITTEE OF THE WHOLE

OCTOBER 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:

Environmental Services

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%
TOTAL	38,291,642	100.00%	100.00%

3.755 - REGIONAL SOURCE CONTROL PROGRAM	2023		BUDGET REQUEST				2025-2028			
	BOARD BUDGET	ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS:										
Allocations - EPro Labour	1,334,193	1,334,193	1,386,465	-	-	1,386,465	1,414,194	1,442,478	1,471,328	1,500,754
Operation - Other Costs	168,845	127,345	141,875	-	-	141,875	150,414	154,447	156,529	159,722
Contract For Services	98,000	98,000	98,760	-	-	98,760	99,540	100,330	101,140	101,960
Consultant Expenses	40,000	40,000	47,448	-	-	47,448	-	41,200	-	-
TOTAL OPERATING COSTS	1,641,038	1,599,538	1,674,548	-	-	1,674,548	1,664,148	1,738,455	1,728,997	1,762,436
*Percentage Increase over prior year		-2.5%	2.0%	0.0%	0.0%	2.0%	-0.6%	4.5%	-0.5%	1.9%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	-	170	-	-	170	173	177	180	184
TOTAL CAPITAL / RESERVES	-	-	170	-	-	170	173	177	180	184
TOTAL COSTS	1,641,038	1,599,538	1,674,718	-	-	1,674,718	1,664,321	1,738,632	1,729,177	1,762,620
*Percentage Increase over prior year		-2.5%	2.1%	0.0%	0.0%	2.1%	-0.6%	4.5%	-0.5%	1.9%
Internal Recoveries	(55,000)	(55,000)	(55,000)	-	-	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	1,586,038	1,544,538	1,619,718	-	-	1,619,718	1,609,321	1,683,632	1,674,177	1,707,620
*Percentage Increase over prior year		-2.6%	2.1%	0.0%	0.0%	2.1%	-0.6%	4.6%	-0.6%	2.0%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Fees Charged	(60,000)	(60,000)	(61,200)	-	-	(61,200)	(62,424)	(63,672)	(64,946)	(66,245)
Revenue - Other	(500)	(500)	(1,000)	-	-	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
Grants in Lieu of Taxes	(92,303)	(92,303)	(92,303)	-	-	(92,303)	(92,303)	(92,303)	(92,303)	(92,303)
Transfer From Operating Reserve	(43,249)	(1,749)	(47,429)	-	-	(47,429)	(7,453)	(51,593)	(11,362)	(13,415)
TOTAL REVENUE	(196,052)	(154,552)	(201,932)	-	-	(201,932)	(163,180)	(208,568)	(169,611)	(172,963)
REQUISITION	(1,389,986)	(1,389,986)	(1,417,786)	-	-	(1,417,786)	(1,446,141)	(1,475,064)	(1,504,566)	(1,534,657)
*Percentage Increase over prior year		0.0%	2.0%	0.0%	0.0%	2.0%	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
 2024 - 2028 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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	498,070	516,631	469,202	461,922	410,506	399,144
Planned Purchase		-	-	-	-	-
Transfer to/from Ops Budget	(1,749)	(47,429)	(7,280)	(51,416)	(11,362)	(13,415)
Interest Income*	20,310	-	-	-	-	-
Total projected year end balance	516,631	469,202	461,922	410,506	399,144	385,729

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

2024 BUDGET

Septage Disposal Agreement

COMMITTEE OF THE WHOLE

OCTOBER 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%
TOTAL	3,113,098	1,098,990	4,653,447	8,865,535	10000%			

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									
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS:										
Operating Expenditures	157,910	152,866	161,020	-	-	161,020	164,192	167,428	170,727	174,093
Contract For Services	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	157,910	152,866	161,020	-	-	161,020	164,192	167,428	170,727	174,093
*Percentage Increase over prior year		-3.2%	2.0%	0.0%	0.0%	2.0%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Sewer Capital	-	3,014	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	3,014	-	-	-	-	-	-	-	-
TOTAL COSTS	157,910	155,880	161,020	-	-	161,020	164,192	167,428	170,727	174,093
*Percentage Increase over prior year		-1.3%	2.0%	0.0%	0.0%	2.0%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,210)	(2,210)	(2,210)	-	-	(2,210)	(2,210)	(2,210)	(2,210)	(2,210)
Fees Charged	-	(2,880)	-	-	-	-	-	-	-	-
Sale of Goods and Services	(155,000)	(150,000)	(158,100)	-	-	(158,100)	(161,262)	(164,487)	(167,777)	(171,133)
Revenue - Other	(700)	(790)	(710)	-	-	(710)	(720)	(730)	(740)	(750)
TOTAL REVENUE	(157,910)	(155,880)	(161,020)	-	-	(161,020)	(164,192)	(167,427)	(170,727)	(174,093)
REQUISITION	-	(0)	-	-	-	-	-	-	-	-
*Percentage Increase over prior year										
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

2024 BUDGET

Millstream Site Remediation

COMMITTEE OF THE WHOLE

OCTOBER 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%
	<u>100.00%</u>

MAXIMUM LEVY:

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

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		<u>\$2,000,000</u>

COMMITTEE:

Environmental Services

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							
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Allocations	170	170	106	-	-	106	108	-	-	-
TOTAL OPERATING COSTS	170	170	106	-	-	106	108	-	-	-
*Percentage Increase over prior year		0.0%	-37.6%	0.0%	0.0%	-37.6%	1.9%			
<u>CAPITAL / RESERVE</u>										
Transfer to Sewer Capital Fund (Millstream)	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	537,358	537,358	19,162	-	-	19,162	19,162	-	-	-
TOTAL COSTS	537,528	537,528	19,268	-	-	19,268	19,270	-	-	-
*Percentage Increase over prior year		0.0%	-96.4%	0.0%	0.0%	-96.4%	0.0%			
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(6,144)	(6,144)	(6,144)	-	-	(6,144)	(11,237)	-	-	-
Transfer From Own Funds	(475,786)	(478,867)	(6,262)	-	-	(6,262)	(3,717)	-	-	-
Revenue - Other	(130)	2,951	(600)	-	-	(600)	(600)	-	-	-
TOTAL REVENUE	(482,060)	(482,060)	(13,006)	-	-	(13,006)	(15,554)	-	-	-
REQUISITION	(55,468)	(55,468)	(6,262)	-	-	(6,262)	(3,716)	-	-	-
*Percentage Increase over prior year		0.0%	-88.7%	0.0%	0.0%	-88.7%	-40.7%			
PARTICIPANTS: All Municipalities and JDF Electoral Area AUTHORIZED POSITIONS:										
Salaried	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			

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	3.701	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Millstream Site Remediation							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$417,000	\$417,000	\$0	\$0	\$0	\$0	\$0	\$417,000
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$417,000	\$417,000	\$0	\$0	\$0	\$0	\$0	\$417,000

SOURCE OF FUNDS

Capital Funds on Hand	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
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)	\$117,000	\$117,000	\$0	\$0	\$0	\$0	\$0	\$117,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$417,000	\$417,000	\$0	\$0	\$0	\$0	\$0	\$417,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 3.701

Service Name: Millstream Site Remediation

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
17-01	Renewal	Millstream Meadows Remediation	CRD contaminated site remediation	\$ 14,705,734	L	Cap	\$ 300,000	\$ 300,000	\$ -				\$ 300,000
17-01	Renewal	Millstream Meadows Remediation	CRD contaminated site remediation		L	Grant	\$ 117,000	\$ 117,000	\$ -			\$ -	\$ 117,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 14,705,734			\$ 417,000	\$ 417,000	\$ -	\$ -	\$ -	\$ -	\$ 417,000

Service: **3.701** **Millstream Site Remediation**

Project Number	Capital Project Title	Capital Project Description
17-01	Millstream Meadows Remediation	CRD contaminated site remediation
Project Rationale	Millstream Site Remediation: Make application for Provincial certification, 2023/2024 Project Completion and site divestment	

CAPITAL REGIONAL DISTRICT

2024 BUDGET

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

COMMITTEE OF THE WHOLE

OCTOBER 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

COMMITTEE:

Environmental Services

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	BUDGET REQUEST									
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	147,649	128,061	153,866	-	-	153,866	156,334	158,752	161,558	165,014
Contract For Services	30,000	30,000	30,000	-	-	30,000	20,000	20,000	20,000	20,000
TOTAL OPERATING COSTS	177,649	158,061	183,866	-	-	183,866	176,334	178,752	181,558	185,014
*Percentage Increase over prior year		-11.0%	3.5%	0.0%	0.0%	3.5%	-4.1%	1.4%	1.6%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	177,649	158,061	183,866	-	-	183,866	176,334	178,752	181,558	185,014
*Percentage Increase over prior year		-11.0%	3.5%	0.0%	0.0%	3.5%	-4.1%	1.4%	1.6%	1.9%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(7,485)	(7,485)	(7,485)	-	-	(7,485)	(7,485)	(7,485)	(7,485)	(7,485)
Transfer from Operating Reserve Fund	(40,014)	(20,426)	(41,675)	-	-	(41,675)	-	-	-	-
TOTAL REVENUE	(47,499)	(27,911)	(49,160)	-	-	(49,160)	(7,485)	(7,485)	(7,485)	(7,485)
REQUISITION	(130,150)	(130,150)	(134,706)	-	-	(134,706)	(168,849)	(171,267)	(174,073)	(177,529)
*Percentage Increase over prior year		0.0%	3.5%	0.0%	0.0%	3.5%	25.3%	1.4%	1.6%	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
2024 - 2028 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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	384,233	399,901	358,226	358,226	358,226	358,226
Planned Purchase	-	(41,675)	-	-	-	-
Transfer from Ops Budget		-	-	-	-	-
Interest Income*	15,668	-	-	-	-	-
Total projected year end balance	399,901	358,226	358,226	358,226	358,226	358,226

* 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

2024 BUDGET

L.W.M.P. (Peninsula)

COMMITTEE OF THE WHOLE

OCTOBER 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

COMMITTEE:

Saanich Peninsula Wastewater Commission

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%
Total	<u><u>100.00%</u></u>

Note:

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

3.720 - LWMP (PENINSULA)	BUDGET REQUEST									
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	36,262	36,262	34,200	-	-	34,200	34,881	35,574	36,281	37,013
TOTAL OPERATING COSTS	36,262	36,262	34,200	-	-	34,200	34,881	35,574	36,281	37,013
*Percentage Increase over prior year		0.0%	-5.7%	0.0%	0.0%	-5.7%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	19,985	19,985	23,334	-	-	23,334	23,801	24,277	24,763	25,247
TOTAL CAPITAL / RESERVES	19,985	19,985	23,334	-	-	23,334	23,801	24,277	24,763	25,247
TOTAL COSTS	56,247	56,247	57,534	-	-	57,534	58,681	59,851	61,044	62,260
*Percentage Increase over prior year		0.0%	2.3%	0.0%	0.0%	2.3%	2.0%	2.0%	2.0%	2.0%
OPERATING COSTS LESS INTERNAL RECOVERIES	56,247	56,247	57,534	-	-	57,534	58,681	59,851	61,044	62,260
*Percentage Increase over prior year		0.0%	2.3%	0.0%	0.0%	2.3%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,320)	(2,320)	(2,320)	-	-	(2,320)	(2,320)	(2,320)	(2,320)	(2,320)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(2,320)	(2,320)	(2,320)	-	-	(2,320)	(2,320)	(2,320)	(2,320)	(2,320)
REQUISITION	(53,927)	(53,927)	(55,214)	-	-	(55,214)	(56,361)	(57,531)	(58,724)	(59,940)
*Percentage Increase over prior year		0.0%	2.4%	0.0%	0.0%	2.4%	2.1%	2.1%	2.1%	2.1%
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
2024 - 2028 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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	135,311	160,814	184,148	207,948	232,225	256,988
Planned Purchase		-	-	-	-	-
Transfer from Ops Budget	19,985	23,334	23,801	24,277	24,763	25,247
Interest Income*	5,518	-	-	-	-	-
Total projected year end balance	160,814	184,148	207,948	232,225	256,988	282,235

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

2024 BUDGET

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

COMMITTEE OF THE WHOLE

OCTOBER 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%
TOTAL	35,660,245	100.000%

* = Average Annual Flow

FUNDING:

Requisition

RESERVE FUND:

Bylaw No. 4144 Operating Reserve Fund

3.750 - LWMP - CORE AND WEST SHORE	BUDGET REQUEST									
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS:										
Operating Expenditures	180,552	180,552	183,089	-	-	183,089	186,760	190,513	194,342	198,247
Consultant Expenses	105,060	232,000	107,161	-	-	107,161	109,304	111,490	113,720	115,995
Contract For Services	37,401	37,401	38,149	-	-	38,149	38,912	39,690	40,484	41,294
TOTAL OPERATING COSTS	323,013	449,953	328,399	-	-	328,399	334,976	341,693	348,546	355,536
*Percentage Increase over prior year		39.3%	1.7%	0.0%	0.0%	1.7%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	49,309	58,369	254,516	-	-	254,516	255,213	259,916	264,712	269,601
TOTAL CAPITAL / RESERVES	49,309	58,369	254,516	-	-	254,516	255,213	259,916	264,712	269,601
Debt Expenditures	-	-	-	-	-	-	166,875	835,426	835,426	835,426
TOTAL COSTS	372,322	508,322	582,915	-	-	582,915	757,064	1,437,035	1,448,684	1,460,563
*Percentage Increase over prior year		36.5%	56.6%	0.0%	0.0%	56.6%	29.9%	89.8%	0.8%	0.8%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(19,194)	(19,194)	(19,194)	-	-	(19,194)	(19,194)	(19,194)	(19,194)	(19,194)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
Revenue - Other	-	(136,000)	(200,000)	-	-	(200,000)	(200,000)	(204,000)	(208,080)	(212,240)
TOTAL REVENUE	(19,194)	(155,194)	(219,194)	-	-	(219,194)	(219,194)	(223,194)	(227,274)	(231,434)
REQUISITION	(353,128)	(353,128)	(363,721)	-	-	(363,721)	(537,870)	(1,213,841)	(1,221,410)	(1,229,129)
*Percentage Increase over prior year		0.0%	3.0%	0.0%	0.0%	3.0%	47.9%	125.7%	0.6%	0.6%
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

Change in Budget 2023 to 2024

Service: 3.750 - LWMP - Core and West Shore

Total Expenditure

Comments

2023 Budget

372,322

Change in Salaries:

Base salary and benefit change	-
Step increase/paygrade change	-
Other (explain as necessary)	-

Total Change in Salaries **-**

Other Changes:

Standard Overhead Allocation	745	Increase in 2023 operating costs
Human Resources Allocation	-	
Building Occupancy	-	
Transfer to Operating Reservel Fund	205,207	To fund long-term biosolids management planning
Labour allocation	2,247	Increase in Environmental Protection & HQ Allocation
Other Costs	2,394	

Total Other Changes **210,593**

2024 Budget

582,915

Summary of % Expense Increase

2024 Base salary and benefit change	0.0%
Standard Overhead Allocation	0.2%
Balance of increase	56.4%
<i>% expense increase from 2023:</i>	56.6%

% Requisition increase from 2023 (if applicable): **3%** *Requisition funding is (x)% of service revenue*

Overall 2023 Budget Performance
(expected variance to budget and surplus treatment)

Due to the increase in consulting and engineering related long-term biosolids planning, there is projected to be a one time unfavorable of \$126,940. This variance is funded by additional Permit fees revenue.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	3.750	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	L.W.M.P. - Core and West Shore							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$1,000,000	\$9,000,000	\$0	\$0	\$0	\$0	\$10,000,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$1,000,000	\$9,000,000	\$0	\$0	\$0	\$0	\$10,000,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$9,000,000	\$0	\$0	\$0	\$0	\$9,000,000
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	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000
	\$0	\$1,000,000	\$9,000,000	\$0	\$0	\$0	\$0	\$10,000,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 3.750

Service Name: L.W.M.P. - Core and West Shore

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
24-01	New	Biosolids Advanced Thermal Pilot Demonstration Plant	Biosolids Advanced Thermal Pilot Demonstration Plant	\$ 10,000,000	S	Res		\$ 1,000,000					\$ 1,000,000.00
24-01	New	Biosolids Advanced Thermal Pilot Demonstration Plant	Biosolids Advanced Thermal Pilot Demonstration Plant		S	Debt			\$ 9,000,000				\$ 9,000,000.00
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 10,000,000				\$ 1,000,000	\$ 9,000,000	\$ -	\$ -	\$ -	\$ 10,000,000

Service: **3.750** **L.W.M.P. - Core and West Shore**

Project Number	24-01	Capital Project Title	Biosolids Advanced Thermal Pilot Demonstration Plant	Capital Project Description	Biosolids Advanced Thermal Pilot Demonstration Plant
Project Rationale	Under direction from the board, the CRD is pursuing a thermal pilot demonstration plant to beneficially utilize biosolids generated from the Residual Treatment Facility (RTF). Early phases of the project include staff time and consultants required to conduct preliminary design, permitting and detail design to create a tender package. Subsequent phase will involve construction of a thermal pilot demonstration plant.				

**3.750 L.W.M.P. Core and West Shore
Operating Reserve Summary
2024 - 2028 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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	726,636	756,266	10,782	265,995	525,911	790,624
Planned Purchase	-	(1,000,000)		-	-	-
Transfer from Ops Budget	-	254,516	255,213	259,916	264,712	269,601
Interest Income*	29,631	-	-	-	-	-
Total projected year end balance	756,266	10,782	265,995	525,911	790,624	1,060,225

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

2024 BUDGET

L.W.M.P. - Harbour Studies

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 3.752 L.W.M.P. - Harbour Studies

Committee: Core Area Liquid Waste Management

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									
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Allocations - EPro Labour	304,741	304,741	316,882	-	-	316,882	323,219	329,684	336,277	343,003
Consultant Expenses	26,090	25,000	32,200	-	-	32,200	32,840	33,500	34,170	34,850
Contract for Services	12,360	12,000	2,610	-	-	2,610	2,660	2,710	2,760	2,820
Operating - Other Costs	11,047	12,497	9,681	-	-	9,681	9,921	10,178	10,432	10,206
TOTAL OPERATING COSTS	354,238	354,238	361,373	-	-	361,373	368,640	376,071	383,639	390,879
*Percentage Increase over prior year		0.0%	2.0%	0.0%	0.0%	2.0%	2.0%	2.0%	2.0%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	354,238	354,238	361,373	-	-	361,373	368,640	376,071	383,639	390,879
*Percentage Increase over prior year		0.0%	2.0%	0.0%	0.0%	2.0%	2.0%	2.0%	2.0%	1.9%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year										
Grants in Lieu of Taxes	(21,658)	(21,658)	(21,658)	-	-	(21,658)	(21,658)	(21,658)	(21,658)	(21,658)
Revenue - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(21,658)	(21,658)	(21,658)	-	-	(21,658)	(21,658)	(21,658)	(21,658)	(21,658)
REQUISITION	(332,580)	(332,580)	(339,715)	-	-	(339,715)	(346,982)	(354,413)	(361,981)	(369,221)
*Percentage Increase over prior year		0.0%	2.1%	0.0%	0.0%	2.1%	2.1%	2.1%	2.1%	2.0%
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

2024 BUDGET

Harbours Environmental Actions Service - Peninsula

COMMITTEE OF THE WHOLE

OCTOBER 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				2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL		
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING					2024 ONE-TIME	2024 TOTAL
OPERATING COSTS:										
Allocations	47,834	47,834	52,655	-	-	52,655	53,708	54,782	55,879	56,997
Consultant Expenses	13,850	13,850	14,130	-	-	14,130	14,411	14,700	14,990	15,290
Contract For Services	4,429	4,429	4,520	-	-	4,520	4,610	4,700	4,790	4,890
Operating - other costs	4,639	4,639	865	-	-	865	877	889	898	868
TOTAL OPERATING COSTS	70,752	70,752	72,170	-	-	72,170	73,606	75,071	76,557	78,045
*Percentage Increase over prior year		0.0%	2.0%	0.0%	0.0%	2.0%	2.0%	2.0%	2.0%	1.9%
CAPITAL / RESERVE										
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	70,752	70,752	72,170	-	-	72,170	73,606	75,071	76,557	78,045
*Percentage Increase over prior year		0.0%	2.0%	0.0%	0.0%	2.0%	2.0%	2.0%	2.0%	1.9%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(2,165)	(2,165)	(2,165)	-	-	(2,165)	(2,165)	(2,165)	(2,165)	(2,165)
TOTAL REVENUE	(2,165)	(2,165)	(2,165)	-	-	(2,165)	(2,165)	(2,165)	(2,165)	(2,165)
REQUISITION	(68,587)	(68,587)	(70,005)	-	-	(70,005)	(71,441)	(72,906)	(74,392)	(75,880)
*Percentage Increase over prior year		0.0%	2.1%	0.0%	0.0%	2.1%	2.1%	2.1%	2.0%	2.0%
PARTICIPANTS: Sidney, District of North Saanich, District of Central Saanich										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Climate Action and Adaptation

COMMITTEE OF THE WHOLE

OCTOBER 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	2023		BUDGET REQUEST				2025-2028			
	BOARD BUDGET	ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS:										
Salaries and Wages	339,357	351,357	612,900	-	-	612,900	627,600	556,112	539,898	552,822
Allocations - Epro	340,439	340,439	13,148	-	-	13,148	13,542	13,949	14,367	14,798
Contract For Services	695,500	547,600	625,500	-	-	625,500	520,500	520,500	373,000	320,187
Contribution Projects	213,582	194,000	299,360	-	-	299,360	173,360	176,827	181,182	284,000
Consultant Expenses	24,267	24,267	24,791	-	-	24,791	25,292	25,802	26,595	27,127
Operating - Other Costs	61,789	93,372	100,293	-	-	100,293	75,768	76,249	76,752	27,268
Allocations - Others	66,595	49,595	90,206	-	-	90,206	93,835	96,827	99,409	102,354
Insurance Costs	2,240	2,240	3,140	-	-	3,140	3,290	3,450	3,620	3,790
TOTAL OPERATING COSTS	1,743,769	1,602,870	1,769,338	-	-	1,769,338	1,533,188	1,469,715	1,314,823	1,332,346
*Percentage Increase over prior year		-8.1%	1.5%	0.0%	0.0%	1.5%	-13.3%	-4.1%	-10.5%	1.3%
Transfer to General Capital Fund	363,518	360,000	792,961	-	-	792,961	792,961	792,961	164,023	-
Transfer to Operating Reserve Fund	180,898	198,626	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	-	-	10,000	-	-	10,000	10,200	10,404	10,612	10,824
TOTAL CAPITAL / RESERVES	544,416	558,626	802,961	-	-	802,961	803,161	803,365	174,635	10,824
TOTAL COSTS	2,288,185	2,161,496	2,572,299	-	-	2,572,299	2,336,349	2,273,080	1,489,458	1,343,170
*Percentage Increase over prior year		-5.5%	12.4%	0.0%	0.0%	12.4%	-9.2%	-2.7%	-34.5%	-9.8%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(73,374)	(73,374)	(73,374)	-	-	(73,374)	(26,028)	(26,028)	(26,028)	(26,028)
Grants - Federal/Provincial/Other	(393,778)	(371,735)	(907,560)	-	-	(907,560)	(581,478)	(581,478)	(120,278)	-
Transfer From Own Funds	(104,646)	-	-	-	-	-	(212,231)	(348,432)	(26,010)	-
TOTAL REVENUE	(571,798)	(445,109)	(980,934)	-	-	(980,934)	(819,737)	(955,938)	(172,316)	(26,028)
REQUISITION	(1,716,387)	(1,716,387)	(1,591,365)	-	-	(1,591,365)	(1,516,612)	(1,317,142)	(1,317,142)	(1,317,142)
*Percentage Increase over prior year		0.0%	-7.3%	0.0%	0.0%	-7.3%	-4.7%	-13.2%	0.0%	0.0%
PARTICIPANTS: All Municipalities and Electoral Areas										
AUTHORIZED POSITIONS:										
Ongoing	2.00	2.00	4.00		0.00	4.00	4.00	4.00	4.00	4.00
Term	1.00	1.00	1.00		0.00	1.00	1.00	1.00	0.00	0.00

Change in Budget 2023 to 2024

Service: **1.309 - CLIMATE ACTION AND ADAPTATION**

Total Expenditure

Comments

2023 Budget

2,288,185

Change in Salaries:

Base salary and benefit change	273,543
Step increase/paygrade change	-
Other (explain as necessary)	-

Inclusive of estimated collective agreement changes; Transfer 2.0 FTE from 1.578 to 1.309

Total Change in Salaries **273,543**

Other Changes:

Standard Overhead Allocation	8,280
Human Resources Allocation	15,186
Building Occupancy	30,513
Transfer to General Capital Fund	429,443
Labour allocation	(327,290)
Transfer to Operating Reserve Fund	(180,898)
Contract Costs	(70,500)
Contributions Projects	85,778
Other Costs	20,059

Increase in 2023 operating costs
 Contribution towards 2024 Human Resources & Corporate Safety initiatives
 Transfer of budget from 1.578 to 1.309
 To fund 2024 Capital Plan requirements
 Reduction for Environmental Protection Allocation
 Reduced ORF transfers in 2024
 Planned reduction of EV policy/technical work.
 Contribution towards EV projects

Total Other Changes **10,571**

2024 Budget

2,572,299

Summary of % Expense Increase

2024 Base salary and benefit change	12.0%
Standard Overhead Allocation	0.4%
Balance of increase	0.1%
% expense increase from 2023:	12.4%

Transfer of 2.0 FTE from 1.578 to 1.309

% Requisition increase from 2023 (if applicable): **-7%**

Requisition funding is (x)% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is a one time favourable variance of \$140,900 (8.1%) due to savings forecasted for contract services. The estimated surplus are transferred to the operating reserve fund for the future regional retrofit, ev and other community programs and support future grant opportunities.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.309							
	Climate Action and Adaptation	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$792,961	\$792,961	\$792,961	\$164,023	\$0	\$0	\$2,542,906
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$792,961	\$792,961	\$792,961	\$164,023	\$0	\$0	\$2,542,906

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$211,483	\$211,483	\$211,483	\$43,745	\$0	\$0	\$678,194
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	\$581,478	\$581,478	\$581,478	\$120,278	\$0	\$0	\$1,864,712
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$792,961	\$792,961	\$792,961	\$164,023	\$0	\$0	\$2,542,906

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.309

Service Name: Climate Action and Adaptation

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
23-01	New	Regional electric vehicle charging infrastructure	146 level 2 electric vehicle charging stations	\$ 721,938	E	Cap		\$ 211,483	\$ 211,483	\$ 211,483	\$ 43,745		\$ 678,194
23-01	New	Regional electric vehicle charging infrastructure	146 level 2 electric vehicle charging stations	\$ 1,984,991	E	Grant		\$ 581,478	\$ 581,478	\$ 581,478	\$ 120,278		\$ 1,864,712
													\$ -
													\$ -
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													\$ -
			GRAND TOTAL	\$ 2,706,929			\$ -	\$ 792,961	\$ 792,961	\$ 792,961	\$ 164,023	\$ -	\$ 2,542,906

Service: 1.309 Climate Action and Adaptation

Project Number	23-01	Capital Project Title	Regional electric vehicle charging infrastructure	Capital Project Description	146 level 2 electric vehicle charging stations
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Project Rationale 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.

**1.309 Climate Action and Adaptation
Operating Reserve Summary
2024 - 2028 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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Projected year end balance						
Beginning Balance	936,580	1,173,397	1,173,397	961,166	612,734	586,724
Planned Project	-	-	(212,231)	(348,432)	(26,010)	-
Transfer to/from Ops Budget	198,626	-	-	-	-	-
Interest Income*	38,192	-	-	-	-	-
Total projected year end balance	1,173,397	1,173,397	961,166	612,734	586,724	586,724

* 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

**1.309 Climate Action and Adaptation
Equipment Reserve Summary
2024 - 2028 Financial Plan**

Profile

Climate Action and Adaptation

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.

Equipment Reserve Schedule

	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Equipment Replacement Fund						
Fund: 1022 Fund Center: 102274						
Projected year end balance						
Beginning Balance	-	-	10,000	20,200	30,604	41,216
Planned Purchase (Based on Capital Plan)	-					
Transfer to/from Ops Budget		10,000	10,200	10,404	10,612	10,824
Interest Income*		-	-	-	-	-
Total projected year end balance	-	10,000	20,200	30,604	41,216	52,040

* 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

2024 BUDGET

Regional Goose Management Service

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service:

1.312

Regional Goose Management Service

Committee: Environmental Services Committee

DEFINITION:

Regional coordination of Canada Goose population

Establishment Bylaw No. 4522, March 2023

SERVICE DESCRIPTION:

To provide a Canada goose service to address increasing regional population and inter-regional impacts of non-migratory, resident geese (economic, environmental and social impacts on multiple stakeholders that requires coordination across multiple levels of governments and with private and non-profit organizations governments and with private and non-profit organizations

PARTICIPATION:

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

<u>Municipalities</u>	Basis of Apportionment		Percent of Total
	50% Converted Assessments	50% Regional Planning Population - 2022	
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%
	19,382,414,680	410,987	92.9%
Electoral Areas			
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%
	1,647,856,317	22,867	6.5%

First Nations

Tsawout	39,571,160	1,790	0.3%
Songhees	44,786,919	1,839	0.3%
	<u>84,358,079</u>	<u>3,629</u>	<u>0.6%</u>
	<u>21,114,629,076</u>	<u>437,483</u>	<u>100.0%</u>

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							
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Allocations	87,172	45,913	100,180	-	-	100,180	102,179	104,219	-	-
Contract For Services	130,000	130,000	132,600	-	-	132,600	135,250	137,960	-	-
Operating - other costs	20,350	61,609	10,706	-	-	10,706	10,940	11,180	-	-
TOTAL OPERATING COSTS	237,522	237,522	243,486	-	-	243,486	248,369	253,359	-	-
*Percentage Increase over prior year		0.0%	2.5%	0.0%	0.0%	2.5%	2.0%	2.0%		
<u>CAPITAL / RESERVE</u>										
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	237,522	237,522	243,486	-	-	243,486	248,369	253,359	-	-
*Percentage Increase over prior year		0.0%	2.5%	0.0%	0.0%	2.5%	2.0%	2.0%		
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)		-								
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
REQUISITION	(237,522)	(237,522)	(243,486)	-	-	(243,486)	(248,369)	(253,359)	-	-
*Percentage Increase over prior year		0.0%	2.5%	0.0%	0.0%	2.5%	2.0%	2.0%		
PARTICIPANTS: All Municipalities and Electoral Areas										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Sooke Stormwater Quality Management

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 1.531 Sooke Stormwater Quality Management

Committee: Environmental Services

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									
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	21,321	21,021	22,090	-	-	22,090	22,514	22,946	23,437	23,887
Contract For Services	2,675	2,000	68,439	-	-	68,439	2,770	2,844	2,864	2,921
TOTAL OPERATING COSTS	23,996	23,021	90,529	-	-	90,529	25,284	25,790	26,301	26,808
*Percentage Increase over prior year		-4.1%	277.3%	0.0%	0.0%	277.3%	-72.1%	2.0%	2.0%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	15,436	16,411	0	-	-	0	16,054	16,372	16,702	17,036
TOTAL CAPITAL / RESERVES	15,436	16,411	0	-	-	0	16,054	16,372	16,702	17,036
TOTAL COSTS	39,432	39,432	90,529	-	-	90,529	41,338	42,162	43,003	43,844
*Percentage Increase over prior year		0.0%	129.6%	0.0%	0.0%	129.6%	-54.3%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(86)	(86)	(86)	-	-	(86)	(86)	(86)	(86)	(86)
Transfer From Operating Reserve	-	-	(50,000)	-	-	(50,000)	-	-	-	-
TOTAL REVENUE	(86)	(86)	(50,086)	-	-	(50,086)	(86)	(86)	(86)	(86)
REQUISITION	(39,346)	(39,346)	(40,443)	-	-	(40,443)	(41,252)	(42,076)	(42,917)	(43,758)
*Percentage Increase over prior year		0.0%	2.8%	0.0%	0.0%	2.8%	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

Change in Budget 2023 to 2024
Service: 1.531 SWQ - Sooke

Total Expenditure

Comments

2023 Budget **39,432**

Change in Salaries:

Base salary and benefit change		Inclusive of estimated collective agreement changes
Step increase/paygrade change	-	
Other (explain as necessary)	-	
<hr/>		
Total Change in Salaries	-	

Other Changes:

Standard Overhead Allocation	43	Increase in 2023 operating costs
Human Resources Allocation	-	
Building Occupancy	-	
Labour Allocation	676	Increase in Environmental Protection Allocation
Transfer to Operating Reserve Fund	(15,436)	
Contract Costs	64,514	Sooke Basin Water Quality Objectives Attainment Sampling Study
Other Costs	1,300	
<hr/>		
Total Other Changes	51,097	

2024 Budget **90,529**

Summary of % Expense Increase

2024 Base salary and benefit change	0.0%
Standard Overhead Allocation	0.1%
Balance of increase	129.5%
% expense increase from 2023:	129.6%

% Requisition increase from 2023 (if applicable): **3%** *Requisition funding is (x)% of service revenue*

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is a one time favourable variance of \$1,000 (4.1%) due to savings forecasted for contract services. The estimated surplus are transferred to the operating reserve fund for the water quality objective sampling.

1.531 Storm Water Quality - Sooke
Operating Reserve Summary
2024 - 2028 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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Projected year end balance						
Beginning Balance	50,412	68,878	18,878	34,932	51,304	68,006
Planned Purchase	-	(50,000)		-	-	-
Transfer from Ops Budget	16,411	-	16,054	16,372	16,702	17,036
Interest Income*	2,056	-	-	-	-	-
Total projected year end balance	68,878	18,878	34,932	51,304	68,006	85,042

* 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

2024 BUDGET

Core and West Shore Stormwater Quality Management

COMMITTEE OF THE WHOLE

OCTOBER 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 Nation
Songhees Nation

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							
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	578,030	554,461	579,967	-	-	579,967	591,648	603,562	614,761	627,093
Contract For Services	119,000	119,000	211,380	-	-	211,380	121,245	121,830	123,456	125,925
Consultant Expenses	47,000	27,417	47,940	-	-	47,940	48,900	49,880	50,798	51,814
TOTAL OPERATING COSTS	744,030	700,878	839,287	-	-	839,287	761,793	775,272	789,015	804,832
*Percentage Increase over prior year		-5.8%	12.8%	0.0%	0.0%	12.8%	-9.2%	1.8%	1.8%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	43,152	15,640	-	-	15,640	15,953	16,272	16,597	16,929
TOTAL CAPITAL / RESERVES	-	43,152	15,640	-	-	15,640	15,953	16,272	16,597	16,929
TOTAL COSTS	744,030	744,030	854,927	-	-	854,927	777,746	791,544	805,613	821,761
*Percentage Increase over prior year		0.0%	14.9%	0.0%	0.0%	14.9%	-9.0%	1.8%	1.8%	2.0%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	(35,532)	(35,532)	(35,533)	-	-	(35,533)	(35,533)	(35,533)	(35,533)	(35,533)
OPERATING COSTS LESS INTERNAL RECOVERIES	708,498	708,498	819,394	-	-	819,394	742,213	756,011	770,080	786,228
*Percentage Increase over prior year		0.0%	15.7%	0.0%	0.0%	15.7%	-9.4%	1.9%	1.9%	2.1%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(52,230)	(52,230)	(52,230)	-	-	(52,230)	(52,230)	(52,230)	(52,230)	(52,230)
Transfer From Operating Reserve	0	0	(90,000)	-	-	(90,000)	0	0	0	0
TOTAL REVENUE	(52,230)	(52,230)	(142,230)	-	-	(142,230)	(52,230)	(52,230)	(52,230)	(52,230)
REQUISITION	(656,268)	(656,268)	(677,164)	-	-	(677,164)	(689,983)	(703,781)	(717,850)	(733,998)
*Percentage Increase over prior year		0.0%	3.2%	0.0%	0.0%	3.2%	1.9%	2.0%	2.0%	2.2%
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

Change in Budget 2023 to 2024
Service: 1.536 - SWQ Core Budget

Total Expenditure

Comments

2023 Budget **744,030**

Change in Salaries:

Base salary and benefit change	-	Inclusive of estimated collective agreement changes
Step increase/paygrade change	-	
Other (explain as necessary)	-	
<hr/>		
Total Change in Salaries	-	

Other Changes:

Contract for Services	92,380	Harbour Water Quality Objectives Attainment Sampling Study
Standard Overhead Allocation	233	Increase in 2023 operating costs
Human Resources Allocation	-	
Building Occupancy	-	
Transfer to Operating Reserve Fund	15,640	To fund cyclical expenditures, unforeseen operating expenses, special one-time operating projects
Labour allocation	1,795	Increase in 2023 operating costs
Other Costs	849	
<hr/>		
Total Other Changes	110,897	

2024 Budget **854,927**

Summary of % Expense Increase

2024 Base salary and benefit change	0.0%
Standard Overhead Allocation	0.0%
Balance of increase	14.9%
<i>% expense increase from 2023:</i>	14.9%

% Requisition increase from 2023 (if applicable): **3%** *Requisition funding is (x)% of service revenue*

Overall 2023 Budget Performance
 (expected variance to budget and surplus treatment)

There is a one time favourable variance of \$43,000 (5.8%) due to savings forecasted for consulting & contribution services. The estimated surplus are transferred to the operating reserve fund for the future cyclical expenditures, unforeseen operating expenses, special one-time operating projects

1.536 Stormwater Quality Management - Core
Operating Reserve Summary
2024- 2028 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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Projected year end balance						
Beginning Balance	279,186	333,721	243,721	243,721	243,721	243,721
Planned Purchase		(90,000)	-	-	-	-
Transfer from Ops Budget	43,152					
Interest Income*	11,383	-	-	-	-	-
Total projected year end balance	333,721	243,721	243,721	243,721	243,721	243,721

* 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

2024 BUDGET

Saanich Peninsula - Stormwater Quality Management

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 1.537 Saanich Peninsula - Stormwater Quality Management

Commission: Saanich Peninsula Waste Water

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Greater of \$106,017 or \$0.0103/\$1,000 of actual assessments.

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 Nations	4.83%
Tsartlip Nations	6.20%
Pauquachin Nations	2.24%
Tseycum Nations	1.54%
Total	<u>100.00%</u>

Note:

* Service established effective 2010; previously provided by agreement

1.537 Saanich Peninsula - Stormwater Quality Mgmt	BUDGET REQUEST									
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	81,256	81,471	83,975	-	-	83,975	85,650	87,362	89,121	90,671
Contract For Services	20,676	20,676	21,001	-	-	21,001	21,333	21,669	22,004	22,444
Consultant Expenses	20,000	18,000	20,400	-	-	20,400	20,810	21,230	21,650	22,083
TOTAL OPERATING COSTS	121,932	120,147	125,376	-	-	125,376	127,793	130,261	132,775	135,198
*Percentage Increase over prior year		-1.5%	2.8%	0.0%	0.0%	2.8%	1.9%	1.9%	1.9%	1.8%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	1,785	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	1,785	-	-	-	-	-	-	-	-
TOTAL COSTS	121,932	121,932	125,376	-	-	125,376	127,793	130,261	132,775	135,198
*Percentage Increase over prior year		0.0%	2.8%	0.0%	0.0%	2.8%	1.9%	1.9%	1.9%	1.8%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(4,454)	(4,454)	(4,454)	-	-	(4,454)	(4,455)	(4,455)	(4,455)	(4,455)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(4,454)	(4,454)	(4,454)	-	-	(4,454)	(4,455)	(4,455)	(4,455)	(4,455)
REQUISITION	(117,478)	(117,478)	(120,922)	-	-	(120,922)	(123,338)	(125,806)	(128,320)	(130,743)
*Percentage Increase over prior year	0.00%	0.00%	2.93%	0.00%	0.00%	2.93%	2.00%	2.00%	2.00%	1.89%
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
2024 - 2028 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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Projected year end balance						
Beginning Balance	44,157	47,743	47,743	47,743	47,743	47,743
Planned Purchase	-	-	-	-	-	-
Transfer from/to Ops Budget	1,785	-	-	-	-	-
Interest Income*	1,801	-	-	-	-	-
Total projected year end balance	47,743	47,743	47,743	47,743	47,743	47,743

* 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

2024 BUDGET

Saanich Peninsula - Source Control Stormwater

COMMITTEE OF THE WHOLE

OCTOBER 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

	<u>2023</u>
Central Saanich	42.54%
North Saanich	28.84%
Sidney	28.61%
Total	<u><u>100.00%</u></u>

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

1.538 San Pen - Source Control Stormwater	BUDGET REQUEST						2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL				
<u>OPERATING COSTS:</u>										
Operating Expenditures	52,720	52,720	52,388	-	-	52,388	53,452	54,514	55,595	56,675
Contract For Services	5,937	5,937	6,985	-	-	6,985	7,076	7,185	7,323	7,466
TOTAL OPERATING COSTS	58,657	58,657	59,373	-	-	59,373	60,528	61,699	62,918	64,141
*Percentage Increase over prior year		0.0%	1.2%	0.0%	0.0%	1.2%	1.9%	1.9%	2.0%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	58,657	58,657	59,373	-	-	59,373	60,528	61,699	62,918	64,141
*Percentage Increase over prior year		0.0%	1.2%	0.0%	0.0%	1.2%	1.9%	1.9%	2.0%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,763)	(1,763)	(1,763)	-	-	(1,763)	(1,763)	(1,763)	(1,763)	(1,763)
Transfer From Operating Reserve	(1,058)	(1,058)	(657)	-	-	(657)	(673)	(682)	(716)	(730)
TOTAL REVENUE	(2,821)	(2,821)	(2,420)	-	-	(2,420)	(2,436)	(2,445)	(2,479)	(2,493)
REQUISITION	(55,836)	(55,836)	(56,953)	-	-	(56,953)	(58,092)	(59,254)	(60,439)	(61,648)
*Percentage Increase over prior year		0.0%	2.0%	0.0%	0.0%	2.0%	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
2024 - 2028 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)	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Projected year end balance						
Beginning Balance	48,179	49,086	48,429	47,756	47,074	46,358
Planned Purchase	(1,058)	(657)	(673)	(682)	(716)	(730)
Transfer from/to Ops Budget		-	-	-	-	-
Interest Income*	1,965	-	-	-	-	-
Total projected year end balance	49,086	48,429	47,756	47,074	46,358	45,628

* 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

2024 BUDGET

Environmental Resource Management

COMMITTEE OF THE WHOLE

OCTOBER 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, 2023 \\$546,597](#)
 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).

Service:

1.521

Environmental Resource Management

Committee: Environmental Services

Year	Population	General Refuse Rate*	Hartland Landfill General Refuse				Recycling (Diversion Revenue)			Disposal Rate kg/person
			Budget Volume (Tonne)	Actual Volume (Tonne)	Beneficial Use	Landfilled	Recycling Rate*	Budget Volume (Tonne)	Actual Volume (Tonne)	
2018	413,406	\$110	135,000	148,551 ¹	-2,120	146,431				380
2019	418,511	\$110	140,000	146,544 ¹	-1,142	145,402				382
2020	425,503	\$110	135,000	155,041 ¹	-5,476	149,565				395
2021	432,062	\$110	135,000	167,169 ¹	-1,013	166,156				400
2022	440,456	\$110	145,000	185,111 ¹	-5,107	180,004				409
2023		\$110	165,000	186,747 ²						
2024 Budget		\$150	160,000				\$80-\$110	20,300		
2025 Budget		\$155	150,000				\$80-\$110	20,300		
2026 Budget		\$160	135,000				\$80-\$110	20,300		
2027 Budget		\$165	130,000				\$80-\$110	20,300		
2028 Budget		\$170	125,000				\$80-\$110	20,300		

* Tipping fee: rate in \$/tonne

¹ Actual Tonnage Volume

² Estimated Tonnage Volume

1.521 & 1.525 - ERM			BUDGET REQUEST							
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>GENERAL PROGRAM EXPENDITURES:</u>										
Diversion Services	16,136,927	15,989,188	16,965,035	5,753,753	-	22,718,788	23,779,580	25,025,747	25,138,408	25,454,474
Landfilling Services	10,716,470	10,515,234	11,645,185	500,000	200,000	12,345,185	12,567,020	13,548,829	13,010,202	13,308,987
Energy Recovery Services	2,277,455	2,167,231	1,568,723	-	-	1,568,723	1,580,867	1,622,310	1,610,806	1,640,338
TOTAL OPERATING COSTS	29,130,852	28,671,652	30,178,943	6,253,753	200,000	36,632,696	37,927,467	40,196,886	39,759,416	40,403,799
*Percentage Increase over prior year		-1.6%	3.6%	21.5%	0.7%	25.8%	3.5%	6.0%	-1.1%	1.6%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	30,176	30,176	200,000	-	-	200,000	204,000	204,000	204,000	204,000
Transfer to Operating Reserve Fund	15,372	2,415,621	356,635	-	-	356,635	3,162,797	-	-	-
Transfer to General Capital Reserve Fund	4,000	2,404,249	1,100,370	-	-	1,100,370	1,100,370	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	55,467	55,467	6,262	-	-	6,262	3,717	-	-	-
TOTAL CAPITAL / RESERVES	560,135	5,360,633	2,118,387	-	-	2,118,387	4,926,004	663,120	663,120	663,120
Debt Expenditures	314,054	290,127	1,229,666	-	-	1,229,666	2,137,816	2,726,996	2,765,453	2,791,453
TOTAL COSTS	30,005,041	34,322,412	33,526,996	6,253,753	200,000	39,980,749	44,991,287	43,587,002	43,187,989	43,858,372
*Percentage Increase over prior year		14.4%	11.7%	20.8%	0.7%	33.2%	12.5%	-3.1%	-0.9%	1.6%
Allocation Recovery										
OPERATING COSTS LESS INTERNAL RECOVERIES	30,005,041	34,322,412	33,526,996	6,253,753	200,000	39,980,749	44,991,287	43,587,002	43,187,989	43,858,372
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year										
Sale of Renewable Natural Gas (net revenue)	-	-	(495,000)	-	-	(495,000)	(6,395,537)	(6,335,817)	(6,285,331)	(6,244,071)
Revenue - Other	(8,307,913)	(9,177,490)	(8,258,750)	(1,996,000)	-	(10,254,750)	(12,854,750)	(12,854,750)	(12,854,100)	(12,854,100)
Transfer from Operating Reserve	(1,000,000)			(2,540,000)	(200,000)	(2,740,000)	-	(305,434)	(107,558)	(1,019,200)
TOTAL REVENUE	(9,307,913)	(9,177,490)	(8,753,750)	(4,536,000)	(200,000)	(13,489,750)	(19,250,287)	(19,496,001)	(19,246,989)	(20,117,371)
TIPPING FEE (based on inflation)	(20,697,128)	(25,144,922)	(24,773,247)	(1,717,753)	-	(26,491,000)	(25,741,000)	(24,091,000)	(23,941,000)	(23,741,000)
PROJECTED TONNAGE (General Refuse)	165,000	186,747	160,000			160,000	150,000	135,000	130,000	125,000
*Percentage Increase over prior year		21.5%	19.7%	8.3%	0.0%	28.0%	-2.8%	-6.4%	-0.6%	-0.8%
AUTHORIZED POSITIONS:										
On-going	25.70	25.70	25.70	3.00		28.70	28.70	28.70	28.70	28.70
Term	2.00	2.00	1.00			1.00	1.00			

Change in Budget 2023 to 2024
Service: 1.521 & 1.525 ERM

	Total Expenditure	Comments
2023 Budget	30,005,041	
Change in Salaries:		
Base salary and benefit change	90,025	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(114,623)	Term position ended
3.0 FTE Environmental Technician	303,524	2024 IBC 3a-1.1: Hartland 2100
Increase in auxiliary wages	339,700	2024 IBC 3a-1.1: Hartland 2100
Other (explain as necessary)	-	
	<hr/>	
Total Change in Salaries	618,626	
Other Changes:		
Standard Overhead Allocation	992,249	Increase in 2023 operating costs
Human Resources Allocation	28,189	Contribution towards 2024 Human Resources & Corporate Safety initiatives
Building Occupancy	5,416	
Contract for Services	500,000	To reflect the anticipated costs related to heavy equipment services and landfilling of standard refuse and controlled waste
	2,803,753	Additional costs related to curbside collection contract
	2,700,000	Additional costs related to processing of materials contract
	250,000	To Increase Electoral Area recycling depot funding by same ratio as curbside increases
	200,000	To fund for 2024 one-time Raincoast Foundation testing of Tod Creek
	(1,000,000)	Reduction for 2023 one-time costs for BC Hydro Termination
Promotion	521,000	Hartland Communications Campaign, Outreach, and Education project
Labour allocation	136,460	Increase in Environmental Engineering & Environmental Protection Allocation
Trf to Capital Reserve Fund	1,096,730	To fund 2024 Capital Plan requirements
Debt Servicing Expenses	915,612	Additional borrowing of \$12.2m is required to fund 2024 Capital Plan requirements
Other Costs	207,673	
	<hr/>	
Total Other Changes	9,357,082	
	<hr/>	
2024 Budget	39,980,749	

Summary of % Expense Increase

2024 Base salary and benefit change	0.3%
Standard Overhead Allocation	3.3%
Balance of increase	29.6%
<i>% expense increase from 2023:</i>	33.2%

% Requisition increase from 2023 (if applicable): % *Requisition funding is (x)% of service revenue*

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

'Overall Solid Waste Tipping Revenue for 2023 is forecasted to be higher than budget by \$4.4 million. Tipping fee revenues higher due to an increased quantity of solid waste being received. Recycling revenue for scrap metal (price fluctuates with the global commodity markets) is also higher than budgeted. Landfill Operations/Diversion Services/Energy Recovery services expenses are forecasted to be lower than budget for 2023 by \$450k. The estimated surplus will be split between the Capital Reserve Fund (\$2.4m) and the Operating Reserve Fund (\$2.4m).

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.521							
	Environmental Resource Management	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL

EXPENDITURE

Buildings	\$0	\$350,000	\$0	\$0	\$0	\$0	\$350,000
Equipment	\$0	\$603,000	\$355,000	\$385,000	\$385,000	\$385,000	\$2,113,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$5,975,000	\$37,856,000	\$14,975,000	\$9,600,000	\$1,600,000	\$1,250,000	\$65,281,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$5,975,000	\$38,809,000	\$15,330,000	\$9,985,000	\$1,985,000	\$1,635,000	\$67,744,000

SOURCE OF FUNDS

Capital Funds on Hand	\$100,000	\$950,000	\$225,000	\$200,000	\$0	\$0	\$1,375,000
Debenture Debt (New Debt Only)	\$2,000,000	\$14,213,000	\$7,650,000	\$2,000,000	\$350,000	\$0	\$24,213,000
Equipment Replacement Fund	\$0	\$1,103,000	\$355,000	\$385,000	\$385,000	\$385,000	\$2,613,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$3,875,000	\$22,543,000	\$7,100,000	\$7,400,000	\$1,250,000	\$1,250,000	\$39,543,000
	\$5,975,000	\$38,809,000	\$15,330,000	\$9,985,000	\$1,985,000	\$1,635,000	\$67,744,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.521

Service Name: Environmental Resource Management

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	PROJECT BUDGET & SCHEDULE									
				Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
16-06	Renewal	Replacing of Small Equipments	Replacing of Small Equipments	\$ 1,430,000	E	ERF		\$ 240,000	\$ 240,000	\$ 270,000	\$ 270,000	\$ 270,000	\$ 1,290,000
17-01	Renewal	Gas & Leachate Collection Pipe Extension	Gas & Leachate Collection Pipe Extension	\$ 2,550,000	S	Res		\$ 500,000	\$ 500,000	\$ 500,000	\$ 550,000	\$ 550,000	\$ 2,600,000
17-02	Renewal	Aggregate Production for Internal Use	Aggregate Production for Internal Use	\$ 13,135,000	S	Res		\$ 750,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,750,000
17-04	Renewal	Progressive Closure of External Faces	Progressive Closure of External Faces	\$ 10,000,000	S	Res		\$ -	\$ 4,000,000	\$ 6,000,000			\$ 10,000,000
17-07	Renewal	Computer Equipment	Computer Equipment	\$ 71,000	E	ERF		\$ 13,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 73,000
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 & Construction	Food Waste Transfer Station Relocation Planning	\$ 700,000	S	ERF		\$ 250,000	\$ -	\$ -	\$ -		\$ 250,000
17-12	Renewal	Hartland Environmental Performance Model	Hartland Environmental Performance Model	\$ 225,000	S	Cap		\$ -	\$ 225,000	\$ -	\$ -		\$ 225,000
17-14	New	Landfill Gas Utilization	Landfill Gas Utilization	\$ 7,213,000	S	Debt		\$ 7,213,000					\$ 7,213,000
17-14	New	Landfill Gas Utilization	Landfill Gas Utilization	\$ 23,718,000	S	Res		\$ 9,468,000	\$ -				\$ 9,468,000
18-01	New	Interim Covers	Interim Covers - West and North Slopes	\$ 1,350,000	S	Res			\$ 550,000	\$ 400,000	\$ 200,000	\$ 200,000	\$ 1,350,000
18-02	Renewal	Paving of Service Roads	Paving of Service Roads	\$ 550,000	S	Cap		\$ 350,000	\$ -	\$ 200,000	\$ -		\$ 550,000
18-03	Renewal	Cell 3 Bottom Lift Gas Wells / Leachate Drain	Cell 3 Bottom Lift Gas Wells / Leachate Drain	\$ 250,000	S	Cap		\$ 250,000	\$ -	\$ -	\$ -		\$ 250,000
18-05	Renewal	Controlled Waste & Asbestos Area Development	Controlled Waste & Asbestos Area Development	\$ 100,000	S	Res	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -		\$ 100,000
22-01	Renewal	Sedimentation Pond Relining	NW Sedimentation Pond Relining & Expansion	\$ 1,000,000	S	Res	\$ 1,000,000		\$ 1,000,000				\$ 1,000,000
22-02	New	Cell 4 Liner Installation	Cell 4 Liner Installation	\$ 7,200,000	S	Debt	\$ 500,000	\$ 500,000					\$ 500,000
22-03	Decommiss	Leachate Line Decommissioning	Leachate Line Decommissioning	\$ 100,000	S	Cap	\$ 100,000	\$ 100,000					\$ 100,000
22-06	Renewal	Hartland FIRE Safety Improvements	Installation of new Fire Line	\$ 200,000	S	Res	\$ 200,000	\$ 200,000					\$ 200,000
22-07	Study	Recycling Area Upgrades	Recycling Area Upgrades	\$ 225,000	S	Res	\$ 25,000	\$ 225,000					\$ 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
23-02	New	Contractor Workshop Relocation	Contractor Workshop Relocation	\$ 1,250,000	S	Res	\$ 650,000	\$ 650,000					\$ 650,000
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					\$ 150,000
23-04	New	North End Commercial Access Improvements	North End Commercial Access Improvements	\$ 700,000	S	Res		\$ 250,000					\$ 250,000
23-05	New	Existing Manual and Commercial Scale Upgrades	Existing Manual and Commercial Scale Upgrades	\$ 250,000	S	ERF		\$ 250,000					\$ 250,000
24-01	New	Cell 5&6 GRW	Cell 5&6 Gravity Retaining Wall Construction	\$ 2,000,000	S	Debt	\$ 750,000	\$ 750,000	\$ 1,250,000				\$ 2,000,000
24-02	Study	Hartland North Master Plan	Hartland North Master Plan	\$ 150,000	S	Res			\$ 150,000				\$ 150,000
24-03	New	Hartland Amenity Project	Intersection Upgrade	\$ 4,000,000	S	Res	\$ 1,800,000	\$ 3,800,000					\$ 3,800,000
24-04	New	Biosolids Beneficial Reuse /RDF Building	Biosolids Beneficial Reuse /RDF Building	\$ 350,000	B	Res		\$ 350,000					\$ 350,000
24-05	New	Cell 5 Liner Construction	Cell 5 Liner Construction	\$ 7,900,000	S	Debt		\$ 3,000,000	\$ 2,900,000	\$ 2,000,000			\$ 7,900,000

Service #: 1.521
 Service Name: Environmental Resource Management

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
24-06	New	Cell 1, 2 & 3 Transition Liner	Cell 1, 2 & 3 Transition Liner	\$ 4,000,000	S	Debt		\$ 2,000,000	\$ 2,000,000				\$ 4,000,000
24-07	New	Relocation of N. Toe Road Sedimentation Pond	Relocation of N. Toe Road Sedimentation Pond	\$ 500,000	S	Debt			\$ 500,000				\$ 500,000
24-08	New	North End Fence Replacement	North & East Fence Replacement	\$ 250,000	S	ERF		\$ 250,000					\$ 250,000
24-09	New	Diversion Transfer Station	Diversion Transfer Station	\$ 5,000,000	S	Res		\$ 5,000,000					\$ 5,000,000
24-10	New	RNG Spare Parts Inventory	RNG Spare Parts Inventory	\$ 700,000	S	Res		\$ 700,000					\$ 700,000
24-11	New	Traffic Pattern Changes - Site Signage	Traffic Pattern Changes - Site Signage	\$ 250,000	S	Cap		\$ 250,000					\$ 250,000
25-01	New	NE & NW Aggregate Stockpile cover	NE & NW Aggregate Stockpile cover	\$ 1,400,000	S	Debt	\$ 750,000	\$ 750,000	\$ 650,000				\$ 1,400,000
25-02	Renewal	North End Wheel Wash	North End Wheel Wash	\$ 400,000	S	Res		\$ 200,000					\$ 200,000
25-03	New	Landfill Gas capture to meet New Federal Regs	Landfill Gas capture to meet New Federal Regs	\$ 250,000	S	Res			\$ 250,000				\$ 250,000
25-04	New	Hartland Operating Certificate Renewal	Hartland Operating Certificate Renewal	\$ 100,000	S	Res			\$ 100,000				\$ 100,000
26-01	New	Cell 4 & 5 Bottom Lift Gas Wells / Leachate Drain	Cell 4 Bottom Lift Gas Wells / Leachate Drain	\$ 700,000	S	Debt			\$ 350,000		\$ 350,000		\$ 700,000
													\$ -
		Sustaining capital											\$ -
		Progressive Closure of Landfill											\$ -
		Cell 4, 5 & 6 Preparation and North End Relocation											\$ -
		RNG	GRAND TOTAL	\$ 101,067,000			\$ 5,975,000	\$ 38,809,000	\$ 15,330,000	\$ 9,985,000	\$ 1,985,000	\$ 1,635,000	\$ 67,744,000
		SWMP Targets - Diversion / Beneficial Use											\$ -

Service: 1.521 Environmental Resource Management

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

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

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

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

Service: **1.521** **Environmental Resource Management**

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

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

Project Number	17-11	Capital Project Title	Food Waste Transfer Station Relocation Planning & Construction	Capital Project Description	Food Waste Transfer Station Relocation Planning
Project Rationale	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 2024. This project meets an immediate and future need to relocate the Kitchen Scrap transfer station. Phase 1 of the project will be complete in 2023 (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. This project covers the planning and construction costs related to relocating the kitchen scrap transfer station.				

Service: 1.521 Environmental Resource Management

Project Number 17-12

Capital Project Title Hartland Environmental Performance Model

Capital Project Description Hartland Environmental Performance Model

Project Rationale 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.

Project Number 17-14

Capital Project Title Landfill Gas Utilization

Capital Project Description Landfill Gas Utilization

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

18-01

Project Number

Interim Covers

Capital Project Title

Interim Covers - West and North Slopes

Capital Project Description

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

18-02

Project Number

Paving of Service Roads

Capital Project Title

Paving of Service Roads

Capital Project Description

Project Rationale 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 dependance on costly short term dust mitigation measures (ie. water trucks, application of lignosulfonate etc) and to improve road conditions throughout the lanfill property. Estimate is derived from historical costs.

Service: 1.521 Environmental Resource Management

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

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

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.				

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. This project also includes the installation of any new monitoring wells, including consulting fees to locate, prove/commission and report findings/recommendations.

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).

Project Number 23-03 Capital Project Title Cell 4, 5 & 6 gas well layout Plan Capital Project Description Cell 4, 5 & 6 gas well 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.

Service: 1.521 Environmental Resource Management

Project Number 23-05 **Capital Project Title** Existing Manual and Commercial Scale Upgrades **Capital Project Description** Existing Manual and Commercial Scale Upgrades

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. The South Entrance Manual Scale deck is in poor condition. It requires replacement and/or major repair. This project accounts for all work that needs to be done after detailed assessment to ensure life of the existing manual and commercial scales can continue reliably for the next 20 years.

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 mounded structural earth berm north of cell 1&2 at 5 corners intersection to serve as the new toe of cells 5 & 6. As part of this berm, the project includes installation of a critical sub-grade landfill leachate containment system (grout wall/curtain) and raising the clay containment berm from 130mASl to 135mASL to ensure leachate capture from future landfill cells 4, 5 & 6. The project also includes relocation of any existing infrastructure (LFG, Leachate, Water, electrical etc) that currently resides in the future footprint of the MSE berm.

Project Number 24-02 **Capital Project Title** Hartland North Master Plan **Capital Project Description** Hartland North Master Plan

Project Rationale 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

Project Number 24-03 **Capital Project Title** Hartland Amenity Project **Capital Project Description** Intersection Upgrade

Project Rationale This project considers all road and intersection improvements necessary to move commercial access from Hartland Avenue to Willis Point Rd.

Project Number 24-04 **Capital Project Title** Biosolids Beneficial Reuse /RDF Building **Capital Project Description** Biosolids Beneficial Reuse /RDF Building

Project Rationale 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.

Project Number 24-05 **Capital Project Title** Cell 5 Liner Construction **Capital Project Description** Cell 5 Liner Construction

Project Rationale 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 upper lagoon.

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 24-09 Capital Project Title Diversion Transfer Station Capital Project Description Diversion Transfer Station

Project Rationale Starting Jan 1, 2024 the landfill will ban carpet, wood and asphalt shingles. These will be mandatory recycleable materials. A new transfer depot to receive, process and ship these diverted streams to end markets is required. This project covers all equipment and capital improvements required to facilitate this service.

Project Number 24-10 Capital Project Title RNG Spare Parts Inventorv Capital Project Description RNG Spare Parts Inventorv

Project Rationale Upon Startup of the new LFG RNG facility, a spare parts inventory is required. Parts will be selected by HRRG and paid for by CRD for the 25 year operating agreement. This project covers the initial capital outlay for spare parts.

Project Number 24-11 Capital Project Title Traffic Pattern Changes - Site Signaee Capital Project Description Traffic Pattern Changes - Site Signaee

Project Rationale Sitewide signage, delineators, signals, digital entrance signs and barriers required to facilitate new traffic patterns associated with relocation of Commercial traffic from Hartland Ave to Willis Point Rd, opening cell 4, relocation of the kitchen scrap transfer station and a new diversion transfer station.

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 ovetop 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

Project Number 25-02 Capital Project Title North End Wheel Wash Capital Project Description North End Wheel Wash

Project Rationale 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.

Project Number 25-03 Capital Project Title Landfill Gas capture to meet New Federal Capital Project Description Landfill Gas capture to meet New Federal

Project Rationale Environment & Climate Change Canada has released a proposed Landfill Methane Regulation that is expected to come into force in Q1/Q2 of 2024, with the intent of reducing fugitive landfill emissions across the country. The regulation sets thresholds for surface emissions at landfills emitting more than 10,000 tonnes of CO2e per year (Hartland exceeds this). Based on required monitoring events, any surface methane concentrations that exceed proposed levels require a corrective action plan and mitigation within a specified timeframe. Based on current surface emissions data, it is expected that Hartland will need to implement additional controls, improve gas collection, or repair infrastructure to reduce surface methane concentrations to achieve compliance with these proposed limits.

Project Number 25-04 Capital Project Title Hartland Operating Certificate Renewal Capital Project Description Hartland Operating Certificate Renewal

Project Rationale Hartland's Operating Certificate (OC) has not been modified since January 27, 2010. CRD has committed to updating its OC in light of recent MOE discussion and approval of ERM's SWMP. This project covers staff time and consultant/legal fees to assist the CRD in updating the OC with the MOE.

Project Number 26-01 Capital Project Title Cell 4 & 5 Bottom Lift Gas Wells / Leachate Drain Capital Project Description Cell 4 Bottom Lift Gas Wells / Leachate Drain

Project Rationale To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing collection systems to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each 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
ERF Reserve Fund Schedule
2024 - 2028 Financial Plan**

ERF Reserve Fund Schedule

ERF: ERM ERF or PERS Fund for Equipment
--

Equipment Replacement Fund Fund: 1022 Fund Centre: 101447	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	2,594,261	2,366,326	1,463,326	1,312,326	1,131,326	950,326
Planned Purchase (Based on Capital Plan)	(258,111)	(1,103,000)	(355,000)	(385,000)	(385,000)	(385,000)
Transfer to/from Ops Budget	30,176	200,000	204,000	204,000	204,000	204,000
Disposal of equipment	-	-	-	-	-	-
Interest Income*	-	-	-	-	-	-
Ending Balance \$	2,366,326	1,463,326	1,312,326	1,131,326	950,326	769,326

Assumptions/Background: ERF Reserve to fund replacement of computer equipment and for PERS (Priority Equipment Replacement) type equipment that lasts less than 15 years
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* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

**1.521 Environmental Resource Management
Capital Reserve Fund Schedule - ERM
2024 - 2028 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.

	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Landfill Closure Portion Fund: 1020 Fund Centre: 101363						
Beginning Balance	12,695,022	13,613,753	14,068,873	10,523,993	4,979,113	5,434,232
Planned Capital Expenditure (Based on Capital Plan)	-	-	(4,000,000)	(6,000,000)	-	-
Transfer to/from Ops Budget	455,120	455,120	455,120	455,120	455,120	455,120
Interest Income*	463,611	-	-	-	-	-
Ending Balance \$	13,613,753	14,068,873	10,523,993	4,979,113	5,434,232	5,889,352

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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	10,658,469	12,116,098	6,037,468	4,383,838	3,683,838	2,433,838
Planned Capital Expenditure (Based on Capital Plan)	(2,350,000)	(7,175,000)	(2,750,000)	(700,000)	(1,250,000)	(625,000)
Transfer from Air Space Reserve Funds	1,000,000					
Transfer to/from Ops Budget	2,400,249	1,096,370	1,096,370	-	-	-
Interest Income*	407,379	-	-	-	-	-
Ending Balance \$	12,116,098	6,037,468	4,383,838	3,683,838	2,433,838	1,808,838

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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	16,920	17,185	21,185	25,185	29,185	33,185
Planned Capital Expenditure	(3,734)	-	-	-	-	-
Transfer to/from Ops Budget	4,000	4,000	4,000	4,000	4,000	4,000
Ending Balance \$	17,185	21,185	25,185	29,185	33,185	37,185

Assumptions/Background:

Reimburse operating budget for capital expenditures spent by Compost Center.

**1.521 Environmental Resource Management
Operating Reserve Summary
2024 - 2028 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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	26,910,018	22,048,051	4,296,686	7,109,483	6,104,049	5,996,491
Planned Purchase - RNG project	(2,000,000)	(9,468,000)		-	-	-
Planned Capital Expenditure (Based on Capital Plan)	(6,250,000)	(5,900,000)	(350,000)	(700,000)		(625,000)
Transfer to/from Ops Budget	2,415,621	(2,383,365)	3,162,797	(305,434)	(107,558)	(1,019,200)
Interest Income*	972,411			-	-	-
Total projected year end balance	22,048,051	4,296,686	7,109,483	6,104,049	5,996,491	4,352,291

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.

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Environmental Engineering Services

COMMITTEE OF THE WHOLE

OCTOBER 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			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	2,005,356	2,116,682	2,128,847	137,414	-	2,266,261	2,246,577	2,299,761	2,354,173	2,409,842
Internal Allocations	414,901	414,901	436,002	-	-	436,002	453,633	468,314	481,108	495,581
Consulting and Legal	9,000	-	7,000	-	-	7,000	7,140	7,283	7,429	7,577
Operating Supplies	52,000	40,985	53,040	-	-	53,040	54,100	55,182	56,285	57,411
Telecommunication	35,000	32,445	35,980	-	-	35,980	36,700	37,435	38,184	38,948
Vehicle and Equipment	27,400	44,889	46,812	-	-	46,812	47,748	48,703	49,677	50,670
Operating Cost - Other	141,910	130,302	42,600	-	-	42,600	43,459	44,335	45,229	46,142
TOTAL OPERATING COSTS	2,685,567	2,780,204	2,750,281	137,414	-	2,887,695	2,889,357	2,961,013	3,032,085	3,106,171
*Percentage increase over prior year operating costs		3.5%	2.41%			7.53%	0.06%	2.48%	2.40%	2.44%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Fund	60,000	60,000	-	-	-	-	-	-	-	-
Transfer to ERF	20,000	20,000	20,000	-	-	20,000	20,000	20,000	20,000	20,000
TOTAL CAPITAL / RESERVES	80,000	80,000	20,000	-	-	20,000	20,000	20,000	20,000	20,000
TOTAL COSTS	2,765,567	2,860,204	2,770,281	137,414	-	2,907,695	2,909,357	2,981,013	3,052,085	3,126,171
*Percentage increase over prior year operating costs		3.4%				5.14%	0.06%	2.46%	2.38%	2.43%
Internal Recoveries	(2,566,295)	(2,660,932)	(2,770,281)	(137,414)	-	(2,907,695)	(2,909,357)	(2,981,013)	(3,052,085)	(3,126,171)
*Percentage increase over prior year operating costs		3.7%				13.30%	0.06%	2.46%	2.38%	2.43%
OPERATING LESS RECOVERIES	199,272	199,272	-	-	-	-	-	-	-	-
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	(60,000)	(60,000)	-	-	-	-	-	-	-	-
Transfer Operating Reserve	(139,272)	(139,272)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(199,272)	(199,272)	-	-	-	-	-	-	-	-
REQUISITION	-	-	-	-	-	-	-	-	-	-
*Percentage increase over prior year requisition										
<u>AUTHORIZED POSITIONS:</u>										
Salaried	13	13	13	1	-	14	14	14	14	14

Change in Budget 2023 to 2024

Service: 1.576 Environmental Engineering Services

Total Expenditure

Comments

2023 Budget

2,765,567

Change in Salaries:

Base salary and benefit change	46,497	Inclusive of estimated collective agreement changes
Step increase/paygrade change	5,328	
1.0 FTE Manager	71,666	Term Manager - Hartland (5 months)
1.0 FTE Engineer 3	137,414	IBC - 4c-2.1 Regional Trail Project Engineer (5 year term)
<hr/>		
Total Change in Salaries	260,905	

Other Changes:

Standard Overhead Allocation	10,106	Increase in 2023 operating costs
Human Resources Allocation	15,481	Contribution towards 2024 Human Resources & Corporate Safety initiatives
Building Occupancy	13,006	
Feasibility Study	(100,000)	One-time 2023 Project Management Office Study
Contribution to Capital	(60,000)	One-time 2023 vehicle purchase
Other Costs	2,630	
<hr/>		
Total Other Changes	(118,777)	

2024 Budget

2,907,695

Summary of % Expense Increase

2024 Base salary and benefit change	1.7%
Term FTE's	7.6%
Human Resources Allocation	0.6%
Balance of increase	-4.7%
<i>% expense increase from 2023:</i>	5.1%

% Requisition increase from 2023 (if applicable): 0% Requisition funding is 0% of service revenue

Overall 2023 Budget Performance
(expected variance to budget and surplus treatment)

There is no anticipated surplus for 2023.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.576							
	Environmental Engineering Services	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL

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	\$0	\$105,000	\$55,000	\$55,000	\$0	\$0	\$65,000	\$280,000
	\$0	\$145,000	\$95,000	\$95,000	\$40,000	\$105,000	\$105,000	\$480,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$145,000	\$95,000	\$95,000	\$40,000	\$105,000	\$105,000	\$480,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$145,000	\$95,000	\$95,000	\$40,000	\$105,000	\$105,000	\$480,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.576

Service Name: Environmental Engineering Services

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
21-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F12013 (7 pass van)	\$ 50,000	V	ERF		\$ 50,000.00					\$ 50,000.00
23-02	Replacement	Engineering Equipment	Engineering Equipment	\$ 75,000	E	ERF		\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00		\$ 60,000.00
23-03	Replacement	Computer Equipment	Computer Equipment	\$ 125,000	E	ERF		\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00		\$ 100,000.00
24-02	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F14017 (4x4 pick-up)	\$ 55,000	V	ERF		\$ 55,000.00					\$ 55,000.00
25-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F15014 (4x4 pick-up)	\$ 55,000	V	ERF			\$ 55,000.00				\$ 55,000.00
26-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F15015 (4x4 pick-up)	\$ 55,000	V	ERF				\$ 55,000.00			\$ 55,000.00
28-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F18027 (PHEV AWD)	\$ 65,000	V	ERF						\$ 65,000.00	\$ 65,000.00
28-02	Replacement	Engineering Equipment	Engineering Equipment	\$ 75,000	E	ERF						\$ 15,000.00	\$ 15,000.00
28-03	Replacement	Computer Equipment	Computer Equipment	\$ 125,000	E	ERF						\$ 25,000.00	\$ 25,000.00
													\$ -
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 680,000			\$ -	\$ 145,000	\$ 95,000	\$ 95,000	\$ 40,000	\$ 105,000	\$ 480,000.00

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 23-02 **Capital Project Title** Engineering Equipment **Capital Project Description** Engineering Equipment

Project Rationale Replace engineering equipment based on life cycle assessment.

Project Number 23-03 **Capital Project Title** Computer Equipment **Capital Project Description** Computer Equipment

Project Rationale Replace computer equipment based on life cycle assessment.

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.

Service: **1.576** **Environmental Engineering Services**

Project Number 28-01 **Capital Project Title** Replacement ES Vehicle **Capital Project Description** Replace aging fleet vehicle unit #F18027 (PHEV AWD)

Project Rationale This vehicle is a PHEV used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 10 years old.

Project Number 28-02 **Capital Project Title** Engineering Equipment **Capital Project Description** Engineering Equipment

Project Rationale Replace engineering equipment based on life cycle assessment.

Project Number 28-03 **Capital Project Title** Computer Equipment **Capital Project Description** Computer Equipment

Project Rationale Replace computer equipment based on life cycle assessment.

1.576 Engineering Services
 Asset and Reserve Summary
 2024 - 2028 Financial Plan

ERF Reserve Cash Flow

ERF: Engineering Senior Budget - ERF for Equipment and Vehicles

Equipment Replacement Schedule Projected year end balance	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	642,676	626,676	507,676	432,676	357,676	337,676
Planned Purchase (Based on Capital Plan)	(67,000)	(145,000)	(95,000)	(95,000)	(40,000)	(105,000)
Transfer from Ops Budget	20,000	20,000	20,000	20,000	20,000	20,000
Proceed disposal of Equipment	25,000					
Interest Income*	6,000	6,000				
Total projected year end balance	626,676	507,676	432,676	357,676	337,676	252,676

**1.576 ES Engineering
Operating Reserve Summary
2024 - 2028 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	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	459,483	444,211	466,211	466,211	466,211	466,211
Planned Purchase	(39,272)					
Transfer from Ops Budget	-					
Interest Income*	24,000	22,000				
Total projected year end balance	444,211	466,211	466,211	466,211	466,211	466,211

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

2024 BUDGET

Facility Management

COMMITTEE OF THE WHOLE

OCTOBER 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			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	1,439,438	1,415,958	1,512,262	101,293	-	1,613,555	1,651,638	1,690,611	1,730,470	1,771,263
Internal Allocations	301,033	301,033	318,277	-	-	318,277	329,697	338,877	346,586	355,660
Consulting Service	77,000	45,196	68,490	-	-	68,490	69,860	71,260	72,680	74,140
Operating Supplies	26,860	32,085	27,456	-	-	27,456	28,000	28,560	29,120	29,710
Telecommunication	16,320	20,072	16,800	-	-	16,800	17,140	17,480	17,830	18,190
Vehicle and Equipment	34,860	51,476	35,905	-	-	35,905	36,620	37,360	38,110	38,870
Operating Cost - Other	45,700	29,762	45,750	-	-	45,750	46,670	47,610	48,570	49,530
TOTAL OPERATING COSTS	1,941,211	1,895,582	2,024,940	101,293	-	2,126,233	2,179,625	2,231,758	2,283,366	2,337,363
*Percentage increase over prior year operating costs		-2.4%	4.31%			9.53%	2.51%	2.39%	2.31%	2.36%
<u>CAPITAL / RESERVE</u>										
Transfer to ERF	25,000	29,734	25,500	-	-	25,500	26,010	26,530	27,060	27,600
Transfer to General Capital Fund	50,000	50,000	-	-	-	-	-	-	-	-
Transfer to Operating Reserve	-	26,770	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	75,000	106,504	25,500	-	-	25,500	26,010	26,530	27,060	27,600
TOTAL COSTS	2,016,211	2,002,086	2,050,440	101,293	-	2,151,733	2,205,635	2,258,288	2,310,426	2,364,963
*Percentage increase over prior year operating costs		-0.7%				6.72%	2.51%	2.39%	2.31%	2.36%
Internal Recoveries	(1,766,618)	(1,729,202)	(1,868,559)	(101,293)	-	(1,969,852)	(2,019,577)	(2,067,956)	(2,115,720)	(2,165,782)
OPERATING LESS RECOVERIES	249,593	272,884	181,881	-	-	181,881	186,058	190,332	194,706	199,181
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year		-								
Transfer from Operating reserve	(26,770)	(26,770)	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	(50,000)	(50,000)	-	-	-	-	-	-	-	-
Revenue - Other	(8,147)	(31,438)	(8,147)	-	-	(8,147)	(8,157)	(8,167)	(8,177)	(8,187)
TOTAL REVENUE	(84,917)	(108,208)	(8,147)	-	-	(8,147)	(8,157)	(8,167)	(8,177)	(8,187)
Estimated balance C/F from current to Next year										
REQUISITION	(164,676)	(164,676)	(173,734)	-	-	(173,734)	(177,901)	(182,165)	(186,529)	(190,994)
*Percentage increase over prior year requisition						5.50%	2%	2%	2%	2%
AUTHORIZED POSITIONS FTE:	12	12	12	1	-	13	13	13	13	13

Change in Budget 2023 to 2024
Service: 1.105 Facility Management

Total Expenditure

Comments

2023 Budget

2,016,211

Change in Salaries:

Base salary and benefit change	42,811	Inclusive of estimated collective agreement changes
Step increase/paygrade change	3,309	
1.0 FTE Facilities Maintenance Worker 4	101,293	IBC - 1a-2.2 Facilities Maintenance Worker 4
	26,704	Additional Auxillary
<hr/>		
Total Change in Salaries	174,117	

Other Changes:

Standard Overhead Allocation	698	Increase in 2023 operating costs
Human Resources Allocation	8,210	Contribution towards 2024 Human Resources & Corporate Safety initiatives
Building Occupancy	4,613	
Contribution to Capital	(50,000)	2023 vehicle purchase
Other Costs	(2,116)	
<hr/>		
Total Other Changes	(38,595)	

2024 Budget

2,151,733

Summary of % Expense Increase

2024 Base salary and benefit change	2.1%
New FTE	5.0%
Human Resources Allocation	0.4%
Balance of increase	-0.8%
<i>% expense increase from 2023:</i>	6.7%
<i>% Requisition increase from 2023 (if applicable):</i>	5.5%

Requisition funding is 8% of service revenue

Overall 2023 Budget Performance
 (expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$26,770 (1.3%) due mainly to hiring challenges of vacant positions. This variance will be transferred to Operating Reserve.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.105							
	Facilities Management	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$15,000	\$150,000	\$75,000	\$75,000	\$0	\$0	\$315,000
	\$0	\$25,000	\$160,000	\$85,000	\$85,000	\$10,000	\$365,000	\$365,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$25,000	\$160,000	\$85,000	\$85,000	\$10,000	\$0	\$365,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$25,000	\$160,000	\$85,000	\$85,000	\$10,000	\$365,000	\$365,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.105

Service Name: Facilities Management

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
21-01	Replacement	Unit F01112	Replace 2010 Chev Express Van - 01112	\$ 75,000	V	ERF	→		\$ 75,000				\$ 75,000
22-01	Replacement	Equipment Replacement	Replace computers	\$ 50,000	E	ERF		\$ 10,000	\$ 10,000	\$ 10,000			\$ 30,000
23-01	Replacement	Fleet Replacement	Replace 2012 Jeep Patriot - 12001	\$ 75,000	V	ERF	→		\$ 75,000				\$ 75,000
23-02	New	Equipment Replacement	New utility trailer	\$ 15,000	V	ERF	→	\$ 15,000					\$ 15,000
24-01	Replacement	Fleet Replacement	Replace 2016 Sprinter Van - Unit 1601	\$ 75,000	V	ERF				\$ 75,000			\$ 75,000
25-01	Replacement	Fleet Replacement	Replace 2017 Transit Van - Unit 17002	\$ 75,000	V	ERF					\$ 75,000		\$ 75,000
27-01	Replacement	Equipment Replacement	Replace computers	\$ 50,000	E	ERF					\$ 10,000	\$ 10,000	\$ 20,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 415,000				\$ 25,000	\$ 160,000	\$ 85,000	\$ 85,000	\$ 10,000	\$ 365,000

Service: **1.105** **Facilities Management**

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 22-01 **Capital Project Title** Equipment Replacement **Capital Project Description** Replace computers
Project Rationale Per IT replacement schedule

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.

Service: 1.105 Facilities 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 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.

Service: **1.105** **Facilities Management**

Project Number	27-01	Capital Project Title	Equipment Replacement	Capital Project Description	Replace computers
Project Rationale	Per IT replacement schedule				

**1.105 Facility Management
Asset and Reserve Summary
2024 - 2028 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	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	419,109	384,109	389,609	255,619	197,149	139,209
Planned Purchase (Based on Capital Plan)	(65,000)	(25,000)	(160,000)	(85,000)	(85,000)	(10,000)
Transfer from Ops Budget	25,000	25,500	26,010	26,530	27,060	27,600
Proceed disposal of Equipment	-					
Transfer						
Transfer of HQ Pool Fleet ERF						
Interest Income*	5,000	5,000				
Total projected year end balance	384,109	389,609	255,619	197,149	139,209	156,809

* 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
2024 - 2028 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	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	123,346	129,746	135,746	135,746	135,746	135,746
Planned Purchase	(26,770)	-				
Transfer from Ops Budget	26,770					
Interest Income*	6,400	6,000				
Total projected year end balance	129,746	135,746	135,746	135,746	135,746	135,746

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

2024 BUDGET

CRD Headquarters Building

COMMITTEE OF THE WHOLE

OCTOBER 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			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Internal Allocations	295,686	295,686	318,872	-	-	318,872	325,249	331,754	338,389	345,157
Insurance Cost	48,570	48,570	48,520	-	-	48,520	50,940	53,490	56,160	58,960
Repairs and Maintenance Costs	244,300	233,830	252,858	-	-	252,858	257,900	263,062	268,312	273,682
Rental and Leases	112,938	107,222	120,411	-	-	120,411	122,820	125,280	127,790	130,350
Electricity & Utilities	188,850	181,036	195,460	-	-	195,460	199,370	203,350	207,410	211,560
Operating Supplies	42,750	5,030	44,246	-	-	44,246	45,130	46,030	46,960	47,900
Internal Labour Cost	325,000	324,225	335,000	-	-	335,000	341,700	348,534	355,505	362,615
Operating Cost - Other	224,344	272,477	226,933	-	-	226,933	231,470	236,111	240,835	245,661
Additional Space	290,000	302,500	302,540	-	-	302,540	308,590	314,760	321,060	327,480
TOTAL OPERATING COSTS	1,772,438	1,770,576	1,844,840	-	-	1,844,840	1,883,169	1,922,371	1,962,421	2,003,365
*Percentage increase over prior year operating costs		-0.1%	4.08%			4.08%	2.08%	2.08%	2.08%	2.09%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	145,000	145,000	145,000	155,000	-	300,000	370,000	445,000	525,000	600,000
Transfer to ERF	60,000	60,000	60,000	-	-	60,000	60,000	60,000	60,000	60,000
TOTAL CAPITAL / RESERVES	205,000	205,000	205,000	155,000	-	360,000	430,000	505,000	585,000	660,000
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	1,977,438	1,975,576	2,049,840	155,000	-	2,204,840	2,313,169	2,427,371	2,547,421	2,663,365
*Percentage increase over prior year operating costs		-0.1%				11.50%	4.91%	4.94%	4.95%	4.55%
Internal Recoveries (Building Occupancy)	(1,944,094)	(1,944,094)	(2,015,779)	(155,000)	-	(2,170,779)	(2,278,839)	(2,392,760)	(2,512,526)	(2,628,184)
*Percentage increase over prior year operating costs		0.0%				11.7%	5.0%	5.0%	5.0%	4.6%
OPERATING LESS RECOVERIES	33,344	31,482	34,061	-	-	34,061	34,330	34,611	34,895	35,181
		-5.6%	2.15%			2.15%	0.79%	0.82%	0.82%	0.82%
<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										
Fees Charged	-	-	-	-	-	-	-	-	-	-
Lease Revenue	-	(5,660)	-	-	-	-	-	-	-	-
Recovery - Other	(33,344)	(25,822)	(34,061)	-	-	(34,061)	(34,330)	(34,611)	(34,895)	(35,181)
TOTAL REVENUE	(33,344)	(31,482)	(34,061)	-	-	(34,061)	(34,330)	(34,611)	(34,895)	(35,181)
REQUISITION	-	-	-	-	-	-	-	-	-	-
*Percentage increase over prior year requisition										
<u>AUTHORIZED POSITIONS:</u>										
Salaried										
Converted Auxillaries	-	-	-	-	-	-	-	-	-	-

Change in Budget 2023 to 2024
Service: 1.106 CRD HQ Building

Total Expenditure

Comments

2023 Budget

1,977,438

Other Changes:

Standard Overhead Allocation	6,556	Increase in 2023 operating costs
Bldg Service Admin Allocation	16,630	
Building Occupancy	543	
Contribution to Capital Reserve	155,000	
Other Costs	48,673	
	227,402	

2024 Budget

2,204,840

Summary of % Expense Increase

Contribution to Capital Reserve	7.8%
Bldg Service Admin Allocation	0.8%
Balance of increase	2.8%
<i>% expense increase from 2023:</i>	11.5%

<i>% Requisition increase from 2023 (if applicable):</i>	0.0%	<i>Requisition funding is 0% of service revenue</i>
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Overall 2023 Budget Performance
 (expected variance to budget and surplus treatment)

There is no anticipated surplus for 2023.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.106							
	Facilities and Risk	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL

EXPENDITURE

Buildings	\$250,000	\$515,000	\$265,000	\$140,000	\$140,000	\$140,000	\$1,200,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$250,000	\$540,000	\$265,000	\$140,000	\$140,000	\$140,000	\$1,225,000

SOURCE OF FUNDS

Capital Funds on Hand	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$250,000
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	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$290,000	\$265,000	\$140,000	\$140,000	\$140,000	\$975,000
	\$250,000	\$540,000	\$265,000	\$140,000	\$140,000	\$140,000	\$1,225,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.106

Service Name: Facilities and Risk

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
21-03	New	Interior Renovations	Interior renovations - HQ Building	\$ 500,000	B	Res			\$ 100,000	\$ 100,000			\$ 200,000
22-01	New	Interior Renovations	Interior renovations - HQ Building Space Optimazation	\$ 3,000,000	B	Cap	\$ 250,000	\$ 250,000					\$ 250,000
23-02	New	EV Charging Infrastructure	EV Charging Infrastructure - Fisgard Parkade Bldg	\$ 175,000	S	Res		\$ 25,000					\$ 25,000
23-03	Defer	Emergency Repairs	For unforeseen emergency repairs	\$ 100,000	B	Res		\$ 100,000					\$ 100,000
24-01	Renewal	Exterior Upgrades	Exterior Paint	\$ 50,000	B	Res		\$ 50,000					\$ 50,000
24-02	New	Safety Systems	Minor Security Upgrades	\$ 75,000	B	Res		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
24-03	New	Energy Management	Minor Energy Upgrades	\$ 75,000	B	Res		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
24-04	Replacement	Interior Finishes	Flooring Replacement	\$ 50,000	B	Res		\$ 25,000	\$ 25,000				\$ 50,000
24-05	New	Interior Upgrades	Gender Neutral Washroom Upgrades	\$ 50,000	B	Res		\$ 50,000					\$ 50,000
25-01	Study	Asset management Plan	Facility condition assessment	\$ 15,000	B	Res			\$ 15,000				\$ 15,000
25-02	Replacement	Roof Replacement	4th floor small roof areas	\$ 75,000	B	Res			\$ 75,000				\$ 75,000
25-03	Replacement	Safety Systems	Fire Sprinkler upgrades	\$ 10,000	B	Res			\$ 10,000				\$ 10,000
26-01	Replacement	Interior Upgrades	Interior paint	\$ 35,000	B	Res		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
27-01	New	Interior Renovations	Interior renovations - HQ Building	\$ 500,000	B	Res					\$ 100,000	\$ 100,000	\$ 200,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 4,710,000			\$ 250,000	\$ 540,000	\$ 265,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 1,225,000

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	23-02	Capital Project Title	EV Charging Infrastructure	Capital Project Description	EV Charging Infrastructure - Fisgard Parkade Bldg
Project Rationale	Additional EV chargers, when required, for expansion of the City of Victoria parkade program.				

Service: **1.106** **Facilities and Risk**

Project Number 23-03 **Capital Project Title** Emergency Repairs **Capital Project Description** For unforeseen emergency repairs

Project Rationale

Project Number 24-01 **Capital Project Title** Exterior Upgrades **Capital Project Description** Exterior Paint

Project Rationale Repaint exterior elements of the building.

Project Number 24-02 **Capital Project Title** Safety Systems **Capital Project Description** Minor Security Upgrades

Project Rationale Various minor security improvements, including access control, building upgrades, etc.

Service: **1.106** **Facilities and Risk**

Project Number 24-03 **Capital Project Title** Energy Management **Capital Project Description** Minor Energy Upgrades

Project Rationale Various minor energy improvements, including building control systems, building upgrades, etc.

Project Number 24-04 **Capital Project Title** Interior Finishes **Capital Project Description** Flooring Replacement

Project Rationale Carpet tile replacement program.

Project Number 24-05 **Capital Project Title** Interior Upgrades **Capital Project Description** Gender Neutral Washroom Upgrades

Project Rationale Assessing washrooms and various minor upgrades to all washrooms to be gender neutral.

Service: **1.106** **Facilities and Risk**

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.

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.

Service: **1.106** **Facilities and Risk**

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
2024 - 2028 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	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Projected year end balance						
Beginning Balance	4,977,805	4,678,180	2,803,955	3,260,953	3,551,699	4,661,218
Planned Capital Expenditure (Based on Capital Plan)	(1,415,000)	(3,095,000)	(635,000)	(877,500)	(140,000)	(140,000)
Transfer from Ops Budget	859,775	1,020,775	1,091,998	1,168,246	1,249,519	1,325,817
Interest Income**	255,600	200,000				
Total projected year end balance	4,678,180	2,803,955	3,260,953	3,551,699	4,661,218	5,847,035

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
2024 - 2028 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	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	152,582	102,782	142,982	182,982	222,982	262,982
Planned Purchase (Based on Capital Plan)	(90,000)	-	-	-	-	-
Transfer from Ops Budget Equip	20,000	20,000	20,000	20,000	20,000	20,000
Transfer from Ops Budget Pool Fleet	20,000	20,000	20,000	20,000	20,000	20,000
Transfer from FM ERF for Pool Fleet	-					
Proceed disposal of Equipment						
Interest Income*	200	200				
Total projected year end balance	102,782	142,982	182,982	222,982	262,982	302,982

* 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
2024 - 2028 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	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	58,332	61,332	64,332	64,332	64,332	64,332
Planned Purchase						
Transfer from Ops Budget	-					
Interest Income*	3,000	3,000				
Total projected year end balance	61,332	64,332	64,332	64,332	64,332	64,332

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

2024 BUDGET

Corporate Satellite Facilities

COMMITTEE OF THE WHOLE

OCTOBER 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									
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS:										
Rentals and Leases	85,059	82,714	86,093	-	-	86,093	87,052	88,943	93,583	94,667
Internal Allocations	27,399	27,399	28,657	-	-	28,657	29,232	29,817	30,412	31,020
Insurance Cost	1,840	1,840	1,860	-	-	1,860	1,950	2,050	2,150	2,260
Electricity & Utilities	19,404	20,578	20,071	-	-	20,071	20,472	20,881	21,299	21,724
Repairs and Maintenance Costs	12,446	23,219	16,225	-	-	16,225	16,549	16,879	17,218	17,565
Operating Cost - Other	86,010	71,605	84,811	-	-	84,811	86,506	88,236	89,999	91,799
TOTAL OPERATING COSTS	232,158	227,356	237,717	-	-	237,717	241,761	246,806	254,661	259,035
*Percentage Increase over prior year		-2.07%	2.39%	-	-	2.39%	1.70%	2.09%	3.18%	1.72%
CAPITAL / RESERVE										
Transfer to Reserve Fund	6,000	6,000	12,000	-	-	12,000	12,240	12,485	12,735	12,990
Transfer to Capital Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	6,000	6,000	12,000	-	-	12,000	12,240	12,485	12,735	12,990
TOTAL COSTS	238,158	233,356	249,717	-	-	249,717	254,001	259,291	267,396	272,025
*Percentage Increase over prior year		-2.02%	4.85%	-	-	4.85%	1.72%	2.08%	3.13%	1.73%
Internal Recoveries	(238,158)	(233,356)	(249,717)	-	-	(249,717)	(254,001)	(259,291)	(267,396)	(272,025)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
REQUISITION	-	-	-	-	-	-	-	-	-	-
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Term	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.107	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Corporate Satellite Facilities							

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
	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$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
	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.107
 Service Name: Corporate Satellite Facilities

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
JDF 24-01	New	Emergency Repairs	For unforeseen emergency repairs	\$ 25,000	B	Res		\$ 25,000					\$ 25,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 25,000				\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Service: **1.107** **Corporate Satellite Facilities**

Project Number	JDF 24-01	Capital Project Title	Emergency Repairs	Capital Project Description	For unforeseen emergency repairs
Project Rationale					

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Family Court Building

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 1.123 Family Court Building

Committee: 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									
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Internal Allocations	-	-	-	-	-	-	-	-	-	-
Insurance Cost	-	-	-	-	-	-	-	-	-	-
Repairs and Maintenance Costs	-	-	-	-	-	-	-	-	-	-
Electricity&Utilities	-	-	-	-	-	-	-	-	-	-
Internal Labour Cost	-	-	-	-	-	-	-	-	-	-
Operating Cost - Other	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	-	-	-	-	-	-	-	-	-	-
*Percentage Increase over prior year										
<u>CAPITAL / RESERVE</u>										
Transfer to Reserve Fund	149,360	149,360	149,360	-	-	149,360	149,360	149,360	149,360	149,360
TOTAL CAPITAL / RESERVES	149,360	149,360	149,360	-	-	149,360	149,360	149,360	149,360	149,360
TOTAL COSTS	149,360	149,360	149,360	-	-	149,360	149,360	149,360	149,360	149,360
*Percentage Increase over prior year						0.00%	0.00%	0.00%	0.00%	0.00%
FUNDING SOURCES (REVENUE)										
Surplus C/F from current to next year										
Rental Income	(149,360)	(149,360)	(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)
REQUISITION	-	-	-	-	-	-	-	-	-	-
*Percentage Increase over prior year										

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.123							
	Family Court Building	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL

EXPENDITURE

Buildings	\$47,500	\$1,352,500	\$10,000	\$0	\$0	\$0	\$0	\$1,362,500
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
	\$47,500	\$1,352,500	\$10,000	\$0	\$0	\$0	\$0	\$1,362,500

SOURCE OF FUNDS

Capital Funds on Hand	\$47,500	\$47,500	\$0	\$0	\$0	\$0	\$0	\$47,500
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	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000
Reserve Fund	\$0	\$605,000	\$10,000	\$0	\$0	\$0	\$0	\$615,000
	\$47,500	\$1,352,500	\$10,000	\$0	\$0	\$0	\$0	\$1,362,500

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.123

Service Name: Family Court Building

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
20-02	Renewal	Exterior Upgrades	Wood Window & Trim Replacement	\$ 47,500	B	Cap	\$ 47,500	\$ 47,500					\$ 47,500
22-01	Replacement	Mechanical Upgrades	Detail Design & Replacement of HVAC	\$ 1,050,000	B	Res		\$ 350,000					\$ 350,000
22-01	Replacement	Mechanical Upgrades	Detail Design & Replacement of HVAC		B	Other		\$ 700,000					\$ 700,000
23-01	Renewal	Exterior Upgrades	Replace all wood siding	\$ 120,000	B	Res		\$ 120,000					\$ 120,000
23-02	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$ 50,000	B	Res		\$ 50,000					\$ 50,000
24-01	Renewal	Exterior Upgrades	Replace West Entrance Hand rail	\$ 85,000	B	Res		\$ 85,000					\$ 85,000
25-01	Study	Asset Management	Condition Assessment	\$ 10,000	B	Res		\$ -	\$ 10,000				\$ 10,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 1,362,500			\$ 47,500	\$ 1,352,500	\$ 10,000	\$ -	\$ -	\$ -	\$ 1,362,500

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.				

Service: **1.123** **Family Court Building**

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
 2024 - 2028 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	Est Actual	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	481,094	654,454	202,814	342,174	491,534	640,894
Transfer to Cap Fund	-	(605,000)	(10,000)			-
Transfer from Ops Budget	149,360	149,360	149,360	149,360	149,360	149,360
Interest Income**	24,000	4,000				
Total projected year end balance	654,454	202,814	342,174	491,534	640,894	790,254

** 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

2024 BUDGET

Health Facilities - VIHA

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 1.226 Health Facilities - VIHA

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:

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									
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING					2024 ONE-TIME	2024 TOTAL
<u>OPERATING COSTS:</u>										
Internal Allocation	55,237	55,237	55,895	-	-	55,895	57,013	58,153	59,316	60,502
Insurance Cost	35,240	35,240	35,630	-	-	35,630	37,410	39,280	41,240	43,300
Repairs and Maintenance Costs	734,554	331,668	650,000	-	-	650,000	663,000	676,260	689,785	703,581
Electricity&Utilities	231,622	80,043	-	-	-	-	-	-	-	-
Internal Labour Cost	-	-	-	-	-	-	-	-	-	-
Consultant Expenses	-	-	-	-	-	-	-	-	-	-
Operating Supplies	9,996	-	-	-	-	-	-	-	-	-
Operating Cost - Other	51,244	28,729	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	1,117,893	530,917	741,525	-	-	741,525	757,423	773,693	790,341	807,383
*Percentage Increase over prior year						-33.67%	2.14%	2.15%	2.15%	2.16%
<u>CAPITAL / RESERVE</u>										
Transfer to Reserve Fund	602,825	1,189,305	1,034,697	-	-	1,034,697	1,054,323	1,074,288	1,094,600	1,115,257
TOTAL CAPITAL / RESERVES	602,825	1,189,305	1,034,697	-	-	1,034,697	1,054,323	1,074,288	1,094,600	1,115,257
TOTAL COSTS	1,720,718	1,720,222	1,776,222	-	-	1,776,222	1,811,746	1,847,981	1,884,941	1,922,640
*Percentage Increase over prior year						3.23%	2.00%	2.00%	2.00%	2.00%
FUNDING SOURCES (REVENUE)										
Revenue - Other (Interest)	(3,500)	(3,500)	-	-	-	-	-	-	-	-
Lease Revenue from VIHA	(1,717,218)	(1,716,722)	(1,776,222)	-	-	(1,776,222)	(1,811,746)	(1,847,981)	(1,884,941)	(1,922,640)
TOTAL REVENUE	(1,720,718)	(1,720,222)	(1,776,222)	-	-	(1,776,222)	(1,811,746)	(1,847,981)	(1,884,941)	(1,922,640)
REQUISITION	-	-	-	-	-	-	2.00%	2.00%	2.00%	2.00%
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Term	-	-	-	-	-	-	-	-	-	-

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.226	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Health Facilities - VIHA							

EXPENDITURE

Buildings	\$225,000	\$3,380,000	\$955,000	\$937,500	\$0	\$0	\$5,272,500
Equipment	\$0	\$440,000	\$0	\$0	\$0	\$0	\$440,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$225,000	\$3,820,000	\$1,030,000	\$937,500	\$0	\$0	\$5,787,500

SOURCE OF FUNDS

Capital Funds on Hand	\$225,000	\$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	\$375,000	\$660,000	\$200,000	\$0	\$0	\$1,235,000
Reserve Fund	\$0	\$2,780,000	\$370,000	\$737,500	\$0	\$0	\$3,887,500
	\$225,000	\$3,820,000	\$1,030,000	\$937,500	\$0	\$0	\$5,787,500

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.226

Service Name: Health Facilities - VIHA

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
EHU-21-01	Renewal	Roof Replacement	Replace Flat Roof	\$ 400,000	B	Res	→	\$ 400,000					\$ 400,000
EHU-21-03	Replacement	Exterior Doors	Replace Exterior Doors to be accessible	\$ 50,000	B	Res	→	\$ 50,000					\$ 50,000
EHU-22-01	Renewal	Exterior Upgrades	Building Envelope Replacement Detailed Design	\$ 150,000	B	Res	→	\$ 150,000					\$ 150,000
EHU-22-02	Replacement	Vertical Transportation Upgrades	Elevator refurbishment & Modernization	\$ 40,000	B	Res	→	\$ 40,000					\$ 40,000
EHU-23-01	Renewal	Mechanical Upgrades	Air Handling Unit Replacement	\$ 150,000	B	Res		\$ 150,000					\$ 150,000
EHU-23-02	Renewal	Mechanical Upgrades	Replace Domestic Hot Water Tanks	\$ 70,000	B	Res		\$ 70,000					\$ 70,000
EHU-23-03	Renewal	Exterior Upgrades	Building Envelope Replacement	\$1,872,500	B	Res	→	\$ 265,000	\$ 265,000	\$ 277,500			\$ 807,500
EHU-23-03	Renewal	Exterior Upgrades	Building Envelope Replacement		B	Other	→	\$ 200,000	\$ 200,000	\$ 200,000			\$ 600,000
EHU-23-04	Renewal	Emergency Repairs	For Unforeseen Emergency Repairs	\$ 50,000	B	Res		\$ 50,000					\$ 50,000
EHU-25-01	Study	Asset Management	Condition Assessment	\$ 10,000	B	Res			\$ 10,000				\$ 10,000
EHU-26-01	Renewal	Electrical Upgrades	New Switchgear & panel	\$ 25,000	B	Res				\$ 35,000			\$ 35,000
													\$ -
PHU-20-01	Renewal	Roof Replacement	Lower Flat Roof Replacement	\$ 465,000	B	Cap		\$ 440,000					\$ 440,000
PHU-22-01	Replacement	Mechanical Upgrades	Replace AHU & Heat Pumps	\$ 125,000	B	Res	→	\$ 125,000					\$ 125,000
PHU-22-02	Replacement	Vertical Transportation Upgrades	Elevator Refurbishment & Modernization	\$ 75,000	B	Res	→	\$ 75,000					\$ 75,000
PHU-22-03	Replacement	Roof Replacement	Flat Roof - Phase 2	\$ 175,000	B	Res	→	\$ 175,000					\$ 175,000
PHU-23-01	Replacement	Mechanical Upgrades	Replace Gas Boilers with Electric	\$ 120,000	B	Res	→	\$ 110,000					\$ 110,000
PHU-23-02	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$ 50,000	B	Res		\$ 50,000					\$ 50,000
PHU-24-01	Renewal	Site Upgrades	Repave Parking Lot	\$ 75,000	S	Res			\$ 75,000				\$ 75,000
PHU-24-02	Replacement	Interior Upgrades	Repaint Walls	\$ 75,000	B	Other		\$ 75,000					\$ 75,000
PHU-24-03	Replacement	Interior Upgrades	New Flooring	\$ 100,000	B	Other		\$ 100,000					\$ 100,000
PHU-25-01	Study	Asset management	Condition Assessment	\$ 10,000	B	Res			\$ 10,000				\$ 10,000
PHU-26-01	Replacement	Electrical Upgrades	Upgrade Interior Lights to LED	\$ 225,000	B	Res				\$ 225,000			\$ 225,000
PHU-26-02	Replacement	Exterior Upgrades	Repaint Exterior	\$ 50,000	B	Res				\$ 50,000			\$ 50,000
													\$ -
VHU-20-01	Renewal	Exterior Upgrades	Repaint Exterior Cladding	\$ 205,000	B	Res	→	\$ 165,000					\$ 165,000

Service #:

1.226

Service Name:

Health Facilities - VIHA

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
VHU-20-02	Renewal	Roof Replacement	Replace Built-up Roofing Detailed Design & Construction	\$ 360,000	B	Res	→	\$ 350,000					\$ 350,000
VHU-22-01	Replacement	Mechanical Upgrades	Replace AHU	\$ 440,000	E	Res	→	\$ 440,000					\$ 440,000
VHU-22-02	Replacement	Vertical Transportation Upgrades	Elevator refurbishment & Modernization	\$ 235,000	B	Cap	\$ 225,000	\$ 225,000					\$ 225,000
VHU-23-01	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$ 50,000	B	Res		\$ 50,000					\$ 50,000
VHU-25-01	Replacement	Interior Upgrades	New Flooring	\$ 325,000	B	Other			\$ 325,000				\$ 325,000
VHU-25-02	Replacement	Interior Upgrades	Interior Paint	\$ 135,000	B	Other			\$ 135,000				\$ 135,000
VHU-25-03	Replacement	Sitework Upgrades	Repaving parking Lot	\$ 65,000	B	Res		\$ 65,000					\$ 65,000
VHU-25-04	Study	Asset management	Condition Assessment	\$ 10,000	B	Res			\$ 10,000				\$ 10,000
VHU-26-01	Replacement	Mechanical Upgrades	Domestic Hot Water Upgrades	\$ 150,000	B	Res			\$ -	\$ 150,000			\$ 150,000
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$6,337,500			\$ 225,000	\$ 3,820,000	\$ 1,030,000	\$ 937,500	\$ -	\$ -	\$ 5,787,500

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.				

Service: 1.226 Health Facilities - VIHA

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.				

Service: 1.226 Health Facilities - VIHA

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-20-01	Capital Project Title	Roof Replacement	Capital Project Description	Lower Flat Roof Replacement
Project Rationale					

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.				

Service: **1.226** **Health Facilities - VIHA**

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					

Service: **1.226** **Health Facilities - VIHA**

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.				

Service: **1.226** **Health Facilities - VIHA**

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.				

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.				

Service: **1.226** **Health Facilities - VIHA**

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.				

Service: 1.226 Health Facilities - VIHA

Project Number	VHU-22-02	Capital Project Title	Vertical Transportation Upgrades	Capital Project Description	Elevator refurbishment & Modernization
Project Rationale	End of life				

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.				

Service: **1.226** **Health Facilities - VIHA**

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.				

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.				

Service: **1.226** **Health Facilities - VIHA**

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

2024 BUDGET

I & I Enhancement Program

COMMITTEE OF THE WHOLE

OCTOBER 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 Peninsula municipalities and First Nations to identify and reduce the amount of rain and ground water that enters the sanitary sewer system

SERVICE DESCRIPTION:

Requirement of the Core Area Liquid Waste Management Plan (LWMP).

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	BUDGET REQUEST									
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	142,000	91,288	144,840	-	-	144,840	147,736	150,687	153,700	156,783
Allocations	266,001	308,213	273,003	-	-	273,003	278,468	284,043	289,730	295,517
Consultant Expenses	-	-	-	-	-	-	-	-	-	-
Contract For Services	-	8,500	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	408,001	408,001	417,843	-	-	417,843	426,204	434,730	443,430	452,300
*Percentage Increase over prior year		0.0%	2.4%	0.0%	0.0%	2.4%	2.0%	2.0%	2.0%	2.0%
TOTAL COSTS	408,001	408,001	417,843	-	-	417,843	426,204	434,730	443,430	452,300
*Percentage Increase over prior year		0.0%	2.4%	0.0%	0.0%	2.4%	2.0%	2.0%	2.0%	2.0%
Internal Recoveries	(408,001)	(408,001)	(417,843)	-	-	(417,843)	(426,204)	(434,730)	(443,430)	(452,300)
OPERATING COSTS LESS INTERNAL RECOVERIES	-	0	-	-	-	-	-	-	-	-
*Percentage Increase over prior year		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
REQUISITION	-	-	-	-	-	-	-	-	-	-
*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 sitting as
COMMITTEE OF THE WHOLE**

October 25, 2023

Board Room, 625 Fisgard Street, Victoria

**BUDGET REVIEW
Part C**

7. Planning and Protective Services

- 7.1** GM - Planning & Protective Services

- 7.2** **Regional Housing**
 - 7.2.1 Land Banking and Housing (Regional Housing)
 - 7.2.2 Regional Housing Trust Fund

- 7.3** **Hospital District, Health & Capital Planning Strategies**
 - 7.3.1 Health & Capital Planning Strategies
 - 7.3.2 Community Health

- 7.4** **Emergency Services**
 - 7.4.1 Corporate Emergency
 - 7.4.2 Regional Emergency Program Support
 - 7.4.3 Hazardous Material Incident Response
 - 7.4.4 911 Call Answer
 - 7.4.5 911 Call Answer - Municipalities
 - 7.4.6 913 Fire Dispatch
 - 7.4.7 Regional CREST Contribution
 - 7.4.8 Animal Care Services
 - 7.4.9 ByLaw Services

- 7.5** **Regional and Strategic Planning**
 - 7.5.1 Traffic Safety
 - 7.5.2 Regional Planning Services
 - 7.5.3 Regional Growth Strategy

**CAPITAL REGIONAL DISTRICT BOARD sitting as
COMMITTEE OF THE WHOLE
October 25, 2023
Board Room, 625 Fisgard Street, Victoria**

**BUDGET REVIEW
Part C**

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- 8.1.1 Regional Water Supply
- 8.1.2 JDF Water Distribution
- 8.1.3 Florence Lake Water
- 8.1.4 Seagirt Water System

8.2 Liquid Waste Disposal - Core

- Core Area Wastewater - Combined View
- 8.2.1 Core Area Wastewater Operations
- 8.2.2 Debt - Core Area Wastewater Capital
- 8.2.3 IW - Environmental Operations

8.3 Saanich Peninsula Liquid Waste & Water Operations

- 8.3.1 Saanich Peninsula Water Supply
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CAPITAL REGIONAL DISTRICT

2024 BUDGET

PLANNING & PROTECTIVE SERVICES

COMMITTEE OF THE WHOLE

OCTOBER 2023

COMMITTEE OF THE WHOLE
October 25, 2023
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COMMITTEE OF THE WHOLE
October 25, 2023
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CAPITAL REGIONAL DISTRICT

2024 BUDGET

GM - Planning & Protective Services

COMMITTEE OF THE WHOLE

OCTOBER 2023

DEFINITION:

The oversight of planning and protective services for the Capital Regional District Board.

SERVICE DESCRIPTION:

The General Manager and Planning and Protective Services administration provides overall direction and supporting administrative oversight for 40 individual services and functions.

The department and its divisions report to the Board, Hospital District Board, Planning, Transportation and Protective Services Committee, Electoral Area Services Committee, Juan de Fuca Land Use Committee and also provide corporate administration for 17 commissions and the Capital Regional Housing Corporation.

Planning and Protective Services includes the administrative and operating responsibility for:

- Capital Regional Housing Corporation
- Capital Regional Hospital District
- Regional Planning and Information Services
- Emergency Management & Fire Protection
- Regional Housing
- Bylaw Services and Animal Control
- Building Inspection and Numbering
- Juan de Fuca Electoral Area Community Planning and Parks

PARTICIPATION:

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

MAXIMUM LEVY:

N/A

COMMITTEE:

Planning, Transportation and Protective Services

FUNDING:

Requisition and internal allocation

1.024 - GM - Planning & Protective Services

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
OPERATING COSTS										
Salaries & Wages	464,094	443,736	470,434	-	-	470,434	481,703	493,233	505,030	517,100
Contract for Services	7,310	-	2,500	-	-	2,500	3,050	4,610	6,200	7,320
Internal Allocations	92,268	92,268	101,438	-	-	101,438	105,151	108,152	110,688	113,642
Operating Other	20,930	11,377	21,370	-	-	21,370	21,800	22,250	22,710	23,170
TOTAL OPERATING COSTS	584,602	547,381	595,742	-	-	595,742	611,704	628,245	644,628	661,231
*Percentage Increase over prior year						1.9%	2.7%	2.7%	2.6%	2.6%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
TOTAL CAPITAL / RESERVES	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
TOTAL COSTS	585,602	548,381	596,742	-	-	596,742	612,704	629,245	645,628	662,231
FUNDING SOURCES (REVENUE)										
Internal Recoveries	(276,233)	(276,233)	(285,898)	-	-	(285,898)	(291,590)	(297,417)	(303,364)	(309,422)
TOTAL REVENUES	(276,233)	(276,233)	(285,898)	-	-	(285,898)	(291,590)	(297,417)	(303,364)	(309,422)
NET COSTS	309,369	272,148	310,844	-	-	310,844	321,114	331,828	342,264	352,810
*Percentage increase over prior year Net Costs						0.5%	3.3%	3.3%	3.1%	3.1%
AUTHORIZED POSITIONS:										
Salaried	2.5	2.5	2.5	-	-	2.5	2.5	2.5	2.5	2.5

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.024	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	GM - Planning & Protective Services							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$2,049	\$2,318	\$1,644	\$6,011	\$6,011
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$2,049	\$2,318	\$1,644	\$6,011	\$6,011

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	\$2,049	\$2,318	\$1,644	\$6,011	\$6,011
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$2,049	\$2,318	\$1,644	\$6,011	\$6,011

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.024

Service Name: GM - Planning & Protective Services

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
26-01	Replacement	Computer	Computer Replacement	\$ 2,049	E	ERF		\$ -	\$ -	\$ 2,049	\$ -	\$ -	\$ 2,049
27-01	Replacement	Computer	Computer Replacement	\$ 2,318	E	ERF		\$ -	\$ -	\$ -	\$ 2,318	\$ -	\$ 2,318
28-01	Replacement	Computer	Computer Replacement	\$ 1,644	E	ERF		\$ -	\$ -	\$ -	\$ -	\$ 1,644	\$ 1,644
													\$ -
													\$ -
													\$ -
													\$ -
			Grand Total	\$ 6,011				\$ -	\$ -	\$ 2,049	\$ 2,318	\$ 1,644	\$ 6,011

Reserve Schedule

Reserve Fund: 1.024 - GM Planning & Protective Services

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Reserve Cash Flow

Fund: 1022 Fund Center: 101955
ERF Group: PLANPROT.ERF

	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	7,894	6,193	7,193	8,193	7,144	5,826
Actual Purchases	-					
Planned Purchase (Based on Capital Plan)	(2,701)	-	-	(2,049)	(2,318)	(1,644)
Transfer from Operating Budget	1,000	1000	1000	1000	1000	1000
Interest Income	-	-	-	-	-	-
Ending Balance \$	6,193	7,193	8,193	7,144	5,826	5,182

Assumptions/Background:

2023 - replacement of 2 standard desktops
 2026 - replacement of 1 ultra-portable laptop
 2027 - replacement of 2 standard desktops
 2028 - replacement of 1 standard desktop

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Land Banking and Housing (Regional Housing)

COMMITTEE OF THE WHOLE

OCTOBER 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 units 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	-9,413,000
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							
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS:										
Salaries and Wages	1,449,434	1,383,211	1,244,734	401,479	94,384	1,740,597	1,782,344	1,585,126	1,508,202	1,544,306
Allocation - Standard OH	98,049	98,050	106,963	-	-	106,963	109,102	111,284	113,510	115,780
Allocation - Building Occupancy	66,325	66,324	72,484	-	-	72,484	76,157	80,030	84,104	88,035
Allocation - Real Estate	60,000	60,000	40,000	-	-	40,000	40,000	40,000	40,000	40,000
Allocation - Human Resources	41,244	41,244	51,467	-	-	51,467	55,733	57,508	57,566	58,976
Allocation - GM Planning and Protective Services	40,252	40,252	41,661	-	-	41,661	42,490	43,340	44,210	45,090
Consultants	215,000	190,704	57,880	-	200,000	257,880	160,438	61,046	61,667	62,301
Other Operating Expenses	62,790	64,251	65,025	-	24,000	89,025	66,381	67,754	69,171	70,610
TOTAL OPERATING COSTS	2,033,094	1,944,036	1,680,214	401,479	318,384	2,400,077	2,332,645	2,046,089	1,978,430	2,025,097
*Percentage Increase over prior year		-4.4%	-17.4%	19.7%	15.7%	18.1%	-2.8%	-12.3%	-3.3%	2.4%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Reserve	4,000	4,000	4,070	-	-	4,070	4,110	4,150	4,190	4,230
Transfer to Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	4,000	4,000	4,070	-	-	4,070	4,110	4,150	4,190	4,230
Debt Expenditures	1,009,463	1,009,463	1,009,463	190,575	-	1,200,038	2,117,926	2,376,439	2,376,439	2,376,439
MFA Debt Reserve	1,830	-	2,440	-	94,000	96,440	161,000	-	-	-
TOTAL COSTS	3,048,387	2,957,499	2,696,187	592,054	412,384	3,700,625	4,615,681	4,426,678	4,359,059	4,405,766
*Percentage Increase over prior year		0.0%	-11.6%	19.4%	13.5%	21.4%	24.7%	-4.1%	-1.5%	1.1%
Transfer from Operating Reserve	(130,000)	(130,000)	(175,000)	-	-	(175,000)	(100,000)	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	2,918,387	2,827,499	2,521,187	592,054	412,384	3,525,625	4,515,681	4,426,678	4,359,059	4,405,766
Surplus / (Deficit)		314,144								
Balance C/F from Prior to Current year	(66,157)	(66,157)	-	(107,760)	(206,384)	(314,144)	-	-	-	-
Recovery - CRHC	(259,181)	(259,183)	(218,534)	-	-	(218,534)	(224,315)	(229,870)	(235,318)	(241,042)
Recovery - CRHD	(118,287)	(118,287)	-	-	-	-	-	-	-	-
Recovery - Capital Projects	(338,059)	(347,559)	(254,907)	-	-	(254,907)	(247,255)	(112,206)	-	-
Admin Fees - RHTF & housing agreements	(45,630)	(43,479)	(45,630)	-	-	(45,630)	(45,630)	(12,500)	(12,500)	(12,500)
Lease Revenue - CRHC	(63,000)	(63,000)	(63,000)	-	-	(63,000)	(63,000)	(63,000)	(63,000)	(63,000)
Grant Revenue - Federal	(438,391)	(647,576)	(263,781)	(291,478)	(112,000)	(667,259)	(658,590)	(561,999)	(565,488)	(569,059)
Payments In Lieu of Taxes	(70,301)	(83,850)	(83,850)	-	-	(83,850)	(83,850)	(83,850)	(83,850)	(83,850)
Other Revenue	(16,293)	(9,463)	(16,903)	-	-	(16,903)	(14,463)	(5,000)	(5,000)	(5,000)
TOTAL REVENUE	(1,415,299)	(1,324,411)	(946,605)	(399,238)	(318,384)	(1,664,227)	(1,337,102)	(1,068,424)	(965,156)	(974,451)
REQUISITION	(1,503,088)	(1,503,088)	(1,574,583)	(192,815)	(94,000)	(1,861,398)	(3,178,578)	(3,358,254)	(3,393,903)	(3,431,316)
*Percentage Increase over prior year			4.8%	12.8%	6.3%	23.8%	70.8%	5.7%	1.1%	1.1%
PARTICIPANTS: All Municipalities and Electoral Areas, Tsawout and Songhees First Nations										
AUTHORIZED POSITIONS:										
Salaried	6.00	6.00	6.00	1.00	0.00	7.00	7.00	7.00	7.00	7.00
Term	6.00	6.00	2.00	4.00	1.00	7.00	7.00	5.00	4.00	4.00

Change in Budget 2023 to 2024

Service: 1.310 Land Banking and Housing

Total Expenditure

Comments

2023 Budget

3,048,387

Change in Salaries:

Base salary and benefit change	19,793	Inclusive of estimated collective agreement changes
Step increase/paygrade change	59,881	
4.0 FTE Terms Ending - Reaching Home	(284,372)	IBC 5c-1.2 Reaching Home term extensions contingent on renewed Federal funding agreement
1.0 FTE Planning Assistant 2	100,488	IBC 5a-2.1 - new capacity to support Board priority of increasing housing supply
4.0 FTE Term Extensions - Reaching Home	300,991	IBC 5c-1.2 - term extensions contingent on Federal renewal of the Reaching Home Grant
1.0 FTE Term Policy Analyst 2	94,384	IBC 5a-2.1 2024-2025 term contingent on Federal grant for rural and remote policy
Total Change in Salaries	291,165	

Other Changes:

New Debt Costs	285,185	RHFP borrowing estimated at \$9.4M in Spring 2024
Standard Overhead Allocation	8,914	Increase in 2023 operating costs
Human Resources Allocation	10,223	Contribution towards 2024 Human Resources & Corporate Safety initiatives
Real Estate Allocation	(20,000)	Reduced budget and moved to fee for service model
Building Occupancy	6,159	
Consulting costs	42,880	Net increase due to 2024 one-time expense for Community Needs Report and future development planning net of one-time work completed in 2023
New workstations	24,000	IBC 5a-2.1 - New Planning Assistant and 2024-2025 Term Policy Analyst
Other costs	3,712	
Total Other Changes	361,073	

2024 Budget

3,700,625

Summary of % Expense Increase

2024 Base salary and benefit change	0.6%	
New salary costs	6.9%	
New debt costs	9.4%	
Consultancy costs	1.4%	
Balance of increase	3.0%	
% expense increase from 2023:	21.4%	
% Requisition increase from 2023:	23.8%	<i>Requisition funding is 50% of service revenue</i>

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$314,144 (10%) due mainly to higher wage and overhead recovery from Reaching Home Federal Grant (\$209k) and salary savings due to staff turnover (\$66K). Of the estimated variance, the full \$314k will be carried forward to 2024 to fund development planning consultancy work and to off-set requisition increases.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.310	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Land Banking and Housing							

EXPENDITURE

Buildings	\$0	\$9,400,000	\$16,100,000	\$0	\$0	\$0	\$0	\$25,500,000
Equipment	\$0	\$10,000	\$5,000	\$10,000	\$0	\$0	\$0	\$25,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$9,410,000	\$16,105,000	\$10,000	\$0	\$0	\$0	\$25,525,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$9,400,000	\$16,100,000	\$0	\$0	\$0	\$0	\$25,500,000
Equipment Replacement Fund	\$0	\$10,000	\$5,000	\$10,000	\$0	\$0	\$0	\$25,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$9,410,000	\$16,105,000	\$10,000	\$0	\$0	\$0	\$25,525,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.310

Service Name: Land Banking and Housing

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
18-03	New	RHFP	CRD contribution	\$ 25,500,000	B	Debt	\$ -	\$ 9,400,000	\$ 16,100,000	\$ -	\$ -	\$ -	\$ 25,500,000
20-01	Replacement	Office Equipment Replacement	Office equipment scheduled replacement	\$ 25,000	E	ERF	\$ -	\$ 10,000	\$ 5,000	\$ 10,000	\$ -	\$ -	\$ 25,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 25,525,000			\$ -	\$ 9,410,000	\$ 16,105,000	\$ 10,000	\$ -	\$ -	\$ 25,525,000

Service: **1.310** **Land Banking and Housing**

Project Number	18-03	Capital Project Title	RHFP	Capital Project Description	CRD contribution
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.				

Project Number	21-01	Capital Project Title	#N/A	Capital Project Description	#N/A
Project Rationale					

**1.310 Land Bank & Housing
Operating Reserve Summary
2024 - 2028 Financial Plan**

Profile

Land Banking & Housing

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

Operating Reserve Schedule - FC 105505

Operating Reserve Schedule	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	405,178	275,178	100,178	178	178	178
Transfer to Operating Budget	(130,000)	(175,000)	(100,000)	-	-	-
Transfer to Capital Fund	-					
Transfer from Operating Budget	-					
Interest Income	-					
Total projected year end balance	275,178	100,178	178	178	178	178

Assumptions/Background:

2023: Funding for one-time post-RHFP housing programs contract and SGI housing strategy work.

2024: Funding to off-set lost RHFP admin recovery from CRHD, CRHC

2025: Funding for one-time housing development plan second year of work (2024 to be funded by 2023 surplus carry forward)

**1.310 Land Bank & Housing
Asset and Reserve Summary
2024-2028 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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	25,699	25,699	19,769	18,879	13,029	17,219
Planned Purchase (Based on Capital Plan)	(4,000)	(10,000)	(5,000)	(10,000)	-	-
Actual Purchase	-					
Transfer from Operating Budget	4,000	4,070	4,110	4,150	4,190	4,230
Interest Income	-					
Total projected year end balance	25,699	19,769	18,879	13,029	17,219	21,449

Assumptions/Background:

2024 - 4 computers replaced
2025 - 2 computers replaced
2026 - 4 computers replaced

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Regional Housing Trust Fund

COMMITTEE OF THE WHOLE

OCTOBER 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

Note: Service Phased out 2024 & Suspended 2025

OPERATING COSTS:

	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL
Prior Year Unallocated Capital Grants	2,520,057	-	3,117,012	-	-	3,117,012
Current Year Capital Grants	1,116,746	615,000	904,619	-	-	904,619
Housing Programs Administration Service Fee	33,130	33,130	33,130	-	-	33,130
Allocation - Standard OH	-	-	-	-	-	-
Consultant Expenses	-	-	-	-	-	-
Legal Costs	4,070	-	4,070	-	-	4,070
Other Costs	2,391	2,000	2,391	-	-	2,391

TOTAL OPERATING COSTS	3,676,394	650,130	4,061,222	-	-	4,061,222
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*Percentage Increase over prior year		-82.3%	10.5%	0.0%	0.0%	10.5%
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CAPITAL / RESERVE

Transfer to Equipment Replacement Reserve	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-

TOTAL CAPITAL / RESERVES	-	-	-	-	-	-
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Debt Expenditures	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-

TOTAL COSTS	3,676,394	650,130	4,061,222	-	-	4,061,222
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*Percentage Increase over prior year		-82.3%	10.5%	0.0%	0.0%	10.5%
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Internal Recoveries	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-

OPERATING COSTS LESS INTERNAL RECOVERIES	3,676,394	650,130	4,061,222	-	-	4,061,222
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*Percentage Increase over prior year	0.0%	-82.3%	10.5%	0.0%	0.0%	10.5%
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Surplus / (Deficit)		3,117,012				
Balance C/F from Prior to Current year	(2,520,057)	(2,520,057)	(3,117,012)	-	-	(3,117,012)
Revenue - Other Interest Income	(100,802)	(110,000)	(170,000)	-	-	(170,000)
Payments In Lieu of Taxes	(55,535)	(55,535)	(55,535)	-	-	(55,535)
Grants - Other	-	-	-	-	-	-
Donations	-	(81,550)	-	-	-	-

TOTAL REVENUE	(2,676,394)	(2,767,142)	(3,342,547)	-	-	(3,342,547)
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REQUISITION	(1,000,000)	(1,000,000)	(718,675)	-	-	(718,675)
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*Percentage Increase over prior year		0.0%	-28.1%	0.0%	0.0%	-28.1%
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PARTICIPANTS: Victoria, C.Saanich, Esquimalt, Saanich, Oak Bay, N. Saanich, Metchosin, View Royal, Sooke, Sidney, Highlands, SSI, SGI

AUTHORIZED POSITIONS:

Salaried	-	-	-	-	-	-
Hourly	-	-	-	-	-	-

Change in Budget 2023 to 2024

Service: 1.311 - REGIONAL HOUSING TRUST FUND Total Expenditure Comments

2023 Budget 3,676,394

Change in Salaries:

Base salary and benefit change -
 Step increase/paygrade change -
 Other (explain as necessary) -

Total Change in Salaries -

Other Changes:

Capital Grants - prior year carry-forward 596,955 Increase in grants carry-forward due to timing of future committed disbursements

Capital Grants - current year (212,127) Decrease in capital grant funds requisitioned to compensate for RHFP new debt costs in 1.310

-
 -

Total Other Changes 384,828

2024 Budget 4,061,222

Summary of % Expense Increase

2024 Base salary and benefit change 0.0%

Capital Grants 10.5%

Balance of increase 0.0%

% expense increase from 2023: **10.5%**

% Requisition decrease from 2023 (if applicable): **-28%** *Requisition funding is 18% of service revenue*

Overall 2023 Budget Performance
 (expected variance to budget and surplus treatment)

There is an estimated carry-forward of \$3.1M (83%) due to capital grant commitments for future years.

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Health & Capital Planning Strategies

COMMITTEE OF THE WHOLE

OCTOBER 2023

1.018 - HEALTH AND CAPITAL PLANNING STRATEGIES	BUDGET REQUEST									
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
OPERATING COSTS:										
Salaries and Wages	430,511	287,182	436,723	-	-	436,723	323,035	330,778	338,701	346,809
Legal/Auditing Costs	26,160	26,160	27,200	-	-	27,200	28,220	29,240	29,820	30,420
Consultants	3,510	3,510	3,630	-	-	3,630	3,700	3,770	3,850	3,930
Allocations - Standard Overhead	129,961	129,961	140,671	-	-	140,671	143,484	146,354	149,281	152,266
Allocations - Human Resources	11,476	11,476	15,287	-	-	15,287	16,554	17,081	17,098	17,517
Allocations - Others	77,015	77,015	81,399	-	-	81,399	83,554	85,781	88,086	90,387
Operating - Other Costs	24,720	17,110	20,720	-	-	20,720	21,130	21,550	21,980	22,410
TOTAL OPERATING COSTS	703,353	552,414	725,630	-	-	725,630	619,677	634,554	648,816	663,739
*Percentage Increase over prior year	0.0%	-21.5%	3.2%			3.2%	-14.6%	2.4%	2.2%	2.3%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Reserve	2,100	2,100	2,170	-	-	2,170	2,210	2,250	2,300	2,350
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	2,100	2,100	2,170	-	-	2,170	2,210	2,250	2,300	2,350
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	705,453	554,514	727,800	-	-	727,800	621,887	636,804	651,116	666,089
*Percentage Increase over prior year	0.0%	-21.4%	3.2%			3.2%	-14.6%	2.4%	2.2%	2.3%
Recovery - Capital Regional Hospital District	(705,453)	(705,453)	(727,800)	-	-	(727,800)	(621,887)	(636,804)	(651,116)	(666,089)
Recovery - Capital Project	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	-	(150,939)	-	-	-	-	-	-	-	-
*Percentage Increase over prior year	0.0%	0.0%	0.0%			0.0%	0.0%	0.0%	0.0%	0.0%
Surplus / (Deficit)		150,939								
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Balance transferred to HD Section 20 Reserve	-	(150,939)	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
REQUISITION	-	-	-	-	-	-	-	-	-	-
*Percentage Increase over prior year	0.0%	0.0%	0.0%			0.0%	0.0%	0.0%	0.0%	0.0%
PARTICIPANTS: all Municipalities, Electoral Areas, Tsawout and Songhees First Nations										
AUTHORIZED POSITIONS:										
Salaried	2.0	2.0	2.0	0.0	0.0	2.0	2.0	2.0	2.0	2.0
Term Position - Sr. Project Coordinator 2-year term (2023 IBC 14a-1)	1.0	1.0	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.018 Health & Capital Planning Strategies	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$1,500	\$0	\$3,000	\$1,500	\$1,500	\$1,500	\$7,500
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
	\$0	\$1,500	\$0	\$3,000	\$1,500	\$1,500	\$1,500	\$7,500

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$1,500	\$0	\$3,000	\$1,500	\$1,500	\$1,500	\$7,500
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
	\$0	\$1,500	\$0	\$3,000	\$1,500	\$1,500	\$1,500	\$7,500

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.018

Service Name: Health & Capital Planning Strategies

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2023	2024	2025	2026	2027	2028	5 - Year Total
24-01	Replacement	Computer	Replace Computers	\$ 1,500	E	ERF	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500
26-01	Replacement	Computer	Replace Computers	\$ 3,000	E	ERF	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000
27-01	Replacement	Computer	Replace Computers	\$ 1,500	E	ERF	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500
28-01	Replacement	Computer	Replace Computers	\$ 1,500	E	ERF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
													\$ -
													\$ -
													\$ -
Grand Total				\$ 7,500				\$ 1,500	\$ -	\$ 3,000	\$ 1,500	\$ 1,500	\$ 7,500

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

	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	5,173	5,288	5,958	8,168	7,418	8,218
Actual Purchase	(1,985)					
Planned Purchase (Based on Capital Plan)		(1,500)	-	(3,000)	(1,500)	(1,500)
Transfer from Operating Budget	2,100	2,170	2,210	2,250	2,300	2,350
Interest Revenue	-					
Ending Balance \$	5,288	5,958	8,168	7,418	8,218	9,068

Assumptions/Background:

2024 - 1 standard laptop
2026 - 2 standard laptops
2027 - 1 standard laptop
2028 - 1 standard laptop

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Community Health

COMMITTEE OF THE WHOLE

OCTOBER 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							
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL	2028 TOTAL
<u>OPERATING COSTS:</u>										
Salaries - Planner (Term)	105,277	105,277	113,880	-	-	113,880	116,612	119,407	30,567	-
Contract for Services - AEHCR	325,000	329,500	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	-	-	-	-	-	-	-	-
Consultants - Violence Prevention and Wellness Promotion	-	-	-	-	50,000	50,000	-	-	-	-
Allocation - Standard Overhead	40,810	40,810	40,743	-	-	40,743	41,558	42,389	43,237	44,102
Allocation - Building Occupancy	2,728	2,728	3,101	-	-	3,101	3,261	3,429	3,607	3,778
Allocation - Human Resources	3,157	3,157	3,738	-	-	3,738	4,048	4,177	4,181	4,284
Meetings and Workshops	7,313	6,952	7,569	-	2,500	10,069	7,720	7,875	8,032	8,193
Operating - Other Costs	3,825	2,960	3,937	-	-	3,937	4,015	4,094	4,175	4,258
TOTAL OPERATING COSTS	814,860	818,134	674,718	-	52,500	727,218	678,964	683,121	595,549	566,365
*Percentage Increase over prior year		0.4%	-17.2%	0.0%	6.4%	-10.8%	-6.6%	0.6%	-12.8%	-4.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	66,476	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	66,476	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	814,860	884,610	674,718	-	52,500	727,218	678,964	683,121	595,549	566,365
*Percentage Increase over prior year		8.6%	-17.2%	0.0%	6.4%	-10.8%	-6.6%	0.6%	-12.8%	-4.9%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	814,860	884,610	674,718	-	52,500	727,218	678,964	683,121	595,549	566,365
*Percentage Increase over prior year		8.6%	-17.2%	0.0%	6.4%	-10.8%	-6.6%	0.6%	-12.8%	-4.9%
Balance C/F from Prior to Current year	-	2,500	-	-	(2,500)	(2,500)	-	-	-	-
Payments In Lieu of Taxes	(29,604)	(29,604)	(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)	(117,500)	(60,000)	-	-	(60,000)	(60,000)	(60,000)	(15,000)	-
Grants - Other	-	(14,750)	-	-	-	-	-	-	-	-
Revenue - Other	(880)	(880)	(911)	-	-	(911)	(929)	(948)	(967)	(986)
TOTAL REVENUE	(190,484)	(260,234)	(190,515)	-	(2,500)	(193,015)	(190,533)	(190,552)	(145,571)	(130,590)
REQUISITION	624,376	624,376	484,203	-	50,000	534,203	488,431	492,569	449,979	435,775
*Percentage Increase over prior year			-22.5%	0.0%	8.0%	-14.4%	-8.6%	0.8%	-8.6%	-3.2%
PARTICIPANTS: all Municipalities, Electoral Areas, Tsawout and Songhees First Nations										
<u>AUTHORIZED POSITIONS:</u>										
Salaried Position (Term)	Term 1.00	Term 1.00	Term 1.00	0.00	0.00	Term 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

Change in Budget 2023 to 2024

Service: 1.224 - COMMUNITY HEALTH

Total Expenditure**Comments****2023 Budget****814,860****Change in Salaries:**

Base salary change

3,258

Inclusive of estimated collective agreement changes

Step increase/paygrade change

5,345

Total Change in Salaries

8,603**Other Changes:**

Contract for Services

(150,000)

Successful completion of ACEH funding agreement in 2023

Consultants

50,000

Violence Prevention and Wellness Promotion (one-time expense)

Other

3,755

Total Other Changes

(96,245)**2024 Budget****727,218**

% expense decrease from 2023:

-10.8%

% Requisition decrease from 2023 (if applicable):

-14.4%

Requisition funding is 73.5% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is an estimated one-time favourable variance of \$66,476 (9.1%) due mainly to additional unrestricted grant revenue from Island Health. This variance will be moved to Operating Reserve, which has an expected year end balance of \$82,701 before this transfer.

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	Estimate	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	78,604	149,177	149,177	149,177	149,177	149,177
Actual Purchases	-	-	-	-	-	-
Planned Purchases	-	-	-	-	-	-
Transfer from Operating Budget	66,476	-	-	-	-	-
Interest Income	4,097	-	-	-	-	-
Ending Balance \$	149,177	149,177	149,177	149,177	149,177	149,177

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Corporate Emergency

COMMITTEE OF THE WHOLE

OCTOBER 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

Change in Budget 2023 to 2024
Service: 1.025

Total Expenditure

Comments

2023 Budget

406,282

Change in Salaries:

Base salary and benefit change

1,687

Inclusive of estimated collective agreement changes

Total Change in Salaries

1,687

Other Changes:

Safe Restart Grant carried forward into 2023

(71,842)

One-time Safe Restart Grant carried into 2023 for EM software and allowance 2020 EOC declined claim

Standard Overhead Allocation

(2,829)

Decrease in 2023 operating costs due to one-time surplus carryover in 2022

Building Occupancy Allocation

1,984

Increase primarily related to HQ building reserve contribution

Software License

2,980

Increase primarily related to new software Public Emergency Alert Service

Other Costs

4,688

Expenses such as travel, insurance, payment to 3rd parties, etc.

Total Other Changes

(65,019)

2024 Budget

342,950

Summary of % Expense Change

2024 Base salary and benefit change

0.4%

2022 surplus carryover to 2023

-17.7%

Balance of change

1.7%

% expense change from 2023:

-15.6%

% Requisition change from 2023 (if applicable):

3.0%

Requisition funding is 68.8% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

There is an estimated one-time favourable minor variance of \$870 (0.4%) mainly due to lower general repairs and maintenance expenses. This variance will be transferred into the Equipment Replacement Fund, which has an expected year end balance of \$59,309 before this transfer.

1.025 - Corporate Emergency	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Salaries and Wages	105,326	105,326	107,013	-	-	107,013	205,852	210,790	215,840	221,010
Allocations	178,363	178,363	180,567	-	-	180,567	184,910	189,396	194,005	198,625
Supplies	2,800	2,500	2,900	-	-	2,900	12,960	3,020	3,080	3,140
Licences and Fees	22,544	22,544	8,230	-	-	8,230	8,390	8,560	8,730	8,900
Other Operating Expenses	97,249	96,679	44,240	-	-	44,240	75,140	76,050	76,990	77,950
TOTAL OPERATING COSTS	406,282	405,412	342,950	-	-	342,950	487,252	487,816	498,645	509,625
*Percentage Increase over prior year			-15.6%			-15.6%	42.1%	0.1%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	870	-	-	-	-	-	-	-	-
TOTAL COSTS	406,282	406,282	342,950	-	-	342,950	487,252	487,816	498,645	509,625
Internal Recoveries	(105,326)	(105,326)	(107,013)	-	-	(107,013)	(109,580)	(112,210)	(114,900)	(117,650)
OPERATING COSTS LESS INTERNAL RECOVERIES	300,956	300,956	235,937	-	-	235,937	377,672	375,606	383,745	391,975
Balance c/fwd from 2022 to 2023	(71,842)	(71,842)	-	-	-	-	-	-	-	-
NET COSTS	229,114	229,114	235,937	-	-	235,937	377,672	375,606	383,745	391,975
*Percentage increase over prior year (Core Budget)			3.0%			3.0%	60.1%	-0.5%	2.2%	2.1%
AUTHORIZED POSITIONS										
Salaried FTE	1	1	1			1	2	2	2	2

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.025 Corporate Emergency	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$8,000	\$6,000	\$7,000	\$0	\$5,000	\$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	
	\$0	\$8,000	\$6,000	\$7,000	\$0	\$5,000	\$26,000	

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	\$8,000	\$6,000	\$7,000	\$0	\$5,000	\$26,000	
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	\$0	\$8,000	\$6,000	\$7,000	\$0	\$5,000	\$26,000	

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.025

Service Name: Corporate Emergency

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total auto-populates
17-01	Replacement	EOC Laptop	EOC Equipment	\$ 22,000	E	ERF	\$ -	\$ 6,000	\$ 6,000	\$ 5,000	\$ -	\$ 5,000	\$ 22,000
24-01	Replacement	Surface Pro	EOC Equipment	\$ 2,000	E	ERF	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 4,000
													\$ -
													\$ -
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			Grand Total	\$ 24,000				\$ 8,000	\$ 6,000	\$ 7,000	\$ -	\$ 5,000	\$ 26,000

Service: 1.025 Corporate Emergency

Project Number	17-01	Capital Project Title	EOC Laptop	Capital Project Description	EOC Equipment
Project Rationale					

Project Number	24-01	Capital Project Title	Surface Pro	Capital Project Description	EOC Equipment
Project Rationale					

Reserve Schedule

Reserve Fund: 1.025 Corporate Emergency - Equipment Replacement Fund

- Capital Regional District Equipment Replacement Fund (ERF) was established in 1991 under Bylaw No. 945. This is a reserve fund pursuant to the provisions of Section 378(c) of the Municipal Act to be known as the "Equipment Replacement Fund"
- The monies in this reserve fund shall be expended only for the purchase of machinery and equipment.
- Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.
- User departments of the Capital Regional District vehicles and equipment may be charged for depreciation of their machinery and equipment and the amount of such depreciation shall be transferred to the equipment replacement fund.
- ERF Group: CRPEMERGE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101978	2023	2024	2025	2026	2027	2028
Beginning Balance		65,309	59,309	51,309	45,309	38,309	38,309
Transfer from Op Budget		-	-	-	-	-	-
Expenditures		(6,000)	(8,000)	(6,000)	(7,000)	-	(5,000)
Interest Income		-					
Ending Balance \$		59,309	51,309	45,309	38,309	38,309	33,309

Assumptions/Background:

Maintain balance sufficient to meet lifecycle replacement needs and emergency needs.

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Regional Emergency Program Support

COMMITTEE OF THE WHOLE

OCTOBER 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

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Salaries	119,410	103,886	113,935	-	-	113,935	116,667	119,464	122,325	125,253
REMP Contribution	95,196	95,046	9,580	-	-	9,580	9,770	9,970	10,170	10,370
Allocations	23,621	23,621	24,501	-	-	24,501	25,251	25,810	26,240	26,786
TOTAL OPERATING COSTS	238,227	222,553	148,016	-	-	148,016	151,688	155,244	158,735	162,409
*Percentage Increase over prior year			-37.9%			-37.9%	2.5%	2.3%	2.2%	2.3%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	17,464	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	-	17,464	-	-	-	-	-	-	-	-
TOTAL COSTS	238,227	240,017	148,016	-	-	148,016	151,688	155,244	158,735	162,409
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2023 to 2024	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2022 to 2023	(35,916)	(35,916)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(7,055)	(7,055)	-	-	-	-	-	-	-	-
Emergency Preparedness Grant	(50,000)	(50,000)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(6,865)	(6,865)	(7,100)	-	-	(7,100)	(7,300)	(7,440)	(7,580)	(7,720)
Revenue - Other	(210)	(2,000)	(220)	-	-	(220)	(230)	(230)	(230)	(230)
TOTAL REVENUE	(100,046)	(101,836)	(7,320)	-	-	(7,320)	(7,530)	(7,670)	(7,810)	(7,950)
REQUISITION	(138,181)	(138,181)	(140,696)	-	-	(140,696)	(144,158)	(147,574)	(150,925)	(154,459)
*Percentage increase over prior year Requisition			1.8%			1.8%	2.5%	2.4%	2.3%	2.3%
<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	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		36,896	30,941	30,941	30,941	30,941	30,941
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		(7,055)	-	-	-	-	-
Interest Income*		1,100					
Ending Balance \$		30,941	30,941	30,941	30,941	30,941	30,941

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

2024 BUDGET

Hazardous Material Incident Response

COMMITTEE OF THE WHOLE

OCTOBER 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	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
District of C Saanich Contract	70,640	70,400	77,000	-	-	77,000	78,540	80,110	81,710	83,340
Staff Training & Development	121,830	101,082	126,090	-	-	126,090	128,610	131,180	133,800	136,480
Purchased Maintenance - Equipment	13,440	13,440	13,910	-	-	13,910	14,190	14,470	14,760	15,060
Allocations	121,645	121,645	127,931	-	-	127,931	130,528	133,159	135,803	138,524
Other Operating Expenses	109,356	117,421	26,040	-	-	26,040	26,550	27,070	27,600	28,140
TOTAL OPERATING COSTS	436,911	423,988	370,971	-	-	370,971	378,418	385,989	393,673	401,544
*Percentage Increase over prior year			-15.1%			-15.1%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	9,560	9,560	9,560	-	-	9,560	9,560	9,560	9,560	9,560
Transfer to Operating Reserve Fund	-	12,583	-	-	-	-	-	2,580	6,625	10,836
TOTAL CAPITAL / RESERVES	9,560	22,143	9,560	-	-	9,560	9,560	12,140	16,185	20,396
TOTAL COSTS	446,471	446,131	380,531	-	-	380,531	387,978	398,129	409,858	421,940
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(94,585)	(94,585)	(6,600)	-	-	(6,600)	(1,250)	-	-	-
Interest Income	(340)	-	(350)	-	-	(350)	(350)	(350)	(350)	(350)
Grants in Lieu of Taxes	(16,850)	(16,850)	(18,240)	-	-	(18,240)	(18,600)	(18,970)	(19,340)	(19,720)
TOTAL REVENUE	(111,775)	(111,435)	(25,190)	-	-	(25,190)	(20,200)	(19,320)	(19,690)	(20,070)
REQUISITION	(334,696)	(334,696)	(355,341)	-	-	(355,341)	(367,778)	(378,809)	(390,168)	(401,870)
*Percentage increase over prior year Requisition						6.2%	3.5%	3.0%	3.0%	3.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.375 Hazardous Material Incident Respon	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000
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	\$300,000	\$0	\$300,000
	\$0	\$75,000	\$0	\$0	\$0	\$300,000	\$0	\$375,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$75,000	\$0	\$0	\$0	\$300,000	\$0	\$375,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$75,000	\$0	\$0	\$0	\$300,000	\$0	\$375,000

Service:

1.375

Hazardous Material Incident Response

Project Number 24-01	Capital Project Title Hazmat Suits	Capital Project Description Replacement of Hazmat Suits
Project Rationale		

Project Number 24-02	Capital Project Title Hazmat Decontamination Tent	Capital Project Description Replacement of Decontamination Tent
Project Rationale		

Project Number 27-01	Capital Project Title Command Vehicle	Capital Project Description Replace command vehicle
Project Rationale		

**Hazardous Material Incident Response
Reserve Summary Schedule
2024 - 2028 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Equipment Replacement Fund	348,388	282,948	292,508	302,068	11,628	21,188
Operating Reserve Fund	28,453	21,853	20,603	23,183	29,808	40,644
Total	376,842	304,802	313,112	325,252	41,437	61,833

Reserve Schedule

Reserve Fund: 1.375 Hazardous Material Incident Response - Equipment Replacement Fund

ERF Group: HAZMAT.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101957	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		426,828	348,388	282,948	292,508	302,068	11,628
Transfer from Ops Budget		9,560	9,560	9,560	9,560	9,560	9,560
Planned Purchase		(88,000)	(75,000)	-	-	(300,000)	-
Interest Income		-					
Ending Balance \$		348,388	282,948	292,508	302,068	11,628	21,188

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:	1500	Estimated	Budget				
Fund Centre:	105506	2023	2024	2025	2026	2027	2028
Beginning Balance		118,838	28,453	21,853	20,603	23,183	29,808
Transfer from Ops Budget		-	-	-	2,580	6,625	10,836
Transfer to Ops Budget		(94,585)	(6,600)	(1,250)	-	-	-
Interest Income*		4,200					
Ending Balance \$		28,453	21,853	20,603	23,183	29,808	40,644

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

2024 BUDGET

911 Call Answer

COMMITTEE OF THE WHOLE

OCTOBER 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	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Service Fees	129,111	126,000	129,791	-	-	129,791	127,195	124,651	122,158	119,715
Transfer to Municipalities	696,074	681,953	681,953	-	-	681,953	668,314	654,948	641,849	629,012
CRD Dispatch Centre Levy	366,070	401,200	415,240	-	-	415,240	423,540	432,010	440,650	449,460
Allocations	271,794	273,294	281,350	-	-	281,350	286,989	292,720	298,562	304,535
Other Operating Expenses	16,811	19,190	16,800	-	-	16,800	17,540	18,310	19,130	19,980
TOTAL OPERATING COSTS	1,479,860	1,501,637	1,525,134	-	-	1,525,134	1,523,578	1,522,639	1,522,349	1,522,702
*Percentage Increase over prior year			3.1%			3.1%	-0.1%	-0.1%	0.0%	0.0%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	5,450	6,030	7,060	8,555
Transfer to Equipment Replacement Fund	-	-	1,000	-	-	1,000	1,000	1,000	1,000	1,000
Transfer to Capital Reserve Fund	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
Debt Servicing Costs	1,014,219	1,014,219	1,014,219	-	-	1,014,219	1,014,219	1,014,219	1,014,219	1,014,219
TOTAL DEBT / RESERVES	1,015,219	1,015,219	1,016,219	-	-	1,016,219	1,021,669	1,022,249	1,023,279	1,024,774
TOTAL COSTS	2,495,079	2,516,856	2,541,353	-	-	2,541,353	2,545,247	2,544,888	2,545,628	2,547,476
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve	(23,637)	(69,851)	(28,249)	-	-	(28,249)	-	-	-	-
Service Fees	(129,111)	(126,000)	(129,791)	-	-	(129,791)	(127,195)	(124,651)	(122,158)	(119,715)
CAL Revenue	(1,122,700)	(1,099,924)	(1,099,924)	-	-	(1,099,924)	(1,077,926)	(1,056,367)	(1,035,240)	(1,014,535)
Lease Revenue	(1,009,800)	(1,009,800)	(1,011,949)	-	-	(1,011,949)	(1,011,949)	(1,011,949)	(1,011,949)	(1,011,949)
Grants in Lieu of Taxes	(9,811)	(9,811)	(10,150)	-	-	(10,150)	(10,360)	(10,570)	(10,780)	(11,000)
Other Revenue	(18,510)	(19,960)	(18,070)	-	-	(18,070)	(18,810)	(19,580)	(20,400)	(21,250)
TOTAL REVENUE	(2,313,569)	(2,335,346)	(2,298,133)	-	-	(2,298,133)	(2,246,240)	(2,223,117)	(2,200,527)	(2,178,449)
REQUISITION	(181,510)	(181,510)	(243,220)	-	-	(243,220)	(299,007)	(321,771)	(345,101)	(369,027)
*Percentage increase over prior year Requisition			34.0%			34.0%	22.9%	7.6%	7.3%	6.9%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.911 911 Call Answer	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.911

Service Name: 911 Call Answer

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total auto-populates
25-01	New	New Equipment	Next-Gen 911 Call Answer Technology-Placeholder	\$ 1,000,000	E	ERF	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 1,000,000			\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000

Service:

1.911

911 Call Answer

Project Number

25-01

Capital Project Title

New Equipment

Capital Project Description

Next-Gen 911 Call Answer Technology-Placeholder

Project Rationale Placeholder for the next-Gen 911 call answer technology. Amount and timing are unknown.

911 Call Answer
Reserves Summary Schedule
2024 - 2028 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Operating Reserve Fund	42,123	13,874	19,324	25,354	32,414	40,969
Equipment Replacement Fund	1,067,702	1,068,702	69,702	70,702	71,702	72,702
Capital Reserve Fund	124,102	125,102	126,102	127,102	128,102	129,102
Total	1,233,927	1,207,678	215,128	223,158	232,218	242,773

Reserve Schedule

Reserve Fund: 911 Call Answer - Operating Reserve Fund

To mitigate fluctuating Call Answer Levies

Reserve Cash Flow

Fund:	1500	Estimated	Budget					
			2023	2024	2025	2026	2027	2028
Fund Centre:	105508							
Beginning Balance		106,774	42,123	13,874	19,324	25,354	32,414	
Transfer from Ops Budget		-	-	5,450	6,030	7,060	8,555	
Transfer to Ops Budget		(23,637)	(28,249)	-	-	-	-	
Deficit Recovery		(46,214)						
Interest Income*		5,200						
Ending Balance \$		42,123	13,874	19,324	25,354	32,414	40,969	

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 911 Call Answer - Equipment Replacement Fund

ERF Group: EMGTSV.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget					
			2023	2024	2025	2026	2027	2028
Fund Centre:	101460							
Beginning Balance		1,067,702	1,067,702	1,068,702	69,702	70,702	71,702	
Transfer from Ops Budget		-	1,000	1,000	1,000	1,000	1,000	
Transfer to Ops Budget		-						
Expenditures		-	-	(1,000,000)	-	-	-	
Interest Income		-						
Ending Balance \$		1,067,702	1,068,702	69,702	70,702	71,702	72,702	

Assumptions/Background:

Reserve Schedule

Reserve Fund: 911 Call Answer - Capital Reserve Fund

To be created in 2023

Reserve Cash Flow

Fund:	TBD	Estimated	Budget					
			2023	2024	2025	2026	2027	2028
Fund Centre:	TBD							
Beginning Balance		-	124,102	125,102	126,102	127,102	128,102	
Transfer from Ops Budget		1,000	1,000	1,000	1,000	1,000	1,000	
Transfer from General Capital Fund		123,102	-	-	-	-	-	
Interest Income		-						
Ending Balance \$		124,102	125,102	126,102	127,102	128,102	129,102	

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2024 BUDGET

911 Call Answer - Municipalities

COMMITTEE OF THE WHOLE

OCTOBER 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	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>EXPENDITURES</u>										
Return Grants in Lieu of Taxes	41,448	41,448	42,690	-	-	42,690	43,540	44,410	45,300	46,200
*Percentage Increase over prior year			3.0%			3.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Call Answer Levy Revenue	(696,074)	(681,953)	(681,953)	-	-	(681,953)	(668,314)	(654,948)	(641,849)	(629,012)
TOTAL REVENUE	(696,074)	(681,953)	(681,953)	-	-	(681,953)	(668,314)	(654,948)	(641,849)	(629,012)
EXCESS OF REVENUE OVER EXPENDITURES	(654,626)	(640,505)	(639,263)	-	-	(639,263)	(624,774)	(610,538)	(596,549)	(582,812)
Estimated Balance c/fwd from 2023 to 2024	-	(14,121)	14,121	-	-	14,121	-	-	-	-
Balance c/fwd from 2022 to 2023	25,947	25,947	-	-	-	-	-	-	-	-
NEGATIVE REQUISITION	628,679	628,679	625,142	-	-	625,142	624,774	610,538	596,549	582,812
*Percentage increase over prior year Requisition			-0.6%			-0.6%	-0.1%	-2.3%	-2.3%	-2.3%

CAPITAL REGIONAL DISTRICT

2024 BUDGET

913 Fire Dispatch

COMMITTEE OF THE WHOLE

OCTOBER 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

CRD Bylaw No. 4502 " Emergency Communication Dispatch Service Establishment Bylaw No.1, 2012, Amendment Bylaw No.2, 2022". Adopted February 8th, 2023

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:

Effective January 1st, 2023, the net annual cost attributable to this service shall be apportioned among the participating municipalities and electoral areas on the basis of their usage as indicated by call volume. Call volume, for the purpose of this section, is the number of calls for service attributed to the individual participant as determined annually by the Capital Regional District. The annual call volume will be determined for budgeting purposes using the last full year's call statistics as recorded by the dispatch service provider. (Bylaw No. 4502, an amend to cost apportionment of "The Emergency Communication Dispatch Service Establishment Bylaw No. 1, 2012", Bylaw No. 3854).

FUNDING:

Requisition

1.913 - Fire Dispatch	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Contract for Services	224,025	224,025	230,750	-	-	230,750	253,510	261,120	285,760	311,650
Allocations	39,921	39,921	44,279	-	-	44,279	45,171	46,070	46,995	47,928
Other Operating Expenses	103,040	113,430	72,420	-	-	72,420	75,890	79,540	83,370	87,390
TOTAL OPERATING COSTS	366,986	377,376	347,449	-	-	347,449	374,571	386,730	416,125	446,968
*Percentage Increase over prior year			-5.3%			-5.3%	7.8%	3.2%	7.6%	7.4%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	2,360	11,055	22,090
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	366,986	377,376	347,449	-	-	347,449	374,571	389,090	427,180	469,058
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(59,240)	(70,130)	(24,489)	-	-	(24,489)	(20,110)	-	-	-
Grants in Lieu of Taxes	(8,653)	(8,653)	(8,950)	-	-	(8,950)	(9,130)	(9,310)	(9,500)	(9,690)
Revenue - Other	(800)	(300)	(800)	-	-	(800)	(800)	(800)	(800)	(800)
TOTAL REVENUE	(68,693)	(79,083)	(34,239)	-	-	(34,239)	(30,040)	(10,110)	(10,300)	(10,490)
REQUISITION	(298,293)	(298,293)	(313,210)	-	-	(313,210)	(344,531)	(378,980)	(416,880)	(458,568)
*Percentage increase over prior year Requisition			5.0%			5.0%	10.0%	10.0%	10.0%	10.0%

Fire Dispatch
Reserve Summary Schedule
2024 - 2028 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Equipment Replacement Fund	-	-	-	-	-	-
Operating Reserve Fund	46,986	22,497	2,387	4,747	15,802	37,892
Total	46,986	22,497	2,387	4,747	15,802	37,892

Reserve Schedule

Reserve Fund: 1.913 Langford Fire Dispatch - Equipment Replacement Fund

ERF Group: LANGFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	102125						
Beginning Balance		117,116	-	-	-	-	-
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Transfer to ORF		(117,116)					
Interest Income		-					
Ending Balance \$		-	-	-	-	-	-

Assumptions/Background:

Reserve Schedule

Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating revenues.

To be created.

Reserve Cash Flow

Fund:	1500	Estimated	Budget					
		2023	2024	2025	2026	2027	2028	
Fund Centre:	TBD							
Beginning Balance		-	46,986	22,497	2,387	4,747	15,802	
Transfer from Ops Budget		-	-	-	2,360	11,055	22,090	
Transfer from ERF		117,116						
Expenditures		(70,130)	(24,489)	(20,110)	-	-	-	
Interest Income		-						
Ending Balance \$		46,986	22,497	2,387	4,747	15,802	37,892	

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Regional CREST Contribution

COMMITTEE OF THE WHOLE

OCTOBER 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

Change in Budget 2023 to 2024
Service: 1.921 Regional CREST

Total Expenditure

Comments

2023 Budget

1,790,531

Other Changes:

2024 Contribution to CREST-Regional
 Other Costs

120,477
 -

Increase in 2024 contribution to CREST as per new agreement - pending CRD Board approval

Total Other Changes

120,477

2024 Budget

1,911,008

Summary of % Expense Change

2024 Contribution to CREST

6.7%

Balance of change

0.0%

% expense increase from 2023:

6.7%

% Requisition increase from 2023 (if applicable):

8.5%

Requisition funding is 96.1% of service revenue

Overall 2023 Budget Performance
 (expected variance to budget and surplus treatment)

There is an estimated one-time unfavourable variance of \$23,714 (1.3%) due to new contract agreement with CREST, which results in higher contributions in 2023. This variance will be carried over to 2024 to be recovered by requisition.

1.921 - Regional CREST Contribution	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Payments to CREST	1,784,531	1,807,453	1,905,008	-	-	1,905,008	1,998,353	2,096,272	2,157,064	2,200,210
Internal Interest	6,000	5,292	6,000	-	-	6,000	6,000	6,000	6,000	6,000
TOTAL COSTS	1,790,531	1,812,745	1,911,008	-	-	1,911,008	2,004,353	2,102,272	2,163,064	2,206,210
*Percentage Increase over prior year						6.7%	4.9%	4.9%	2.9%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2023 to 2024	-	(23,714)	23,714	-	-	23,714	-	-	-	-
Balance c/fwd from 2022 to 2023	(2,976)	(2,976)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(93,401)	(93,401)	(96,670)	-	-	(96,670)	(98,600)	(100,580)	(102,600)	(104,650)
Revenue-Other	(2,500)	(1,000)	(2,500)	-	-	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)
TOTAL REVENUE	(98,877)	(121,091)	(75,456)	-	-	(75,456)	(101,100)	(103,080)	(105,100)	(107,150)
REQUISITION	(1,691,654)	(1,691,654)	(1,835,552)	-	-	(1,835,552)	(1,903,253)	(1,999,192)	(2,057,964)	(2,099,060)
*Percentage increase over prior year Requisition						8.5%	3.7%	5.0%	2.9%	2.0%

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Animal Care Services

COMMITTEE OF THE WHOLE

OCTOBER 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

Change in Budget 2023 to 2024
Service: 1.313 Animal Care Services

Total Expenditure

Comments

2023 Budget

1,663,324

Change in Salaries:

Base salary change	26,889	Inclusive of estimated collective agreement changes
Increase in auxiliary wages	45,080	
Total Change in Salaries	<u>71,969</u>	

Other Changes:

Standard OH Allocation	12,813	Increase in 2023 expenses
HR Allocation	13,960	Increase in allocation from HR
Supplies	(14,850)	Realignment of budget based on previous actual expenses
Legal Expenses	15,000	Realignment of budget based on previous actual expenses
Promotion	(6,600)	Realignment of budget based on previous actual expenses
Postage & Freight	(6,270)	Realignment of budget based on previous actual expenses
Reserve Transfers	(9,713)	ORF transfer reduce by (\$16,810) and CRF transfer increase by \$7,097
Other	(3,383)	
Total Other Changes	<u>957</u>	

2024 Budget

1,736,250

Summary of % Expense Change

Base Salary increase	1.6%	
Increase in auxiliary wages	2.7%	
Realignment of various expenses	-1.3%	
Internal allocations	1.6%	
Balance of change	-0.2%	
% expense increase from 2023:	4.4%	
% Requisition increase from 2023:	3.5%	Requisition funding is 27.4% of service revenue

Overall 2023 Budget Performance
(expected variance to budget and surplus treatment)

Revenues are projected at \$50,244 (3.0%) higher than budget mainly due to higher sales and service fees. Operating costs are projected at \$55,334 (3.3%) higher than budget mainly due to higher auxiliary wages and benefits, uniforms and legal services. Therefore, there is an estimated one-time unfavourable variance of \$5,090 (0.3%). This variance will be recovered by reduction of transferred to Operating Reserve, which has an expected year end balance of \$84,753 before this transfer.

1.313 - Animal Care Services	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Salaries & Wages	1,075,131	1,134,682	1,147,100	-	-	1,147,100	1,173,870	1,201,241	1,229,242	1,257,883
Vehicle Operating Expenses	47,130	47,130	48,780	-	-	48,780	49,760	50,760	51,780	52,820
Telecommunications	45,910	40,000	47,520	-	-	47,520	48,470	49,440	50,430	51,440
Supplies	56,050	41,000	41,200	-	-	41,200	42,020	42,850	43,700	44,580
Allocations	234,947	233,630	265,707	-	-	265,707	273,057	279,088	285,783	291,331
Other Operating Expenses	154,350	172,410	145,850	-	-	145,850	148,770	151,740	154,810	157,910
TOTAL OPERATING COSTS	1,613,518	1,668,852	1,696,157	-	-	1,696,157	1,735,947	1,775,119	1,815,745	1,855,964
*Percentage Increase over prior year			5.1%			5.1%	2.3%	2.3%	2.3%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	24,903	24,903	32,000	-	-	32,000	32,000	37,000	40,000	43,000
Transfer to Operating Reserve Fund	24,903	19,813	8,093	-	-	8,093	7,783	4,051	2,000	1,126
TOTAL CAPITAL / RESERVE	49,806	44,716	40,093	-	-	40,093	39,783	41,051	42,000	44,126
TOTAL COSTS	1,663,324	1,713,568	1,736,250	-	-	1,736,250	1,775,730	1,816,170	1,857,745	1,900,090
*Percentage Increase over prior year			4.4%			4.4%	2.3%	2.3%	2.3%	2.3%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(18,922)	(18,922)	-	-	-	-	-	-	-	-
Fees Charged	(19,060)	(27,782)	(28,330)	-	-	(28,330)	(28,900)	(29,480)	(30,070)	(30,660)
Sale of Goods and Services	(1,147,580)	(1,187,322)	(1,213,390)	-	-	(1,213,390)	(1,237,650)	(1,262,410)	(1,287,660)	(1,313,410)
Grants in Lieu of Taxes	(11,370)	(11,370)	(11,770)	-	-	(11,770)	(12,000)	(12,240)	(12,480)	(12,730)
Revenue - Other	(5,970)	(7,750)	(6,220)	-	-	(6,220)	(6,340)	(6,470)	(6,600)	(6,730)
TOTAL REVENUE	(1,202,902)	(1,253,146)	(1,259,710)	-	-	(1,259,710)	(1,284,890)	(1,310,600)	(1,336,810)	(1,363,530)
REQUISITION	(460,422)	(460,422)	(476,540)	-	-	(476,540)	(490,840)	(505,570)	(520,935)	(536,560)
*Percentage increase over prior year Requisition			3.5%			3.5%	3.0%	3.0%	3.0%	3.0%
AUTHORIZED POSITIONS										
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 - 2024 to 2028

Service No.	1.313 Animal Care Services	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Equipment	\$75,000	\$80,000	\$5,000	\$5,000	\$5,000	\$5,000	\$100,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$65,000
Vehicles	\$75,189	\$111,189	\$25,000	\$25,000	\$25,000	\$25,000	\$211,189
	\$415,189	\$456,189	\$30,000	\$30,000	\$30,000	\$30,000	\$576,189

SOURCE OF FUNDS

Capital Funds on Hand	\$415,189	\$415,189	\$0	\$0	\$0	\$0	\$415,189
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$11,000	\$0	\$0	\$0	\$0	\$11,000
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$415,189	\$456,189	\$30,000	\$30,000	\$30,000	\$30,000	\$576,189

Service: **1.313** **Animal Care Services**

Project Number 23-01	Capital Project Title Computer Replacements	Capital Project Description Replacement of computer equipment
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Project Rationale Replace computers as required and requested by IT.

Project Number 23-02	Capital Project Title Vehicle Replacements	Capital Project Description Replacement of vehicles (shared with Bylaw)
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Project Rationale 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.

Project Number 23-03	Capital Project Title Animal Shelter Improvement	Capital Project Description Updating CRD Animal Shelter Facility
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Project Rationale 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.

Project Number 23-04	Capital Project Title On-Line Payment Portal for Dog Licences	Capital Project Description Purchase of Tempest on-line payment portal for CRD Dog Licence
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Project Rationale 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.

Service: **1.313** **Animal Care Services**

Project Number 23-05

Capital Project Title Network Upgrade and Security

Capital Project Description Network Upgrade and addition of Security Cameras at CRD Animal Shelter

Project Rationale 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.

Project Number 23-06

Capital Project Title Outreach

Capital Project Description Implementing and enhancing Outreach programs

Project Rationale 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.

Project Number 23-07

Capital Project Title Vehicle Replacements/Upgrades

Capital Project Description Replacement and upgrades of vehicles

Project Rationale 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 and do not meet the expectations to perform the duties required. Vehicles needs to be replaced sooner than the ERF allows to ensure all vehicles meet the expectations of 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.

**Animal Care Services
Reserve Summary Schedule
2024 - 2028 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Operating Reserve Fund	84,753	92,846	100,629	104,680	106,680	107,806
Operating Reserve Fund - Bequest	11,000	-	-	-	-	-
Equipment Replacement Fund	47,345	49,345	51,345	58,345	68,345	81,345
Total	143,098	142,191	151,974	163,025	175,025	189,151

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	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		75,272	84,753	92,846	100,629	104,680	106,680
Transfer from Ops Budget		24,903	8,093	7,783	4,051	2,000	1,126
Transfer to Ops Budget		(18,922)	-	-	-	-	-
Interest Income*		3,500					
Ending Balance \$		84,753	92,846	100,629	104,680	106,680	107,806

Assumptions/Background:

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

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

Reserve Schedule

Reserve Fund: 1.313 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: Fund Centre:	1500 105103	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		415,189	11,000	-	-	-	-
Planned Purchase		(415,189)	(11,000)	-	-	-	-
Transfer from Ops Bud		-					
Donations		-					
Interest Income*		11,000					
Ending Balance \$		11,000	-	-	-	-	-

Assumptions/Background:
 * Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.313 Animal Control - Equipment Replacement Fund

For replacement of vehicles, computers and furnishings.

ERF Group: ANICON.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101424	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		105,442	47,345	49,345	51,345	58,345	68,345
Transfer from Op Budget		24,903	32,000	32,000	37,000	40,000	43,000
Planned Purchases		(83,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
Interest Income		-					
Ending Balance \$		47,345	49,345	51,345	58,345	68,345	81,345

Assumptions/Background:

Maintain level sufficient to fund required vehicle and computer replacements

CAPITAL REGIONAL DISTRICT

2024 BUDGET

ByLaw Services

COMMITTEE OF THE WHOLE

OCTOBER 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	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Salaries & Wages	371,735	458,879	387,988	-	-	387,988	397,045	406,305	415,781	425,478
Vehicle Operating Expenses	25,000	30,000	25,880	-	-	25,880	26,400	26,930	27,470	28,020
Telecommunications	8,000	5,000	6,000	-	-	6,000	6,120	6,240	6,360	6,490
Supplies	3,500	2,000	3,500	-	-	3,500	3,570	3,640	3,710	3,780
Allocations	79,681	79,681	84,295	-	-	84,295	86,452	88,423	90,856	92,350
Other Operating Expenses	39,550	34,550	41,210	-	-	41,210	42,030	42,860	43,720	44,580
TOTAL OPERATING COSTS	527,466	610,110	548,873	-	-	548,873	561,617	574,398	587,897	600,698
*Percentage Increase over prior year			4.1%			4.1%	2.3%	2.3%	2.4%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	44,000	26,602	50,858	-	-	50,858	51,343	51,415	50,626	51,163
TOTAL CAPITAL / RESERVE	44,000	26,602	50,858	-	-	50,858	51,343	51,415	50,626	51,163
TOTAL COSTS	571,466	636,712	599,731	-	-	599,731	612,960	625,813	638,523	651,861
<u>Internal Recoveries</u>	(542,726)	(589,242)	(563,101)	-	-	(563,101)	(575,660)	(587,773)	(599,733)	(612,301)
OPERATING COSTS LESS INTERNAL RECOVERIES	28,740	47,470	36,630	-	-	36,630	37,300	38,040	38,790	39,560
<u>FUNDING SOURCES (REVENUE)</u>										
Sale of Goods and Services	(25,110)	(38,370)	(32,980)	-	-	(32,980)	(33,640)	(34,310)	(34,990)	(35,690)
Revenue - Other	(3,630)	(9,100)	(3,650)	-	-	(3,650)	(3,660)	(3,730)	(3,800)	(3,870)
TOTAL REVENUE	(28,740)	(47,470)	(36,630)	-	-	(36,630)	(37,300)	(38,040)	(38,790)	(39,560)
REQUISITION	-	-	-	-	-	-	-	-	-	-
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 - 2024 to 2028

Service No.	1.323 ByLaw Services	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$12,500
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$50,000	\$100,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$200,000
	\$50,000	\$102,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$212,500

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	\$50,000	\$102,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$212,500
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
	\$50,000	\$102,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$212,500

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.323

Service Name: ByLaw Services

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total auto-populates
19-01	Replacement	Computers	Replacement of computer equipment	\$ 4,950	E	ERF	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500
19-02	Replacement	Vehicle	Replacement of Bylaw vehicle	\$ 150,000	V	ERF	\$ 50,000	\$ 100,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 200,000
													\$ -
													\$ -
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													\$ -
GRAND TOTAL				\$ 154,950			\$ 50,000	\$ 102,500	\$ 27,500	\$ 27,500	\$ 27,500	\$ 27,500	\$ 212,500

Service:

1.323

ByLaw Services

Project Number	19-01	Capital Project Title	Computers	Capital Project Description	Replacement of computer equipment
Project Rationale					

Project Number	19-02	Capital Project Title	Vehicle	Capital Project Description	Replacement of Bylaw vehicle
Project Rationale					

Reserve Schedule

Reserve Fund: 1.323 Bylaw Enforcement - Equipment Replacement Fund

ERF Group: BYLAW.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
			2023	2024	2025	2026	2027
Fund Centre:	101426						
Beginning Balance		146,667	89,657	38,015	61,858	85,773	108,899
Transfer from Ops Budget		44,000	50,858	51,343	51,415	50,626	51,163
Proceed from Disposition		-					
Planned Purchase		(101,010)	(102,500)	(27,500)	(27,500)	(27,500)	(27,500)
Interest Income		-					
Ending Balance \$		89,657	38,015	61,858	85,773	108,899	132,562

Assumptions/Background:

Maintain level sufficient to fund required vehicle and computer replacements

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Traffic Safety

COMMITTEE OF THE WHOLE

OCTOBER 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	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Allocations	5,921	5,921	6,856	-	-	6,856	6,993	7,133	7,276	7,421
Insurance Costs	280	280	330	-	-	330	350	370	390	410
Advertising, Promotion and Meetings	96,727	96,413	60,000	-	-	60,000	60,000	61,200	62,430	63,680
Scholarships	18,000	4,000	16,000	-	-	16,000	2,000	2,000	2,000	2,000
Other Expenses	16,190	15,800	9,190	-	-	9,190	9,190	9,370	9,550	9,740
TOTAL COSTS	137,118	122,414	92,376	-	-	92,376	78,533	80,073	81,646	83,251
*Percentage Increase over prior year			-32.6%			-32.6%	-15.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2023 to 2024	-	16,304	(16,304)	-	-	(16,304)	-	-	-	-
Balance c/fwd from 2022 to 2023	(61,160)	(61,160)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(3,246)	(3,246)	(3,360)	-	-	(3,360)	(3,430)	(3,500)	(3,570)	(3,640)
Other Revenue	(200)	(1,800)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(64,606)	(49,902)	(19,864)	-	-	(19,864)	(3,630)	(3,700)	(3,770)	(3,840)
REQUISITION	(72,512)	(72,512)	(72,512)	-	-	(72,512)	(74,903)	(76,373)	(77,876)	(79,411)
*Percentage increase over prior year Requisition			0.0%			0.0%	3.3%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Regional Planning Services

COMMITTEE OF THE WHOLE

OCTOBER 2023

Service: 1.324 Regional Planning Services

Committee: Planning, Transportation & Protective Services

DEFINITION:

Regional Planning includes two service functions:

Regional Information – which maintains a regional information base and perspective on population, employment, economic development and land use trends. The service provides regional, sub-regional and municipal statistics, trend analysis and research tools to member municipalities and a wide variety of public, private and community clientele.

Regional Transportation – manages and applies the regional transportation model. The service analyzes the impacts of actual and projected changes to the transportation system and conducts/commissions transportation-related studies and reports. Regional transportation provides advice and information to the CRD Board, other departments and other jurisdictions on policies and issues related to the Regional Transportation Plan.

SERVICE DESCRIPTION:

Regional Planning provides information and planning services including regional, sub-regional and municipal statistics, trend analysis, transportation, policy development, planning and modeling. The information also assists in preparation of indicators relating to the annual legislative reporting requirement for the Regional Growth Strategy and as an information base for the development of municipal and electoral area official community plans. The information and analysis also supports the regional transportation and urban growth models and assists municipalities and local and regional agencies in their planning work.

PARTICIPATION:

All member municipalities (Central Saanich; Colwood; Esquimalt; Highlands; Langford; Metchosin; North Saanich; Oak Bay; Saanich; Sidney; Sooke; Victoria; View Royal) and Electoral Areas within the CRD (Juan de Fuca, Southern Gulf Islands, Salt Spring Island).

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

Change in Budget 2023 to 2024

Service: 1.324 Regional Planning & Growth Strategy

	Total Expenditure	Comments
2023 Budget	1,554,118	
Change in Salaries:		
Base salary change	40,602	Inclusive of estimated collective agreement changes
Step increase/paygrade change	3,388	
Other	898	
Total Change in Salaries	44,888	
Other Changes:		
2024 IBC 4b-2.1 - Island Corridor Consultation funded by grant	600,000	One-time \$590,000 Contracts + \$10,000 Travel expense
Standard Overhead Allocation	5,680	Increase in 2023 operating costs
HR Allocation	8,183	Increase in allocation from HR
Building Occupancy	7,010	Increase primarily related to HQ building reserve contribution
Other Costs	7,557	
Total Other Changes	628,430	
2024 Budget	2,227,436	
Summary of % Expense Change		
2024 Base salary change	2.6%	
2024 IBC Expense	38.6%	
Internal allocations	1.3%	
Balance of change	0.8%	
% expense increase from 2023:	43.3%	
% Requisition increase from 2023 (if applicable):	3.5%	Requisition funding is 59.5% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

Revenues are projected at \$600,000 (38.6%) higher than budget due to one-time \$600,000 unplanned grant received for 2024 IBC-Island Corridor project. Operating costs are projected at \$539,720 (34.8%) higher than budget mainly due to the net impact of lower wages and benefits, training and development and printing costs, and one-time \$600,000 (grant received) transfer to the Operating Reserve Fund. Therefore, there is an estimated one-time favourable variance of \$60,280 (3.9%). \$10,280 will be transferred to Equipment Replacement Reserve, which has an expected year end balance of \$246,956 before this transfer. The remaining \$50,000 will be transferred to the Operating Reserve, which has an expected year end balance of \$2,172,384 before this transfer.

1.324 - Regional Planning Services	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Salaries & Wages	1,053,189	1,013,691	1,098,077	-	-	1,098,077	1,120,958	1,150,384	1,177,833	1,205,920
Contract for Services	72,100	71,000	74,620	-	-	74,620	76,110	77,630	79,180	80,760
Allocations	238,269	238,269	261,019	-	-	261,019	271,128	279,719	287,345	295,846
Program Development Costs	94,110	94,110	95,990	-	590,000	685,990	97,910	99,870	630,000	-
Other Operating Expenses	93,950	74,268	95,230	-	10,000	105,230	97,200	99,210	101,280	103,390
TOTAL OPERATING COSTS	1,551,618	1,491,338	1,624,936	-	600,000	2,224,936	1,663,306	1,706,813	2,275,638	1,685,916
*Percentage Increase over prior year						43.4%	-25.2%	2.6%	33.3%	-25.9%
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	-	650,000	-	-	-	-	-	-	-	3,452
Transfer to Equipment Replacement Fund	2,500	12,780	2,500	-	-	2,500	2,500	2,500	2,500	2,500
TOTAL CAPITAL / RESERVES	2,500	662,780	2,500	-	-	2,500	2,500	2,500	2,500	5,952
TOTAL COSTS	1,554,118	2,154,118	1,627,436	-	600,000	2,227,436	1,665,806	1,709,313	2,278,138	1,691,868
Internal Recoveries	(86,650)	(86,650)	(93,180)	-	-	(93,180)	(95,410)	(97,700)	(100,040)	(102,440)
TOTAL COSTS NET OF RECOVERIES	1,467,468	2,067,468	1,534,256	-	600,000	2,134,256	1,570,396	1,611,613	2,178,098	1,589,428
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(177,951)	(177,951)	(199,617)	-	(600,000)	(799,617)	(196,342)	(196,981)	(721,680)	(90,000)
Grants in Lieu of Taxes	(58,113)	(658,113)	(60,140)	-	-	(60,140)	(61,350)	(62,580)	(63,840)	(65,110)
Revenue - Other	(2,990)	(2,990)	(3,090)	-	-	(3,090)	(3,160)	(3,230)	(3,300)	(3,370)
Recovery - Other	(570)	(570)	(590)	-	-	(590)	(600)	(610)	(620)	(630)
TOTAL REVENUE	(239,624)	(839,624)	(263,437)	-	(600,000)	(863,437)	(261,452)	(263,401)	(789,440)	(159,110)
REQUISITION	(1,227,844)	(1,227,844)	(1,270,819)	-	-	(1,270,819)	(1,308,944)	(1,348,212)	(1,388,658)	(1,430,318)
*Percentage increase over prior year Requisition						3.5%	3.0%	3.0%	3.0%	3.0%
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 - 2024 to 2028

Service No.	1.324 Regional Planning Services	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$40,000	\$44,000	\$4,000	\$8,000	\$3,000	\$10,000	\$69,000	
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	
	\$40,000	\$44,000	\$4,000	\$8,000	\$3,000	\$10,000	\$69,000	

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	\$40,000	\$44,000	\$4,000	\$8,000	\$3,000	\$10,000	\$69,000	
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	\$40,000	\$44,000	\$4,000	\$8,000	\$3,000	\$10,000	\$69,000	

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.				

Project Number	23-01	Capital Project Title	Eco-Counter Replacement	Capital Project Description	Replacement of bike and pedestrian counters owned by CRD across the region
Project Rationale	The Data Review Implementation program oversaw the installation of 30 on-trail bike and pedestrian counters across the region. Data from the counters is published to a website daily and is used to inform policy. The CRD transferred ownership of 16 counters to third-parties. The remaining counters will start reaching end of life starting in 2028 and will have to be replaced.				

Regional Planning Services
 Reserve Summary Schedule
 2024 - 2028 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Equipment Replacement Fund	246,956	205,456	203,956	198,456	197,956	190,456
Operating Reserve Fund	2,172,384	1,372,767	1,176,425	979,444	257,764	171,216
Total	2,419,341	1,578,224	1,380,382	1,177,901	455,721	361,673

Reserve Schedule

Reserve Fund: 1.324 Regional Planning Services - Equipment Replacement Fund

ERF Group: RGPLAN.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101427	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		250,456	246,956	205,456	203,956	198,456	197,956
Transfer from Ops Budget		2,500	2,500	2,500	2,500	2,500	2,500
Planned Purchase		(6,000)	(44,000)	(4,000)	(8,000)	(3,000)	(10,000)
Interest Income		-					
Ending Balance \$		246,956	205,456	203,956	198,456	197,956	190,456

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	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		1,697,335	2,172,384	1,372,767	1,176,425	979,444	257,764
Transfer from Ops Budget		-	-	-	-	-	3,452
Island Rail Corridor Grant		600,000	-	-	-	-	-
Transfer to Ops Budget - Program Development							
Ready Step Roll Program		(40,000)	(40,000)	(40,000)	(40,000)	-	-
Implementation of Data Review		(25,000)	(25,000)	(25,000)	(25,000)	-	-
Origin and Destination Survey		-	-	-	-	(420,000)	-
Regional Transportation Model Calibration		-	-	-	-	(210,000)	-
IBC 4b-2.1 - Island Corridor Consultation		-	(600,000)	-	-	-	-
Transfer to Ops Budget - Core Budget		(95,871)	(129,959)	(130,342)	(131,981)	(91,680)	(90,000)
Transfer to Ops Budget - Manager of Strategic Planning		(17,080)	(4,658)	(1,000)	-	-	-
Interest Income*		53,000					
Ending Balance \$		2,172,384	1,372,767	1,176,425	979,444	257,764	171,216

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

2024 Budget

Regional Growth Strategy

COMMITTEE OF THE WHOLE

OCTOBER 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

Change in Budget 2023 to 2024
Service: 1.330 Regional Growth Strategy

Total Expenditure

Comments

2023 Budget

424,846

Change in Salaries:

Base salary change	3,365	Inclusive of estimated collective agreement changes
Step increase/paygrade change	13,745	
Reduction in auxiliary wages	(19,216)	
Total Change in Salaries	(2,106)	

Other Changes:

2023 Foodlands Trust - ORF-funded studies & financial modelling	(100,000)	2023 IBC: 11b-1 Foodlands Access Service
HR Allocation	1,124	Increase in allocation from HR
Regional Planning Allocation	6,530	Increase in allocations from Regional Planning & Growth Strategy for Senior Manager Capacity support
Other Costs	1,486	
Total Other Changes	(90,860)	

2024 Budget

331,880

Summary of % Expense Change

2023 IBC Expense	-23.5%	
Increase in allocations	1.8%	
Balance of change	-0.1%	
% expense decrease from 2023:	-21.9%	
<i>% Requisition increase from 2023 (if applicable):</i>	3.5%	<i>Requisition funding is 95% of service revenue</i>

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

Operating costs are projected at \$79,825 (-19.2%) lower than budget mainly due to a vacant Research Planner position, and lower meeting and legal expenses. The \$79,825 favourable variance will be transferred to the Operating Reserve Fund, which has an expected year end balance of \$1,712,111 before this transfer.

1.330 - Regional Growth Strategy	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Salaries & Wages	160,310	116,279	158,204	-	-	158,204	161,364	165,646	169,498	173,435
Contract for Services	23,990	-	24,830	-	-	24,830	25,330	25,840	26,360	26,890
Special Projects	100,000	100,000	-	-	-	-	300,000	-	-	-
Allocations	115,976	115,976	123,766	-	-	123,766	126,971	129,968	132,833	135,913
Other Operating Expenses	14,570	2,766	15,080	-	-	15,080	15,380	15,680	15,990	16,310
TOTAL OPERATING COSTS	414,846	335,021	321,880	-	-	321,880	629,045	337,134	344,681	352,548
*Percentage Increase over prior year			-22.4%			-22.4%	95.4%	-46.4%	2.2%	2.3%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	10,000	89,825	10,000	-	-	10,000	10,000	10,000	10,000	10,000
TOTAL CAPITAL / RESERVE	10,000	89,825	10,000	-	-	10,000	10,000	10,000	10,000	10,000
TOTAL COSTS	424,846	424,846	331,880	-	-	331,880	639,045	347,134	354,681	362,548
*Percentage Increase over prior year			-21.9%			-21.9%	92.6%	-45.7%	2.2%	2.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(104,146)	(104,146)	-	-	-	-	(300,000)	-	-	-
Grants in Lieu of Taxes	(15,204)	(15,204)	(15,730)	-	-	(15,730)	(16,040)	(16,360)	(16,690)	(17,020)
Revenue - Other	(1,020)	(1,020)	(1,020)	-	-	(1,020)	(1,020)	(1,020)	(1,020)	(1,020)
TOTAL REVENUE	(120,370)	(120,370)	(16,750)	-	-	(16,750)	(317,060)	(17,380)	(17,710)	(18,040)
REQUISITION	(304,476)	(304,476)	(315,130)	-	-	(315,130)	(321,985)	(329,754)	(336,971)	(344,508)
*Percentage increase over prior year Requisition						3.5%	2.2%	2.4%	2.2%	2.2%
<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	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Beginning Balance		1,731,257	1,712,111	1,722,111	1,432,111	1,442,111	1,452,111
Transfer from Ops Budget		10,000	10,000	10,000	10,000	10,000	10,000
Transfer to Ops Budget		(104,146)	-	(300,000)	-	-	-
Interest Income*		75,000					
Ending Balance \$		1,712,111	1,722,111	1,432,111	1,442,111	1,452,111	1,462,111

Assumptions/Background:

2022 - \$15k - Foodlands Trust Business Case

2023 - \$100k - IBC 11b-1: Foodlands Access Service

2025 - \$300k - Regional Growth Strategy Review and Update

* Interest is 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

2024 BUDGET

INTEGRATED WATER SERVICES

COMMITTEE OF THE WHOLE

OCTOBER 2023

COMMITTEE OF THE WHOLE
October 25, 2023
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**COMMITTEE OF THE WHOLE
October 25, 2023
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CAPITAL REGIONAL DISTRICT

2024 BUDGET

Regional Water Supply

COMMITTEE OF THE WHOLE

OCTOBER 2023

DEFINITION:

To finance, install, operate and maintain a water supply local service in the Capital Regional District, as per the Water Supply Local Service Establishment Bylaw No. 2537.

The establishment and operation of a Regional Water Supply Commission is done by Bylaw No. 2539.

SERVICE DESCRIPTION:

Regional Water Supply is responsible for the water supply, treatment and transmission system for the Greater Victoria region, providing wholesale water to municipalities that operate municipal distribution systems. The service administration and operation is provided by the Integrated Water Services Department.

PARTICIPATION:

City of Victoria	Town of Sidney	District of Metchosin
District of Oak Bay	District of North Saanich	District of Sooke
District of Saanich	Town of View Royal	Juan de Fuca Electoral Area
Township of Esquimalt	City of Colwood	District of Highlands
District of Central Saanich	City of Langford	

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:		<u>\$91,400,000</u>
Remaining: Expired		<u><u>\$46,300,000</u></u>
Authorized: LA Bylaw No. 3451 - Regional Water Supply Land Acquisition		\$60,000,000
Borrowed:		<u>\$60,000,000</u>
Remaining:		<u><u>\$0</u></u>
Authorized: LA Bylaw No. 3902 - Regional Water Supply Water Works Facilities	2014	\$12,500,000
Borrowed:		<u>\$9,500,000</u>
Remaining: Expired		<u><u>\$3,000,000</u></u>
Authorized: LA Bylaw No. 4382 - Regional Water Supply Water Works Facilities	2021	\$46,000,000
Borrowed:		<u>\$4,000,000</u>
Remaining: Active		<u><u>\$42,000,000</u></u>

FUNDING:

Costs are recovered through the sale of bulk water.

CAPITAL REGIONAL DISTRICT

Program Group: CRD-Regional Water Supply

SUMMARY	2024 BUDGET REQUEST						FUTURE PROJECTIONS			
	2023 BOARD BUDGET	2023 ESTIMATED ACTUAL	2024 CORE BUDGET	2024 ONGOING	2024 ONE-TIME	TOTAL (COL 4, 5 & 6)	2025	2026	2027	2028
1	2	3	4	5	6	7	8	9	10	11
<u>GENERAL PROGRAM EXPENDITURES:</u>										
WATERSHED PROTECTION	5,942,432	6,334,369	6,787,022	-	-	6,787,022	6,922,762	7,061,218	7,202,442	7,346,490
WATER OPERATIONS	6,683,286	6,902,405	7,212,805	172,500	-	7,385,305	7,590,398	7,742,209	7,897,051	8,054,965
WATER QUALITY	1,925,729	1,934,678	2,045,342	-	-	2,045,342	2,084,709	2,126,416	2,168,946	2,212,320
CROSS CONNECTION	770,923	760,773	800,530	-	-	800,530	816,651	833,088	849,858	866,949
DEMAND MANAGEMENT	726,084	734,722	761,302	-	-	761,302	776,648	792,297	786,596	802,431
INFRASTRUCTURE ENGINEERING	527,884	527,884	553,230	24,300	-	577,530	574,450	585,930	597,650	592,540
FLEET OPERATION & MAINTENANCE	(393,653)	(393,653)	(479,755)	-	-	(479,755)	(489,350)	(499,137)	(509,120)	(519,303)
CUSTOMER TECHNICAL SERVICES & GM SUPPORT *	604,677	567,820	299,891	233,800	69,200	602,891	609,342	623,005	636,956	651,221
TOTAL OPERATING EXPENDITURES	16,787,362	17,368,998	17,980,367	430,600	69,200	18,480,167	18,885,610	19,265,026	19,630,379	20,007,613
<i>Percentage increase over prior year's board budget</i>			7.11%			10.08%	2.19%	2.01%	1.90%	1.92%
CONVEYANCE FEE FOR SERVICE TO FIRST NATIONS	870,000	870,000	900,000	-	-	900,000	918,000	936,360	955,090	974,190
AGRICULTURAL WATER RATE FUNDING	1,750,000	1,900,000	1,800,000	-	-	1,800,000	1,850,000	1,900,000	1,950,000	2,000,000
			2.86%			2.86%	2.78%	2.70%	2.63%	2.56%
<u>CAPITAL EXPENDITURES & TRANSFERS</u>										
TRANSFER TO WATER CAPITAL FUND	12,302,104	13,735,852	17,450,000	-	-	17,450,000	19,500,000	21,000,000	23,000,000	27,000,000
TRANSFER TO EQUIPMENT REPLACEMENT FUND	393,653	393,653	479,755	-	-	479,755	489,350	499,137	509,120	519,302
TRANSFER TO DEBT RESERVE FUND	121,700	40,000	108,040	-	-	108,040	202,040	319,040	202,540	84,040
TOTAL CAPITAL EXPENDITURES & TRANSFERS	12,817,457	14,169,505	18,037,795	-	-	18,037,795	20,191,390	21,818,177	23,711,660	27,603,342
<u>DEBT SERVICING</u>										
DEBT - INTEREST & PRINCIPAL	7,690,985	7,522,761	2,896,242	-	-	2,896,242	3,363,371	4,790,195	6,940,171	7,809,608
TOTAL DEBT EXPENDITURES	7,690,985	7,522,761	2,896,242	-	-	2,896,242	3,363,371	4,790,195	6,940,171	7,809,608
<u>DEFICIT TRANSFERRED TO FOLLOWING YR</u>										
TRANSFER TO FOLLOWING YEAR DEFICIT CARRY FORWARD										
TOTAL EXPENDITURES	39,915,804	41,831,264	41,614,404	430,600	69,200	42,114,204	45,208,371	48,709,758	53,187,300	58,394,753
<u>SOURCES OF FUNDING</u>										
REVENUE - SALES	(38,107,540)	(40,029,600)	(40,924,304)	(430,600)	76,752	(41,278,152)	(44,424,271)	(47,808,658)	(52,402,700)	(57,728,653)
REVENUE - OTHER	(1,808,264)	(1,801,664)	(690,100)	-	(145,952)	(836,052)	(784,100)	(901,100)	(784,600)	(666,100)
TOTAL SOURCE OF FUNDING FROM OPERATIONS	(39,915,804)	(41,831,264)	(41,614,404)	(430,600)	(69,200)	(42,114,204)	(45,208,371)	(48,709,758)	(53,187,300)	(58,394,753)
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR SURPLUS CARRY FORWARD										
TOTAL SOURCES OF FUNDING	(39,915,804)	(41,831,264)	(41,614,404)	(430,600)	(69,200)	(42,114,204)	(45,208,371)	(48,709,758)	(53,187,300)	(58,394,753)
<i>Percentage increase over prior year's board budget</i>			4.26%			5.51%	7.35%	7.74%	9.19%	9.79%
Water Rate \$ per cu. m.	\$ 0.7698					\$ 0.8094	\$ 0.8711	\$ 0.9374	\$ 1.0275	\$ 1.1319
<i>Percentage increase over prior year</i>	4.99%					5.14%	7.62%	7.61%	9.61%	10.16%

2024 Demand Estimate

Wholesale Demand

<u>Years</u>	<u>Actual Demand cu.metre</u>	<u>Budgeted Demand cu.metre</u>
2017	46,515,000	45,000,000
2018	48,300,036	45,000,000
2019	47,734,121	46,500,000
2020	48,730,475	48,000,000
2021	51,797,082	48,000,000
2022	50,297,409	49,000,000
2023	52,000,000 1	49,500,000
2024 Demand Estimate	<u>51,000,000</u>	

1. Projected consumption for 2023

Summary of Wholesale Water Rates

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	Change	
						<u>\$ per cu.m.</u>	<u>%</u>
Wholesale water rate							
Unit cost per cu.m.	\$0.6968	\$0.7148	\$0.7332	\$0.7698	\$0.8094	\$0.0396	5.14%

Wholesale Water Rate Increase Impact on Residential Water Bill

Average Annual Consumption : 235.0 cubic metres

<u>Charge for Twelve Months Consumption</u>		<u>Annual Charge</u>	<u>2024 Annual Change \$</u>	
Average Consumption	2023 Year	\$ 180.90		
	2024	\$ 190.21	\$	9.31
Half Average Consumption	2023 Year	\$ 90.45		
	2024	\$ 95.10	\$	4.65
Twice Average Consumption	2023 Year	\$ 361.81		
	2024	\$ 380.42	\$	18.61

Change in Budget 2023 to 2024			
Service:	2.670 Regional Water Supply	Total Expenditure	Comments
2023 Budget		39,915,803	
Change in Labour:			
Salaries and benefits		694,136	Collective agreement changes
1.0 FTE Contracts Coordinator		86,176	IBC 2a-2.1 IWS Administrative Contracts Coordinator
1.0 FTE Purchaser + Auxiliary		168,300	IBC 2a-2.2 IWS Purchaser and Auxiliary support
1.0 FTE Utility Operator		122,300	IBC 2b-1.1 Water Operator - Dam Safety Program
1.0 FTE Manager Dam Safety		188,039	IBC 2b-1.1 Engineer - Dam Safety Program
		(173,604)	Existing operating budgets IBC 2b-1.1 Engineer - Dam Safety Program
Total Change in Labour		1,085,347	
Other Changes:			
Transfer to Capital		5,220,338	Increase in Capital Fund and Reserve transfers
Support Services and Overhead Costs		321,794	Includes Standard Overhead, HR, Insurance, Customer and Technical Services allocations
Supplies - Chemicals		204,390	
Contracts for Services		106,684	
Agriculture Water Rate Funding		50,000	
Principal & Interest Payments		(4,794,743)	Principal and interest savings for debt retirement of: LA3451-103 of \$60m; LA3419-103 of \$7m; LA3419-104 of \$8m
Other Costs		4,590	
Total Other Changes		1,113,053	
2024 Budget		42,114,204	
Summary of % Expense Increase			
Change in labour costs		2.7%	
Change between capital and debt funding		1.1%	
Chemical Supplies		0.5%	
Contracts for Services		0.3%	
Balance of increase		0.9%	
<i>% expense increase from 2023:</i>		5.5%	

Overall 2023 Budget Performance
(expected variance to budget and surplus treatment)

Favourable water sales variance of \$1.9m (5%) due to higher than budgeted water demand largely a result of dry summer weather. This additional revenue is partially offset by Agricultural Subsidy exceeding budget by \$150k, and operational costs exceeding budget in the following areas: wages and benefits (\$200k) and chemical supplies (\$160k). The net surplus of \$1.4m will be transferred to the service's Water Capital Fund.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	2.670							
	Regional Water Supply	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL

EXPENDITURE

Buildings	\$3,120,000	\$7,760,000	\$3,350,000	\$0	\$0	\$0	\$11,110,000
Equipment	\$11,169,000	\$16,044,000	\$2,080,000	\$2,250,000	\$1,430,000	\$900,000	\$22,704,000
Land	\$2,288,000	\$3,829,000	\$807,000	\$292,000	\$220,000	\$180,000	\$5,328,000
Engineered Structures	\$15,646,000	\$26,776,000	\$30,165,000	\$47,375,000	\$39,680,000	\$32,625,000	\$176,621,000
Vehicles	\$300,000	\$1,801,000	\$685,250	\$773,000	\$855,000	\$495,000	\$4,609,250
	\$32,523,000	\$56,210,000	\$37,087,250	\$50,690,000	\$42,185,000	\$34,200,000	\$220,372,250

SOURCE OF FUNDS

Capital Funds on Hand	\$29,523,000	\$37,269,000	\$17,202,000	\$19,517,000	\$20,980,000	\$22,805,000	\$117,773,000
Debenture Debt (New Debt Only)	\$0	\$7,300,000	\$16,700,000	\$28,400,000	\$16,750,000	\$4,900,000	\$74,050,000
Equipment Replacement Fund	\$0	\$1,191,000	\$685,250	\$773,000	\$855,000	\$495,000	\$3,999,250
Grants (Federal, Provincial)	\$0	\$6,000,000	\$1,500,000	\$2,000,000	\$3,600,000	\$6,000,000	\$19,100,000
Donations / Third Party Funding	\$3,000,000	\$4,450,000	\$1,000,000	\$0	\$0	\$0	\$5,450,000
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$32,523,000	\$56,210,000	\$37,087,250	\$50,690,000	\$42,185,000	\$34,200,000	\$220,372,250

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	2.670/2.680	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Regional Water Supply & JDF Water Distribution Combo							

EXPENDITURE

Buildings	\$20,000	\$160,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$480,000
Equipment	\$2,100,000	\$2,730,000	\$465,000	\$350,000	\$365,000	\$266,000	\$266,000	\$4,176,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$2,120,000	\$2,910,000	\$565,000	\$450,000	\$465,000	\$366,000	\$366,000	\$4,756,000

SOURCE OF FUNDS

Capital Funds on Hand	\$2,120,000	\$2,910,000	\$565,000	\$450,000	\$465,000	\$366,000	\$366,000	\$4,756,000
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
	\$2,120,000	\$2,910,000	\$565,000	\$450,000	\$465,000	\$366,000	\$366,000	\$4,756,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 2.670

Service Name: Regional Water Supply

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
WATERSHED PROTECTION													
Planning													
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	\$ 20,000	\$ 50,000	\$ -	\$ -		\$ 70,000
17-01				\$ 376,000	B	Grant		\$ -	\$ 300,000	\$ -	\$ -		\$ 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	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -		\$ 40,000
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	\$ 41,000	\$ 41,000	\$ -	\$ -	\$ -		\$ 41,000
20-05	Renewal	Leech WSA Terrestrial Ecosystem Mapping & Wetland	Classification and mapping of terrestrial ecosystems and wetlands and integration with Sooke and Goldstream data.	\$ 180,000	L	WU	\$ 38,000	\$ 38,000	\$ -	\$ -	\$ -		\$ 38,000
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	\$ 70,000	L	WU	\$ -	\$ 16,000	\$ 12,000	\$ 12,000	\$ -		\$ 40,000
20-27	Study	GVWSA Forest Resilience - wildfire/forest modelling and forest management field	Modelling forest and wildfire risk under climate change scenarios & forest/fuel management field trials.	\$ 1,495,000	L	WU	\$ -	\$ 500,000	\$ -	\$ -	\$ -		\$ 500,000
20-27					L	Other	\$ -	\$ 450,000	\$ -	\$ -	\$ -		\$ 450,000
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	\$ 65,000	\$ 65,000	\$ 60,000	\$ -	\$ -		\$ 125,000
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	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -		\$ 200,000
23-02	Renewal	GVWSA LiDAR Mapping	Detailed contour mapping of ground, vegetation and tree cover (3D scanning)	\$ 300,000	L	WU	\$ 65,000	\$ 165,000	\$ -	\$ -	\$ -		\$ 165,000
22-04	Renewal	GVWSA Orthophotography	Annual contribution to capture of regional digital orthophotography for baseline mapping and monitoring.	\$ 95,000	L	WU		\$ -	\$ 35,000	\$ -	\$ 40,000		\$ 75,000
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.	\$ 110,000	L	WU	\$ 23,000	\$ 43,000	\$ 40,000	\$ -	\$ -		\$ 83,000
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	\$ 27,000	\$ 27,000	\$ 30,000	\$ -	\$ -		\$ 57,000
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.	\$ 70,000	L	WU	\$ 50,000	\$ 70,000	\$ -	\$ -	\$ -		\$ 70,000
24-03	Study	Biosecurity Risk Assessment & Procedures	Assess GVWSA biosecurity risks and develop mitigating protocols/procedures	\$ 50,000	L	WU	\$ -	\$ -	\$ 50,000	\$ -	\$ -		\$ 50,000
													\$ -
Capital													
09-01	Renewal	Leech River Watershed Restoration	A 17 year project to restore the Leech WSA lands for water supply.	\$ 5,756,000	L	WU	\$ 180,000	\$ 380,000	\$ 200,000	\$ -	\$ -		\$ 580,000
16-06	Renewal	Goldstream IWS Field Office	Renewal of Water Quality field office/lab and equipment storage and Watershed Protection office, yard, training space and equipment storage, replacing longstanding temporary	\$ 12,000,000	B	WU	\$ 100,000	\$ 3,540,000	\$ 2,000,000	\$ -	\$ -		\$ 5,540,000
16-06					B	Other	\$ 3,000,000	\$ 4,000,000	\$ 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.	\$ 585,000	E	WU	\$ 71,000	\$ 116,000	\$ -	\$ -	\$ -		\$ 116,000
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.	\$ 1,200,000	L	WU	\$ 51,000	\$ 151,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 551,000
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	\$ 10,000	\$ 10,000	\$ 300,000	\$ -	\$ -		\$ 310,000
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.	\$ 400,000	E	WU	\$ 13,000	\$ 183,000	\$ -	\$ -	\$ -		\$ 183,000
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.	\$ 1,050,000	S	WU	\$ 418,000	\$ 868,000	\$ 160,000	\$ -	\$ -		\$ 1,028,000
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

Service #:

2.670

Service Name:

Regional Water Supply

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
21-26	New	Road Deactivation/Rehabilitation in the GVWSA	Deactivate or rehabilitate unneeded roads in the Sooke and Goldstream WSAs.	\$ 360,000	L	WU	\$ 108,000	\$ 108,000	\$ 100,000	\$ 100,000	\$ -		\$ 308,000
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	\$ 600,000	S	WU	\$ -	\$ 50,000	\$ 300,000	\$ -	\$ -		\$ 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	\$ -	\$ -	\$ -	\$ 325,000	\$ -		\$ 325,000
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	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -		\$ 60,000
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	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -		\$ 10,000
23-11	New	Purchase and Deployment of Second Wildfire Camera for Leech WSA, and	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
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	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -		\$ 10,000
24-05	New	Dock for Sooke Lake Reservoir	Sooke Lake Reservoir requires a dock for safe deployment of boats, gear and crew.	\$ 100,000	S	WU	\$ -	\$ 10,000	\$ 90,000				\$ 100,000
25-05	New	Heli Fire Tank	A large water tank for helicopter bucketing to be deployed in Goldstream WSA.	\$ 20,000	E	WU	\$ -	\$ -	\$ 20,000				\$ 20,000
22-13	New	Replace Storage Sheds with Containers	Covered sand storage between sea containers that have been procured.	\$ 50,000	S	WU	\$ -	\$ 30,000					\$ 30,000
24-06	Study	Post Wildfire Assessment Program	Acquiring access to existing software programs to model sediment and debris flows from burned areas.	\$ 55,000	L	WU		\$ 55,000					\$ 55,000
24-07	Replacement	Field Operations Centre - IT Infrastructure Upgrades	The firewall, switches and telephony system are end of life and require replacement. The equipment will be transferred to the new building.	\$ 40,000	E	WU		\$ 40,000					\$ 40,000
Watershed Protection Sub-Total				\$ 27,807,000			\$ 4,500,000	\$ 11,346,000	\$ 4,962,000	\$ 737,000	\$ 440,000	\$ 100,000	\$ 17,585,000
													\$ -
INFRASTRUCTURE ENGINEERING AND OPERATIONS													\$ -
Planning													\$ -
16-10	New	Post Disaster Emergency Water Supply	Identify and procure emergency systems for post disaster preparedness.	\$ 2,250,000	S	WU	\$ 150,000	\$ 350,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,150,000
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	\$ 450,000	S	WU	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
20-10	Study	Condition & Vulnerability Assessment	Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk.	\$ 200,000	S	WU	\$ 175,000	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000
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	\$ 140,000	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 140,000
22-14	Study	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	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
23-12	Study	Project Delivery Strategy	Develop a strategy to deliver the identified projects from the 2022 RWS Master Plan.	\$ 200,000	S	WU	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
23-13	Study	Filtration Plant Planning & Design	Conduct a siting, conceptual design and detailed design for a filtration plant	\$ 16,300,000	S	WU	\$ 253,125	\$ -	\$ 400,000	\$ 500,000	\$ 5,400,000	\$ 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	\$ 506,250	\$ -	\$ 600,000	\$ 3,600,000	\$ 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	\$ 168,750	\$ -	\$ 200,000	\$ 1,000,000	\$ 1,200,000	\$ 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	\$ 84,375	\$ -	\$ 300,000	\$ 400,000	\$ 700,000	\$ -	\$ 1,400,000
23-28	New	Goldstream Reservoir Connector	Planning and Design of the Goldstream Reservoir Connector transmission main	\$ 4,600,000	S	WU	\$ 84,375	\$ -	\$ 400,000	\$ 2,000,000	\$ 2,200,000	\$ -	\$ 4,600,000
24-08	Study	Seismic and Flood Vulnerability Assessment of Supply Main 10 and 11	Engineering Seismic Assessment of the spanned crossing of of Supply Main No 10 and 11 over the Sooke Lake Spillway channel	\$ 150,000	S	WU	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Service #:

2.670

Service Name:

Regional Water Supply

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
24-09	Study	Aggricultural Water Rate Review	Phase 2	\$ 100,000	S	WU	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Capital													\$ -
18-07	New	Replacement of UV System	Replacement of the UV system at the Goldstream Water Treatment Plant	\$ 11,500,000	E	WU	\$ 6,600,000	\$ 9,370,000	\$ -	\$ -	\$ -	\$ -	\$ 9,370,000
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	\$ 950,000	\$ 950,000	\$ 200,000	\$ 200,000	\$ 150,000	\$ -	\$ 1,500,000
18-15	Renewal	Corrosion Protection Program	Study deficiencies in the current material protection and implement recommendations.	\$ 1,150,000	S	WU	\$ 300,000	\$ 300,000	\$ 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	\$ 500,000	\$ 1,600,000	\$ 10,000,000	\$ 3,600,000	\$ -	\$ -	\$ 15,200,000
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.	\$ 700,000	S	WU	\$ 105,000	\$ 205,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 305,000
19-23	New	Critical Spare Equipment Storage & Pipe Yard	Plan, design and construct a critical equipment storage building.	\$ 1,200,000	S	WU	\$ 250,000	\$ 250,000	\$ 950,000	\$ -	\$ -	\$ -	\$ 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	\$ 450,000	\$ 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	\$ 253,125	\$ 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	\$ 470,000	\$ 470,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 720,000
21-09	New	Goldstream Water Chlorination Gas System Removal	Plan and construct provisions for removal of chlorination system	\$ 200,000	S	WU	\$ 170,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ 170,000
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	\$ 750,000	\$ 300,000	\$ 725,000	\$ 600,000	\$ 300,000	\$ -	\$ 1,925,000
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	\$ 33,900,000	S	WU	\$ 3,000,000	\$ 3,000,000	\$ 600,000	\$ 20,000,000	\$10,000,000	\$ -	\$ 33,600,000
21-11			DMAF Grant portion, grant submitted November 2021 and resubmitted in July 2023.	\$ 14,800,000	S	Grant			\$ 1,200,000	\$ 2,000,000	\$ 3,600,000	\$ 6,000,000	\$ 12,800,000
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	\$ 240,000	\$ 440,000	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ 840,000
22-16	Renewal	Goldstream WTP Drainage Improvements	Construct drainage improvements for the Goldstream Water Treatment Plant and assess	\$ 200,000	S	WU	\$ 120,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
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	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
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	\$ -	\$ -	\$ -	\$ -	\$ 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	\$ 3,800,000	S	WU	\$ 2,600,000	\$ 2,600,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 3,600,000
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.	\$ 40,000,000	S	WU	\$ -	\$ -	\$ 10,000,000	\$ 10,000,000	\$10,000,000	\$ 10,000,000	\$ 40,000,000
23-29	Renewal	Mt. Tolmie Control Valve Replacement	Supply and installation of the Mt. Tolmie Reservoir Control Valve	\$ 800,000	E	WU	\$ 250,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000
24-10	Replacement	Sooke River Road WTP UPS Replacement	UPS at Sooke River Road WTP is 21 years old and in need of replacement.	\$ 50,000	E	WU	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
24-11	Replacement	IT Core Infrastructure Replacement	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life. Includes IT equipment located at tower sites within the RWS system.	\$ 420,000	E	WU	\$ -	\$ 25,000	\$ 15,000	\$ -	\$ 130,000	\$ 250,000	\$ 420,000
24-12	Renewal	Head Tank Valve Replacement	Supply and installation of Head Tank valves and actuators.	\$ 450,000	E	WU	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000
													\$ -
Infrastructure Engineering and Operations Sub-Total				\$ 182,145,000			\$ 19,610,000	\$ 29,855,000	\$ 27,490,000	\$ 45,450,000	\$38,080,000	\$ 31,650,000	\$ 172,525,000
													\$ -
DAM SAFETY PROGRAM													\$ -
16-16	Renewal	Implications from Goldstream Dam Safety Review	Conduct dam improvements at the Goldstream dams that resulted for the Dam Safety Review and routine inspections (refer to the Dam Safety Database).	\$ 825,000	S	WU	\$ 418,000	\$ 493,000	\$ -	\$ -	\$ -	\$ -	\$ 493,000
17-25	Renewal	Implications from 2016 Sooke Lake Dam Safety Review	Conduct dam improvements at the Sooke Lake Dam that resulted from the 2016 Dam Safety Review and routine inspections (refer to the Dam Safety Database)	\$ 1,210,000	S	WU	\$ 637,000	\$ 637,000	\$ -	\$ -	\$ -	\$ -	\$ 637,000
18-19	New	Sooke Lake Dam - Instrumentation System Improvements	Complete dam performance instrumentation system/surveillance improvements for the Sooke Lake Dam.	\$ 2,200,000	S	WU	\$ 290,000	\$ 1,290,000	\$ -	\$ -	\$ -	\$ -	\$ 1,290,000

Service #:

2.670

Service Name:

Regional Water Supply

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
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	\$ 513,000	\$ 513,000	\$ -	\$ -	\$ -	\$ -	\$ 513,000
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	\$ 600,000	\$ 600,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ 1,200,000
19-09	New	Cabin Pond Dams Decommissioning (PES)	The Cabin Pond Dams (x2) have been retired from drinking water service, plan to decommission.	\$ 600,000	S	WU	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000
19-12	New	Goldstream Dams Instrumentation Improvements	Conduct dam safety instrumentation/surveillance improvements (refer to report from Thurber Engineering).	\$ 700,000	S	WU	\$ 665,000	\$ 665,000	\$ -	\$ -	\$ -	\$ -	\$ 665,000
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	\$ 200,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
20-19	Replacement	Goldstream System High Level Outlet Valve Replacements	The Goldstream and Butchart high level outlet valves have been identified as requiring replacement.	\$ 300,000	S	WU	\$ 250,000	\$ 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	\$ 350,000	\$ 400,000	\$ 400,000	\$ 500,000	\$ 500,000	\$ -	\$ 1,800,000
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	\$ 165,000	\$ 450,000	\$ 200,000	\$ 75,000	\$ 75,000	\$ -	\$ 800,000
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	\$ 300,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 450,000
23-07	Study	Sooke Lake Dam Spillway and Gates Retrofit	Detailed design for seismic retrofits for the existing structures initially focusing on the spillway and gates structures. Construction to be budgetted subsequently.	\$ 450,000	S	WU	\$ 150,000	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 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	\$ 100,000	\$ 200,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 250,000
23-09	Study	Sooke Lake Dam - Dam Safety Review 2023	Conduct a Dam Safety Review to meet regulatory requirement.	\$ 200,000	S	WU	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ 400,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 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	\$ 20,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
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	\$ 75,000	\$ 75,000	\$ 75,000	\$ 425,000
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
25-06	Replacement	Goldstream Dam Spillway Replacement	Replacement of Goldstream Dam Spillway due to deteriorated condition.	\$ 500,000	S	WU	\$ -	\$ -	\$ 100,000	\$ 400,000	\$ -	\$ -	\$ 500,000
24-13	Replacement	Reservoir Log Boom Upgrade Program	Review, analysis and upgrades to log booms, prioritizing Sooke Lake Reservoir.	\$ 500,000	S	WU	\$ -	\$ 200,000	\$ 300,000				\$ 500,000
													\$ -
Dam Safety Program Sub-Total				\$ 14,435,000			\$ 5,508,000	\$ 7,968,000	\$ 2,050,000	\$ 1,250,000	\$ 850,000	\$ 75,000	\$ 12,193,000
													\$ -
WATER QUALITY													\$ -
20-04	New	Sooke Lake HyDy Model Development	Critical data collection, model building+calibration, model utilization for 3 different scenarios	\$ 520,000	E	WU	\$ 100,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
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	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23-06	Study	GVDWS Nitrification Study	Investigate nitrification occurrence and potential impacts on drinking water quality	\$ 50,000	S	WU	\$ 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 Torgeedo for instance	\$ 60,000	E	WU	\$ 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
24-14	Replacement	Laboratory Equipment Replacements	Replacement of critical laboratory equipment.	\$ 75,000	E	WU	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
24-15	Replacement	Laboratory Renovations	Renovation for main lab cabinetry, floor, aquatic ecology lab and prep room.	\$ 200,000	B	WU	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Service #:

2.670

Service Name:

Regional Water Supply

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
24-16	Replacement	WQ Field Office IT Upgrades	The firewall, switches and telephony system are end of life and require replacement.	\$ 10,000	E	WU	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
													\$ -
Water Quality Sub-Total				\$ 1,415,000			\$ 230,000	\$ 505,000	\$ 20,000	\$ 200,000	\$ 80,000	\$ -	\$ 805,000
													\$ -
ANNUAL PROVISIONAL													\$ -
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	\$ -	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
17-29	Replacement	Water Supply Area Equipment Replacement	Hydrometeorological, fireweather and wildfire suppression equipment replacement.	\$ 640,000	E	WU	\$ -	\$ 140,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 640,000
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 items 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.	\$ 1,500,000	S	WU	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
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	\$ 400,000	L	WU	\$ -	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 400,000
													\$ -
Annual Provisional Sub-Total				\$ 9,515,000			\$ -	\$ 1,995,000	\$ 1,880,000	\$ 1,880,000	\$ 1,880,000	\$ 1,880,000	\$ 9,515,000
													\$ -
CUSTOMER AND TECHNICAL SERVICES													\$ -
17-35	Replacement	Vehicle & Equipment Replacement (Funding from Replacement Fund)	This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system.	\$ 2,873,000	V	ERF	\$ -	\$ 1,191,000	\$ 685,250	\$ 773,000	\$ 855,000	\$ 495,000	\$ 3,999,250
20-22	New	Vehicle for the Dam Safety Program	New Transit Van	\$ 100,000	V	WU	\$ 100,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
20-23	New	Vehicle for the CSE Support Program	New Transit Van	\$ 100,000	V	WU	\$ 100,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
21-30	New	Vehicle for Warehouse Operations	New pick up	\$ 90,000	V	WU	\$ 90,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
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	\$ 650,000	\$ 855,000	\$ -	\$ 400,000	\$ -	\$ -	\$ 1,255,000
23-22	New	Fuel Truck	Fuel tender truck	\$ 200,000	E	WU	\$ 200,000	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ 325,000
23-30	New	Fleet Shop Hoist	Heavy Capacity Hoist for fleet maintenance	\$ 35,000	E	WU	\$ 35,000	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
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	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000

Service #: 2.670
 Service Name: Regional Water Supply

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
24-17	New	Pool Vehicles	2 new EV Pickups	\$ 180,000	V	WU	\$ -	\$ 180,000					\$ 180,000
24-18	New	Vehicle for Watershed Hydrology Program	New pickup truck for watershed hydrology program	\$ 100,000	V	WU	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
													\$ -
Customer and Technical Services Sub-Total				\$ 6,033,000			\$ 2,675,000	\$ 4,541,000	\$ 685,250	\$ 1,173,000	\$ 855,000	\$ 495,000	\$ 7,749,250
x			GRAND TOTAL	\$ 241,350,000			\$ 32,523,000	\$ 56,210,000	\$ 37,087,250	\$ 50,690,000	\$ 42,185,000	\$ 34,200,000	\$ 220,372,250

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 2.670/2.680

Service Name: Regional Water Supply & JDF Water Distribution Combo

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION													
16-01	Renewal	Upgrades to Buildings at 479 Island Highway	Maintenance and changes to buildings and office layouts.	\$ 320,000	B	WU	\$ 20,000	\$ 160,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 480,000
17-01	Renewal	Voice Radio Upgrade	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.	\$ 2,395,000	E	WU	\$ 2,100,000	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ 2,300,000
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24-01	Replacement	IT Core Infrastructure Replacement	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life	\$ 250,000	E	WU	\$ -	\$ 80,000	\$ 125,000	\$ 10,000	\$ 25,000	\$ 6,000	\$ 246,000
Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution				\$ 3,195,000			\$ 2,120,000	\$ 2,540,000	\$ 205,000	\$ 90,000	\$ 105,000	\$ 86,000	\$ 3,026,000
ANNUAL PROVISIONAL CAPITAL ITEMS													
17-03	Replacement	Office Equipment, Upgrades and Replacements	Upgrade and replacement of office equipment as required.	\$ 225,000	E	WU	\$ -	\$ 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	\$ -	\$ 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.	\$ 150,000	E	WU	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
17-06	Replacement	Small Equipment & Tool Replacement (Water Operations)	Replacement of tools and small equipment for Water Operations as required.	\$ 400,000	E	WU	\$ -	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 320,000
17-07	Replacement	Small Equipment & Tool Replacement (Corporate Fleet)	Replacement of tools and small equipment for Fleet as required.	\$ 85,000	E	WU	\$ -	\$ 25,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 85,000
24-02	Study	Capital Projects Delivery Optimization	Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects.	\$ 100,000	S	WU	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Sub-Total for Annual Provisional Capital Items				\$ 1,650,000			\$ -	\$ 370,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 280,000	\$ 1,730,000
x			GRAND TOTAL	\$ 4,845,000			\$ 2,120,000	\$ 2,910,000	\$ 565,000	\$ 450,000	\$ 465,000	\$ 366,000	\$ 4,756,000

Service: **2.670** **Regional Water Supply**

Project Number	17-01	Capital Project Title	Historic Goldstream Powerhouse Building	Capital Project Description	Repairs of historic Goldstream Powerhouse building and work toward making the site accessible to the public
Project Rationale	<p>Located near the Goldstream 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: http://en.wikipedia.org/wiki/Lubbe_Powerhouse and has captured public interest as a unique structure in BC history. An engineering condition assessment including engineered drawings, site plan and approximate cost of repairs was conducted in 2017. A major repair in the masonry on the north side of the building was completed in 2018. 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. 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.</p>				

Project Number	18-10	Capital Project Title	Species-at-Risk Wildlife Habitat	Capital Project Description	Assessments (office and field) and planning for managing wildlife habitat, in particular species-at-risk habitat, in the GVWSA.
Project Rationale	<p>An assessment (office and field) and conservation planning for management of 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 GVWSA specific conservation plans based on office and field investigations. Funds added in 2023 are in anticipation of future habitat mapping and planning required to address BC Species-at-Risk requirements.</p>				

Project Number	19-30	Capital Project Title	Leech WSA Lakes/Tributaries Assessment	Capital Project Description	An assessment of the physical, chemical and biological parameters of the lakes in the Leech WSA
Project Rationale	<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>				

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Project Number	20-05	Capital Project Title	Leech WSA Terrestrial Ecosystem Mapping & Wetland Classification/Mapping	Capital Project Description	Classification and mapping of terrestrial ecosystems and wetlands and integration with Sooke and Goldstream data.
Project Rationale	The existing Leech WSA terrestrial ecosystem mapping received from the previous landowner is not consistent with that of Sooke and Goldstream WSAs. The project is to renew the ecosystem mapping to a standard that matches Sooke and Goldstream for consistent data and analysis. The project will also 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. 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.				

Project Number	20-06	Capital Project Title	Addressing mining in Leech WSA (impacts, agreements)	Capital Project Description	Funding to support work to reduce the impact of mining claims in the Leech WSA
Project Rationale	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. 2024: A minor increase in funding is required to continue buying and cancelling mining claims.				

Project Number	20-27	Capital Project Title	GVWSA Forest Resilience - wildfire/forest modelling and forest management field trials	Capital Project Description	Modelling forest and wildfire risk under climate change scenarios & forest/fuel management field trials.
Project Rationale	Projects to: a). model impact of climate change on forests, forest fuel types, and associated wildfire behavior and probability and potential effects of management options; and b). trial forest and fuel management treatments that reduce wildfire risk and reduce inter tree moisture stress, such as prescribed fire and thinning. Increased funding is required in 2024 to conduct trial thinning treatments. Other income to the project is anticipated from disposal (sale) of thinned logs that are merchantable.				

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Project Number	20-28	Capital Project Title	GVWSA Forest Resilience - Assessments of forest health and resilience	Capital Project Description	Field assessments to better understand current forest health and resilience.
Project Rationale	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. Planned additional funding is being moved forward in the plan. 2025: Additional funds are required for forest health treatments.				

Project Number	21-20	Capital Project Title	West Leech Road	Capital Project Description	Plan followed by construction of a road to access the western portion of the Leech WSA.
Project Rationale	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. 2024: The funds previously requested for 2024 have been moved forward to 2025. No change in overall budget.				

Project Number	23-02	Capital Project Title	GVWSA LiDAR Mapping	Capital Project Description	Detailed contour mapping of ground, vegetation and tree cover (3D scanning)
Project Rationale	LiDAR (which stands for Light Detection and Ranging) uses light in the form of a pulsed laser to measure ranges (distances). LiDAR will be acquired when orthophotography or other data is collected from the air. LiDAR provides 3D information about the forest stand structure which can be used by GIS (Geographic Information Systems). LiDAR data will 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. Initial 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. 2024: An additional \$50,000 is required to complete fieldwork required to validate the LiDAR analyses.				

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Project Number	22-04	Capital Project Title	GVWSA Orthophotography	Capital Project Description	Annual contribution to capture of regional digital orthophotography for baseline mapping and monitoring.
Project Rationale	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. The funding plan has been adjusted to provide funds every second year when it is needed rather than annually.				

Project Number	22-09	Capital Project Title	GVWSA Powerlines Wildfire Risk Mitigation Plan	Capital Project Description	A detailed assessment, options and plan to reduce the risk of wildfire start from tree fall onto CRD powerlines in the GVWSA.
Project Rationale	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. 2024: Funds to take treatment action in 2024 (\$20,000) and 2025 (\$40,00) are requested.				

Project Number	22-10	Capital Project Title	GVWSA/RWS Educational Videos	Capital Project Description	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.
Project Rationale	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. 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. 2024: Funds for 2024 (\$30,000) are moved forward to 2025.				

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Project Number	23-05	Capital Project Title	Spill Management Plan and Implementation	Capital Project Description	Review, assessment and re-development of a spill management plan for the GVWSA along with potential procurement of additional equipment or supplies.
Project Rationale	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. 2024: A request for proposal solicitation in late 2022 did not garner any bids. A revised RFP is planned with additional funding request (\$20,000).				

Project Number	24-03	Capital Project Title	Biosecurity Risk Assessment & Procedures	Capital Project Description	Assess GVWSA biosecurity risks and develop mitigating protocols/procedures
Project Rationale	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. 2024: The project has been moved forward to 2025. No change in budget.				

Project Number	09-01	Capital Project Title	Leech River Watershed Restoration	Capital Project Description	A 17 year project to restore the Leech WSA lands for water supply.
Project Rationale	A 17 year project to 2025 to restore the Leech WSA lands for water supply. An update of projects completed and planned was provided in June 2019 (RWSC Report #19-13). 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 and inventory and assess forests is considered.				

Project Number	16-06	Capital Project Title	Goldstream IWS Field Office	Capital Project Description	Renewal of Water Quality field office/lab and equipment storage and Watershed Protection office, yard, training space and equipment storage, replacing longstanding temporary facilities.
Project Rationale	Watershed Protection staff (27 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 temporary facility, since their field office was on the gravel pit property that was sold to Langford. 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. 2024: A design build procurement process has been selected to deliver the project with a rough total project cost of \$12 million. Funding of \$ 5 million to the project is guaranteed through the completion of sale of the IWS gravel pit to Langford.				

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Project Number 17-02	Capital Project Title	Leech River HydroMet System	Capital Project Description	Installation of a network of hydrometeorological stations to collect water quantity and quality information for the Leech WSA.
Project Rationale 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. Historically only one hydrological measuring station was 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. 2024: Additional funding of \$45,000 is requested to upgrade and enhance the system.				

Project Number 18-05	Capital Project Title	GVWSA Forest Fuel Management/FireSmart Activities	Capital Project Description	Implementation of forest fuel management and FireSmart actions in strategic locations for wildfire risk management in the GVWSA.
Project Rationale Wildfire is the greatest threat to water quality in the GVWSA. In 2014 - 2018 CRD staff completed two new fuel reduction corridor projects. 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.				

Project Number 19-02	Capital Project Title	Whiskey Creek Bridge Replacement (Sooke WSA)	Capital Project Description	Replacement of the existing undersized bridge with a longer and higher concrete structure.
Project Rationale Whiskey Creek bridge is located on the Leechtown Main Road, one of the main access routes to Sooke Lake Dam and other critical IWS infrastructure. Whiskey Creek requires a larger bridge as it has been overtopped by storm events in the past and this poses water quality, environmental and safety risks. 2024: Project construction is moved forward from 2024 to 2025. No change in funding request.				

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Project Number	19-19	Capital Project Title	Hydromet Upgrades Sooke and Goldstream	Capital Project Description	Install additional hydrology monitoring sites on Sooke Lake Reservoir inflow streams and increase instrumentation on meteorological stations in Sooke and Goldstream watersheds.
Project Rationale	Only the main tributary inflows into Sooke Lake Reservoir are monitored. To better understand the hydrology of the Sooke watershed, additional hydrology monitoring sites are required. The existing meteorological stations in Sooke and Goldstream watersheds have only basic instrumentation and would benefit from additional sensors and upgrades to improve the quality of the meteorological data. 2024: \$170,000 additional funding is requested to continue to upgrade and enhance the system.				

Project Number	20-01	Capital Project Title	Kapoor Main Mile 1 Bridge and Asphalt Upgrade	Capital Project Description	Replacement of the existing undersized culvert with a large bridge as well as subsequent 500 m road asphalt replacement.
Project Rationale	The existing culvert at Mile 1 on Kapoor Main (which is the primary access road to Sooke Lake Reservoir and Dam) is undersized, has evidence of buried organics in the fill material and has oversteepened, 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. 2024: Consulting engineer design work indicates a total construction cost of \$868,000 for the bridge. A cost driver is the significant amount of fill to remove. The 2024 budget has been increased to reflect the engineered cost estimate and to move the asphalt budget forward to 2025.				

Project Number	20-29	Capital Project Title	GVWSA Gravel Crushing	Capital Project Description	Production of gravel at existing quarries in Sooke and Goldstream WSAs.
Project Rationale	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. The need for additional gravel crushing in 2023 has been pushed forward by one year to 2024.				

Project Number	21-26	Capital Project Title	Road Deactivation/Rehabilitation in the GVWSA	Capital Project Description	Deactivate or rehabilitate unneeded roads in the Sooke and Goldstream WSAs.
Project Rationale	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. 2024: The budget for 2024 has been decreased to reflect the carryforward from 2023. The total project budget has been reduced by \$160,000.				

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Project Number	21-27	Capital Project Title	Autogate Installations on Primary Access Routes	Capital Project Description	Install autogates on the main access routes where the Sooke Hills Wilderness Trail and E&N rail line cross to improve security
Project Rationale	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. Autogates improve security by 24 hour recorded keycard access operation and are located to increase security. Two autogates have been installed (2022 and 2023). 2024: The third and fourth autogate are being deferred by an additional year to 2025 to allow for additional design and provincial, Fortis Gas and Island Corridor Foundation approvals before the work can be tendered. \$50,000 is maintained in 2024 to add cameras to the newly installed autogates. No budget change.				

Project Number	22-02	Capital Project Title	Muckpile Bridge Supply and Install (Deception)	Capital Project Description	Replacement of undersized culverts with bridge which will allow for fish and western toad migration.
Project Rationale	Replacement of undersized culverts with a concrete deck L100 bridge which will also improve fish passage and western toad migration. Addition of funding for design work ahead of construction. 2024: Construction has been moved ahead by one year to 2025, no change in budget.				

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. 2024: The project is moved forward by one year, no change in budget.				

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.				

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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.				

Project Number	24-05	Capital Project Title	Dock for Sooke Lake Reservoir	Capital Project Description	Sooke Lake Reservoir requires a dock for safe deployment of boats, gear and crew.
Project Rationale	Water Quality and Watershed Protection staff are required to go out on Sooke Lake Reservoir routinely, as well as in emergency situations. Sooke Lake Reservoir does not have a dock, beyond lockblocks that extend into the lake. It is unsafe and difficult to load and unload onto boats using the existing lockblocks. Funding of \$10,000 in 2024 to design and plan a dock; with up to \$90,000 to construct the dock in 2025 is requested.				

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Project Number	25-05	Capital Project Title	Heli Fire Tank	Capital Project Description	A large water tank for helicopter bucketing to be deployed in Goldstream WSA.
Project Rationale	In order to avoid potential contamination of GVWSA reservoirs from helicopter bucketing operations during wildfire suppression, a "Heli Fire" water tank is planned to be purchased and installed seasonally in the GVWSA. These tanks are of a size and volume that allow helicopters to fill their buckets out of them.				

Project Number	22-13	Capital Project Title	Replace Storage Sheds with Containers	Capital Project Description	Covered sand storage between sea containers that have been procured.
Project Rationale	The existing storage facility (sheds) in the Pipeyard used for Infrastructure Operations and Watershed Protection equipment and supplies is enclosed but not sealed from the elements or rodents, and is at end of life. Due to health and safety concerns, the sheds are to be replaced with basic seacan storage containers that can be sealed and readily moved as needs change. 2024: additional funds (\$20,000) are requested for a cover between sea cans to store sand, for sanding the road and area around the Goldstream Water Treatment Plant and the Field Operations Centre.				

Project Number	24-06	Capital Project Title	Post Wildfire Assessment Program	Capital Project Description	Acquiring access to existing software programs to model sediment and debris flows from burned areas.
Project Rationale	The amount and location of sediment and debris that would be generated from a large wildfire in the Sooke WSA has been modelled. New software is available that makes the existing modelling and results for the GVWSA more accessible, and compares results with post-wildfire events in the Pacific Northwest to help calibrate the results and make them more relevant to the GVWSA.				

Project Number	24-07	Capital Project Title	Field Operations Centre - IT Infrastructure Upgrades	Capital Project Description	The firewall, switches and telephony system are end of life and require replacement. The equipment will be transferred to the new building.
Project Rationale	The firewall, switches and telephony system at the Field Operations Centre are at end of life and require replacement. The replaced equipment can be transferred to a new building when ready.				

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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.				

Project Number	20-10	Capital Project Title	Condition & Vulnerability Assessment	Capital Project Description	Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk.
Project Rationale	The RWSC is a large system with infrastructure of various ages and condition. Funding is required to conduct a condition assessment of critical infrastructure, such as Humpback PRV, and assess their risk of failure and provide a high level timeline for replacement/renewal.				

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Project Number	21-05	Capital Project Title	Level of Service Agreement	Capital Project Description	From #19-15 & #20-11, develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure.
Project Rationale	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.				

Project Number	22-14	Capital Project Title	Sooke River Intake Feasibility	Capital Project Description	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.				

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.				

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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 (identified in the 2022 Master Plan)
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.				

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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	24-08	Capital Project Title	Seismic and Flood Vulnerability Assessment of Supply Main 10 and 11 Spillway Crossing	Capital Project Description	Engineering Seismic Assessment of the spanned crossing of of Supply Main No 10 and 11 over the Sooke Lake Spillway channel
Project Rationale					

Project Number	24-09	Capital Project Title	Aggricultural Water Rate Review	Capital Project Description	Phase 2
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	18-07	Capital Project Title	Replacement of UV System	Capital Project Description	Replacement of the UV system at the Goldstream Water Treatment Plant
Project Rationale	The UV trains and associated electrical equipment at Goldstream Water Treatment Plant require upgrade and replacement.				

Project Number	18-08	Capital Project Title	Bulk Supply Meter Replacement Program	Capital Project Description	Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit.
Project Rationale	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. Somerset Valve Chamber replacement will also be completed under this project which is also tied to backflow prevention.				

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Project Number	18-15	Capital Project Title	Corrosion Protection Program	Capital Project Description	Study deficiencies in the current material protection and implement recommendations.
Project Rationale	This item is to assess, design and implement cathodic protection for the various infrastructure, including steel pipes, that are susceptible to corrosion. The supply system has various implementations of cathodic protection ranging from interior/exterior coatings for pipe and passive anodes to impressed current systems with variable results and condition. Funding is required to retain a specialist to conduct a high level assessment of existing infrastructure with recommendations for additional investigation or areas that require immediate attention.				

Project Number	18-18	Capital Project Title	Main No.3 Segment Replacement	Capital Project Description	Replacement of segments of Main No. 3 based upon previous studies.
Project Rationale	The existing Main No. 3 is approximately 70 years old. Some section of the 22 km main are steel pipe in known potentially corrosive soils. It is proposed to eventually replace a segment or Main #3 on Wale Road, Island Hwy. and Adams Place in Colwood and View Royal. Conceptual design and options analysis will 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.				

Project Number	19-05	Capital Project Title	Repairs - Kapoor Shutdown	Capital Project Description	Repair items such as defects in the Kapoor tunnel, replacement of critical valves, intake exterior inspection and actuator replacement while the Kapoor tunnel is shutdown.
Project Rationale	During the 2016 Kapoor Tunnel inspection numerous deficiencies were noted. Some of the repairs were made and inspected in 2017. Funds are required to complete remaining identified repairs as well as conduct other works, such as head tank valve maintenance, dive inspection of the Intake Tower, hydraulic actuator line replacement, that can only be conducted when the Kapoor Tunnel is offline.				

Project Number	19-23	Capital Project Title	Critical Spare Equipment Storage & Pipe Yard	Capital Project Description	Plan, design and construct a critical equipment storage building.
Project Rationale	Additional and accessible storage is required at the pipe yard for critical spare equipment such as repair bands and clamps. Funds are required to pland, design and construct an equipment storage building accessible by loading vehicles.				

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Project Number 20-16 **Capital Project Title** Cecelia Meter Replacement **Capital Project Description** Replacement of the Cecelia billing meter as well as its enclosure.
Project Rationale The St Giles and Cecelia meters are aging and in hard to maintain locations. Funding is required to construct new meter sites and decommission and demolition the old sites.

Project Number 20-17 **Capital Project Title** Decommission & Conceptual Design of the Smith Hill Site **Capital Project Description** Plan for decommission the conceptual design for the replacement of the Smith Hill reservoir site.
Project Rationale The Smith Hill reservoir has not been in operation for many years. Funds are required to plan for decommission the site in 2020 and then carry out decommissioning in 2023.

Project Number 21-06 **Capital Project Title** Sooke Lake Dam Spillway Hoist and Stop Log Replacement **Capital Project Description** Replacement of the sluice gate spillway hoist and stop logs at Sooke Lake Dam.
Project Rationale The Sooke Lake Dam Spillway Hoist is

Project Number 21-09 **Capital Project Title** Goldstream Water Chlorination Gas System Removal **Capital Project Description** Plan and construct provisions for removal of chlorination system
Project Rationale The Goldstream Water Treatment Plant has undergone numerous upgrades and updates, both large and small since its initial construction. There are numerous vestigial mechanical and electrical assets that require planned removal. Funds are required to plan and remove unused assets that affect maintenance of the system.

Project Number 21-10 **Capital Project Title** SCADA Masterplan and System Upgrades **Capital Project Description** 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

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Project Number 21-11	Capital Project Title	RWS Supply Main No. 4 Upgrade	Capital Project Description	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.				

Project Number 22-15	Capital Project Title	Microwave Radio Upgrades	Capital Project Description	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.				

Project Number 22-16	Capital Project Title	Goldstream WTP Drainage Improvements	Capital Project Description	Construct drainage improvements for the Goldstream Water Treatment Plant and assess
Project Rationale 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.				

Project Number 22-17	Capital Project Title	Goldstream WTP Safety Improvements	Capital Project Description	Construct employee and public safety improvements such as a trail notification system if there was an ammonia spill.
Project Rationale 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.				

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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.				

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. A Strategic Priorities Fund grant has been applied to fund a portion of the works.
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	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 chamber improvements				

Project Number	24-10	Capital Project Title	Sooke River Road WTP UPS Replacement	Capital Project Description	UPS at Sooke River Road WTP is 21 years old and in need of replacement.
Project Rationale	Sooke River Road WTP UPS has been identified in need of prioritized replacement prior to failure.				

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Project Number 24-11 **Capital Project Title** IT Core Infrastructure Replacement **Capital Project Description** Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life. Includes IT equipment located at tower sites within the RWS system.

Project Rationale Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life. Includes IT equipment located at tower sites within the RWS system.

Project Number 24-12 **Capital Project Title** Head Tank Valve Replacement **Capital Project Description** Supply and installation of Head Tank valves and actuators.

Project Rationale Supply and installation of Head Tank valves and actuators.

Project Number 16-16 **Capital Project Title** Implications from Goldstream Dam Safety Review **Capital Project Description** Conduct dam improvements at the Goldstream dams that resulted for the Dam Safety Review and routine inspections (refer to the Dam Safety Database).

Project Rationale 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.

Project Number 16-17 **Capital Project Title** #N/A **Capital Project Description** #N/A

Project Rationale 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.

Project Number 17-25 **Capital Project Title** Implications from 2016 Sooke Lake Dam Safety Review **Capital Project Description** Conduct dam improvements at the Sooke Lake Dam that resulted from the 2016 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.

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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.

Project Number 19-09 **Capital Project Title** Cabin Pond Dams Decommissioning (PES) **Capital Project Description** The Cabin Pond Dams (x2) have been retired from drinking water service, plan to decommission.

Project Rationale 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.

Project Number 19-12 **Capital Project Title** Goldstream Dams Instrumentation Improvements **Capital Project Description** Conduct dam safety instrumentation/surveillance improvements (refer to report from Thurber Engineering).

Project Rationale 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.

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Project Number 19-13	Capital Project Title	Dam Safety Instrumentation	Capital Project Description	The existing dam safety instrumentation/surveillance equipment is getting older and will need to be replaced/rehabilitated (does not include pending SCADA effort).
Project Rationale Aging Hydromet/Dam Safety Instrumentation stations maintained by Infrastructure Engineering require replacement so that ongoing monitoring within the watersheds can be maintained. Funds are required for upgrades and replacement of existing Hydromet Stations.				

Project Number 20-19	Capital Project Title	Goldstream System High Level Outlet Valve Replacements	Capital Project Description	The Goldstream and Butchart high level outlet valves have been identified as requiring replacement.
Project Rationale Through dam safety inspections and routine operations, the Goldstream and Butchart high level outlet valves have been identified as requiring replacement. Funds are required to design and replace the valves.				

Project Number 21-03	Capital Project Title	Deception Dam - Dam Safety Review 2021 & Improvements	Capital Project Description	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.				

Project Number 21-04	Capital Project Title	Saddle Dam - Dam Safety Review 2021 & Improvements	Capital Project Description	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.				

Project Number 21-21	Capital Project Title	Goldstream Dams - 4 Low Level Gate Improvements	Capital Project Description	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.				

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Project Number 22-08 **Capital Project Title** Deception Dam Surveillance Improvements **Capital Project Description** 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.

Project Number 23-07 **Capital Project Title** Sooke Lake Dam Spillway and Gates Retrofit **Capital Project Description** Detailed design for seismic retrofits for the existing structures initially focusing on the spillway and gates structures. Construction to be budgetted subsequently.

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.

Project Number 23-08 **Capital Project Title** Regional Watershed Dams – Flood Forecasting System **Capital Project Description** Update the existing flood forecasting system (WD4Cast) to a modern version including Standard Operating Procedures and training for staff.

Project Rationale 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.

Project Number 23-09 **Capital Project Title** Sooke Lake Dam - Dam Safety Review 2023 **Capital Project Description** Conduct a Dam Safety Review to meet regulatory requirement.

Project Rationale Sooke Lake Dam has a consequence classification of "extreme" and a dam safety review is required to be completed every seven years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2016. The dam safety review is anticipated to be and "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent years to complete recommended dam safety improvements.

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.

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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 25-01 **Capital Project Title** Goldstream Dam - Dam Safety Review 2025 & Addressing Implications **Capital Project Description** Conduct a Dam Safety Review to meet regulatory requirement.

Project Rationale 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.

Project Number 25-02 **Capital Project Title** Probable Maximum Flood and Inflow Design Flood Updates **Capital Project Description** Update the previous edition from 2015 (recommended 10 year review cycle).

Project Rationale The various Dam Safety Reviews and Canadian Dam Safety Guideline recommend updating the reservoir inflow design flood and freeboard analysis every ten years.

Project Number 25-06 **Capital Project Title** Goldstream Dam Spillway Replacement **Capital Project Description** Replacement of Goldstream Dam Spillway due to deteriorated condition.

Project Rationale Goldstream Dam Spillway replacement.

Project Number 24-13 **Capital Project Title** Reservoir Log Boom Upgrade Program **Capital Project Description** Review, analysis and upgrades to log booms, prioritizing Sooke Lake Reservoir.

Project Rationale Sooke Lake Reservoir currently contains two log booms. The upstream saddle dam log boom is flaking plastics and has been identified for replacement. Hydrotechnical assessment of the log boom requirements on this reservoir and upgrades to follow this assessment.

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Project Number	20-04	Capital Project Title	Sooke Lake HyDy Model Development	Capital Project Description	Critical data collection, model building+calibration, model utilization for 3 different scenarios
Project Rationale	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.				

Project Number	22-06	Capital Project Title	Sooke Lake Food Web Study	Capital Project Description	Assess the aquatic food web structure and create an inventory of fish and invertebrate species and distribution in Sooke Lake Reservoir - to be used as indicators of stream health
Project Rationale	CRD has been using predominantly algal data as an indicator for stream health and condition assessment in the source waters. To gain a better understanding of the source water conditions and how they may change over time it is necessary to expand this indicator system for other trophic levels in the food web. Sooke Lake Reservoir is of particular interest as the primary and critical water source for the GVDWS and therefore a aquatic food web study will be commissioned on this lake.				

Project Number	23-06	Capital Project Title	GVDWS Nitrification Study	Capital Project Description	Investigate nitrification occurrence and potential impacts on drinking water quality
Project Rationale	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.				

Project Number	24-02	Capital Project Title	Boat Motor Replacement with Electric Outboards (Sooke and Goldstream Boats)	Capital Project Description	50hp and 15hp motor replacement due to age and water quality concerns, large electric outboards are already available from Torqeedo for instance
Project Rationale	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.				

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Project Number	24-04	Capital Project Title	Sooke Lake Drawdown Study	Capital Project Description	Investigate drawdown effects on Sooke Lake water quality and ecosystem impacts with max drawdown and determine a safe max drawdown level for SOL.
Project Rationale	Investigate drawdown effects on Sooke Lake water quality and ecosystem impacts with max drawdown and determine a safe max drawdown level for SOL.				

Project Number	25-04	Capital Project Title	4 x multi-parameter field analyzers (SL1000)	Capital Project Description	Replace 4 multi-parameter (total/free/mono/ammonia) field analyzers
Project Rationale	Replace 4 multi-parameter (total/free/mono/ammonia) field analyzers				

Project Number	26-01	Capital Project Title	2 x Floating Water Quality Sensor Platforms	Capital Project Description	To support and confirm water quality data in SOL for Deep Norther Intake, install 2 floating sensor platforms
Project Rationale	To support and confirm water quality data in SOL for Deep Norther Intake, install 2 floating sensor platforms				

Project Number	27-01	Capital Project Title	Drinking Water Safety Plan Update	Capital Project Description	Review and update existing DWSP spreadsheet and risk registry. Consider planned system expansions/upgrades.
Project Rationale	Review and update existing DWSP spreadsheet and risk registry. Consider planned system expansions/upgrades.				

Project Number	24-14	Capital Project Title	Laboratory Equipment Replacements	Capital Project Description	Replacement of critical laboratory equipment.
Project Rationale	Replacement of critical laboratory equipment.				

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Project Number 24-15 **Capital Project Title** Laboratory Renovations **Capital Project Description** Renovation for main lab cabinetry, floor, aquatic ecology lab and prep room.
Project Rationale Renovation for main lab cabinetry, floor, aquatic ecology lab and prep room.

Project Number 24-16 **Capital Project Title** WQ Field Office IT Upgrades **Capital Project Description** The firewall, switches and telephony system are end of life and require replacement.
Project Rationale The firewall, switches and telephony system are end of life and require replacement.

Project Number 17-27 **Capital Project Title** Watershed Bridge and Culvert Replacement **Capital Project Description** Replacement of small culverts and bridges throughout the GVWSA.
Project Rationale This provides annual funding for the replacement of culverts and bridges that have reached end of life and/or are undersized given present knowledge of potential peak water flows and anticipated climate change effects. With the completion of peak flow modelling of all major structures in the Sooke and Goldstream WSAs in 2017, additional funds are required beginning in 2018 to upgrade identified structures to current standards. Costs of upgrades have increased significantly in the last 5 years.

Project Number 17-28 **Capital Project Title** Watershed Security Infrastructure Upgrade and Replacement **Capital Project Description** New, upgrade and replacement of security infrastructure in the GVWSA.
Project Rationale The outer boundary of the Leech, Sooke and Goldstream Water Supply Areas is approximately 119 kilometers in length. Main access roads are gated and there are 11 kilometers of existing security fencing. A constant effort is needed to maintain a Closed Watershed Policy. Through monitoring, high incident areas are identified, security plans are developed, and security infrastructure (fencing, gates and signage) is installed or upgraded where required. 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.

Project Number 17-29 **Capital Project Title** Water Supply Area Equipment Replacement **Capital Project Description** Hydrometeorological, fireweather and wildfire suppression equipment replacement.
Project Rationale This provides annual funding for the replacement or upgrading of equipment for wildfire suppression and spill response, fire weather stations, hydro-meteorological monitoring and water quality sampling and monitoring equipment. Given an expansion of the hydrology and meteorology network of stations and sensors, an additional \$50,000 per year is added in 2020 and going forward. 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). A revised level of funding is requested beginning in 2023 that reflects forecasted needs.

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Project Number 17-30 **Capital Project Title** Transmission Main Repairs **Capital Project Description** Emergency repairs to the transmission mains.

Project Rationale Each year a visual inspection of this critical supply tunnel is carried out by CRD staff. This capital item allows for minor repairs that are discovered during these inspections. This also allows for annual funding for repair of emergency breaks on large diameter supply mains.

Project Number 17-31 **Capital Project Title** Transmission System Components Replacement **Capital Project Description** Replacement and repair of transmission components.

Project Rationale This is an annual allowance for the capital costs for the replacement and repair of supply system components that fail under normal operation and maintenance during the year.

Project Number 17-33 **Capital Project Title** Disinfection Equipment Parts Replacement **Capital Project Description** Replacement of incidental equipment and parts associated with the disinfection system.

Project Rationale 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.

Project Number 17-34 **Capital Project Title** Supply System Computer Model Update **Capital Project Description** Annual update of the regional hydraulic model.

Project Rationale This item is to allow for staff and consultant time each year to keep the hydraulic computer model current.

Project Number 19-16 **Capital Project Title** Dam Improvements **Capital Project Description** Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections and Dam Safety Reviews and address itesm in the dam safety database/risk registry

Project Rationale 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.

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Project Number 19-22	Capital Project Title	SCADA Repairs & Equipment Replacement	Capital Project Description	Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System and revenue meter system.
Project Rationale This item is to allow for unplanned SCADA repairs and equipment replacement not covered by the capital projects SCADA Replacement.				

Project Number 21-15	Capital Project Title	Corrosion Protection	Capital Project Description	Replace corrosion protection assets, such as coatings, for the transmission system when identified.
Project Rationale 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.				

Project Number 21-16	Capital Project Title	Valve Chamber Upgrades	Capital Project Description	Replace failing valves and appurtenances along the RWS supply system.
Project Rationale 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.				

Project Number 21-17	Capital Project Title	Water Quality Equipment Replacement	Capital Project Description	Replacement of water quality equipment for the
Project Rationale 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)				

Project Number 21-18	Capital Project Title	LIMS support	Capital Project Description	Support for LIMS database
Project Rationale Provides for support for the laboratory information management system				

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Project Number	23-20	Capital Project Title	Land Exchange/Acquisition	Capital Project Description	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.
Project Rationale	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.				

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.				

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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.				

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	24-17	Capital Project Title	Pool Vehicles	Capital Project Description	2 new EV Pickups
Project Rationale	2 new EV Pickups				

Service: **2.670** **Regional Water Supply**

Project Number	24-18	Capital Project Title	Vehicle for Watershed Hydrology Program	Capital Project Description	New pickup truck for watershed hydrology program
Project Rationale	New pickup truck required for watershed hydrology program.				

Service: **2.670/2.680** **Regional Water Supply & JDF Water Distribution Combo**

Project Number	16-01	Capital Project Title	Upgrades to Buildings at 479 Island Highway	Capital Project Description	Maintenance and changes to buildings and office layouts.
Project Rationale	<p>The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway:</p> <ul style="list-style-type: none"> • Improvements, Repairs, upgrades and changes to the buildings (provisional \$45,000) • Painting of the buildings. (provisional \$20,000 annually) • Repair and replacement of carpets, floors and walls. (provisional \$40,000 annually) • Climate Action initiatives and feasibility studies (\$55,000) 				

Project Number	17-01	Capital Project Title	Voice Radio Upgrade	Capital Project Description	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.
Project Rationale	<p>Service Life and projected replacement:</p> <ul style="list-style-type: none"> • The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005. • The present radio models used in the system have just been taken out of production by the manufacturer, there will be no new units available for purchase as of July 1, 2015. • Support for repairs and maintenance of the present radio will continue for the next 3 years at least. • There are no pressing issues with equipment maintenance or repairs, present repair rates suggest we can maintain the system for the next few years, and perhaps reach a 12-15 year lifespan on the present equipment. 				

Project Number	20-01	Capital Project Title	Portable Pump Station	Capital Project Description	Portable pump station and generator to provide backup when a pump station is offline, in construction or to bypass a section of pipe.
Project Rationale	<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 with a generator is required to maintain the level of service. Portable PS was delivered in 2023 but some deficiencies, including the associated generator remain and may carry into 2024 to fully address.</p>				

Service: **2.670/2.680** **Regional Water Supply & JDF Water Distribution Combo**

Project Number	17-03	Capital Project Title	Office Equipment, Upgrades and Replacements	Capital Project Description	Upgrade and replacement of office equipment as required.
Project Rationale	Funds will be used for the replacement and upgrading of office equipment and furniture, as required.				

Project Number	17-04	Capital Project Title	Computer Upgrades	Capital Project Description	Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.
Project Rationale	<p>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.</p> <p>Capital Budget Network Switch Maintenance \$10,000 Additional Wireless Access Points and Maintenance \$15,000 Photocopier Replacement \$20,000 Additional Data Storage \$15,000 Replacement Computers \$75,000 Equipment Maintenance (contingency) \$23,000 Replace Access Control System - Gates/ Video Cameras \$12,000 Total Capital \$170,000</p>				

Project Number	17-05	Capital Project Title	Development of the Maintenance Management Systems	Capital Project Description	Develop maintenance management system.
Project Rationale	The maintenance management system needs further development to meet user needs and to facilitate reporting. It is proposed that funds be approved for the following projects:- Develop and Asset onboarding process and a fault code reporting process for the CMMS.				

Service: **2.670/2.680** **Regional Water Supply & JDF Water Distribution Combo**

Project Number	17-06	Capital Project Title	Small Equipment & Tool Replacement (Water Operations)	Capital Project Description	Replacement of tools and small equipment for Water Operations as required.
Project Rationale	Funds will be used for replacement of a variety of Operations and Welding equipment such as cutting saws, portable generators, gas detectors, Hilti drills, plasma cutter, wire welder, etc.				

Project Number	17-07	Capital Project Title	Small Equipment & Tool Replacement (Corporate Fleet)	Capital Project Description	Replacement of tools and small equipment for Fleet as required.
Project Rationale	Funds will be used for replacement of a variety of Fleet small equipment and tools as required. This includes provision to replace the Vehicle OBD reader for reading engine codes and the shop air compressor.				

Project Number	24-01	Capital Project Title	IT Core Infrastructure Replacement	Capital Project Description	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life
Project Rationale	Ongoing end of life replacement program for IT Core Infrastructure, including servers, network switches, UPS', and other equipment.				

Service: **2.670/2.680** **Regional Water Supply & JDF Water Distribution Combo**

Project Number	24-02	Capital Project Title	Capital Projects Delivery Optimization	Capital Project Description	Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects.
Project Rationale	Ongoing program for small scale optimization of project delivery methods and tools.				

**2.670 Regional Water Supply
 Asset/ Reserve Schedule
 2024 - 2028 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

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	2,762,670	2,326,323	1,793,728	1,700,616	1,542,703	1,325,073
Equipment purchases (Based on Capital Plan)	(995,000)	(1,191,000)	(685,250)	(773,000)	(855,000)	(495,000)
Transfer of assets intracompany	-					
Transfer from Operating Budget	393,653	479,755	489,350	499,137	509,120	519,302
Proceeds on disposals	150,000	178,650	102,788	115,950	128,250	74,250
Interest Income*	15,000					
Ending Balance \$	2,326,323	1,793,728	1,700,616	1,542,703	1,325,073	1,423,625

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

2024 BUDGET

JDF Water Distribution

COMMITTEE OF THE WHOLE

OCTOBER 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:		\$6,000,000
Remaining: Active		<u>\$8,800,000</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 SUMMARY	2024						FUTURE PROJECTIONS			
	2023 BOARD BUDGET 1 2	2023 ESTIMATED ACTUAL 3	2024 CORE BUDGET 4	2024 ONGOING 5	2024 ONE-TIME 6	TOTAL (COL 4, 5 & 6) 7	2025 8	2026 9	2027 10	2028 11
<u>OPERATING EXPENDITURES</u>										
ALLOCATION - OPERATIONS	5,140,686	5,114,556	5,335,968	-	-	5,335,968	5,499,687	5,610,013	5,721,833	5,836,360
OPERATING - OTHER COSTS	809,318	806,278	789,205	-	-	789,205	791,637	796,842	802,326	806,816
SALARIES AND WAGES	565,643	547,956	590,220	-	-	590,220	604,267	618,635	633,347	648,387
CONTRACT FOR SERVICES	353,087	367,537	398,390	-	-	398,390	418,490	425,560	433,866	442,340
ALLOCATION - STANDARD OVERHEAD	721,571	721,571	768,670	-	-	768,670	784,043	799,724	815,718	832,033
TOTAL OPERATING EXPENDITURES	7,590,305	7,557,898	7,882,453	-	-	7,882,453	8,098,124	8,250,774	8,407,090	8,565,936
Percentage increase over prior year's board budget			3.85%			3.85%	2.74%	1.89%	1.89%	1.89%
BULK WATER PURCHASE	7,089,860	7,313,100	7,689,300	-	-	7,689,300	8,362,560	9,092,780	10,069,500	11,205,810
BULK WATER EXPENDITURES	7,089,860	7,313,100	7,689,300	-	-	7,689,300	8,362,560	9,092,780	10,069,500	11,205,810
			8.45%			8.45%				
<u>CAPITAL EXPENDITURES & TRANSFERS</u>										
TRANSFER TO WATER CAPITAL FUND	6,741,200	7,272,561	7,346,169	-	-	7,346,169	8,220,318	9,522,047	9,933,712	9,933,712
TRANSFER TO DEBT RESERVE FUND	96,280	60,000	49,280	-	-	49,280	41,770	15,770	4,770	4,770
TRANSFER TO EQUIPMENT REPLACEMENT FUND	589,457	589,457	647,507	-	-	647,507	655,457	613,566	621,837	630,274
TOTAL CAPITAL EXPENDITURES & TRANSFERS	7,426,937	7,922,018	8,042,956	-	-	8,042,956	8,917,545	10,151,383	10,560,319	10,568,756
<u>DEBT SERVICING</u>										
DEBT - INTEREST & PRINCIPAL	1,863,294	1,859,614	2,411,815	-	-	2,411,815	2,903,661	3,176,048	3,205,713	2,948,889
TOTAL DEBT EXPENDITURES	1,863,294	1,859,614	2,411,815	-	-	2,411,815	2,903,661	3,176,048	3,205,713	2,948,889
TOTAL EXPENDITURES	23,970,396	24,652,630	26,026,524	-	-	26,026,524	28,281,890	30,670,985	32,242,622	33,289,391
<u>SOURCES OF FUNDING</u>										
REVENUE - SALES	(23,454,020)	(24,192,530)	(25,580,244)	-	-	(25,580,244)	(27,838,670)	(30,249,225)	(31,827,232)	(32,869,281)
REVENUE - OTHER	(301,376)	(460,100)	(446,280)	-	-	(446,280)	(443,220)	(421,760)	(415,390)	(420,110)
TOTAL SOURCE OF FUNDING FROM OPERATIONS	(23,970,396)	(24,652,630)	(26,026,524)	-	-	(26,026,524)	(28,281,890)	(30,670,985)	(32,242,622)	(33,289,391)
<u>SOURCES OF OTHER FUNDING</u>										
TRANSFER FROM DCC RESERVES TO FUND DCC DEBT	-	-	-	-	-	-	-	-	-	-
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR	-	-	-	-	-	-	-	-	-	-
TOTAL SOURCES OF ALL FUNDING	(23,970,396)	(24,652,630)	(26,026,524)	-	-	(26,026,524)	(28,281,890)	(30,670,985)	(32,242,622)	(33,289,391)
Percentage increase over prior year's board budget			8.58%			8.58%	8.67%	8.45%	5.12%	3.25%
Water Rate \$ per cu. m.	\$ 2.5466					\$ 2.6927				
Percentage increase	6.00%					5.74%				

2024 Demand Estimate

Retail Demand

Years	Actual Demand cu.metre	Budgeted Demand cu.metre
2017	8,595,300	8,000,000
2018	8,853,800	8,200,000
2019	8,911,315	8,600,000
2020	9,345,130	8,900,000
2021	10,270,472	8,900,000
2022	9,990,739	9,300,000
2023	9,500,000 *	9,210,000 **
2024 Demand Estimate	9,500,000	

* Projected consumption for 2023

** 2023 Demand estimate reduction reflects First Nations becoming wholesale customers of Regional Water Supply

Summary of Retail Water Rates

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Change</u>	
Retail (direct) water rate							
Unit cost per cu.m.	\$2.2159	\$2.3081	\$2.4024	\$2.5466	\$2.6927	\$0.1461	5.74%

Retail Water Rate Increase Impact on Residential Water Bill

Average consumption per 2 month billing cycle: * 39.0 cubic meters (annual = 234.0 cu.m)

<u>Charge for Two Months Consumption</u>	<u>Year</u>	<u>Bi monthly Charge</u>	<u>Annual Charge</u>	<u>2024 Annual Change \$</u>
Average Consumption	2023	\$ 99.32	\$ 595.90	
	2024	\$ 105.02	\$ 630.09	\$ 34.19
Half Average Consumption	2023	\$ 49.66	\$ 297.95	
	2024	\$ 52.51	\$ 315.05	\$ 17.09
Twice Average Consumption	2023	\$ 198.63	\$ 1,191.81	
	2024	\$ 210.03	\$ 1,260.18	\$ 68.37

Change in Budget 2023 to 2024			
Service:	2.680 Juan de Fuca Water Distribution	Total Expenditure	Comments
2023 Budget		23,970,395	
Change in Labour:			
		172,838	Labour charges (salaries and overhead)
	Total Change in Labour	<u>172,838</u>	
Other Changes:			
	Bulk Water Purchase	599,440	
	Transfers to Capital Fund	604,969	
	Principal & Interest Payments	548,521	New Debt Issue \$6m Fall 2023
	Transfer to Equipment Replacement Fund (ERF)	58,050	Growth of ERF contribution driven by future vehicle replacement costs
	Standard Overhead Allocation	47,099	
	Contract for Services	45,303	
	Other Costs	(20,091)	
	Total Other Changes	<u>1,883,291</u>	
2024 Budget		26,026,524	
Summary of % Expense Increase			
	Increased transfers to capital	2.5%	
	Principal and Interest costs	2.3%	
	Additional cost due to increased bulk water rate	1.5%	
	Increased bulk water consumption	1.0%	
	Additional required ERF contribution	0.2%	
	Support services increase	0.2%	
	Balance of increase	0.8%	
	% expense increase from 2023:	8.6%	

Overall 2023 Budget Performance
(expected variance to budget and surplus treatment)

Favourable revenue and water sales variance of \$740,000 (3.15%) due to higher than budgeted water demand largely a result of dry summer weather. The additional revenue will be partially offset by bulk water purchase overages. The net surplus of \$530,000 will be transferred to the Service's Water Capital Fund.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	2.680	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	JDF Water Distribution							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$7,865,000	\$19,475,000	\$12,510,000	\$9,110,000	\$6,765,000	\$6,910,000	\$54,770,000	\$54,770,000
Vehicles	\$200,000	\$965,000	\$905,000	\$774,000	\$710,000	\$750,000	\$4,104,000	\$4,104,000
	\$8,065,000	\$20,440,000	\$13,415,000.000	\$9,884,000	\$7,475,000	\$7,660,000	\$58,874,000	\$58,874,000

SOURCE OF FUNDS

Capital Funds on Hand	\$7,065,000	\$14,155,000	\$7,890,000	\$7,990,000	\$6,745,000	\$6,745,000	\$43,525,000	\$43,525,000
Debenture Debt (New Debt Only)	\$0	\$4,500,000	\$3,700,000	\$1,100,000	\$0	\$0	\$9,300,000	\$9,300,000
Equipment Replacement Fund	\$0	\$765,000	\$905,000	\$774,000	\$710,000	\$750,000	\$3,904,000	\$3,904,000
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	\$1,000,000	\$1,020,000	\$920,000	\$20,000	\$20,000	\$165,000	\$2,145,000	\$2,145,000
	\$8,065,000	\$20,440,000	\$13,415,000	\$9,884,000	\$7,475,000	\$7,660,000	\$58,874,000	\$58,874,000

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	2.670/2.680	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Regional Water Supply & JDF Water Distribution Combo							

EXPENDITURE

Buildings	\$20,000	\$160,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$480,000
Equipment	\$2,100,000	\$2,730,000	\$465,000	\$350,000	\$365,000	\$266,000	\$266,000	\$4,176,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$2,120,000	\$2,910,000	\$565,000	\$450,000	\$465,000	\$366,000	\$366,000	\$4,756,000

SOURCE OF FUNDS

Capital Funds on Hand	\$2,120,000	\$2,910,000	\$565,000	\$450,000	\$465,000	\$366,000	\$366,000	\$4,756,000
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
	\$2,120,000	\$2,910,000	\$565,000	\$450,000	\$465,000	\$366,000	\$366,000	\$4,756,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 2.680

Service Name: JDF Water Distribution

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
INFRASTRUCTURE ENGINEERING AND OPERATIONS													\$ -
Planning													\$ -
16-03	Renewal	Asset Management Plan	Combine past studies to plan out future capital expenditures.	\$ 300,000	S	WU	\$ 50,000	\$ 300,000		\$ -	\$ -	\$ -	\$ 300,000
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	\$ -	\$ -	\$ -	\$ -	\$ 120,000
													\$ -
Capital													\$ -
16-05	Renewal	Comprehensive Pump Station Upgrades (10 year Program)	Continue pump station condition assessments, plan and carry out upgrades.	\$ 5,000,000	S	WU	\$ 1,100,000	\$ 2,100,000	\$ 1,000,000	\$ 450,000	\$ -	\$ -	\$ 3,550,000
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	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 875,000
18-06	New	Disaster Response Plan for Water Supply and Distribution	Determine and supply response equipment for disaster response.	\$ 450,000	S	WU	\$ 80,000	\$ 130,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 330,000
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	\$ 750,000	\$ 500,000	\$ 500,000	\$ -		\$ 1,750,000
20-03	Replacement	AC Pipe Replacement Program	Replacement of aging asbestos cement pipe year over year as outlined in the May 2023 staff report. Replacement is expected to be phased until 2055 to replace all AC pipe in the distribution network.	\$ 140,000,000	S	WU	\$ 3,000,000	\$ 6,300,000	\$ 3,500,000	\$ 3,500,000	\$ 3,600,000	\$ 3,600,000	\$ 20,500,000
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	\$ 150,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000
21-02	Replacement	Sooke Rd - 2,200m of 600mm Pipe - VMP to Jacklin	Replacement of aged, large diameter water main from Jacklin Rd to VMP	\$ 4,000,000	S	WU	\$ 200,000	\$ 200,000	\$ 2,700,000	\$ 1,100,000	\$ -	\$ -	\$ 4,000,000
21-13	Replacement	SCADA Master Plan Update & Upgrades	Update the SCADA Master Plan in conjunction with the RWS, Saanich Peninsula and Core Area infrastructure.	\$ 1,900,000	S	WU	\$ 900,000	\$ 900,000	\$ 600,000	\$ 300,000	\$ -	\$ -	\$ 1,800,000
22-01	New	East Sooke Interconnect Water Main	Construction approximately 430 m of watermain for system improvements.	\$ 850,000	S	WU	\$ 460,000	\$ 810,000	\$ -	\$ -	\$ -	\$ -	\$ 810,000
22-02	New	Microwave Radio Upgrades	Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure	\$ 550,000	S	WU	\$ 130,000	\$ 230,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 430,000
24-01	New	Charters Road Watermain Replacement	Replacement of watermain on Charters Road as part of larger transportation project being undertaken by District of Sooke.	\$ 650,000	S	WU	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000
24-02	New	Hwy 14 Watermain Relocation	Relocation of CRD watermain in MOTI right of way. Project work to be bundled within MOTI's project.	\$ 2,000,000	S	WU	\$ -	\$ 2,000,000		\$ -	\$ -	\$ -	\$ 2,000,000
													\$ -
Sub-Total System Infrastructure Engineering and Operations				\$ 159,320,000			\$ 6,865,000	\$ 15,465,000	\$ 8,600,000	\$ 6,100,000	\$ 3,750,000	\$ 3,750,000	\$ 37,665,000

Service #: 2.680
 Service Name: JDF Water Distribution

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
													\$ -
CUSTOMER AND TECHNICAL SERVICES													\$ -
16-06	Replacement	Vehicle & equipment replacement (funding from replacement fund)	Vehicle and equipment replacement.	\$ 2,094,000	V	ERF	\$ -	\$ 765,000	\$ 905,000	\$ 774,000	\$ 710,000	\$ 750,000	\$ 3,904,000
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	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
													\$ -
Sub-Total Customer and Technical Services				\$ 2,294,000			\$ 200,000	\$ 965,000	\$ 905,000	\$ 774,000	\$ 710,000	\$ 750,000	\$ 4,104,000
													\$ -
ANNUAL PROVISIONAL ITEMS													\$ -
													\$ -
17-07	New	Site Decommissioning - General	Planning for decommissioning of unused sites.	\$ 50,000	S	WU	\$ -	\$ 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	\$ -	\$ 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	\$ -	\$ 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	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
17-15	Renewal	Distribution System Improvements	Unplanned distribution system improvements or decommissioning.	\$ 2,250,000	S	WU	\$ -	\$ 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	\$ -	\$ 65,000	\$ 65,000	\$ 65,000	\$ 70,000	\$ 70,000	\$ 335,000
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	\$ -	\$ 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	\$ -	\$ 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	\$ -	\$ 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	\$ -	\$ 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	\$ -	\$ 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.	\$ 1,200,000	S	WU	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
													\$ -
Sub-Total for Annual Provisional Items				\$ 338,353,000			\$ -	\$ 2,990,000	\$ 2,990,000	\$ 2,990,000	\$ 2,995,000	\$ 2,995,000	\$ 14,960,000

Service #: 2.680
 Service Name: JDF Water Distribution

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
													\$ -
DEVELOPMENT COST CHARGE (DCC)													\$ -
16-07	New	Update DCC Bylaw (Comprehensive Update in 2022)	Planned update of the DCC Bylaw.	\$ 295,000	S	Res	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 165,000	\$ 245,000
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	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
25-02	New	Throup Road Watermain Installation	Future budget to install new watermain along Throup Road when District of Sooke completes connector road.	\$ 900,000	S	Res	\$ -		\$ 900,000	\$ -	\$ -	\$ -	\$ 900,000
													\$ -
Sub-Total for Development Cost Charges (DCC)				\$ 2,195,000			\$ 1,000,000	\$ 1,020,000	\$ 920,000	\$ 20,000	\$ 20,000	\$ 165,000	\$ 2,145,000
													\$ -
GRAND TOTAL				\$ 502,162,000			\$ 8,065,000	\$ 20,440,000	\$ 13,415,000	\$ 9,884,000	\$ 7,475,000	\$ 7,660,000	\$ 58,874,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 2.670/2.680

Service Name: Regional Water Supply & JDF Water Distribution Combo

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION													
16-01	Renewal	Upgrades to Buildings at 479 Island Highway	Maintenance and changes to buildings and office layouts.	\$ 320,000	B	WU	\$ 20,000	\$ 160,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 480,000
17-01	Renewal	Voice Radio Upgrade	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.	\$ 2,395,000	E	WU	\$ 2,100,000	\$ 2,300,000	\$ -	\$ -	\$ -		\$ 2,300,000
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24-01	Replacement	IT Core Infrastructure Replacement	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life	\$ 250,000	E	WU	\$ -	\$ 80,000	\$ 125,000	\$ 10,000	\$ 25,000	\$ 6,000	\$ 246,000
Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution				\$ 3,195,000			\$ 2,120,000	\$ 2,540,000	\$ 205,000	\$ 90,000	\$ 105,000	\$ 86,000	\$ 3,026,000
ANNUAL PROVISIONAL CAPITAL ITEMS													
17-03	Replacement	Office Equipment, Upgrades and Replacements	Upgrade and replacement of office equipment as required.	\$ 225,000	E	WU	\$ -	\$ 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	\$ -	\$ 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.	\$ 150,000	E	WU	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
17-06	Replacement	Small Equipment & Tool Replacement (Water Operations)	Replacement of tools and small equipment for Water Operations as required.	\$ 400,000	E	WU	\$ -	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000		\$ 320,000
17-07	Replacement	Small Equipment & Tool Replacement (Corporate Fleet)	Replacement of tools and small equipment for Fleet as required.	\$ 85,000	E	WU	\$ -	\$ 25,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 85,000
24-02	Study	Capital Projects Delivery Optimization	Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects.	\$ 100,000	S	WU	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Sub-Total for Annual Provisional Capital Items				\$ 1,650,000			\$ -	\$ 370,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 280,000	\$ 1,730,000
x			GRAND TOTAL	\$ 4,845,000			\$ 2,120,000	\$ 2,910,000	\$ 565,000	\$ 450,000	\$ 465,000	\$ 366,000	\$ 4,756,000

Service: **2.680** **JDF Water Distribution**

Project Number 18-03 **Capital Project Title** JDF Site Decommissioning Program **Capital Project Description** Decommissioning of facilities that are no longer in use based on preliminary work from Annual Provisional

Project Rationale Numerous pump station and PRV facilities have been made redundant or have been decommissioned within the JDF system. Sites have been identified as part of the annual provisional project and funds are required to complete decommission of the sites and then demolish them. In 2021 the Treanor pump station demolition was carried out. The Townsview PS and Tank started planning in 2021 and will continue through 2023.

Project Number 18-06 **Capital Project Title** Disaster Response Plan for Water Supply and Distribution **Capital Project Description** Determine and supply response equipment for disaster response.

Project Rationale Proposed work includes developing a response plan to disasters to the Juan de Fuca water supply or distribution system. Funds are required to procure equipment and carry out works developed the in 2018 plan in conjunction with the Regional Water Supply disaster response Plan.

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.

Service: **2.680** **JDF Water Distribution**

Project Number	20-03	Capital Project Title	AC Pipe Replacement Program	Capital Project Description	Replacement of aging asbestos cement pipe year over year as outlined in the May 2023 staff report. Replacement is expected to be phased until 2055 to replace all AC pipe in the distribution network.
Project Rationale	As identified most recently in the May 2023 Staff Report, this AC Replacement Program is anticipated to continue until all AC pipe in the distribution system has been replaced. Current target deadline for complete replacement is 2055.				

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 were utilized to complete design of the two new meters that will allow for construction of the meters while maintaining service. VGH Meter Replacement was completed in 2023 by CRD forces and VGH will be completed in 2024.				

Project Number	21-02	Capital Project Title	Sooke Rd - 2,200m of 600mm Pipe - VMP to Jacklin	Capital Project Description	Replacement of aged, large diameter water main from Jacklin Rd to VMP
Project Rationale	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.				

Service: 2.680 JDF Water Distribution

Project Number 21-13 **Capital Project Title** SCADA Master Plan Update & Upgrades **Capital Project Description** Update the SCADA Master Plan in conjunction with the RWS, Saanich Peninsula and Core Area infrastructure.

Project Rationale The SCADA and radio system utilized by JDF Water System comprises of components ranging from 2-25 years in age. A planned replacement of assets, to be coordinated with the Regional Water Supply and Saanich Peninsula Water & Wastewater Systems is required to create a more resilient and cohesive communications system

Project Number 22-01 **Capital Project Title** East Sooke Interconnect Water Main **Capital Project Description** Construction approximately 430 m of watermain for system improvements.

Project Rationale 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.

Project Number 22-02 **Capital Project Title** Microwave Radio Upgrades **Capital Project Description** Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure

Project Rationale Installation of high-bandwidth microwave radio infrastructure to accommodate CRD infrastructure

Project Number 24-01 **Capital Project Title** Charters Road Watermain Replacement **Capital Project Description** Replacement of watermain on Charters Road as part of larger transportation project being undertaken by District of Sooke.

Project Rationale Roads project being completed by District of Sooke with Sooke's contractor replacing CRD AC watermain, as agreed to between CRD and Sooke by Memorandum of Understanding.

Service: 2.680 JDF Water Distribution

Project Number 24-02 **Capital Project Title** Hwy 14 Watermain Relocation **Capital Project Description** Relocation of CRD watermain in MOTI right of way. Project work to be bundled within MOTI's project.

Project Rationale Relocation of watermains in vicinity Hwy 14 and Idlemore Road. MOTI to manage transportation project with CRD to fund the portion of watermain relocation.

Project Number 16-06 **Capital Project Title** Vehicle & equipment replacement (funding from replacement fund) **Capital Project Description** Vehicle and equipment replacement.

Project Rationale This is for the replacement of vehicles and equipment used by CRD Integrated Water Services for the day-to-day operation and maintenance of the Juan De Fuca distribution system. These replacements are funded from the Juan De Fuca Vehicle and Equipment Replacement Fund.

Project Number 23-02 **Capital Project Title** Vehicle to support the meter replacement program **Capital Project Description** Purchase of a Transit Van equipped with tools and equipment to support the meter replacement program

Project Rationale 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.

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.

Service: 2.680 JDF Water Distribution

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.

Project Number 17-15 **Capital Project Title** Distribution System Improvements **Capital Project Description** Unplanned distribution system improvements or decommissioning.

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.

Service: 2.680 JDF Water Distribution

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.

Project Number 21-05 **Capital Project Title** Pump Station Equipment Replacements **Capital Project Description** Unplanned pump station repairs and equipment replacement

Project Rationale This is an annual provision for unplanned pump station repairs and equipment replacement.

Project Number 21-06 **Capital Project Title** SCADA Equipment Replacement **Capital Project Description** Unplanned replacement of SCADA and electrical equipment.

Project Rationale This is an annual provision for unplanned SCADA and electrical equipment replacement.

Project Number 21-07 **Capital Project Title** Reservoir Equipment Replacement **Capital Project Description** Replacement or repairs to components at reservoir sites.

Project Rationale This is an annual provisional for unplanned replacement of equipment, such as safety devices and mechanical fittings, at reservoir sites.

Project Number 21-09 **Capital Project Title** Valve Replacement **Capital Project Description** Unplanned replacement and repair of isolation and line valves, air valves, and pressure control valves.

Project Rationale This is an annual provisional for unplanned replacement of valves, including air valves and check valves.

Service: **2.680** **JDF Water Distribution**

Project Number 16-07 **Capital Project Title** Update DCC Bylaw (Comprehensive Update in 2022) **Capital Project Description** Planned update of the DCC Bylaw.

Project Rationale 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.

Project Number 21-01 **Capital Project Title** Sooke Henlyn Supply & Distribution Mains **Capital Project Description** Construction of water mains based upon development predictions from the Helgesen Pump Station westwards.

Project Rationale Proposed work includes the continued installation of the supply and distribution water mains connected to the Helgesen pump station which was previously constructed in 2011 as part of the DCC program. The supply and distribution water mains will continue west as development proceeds towards the proposed Henlyn Tank.

Project Number 25-02 **Capital Project Title** Throup Road Watermain Installation **Capital Project Description** Future budget to install new watermain along Throup Road when District of Sooke completes connector road.

Project Rationale Budget allocated for future collaboration works to align with Sooke's Throup Road connector project. Schedule to be driven by District of Sooke project.

Service: **2.670/2.680** **Regional Water Supply & JdF Water Distribution Combo**

Project Number	16-01	Capital Project Title	Upgrades to Buildings at 479 Island Highway	Capital Project Description	Maintenance and changes to buildings and office layouts.
Project Rationale	<p>The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway:</p> <ul style="list-style-type: none"> • Improvements,Repairs, upgrades and changes to the buildings (provisional \$45,000) • Painting of the buildings. (provisional \$20,000 annually) • Repair and replacement of carpets, floors and walls. (provisional \$40,000 annually) • Climate Action initiatives and feasibility studies (\$55,000) 				

Project Number	17-01	Capital Project Title	Voice Radio Upgrade	Capital Project Description	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.
Project Rationale	<p>Service Life and projected replacement:</p> <ul style="list-style-type: none"> • The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005. • The present radio models used in the system have just been taken out of production by the manufacturer, there will be no new units available for purchase as of July 1, 2015. • Support for repairs and maintenance of the present radio will continue for the next 3 years at least. • There are no pressing issues with equipment maintenance or repairs, present repair rates suggest we can maintain the system for the next few years, and perhaps reach a 12-15 year lifespan on the present equipment. 				

Project Number	20-01	Capital Project Title	Portable Pump Station	Capital Project Description	Portable pump station and generator to provide backup when a pump station is offline, in construction or to bypass a section of pipe.
Project Rationale	<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 with a generator is required to maintain the level of service. Portable PS was delivered in 2023 but some deficiencies, including the associated generator remain and may carry into 2024 to fully address.</p>				

Service: **2.670/2.680** **Regional Water Supply & JDF Water Distribution Combo**

Project Number	17-03	Capital Project Title	Office Equipment, Upgrades and Replacements	Capital Project Description	Upgrade and replacement of office equipment as required.
Project Rationale	Funds will be used for the replacement and upgrading of office equipment and furniture, as required.				

Project Number	17-04	Capital Project Title	Computer Upgrades	Capital Project Description	Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.
Project Rationale	<p>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.</p> <p>Capital Budget Network Switch Maintenance \$10,000 Additional Wireless Access Points and Maintenance \$15,000 Photocopier Replacement \$20,000 Additional Data Storage \$15,000 Replacement Computers \$75,000 Equipment Maintenance (contingency) \$23,000 Replace Access Control System - Gates/ Video Cameras \$12,000 Total Capital \$170,000</p>				

Project Number	17-05	Capital Project Title	Development of the Maintenance Management Systems	Capital Project Description	Develop maintenance management system.
Project Rationale	The maintenance management system needs further development to meet user needs and to facilitate reporting. It is proposed that funds be approved for the following projects:- Develop and Asset onboarding process and a fault code reporting process for the CMMS.				

Service: **2.670/2.680** **Regional Water Supply & JDF Water Distribution Combo**

Project Number	17-06	Capital Project Title	Small Equipment & Tool Replacement (Water Operations)	Capital Project Description	Replacement of tools and small equipment for Water Operations as required.
Project Rationale	Funds will be used for replacement of a variety of Operations and Welding equipment such as cutting saws, portable generators, gas detectors, Hilti drills, plasma cutter, wire welder, etc.				

Project Number	17-07	Capital Project Title	Small Equipment & Tool Replacement (Corporate Fleet)	Capital Project Description	Replacement of tools and small equipment for Fleet as required.
Project Rationale	Funds will be used for replacement of a variety of Fleet small equipment and tools as required. This includes provision to replace the Vehicle OBD reader for reading engine codes and the shop air compressor.				

Project Number	24-01	Capital Project Title	IT Core Infrastructure Replacement	Capital Project Description	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life
Project Rationale	Ongoing end of life replacement program for IT Core Infrastructure, including servers, network switches, UPS', and other equipment.				

Service: **2.670/2.680** **Regional Water Supply & JDF Water Distribution Combo**

Project Number	24-02	Capital Project Title	Capital Projects Delivery Optimization	Capital Project Description	Ongoing internal improvement of templates, tools and processes used in the delivery of capital projects.
Project Rationale	Ongoing program for small scale optimization of project delivery methods and tools.				

**2.680 Juan de Fuca Water Distribution
Summary Schedule
2024 - 2028 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

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
DCC Reserve Account	11,517,005	13,497,005	15,577,005	18,557,005	21,537,005	24,372,005
Equipment Replacement Fund	373,246	370,503	256,710	212,376	230,713	223,487
Total	11,967,857	13,945,116	15,911,325	18,846,993	21,845,332	24,673,108

**2.680 Juan de Fuca Water Distribution
Development Cost Charges
2024 - 2028 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

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	12,217,005	11,517,005	13,497,005	15,577,005	18,557,005	21,537,005
Transfer to Cap Fund to fund DCC projects	(4,000,000)	(1,020,000)	(920,000)	(20,000)	(20,000)	(165,000)
Payment of P&I on LA 3164	-	-	-	-	-	-
Payment of DCC liability						
DCC's received From Member Municipalities	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Interest Income*	300,000					
Ending Balance \$	11,517,005	13,497,005	15,577,005	18,557,005	21,537,005	24,372,005

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
2024 - 2028 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

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	872,739	373,246	370,503	256,710	212,376	230,713
Equipment purchases (Based on Capital Plan)	(1,287,000)	(765,000)	(905,000)	(774,000)	(710,000)	(750,000)
Transfer from Operating Budget	589,457	647,507	655,457	613,566	621,837	630,274
Proceeds on disposals	193,050	114,750	135,750	116,100	106,500	112,500
Interest Income*	5,000					
Ending Balance \$	373,246	370,503	256,710	212,376	230,713	223,487

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

2024 BUDGET

Florence Lake Water System

COMMITTEE OF THE WHOLE

OCTOBER 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:

Only the City of Langford includes a participating area for this service

MAXIMUM LEVY:

Greater of \$75,000 or \$6.3298 per \$1,000 of actual assessments

MAXIMUM CAPITAL DEBT:

Authorized: LA Bylaw No. 4394 Florence Lake Water System	2021	\$300,000
Borrowed:	2023	<u>\$204,000</u>
Remaining:		<u><u>\$96,000</u></u>

COMMISSION:

Juan De Fuca Water Distribution

FUNDING:

Parcel Tax

RESERVE FUND:

N/A

2.681 - Florence Lake Water System	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
DEBT SERVICING										
Debt Reserve Fund	2,040	2,040	-	-	-	-	-	-	-	-
Accrued Debt Charges	1,785	1,785	-	-	-	-	-	-	-	-
MFA Principal Payment	-	-	10,572	-	-	10,572	10,572	10,572	10,572	10,572
MFA Interest Payment	7,446	7,765	8,466	-	-	8,466	8,466	8,466	8,466	8,466
Deficit carryforward	4,278	3,959	319	-	-	319	-	-	-	-
Grant in Lieu	(37)	(37)	(37)	-	-	(37)	(37)	(37)	(37)	(37)
TOTAL DEBT	15,512	15,512	19,320	-	-	19,320	19,001	19,001	19,001	19,001
REQUISITION - PARCEL TAX	(15,512)	(15,512)	(19,320)	-	-	(19,320)	(19,001)	(19,001)	(19,001)	(19,001)
Percentage increase over prior year Requisition			24.5%			24.5%	-1.7%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Seagirt Water System

COMMITTEE OF THE WHOLE

OCTOBER 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 Electoral Area

MAXIMUM LEVY:

Greater of \$320,000 or \$3.4824 per \$1,000 of actual assessments

MAXIMUM CAPITAL DEBT:

Authorized: LA Bylaw No. 4488 Seagirt Water System	2022	\$2,100,000
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COMMISSION:

Juan De Fuca Water Distribution

FUNDING:

Parcel Tax

RESERVE FUND:

N/A

Program Group:
CRD - Seagirt Water System
- \$2.35M Water System Upgrade

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>DEBT</u>										
Advertising		51								
Debt Reserve Fund	-	-	20,000	-	-	20,000	-	-	-	-
MFA Principal Payment	-	-	-	-	-	-	58,552	58,552	58,552	58,552
MFA Interest Payment	97,650	-	94,767	-	-	94,767	88,000	88,000	88,000	88,000
Transfer to Capital Fund		97,599	-			-	-	-		
TOTAL DEBT	97,650	97,650	114,767	-	-	114,767	146,552	146,552	146,552	146,552
REQUISITION - PARCEL TAX	(97,650)	(97,650)	(114,767)	-	-	(114,767)	(146,552)	(146,552)	(146,552)	(146,552)
Percentage increase over prior year Requisition						17.5%	27.7%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	2.682							
	Seagirt Water System	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL

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	\$2,250,000	\$2,250,000	\$0	\$0	\$0	\$0	\$0	\$2,250,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$2,250,000	\$2,250,000	\$0	\$0	\$0	\$0	\$0	\$2,250,000

SOURCE OF FUNDS

Capital Funds on Hand	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
Debenture Debt (New Debt Only)	\$2,000,000	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$2,000,000
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
	\$2,250,000	\$2,250,000	\$0	\$0	\$0	\$0	\$0	\$2,250,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 2.682

Service Name: Seagirt Water System

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
23-03	New	Seagirt Watermain Extension	Upgrade of Seagirt water distribution system	\$ 2,350,000	S	Debt	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ -		\$ 2,000,000
23-03	New	Seagirt Watermain Extension	Upgrade of Seagirt water distribution system		S	WU	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -		\$ 250,000
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 2,350,000			\$ 2,250,000	\$ 2,250,000	\$ -	\$ -	\$ -	\$ -	\$ 2,250,000

Service: **2.682** **Seagirt Water System**

Project Number	Capital Project Title	Capital Project Description
23-03	Seagirt Watermain Extension	Upgrade of Seagirt water distribution system
Project Rationale	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

2024 BUDGET

Core Area Wastewater - Combined View

COMMITTEE OF THE WHOLE

OCTOBER 2023

**3.717 & 3.798C - Core Area Wastewater
Combined Summary**

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
3.717 - OPERATING COSTS:										
Allocation - IWS Operations	6,678,256	6,675,628	7,348,647	-	-	7,348,647	7,495,658	7,645,612	7,793,049	7,948,958
Allocation - Overhead	2,243,336	2,243,336	2,441,121	-	-	2,441,121	2,489,944	2,539,743	2,590,537	2,642,348
Allocation - EPRO, Engineer	4,512,541	4,526,709	4,290,037	421,464	-	4,711,501	4,806,004	4,902,405	5,000,729	5,101,044
RTF Operations and Biotreatment and Disposal	8,779,800	8,779,800	7,646,376	-	-	7,646,376	7,799,304	7,955,290	8,114,395	8,276,683
Operating - Other	2,074,560	2,060,056	2,214,275	-	-	2,214,275	2,275,020	2,337,771	2,402,651	2,469,772
Repairs & Maintenance	1,230,040	1,210,840	1,264,873	-	-	1,264,873	1,665,168	1,395,962	1,572,277	1,394,107
Electricity & Utilities	3,634,243	3,268,281	3,436,258	-	-	3,436,258	3,504,983	3,575,086	3,646,584	3,719,522
Supplies - Chemical & Other	3,512,240	3,715,700	4,359,080	-	-	4,359,080	4,446,262	4,535,165	4,625,890	4,718,386
TOTAL OPERATING COSTS	32,665,016	32,480,351	33,000,667	421,464	-	33,422,131	34,482,343	34,887,034	35,746,113	36,270,820
*Percentage Increase over prior year	29,635,016	-0.57%	1.03%	1.29%	0.00%	2.32%	3.17%	1.17%	2.46%	1.47%
3.717 - RESERVE:										
Transfer to Operating Reserve	600,000	784,665	700,000	-	-	700,000	700,000	800,000	900,000	900,000
Transfer to Equipment Replacement Fund	500,000	500,000	-	-	-	-	-	400,000	500,000	600,000
3.798C - CAPITAL OBLIGATION										
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
3.798C - RESERVE:										
Transfer to Capital Replacement Reserve	3,121,119	3,121,119	2,121,119	-	-	2,121,119	3,121,119	3,121,119	3,121,119	4,121,119
Transfer to WTP Debt Retirement Reserve	5,037,525	5,037,525	5,346,360	-	-	5,346,360	5,418,160	5,489,960	5,561,760	5,633,560
TOTAL CAPITAL / RESERVES	14,788,389	14,973,054	13,697,224	-	-	13,697,224	14,769,024	15,340,824	15,612,624	16,784,424
CAWTP Debt	7,109,313	7,303,243	6,656,190	-	-	6,656,190	6,584,440	6,512,690	6,440,940	6,369,190
CAWW Debt	213,930	20,000	1,207,412	-	-	1,207,412	2,607,391	4,504,669	5,458,917	6,256,730
3.798C - Total Debt Expenditures	7,323,243	7,323,243	7,863,602	-	-	7,863,602	9,191,831	11,017,359	11,899,857	12,625,920
MFA Debt Reserve	192,660	192,660	171,575	-	-	171,575	157,935	230,935	120,485	98,860
Debt Repayment	4,341,430	4,341,430	-	-	-	-	-	-	-	10,283,553
TOTAL COSTS	59,310,738	59,310,738	54,733,068	421,464	-	55,154,532	58,601,133	61,476,152	63,379,079	76,063,577
*Percentage Increase over prior year		0.00%	-7.72%	0.71%	0.00%	-7.01%	6.25%	4.91%	3.10%	20.01%
Internal Recoveries	(208,080)	(208,080)	(212,240)	-	-	(212,240)	(216,480)	(220,810)	(225,226)	(229,731)
TOTAL COSTS LESS INTERNAL RECOVERIES	59,102,658	59,102,658	54,520,828	421,464	-	54,942,292	58,384,653	61,255,342	63,153,853	75,833,846
*Percentage Increase over prior year		0.00%								
FUNDING SOURCES (REVENUE)										
Surplus Balance carry forward	-	-	-	-	-	-	-	-	-	-
Transfer from Own funds	(4,341,430)	(4,341,430)	-	-	-	-	(0)	(0)	(0)	(10,283,553)
Grants in Lieu of Taxes	(1,274,844)	(1,274,844)	(1,275,160)	-	-	(1,275,160)	(1,275,160)	(1,275,160)	(1,275,160)	(1,275,160)
Transfer from Operating Reserve	(4,091,204)	(4,091,204)	(400,000)	-	-	(400,000)	(375,000)	(80,000)	(230,000)	(25,000)
Revenue - Other	(165,158)	(165,158)	(20,870)	-	-	(20,870)	(20,870)	(20,870)	(20,870)	(20,870)
TOTAL REVENUE	(9,872,636)	(9,872,636)	(1,696,030)	-	-	(1,696,030)	(1,671,030)	(1,376,030)	(1,526,030)	(11,604,583)
REQUISITION	(49,230,022)	(49,230,022)	(52,824,798)	(421,464)	-	(53,246,262)	(56,713,623)	(59,879,311)	(61,627,822)	(64,229,263)
*Percentage increase over prior year		0.00%	7.30%	0.86%	0.00%	8.16%	6.51%	5.58%	2.92%	4.22%
PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich, View Royal, Colwood, Langford, Esquimalt FN, Songhees FN										

Change in Budget 2023 to 2024

Service: 3.717 & 3.798C Core Area Wastewater

Total Expenditure

Comments

2023 Budget

59,310,738

Change in Salaries:

Base salary change	-	Inclusive of estimated collective agreement changes
Step increase/paygrade change	-	
Other (explain as necessary)	-	
Total Change in Salaries	-	

Other Changes:

Operations

Supplies - Chemical & Other	846,840	Over 20% increase to chemical cost and increase frequency of carbon media replacement to reduce odours
Allocation - IWS Operations	670,391	Labour allocations from Inflationary lifts, reflecting staff safety and administration for Core Area
RTF Operations	375,000	HRMG operating costs and RTF insurance expense
Allocation - Standard Overhead	197,785	Standard overhead
Allocation - Other	198,960	Inflationary increases for Enviro Monitoring & Marine Protection Programs, Infrastructure Engineering, Facilities Management etc.
Operating - Other	139,715	Inflationary increases for contract services, insurance and rentals, etc.
Repairs & Maintenance	34,833	Adjustment of budget to reflect operational requirements
Utilities	(197,985)	Adjustment to water and electricity based on understanding from ongoing operational experience
Biotreatment and Disposal	(1,508,424)	Cost reduced from short term biosolids management option
Reserve Transfers	(400,000)	Reducing contributions to reserves temporarily

Capital

CAWTP Debt Retirement	(4,341,430)	One-time early payout of debt related to the Core Area Wastewater Treatment Project (CAWTP) in 2023
Transfer to Capital Reserve	(1,000,000)	Reducing the reserve contribution in 2024 and reinstating it in the following years
CAWW Debt	947,397	Long-term debt financing starting in 2023. Bulk of new debt servicing costs begin in 2024
Transfer to Debt Reserve	(144,288)	One-time additional transfer in 2023, not in 2024
Other	25,000	Interest expense increases

Total Other Changes

(4,156,206)

2024 Budget

55,154,532

% expense increase from 2023:	-7.0%	Requisition funding is 96.9% of combined service revenue
% Requisition increase from 2023 (if applicable):	8.2%	

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

3.717 - Core Area Wastewater Operations

'There is a favourable variance of \$185k. A small surplus of 185k will be transferred to the Operating Reserve Fund at the end of 2023.'

3.798C - Debt - Core Area Wastewater Capital

Break-even

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Core Area Wastewater Operations

COMMITTEE OF THE WHOLE

OCTOBER 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:

Capital Regional District Sewer and Water Services Operating Reserve Fund Bylaw No. 4144 (Dec 14, 2016)

Service: 3.717 Core Area Wastewater Operations

Committee: Core Area Liquid Waste Management

COST SHARING ALLOCATION - ANNUAL FLOWS

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
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%		
	<u>100%</u>	<u>100%</u>	<u>100%</u>	<u>0%</u>	<u>0%</u>

3.717 - Core Area Wastewater Operations

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
OPERATING COSTS:										
Allocation - IWS Operations	6,678,256	6,675,628	7,348,647	-	-	7,348,647	7,495,658	7,645,612	7,793,049	7,948,958
Allocation - Standard Overhead	2,243,336	2,243,336	2,441,121	-	-	2,441,121	2,489,944	2,539,743	2,590,537	2,642,348
Allocation - Other	4,512,541	4,526,709	4,290,037	421,464	-	4,711,501	4,806,004	4,902,405	5,000,729	5,101,044
RTF Operations and Biotreatment and Disposal	8,779,800	8,779,800	7,646,376	-	-	7,646,376	7,799,304	7,955,290	8,114,395	8,276,683
Operating - Other	2,074,560	2,060,056	2,214,275	-	-	2,214,275	2,275,020	2,337,771	2,402,651	2,469,772
Repairs & Maintenance	1,230,040	1,210,840	1,264,873	-	-	1,264,873	1,665,168	1,395,962	1,572,277	1,394,107
Electricity & Utilities	3,634,243	3,268,281	3,436,258	-	-	3,436,258	3,504,983	3,575,086	3,646,584	3,719,522
Supplies - Chemical & Other	3,512,240	3,715,700	4,359,080	-	-	4,359,080	4,446,262	4,535,165	4,625,890	4,718,386
TOTAL OPERATING COSTS	32,665,016	32,480,351	33,000,667	421,464	-	33,422,131	34,482,343	34,887,034	35,746,113	36,270,820
*Percentage Increase over prior year		-0.57%	1.03%	1.29%	0.00%	2.32%	3.17%	1.17%	2.46%	1.47%
RESERVE:										
Transfer to Operating Reserve	600,000	600,000	700,000	-	-	700,000	700,000	800,000	900,000	900,000
Transfer to Equipment Replacement Fund	500,000	500,000	-	-	-	-	-	400,000	500,000	600,000
TOTAL RESERVES	1,100,000	1,100,000	700,000	-	-	700,000	700,000	1,200,000	1,400,000	1,500,000
TOTAL COSTS	33,765,016	33,580,351	33,700,667	421,464	-	34,122,131	35,182,343	36,087,034	37,146,113	37,770,820
*Percentage Increase over prior year		-0.55%	-0.19%	1.25%	0.00%	1.06%	3.11%	2.57%	2.93%	1.68%
Internal Recoveries	(208,080)	(208,080)	(212,240)	-	-	(212,240)	(216,480)	(220,810)	(225,226)	(229,731)
OPERATING COSTS LESS INTERNAL RECOVERIES	33,556,936	33,372,271	33,488,427	421,464	-	33,909,891	34,965,863	35,866,224	36,920,887	37,541,089
*Percentage Increase over prior year		-0.55%	-0.20%	1.26%	0.00%	1.05%	3.11%	2.57%	2.94%	1.68%
REVENUE:										
Balance C/F from 2022 to 2023	-	-	-	-	-	-	-	-	-	-
Estimated Balance C/F from 2023 to 2024	-	184,665	-	-	-	-	(0)	(0)	(0)	(0)
Grants in Lieu of Taxes	(700,895)	(700,895)	(700,895)	-	-	(700,895)	(700,895)	(700,895)	(700,895)	(700,895)
Transfer from Operating Reserve	(4,091,204)	(4,091,204)	(400,000)	-	-	(400,000)	(375,000)	(80,000)	(230,000)	(25,000)
TOTAL REVENUE	(4,792,099)	(4,607,434)	(1,100,895)	-	-	(1,100,895)	(1,075,895)	(780,895)	(930,895)	(725,895)
REQUISITION	(28,764,837)	(28,764,837)	(32,387,532)	(421,464)	-	(32,808,996)	(33,889,968)	(35,085,328)	(35,989,991)	(36,815,193)
*Percentage increase over prior year		0.00%	12.59%	1.47%	0.00%	14.06%	3.29%	3.53%	2.58%	2.29%
PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich, View Royal, Colwood, Langford, Esquimalt FN, Songhees FN										

Change in Budget 2023 to 2024			
Service:	3.717 Core Area Wastewater Operations	Total Expenditure	Comments
2023 Budget		33,765,016	
Change in Salaries:			
	Base salary change	-	
	Step increase/paygrade change	-	
	Other (explain as necessary)	-	
	Total Change in Salaries	-	
Other Changes:			
	Supplies - Chemical & Other	846,840	Over 20% increase to chemical cost and increase frequency of carbon media replacement to reduce odours
	Allocation - IWS Operations	670,391	Labour allocations from inflationary lifts, reflecting staff safety and administration for Core Area
	RTF Operations	375,000	HRMG operating costs and RTF insurance expense
	Allocation - Standard Overhead	197,785	Standard overhead
	Allocation - Other	198,960	Inflationary increases for Enviro Monitoring & Marine Protection Programs, Infrastructure Engineering, Facilities Management etc.
	Operating - Other	139,715	Inflationary increases for contract services, insurance and rentals, etc.
	Repairs & Maintenance	34,833	Adjustment of budget to reflect operational requirements
	Utilities	(197,985)	Adjustment to water and electricity based on understanding from ongoing operational experience
	Biotreatment and Disposal	(1,508,424)	Cost reduced from short term biosolids management option
	Reserve Transfers	(400,000)	Reducing contributions to reserves temporarily
	Total Other Changes	357,115	
2024 Budget		34,122,131	
Summary of % Expense Increase			
	Labour Allocation	2.0%	
	Reduction capital transfers	-1.2%	
	Support Services	0.6%	
	Balance of increase	-0.3%	
	% expense increase from 2023:	1.1%	
	% Requisition increase from 2023 (if applicable):	14.06%	Requisition funding is 96.8% of service revenue

Overall 2023 Budget Performance
(expected variance to budget and surplus treatment)

There is a favourable variance of \$185k. A small surplus of 185k will be transferred to the Operating Reserve Fund at the end of 2023.

**3.717 Core Area Wastewater Operations Asset and Reserve Summary
 Summary Schedule
 2024 - 2028 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

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Core Area Operating Reserve Fund	2,091,116	2,407,179	2,748,242	3,484,305	4,170,368	5,061,431
RTF & EPRO Operating Reserve Fund	5,494,238	5,538,175	5,582,112	5,626,049	5,669,986	5,713,923
Host Community Impact Fee till 2045 -Closing CAWTP project	1,600,000					
Equipment Replacement Fund	6,243,369	5,438,369	4,738,369	4,738,369	4,488,369	4,688,369
Total	15,428,723	13,383,723	13,068,723	13,848,723	14,328,723	15,463,723

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	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Core Area Beginning Balance	5,328,380	2,091,116	2,407,179	2,748,242	3,484,305	4,170,368
Planned Purchase	(4,091,204)	(400,000)	(375,000)	(80,000)	(230,000)	(25,000)
Transfer from Ops Budget	600,000	700,000	700,000	800,000	900,000	900,000
Transfer from Year End Surplus	184,665					
Interest Income	69,276	16,063	16,063	16,063	16,063	16,063
Year End Balance	2,091,116	2,407,179	2,748,242	3,484,305	4,170,368	5,061,431
Host Community Impact Fee till 2045 -transfer YE 2023	1,600,000					
RTF & EPRO Beginning Balance	5,304,747	5,494,238	5,538,175	5,582,112	5,626,049	5,669,986
Planned Purchase	-	-	-	-	-	-
Interest Income	189,490	43,937	43,937	43,937	43,937	43,937
Year End Balance	5,494,238	5,538,175	5,582,112	5,626,049	5,669,986	5,713,923
Total projected year end balance	9,185,354	7,945,354	8,330,354	9,110,354	9,840,354	10,775,354

Assumptions/Background:

Cyclical maintenance reserve account with funding for Outfall Inspection, 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

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	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	6,394,785	6,243,369	5,438,369	4,738,369	4,738,369	4,488,369
Planned Purchase (Based on Capital Plan)	(700,000)	(805,000)	(700,000)	(400,000)	(750,000)	(400,000)
Transfer IN (from Ops Budget)	500,000	-	-	400,000	500,000	600,000
Interest Income*	48,584					
Ending Balance \$	6,243,369	5,438,369	4,738,369	4,738,369	4,488,369	4,688,369

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

2024 BUDGET

Debt - Core Area Wastewater Capital

COMMITTEE OF THE WHOLE

OCTOBER 2023

DEFINITION:

Infrastructure improvements and capital work to all wastewater functions of the Capital Regional District.

PARTICIPATION:

Cost apportionment is based on capacity allocated to each participant.

MAXIMUM LEVY:

N/A

MAXIMUM CAPITAL DEBT:

		<u>Authorized</u>	<u>Borrowed</u>	<u>Remaining</u>
Authorized:	LA Bylaw 3887	\$ 100,000,000	\$ 6,100,000	93,900,000
	LA Bylaw 4204	665,000,000	95,000,000	570,000,000
	LA Bylaw 4374	22,700,000	10,470,000	12,230,000
	LA Bylaw 4375	34,300,000	-	34,300,000
Remaining:		\$ 822,000,000	\$ 111,570,000	\$ 710,430,000

CORE AREA WASTEWATER TREATMENT PLANT

<u>Location</u>	<u>Allocation of Debt Servicing Costs</u>
Colwood	3.30%
Esquimalt	6.71%
DND	0.40%
Langford	10.10%
Oak Bay	9.91%
Saanich	28.06%
Victoria	38.40%
View Royal	2.30%
Esquimalt Nation	0.08%
Songhees Nation	0.74%
Total	100.00%

FUNDING:

Requisition

3.798C - Debt - Core Area Wastewater Capital

	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2024 ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
CAPITAL / RESERVE										
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	3,121,119	2,121,119	-	-	2,121,119	3,121,119	3,121,119	3,121,119	4,121,119
Transfer to WTP Debt Retirement Reserve	5,037,525	5,037,525	5,346,360	-	-	5,346,360	5,418,160	5,489,960	5,561,760	5,633,560
TOTAL CAPITAL / RESERVES	13,688,389	13,688,389	12,997,224	-	-	12,997,224	14,069,024	14,140,824	14,212,624	15,284,424
CAWTP Debt	7,109,313	7,303,243	6,656,190	-	-	6,656,190	6,584,440	6,512,690	6,440,940	6,369,190
CAWW Debt	213,930	20,000	1,207,412	-	-	1,207,412	2,607,391	4,504,669	5,458,917	6,256,730
<u>Total Debt Expenditures</u>	<u>7,323,243</u>	<u>7,323,243</u>	<u>7,863,602</u>	<u>-</u>	<u>-</u>	<u>7,863,602</u>	<u>9,191,831</u>	<u>11,017,359</u>	<u>11,899,857</u>	<u>12,625,920</u>
MFA Debt Reserve	192,660	192,660	171,575	-	-	171,575	157,935	230,935	120,485	98,860
Debt Repayment	4,341,430	4,341,430								10,283,553
TOTAL OPERATING COSTS	25,545,722	25,545,722	21,032,401	-	-	21,032,401	23,418,790	25,389,118	26,232,966	38,292,757
*Percentage Increase over prior year			-17.67%			-17.67%	11.35%	8.41%	3.32%	45.97%
FUNDING SOURCES (REVENUE)										
Surplus / (Deficit)										
Surplus Balance carry forward	-	-	-	-	-	-	-	-	-	-
Transfer from Own funds	-	-	-	-	-	-	-	-	-	-
Transfer from Reserve	(4,341,430)	(4,341,430)	-	-	-	-	-	-	-	(10,283,553)
Grants in Lieu of Taxes	(573,949)	(573,949)	(574,265)	-	-	(574,265)	(574,265)	(574,265)	(574,265)	(574,265)
Revenue - Interest and Debt Reserve	(165,158)	(165,158)	(20,870)	-	-	(20,870)	(20,870)	(20,870)	(20,870)	(20,870)
TOTAL REVENUE	(5,080,537)	(5,080,537)	(595,135)	-	-	(595,135)	(595,135)	(595,135)	(595,135)	(10,878,688)
REQUISITION	(20,465,185)	(20,465,185)	(20,437,266)	-	-	(20,437,266)	(22,823,655)	(24,793,983)	(25,637,831)	(27,414,069)
*Percentage increase over prior year			-0.14%			-0.14%	11.68%	8.63%	3.40%	6.93%
PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich View Royal, Colwood, Langford, Esquimalt FN, Songhees FN										

Change in Budget 2023 to 2024

Service: 3.798C Debt-Core Area Wastewater Capital

Total Expenditure

Comments

2023 Budget

25,545,722

Change in Salaries:

Base salary change	-
Step increase/paygrade change	-
Other (explain as necessary)	-
Total Change in Salaries	-

Other Changes:

Debt Retirement	(4,341,430)	One-time early payout of debt related to the Core Area Wastewater Treatment Project (CAWTP) in 2023
Transfer to Capital Reserve	(1,000,000)	Reducing reserve contribution in 2024 and adding it back in the subsequent year
CAWW Debt	947,397	Long-term debt financing starting in 2023. Bulk of new debt servicing costs begin in 2024
Transfer to Debt Reserve	(144,288)	One-time additional transfer in 2023, not in 2024
Other	25,000	Interest expense increases
Total Other Changes	(4,513,321)	

2024 Budget

21,032,401

<i>% Reduce Reserve Transfer</i>	<i>-4.48%</i>
<i>% Increase CAWW Debt</i>	<i>3.81%</i>
<i>% expense increase from 2023:</i>	<i>-0.67%</i>
<i>% Requisition increase from 2023 (if applicable):</i>	<i>-0.14%</i>

Requisition funding is 97.2% of service revenue

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

Breakeven

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	3.798C	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Debt - Core Area Wastewater Treatr							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$300,000	\$550,000	\$0	\$0	\$0	\$0	\$0	\$550,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$6,465,000	\$32,270,000	\$16,300,000	\$7,475,000	\$12,025,000	\$12,150,000		\$80,220,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$6,765,000	\$32,820,000	\$16,300,000	\$7,475,000	\$12,025,000	\$12,150,000		\$80,770,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$5,665,000	\$28,565,000	\$14,600,000	\$6,075,000	\$10,275,000	\$10,750,000		\$70,265,000
Equipment Replacement Fund	\$400,000	\$805,000	\$700,000	\$400,000	\$750,000	\$400,000		\$3,055,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Reserve Fund	\$700,000	\$3,450,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000		\$7,450,000
	\$6,765,000	\$32,820,000	\$16,300,000	\$7,475,000	\$12,025,000	\$12,150,000		\$80,770,000

CAPITAL REGIONAL DISTRICT

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 Project Description 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>	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.
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	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.	
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment	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 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 #: 3.798C
 Service Name: Debt - Core Area Wastewater Treatment Program

				PROJECT BUDGET & SCHEDULE										
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total	
PUMP STATIONS														
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.	\$ 1,200,000	S	Res	\$ 200,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000	
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.	\$ 5,850,000	S	Debt	\$ 1,900,000	\$ 5,500,000	\$ -	\$ -	\$ -	\$ -	\$ 5,500,000	
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	\$ 140,000	\$ 2,040,000	\$ -	\$ -	\$ -	\$ -	\$ 2,040,000	
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.	\$ 2,500,000	S	Debt	\$ 250,000	\$ 1,000,000	\$ 1,450,000	\$ -	\$ -	\$ -	\$ 2,450,000	
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	\$ 200,000	S	Debt	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	
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	\$ -	\$ -	\$ -	\$ 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	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
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.	\$ 870,000	S	Debt	\$ -	\$ 50,000	\$ 420,000	\$ 400,000	\$ -	\$ -	\$ 870,000	
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.	\$ 580,000	S	Debt	\$ -	\$ 50,000	\$ 230,000	\$ 300,000	\$ -	\$ -	\$ 580,000	
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.	\$ 640,000	S	Debt	\$ -	\$ 50,000	\$ 290,000	\$ 300,000	\$ -	\$ -	\$ 640,000	
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.	\$ 640,000	S	Debt	\$ -	\$ 50,000	\$ 290,000	\$ 300,000	\$ -	\$ -	\$ 640,000	
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	\$ 1,470,000	S	Debt	\$ -	\$ 100,000	\$ 670,000	\$ 700,000	\$ -	\$ -	\$ 1,470,000	
GRAVITY SEWERS AND MANHOLES														
21-06	Renewal	Shoreline Trunk Sewer Upgrade	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet during peak storm events.	\$ 3,400,000	S	Debt	\$ 300,000	\$ 450,000	\$ 2,900,000	\$ -	\$ -	\$ -	\$ 3,350,000	
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	\$ 25,000,000	S	Debt	\$ 300,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
21-10	Renewal	Sewer Cleaning and Inspection	Core Area sewers should be cleaned and inspected on a 5-year cycle. This program will support that continued cycle.	\$ 750,000	S	Debt	\$ 50,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 600,000	
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.	\$ 2,000,000	S	Debt	\$ 700,000	\$ 2,000,000	\$ 1,000,000		\$ 1,000,000		\$ 4,000,000	
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.	\$ 1,000,000	S	Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	
24-10	Renewal	East Coast Interceptor and Bowker Sewer Rehabilitation Ph2	Based on results of CCTV inspection about 2,000m of sewer needs to be relined along Beach Dr (from Bowker to Windsor) and along Doncastor Dr., Shelbourne St. and Kings Rd.	\$ 8,000,000	S	Debt	\$ -	\$ 8,000,000	\$ -	\$ -	\$ -	\$ -	\$ 8,000,000	

Service #: 3.798C

Service Name: Debt - Core Area Wastewater Treatment Program

				PROJECT BUDGET & SCHEDULE										
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total	
24-11	Renewal	Western Trunk Grit Chamber Repairs	The Western Trunk (Island Highway) Grit Chamber is badly corroded and requires repairs before extensive structural damage occurs.	\$ 1,500,000	S	Debt	\$ -	\$ 1,500,000					\$ 1,500,000	
26-01	Renewal	NWT Sewer Replacement at Alpha-Terrace	A 5m long section of old concrete pipe downstream of Boundary Transition Chamber is badly corroded and needs to be replaced with new PVC pipe.	\$ 1,000,000	S	Debt	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	
PRESSURE PIPES AND APPURTENANCES													\$ -	
21-12	Renewal	Gorge Siphon Inlet Chamber Upgrade	The concrete chamber is badly corroded and 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	\$ 500,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	
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.	\$ 13,655,000	S	Debt	\$ 200,000	\$ 400,000	\$ -	\$ -	\$ 6,500,000	\$ 6,500,000	\$ 13,400,000	
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.	\$ 500,000	S	Debt	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000	
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.	\$ 500,000	S	Debt	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000	
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.	\$ 500,000	S	Debt	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000	
24-12	Renewal	Harriet Siphon Cleaning and Assessment	Specialized flushing and cleaning to remove solids from both 400m siphons.	\$ 500,000	S	Res	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
24-13	Renewal	Craigflower Inlet Reconfiguration	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.	\$ 1,700,000	S	Debt	\$ -	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000	
24-14	Renewal	Parsons Siphon/Bridge Connection Repairs	The siphon pipe support connections to the Parsons Brdige require repairs.	\$ 400,000	S	Res	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000	
25-03	Renewal	Harriet Siphon Inlet Chamber Upgrade	Assess concrete corrosion and replace seized control gates.	\$ 1,500,000	S	Debt	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000	
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	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000	
FLOW METERS													\$ -	
21-15	Replacement	Parsons Meter Replacement	Based on KWL's 2018-19 Flow Meter Audit review, Parsons meter is to be replaced with two doppler meters and one magmeter on Wilfert PS (includes install of meters, kiosk and conduit).	\$ 400,000	S	Debt	\$ 170,000	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ 320,000	
21-16	New	Gorge & Chapman Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetred Gorge and Chapman catchments. Includes installation of new metering manhole.	\$ 230,000	S	Debt	\$ 100,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
21-17	New	Esquimalt Nation Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new custom weir, kiosk and conduit to measure the unmetred Esquimalt Nation catchment.	\$ 300,000	S	Debt	\$ 165,000	\$ 265,000	\$ -	\$ -	\$ -	\$ -	\$ 265,000	
21-18	New	Shoreline Trunk Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetred Shoreline catchment. Includes installation of FloDar meter, kiosk and conduit.	\$ 340,000	S	Debt	\$ 200,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
21-19	New	Selkirk Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flume meter to measure the unmetred Selkirk catchment (install weir, kiosk and conduit).	\$ 340,000	S	Debt	\$ 160,000	\$ 310,000	\$ -	\$ -	\$ -	\$ -	\$ 310,000	
GENERAL													\$ -	
21-22	Study	Asset Management Plan Update	Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.	\$ 250,000	S	Debt	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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.	\$ 1,100,000	S	Debt	\$ 30,000	\$ 230,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 730,000	
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.	\$ 3,900,000	S	Debt		\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ -	\$ 3,000,000	
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		\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ 1,000,000	
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	\$ -	\$ -	\$ -	\$ -	\$ 300,000	
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	\$ -	\$ 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	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	
28-01	Decommission	Marigold Surge Tank Deconstruction	The old Marigold Surge Tank has been abandoned for many years, is becoming a safety concern for youth, a needs to be removed.	\$ 1,800,000	S	Debt	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 1,500,000	\$ 1,800,000	

Service #: 3.798C

Service Name: Debt - Core Area Wastewater Treatment Program

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
24-15	Replacement	IT Core Infrastructure Replacement	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life	\$ 505,000	\$	ERF	\$ -	\$ 55,000	\$ -	\$ -	\$ 350,000	\$ 100,000	\$ 505,000
ANNUAL PROVISIONAL													\$ -
21-26	Replacement	Annual Provisional Emergency Repairs	Unforeseen and unplanned emergency repairs can occur which require immediate attention.	\$ 5,000,000	\$	Res	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
23-06	Replacement	Annual Provisional Equipment Replacement	Replacement of at end of service life, including valves, variable frequency drives, capacitors.	\$ 1,500,000	\$	ERF	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
23-08	New	Process & Mechanical Upgrades	Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure in order to optimize operations	\$ 4,250,000	\$	Debt	\$ -	\$ 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	\$ 2,400,000	\$	Debt	\$ -	\$ 600,000	\$ 600,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,400,000
													\$ -
OUTFALLS / OVERFLOWS													\$ -
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	\$	Debt	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 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	\$	Debt	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ 750,000
27-02	Renewal	Broom Overflow Pipe Rehabilitation	Overflow pipe is cracked and severed in multiple locations and H2S gases and odours are present.	\$ 575,000	\$	Debt	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 500,000	\$ 575,000
RESIDUAL SOLIDS													\$ -
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	\$	Debt	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ 175,000
24-16	New	Biosolids Particle Size Optimization	Installation of equipment to ensure biosolids particle size meets reuse option specifications.	\$ 250,000	E	Debt	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
DCC PROJECTS													
GRAND TOTAL				\$ 107,120,000			\$ 6,765,000	\$ 32,820,000	\$ 16,300,000	\$ 7,475,000	\$ 12,025,000	\$ 12,150,000	\$ 80,770,000

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

Project Number	21-01	Capital Project Title	Lang Cove Electrical and Building Upgrades	Capital Project Description	Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace PLC, SCADA pack, communications), and building upgrades.
Project Rationale	Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace PLC, SCADA pack, communications), and building upgrades.				

Project Number	21-02	Capital Project Title	Marigold Electrical and Building Upgrades	Capital Project Description	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.
Project Rationale	Renewals are based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades. Tendering was conducted in 2023, combined with Currie Major PS (21-03) works but the Marigold portion of the scope far exceeded available budget. Re-tendering will be conducted in 2024 with additional budget added.				

Project Number	21-03	Capital Project Title	Currie Major Electrical and Seismic Upgrades	Capital Project Description	Renewals based upon Delcan's condition assessment and EIC inspections. Work includes electrical (replace VFDs, PLC, SCADA pack, communications), seismic upgrades and driveway repairs.
Project Rationale	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. A tender was conducted in 2023, combined with Marigold PS (21-02) works but the Marigold component came in well over budget. Re-tendering will be conducted in 2024 with additional budget added for Marigold.				

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. CRD has progressed a scope of work for a Consultant to provide detailed design and construction support services. Design work is expected to be completed in 2024 with Construction likely to extend into 2025.				

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
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.				

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

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.				

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.				

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

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. This project will also need to look at the Dosing Valve/Actuator as it has had recent signs of pending failure.				

Project Number	21-06	Capital Project Title	Shoreline Trunk Sewer Upgrade	Capital Project Description	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet during peak storm events.
Project Rationale	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet.				

Project Number	21-07	Capital Project Title	Western Trunk Sewer Twinning	Capital Project Description	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon during peak storm events.
Project Rationale	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon.				

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

Project Number 21-10 **Capital Project Title** Sewer Cleaning and Inspection **Capital Project Description** Core Area sewers should be cleaned and inspected on a 5-year cycle. This program will support that continued cycle.

Project Rationale Core Area sewers should be cleaned and inspected on a 5-year cycle. This program will support that continued cycle.

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.

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. This project is currently being delayed for future coordination with works that CRD Parks is expected to be doing on the Galloping Goose Trail.

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 needs to be relined along Beach Dr (from Bowker to Windsor) and along Doncastor Dr., Shelbourne St. and Kings Rd.

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. This work is scheduled to be tendered in 2024.

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

Project Number	24-11	Capital Project Title	Western Trunk Grit Chamber Repairs	Capital Project Description	The Western Trunk (Island Highway) Grit Chamber is badly corroded and requires repairs before extensive structural damage occurs.
Project Rationale	Repairs to Western Trunk Grit Chamber at Island Highway. Chamber is badly corroded and requires repair.				

Project Number	26-01	Capital Project Title	NWT Sewer Replacement at Alpha-Terrace	Capital Project Description	A 5m long section of old concrete pipe downstream of Boundary Transition Chamber is badly corroded and needs to be replaced with new PVC pipe.
Project Rationale	Pipe segment replacement required prior to failure.				

Project Number	21-12	Capital Project Title	Gorge Siphon Inlet Chamber Upgrade	Capital Project Description	The concrete chamber is badly corroded and 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.				

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.				

Service: 3.798C Debt - Core Area Wastewater Treatment Program

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.

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 24-12 **Capital Project Title** Harriet Siphon Cleaning and Assessment **Capital Project Description** Specialized flushing and cleaning to remove solids from both 400m siphons.

Project Rationale The Harriet Siphons were unable to be inspected in 2023 as they are 50% full of solids. The siphons need to be flushed or they will continue to accumulate solids and be completely plugged. Special flushing and cleaning equipment is required to clean both of these 400m long siphons.

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

Project Number	24-13	Capital Project Title	Craigflower Inlet Reconfiguration	Capital Project Description	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.
Project Rationale	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.				

Project Number	24-14	Capital Project Title	Parsons Siphon/Bridge Connection Repairs	Capital Project Description	The siphon pipe support connections to the Parsons Brdige require repairs.
Project Rationale	The siphon pipe support connections to the Parsons Brdige require repairs.				

Project Number	25-03	Capital Project Title	Harriet Siphon Inlet Chamber Upgrade	Capital Project Description	Asses concrete corrosion and replace seized control gates.
Project Rationale	The concrete chamber is badly corroded and 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 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.				

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

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.				

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.				

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

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	21-22	Capital Project Title	Asset Management Plan Update	Capital Project Description	Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.
Project Rationale	Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.				

Project Number	21-23	Capital Project Title	DCC Program Development	Capital Project Description	With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw.
Project Rationale	With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw.				

Project Number	21-24	Capital Project Title	Record Drawing and Wastewater Agreement Updates	Capital Project Description	The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.
Project Rationale	The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.				

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

Project Number	21-25	Capital Project Title	SCADA and Radio Assessment	Capital Project Description	Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements.
Project Rationale	Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements.				

Project Number	22-03	Capital Project Title	Acquisition of Outstanding Right-of-Ways	Capital Project Description	Some of the infrastructure is located on privately owned land that do not have 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.
Project Rationale	Some of the infrastructure is located on privately owned land that do not have right-of-ways. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition.				

Project Number	21-27	Capital Project Title	New Infrastructure Optimization	Capital Project Description	Unforeseen and unplanned optimization at a number of new facilities to improve operation and health and safety requirements.
Project Rationale	Unforeseen and unplanned optimization at a number of new facilities to improve operation and health and safety requirements.				

Project Number	22-04	Capital Project Title	Microwave Radio Upgrades	Capital Project Description	To provide a high bandwidth communications backbone to the CAWWT system, a microwave communications system will be installed.
Project Rationale	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.				

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

Project Number	23-07	Capital Project Title	Enterprise Data Historian Management System	Capital Project Description	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.
Project Rationale	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.				

Project Number	28-01	Capital Project Title	Marigold Surge Tank Deconstruction	Capital Project Description	The old Mariogld Surge Tank has been abandond for many years, is becoming a safety concern for youth, a needs to be removed.
Project Rationale	Future assessment and decommissioning.				

Project Number	24-15	Capital Project Title	IT Core Infrastructure Replacement	Capital Project Description	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life
Project Rationale	CAWW portion of Core IT Infrastructure. Program to be managed by CRD IT.				

Project Number	21-26	Capital Project Title	Annual Provisional Emergency Repairs	Capital Project Description	Unforeseen and unplanned emergency repairs can occur which require immediate attention.
Project Rationale	Funds are required for unforeseen and unplanned emergency repairs can occur which require immediate attention.				

Service: **3.798C** **Debt - Core Area Wastewater Treatment Program**

Project Number	23-06	Capital Project Title	Annual Provisional Equipment Replacement	Capital Project Description	Replacement of at end of service life, including valves, variable frequency drives, capacitors.
Project Rationale	Replacement of equipment at end of service life, including valves, variable frequency drives, capacitors.				

Project Number	23-08	Capital Project Title	Process & Mechanical Upgrades	Capital Project Description	Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure in order to optimize operations
Project Rationale	Annual Provisional account for 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.				

Project Number	23-09	Capital Project Title	Safety & Security Upgrades	Capital Project Description	Upgrades to the Core Area Wastewater Treatment and Conveyance infrastructure to improve worker health and safety
Project Rationale	Annual Provisional Account for 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 other items that are flagged as health and safety concerns.				

Project Number	24-08	Capital Project Title	Clover Point Outfall Retrofit	Capital Project Description	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.
Project Rationale	The existing outfall will see a significant reduction in usage once the Clover Point Pump Station is commissioned and wastewater flows up to 3 times ADWF are redirected to the McLoughlin WWTP. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on expected limited use instead of current continuous use.				

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, the pipe is corroding, and the long outfall needs to be assessed/modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and modify the deep outfall.				

Project Number	27-02	Capital Project Title	Broom Overflow Pipe Rehabilitation	Capital Project Description	Overflow pipe is cracked and severed in multiple locations and H2S gases and odours are present.
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	This project is held for potential future works if deemed operationally necessary between CRD and HRMG. Upgrades, may include installation of level transducer at manhole 48 to monitor the centrate line level to avoid surcharging of the man hole and potential spill.				

Project Number	24-16	Capital Project Title	Biosolids Particle Size Optimization	Capital Project Description	Installation of equipment to ensure biosolids particle size meets reuse option specifications.
Project Rationale	Biosolids beneficial reuse options are evolving. There is potential that a new end use may come into play in 2024, requiring the need to install new equipment to ensure required particle size.				

3.798C Debt - Core Area Wastewater Capital Asset and Reserve Summary
Summary Schedule
2024 - 2028 Financial Plan

Reserve Schedule Summary

Core Area Wastewater

The Wastewater Treatment Project (WTP) provides 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 built to meet the provincial and federal regulations for treatment at December 31, 2020. The Project consists of three main elements: McLoughlin Point Wastewater Treatment Plant, Residuals Treatment Facility, and the Conveyance System

Reserve/Fund Summary

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Capital Reserve Fund	19,971,138	19,342,257	21,463,376	23,584,495	25,705,614	28,826,733
Debt Reserve Fund	12,490,893	18,322,503	24,413,674	30,772,711	37,408,186	34,045,392
Total	32,462,031	37,664,760	45,877,050	54,357,206	63,113,800	62,872,125

See attached reserve schedules for projected annual cash flows.

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

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	5,743,431	19,971,138	19,342,257	21,463,376	23,584,495	25,705,614
Planned Purchase (Based on Capital Plan)	(2,355,000)	(2,750,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
Surplus from CAWTP Proj	13,330,000					
Transfer IN (from Ops Budget)	3,121,119	2,121,119	3,121,119	3,121,119	3,121,119	4,121,119
Transfer IN (North East Trunk CRF)						
Interest Income*	131,588					
Ending Balance \$	19,971,138	19,342,257	21,463,376	23,584,495	25,705,614	28,826,733

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

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	11,488,501	12,490,893	18,322,503	24,413,674	30,772,711	37,408,186
Debt Payment	(4,341,430)	-	-	-	-	(10,283,553)
Transfer from Ops Budget	5,037,525	5,346,360	5,418,160	5,489,960	5,561,760	5,633,560
Interest Income*	306,297	485,250	673,011	869,077	1,073,715	1,287,199
Ending Balance \$	12,490,893	18,322,503	24,413,674	30,772,711	37,408,186	34,045,392

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

2024 BUDGET

Environmental Services - Operations

COMMITTEE OF THE WHOLE

OCTOBER 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	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Salaries & Wages	10,728,626	9,841,118	10,871,160	-	-	10,871,160	11,127,633	11,390,008	11,658,430	11,933,036
Allocation - Standard Overhead	597,416	597,415	658,478	-	-	658,478	671,648	685,080	698,782	712,758
Allocation - Human Resources	274,947	274,946	380,958	-	-	380,958	412,525	425,667	426,101	436,539
Allocation - Operations	522,290	641,054	553,564	-	-	553,564	566,100	579,122	592,431	604,599
Operating - Other	1,471,280	1,252,047	1,100,780	-	435,000	1,535,780	1,212,810	1,145,240	1,168,160	1,191,520
TOTAL OPERATING COSTS	13,594,559	12,606,581	13,564,940	-	435,000	13,999,940	13,990,716	14,225,117	14,543,904	14,878,452
*Percentage Increase over prior year		-7.27%				2.98%	-0.07%	1.68%	2.24%	2.30%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	280,661	280,661	492,797	-	-	492,797	527,560	541,100	554,710	568,380
Transfer to Operating Reserve Fund	-	-	16,780	-	-	16,780	45,044	-	-	-
TOTAL CAPITAL / RESERVES	280,661	280,661	509,577	-	-	509,577	572,604	541,100	554,710	568,380
TOTAL COSTS	13,875,220	12,887,242	14,074,517	-	435,000	14,509,517	14,563,320	14,766,217	15,098,614	15,446,832
*Percentage Increase over prior year		-7.12%				4.57%	0.37%	1.39%	2.25%	2.31%
Internal Recoveries	(13,306,880)	(12,776,160)	(14,074,517)	-	-	(14,074,517)	(14,380,920)	(14,673,817)	(15,006,214)	(15,354,432)
OPERATING COSTS LESS INTERNAL RECOVERIES	568,340	111,082	0	-	435,000	435,000	182,400	92,400	92,400	92,400
*Percentage Increase over prior year		-3.99%				5.77%	2.18%	2.04%	2.27%	2.32%
<u>SOURCES OF FUNDING (REVENUE)</u>										
Surplus / (Deficit)										
Funds Carried Forward	-	-	-	-	-	-	-	-	-	-
Transfer from Own Funds	(475,940)	(110,940)	-	-	(435,000)	(435,000)	(90,000)	-	-	-
Recovery other	(92,400)	(142)	-	-	-	-	(92,400)	(92,400)	(92,400)	(92,400)
TOTAL REVENUE	(568,340)	(111,082)	-	-	(435,000)	(435,000)	(182,400)	(92,400)	(92,400)	(92,400)
REQUISITION	-	-	-	-	-	-	-	-	-	-
*Percentage increase over prior year						5.77%	2.18%	2.04%	2.27%	2.32%
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
IWS Operations	75.00	75.00	75.00	-	-	75.00	75.00	75.00	75.00	75.00

Change in Budget 2023 to 2024

Service: 1.577 Environmental Services Operations

Total Expenditure

Comments

2023 Budget

13,875,220

Change in Salaries:

Base salary change	190,138	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(122,662)	Position reclassification and pay grade change
Overtime/Standby/Auxiliary hours	75,059	Increase in Standby to reflect the actuals

Total Change in Salaries 142,535

Other Changes:

Standard Overhead Allocation	61,062	Increase in 2024 operating costs
Human Resources Allocation	106,011	Contribution towards 2024 Human Resources & Corporate Safety initiatives
Purchase of net new equipment/vehicles	10,000	Net spending between 2023 and 2024
ERF Transfer	228,916	Contributions raised to cover increased costs of future EV vehicle replacements
Operating Supplies	35,200	Cost increase on computer accessories and electronics
Other Ops & Allocations	50,574	Inflation, other operational allocations

Total Other Changes 491,763

2024 Budget

14,509,518

Summary of % Expense Increase

Net new equipment/vehicles	0.07%
Increase capital transfers	1.65%
Support Services	1.20%
Balance of increase	1.65%
<i>% expense increase from 2023:</i>	4.57%

% Requisition increase from 2023 (if applicable):

No requisition in service

Overall 2023 Budget Performance

(expected variance to budget and surplus treatment)

Breakeven

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	1.577	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	IW - Environmental Operations							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$10,000	\$125,000	\$125,000	\$125,000	\$125,000	\$500,000	\$1,000,000	\$1,000,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$902,500	\$1,614,000	\$683,500	\$630,000	\$615,000	\$340,000	\$3,882,500	\$3,882,500
	\$912,500	\$1,739,000	\$808,500	\$755,000	\$740,000	\$840,000	\$4,882,500	\$4,882,500

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	\$912,500	\$1,739,000	\$808,500	\$755,000	\$740,000	\$840,000	\$4,882,500	\$4,882,500
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
	\$912,500	\$1,739,000	\$808,500	\$755,000	\$740,000	\$840,000	\$4,882,500	\$4,882,500

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.577
 Service Name: IW - Environmental Operations

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
18-02	Replacement	Replace Computer Equipment	Computer replacements per IT cycle.	\$ 100,000	E	ERF	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00		\$ 80,000.00
18-03	Replacement	Replace ERF Equipment	End of life replacement equipment; Gas techs, SCADA/Controls	\$ 200,000	E	ERF	\$ 10,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00		\$ 160,000.00
19-01	Replacement	Replace IWOps Vehicle FQS014	Vehicle replacement - end of life	\$ 195,000	V	ERF		\$ 250,000.00	\$ -	\$ -	\$ -		\$ 250,000.00
19-02	Replacement	Replace IWOps Vehicle F00932	Vehicle replacement - end of life	\$ 180,000	V	ERF		\$ 180,000.00	\$ -	\$ -	\$ -		\$ 180,000.00
19-03	Replacement	Replace IWOps Vehicle F00994 Bobcat	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ 90,000.00	\$ -	\$ -	\$ -		\$ 90,000.00
19-05	Replacement	Replace IWOps Vehicle FQP081 Renfrew	Vehicle replacement - end of life	\$ 100,000	V	ERF		\$ -	\$ 100,000.00	\$ -	\$ -		\$ 100,000.00
19-07	Replacement	Furniture and Office Equipment Replacement	End of life replacement of furniture and office equipment	\$ 75,000	E	ERF		\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00		\$ 60,000.00
20-02	Replacement	Replace IWOps Vehicle F11030	Vehicle replacement - end of life	\$ 90,000	V	ERF			\$ -	\$ -	\$ -		\$ -
20-04	Replacement	Replace IWOps Vehicle F12009	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ 90,000.00	\$ -	\$ -	\$ -		\$ 90,000.00
20-05	Replacement	Replace IWOps Vehicle F12024	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ -	\$ -	\$ -		\$ -
20-06	Replacement	Replace IWOps Vehicle F12002	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ -	\$ -	\$ -		\$ -
20-11	Replacement	Replace IWOps Vehicle F01080	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ -	\$ -	\$ -		\$ -
21-02	Replacement	Replace IWOps Vehicle F11033	Vehicle replacement - end of life	\$ 90,000	V	ERF	\$ 90,000.00	\$ 90,000.00	\$ -	\$ -	\$ -		\$ 90,000.00
21-03	Replacement	Replace IWOps Vehicle F12029	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ -	\$ -	\$ -		\$ -
22-01	Replacement	SPWWTP - Skid Steer F18036	Vehicle replacement - end of life	\$ 90,000	V	ERF	\$ 90,000.00	\$ 90,000.00	\$ -	\$ -	\$ -		\$ 90,000.00
22-02	Replacement	Burgoyne - Skid Steer F19005	Vehicle replacement - end of life	\$ 90,000	V	ERF	\$ 90,000.00	\$ 90,000.00	\$ -	\$ -	\$ -		\$ 90,000.00
23-15	Replacement	Replace IWOps Vehicle F19009	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ -	\$ -	\$ -		\$ -
22-03	Replacement	Replace IWOps Vehicle - Scissor Lift - F15018	Vehicle replacement - end of life	\$ 35,000	V	ERF	\$ 35,000.00	\$ 35,000.00	\$ -	\$ -	\$ -		\$ 35,000.00
22-05	Replacement	Replace IWOps Vehicle F01028 2007 Kubota Tractor	Vehicle replacement - end of life	\$ 50,000	V	ERF	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -		\$ 50,000.00
22-06	Replacement	Replace F14024 F550 Diesel Service Truck - Crane/Lift truck	Vehicle replacement - end of life	\$ 220,000	V	ERF	\$ 250,000.00	\$ 250,000.00	\$ -	\$ -	\$ -		\$ 250,000.00
22-08	Replacement	Replace Mechanical and Electrical Equipment	End of life replacement of equipment	\$ 67,500	E	ERF		\$ -	\$ -	\$ -	\$ -		\$ -
23-01	Replacement	Replace IWOps Vehicle F00444 1991 DDDG46 Generator Trailer Magic Lake	Vehicle replacement - end of life	\$ 40,000	V	ERF	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -		\$ 40,000.00
23-02	Replacement	Replace IWOps Trailer F00753 1997 Generator Trailer	Vehicle replacement - end of life	\$ 80,000	V	ERF	\$ 80,000.00	\$ 80,000.00	\$ -	\$ -	\$ -		\$ 80,000.00
23-03	Replacement	Replace IWOps Trailer F00793 1998 Trailerman Box Trailer	Vehicle replacement - end of life	\$ 24,000	V	ERF		\$ -	\$ 24,000.00	\$ -	\$ -		\$ 24,000.00
23-05	Replacement	Replace IWOps Trailer F00953 2004 Trailtech Tandem Trailer	Vehicle replacement - end of life	\$ 12,000	V	ERF		\$ -	\$ 12,000.00	\$ -	\$ -		\$ 12,000.00
23-06	Replacement	Replace IWOps Trailer F00976 2006 EZ Loader Boat Trailer	Vehicle replacement - end of life	\$ 7,500	V	ERF	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -	\$ -		\$ 7,500.00
23-07	Replacement	Replace IWOps Trailer F00981 2006 Trailtech Flat Deck trailer	Vehicle replacement - end of life	\$ 6,500	V	ERF		\$ 6,500.00	\$ -	\$ -	\$ -		\$ 6,500.00
23-08	Replacement	Replace IWOps Trailer F01052 2008 Pace American Trailer	Vehicle replacement - end of life	\$ 12,500	V	ERF		\$ 12,500.00	\$ -	\$ -	\$ -		\$ 12,500.00
23-09	Replacement	Replace IWOps Vehicle F13009	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ -	\$ -	\$ -		\$ -

Service #:

1.577

Service Name:

IW - Environmental Operations

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
23-10	Replacement	Replace IWOps Vehicle F13010	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ -	\$ -	\$ -		\$ -
23-11	Replacement	F11027 2010 Mercedes Sprinter 25C144 Van	Vehicle replacement - end of life	\$ 80,000	V	ERF	\$ 80,000.00	\$ 80,000.00	\$ -	\$ -	\$ -		\$ 80,000.00
23-12	Replacement	FWP076 2010 Ford F250 Super Duty	Vehicle replacement - end of life	\$ 90,000	V	ERF	\$ 90,000.00	\$ 90,000.00	\$ -	\$ -	\$ -		\$ 90,000.00
23-13	Replacement	Replace EIC and Machine Shop Equipment	End of life replacement of equipment; EIC and Machine Shop	\$ 250,000	E	ERF		\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00		\$ 200,000.00
23-14	New	Electric Vehicle Charger - Ganges WWTP	Ganges WWTP Level II Vehicle Charging Station	\$ 10,000	E	Grant		\$ -	\$ -	\$ -	\$ -		\$ -
23-16	New	Electric Vehicle Charger - McLoughlin WWTP	McLoughlin WWTP Level II Vehicle Charging Station	\$ 10,000	E	Grant		\$ -	\$ -	\$ -	\$ -		\$ -
24-01	Replacement	Replace IWOps Vehicle F13012	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ 90,000.00	\$ -	\$ -	\$ -		\$ 90,000.00
25-02	Replacement	Replace IWOps Vehicle F17021 2017 Ford Transit 350 Cube Van	Vehicle replacement - end of life	\$ 100,000	V	ERF		\$ -	\$ 100,000.00	\$ -	\$ -		\$ 100,000.00
25-03	Replacement	Replace IWOps Vehicle F17008 2017 Ford F150	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ 90,000.00	\$ -	\$ -		\$ 90,000.00
25-04	Replacement	Replace IWOps Vehicle F17009 2017 Ford F150	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ 90,000.00	\$ -	\$ -		\$ 90,000.00
25-05	Replacement	Replace IWOps Vehicle FQ7010 2017 Ford F150	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ 90,000.00	\$ -	\$ -		\$ 90,000.00
25-07	Replacement	Replace IWOps Vehicle F17022 2017 Chev Silverado 3500 W/Crane	Vehicle replacement - end of life	\$ 80,000	V	ERF		\$ -	\$ 80,000.00	\$ -	\$ -		\$ 80,000.00
25-08	Replacement	Replace IWOps Vehicle F17019 2017 Toyota Rav4 Hybrid AWD	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ -	\$ 90,000.00	\$ -		\$ 90,000.00
26-01	Replacement	F17027 2018 Chevrolet Silverado 2500	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ 90,000.00	\$ -	\$ -		\$ 90,000.00
26-02	Replacement	F17029 2018 Chevrolet Silverado 3500	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ -	\$ 90,000.00	\$ -		\$ 90,000.00
26-03	Replacement	F18003 2018 Ford F150	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ -	\$ 90,000.00	\$ -		\$ 90,000.00
26-04	Replacement	F18012 2018 Chevrolet Colorado	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ -	\$ 90,000.00	\$ -		\$ 90,000.00
26-05	Replacement	F18010 2018 Ford Transit 250 Cargo Van	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ -	\$ 90,000.00	\$ -		\$ 90,000.00
26-06	Replacement	F18011 2018 Ford Transit 250 Cargo Van	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ -	\$ 90,000.00	\$ -		\$ 90,000.00
26-07	Replacement	F18014 2018 GMC Sierra 1500	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ -	\$ 90,000.00	\$ -		\$ 90,000.00
27-01	Replacement	F19006 Crane Truck	Vehicle replacement - end of life	\$ 250,000	V	ERF		\$ -	\$ -	\$ -	\$ 250,000.00		\$ 250,000.00
27-02	Replacement	F19007 Crane Truck	Vehicle replacement - end of life	\$ 250,000	V	ERF		\$ -	\$ -	\$ -	\$ 250,000.00		\$ 250,000.00
27-03	Replacement	F19008 2019 F350	Vehicle replacement - end of life	\$ 90,000	V	ERF		\$ -	\$ -	\$ -	\$ 90,000.00		\$ 90,000.00
27-04	Replacement	F19019 Pressure Washer Trailer	Vehicle replacement - end of life	\$ 25,000	V	ERF		\$ -	\$ -	\$ -	\$ 25,000.00		\$ 25,000.00
28-01	Replacement	F14024 F550 Stiff Arm Crane Truck	Vehicle replacement - end of life	\$ 250,000	V	ERF						\$ 250,000.00	\$ 250,000.00
28-02	Replacement	F16012 All wheel drive Van	Vehicle replacement - end of life	\$ 90,000	V	ERF						\$ 90,000.00	\$ 90,000.00
28-03	Replacement	F01065 Load Bank		\$ 500,000	E	ERF						\$ 500,000.00	\$ 500,000.00
													\$ -
													\$ -
													\$ -
			GRAND TOTAL	\$ 5,730,000			\$ 912,500	\$ 1,739,000	\$ 808,500	\$ 755,000	\$ 740,000	\$ 840,000	\$ 4,882,500

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				

Service: **1.577** **IW - Environmental Operations**

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 Bobcat	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 Renfrew	Capital Project Description	Vehicle replacement - end of life
Project Rationale	Replace IWOps Vehicle F01081 - Vehicle replacement - end of life				

Service: **1.577** **IW - Environmental Operations**

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				

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				

Service: **1.577** **IW - Environmental Operations**

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

Service: **1.577** **IW - Environmental Operations**

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

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

Service: **1.577** **IW - Environmental Operations**

Project Number 23-01 **Capital Project Title** Replace IWOps Vehicle F00444 1991
DDD46 Generator Trailer Magic Lake **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
Trailerman Box Trailer **Capital Project Description** Vehicle replacement - end of life
Project Rationale End of life replacement

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

Service: **1.577** **IW - Environmental Operations**

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

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

Service: **1.577** **IW - Environmental Operations**

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

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

Service: **1.577** **IW - Environmental Operations**

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

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

Service: 1.577 IW - Environmental Operations

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

Project Number 28-01 **Capital Project Title** F14024 F550 Stiff Arm Crane Truck **Capital Project Description** Vehicle replacement - end of life
Project Rationale End of life replacement

Project Number 28-02 **Capital Project Title** F16012 All wheel drive Van **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
 2024 - 2028 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

	Budget	Budget				
	2023	2024	2025	2026	2027	2028
Equipment Replacement Fund	2,294,135	1,047,932	766,992	553,092	367,802	96,182
Operating Reserve Fund	923,591	505,371	460,415	460,415	460,415	460,415
Total	3,217,726	1,553,303	1,227,407	1,013,507	828,217	556,597

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	Budget	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	3,158,474	2,294,135	1,047,932	766,992	553,092	367,802
Planned Purchase (Based on Capital Plan)	(1,170,000)	(1,739,000)	(808,500)	(755,000)	(740,000)	(840,000)
Transfer IN (from Ops Budget)	280,661	492,797	527,560	541,100	554,710	568,380
Proceeds of Disposal						
Interest Income*	25,000					
Ending Balance \$	2,294,135	1,047,932	766,992	553,092	367,802	96,182

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	Budget	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	1,007,205	923,591	505,371	460,415	460,415	460,415
Planned Purchase	(110,940)	(435,000)	(90,000)	-	-	-
Transfer from Ops Budget	-	16,780	45,044	-	-	-
Interest Income*	27,326					
Ending Balance \$	923,591	505,371	460,415	460,415	460,415	460,415

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

2024 BUDGET

Saanich Peninsula Water Supply

COMMITTEE OF THE WHOLE

OCTOBER 2023

DEFINITION:

To purchase water and to acquire, design, construct, reconstruct, purchase, maintain and operate facilities and to acquire property easements, licences and authorities for the supply of water to Central Saanich, North Saanich, and Sidney, for distribution by the municipalities. Letters Patent, December 22, 1976; revised Sept. 27, 1984. Amended SLP April 27, 1978 and March 19, 1986.

SERVICE DESCRIPTION:

This service provides for the purchase of bulk water for supply to Central Saanich, North Saanich, and Sidney, for distribution within their municipalities. Included in the program is the responsibility to provide design, construction, operation and maintenance, licenses, and water quality monitoring to the service area.

PARTICIPATION:

Central Saanich / North Saanich / Sidney

MAXIMUM LEVY:

MAXIMUM CAPITAL DEBT:

As established by Inspector of Municipalities.

COMMISSION:

Saanich Peninsula Water Commission established by Letters Patent to advise the Board with respect to this function.

FUNDING:

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	

Program Group: CRD-Saanich Peninsula Water Supply

SUMMARY	2024 BUDGET REQUEST						FUTURE PROJECTIONS			
	2023 BOARD BUDGET 2	2023 ESTIMATED ACTUAL 3	2024 CORE BUDGET 4	2024 ONGOING 5	2024 ONE-TIME 6	TOTAL (COL 4, 5 & 6) 7	2025 8	2026 9	2027 10	2028 11
1										
<u>OPERATING EXPENDITURES:</u>										
ALLOCATION - OPERATIONS	1,110,880	1,084,410	1,171,082	-	-	1,171,082	1,194,502	1,218,388	1,242,755	1,267,612
UTILITIES	225,129	225,000	231,205	-	-	231,205	237,443	242,191	247,035	251,976
OPERATING - OTHER COSTS	183,910	208,790	189,748	-	-	189,748	194,541	200,100	205,531	211,153
ALLOCATION - STANDARD OVERHEAD	160,795	160,795	168,071	-	-	168,071	171,433	174,861	178,359	181,926
TOTAL OPERATING EXPENDITURES	1,680,714	1,678,995	1,760,106	-	-	1,760,106	1,797,919	1,835,540	1,873,680	1,912,667
*Percentage increase over prior year board budget			4.72%			4.72%	2.15%	2.09%	2.08%	2.08%
TOTAL BULK WATER EXPENDITURES	4,876,683	5,080,680	5,180,160	-	-	5,180,160	5,618,595	6,093,100	6,730,125	7,470,540
<u>CAPITAL EXPENDITURES & TRANSFERS</u>										
TRANSFER TO CAPITAL RESERVE FUND	800,000	900,565	800,000	-	-	800,000	400,000	400,000	400,000	400,000
TRANSFER TO EQUIPMENT REPLACEMENT FUND	50,000	50,000	50,000	-	-	50,000	100,000	150,000	150,000	200,000
TOTAL CAPITAL EXPENDITURES & TRANSFERS	850,000	950,565	850,000	-	-	850,000	500,000	550,000	550,000	600,000
<u>DEBT SERVICING</u>										
DEBT-INTEREST & PRINCIPAL	-	-	102,000	-	-	102,000	674,950	953,426	1,142,301	1,186,796
TOTAL DEBT EXPENDITURES	-	-	102,000	-	-	102,000	674,950	953,426	1,142,301	1,186,796
TOTAL EXPENDITURES	7,407,397	7,710,240	7,892,266	-	-	7,892,266	8,591,464	9,432,066	10,296,106	11,170,003
<u>SOURCES OF FUNDING-OPERATIONS</u>										
REVENUE -WATER SALES	(7,246,597)	(7,549,740)	(7,665,966)	-	-	(7,665,966)	(8,386,794)	(9,223,666)	(10,108,094)	(10,981,330)
REVENUE -OTHER	(160,800)	(160,500)	(226,300)	-	-	(226,300)	(204,670)	(208,400)	(188,012)	(188,673)
TOTAL SOURCES OF FUNDING FROM OPERATIONS	(7,407,397)	(7,710,240)	(7,892,266)	-	-	(7,892,266)	(8,591,464)	(9,432,066)	(10,296,106)	(11,170,003)
<u>SOURCES OF FUNDING-REQUISITION</u>										
PROPERTY TAX REQUISITION FOR DEBT	-	-	-	-	-	-	-	-	-	-
TOTAL REQUISITION	-	-	-	-	-	-	-	-	-	-
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR	-	-	-	-	-	-	-	-	-	-
TOTAL CARRY FORWARD (SURPLUS)/ DEFICIT	-	-	-	-	-	-	-	-	-	-
TOTAL SOURCES OF ALL FUNDING	(7,407,397)	(7,710,240)	(7,892,266)	-	-	(7,892,266)	(8,591,464)	(9,432,066)	(10,296,106)	(11,170,003)
Percentage increase over prior year's board budget			6.55%			6.55%	8.86%	9.78%	9.16%	8.49%
Water Rate \$ per cu. m.	\$ 1.1439					\$ 1.1978				
Percentage increase	5.08%					4.71%				

SAANICH PENINSULA WATER SUPPLY

2024 Demand Estimate

Retail Demand

Years	Actual Demand cu.metre	Budgeted Demand cu.metre
2018	7,044,786	6,300,000
2019	6,928,173	6,500,000
2020	6,860,322	6,800,000
2021	7,556,244	6,800,000
2022	7,239,389	6,900,000
2023	6,600,000 *	6,335,000 **
2024 Demand Estimate	<u>6,400,000</u>	

* *Projected consumption for 2023*

** 2023 Demand estimate reduction reflects First Nations becoming wholesale customers of Regional Water Supply

SAANICH PENINSULA WATER SUPPLY

Summary of Supply Water Rates to Participating Municipalities

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Change</u>	<u>% change</u>
Retail (direct) water rate							
Sannich Peninsula Retail cost per cu.m.	\$1.0223	\$1.0536	\$1.0886	\$1.1439	\$1.1978	\$0.0539	4.7%
Agricultural Research Station cost per cu.m.	\$1.0575	\$1.0888	\$1.1238	\$1.1791	\$1.2330	\$0.0539	4.6%

Summary of Bulk Water Purchase Rates from Regional Water Supply

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Change</u>	<u>% change</u>
CRD Bulk water purchase cost per cu.m.	\$0.6968	\$0.7148	\$0.7332	\$0.7698	\$0.8094	\$0.0396	5.14%

SAANICH PENINSULA WATER SUPPLY

Summary of Supply Water Rates to Participating Municipalities

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Change</u>	<u>% change</u>
Retail (direct) water rate							
Unit cost per cu.m.	\$ 1.0223	\$ 1.0536	\$ 1.0886	\$ 1.1439	1.1978	\$ 0.0539	4.71%

Retail Water Rate Increase Impact on Participating Municipalities Water Bill

Average consumption: 235.0 cubic meters

<u>Charge for Twelve Months Consumption</u>	<u>Year</u>	<u>Annual charge</u>	<u>2024 Annual Change \$</u>
Average Consumption	2023	\$ 268.82	
	2024	\$ 281.48	\$ 12.67
Half Average Consumption	2023	\$ 134.41	
	2024	\$ 140.74	\$ 6.33
Twice Average Consumption	2023	\$ 537.63	
	2024	\$ 562.97	\$ 25.34

Change in Budget 2023 to 2024

Service: 2.610 Saanich Peninsula Water Supply

Total Expenditure**Comments****2023 Budget****7,407,397****Change in Labour:**

59,300

Labour charges (salaries and overhead)

Total Change in Labour

59,300**Other Changes:**

Bulk Water Purchase

303,477

Principal and Interest Costs

102,392

Standard Overhead Allocation

7,276

Electricity

6,055

Other Costs

6,369

Total Other Changes

425,569**2024 Budget****7,892,266**

Summary of % Expense Increase

Increased bulk water consumption

3.5%

Additional cost due to increased bulk water rate

0.7%

Principal and Interest costs

1.4%

Balance of increase

1.0%

% expense increase from 2022:

6.5%**Overall 2023 Budget Performance**

(expected variance to budget and surplus treatment)

Favourable water sales variance of \$300,000 (4%) due to higher than budgeted water demand largely a result of dry summer weather. This additional revenue will be used to offset bulk water purchase overages. The net surplus of \$100,000 will be transferred to the Capital Reserve Fund.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	2.610	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Saanich Peninsula Water Supply							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$450,000	\$800,000	\$300,000	\$300,000	\$100,000	\$0	\$1,500,000	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$3,555,000	\$10,355,000	\$4,404,000	\$3,400,000	\$1,000,000	\$850,000	\$20,009,000	
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	\$4,005,000	\$11,155,000	\$4,704,000	\$3,700,000	\$1,100,000	\$850,000	\$21,509,000	

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$6,000,000	\$3,000,000	\$3,000,000	\$600,000	\$300,000	\$12,900,000
Equipment Replacement Fund	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$4,005,000	\$4,955,000	\$1,504,000	\$500,000	\$300,000	\$350,000	\$7,609,000
	\$4,005,000	\$11,155,000	\$4,704,000	\$3,700,000	\$1,100,000	\$850,000	\$21,509,000

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 2.610

Service Name: Saanich Peninsula Water Supply

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
SYSTEM UPGRADES AND REPLACEMENTS													\$ -
18-04	New	Post Disaster Emergency Water Supply	Identify and procure emergency systems for post disaster preparedness	\$ 1,200,000	S	Res	\$ 100,000	\$ 250,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 850,000
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	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000
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	\$ 450,000	\$ 650,000	\$ 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	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
21-05					S	Debt	\$ -	\$ 6,000,000	\$ 3,000,000	\$ 3,000,000	\$ 600,000	\$ 300,000	\$ 12,900,000
22-01	Study	Water Strategic Plan Update	Update the strategic plan to inform future works and identify hydraulic deficiencies.	\$ 116,972	S	Res	\$ 77,981	\$ 77,981	\$ -	\$ -	\$ -	\$ -	\$ 77,981
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	\$ 990,000	\$ 990,000	\$ -	\$ -	\$ -	\$ -	\$ 990,000
23-01	Study	DCC Program Update	5-year update of the DCC program.	\$ 500	S	Res	\$ 400	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ 400
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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
24-01	Decommission	Dean Park Road Well Decommissioning	Decommissioning of a groundwater well at 1557 Dean Park Road.	\$ 250,000	S	Res	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 150,000	\$ 250,000
24-02	New	Reservoir Seismic Isolation Valves	Addition of seismic isolation valves at various Saanich Peninsula tanks.	\$ 800,000	S	Res	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 800,000
26-01	Decommission	Decommissioning of Various Sites/Components	Various existing facilities within SPWS have redundant valves and piping that require removal.	\$ 150,000	S	Res	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000
Sub-Total System Upgrades and Replacements				\$ 21,138,512			\$ 3,943,381	\$ 10,893,381	\$ 3,906,040	\$ 3,500,000	\$ 900,000	\$ 650,000	\$ 19,849,421

Service #: 2.610
 Service Name: Saanich Peninsula Water Supply

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
ANNUAL PROVISIONAL ITEMS													\$ -
24-03	Renewal	Pump Station, Meter Station, Valve Repair, Transmission Main & Storage Tank Repairs, Replacements and decommissioning.	Planned and unplanned infrastructure and equipment renewal.	\$ 1,000,000	S	ERF	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
Sub-Total Annual Provisional Items				\$ 1,000,000			\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000
DEVELOPMENT COST CHARGE (DCC) PROGRAM													\$ -
22-01	New	Water Strategic Plan Update	Update the strategic plan to inform future works and identify hydraulic deficiencies.	\$ 33,028	S	Res	\$ 22,019	\$ 22,019	\$ -	\$ -	\$ -	\$ -	\$ 22,019
23-01	New	DCC Program Update	5-year update of the DCC program.	\$ 49,500	S	Res	\$ 39,600	\$ 39,600	\$ -	\$ -	\$ -	\$ -	\$ 39,600
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
Sub-Total Development Cost Charge (DCC) Program				\$ 680,488			\$ 61,619	\$ 61,619	\$ 597,960	\$ -	\$ -	\$ -	\$ 659,579
x			GRAND TOTAL	\$ 22,819,000			\$ 4,005,000	\$ 11,155,000	\$ 4,704,000	\$ 3,700,000	\$ 1,100,000	\$ 850,000	\$ 21,509,000
													\$ -
													\$ -

Service: **2.610** **Saanich Peninsula Water Supply**

Project Number	18-04	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 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.				

Project Number	20-02	Capital Project Title	Hamsterly Pump Station Backup Power Generator	Capital Project Description	Addition of a backup power generator at the Hamsterly Pump Station
Project Rationale	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.				

Project Number	21-01	Capital Project Title	Level of Service Agreement	Capital Project Description	Determine and develop appropriate level of service agreements with the participating municipalities for water supply.
Project Rationale	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**

Project Number	21-04	Capital Project Title	SCADA Upgrades	Capital Project Description	SCADA upgrades and planning in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.
Project Rationale	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.				

Project Number	21-05	Capital Project Title	SPW System Upgrade and Expansion	Capital Project Description	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
Project Rationale	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. Budget also includes preliminary design for replacement of permastrand and AC pipe between Dean Park Feeder Main between Dean Park Lower and Dean Park Middle Tanks.				

Project Number	22-01	Capital Project Title	Water Strategic Plan Update	Capital Project Description	Update the strategic plan to inform future works and identify hydraulic deficiencies.
Project Rationale	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.				

Service: **2.610** **Saanich Peninsula Water Supply**

Project Number	22-02	Capital Project Title	Microwave Radio Upgrades	Capital Project Description	To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.
Project Rationale	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.				

Project Number	22-03	Capital Project Title	Keating Cross Road Water Main	Capital Project Description	MoTI driven project, MoTI has expectation of CRD contributing (TBD), approximately 500m of 500mm DI, agreement not in place yet
Project Rationale	MoTI driven project, MoTI has expectation of CRD contributing (TBD), approximately 500m of 500mm DI				

Project Number	23-01	Capital Project Title	DCC Program Update	Capital Project Description	5-year update of the DCC program.
Project Rationale	Review of the DCC program and identify any projects that may require a full DCC update.				

Service: **2.610** **Saanich Peninsula Water Supply**

Project Number	23-04	Capital Project Title	RTU & PLC Upgrade and Replacement	Capital Project Description	Upgrade RTU programming within the SPWS service, upgrade the PLC at the Deep Cove pump station, and upgrade the telecommunications from the Hamsterly PS.
Project Rationale	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.				

Project Number	25-01	Capital Project Title	Hamsterly Pump Station Capacity Upgrade	Capital Project Description	Increase the capacity of the Hamsterly Pump Station to address increased water demand. This is the service's contribution to the DCC project.
Project Rationale	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.				

Project Number	24-01	Capital Project Title	Dean Park Road Well Decommissioning	Capital Project Description	Decommissioning of a groundwater well at 1557 Dean Park Road.
Project Rationale	Decommissioning of a former groundwater well at 1557 Dean Park Road. Initial decommissioning may only including well sealing for compliance with provincial regulations but eventually the electrical and concrete structure will also need to be decommissioned.				

Service: 2.610 Saanich Peninsula Water Supply

Project Number 24-02 **Capital Project Title** Reservoir Seismic Isolation Valves **Capital Project Description** Addition of seismic isolation valves at various Saanich Peninsula tanks.
Project Rationale Seismic valve upgrades at Cloake Hill, Bear Hill, Dawson and Lower Dean Tanks.

Project Number 26-01 **Capital Project Title** Decommissioning of Various Sites/Components **Capital Project Description** Various existing facilities within SPWS have redundant valves and piping that require removal.
Project Rationale Various decommissioning. Also see See SPW020SOW and Drinking Water Safety Plan DWSP-SP-003.

Project Number 24-03 **Capital Project Title** Pump Station, Meter Station, Valve Repair, Transmission Main & Storage Tank Repairs, Replacements and decommissioning. **Capital Project Description** Planned and unplanned infrastructure and equipment renewal.
Project Rationale Annual Provisional Account to address planned and unplanned infrastructure and equipment renewals.

**2.610 Saanich Peninsula Water
Summary Schedule
2024 - 2028 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

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
DCC Reserve Account	2,035,605	2,035,605	1,437,645	1,437,645	1,437,645	1,437,645
Equipment Replacement Fund	1,700,620	1,600,620	1,550,620	1,500,620	1,450,620	1,450,620
Capital Reserve	3,128,055	2,978,055	2,074,055	1,974,055	2,074,055	2,124,055
Total	6,864,280	6,614,280	5,062,320	4,912,320	4,962,320	5,012,320

**2.610 Saanich Peninsula Water
Development Cost Charges
2024 - 2028 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	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	2,073,133	2,035,605	2,035,605	1,437,645	1,437,645	1,437,645
Transfers to Reserve						
Transfers from Reserve based on DCC-capital plan	(82,528)	-	(597,960)	-		-
DCC's received from Member Municipalities						
Interest Income*	45,000					
Ending Balance \$	2,035,605	2,035,605	1,437,645	1,437,645	1,437,645	1,437,645

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
 2024 - 2028 Financial Plan

Equipment Replacement Reserve Schedule

Reserve Fund: Saanich Peninsula Water-Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

Fund: 1022 Fund Center: 101452	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	1,857,620	1,700,620	1,600,620	1,550,620	1,500,620	1,450,620
Equipment purchases (Based on Capital Plan)	(220,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Transfer from Operating Budget	50,000	100,000	150,000	150,000	150,000	200,000
Interest Income*	13,000					
Ending Balance \$	1,700,620	1,600,620	1,550,620	1,500,620	1,450,620	1,450,620

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
 2024 - 2028 Financial Plan

Capital Reserve Fund Schedule

Reserve Fund: Saanich Peninsula Water Capital Reserve Fund (Bylaw #1397)

Fund: 1009 Fund Center: 102159	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	3,330,527	3,128,055	2,978,055	2,074,055	1,974,055	2,074,055
Transfers from Reserve based on capital plan	(1,092,472)	(950,000)	(1,504,000)	(500,000)	(300,000)	(350,000)
Transfer from Capital Reserve (Unspent)	-	-	-	-	-	-
Transfer from Other (MFA etc.)	-	-	-	-	-	-
Transfer unspent capital funds from LA funds						
Transfer from Operating Budget	800,000	800,000	600,000	400,000	400,000	400,000
Interest Income*	90,000					
Ending Balance \$	3,128,055	2,978,055	2,074,055	1,974,055	2,074,055	2,124,055

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

2024 BUDGET

Saanich Peninsula Wastewater

COMMITTEE OF THE WHOLE

OCTOBER 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	<hr/> 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	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
<u>OPERATING COSTS</u>										
Operating	2,812,580	2,763,810	2,816,880	-	180,000	2,996,880	2,955,459	3,130,286	3,086,336	3,248,726
Laboratory	178,305	178,305	179,180	-	-	179,180	182,761	186,409	190,128	193,917
Heat Recovery	117,080	111,720	125,753	-	-	125,753	128,262	130,840	133,449	136,116
Biosolids Mgmt.	1,020,070	587,000	1,021,700	-	(400,000)	621,700	1,024,140	1,026,622	1,029,146	1,031,732
Allocation - Standard Overhead	82,890	82,890	84,219	-	-	84,219	85,903	87,621	89,373	91,161
TOTAL OPERATING COSTS	4,210,925	3,723,725	4,227,733	-	(220,000)	4,007,733	4,376,525	4,561,778	4,528,432	4,701,652
*Percentage Increase over prior year		-11.57%	0.40%	0.00%	-5.22%	-4.83%	9.20%	4.23%	-0.73%	3.83%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	50,640	310,640	74,880	-	-	74,880	75,170	85,480	95,790	106,100
Transfer to Equipment Replacement Fund	118,020	378,020	130,274	-	400,000	530,274	190,880	201,500	212,130	222,770
Transfer to Capital Reserve Fund	367,930	367,930	380,273	-	-	380,273	385,980	396,700	407,430	418,180
Debt Reserve Fund	-	-	-	-	-	-	36,000	11,200	4,000	26,000
MFA Principal Payment	-	-	-	-	-	-	-	125,997	165,196	179,196
MFA Interest Payment	-	-	-	-	-	-	38,700	166,840	207,260	248,110
TOTAL CAPITAL / RESERVES	536,590	1,056,590	585,427	-	400,000	985,427	726,730	987,717	1,091,806	1,200,356
TOTAL COSTS	4,747,515	4,780,315	4,813,159	-	180,000	4,993,159	5,103,255	5,549,495	5,620,238	5,902,008
*Percentage Increase over prior year		0.69%	1.38%	0.00%	3.79%	5.17%	2.20%	8.74%	1.27%	5.01%
Internal Recovery - Other	(134,320)	(167,120)	(154,483)	-	-	(154,483)	(157,580)	(160,730)	(163,950)	(167,220)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
OPERATING COSTS LESS INTERNAL RECOVERIES	4,613,195	4,613,195	4,658,676	-	180,000	4,838,676	4,945,675	5,388,765	5,456,288	5,734,788
*Percentage Increase over prior year		0.00%	0.99%	0.00%	3.90%	4.89%	2.21%	8.96%	1.25%	5.10%
SOURCES OF FUNDING (REVENUE)										
Surplus / (Deficit)										
Balance C/F from Prior to Current Year										
Grants in Lieu of Taxes	(7,772)	(7,772)	(7,772)	-	-	(7,772)	(5,295)	(5,295)	(5,295)	(5,295)
Transfer from Own Funds	(192,523)	(192,523)	-	-	(180,000)	(180,000)	(20,000)	(135,000)	(30,000)	(130,000)
TOTAL REVENUE	(200,295)	(200,295)	(7,772)	-	(180,000)	(187,772)	(25,295)	(140,295)	(35,295)	(135,295)
REQUISITION	(4,412,900)	(4,412,900)	(4,650,904)	-	-	(4,650,904)	(4,920,380)	(5,248,470)	(5,420,993)	(5,599,493)
*Percentage increase over prior year		0.00%	5.39%	0.00%	0.00%	5.39%	5.79%	6.67%	3.29%	3.29%
PARTICIPANTS: C. Saanich, N. Saanich, Sidney, Airport, Pauquachin, Tseycum										

Change in Budget 2023 to 2024

Service: 3.718 Saanich Peninsula Wastewater

Total Expenditure

Comments

2023 Budget

4,747,515

Change in Salaries:

Base salary change	-
Step increase/paygrade change	-
Other (explain as necessary)	-
Total Change in Salaries	-

Other Changes:

Labour Allocation	84,610
Reserve Contributions	449,724
Waste Sludge	(400,000)
BC Permit	27,340
Chemical	23,610
Other	60,361
Total Other Changes	245,644

IWS labour charge out rate lift
 A one-time increase contribution to ERF and a minor contribution increment to the ORF
 One-time saving due to delay from the OMS receiving facility
 Fee to discharge increased by the province
 Over 20% increase on chemical expense
 Increase in utilities, cyclical maintenance costs, etc.

2024 Budget

4,993,159

Transfer Reserve	9.47%
% expense increase from 2023:	5.17%
% Requisition increase from 2023 (if applicable):	5.39%

Requisition funding is 96.1% of service revenue

Overall 2023 Budget Performance
 (expected variance to budget and surplus treatment)

There is a one time favourable variance of \$520k due mainly to tipping solids at Hartland instead of the Residual Treatment Facility. This amount will be split into two funds: the Operating Reserve Fund and Equipment Replacement Fund, with each fund receiving \$260k.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	3.718	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Saanich Peninsula Wastewater							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$160,000	\$530,000	\$1,050,000	\$1,270,000	\$250,000	\$430,000	\$3,530,000	
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	\$1,365,000	\$1,990,000	\$2,850,000	\$350,000	\$800,000	\$2,800,000	\$8,790,000	
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	\$1,525,000	\$2,520,000	\$3,900,000	\$1,620,000	\$1,050,000	\$3,230,000	\$12,320,000	

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$3,600,000	\$1,120,000	\$400,000	\$2,600,000	\$7,720,000
Equipment Replacement Fund	\$260,000	\$950,000	\$200,000	\$400,000	\$200,000	\$380,000	\$2,130,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$1,265,000	\$1,570,000	\$100,000	\$100,000	\$450,000	\$250,000	\$2,470,000
	\$1,525,000	\$2,520,000	\$3,900,000	\$1,620,000	\$1,050,000	\$3,230,000	\$12,320,000

CAPITAL REGIONAL DISTRICT

<p>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.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>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".</p>	<p>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.</p>	<p>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.</p>
<p>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</p>	<p>Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>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.</p>	<p>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 asset condition/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>
<p>Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main</p>	<p>Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles</p>	<p>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.</p>	

Service #: 3.718

Service Name: Saanich Peninsula Wastewater

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total
WASTEWATER TREATMENT PLANT													
20-02	Study	Oxidation Ditch Optimization	The WWTP was getting low dissolved oxygen during low flow, high load periods. Equipment is being optimized and reviewed for potential automation improvements.	\$ 200,000	E	Res	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
23-03	Renewal	Odour Control Upgrade Construction	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.	\$ 1,000,000	S	Res	\$ 950,000	\$ 950,000					\$ 950,000
23-03	Renewal	Odour Control Upgrade Construction	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	Debt	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000
26-01	Renewal	Replace Covers on Primary Clarifiers	Replace covers over clarifiers to more easily removable geomembrane cover system.	\$ 200,000	E	ERF	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000
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	\$ -	\$ -	\$ -	\$ -	\$ 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	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000
27-01	Renewal	SPWWTP Road Upgrades	Construct drainage and pavement replacement on the SPWWTP access road.	\$ 300,000	S	Res	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000
28-01	Study	Bazan Bay Outfall Inspection	Follow-up inspection of Bazan Bay Outfall	\$ 250,000	S	Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000
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.	\$ 30,000	E	Res	\$ -	\$ 30,000		\$ -	\$ -	\$ -	\$ 30,000
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.	\$ 920,000	E	Debt			\$ 200,000	\$ 720,000			\$ 920,000
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	\$ -	\$ -	\$ 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 will no longer be supported as of 2026.	\$ 500,000	E	Debt	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000

Service #: 3.718

Service Name: Saanich Peninsula Wastewater

				PROJECT BUDGET & SCHEDULE											
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total		
PUMP STATIONS													\$ -	\$ -	
21-02	Renewal	Sidney Pump Station Wet Well Upgrades	The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion.	\$ 250,000	S	Debt	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
24-05	Replacement	Keating Pump Station - Pump Replacement	The existing pumps are nearing end of life and are becoming more difficult to maintain.	\$ 300,000	S	ERF	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	
GENERAL													\$ -	\$ -	
19-06	Renewal	Odour Control Upgrades	Continuing on from the 2018 KWL Odour Control Program study, HDR has been retained to complete the detailed design of the odour control upgrades at SPWWTP.	\$ 575,000	S	Res	\$ 275,000	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000	
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	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	
18-10	Replacement	Equipment Replacement - Annual Provisional	Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.	\$ 1,000,000	S	ERF	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	
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	\$ -	\$ 150,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 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.	\$ 295,000	E	ERF	\$ 100,000	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000	
24-06	Replacement	IT Core Infrastructure Replacement	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life	\$ 195,000	E	ERF	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 195,000	
GRAVITY SEWERS & MANHOLES													\$ -	\$ -	
20-03	Renewal	Trunk Sewer Relining	Based upon CCTV inspection, high priority relining of about 1,300m of 500mm dia asbestos cement sewer will start in 2022. Another 1600m may need to be relined within the next 5 years.	\$ 1,100,000	S	Res	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
20-04	Renewal	Manhole Repairs and Replacement	Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years.	\$ 50,000	S	Res		\$ 50,000						\$ 50,000	
20-04	Renewal	Manhole Repairs and Replacement	Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney. Repairs/relining will be scheduled in the next 5 years.	\$ 850,000	S	Debt	\$ -	\$ -	\$ 400,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 850,000	
27-02	Renewal	Trunk Sewer Relining - Ph2	Based upon CCTV inspection, about another 1600m of 500mm dia asbestos cement sewer should be lined in 2029.	\$ 2,200,000	S	Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000	\$ 2,200,000	
27-03	Renewal	Flushing and CCTV Inspection	SPWW sewers should be cleaned and inspected on a 5-basis. The next 5-year inspection is planned for 2027.	\$ 150,000	S	Res	\$ -	\$ -	\$ -	\$ -	\$ 150,000			\$ 150,000	
PRESSURE PIPES & APPERTUNANCES													\$ -	\$ -	
DEVELOPMENT COST CHARGE (DCC) PROJECTS														\$ -	\$ -
23-01	Renewal	DCC Program - 5-year Update	5-year update of the DCC program.	\$ 75,000	S	Res	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	
													\$ -	\$ -	
GRAND TOTAL				\$ 14,125,000			\$ 1,525,000	\$ 2,520,000	\$ 3,900,000	\$ 1,620,000	\$ 1,050,000	\$ 3,230,000	\$ 12,320,000		

Service: **3.718** **Saanich Peninsula Wastewater**

Project Number	20-02	Capital Project Title	Oxidation Ditch Optimization	Capital Project Description	The WWTP was getting low dissolved oxygen during low flow, high load periods. Equipment is being optimized and reviewed for potential automation improvements.
Project Rationale	The current aerators were underperforming and needed to be assessed to improve performance. Preliminary studies have led to optimization with the existing equipment which may negate the need for full replacement in the near future. A consultant is finalizing a design report and recommendations.				

Project Number	23-03	Capital Project Title	Odour Control Upgrade Construction	Capital Project Description	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 Rationale	Construction improvements to be implemented based on recommendations made in the KWL report. 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	26-01	Capital Project Title	Replace Covers on Primary Clarifiers	Capital Project Description	Replace covers over clarifiers to more easily removable geomembrane cover system.
Project Rationale	The existing aluminum checker plate covers on the clarifiers are difficult to remove. A more easily removable geomembrane cover system will allow for better operation and maintenance of the clarifiers and prolong carbon life in the odour control system.				

Service: **3.718** **Saanich Peninsula Wastewater**

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
Project Rationale	Existing servers are End of life and need to be replaced prior to failure and to meet current CRD specifications and standards				

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.				

Service: **3.718** **Saanich Peninsula Wastewater**

Project Number	28-01	Capital Project Title	Bazan Bay Outfall Inspection	Capital Project Description	Follow-up inspection of Bazan Bay Outfall
Project Rationale	Follow up 2028 inspection of Bazan Bay outfall to meet MWR requirements for 5-years inspection frequencies following the 2023 inspection. Considerations for ROV, Electromagnetic and dye tracing.				

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.				

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.				

Service: **3.718** **Saanich Peninsula Wastewater**

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 will no longer be supported as of 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.				

Project Number	21-02	Capital Project Title	Sidney Pump Station Wet Well Upgrades	Capital Project Description	The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion.
Project Rationale	The existing inlet gate to the wet well and the forcemain knife gate valves are seized. Engineering and Operations are working together to determine whether maintenance improvements can extend the longevity or whether complete replacements will be required. Inlet isolation gates are required to function in order to conduct maintenance at the pump station wet well.				

Project Number	24-05	Capital Project Title	Keating Pump Station - Pump Replacement	Capital Project Description	The existing pumps are nearing end of life and are becoming more difficult to maintain.
Project Rationale	Replacement of Keating PS pumps that are at end of life and beginning to result in maintenance issues.				

Service: **3.718** **Saanich Peninsula Wastewater**

Project Number	19-06	Capital Project Title	Odour Control Upgrades	Capital Project Description	Continuing on from the 2018 KWL Odour Control Program study, HDR has been retained to complete the detailed design of the odour control upgrades 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 .				

Project Number	21-04	Capital Project Title	Voice Radio Replacement	Capital Project Description	Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.
Project Rationale	End of life replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.				

Project Number	18-10	Capital Project Title	Equipment Replacement - Annual Provisional	Capital Project Description	Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.
Project Rationale	Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.				

Project Number	22-02	Capital Project Title	Microwave Radio Upgrades	Capital Project Description	To provide a high bandwidth communications backbone to the SPW/SPWW systems, a microwave communications system will be installed.
Project Rationale	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.				

Service: **3.718** **Saanich Peninsula Wastewater**

Project Number	23-02	Capital Project Title	Electrical & Control Upgrades	Capital Project Description	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.
Project Rationale	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.				

Project Number	24-06	Capital Project Title	IT Core Infrastructure Replacement	Capital Project Description	Replacement of Core IT infrastructure such as servers, network switches, UPS, etc for equipment end of life
Project Rationale	Project for IT Core Infrastructure Replacement associated with SPWWS. Program to be managed by IT.				

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 1600m 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. This project will be substantially complete in 2023 with only minor close out works expected to continue into 2024.				

Service: **3.718** **Saanich Peninsula Wastewater**

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. 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 1600m of 500mm dia asbestos cement sewer should be lined in 2029.

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 27-03 **Capital Project Title** Flushing and CCTV Inspection **Capital Project Description** SPWW sewers should be cleaned and inspected on a 5-basis. The next 5-year inspection is planned for 2027.

Project Rationale Flushing and CCTV inspection program for pipe condition of SPWW sewers.

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
2024 - 2028 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

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Sewer Capital Reserve Funds	686,953	932,226	1,388,206	1,854,906	1,982,336	2,320,516
Equipment Replacement Fund	1,445,408	1,025,682	1,016,562	818,062	830,192	672,962
Maintenance Reserve Fund	823,376	718,256	773,426	723,906	789,696	765,796
Total	2,955,737	2,676,164	3,178,194	3,396,874	3,602,224	3,759,274

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

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	193,170	167,339	112,339	132,339	152,339	172,339
Planned Capital Expenditure (Based on Capital Plan)	-	(75,000)	-	-	-	-
Transfer OUT - To Capital Reserve	(300,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
Fund Return	169					
Transfer IN - DCC Funding	274,000	170,000	170,000	170,000	170,000	170,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	167,339	112,339	132,339	152,339	172,339	192,339

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

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	948,685	519,615	819,888	1,255,868	1,702,568	1,809,998
Planned Capital Expenditure	(1,000,000)	(305,000)	(100,000)	(100,000)	(450,000)	(250,000)
Correction	(102,000)					
Transfer from Ops Budget	367,930	380,273	385,980	396,700	407,430	418,180
Planned transfer from DCC Funds	300,000	225,000	150,000	150,000	150,000	150,000
Funding return						
Interest Income*	5,000	-	-	-	-	-
Ending Balance \$	519,615	819,888	1,255,868	1,702,568	1,809,998	2,128,178

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.

Total both funds	686,953	932,226	1,388,206	1,854,906	1,982,336	2,320,516
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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

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	1,167,388	1,445,408	1,025,682	1,016,562	818,062	830,192
Planned Purchase (Based on Capital Plan)	(100,000)	(950,000)	(200,000)	(400,000)	(200,000)	(380,000)
Estimated Surplus	260,000					
Transfer IN (from Ops Budget)	118,020	530,274	190,880	201,500	212,130	222,770
Interest Income*						
Ending Balance \$	1,445,408	1,025,682	1,016,562	818,062	830,192	672,962

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	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Beginning Balance	658,259	823,376	718,256	773,426	723,906	789,696
Planned Purchase	(162,523)	(180,000)	(20,000)	(135,000)	(30,000)	(130,000)
Estimated Surplus	260,000					
Transfer from Ops Budget	50,640	74,880	75,170	85,480	95,790	106,100
Interest Income*	17,000	-	-	-	-	-
Ending Balance \$	823,376	718,256	773,426	723,906	789,696	765,796

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.