

Electoral Area Committee Package

Electoral Area Committee Budget Package was presented October 9, 2019 and is the preliminary budget. The final budget is presented to the Board each year and accounts for yearly surpluses and deficits by service area and also new initiatives. The preliminary budget contains the full detail for each service which includes the following:

1. Service Description/ Overview
2. Bridging document detailing major changes from 2019-2020
3. Operating Committee Summary
4. Capital Plan Summary
5. Reserve Schedules

APPENDIX A: SALT SPRING ISLAND

Operating Expenditures – SSI

The 2020 Requisition Summary for Salt Spring Island is shown on pages 3 and 4. The key drivers of the budget increase for SSI include:

SSI Public Library

An increase of \$35,000 (5.6%) in the contribution to the SSI public library, as requested by the Library Society.

SSI Community Transit

A net increase of \$9,000 (4%) for new transit service expansion with BC Transit for new bus route and expanded service hours.

SSI Public Arts

An increase of \$20,000 (21%) in the contribution payment as requested by the SSI Art Council.

SSI Community Parks, Recreation, and Pool

An increase of \$198,000(8.3%) in total expenditure, including increase for pool chemical supplies and staffing salaries associated with more robust recreation programs delivery all driven by the 2019 SSI Parks and Recreation Strategic Plan. This total expenditure increase is mainly offset by increased revenue from the programs, resulting in the net increase requisition being \$58,000 (3%).

SSI Septage/Composting

An increase of \$60,000 (7.7%) in total expenditure, including increase from higher rate of sludge hauling costs, higher electricity rate, operating supplies related to screen brushes annual replacement, CRD allocations and operating labor cost.

Capital Expenditures – SSI

The 2020 Capital Plan Summary for SSI is shown on pages 5. The major projects include the following:

Transportation

\$1,095,680 for North Ganges Transportation Plan;

\$1,000,000 for joint project with Ministry of Transportation 2020/2021 resurfacing Fulford Ganges Road Seaview South (Ganges Hill) contingent on public approval of debt financing.

Community Parks, Recreation, and Pool

\$200,000 for Centennial Park upgrades;

\$125,000 for Pool change room and flooring replacement;

\$90,000 to expand and upgrade existing trail network and parking.

Water and Sewer Utilities

\$485,000 and \$371,800 respectively are the planned capital expenditures for local water and sewer utilities services on the Island.

Electoral Area	Salt Spring Island	Cost per Avg. Parcel		Cost per Avg. Parcel		Difference (Decrease)	Change in cost per avg household/Parcel	
		2020	2019	2020	2019		\$	%
1.010	Legislative & General Government	264,121	\$39.37	208,957	\$31.15	55,163	\$8.22	26.40%
1.101	G.I.S.	1,925	\$0.29	1,860	\$0.28	65	\$0.01	3.50%
1.224	Community Health - Homeless Sec.	14,332	\$2.14	14,345	\$2.14	(12)	(\$0.00)	-0.09%
1.280	Regional Parks	298,613	\$44.51	278,091	\$41.45	20,522	\$3.06	7.38%
1.280A	Regional Parks - Land Acquisition	113,336	\$16.89	111,315	\$16.59	2,022	\$0.30	1.82%
1.309	Climate Action and Adaptation	12,991	\$1.94	12,952	\$1.93	39	\$0.01	0.30%
1.310	Land Banking & Housing	43,406	\$6.47	43,578	\$6.50	(172)	(\$0.03)	-0.40%
1.324	Regional Planning Service	35,294	\$5.26	35,298	\$5.26	(5)	(\$0.00)	-0.01%
1.335	Geo-Spatial Referencing System	4,898	\$0.73	5,086	\$0.76	(188)	(\$0.03)	-3.69%
1.374	Regional Emergency Program Support	3,721	\$0.55	3,447	\$0.51	274	\$0.04	7.96%
1.375	Hazardous Material Incident Response	8,991	\$1.34	8,589	\$1.28	402	\$0.06	4.68%
1.911	Call Answer	4,142	\$0.62	4,039	\$0.60	103	\$0.02	2.54%
1.921	Regional CREST Contribution	44,258	\$6.60	43,116	\$6.43	1,141	\$0.17	2.65%
21.ALL	Feasibility Study Reserve Fund - ALL	1,212	\$0.18	-	\$0.00	1,212	\$0.18	0.00%
Total Regional		851,239	\$126.89	770,673	\$114.88	80,566	\$12.01	10.45%
1.230	Traffic Safety Commission	2,239	\$0.33	2,191	\$0.33	48	\$0.01	2.20%
1.311	Regional Housing Trust Fund	33,946	\$5.06	33,946	\$5.06	-	\$0.00	0.00%
1.313	Animal Care Services	120,502	\$17.96	117,163	\$17.47	3,339	\$0.50	2.85%
1.912A	Call Answer - RCMP	-	\$0.00	7,972	\$1.19	(7,972)	(\$1.19)	0.00%
1.913	Fire Dispatch	92,658	\$13.81	84,836	\$12.65	7,822	\$1.17	9.22%
Total Sub-Regional		249,346	\$37.17	246,108	\$36.69	3,238	\$0.48	1.32%
1.103	Elections	8,654	\$1.29	8,654	\$1.29	-	\$0.00	0.00%
1.104	U.B.C.M.	5,715	\$0.85	5,591	\$0.83	123	\$0.02	2.21%
1.318	Building Inspection	180,246	\$26.87	175,665	\$26.19	4,582	\$0.68	2.61%
1.320	Noise Control	16,916	\$2.52	15,963	\$2.38	953	\$0.14	5.97%
1.322	Nuisances & Unsanitary Premises	22,424	\$3.34	21,647	\$3.23	777	\$0.12	3.59%
1.372	Electoral Area Emergency Program	61,690	\$9.20	59,785	\$8.91	1,905	\$0.28	3.19%
Total Joint Electoral Area		295,645	\$44.07	287,305	\$42.83	8,340	\$1.24	2.90%
1.111	Electoral Area Admin Exp-SSI	512,378	\$76.38	496,800	\$74.06	15,578	\$2.32	3.14%
1.116	Grants in Aid - Salt Spring Island	45,157	\$6.73	38,810	\$5.79	6,347	\$0.95	16.35%
1.124	SSI Economic Development Commission	77,049	\$11.49	75,380	\$11.24	1,669	\$0.25	2.21%
1.141	Salt Spring Island Public Library	660,257	\$98.42	618,940	\$92.26	41,317	\$6.16	6.68%
1.236	Salt Spring Island Fernwood Dock	31,284	\$5.64	30,610	\$5.52	674	\$0.12	2.20%
1.238A	Community Transit (S.S.I.)	232,269	\$34.62	217,070	\$32.36	15,199	\$2.27	7.00%
1.238B	Community Transportation (S.S.I.)	167,331	\$24.94	167,120	\$24.91	211	\$0.03	0.13%
1.299	Salt Spring Island Arts	116,278	\$17.33	93,580	\$13.95	22,698	\$3.38	24.26%
1.316	SSI House Numbering	9,189	\$1.37	9,300	\$1.39	(111)	(\$0.02)	-1.19%
1.371	S.S.I. Emergency Program	112,275	\$16.74	107,840	\$16.08	4,435	\$0.66	4.11%
1.378	SSI Search and Rescue	22,034	\$3.28	22,034	\$3.28	-	\$0.00	0.00%
1.455	Salt Spring Island Community Parks	380,614	\$56.74	377,840	\$56.32	2,774	\$0.41	0.73%
1.458	Salt Spring Island Community Rec	49,954	\$7.45	44,260	\$6.60	5,694	\$0.85	12.86%
1.459	Salt Spring Island Park, Land & Rec Prog	1,542,367	\$229.92	1,491,930	\$222.40	50,437	\$7.52	3.38%
1.535	Stormwater Quality Management - S.S.I.	22,500	\$3.35	21,962	\$3.27	538	\$0.08	2.45%
1.925	Emergency Comm - Crest - S.S.I.	88,141	\$13.14	85,970	\$12.82	2,171	\$0.32	2.53%
3.705	S.S.I. Septage/Composting**	374,305	\$67.68	310,090	\$56.07	64,215	\$11.61	20.71%
Total SSI Electoral Area		4,443,382	\$675.22	4,209,536	\$638.30	233,846	\$36.92	5.78%
Total Capital Regional District		5,839,612	\$883.35	5,513,621	\$832.70	325,991	\$50.65	6.08%
						5.9%		
Cost/average residential property		\$883.35		\$832.70		\$50.65		
CRHD	Capital Regional Hospital District	888,011	\$132.37	929,064	\$138.49	(41,052)	(\$6.12)	-4.42%
Total CRD and CRHD		6,727,623	\$1,015.73	6,442,685	\$971.19	284,938	\$44.53	4.59%

Average residential assessment (2019/2020)

656,131

656,131

Major Impacts

Change in Cost per Average Household
\$ % of total incr

REGIONAL

Legislative & General Government \$8.22 0.85%

Regional Parks \$3.06 0.31%

SUB-REGIONAL

Fire Dispatch \$1.17 0.12%

Animal Care Services \$0.50 0.05%

Call Answer - RCMP (\$1.19) -0.12%

Joint Electoral Area

Building Inspection \$0.68 0.07%

SSI EA

Electoral Area Admin Exp-SSI \$2.32 0.24%

Grants in Aid - Salt Spring Island \$0.95 0.10%

Salt Spring Island Public Library \$6.16 0.63%

Community Transit (S.S.I.) \$2.27 0.23%

Salt Spring Island Arts \$3.38 0.35%

S.S.I. Emergency Program \$0.66 0.07%

Salt Spring Island Community Rec \$0.85 0.09%

Salt Spring Island Park, Land & Rec Prog \$7.52 0.77%

S.S.I. Septage/Composting** \$11.61 1.20%

Capital Regional Hospital District (\$6.12) -0.63%

Other \$2.50 0.26%

Total

\$44.53 4.59%

Salt Spring Island Local/Specified/Defined Services		Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Difference Increase/ (Decrease)	Change in cost per avg household/Parcel	
		2020	2019	2020	2019		\$	%
1.234	Salt Spring Island Street Lighting	25,334	\$3.87	25,770	\$3.94	(436)	(\$0.07)	-1.69%
2.620	SSI Highland Water System	31,634	\$131.08	36,840	\$152.65	(5,206)	(\$21.57)	-14.13%
2.621	Highland / Fernwood Water - SSI	57,823	\$182.76	55,000	\$173.84	2,823	\$8.92	5.13%
2.624	Beddis Water	72,170	\$554.44	72,240	\$554.98	(70)	(\$0.54)	-0.10%
2.626	Fulford Water	66,359	\$684.77	74,790	\$771.77	(8,431)	(\$87.00)	-11.27%
2.628	Cedar Lane Water	11,094	\$315.58	13,090	\$372.36	(1,996)	(\$56.78)	-15.25%
2.660	Fernwood Water	16,589	\$252.87	18,980	\$252.87	(2,391)	\$0.00	0.00%
3.755	Regional Source Control - Maliview Estates / Ganges Sewer	6,682	\$14.56	6,551	\$14.27	131	\$0.29	2.00%
3.810	Ganges Sewer	54,130	\$136.62	54,130	\$136.62	-	\$0.00	0.00%
Total Local/Specified/Defined Services		341,815		357,391		(15,576)		

Average residential assessment (2019/2020)

656,131

656,131

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - Joint/SSI

2020

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING					TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves		
1.111	SSI Admin. Expenditures	1,200					1,200			1,200				1,200
1.141	SSI Public Library	9,000					9,000					9,000		9,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				2,500		2,500	2,500						2,500
1.238A	Community Transit (SSI)				15,000		15,000					15,000		15,000
1.238B	Community Transportation (SSI)				2,115,680		2,115,680	45,460	1,000,000		685,220	385,000		2,115,680
1.318	Building Inspection		40,000				40,000			40,000				40,000
1.372	Emergency Planning Coordination	2,000					2,000			2,000				2,000
1.455	SSI Community Parks	5,000			255,000		260,000				125,000	130,000		260,000
1.458	SSI Community Recreation	5,000					5,000			5,000				5,000
1.459	SSI Park Land & Rec Programs	33,240		215,000		90,000	338,240			33,240		305,000		338,240
2.620	Highland Water (SSI)				92,963		92,963	92,963						92,963
2.621	Highland & Fernwood Water (SSI)	80,000			137,000		217,000		100,000			117,000		217,000
2.622	Cedars of Tuam Water (SSI)	10,500			75,000		85,500		70,000			15,500		85,500
2.624	Beddis Water (SSI)	20,000			12,000		32,000					32,000		32,000
2.626	Fulford Water (SSI)	10,000			26,000		36,000					36,000		36,000
2.628	Cedar Lane Water (SSI)	5,000			40,000		45,000					45,000		45,000
3.705	SSI Septage / Composting	50,000			31,109		81,109	22,109				59,000		81,109
3.810	Ganges Sewer Utility (SSI)	13,500			188,405		201,905		151,405			50,500		201,905
3.820	Maliview Sewer Utility (SSI)	10,000			78,800		88,800				56,800	32,000		88,800
TOTAL		254,440	40,000	215,000	3,069,457	90,000	3,668,897	163,032	1,321,405	86,440	867,020	1,231,000		3,668,897

EAC Budget Review
October 9, 2019
Appendix A

JOINTLY FUNDED SERVICES

[1.103 Elections](#)

[1.104 UBCM](#)

[1.318 Building Inspection](#)

[1.320 Noise Control](#)

[1.322 Nuisance and Unsightly Premises](#)

[1.372 EA Emergency Coordination](#)

SALT SPRING ISLAND

[1.111 Administration](#)

[1.116 Grants in Aid](#)

[1.124 Economic Development](#)

[1.141 SSI Public Library](#)

[1.234 Street Lighting](#)

[1.236 Fernwood Dock](#)

[1.238 Transit and Transportation](#)

[1.299 Arts](#)

[1.316 Building Numbering](#)

EAC Budget Review
October 9, 2019
Appendix A

1.371 Emergency Program

1.378 Search and Rescue

1.459 Parks, Land and Pool

1.455 Community Parks

1.458 Community Recreation

1.535 Stormwater Quality

1.925 Emergency Communications - CREST

2.620 Highland Water

2.621 Highland/Fernwood Water

2.622 Cedars of Tuam Water

2.624 Beddis Water

2.626 Fulford Water

2.628 Cedar Lane Water

2.660 Fernwood Water

3.705 Septage/Composting

3.810 Ganges Sewer

3.820 Maliview Sewer

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Elections

EAC Review

Service: 1.103 Elections

Committee: Electoral Area Services

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and contribution from Islands Trust.

1.103 ELECTIONS	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Electoral Area Elections	-	-	-	-	-	-	-	106,480	-	-
Islands Trust	-	-	-	-	-	-	-	74,900	-	-
Voters' List	4,020	4,020	166	-	-	166	207	249	253	258
TOTAL OPERATING COSTS	4,020	4,020	166	-	-	166	207	181,629	253	258
*Percentage Increase over prior year						-95.9%	24.7%	87643.5%	-99.9%	2.0%
Transfer to Operating Reserve Fund	16,150	16,150	20,004	-	-	20,004	19,963	-	19,917	19,912
TOTAL COSTS	20,170	20,170	20,170	-	-	20,170	20,170	181,629	20,170	20,170
<u>FUNDING SOURCES (REVENUE)</u>										
Recovery from Islands Trust	-	-	-	-	-	-	-	(110,000)	-	-
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	(51,459)	-	-
Other Income	(170)	(170)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
TOTAL REVENUE	(170)	(170)	(170)	-	-	(170)	(170)	(161,629)	(170)	(170)
REQUISITION	(20,000)	(20,000)	(20,000)	-	-	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
*Percentage increase over prior year requisition						0.0%	0.0%	0.0%	0.0%	0.0%

Reserve Schedule

Reserve Fund: **FC 105515 Internal Reserve Fund for EA Elections**

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

Reserve Cash Flow

	Estimate	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	51,585	67,735	87,739	107,702	56,243	76,160
Transfer from Operating Budget	16,150	20,004	19,963	-	19,917	19,912
Transfer to Operating Budget	-	-	-	(51,459)	-	-
Interest Income	-	-	-	-	-	-
Ending Balance \$	67,735	87,739	107,702	56,243	76,160	96,072

Assumptions/Background:

Budgeted transfers to reserve will provide funding for elections in 2018 and in 2022 at an estimated cost of \$130,000 - \$150,000 each

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Union of B.C. Municipalities

EAC Review

Service: 1.104 Union of B.C. Municipalities

Committee: Electoral Area Services

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

GENERAL INFORMATION:

Association of Vancouver Island Municipalities (A.V.I.M.)

Commencing 1982 costs relating to A.V.I.M., which are incurred solely on behalf of the electoral areas, are included in the U.B.C.M. budget rather than Legislative and General Government.

1.104 UBCM	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Convention Expenses	16,590	12,835	16,805	-	-	16,805	17,139	17,463	17,810	18,158
AVIM Meeting Expenses	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	16,590	12,835	16,805	-	-	16,805	17,139	17,463	17,810	18,158
*Percentage Increase over prior year						1.3%	2.0%	1.9%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/fwd from 2018 to 2019	-	3,755	(3,755)			(3,755)	-	-	-	-
Carry forward from 2017 to 2018	(3,820)	(3,820)	-	-	-	-	-	-	-	-
Other Income	(90)	(90)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	(3,910)	(155)	(3,845)	-	-	(3,845)	(90)	(90)	(90)	(90)
REQUISITION	(12,680)	(12,680)	(12,960)	-	-	(12,960)	(17,049)	(17,373)	(17,720)	(18,068)
*Percentage increase over prior year requisition						2.2%	31.6%	1.9%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Building Inspection

EAC Review

Service: 1.318 Building Inspection

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

The building inspection department provides building inspection services to homeowners, builders and contractors in compliance with both the BC Building Code and CRD Building Bylaw 2990. The Building inspection service includes receiving, reviewing and advising on building permit applications, processing of the applications including code analysis and referrals to other agencies, issuing building permits and verifying conditional requirements, arranging and carrying out site and construction inspections and granting final approval for occupancy. Staff also provides inspection services to other CRD departments on a cost recovery basis.

PARTICIPATION:

All Electoral Areas on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

Change in Budget 2019 to 2020
Service: 1.318 Building Inspection

	Total Expenditure		Comments
2019 Budget	1,506,930		
Change in Salaries:			
Base salary change	28,819	1.91%	Inclusive of collective agreement changes
Step Increase	5,525	0.37%	
Paygrade reclass J19/1 to J16/3	(3,458)	-0.23%	Building Inspector
Total Change in Salaries	30,886	2.05%	
Other Changes:			
Allocations	16,424	1.09%	CRD Corporate overhead & HR
Other	7,108	0.47%	
Total Other Changes	23,532	1.56%	
2020 Budget	1,561,348	3.61%	

Overall 2019 Budget Performance
(expected variance to budget and surplus treatment)

Main driver of estimated \$51k surplus is a favourable salary variance.

Savings in legal expenses and telecommunications offset by additional costs in other operating expenditures.

Estimated surplus of \$51k is recommended for transfer to ERF to fund future vehicle and equipment replacement needs.

The estimated balance before transfer is \$62k.

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Building Inspection										
OPERATING COSTS:										
Salaries & Wages	1,090,780	1,017,989	1,124,270	-	-	1,124,270	1,149,240	1,159,250	1,183,650	1,209,200
Telecommunications	34,530	27,648	35,290	-	-	35,290	36,070	36,860	37,480	38,300
Legal Expenses	10,000	5,989	10,220	-	-	10,220	10,440	10,670	10,900	11,140
Building Rent	32,980	32,054	33,706	-	-	33,706	34,450	35,210	35,980	36,770
Supplies	15,760	13,192	16,107	-	-	16,107	16,460	16,820	17,140	17,520
Allocations	171,590	171,580	188,014	-	-	188,014	202,022	216,516	221,026	225,628
Other Operating Expenses	117,990	138,323	120,547	-	-	120,547	123,190	125,882	128,564	131,346
TOTAL OPERATING COSTS	1,473,630	1,406,775	1,528,153	-	-	1,528,153	1,571,872	1,601,208	1,634,740	1,669,904
*Percentage Increase over prior year						3.7%	2.9%	1.9%	2.1%	2.2%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	10,000	61,181	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	10,000	61,181	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
TOTAL COSTS	1,506,930	1,491,256	1,561,453	-	-	1,561,453	1,605,172	1,634,508	1,668,040	1,703,204
Internal Recoveries	(28,430)	(28,430)	(29,362)	-	-	(29,362)	(30,008)	(30,668)	(31,343)	(32,032)
OPERATING COSTS LESS INTERNAL RECOVERIES	1,478,500	1,462,826	1,532,091	-	-	1,532,091	1,575,164	1,603,840	1,636,697	1,671,172
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Fees Charged	(965,690)	(940,748)	(970,610)	-	-	(970,610)	(991,950)	(1,013,772)	(1,036,084)	(1,058,886)
Contract Revenue	(25,000)	(34,268)	(35,000)	-	-	(35,000)	(35,770)	(36,560)	(37,360)	(38,180)
Transfer from Operating Reserve Fund	(85,960)	(85,960)	(114,246)	-	-	(114,246)	(116,770)	(119,340)	(121,970)	(124,660)
Transfer to/(from) Unearned Revenue	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(2,000)	(2,000)	(2,000)	-	-	(2,000)	(2,040)	(2,080)	(2,130)	(2,180)
Grants in Lieu of Taxes	(1,480)	(1,480)	(1,480)	-	-	(1,480)	(1,510)	(1,540)	(1,570)	(1,600)
TOTAL REVENUE	(1,080,130)	(1,064,456)	(1,123,336)	-	-	(1,123,336)	(1,148,040)	(1,173,292)	(1,199,114)	(1,225,506)
REQUISITION	(398,370)	(398,370)	(408,755)	-	-	(408,755)	(427,124)	(430,548)	(437,583)	(445,666)
*Percentage increase over prior year requisition		1				2.6%	4.5%	0.8%	1.6%	1.8%
AUTHORIZED POSITIONS:										
Salaried	9.6	9.6	9.6			9.6	9.6	9.6	9.6	9.6

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.318	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$5,000	\$5,000	\$0	\$10,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$40,000	\$40,000	\$0	\$0	\$0	\$40,000	\$80,000
		\$40,000	\$40,000	\$0	\$5,000	\$5,000	\$40,000	\$90,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$40,000	\$40,000	\$0	\$5,000	\$5,000	\$40,000	\$90,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$40,000	\$40,000	\$0	\$5,000	\$5,000	\$40,000	\$90,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.318
 Service Name: Building Inspection

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	\$80,000	V	ERF	\$40,000	\$40,000	\$0	\$0	\$0	\$40,000	\$80,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	\$10,000	E	ERF	\$0	\$0	\$0	\$5,000	\$5,000	\$0	\$10,000
GRAND TOTAL				\$90,000			\$40,000	\$40,000	\$0	\$5,000	\$5,000	\$40,000	\$90,000

1.318 Building Inspection
 Asset and Reserve Summary
 2020 - 2024 Financial Plan

Asset Profile

Building Inspection

Assets held by the building inspection service consist of equipment and an administration building.

EASC Review

Reserve Fund: 1.318 Building Inspection

Fund: 1022 Fund Center: 101425
 ERF Group: BLDINS.ERF

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	52,509	62,509	32,509	42,509	47,509	52,509
Expenditures (Based on Capital Plan)	-	(40,000)	-	(5,000)	(5,000)	(40,000)
Transfer from Ops Budget	10,000	10,000	10,000	10,000	10,000	10,000
Interest Income*						
Ending Balance \$	62,509	32,509	42,509	47,509	52,509	22,509

Assumptions/Background:

Maintain minimum balance of \$10,000 in case of immediate need for equipment

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Noise Control

EAC Review

Service: 1.320 Noise Control

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

\$4,633,622

Total of such functions not to exceed \$1.00 / \$1,000 overall.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

FUNDING:

Requisition

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Noise Control										
<u>OPERATING COSTS:</u>										
Legal	6,210	5,910	7,337	-	-	7,337	7,500	7,670	7,840	8,010
Allocations	8,480	8,480	8,953	-	-	8,953	9,383	9,833	10,041	10,249
Internal Time Charges	21,650	21,650	22,211	-	-	22,211	22,797	22,959	23,390	23,893
Other Operating Expenses	50	90	60	-	-	60	60	60	60	60
TOTAL OPERATING COSTS	36,390	36,130	38,561	-	-	38,561	39,740	40,522	41,331	42,212
*Percentage Increase over prior year						6.0%	3.1%	2.0%	2.0%	2.1%
Reserve										
Transfer to Operating Reserve Fund	-	260	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	260	-	-	-	-	-	-	-	-
TOTAL COSTS	36,390	36,390								
<u>FUNDING SOURCES (REVENUE)</u>										
Balance carry forward	-	-	-	-	-	-	-	-	-	-
Other Revenue	(190)	(190)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(190)	(190)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
REQUISITION	(36,200)	(36,200)	(38,361)	-	-	(38,361)	(39,540)	(40,322)	(41,131)	(42,012)
*Percentage increase over prior year requisition						6.0%	3.1%	2.0%	2.0%	2.1%

1.320 Noise Control
 Asset and Reserve Summary
 2020 - 2024 Financial Plan

Reserve Fund: 1.320 Noise Control

- 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.

Fund: 1500 Fund Center: 105406	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	2,426	2,686	2,686	2,686	2,686	2,686
Planned Purchase (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Ops Budget	260	-	-	-	-	-
Interest Income*	-					
Ending Balance \$	2,686	2,686	2,686	2,686	2,686	2,686

Assumptions/Background:
 Maintain balance at reasonable level to cover unexpected operating expenses such as legal.

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Nuisance & Unsightly Premises

EAC Review

Service: 1.322 Nuisance & Unsightly Premises

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000 \$4,633,622

Total of such functions not to exceed \$1.00 / \$1,000 overall.

FUNDING:

Requisition

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Nuisance & Unsightly Premises										
<u>OPERATING COSTS:</u>										
Legal	2,110	-	2,152	-	-	2,152	2,200	2,250	2,300	2,350
Allocations	4,910	4,910	5,384	-	-	5,384	5,853	6,338	6,469	6,601
Internal Time Charges	42,170	42,170	43,257	-	-	43,257	44,412	44,717	45,561	46,541
Other Operating Expenses	170	70	330			330	340	350	360	370
TOTAL OPERATING COSTS	49,360	47,150	51,123	-	-	51,123	52,805	53,655	54,690	55,862
Transfer to Operating Reserve Fund	-	2,210	-	-	-	-	-	-	-	-
TOTAL COSTS	49,360	49,360	51,123	-	-	51,123	52,805	53,655	54,690	55,862
*Percentage Increase over prior year						3.6%	3.3%	1.6%	1.9%	2.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(170)	(170)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(270)	(270)	(270)	-	-	(270)	(270)	(270)	(270)	(270)
REQUISITION	(49,090)	(49,090)	(50,853)	-	-	(50,853)	(52,535)	(53,385)	(54,420)	(55,592)
*Percentage increase over prior year requisition						3.6%	3.3%	1.6%	1.9%	2.2%

Reserve Schedule

Reserve Fund: 1.322 Nuisance & Unsightly Premises

For unforeseen legal expenses

Reserve Cash Flow

Fund: 1500 Fund Centre: 105403	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	14,846	14,846	14,846	14,846	14,846	14,846
Transfer from Ops Budget	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-
Interest Income	-					
Ending Balance \$	14,846	14,846	14,846	14,846	14,846	14,846

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Emergency Planning Coordination

EAC Review

Service: 1.372 Emergency Planning Coordination

Committee: Planning, Transportation & Protective Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

FUNDING:

Allocations from protection services and requisition.

EMERGENCY PLANNING COORDINATION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries	479,350	443,838	509,587	-	-	509,587	523,371	532,546	544,045	555,751
Travel Expenses	1,750	2,883	1,790	-	-	1,790	1,830	1,870	1,910	1,950
Telecommunications	6,560	8,946	6,700	-	-	6,700	6,850	7,000	7,150	7,310
Staff Training & Development	1,560	1,288	1,590	-	-	1,590	1,620	1,660	1,700	1,740
Supplies	1,930	2,719	1,970	-	-	1,970	2,010	2,050	2,090	2,130
Allocations	56,010	56,010	56,596	-	-	56,596	56,561	56,495	57,680	58,891
Other Operating Expenses	8,340	7,652	8,470	-	-	8,470	8,650	8,830	9,010	9,190
TOTAL OPERATING COSTS	555,500	523,336	586,703	-	-	586,703	600,892	610,451	623,585	636,962
*Percentage Increase over prior year						5.6%	2.4%	1.6%	2.2%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	10,000	10,220	10,440	10,670
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	10,000	10,220	10,440	10,670
TOTAL COSTS	555,500	523,336	586,703	-	-	586,703	610,892	620,671	634,025	647,632
Internal Recoveries	(404,950)	(404,950)	(413,859)	-	-	(413,859)	(459,671)	(468,864)	(479,179)	(489,721)
OPERATING COSTS LESS INTERNAL RECOVERIES	150,550	118,386	172,844	-	-	172,844	151,221	151,806	154,845	157,911
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	32,164	(32,164)	-	-	(32,164)	-	-	-	-
Balance c/fwd from 2018 to 2019	(14,190)	(14,190)	-	-	-	-	-	-	-	-
Revenue - Other	(300)	(300)	(300)	-	-	(300)	(310)	(320)	(330)	(340)
Grants in Lieu of Taxes	(480)	(480)	(480)	-	-	(480)	(490)	(500)	(510)	(520)
TOTAL REVENUE	(14,970)	17,194	(32,944)	-	-	(32,944)	(800)	(820)	(840)	(860)
REQUISITION	(135,580)	(135,580)	(139,900)	-	-	(139,900)	(150,421)	(150,986)	(154,005)	(157,051)
*Percentage increase over prior year requisition			3.2%			3.2%	7.5%	0.4%	2.0%	2.0%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	4.0	4.0	4.0			4.0	4.0	4.0	4.0	4.0

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.372	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$2,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$2,000

SOURCE OF FUNDS

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

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.372
 Service Name: Emergency Planning Coordination

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$0	E	ERF	\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$2,000
GRAND TOTAL				\$0			\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$2,000

Reserve Schedule

Reserve Fund: 1.372 Emergency Planning Coordination Equipment Replacement Fund

Reserve Cash Flow

Fund: 1022 Fund Center: 101985 ERF Group: EMERGCOORD.ERF	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	44,950	3,950	5,950	15,950	26,170	36,610
Expenditures (Based on Capital Plan)	(41,000)	2,000	-	-	-	-
Transfer from Operating Budget	-	-	10,000	10,220	10,440	10,670
Interest Income	-					
Ending Balance \$	3,950	5,950	15,950	26,170	36,610	47,280

<u>Assumptions/Background:</u> Balance should be between \$40k and \$50k to fund capital requirements
--

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SSI Admin. Expenditures

EAC Review

Service: 1.111 SSI Admin. Expenditures

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition and internal allocation

SALT SPRING ISLAND ADMINISTRATION MANAGEMENT & DIRECTOR	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2020			TOTAL	2021	2022	2023	2024
			CORE BUDGET	ONGOING	ONE-TIME					
Director	84,610	74,510	86,208	-	-	86,208	102,086	88,010	89,916	91,872
Management	810,050	657,880	836,225	3,000	35,000	874,225	857,397	862,308	880,836	899,709
TOTAL OPERATING COSTS	894,660	732,390	922,434	3,000	35,000	960,434	959,483	950,318	970,753	991,581
Percentage change						7.4%	-0.1%	-1.0%	2.2%	2.1%
Capital/Reserves/Short Term Loan										
Transfer to Equipment Replacement Fund	7,730	10,899	7,750	-	-	7,750	7,910	15,500	15,830	16,170
Short Term Loan Payment	13,490	13,490	13,490	-	-	13,490	9,842	-	-	-
Transfer to Feasibility Reserve Fund	1,130	-								
TOTAL CAPITAL/RESERVES/LOAN	22,350	24,389	21,240	-	-	21,240	17,752	15,500	15,830	16,170
TOTAL COSTS	917,010	756,779	943,674	3,000	35,000	981,674	977,235	965,818	986,583	1,007,751
Labour Recovery	(157,870)	(43,869)	(216,038)	-	-	(216,038)	(220,791)	(225,648)	(230,613)	(235,686)
Internal Allocations	(217,860)	(217,860)	(203,427)	(3,000)	-	(206,427)	(210,157)	(211,402)	(215,974)	(220,639)
Total	(375,730)	(261,729)	(419,465)	(3,000)	-	(422,465)	(430,948)	(437,050)	(446,587)	(456,325)
COSTS LESS INTERNAL RECOVERIES	541,280	495,050	524,209	-	35,000	559,209	546,287	528,767	539,996	551,426
Percentage change						3.3%	-2.3%	-3.2%	2.1%	2.1%
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from 2019 to 2020	-	46,230	(11,230)	-	(35,000)	(46,230)	-	-	-	-
Balance C/F from 2017 to 2018	(43,880)	(43,880)	-	-	-	-	-	-	-	-
Transfer from Feasibility Fund Account	-	-	-	-	-	-	-	-	-	-
Grants in Lieu	(300)	(300)	(300)	-	-	(300)	(310)	(320)	(330)	(340)
Other Income	(300)	(300)	(300)	-	-	(300)	(310)	(320)	(330)	(340)
TOTAL REVENUE	(44,480)	1,750	(11,830)	-	(35,000)	(46,830)	(620)	(640)	(660)	(680)
REQUISITION	(496,800)	(496,800)	(512,379)	-	-	(512,379)	(545,667)	(528,127)	(539,336)	(550,746)
*Percentage increase over prior year requisition			3.1%			3.1%	6.5%	-3.2%	2.1%	2.1%
FTE's	5.8	5.8	5.8	0.0	0.0	5.8	5.8	5.8	5.8	5.8

SALT SPRING ISLAND ADMINISTRATION DIRECTOR	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2020 BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>DIRECTOR'S COSTS</u>										
Salaries and Wages	48,600	48,600	50,623	-	-	50,623	51,777	52,684	53,838	55,018
Contract for Services	8,870	-	8,000	-	-	8,000	23,180	8,690	8,880	9,080
Allocations	11,140	11,140	12,195	-	-	12,195	11,409	10,586	10,798	11,014
Travel & Training	3,000	3,000	3,000	-	-	3,000	3,070	3,140	3,210	3,280
Building Rental	6,730	6,730	6,730	-	-	6,730	6,880	7,030	7,180	7,340
Operating - Other	6,270	5,040	5,660	-	-	5,660	5,770	5,880	6,010	6,140
TOTAL OPERATING COSTS	84,610	74,510	86,208	-	-	86,208	102,086	88,010	89,916	91,872
Percentage change						1.9%	18.4%	-13.8%	2.2%	2.2%
Capital/Reserves										
Transfer to Equipment Replacement Fund	500	500	500	-	-	500	500	500	500	500
Transfer to Feasibility Reserve Fund	1,130									
TOTAL COSTS	86,240	75,010	86,708	-	-	86,708	102,586	88,510	90,416	92,372
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from 2019 to 2020	-	11,230	(11,230)	-	-	(11,230)	(0)	(0)	0	0
Balance C/F from 2017 to 2018	(8,850)	(8,850)	-	-	-	-	-	-	-	-
Transfer from Feasibility Fund Account	-	-	-	-	-	-	-	-	-	-
Grants in Lieu	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Other Income	(300)	(300)	(300)	-	-	(300)	(310)	(320)	(330)	(340)
TOTAL REVENUE	(9,170)	2,060	(11,550)	-	-	(11,550)	(330)	(340)	(350)	(360)
REQUISITION	(77,070)	(77,070)	(75,158)	-	-	(75,158)	(102,256)	(88,169)	(90,066)	(92,012)
*Percentage increase over prior year requisition						-2.5%	36.1%	-13.8%	2.2%	2.2%

SALT SPRING ISLAND ADMINISTRATION MANAGEMENT	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
ADMINISTRATION MANAGER'S COSTS										
Salaries and Wages	636,950	510,000	665,774	-	-	665,774	682,720	684,593	699,376	714,436
Allocations	38,370	38,370	45,101	-	-	45,101	43,607	42,035	42,910	43,803
Vehicles & Travel	11,120	9,600	6,000	3,000	35,000	44,000	9,200	11,260	11,510	11,760
Legal Expenses	5,100	2,000	5,000	-	-	5,000	5,110	5,220	5,330	5,450
Staff Training, Moving & Dues	13,080	9,900	13,000	-	-	13,000	13,280	13,560	13,860	14,160
Operating - Other	105,430	88,010	101,350	-	-	101,350	103,480	105,640	107,850	110,100
TOTAL OPERATING COSTS	810,050	657,880	836,225	3,000	35,000	874,225	857,397	862,308	880,836	899,709
Percentage change			3.2%			7.9%	-1.9%	0.6%	2.1%	2.1%
Capital/Reserves/Short Term Loan										
Transfer to Equipment Replacement Fund	7,230	10,399	7,250	-	-	7,250	7,410	15,000	15,330	15,670
Short Term Loan Payment	13,490	13,490	13,490	-	-	13,490	9,842	-	-	-
Total Capital/Reserves	20,720	23,889	20,740	-	-	20,740	17,252	15,000	15,330	15,670
TOTAL COSTS	830,770	681,769	856,965	3,000	35,000	894,965	874,649	877,308	896,166	915,379
Labour Recovery	(157,870)	(43,869)	(216,038)	-	-	(216,038)	(220,791)	(225,648)	(230,613)	(235,686)
Internal Allocations	(217,860)	(217,860)	(203,427)	(3,000)	-	(206,427)	(210,157)	(211,402)	(215,974)	(220,639)
Total	(375,730)	(261,729)	(419,465)	(3,000)	-	(422,465)	(430,948)	(437,050)	(446,587)	(456,325)
COSTS LESS INTERNAL RECOVERIES	455,040	420,040	437,500	-	35,000	472,500	443,701	440,258	449,580	459,054
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from 2019 to 2020	-	35,000	-	-	(35,000)	(35,000)	-	-	-	-
Balance C/F from 2018 to 2019	(35,030)	(35,030)	-	-	-	-	-	-	-	-
Grants in Lieu	(280)	(280)	(280)	-	-	(280)	(290)	(300)	(310)	(320)
TOTAL REVENUE	(35,310)	(310)	(280)	-	(35,000)	(35,280)	(290)	(300)	(310)	(320)
REQUISITION	(419,730)	(419,730)	(437,220)	-	-	(437,220)	(443,411)	(439,958)	(449,270)	(458,734)
*Percentage increase over prior year requisition			4.2%			4.2%	1.4%	-0.8%	2.1%	2.1%
FTE's	5.8	5.8	5.8	0.0	0.00	5.8	5.8	5.8	5.8	5.8

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.111	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$17,240	\$1,200	\$6,210	\$9,890	\$1,200	\$1,200	\$19,700
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<u>\$17,240</u>	<u>\$1,200</u>	<u>\$6,210</u>	<u>\$9,890</u>	<u>\$1,200</u>	<u>\$1,200</u>	<u>\$19,700</u>

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debtenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$17,240	\$1,200	\$6,210	\$9,890	\$1,200	\$1,200	\$19,700
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<u>\$17,240</u>	<u>\$1,200</u>	<u>\$6,210</u>	<u>\$9,890</u>	<u>\$1,200</u>	<u>\$1,200</u>	<u>\$19,700</u>

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 1.111
Service Name: SSI Admin. Expenditures

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Replacement	Computer	Computer Replacement - Admin 1.11	\$17,220	E	ERF	\$0	\$1,200	\$6,210	\$7,410	\$1,200	\$1,200	\$17,220
21-01	Replacement	Computer	Computer Replacement - Director	\$2,480	E	ERF	\$2,480	\$0	\$0	\$2,480	\$0	\$0	\$2,480
GRAND TOTAL				\$19,700			\$2,480	\$1,200	\$6,210	\$9,890	\$1,200	\$1,200	\$19,700

Equipment Replacement Fund Schedule
--

Reserve Fund: 1.111 SSI Admin Expenditures Equipment Replacement Fund

ERF Cash Flow

Fund: 1022 Fund Center: 102119 ERF Groups: EASSIMGMT.ERF (Management)	Estimated 2019	Budget				
		2020	2021	2022	2023	2024
Beginning Balance	21,186	22,226	28,276	29,476	37,066	51,196
Planned Purchases (Based on Capital Plan)	(6,190)	(1,200)	(6,210)	(7,410)	(1,200)	(1,200)
Transfer from Ops Budget	7,230	7,250	7,410	15,000	15,330	15,670
Interest Income	-	-	-	-	-	-
Ending Balance \$	22,226	28,276	29,476	37,066	51,196	65,666

<u>Assumptions/Background:</u> Office equipment, computers, and vehicle replacement

ERF Cash Flow

Fund: 1022 Fund Center: 101837 ERF Groups: SSIADMIN.ERF (Director)	Estimated 2019	Budget				
		2020	2021	2022	2023	2024
Beginning Balance	6,276	6,776	7,276	7,776	5,796	6,296
Planned Purchases (Based on Capital Plan)	-	-	-	(2,480)	-	-
Transfer from Ops Budget	500	500	500	500	500	500
Interest Income	-	-	-	-	-	-
Ending Balance \$	6,776	7,276	7,776	5,796	6,296	6,796

<u>Assumptions/Background:</u>

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SSI Grants in Aid

EAC Review

Service: 1.116 SSI Grants in Aid

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Salt Spring Island Electoral Area.

MAXIMUM LEVY:

\$0.05 / \$1,000 \$207,870 on basis of converted hospital assessed value of land and improvements.

COMMISSION:

Committee: Electoral Area Services Committee

FUNDING:

Requisition

SSI Grants in Aid	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Grants in Aid	45,000	45,000	43,000	-	-	43,000	48,000	53,000	58,000	63,000
Finance Allocation	1,350	1,350	2,357	-	-	2,357	2,384	2,411	2,459	2,509
TOTAL OPERATING COSTS	46,350	46,350	45,357	-	-	45,357	50,384	55,411	60,459	65,509
*Percentage Increase						-2.1%	11.1%	10.0%	9.1%	8.4%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	(7,340)	(7,340)	-	-	-	-	-	-	-	-
Grants in Lieu	-	-	-	-	-	-	-	-	-	-
Other	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(7,540)	(7,540)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
REQUISITION	(38,810)	(38,810)	(45,157)	-	-	(45,157)	(50,184)	(55,211)	(60,259)	(65,309)
*Percentage increase over prior year requisition						16.4%	11.1%	10.0%	9.1%	8.4%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SSI Economic Development

EAC Review

Service: 1.124 SSI Economic Development

Committee: Electoral Area Services

DEFINITION:

Economic Development Commission Establishing Bylaw No. 3727, with authority to offer an economic development service under Section 774.2 of the Local Government Act.

SERVICE DESCRIPTION:

To promote, provide information and assist local service agencies with economic development initiatives.

PARTICIPATION:

Levy on basis of converted hospital assessed value of land and improvements for the Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

None

COMMISSION:

Not less than 7 and no more than 9 members.

FUNDING:

Requisition

SSI ECONOMIC DEVELOPMENT	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Website design and Maintenance	11,300	11,300	15,000	-	-	15,000	15,330	15,670	16,010	16,360
Project Costs	52,370	46,500	35,000	14,000	-	49,000	49,640	50,290	50,960	51,640
Internal Allocations	8,720	8,720	9,059	-	-	9,059	9,869	10,529	10,750	10,975
Operating - Other	3,540	4,365	4,540	-	-	4,540	4,650	4,760	4,870	4,980
TOTAL OPERATING COSTS	75,930	70,885	63,599	14,000	-	77,599	79,489	81,249	82,590	83,955
*Percentage Increase						2.2%	2.4%	2.2%	1.7%	1.7%
<u>RESERVES:</u>										
Transfer to Operating Reserve Fund	-	5,045	-	-	-	-	-	-	-	-
TOTAL COSTS	75,930	75,930	63,599	14,000	-	77,599	79,489	81,249	82,590	83,955
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2018 to 2019	-	-	-	-	-	-	-	-	-	-
Grant in Lieu	(40)	(40)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
Other Income	(510)	(510)	(510)	-	-	(510)	(520)	(530)	(540)	(550)
TOTAL REVENUE	(550)	(550)	(550)	-	-	(550)	(560)	(570)	(580)	(590)
REQUISITION	(75,380)	(75,380)	(63,049)	(14,000)	-	(77,049)	(78,929)	(80,679)	(82,010)	(83,365)
*Percentage increase over prior year requisition						2.2%	2.4%	2.2%	1.6%	1.7%

Reserve Schedule

Reserve Fund: 1.124 SSI Economic Development (Bylaw No: 4243)

To help offset fluctuations in operating revenues, special projects, and cover operational expenditures as required

Reserve Cash Flow

Fund: 1500 Fund Center: 105534

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	33,705	20,750	20,750	20,750	20,750	20,750
Actual Expenditures	(18,000)			-		-
Planned Purchases (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Operating Budget	5,045	-	-	-	-	-
Interest Income	-	-	-	-	-	-
Ending Balance \$	20,750	20,750	20,750	20,750	20,750	20,750

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SSI Public Library

EAC Review

DEFINITION:

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the Salt Spring Island Public Library service by Bylaw No. 2725 adopted November 1999 and amended December 2009.

SERVICE DESCRIPTION:

This service makes an annual contribution to the Salt Spring Island Public Library Association to provide public library service for Salt Spring Island Electoral Area. In recent years in response to a drive for a new library, the CRD has passed loan authorization bylaws – one for the purchase of land (2006), the other for construction of a building (2009). Both transactions are supported by referendums. SSI Library was grandfathered in being allowed to own its own library, but under provincial legislation cannot build or acquire a new building. The new library building construction, completed in 2013, is owned by the CRD, and was funded two thirds by federal/provincial infrastructure grants.

PARTICIPATION:

The Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

The greater of \$600,000 or an amount equal to the amount that could be raised by a property value tax of \$0.186 per \$1,000 of net taxable value of land and improvements, \$706,470.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3308 (2005)	\$ 600,000
AUTHORIZED:	LA Bylaw No. 3613 (2006)	2,100,000
BORROWED:	S.I. Bylaw No. 3308 (2006, 4.43%)	(350,000)
	S.I. Bylaw No. 3613 (2011, 3.25%)	(2,000,000)
	S.I. Bylaw No. 3613 (2013, 3.85%)	(100,000)
EXPIRED:	LA Bylaw No. 3308 (2005)	(250,000)
REMAINING AUTHORIZATION		<u>\$ -</u>

FUNDING:

Requisition

SALT SPRING ISLAND LIBRARY	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Contribution to Library	383,730	383,730	383,730	35,000	-	418,730	418,730	418,730	418,730	418,730
Allocations	11,620	11,620	15,737	-	-	15,737	19,918	24,259	24,749	25,249
Insurance	5,780	5,780	5,910	-	-	5,910	6,040	6,180	6,320	6,460
Other Operating Expenses	14,430	12,576	16,530	-	-	16,530	17,085	17,424	17,767	18,122
TOTAL OPERATING COSTS	415,560	413,706	421,907	35,000	-	456,907	461,773	466,593	467,566	468,561
Percentage change						9.9%	1.1%	1.0%	0.2%	0.2%
DEBT/RESERVES										
Transfer to Capital Reserve Fund	6,500	8,354	6,500	-	-	6,500	6,500	6,500	6,500	6,500
M.F.A. Principal Payment	122,355	122,355	122,355	-	-	122,355	122,355	104,876	104,876	104,876
M.F.A. Interest Payment	74,975	74,975	74,975	-	-	74,975	74,975	68,850	68,850	68,850
MFA Debt Reserve Fund	580	580	660	-	-	660	660	660	660	660
TOTAL DEBT/RESERVES	204,410	206,264	204,490	-	-	204,490	204,490	180,886	180,886	180,886
TOTAL COSTS	619,970	619,970	626,397	35,000	-	661,397	666,263	647,479	648,452	649,447
Percentage change						6.7%	0.7%	-2.8%	0.2%	0.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu	(450)	(450)	(480)	-	-	(480)	(480)	(480)	(480)	(480)
Other Income	-	-	-	-	-	-	-	-	-	-
MFA Debt reserve fund earnings	(580)	(580)	(660)	-	-	(660)	(660)	(660)	(660)	(660)
TOTAL REVENUE	(1,030)	(1,030)	(1,140)	-	-	(1,140)	(1,140)	(1,140)	(1,140)	(1,140)
REQUISITION	(618,940)	(618,940)	(625,257)	(35,000)	-	(660,257)	(665,123)	(646,339)	(647,312)	(648,307)
*Percentage increase over prior year requisition						6.7%	0.7%	-2.8%	0.2%	0.2%

1.141 SSI Regional Library

Levy Statistics

<u>Year</u>	<u>Converted Assessments</u>	<u>Avg Household Assessment</u>	<u>Requisition</u>	<u>Cost per Avg Household</u>
2016	320,062,519	479,102	\$562,410	\$84.19
2017	350,947,465	527,274	\$570,850	\$85.77
2018	401,038,363	598,762	\$582,270	\$86.93
2019	440,155,880	656,131	\$618,940	\$92.26

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.141	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$9,000	\$9,000	\$9,000	\$0	\$0	\$27,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$9,000	\$9,000	\$9,000	\$0	\$0	\$27,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$9,000	\$9,000	\$9,000	\$0	\$0	\$27,000
		\$0	\$9,000	\$9,000	\$9,000	\$0	\$0	\$27,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 1.141
Service Name: SSI Public Library

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-01	Replacement	Computer Equipment		\$27,000	E	Res	\$0	\$9,000	\$9,000	\$9,000	\$0	\$0	\$27,000
GRAND TOTAL				<u>\$27,000</u>			<u>\$0</u>	<u>\$9,000</u>	<u>\$9,000</u>	<u>\$9,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$27,000</u>

Service: 1.141 SSI Public Library

Proj. No.	18-01	Capital Project Title	Computer Equipment	Capital Project Description	0
Asset Class	E	Board Priority Area	#N/A	Corporate Priority Area	#N/A
Project Rationale	<i>Repair and replace ground rod and ground wire, teck power cable, and lamp standards.</i>				

Reserve Schedule

Reserve Fund: 1.141 SALT SPRING ISLAND LIBRARY Capital Reserve Fund (Bylaw No. 3940)

- Capital Reserve Fund for SSI Library was established in 2014 under Bylaw No. 3940.
- Surplus monies from the operation of the service may be paid from time to time into the reserve fund.
- Monies in the reserve fund will be used to provide for new capital works and extension or renewal of existing capital works, including the planning, study, design, construction of facilities, land acquisition, as well as machinery or equipment necessary for capital works and related debt servicing payments.

Reserve Cash Flow

Fund: 1084 Fund Center: 102136	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	57,089	64,990	62,490	59,990	57,490	63,990
Transfer from Ops Budget	6,500	6,500	6,500	6,500	6,500	6,500
Expenditures	-	(9,000)	(9,000)	(9,000)	-	-
Interest Income	1,401					
Ending Balance \$	64,990	62,490	59,990	57,490	63,990	70,490

Assumptions/Background:

Building and capital reserve fund are new. Fund should be maintained at level required to pay for capital improvements and repairs.

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SSI Street Lighting

EAC Review

Service: 1.234 SSI Street Lighting

Committee: Electoral Area Services

DEFINITION:

To provide street lighting on Salt Spring Island.
Bylaw No. 3746, December 14, 2011.

PARTICIPATION:

Salt Spring Island Electoral Area # 65, 2(764).
Order in Council No. 444, September 16, 2011.

MAXIMUM LEVY:

The greater of \$27,880 or the amount that could be raised by a property value tax rate of \$0.0075 / \$1,000 when applied to the net taxable value of land and improvements in the Service Area

FUNDING:

Requisition

1.234 SSI Street Lighting

Levy Statistics

<u>Year</u>	<u>Converted Assessments</u>	<u>Avg Household Assessment</u>	<u>Requisition</u>	<u>Cost per Avg Household</u>
2016	312,804,420	478,456	\$14,480	\$2.21
2017	343,009,998	527,794	\$22,370	\$3.44
2018	392,144,406	599,935	\$24,370	\$3.73
2019	430,267,068	657,166	\$25,770	\$3.94

SSI Street Lighting	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Electricity	25,430	23,100	26,447	-	-	26,447	27,510	28,610	29,750	30,940
Allocations	1,140	1,140	1,257	-	-	1,257	1,320	1,385	1,412	1,441
Interest Expense	50	50	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	26,620	24,290	27,704	-	-	27,704	28,830	29,995	31,162	32,381
*Percentage Increase over prior year						4.1%	4.1%	4.0%	3.9%	3.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	2,330	(2,330)	-	-	(2,330)	-	-	-	-
Balance c/fwd from 2018 to 2019	(810)	(810)	-	-	-	-	-	-	-	-
Revenue - Other	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Grants in Lieu of Taxes	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
TOTAL REVENUE	(850)	1,480	(2,370)	-	-	(2,370)	(40)	(40)	(40)	(40)
REQUISITION	(25,770)	(25,770)	(25,334)	-	-	(25,334)	(28,790)	(29,955)	(31,122)	(32,341)
*Percentage increase over prior year requisition						-1.7%	13.6%	4.0%	3.9%	3.9%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SSI Small Craft Harbour (Fernwood Dock)

EAC Review

Service: 1.236 SSI Small Craft Harbour (Fernwood Dock)

Committee: Salt Spring Island

DEFINITION:

A local service area to establish, acquire and operate a service of small craft harbour facilities.
Bylaw No. 3030, November 27, 2002.

SERVICE DESCRIPTION:

This is a service for funding and operating the Fernwood Dock, a small craft harbour facility on Salt Spring Island. This dock was divested to the CRD from the Department of Transportation in 2002. The Federal Government provided one-time funding of approximately \$280,000 for dock rehabilitation. This service is administered by the Fernwood Dock Management Commission.

PARTICIPATION:

Salt Spring Island Electoral Area.

MAXIMUM LEVY:

The Greater of \$189,910 or \$0.05/\$1,000 on hospital assessments for the Electoral Area of Salt Spring Island.

COMMISSION:

Fernwood Dock Management Commission (Bylaw # 3030, Nov 2002, Amendment Bylaw # 3762, Feb 2011).

FUNDING:

Parcel Tax

SSI Small Craft Harbour (Fernwood Dock)	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>DIRECTOR'S COSTS</u>										
Repairs & Maintenance	10,000	9,000	9,000	-	-	9,000	9,200	9,400	9,610	9,820
Insurance	3,190	3,190	3,276	-	-	3,276	3,340	3,410	3,480	3,550
Supplies	830	830	830	-	-	830	850	870	890	910
Allocations	4,150	4,150	3,925	-	-	3,925	3,822	3,636	3,713	3,791
Other Operating Expenses	1,330	2,200	2,320	-	-	2,320	2,360	2,400	2,440	2,480
TOTAL OPERATING COSTS	19,500	19,370	19,351	-	-	19,351	19,572	19,716	20,133	20,551
Percentage change						-0.8%	1.1%	0.7%	2.1%	2.1%
CAPITAL/RESERVES										
Transfer to Capital Reserve Fund	11,280	11,410	12,103	-	-	12,103	12,570	12,426	12,009	11,591
TOTAL COSTS	30,780	30,780	31,454	-	-	31,454	32,142	32,142	32,142	32,142
Percentage change										
<u>FUNDING SOURCES (REVENUE)</u>										
Interest Income	(130)	(130)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
Grants in Lieu	(40)	(40)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	(170)	(170)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
REQUISITION - PARCEL TAX	(30,610)	(30,610)	(31,284)	-	-	(31,284)	(31,972)	(31,972)	(31,972)	(31,972)
*Percentage increase over prior year requisition						2.2%	2.2%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.236	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$2,500	\$0	\$0	\$197,000	\$0	\$199,500
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$2,500	\$0	\$0	\$197,000	\$0	\$199,500

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$2,500	\$0	\$0	\$147,000	\$0	\$149,500
		\$0	\$2,500	\$0	\$0	\$197,000	\$0	\$199,500

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.236
 Service Name: SSI Small Craft Harbour (Fernwood Dock)

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-01	New	Ladders	Install 2 yellow ladders for safe exiting of water (1 each side of float)	\$2,500	S	Res	\$0	\$2,500	\$0	\$0	\$0	\$0	\$2,500
22-01	Renewal	Anticipated work from 2018 inspection	Replace and repair damaged sections	\$147,000	S	Res	\$0	\$0	\$0	\$0	\$147,000	\$0	\$147,000
22-01				\$50,000	S	Grant	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
GRAND TOTAL				\$199,500			\$0	\$2,500	\$0	\$0	\$197,000	\$0	\$199,500

Reserve Schedule

Reserve Fund: 1.236 SSI Small Craft Harbour (Fernwood Dock) Capital Reserve Fund - Bylaw 3808

Reserve Cash Flow

Fund: 1080 Fund Center: 102111

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	97,560	111,235	120,838	133,408	145,834	10,843
Transfer from Ops Budget	11,280	12,103	12,570	12,426	12,009	11,591
Interest Income	2,395	-	-	-	-	-
Transfer to Capital	-	(2,500)	-	-	(147,000)	-
Ending Balance \$	111,235	120,838	133,408	145,834	10,843	22,434

Assumptions/Background:

Require sufficient funds to replace dock within X years.

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SSI Community Transit & Transportation

EAC Review

Service: 1.238 SSI Community Transit & Transportation
1.238A Community Transit (SSI)
1.238B Community Transportation (SSI)

Commission: SSI Community Transit & Transportation

SERVICE DESCRIPTION:

Established by Bylaw #3438 the Salt Spring Island Transit and Transportation Service provides a public transportation system on Salt Spring Island, carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs.

PARTICIPATION:

The Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Transit - \$245,000 or \$0.076 per \$1,000 of actual assessments.

Transportation - \$146,250 or \$0.044 per \$1,000 of actual assessments.

COMMISSION:

Salt Spring Island Community Transit and Transportation Commission.

FUNDING:

The transit service is funded by Transit Fare Revenue and requisition. The transportation service is funded by requisition.

SALT SPRING ISLAND COMMUNITY TRANSIT	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Gross Municipal Obligation	438,520	410,000	416,398	15,174	-	431,572	511,044	522,290	533,780	545,520
Allocations	18,030	18,030	21,496	-	-	21,496	23,968	26,531	27,067	27,614
Other Operating Expenses	1,140	1,140	870	-	-	870	890	910	930	950
TOTAL OPERATING COSTS	457,690	429,170	438,764	15,174	-	453,938	535,902	549,731	561,777	574,084
*Percentage Increase over prior year						-0.8%	18.1%	2.6%	2.2%	2.2%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	9,000	9,000	9,000	-	-	9,000	9,000	9,000	9,000	9,000
TOTAL CAPITAL / RESERVES	9,000	9,000	9,000	-	-	9,000	9,000	9,000	9,000	9,000
TOTAL COSTS	466,690	438,170	447,764	15,174	-	462,938	544,902	558,731	570,777	583,084
OPERATING COSTS	466,690	438,170	447,764	15,174	-	462,938	544,902	558,731	570,777	583,084
<u>FUNDING SOURCES (REVENUE)</u>										
Transit Pass Revenue	(211,680)	(208,000)	(213,549)	(6,460)	-	(220,009)	(251,450)	(256,980)	(262,630)	(268,410)
Other Income	(500)	(513)	(500)	-	-	(500)	(510)	(520)	(530)	(540)
Grants in Lieu of Taxes	(160)	(160)	(160)	-	-	(160)	(160)	(160)	(160)	(160)
Transfer from Operating Reserve Fund	(37,280)	(12,427)	(10,000)	-	-	(10,000)	(50,000)	(50,000)	(50,000)	(50,000)
TOTAL REVENUE	(249,620)	(221,100)	(224,209)	(6,460)	-	(230,669)	(302,120)	(307,660)	(313,320)	(319,110)
REQUISITION	(217,070)	(217,070)	(223,555)	(8,714)	-	(232,269)	(242,782)	(251,071)	(257,457)	(263,974)
*Percentage increase over prior year requisition			2.99%			7.0%	4.5%	3.4%	2.5%	2.5%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.238A	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	--------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$24,000	\$15,000	\$15,000	\$15,000	\$0	\$0	\$45,000
Vehicles	V	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
		<u>\$24,000</u>	<u>\$15,000</u>	<u>\$35,000</u>	<u>\$15,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$65,000</u>

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$24,000	\$15,000	\$35,000	\$15,000	\$0	\$0	\$65,000
		<u>\$24,000</u>	<u>\$15,000</u>	<u>\$35,000</u>	<u>\$15,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$65,000</u>

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 1.238A
Service Name: Community Transit (SSI)

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

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

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

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU = Water Utility

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-01	New	Bus Shelter	Bus shelters	\$45,000	S	Res	\$24,000	\$15,000	\$15,000	\$15,000	\$0	\$0	\$45,000
21-01	Study	Referendum - Transit Expansion	Referendum - Transit Expansion	\$20,000	V	Res	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
GRAND TOTAL				\$65,000			\$24,000	\$15,000	\$35,000	\$15,000	\$0	\$0	\$65,000

Service: 1.238A

Community Transit (SSI)

Proj. No. 18-01

Capital Project Title Bus Shelter

Capital Project Description Bus shelters

Asset Class Engineered Structures

Board Priority Area Active & Multi-Modal Transportation

Corporate Priority Area Other

Project Rationale *Design build public art inspired bus shelters*

Proj. No. 21-01

Capital Project Title Referendum - Transit Expansion

Capital Project Description Transit Expansion Referendum

Asset Class

Board Priority Area Active & Multi-Modal Transportation

Corporate Priority Area Other

Project Rationale *Referendum to increase maximum requisition to fund future transit expansion plans.*

SSI Transit Reserves
 Summary Schedule
 2020 - 2024 Financial Plan

Reserve/Fund Summary

	2019	Budget				2024
		2020	2021	2022	2023	
Reserve Account	248,678	238,678	188,678	138,678	88,678	38,678
Capital Reserve Fund	38,075	32,075	6,075	75	9,075	18,075
Total	286,753	270,753	194,753	138,753	97,753	56,753

Reserve Schedule

Reserve Fund: SSI Transit Capital Reserve Fund - Bylaw 4214

Reserve Cash Flow

Fund: 1091 Fund Center: 102201	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	28,270	38,075	32,075	6,075	75	9,075
Transfer from Ops budget	9,000	9,000	9,000	9,000	9,000	9,000
Interest Income	805	-	-	-	-	-
Transfer to General Capital Fund	-	(15,000)	(35,000)	(15,000)	-	-
Ending Balance \$	38,075	32,075	6,075	75	9,075	18,075

Assumptions/Background:

Capital Reserve Fund for new capital works, extension or renewal of capital works, planning, study, design, construction of facilities, land acquisition as well as machinery or equipment necessary for capital works and related dept servicing.

Reserve Schedule

Reserve Fund: 1.238 SSI Transit Internal Reserve FC 105409

Reserve Cash Flow

Fund: 1500 Fund Center: 105409

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	285,958	248,678	238,678	188,678	138,678	88,678
Expenditure (to balance operating)	(37,280)	(10,000)	(50,000)	(50,000)	(50,000)	(50,000)
Interest Income	-					
Ending Balance \$	248,678	238,678	188,678	138,678	88,678	38,678

Assumptions/Background:

To fund service expansions & bus leasing costs

SALT SPRING ISLAND COMMUNITY TRANSPORTATION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	2020 ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Contract for Services	-	-	5,000	-	-	5,000	10,000	-	-	-
Pathway Maintenance	6,090	7,012	6,000	-	-	6,000	6,130	6,000	6,000	6,000
Allocations	57,510	57,510	60,691	-	-	60,691	61,282	60,767	62,072	63,401
Other Operating Expenses	2,000	1,078	1,590	-	-	1,590	1,620	1,650	1,680	1,710
TOTAL OPERATING COSTS	65,600	65,600	73,281	-	-	73,281	79,032	68,417	69,752	71,111
*Percentage Increase over prior year						11.7%	7.8%	-13.4%	2.0%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	97,820	97,820	90,350	-	-	90,350	90,350	90,350	90,350	90,350
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Debt Servicing Costs	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	102,820	102,820	95,350	-	-	95,350	95,350	95,350	95,350	95,350
TOTAL COSTS	168,420	168,420	168,631	-	-	168,631	174,382	163,767	165,102	166,461
OPERATING COSTS	168,420	168,420	168,631	-	-	168,631	174,382	163,767	165,102	166,461
<u>FUNDING SOURCES (REVENUE)</u>										
Other Income	(1,000)	(1,000)	(1,000)	-	-	(1,000)	(1,020)	(1,040)	(1,060)	(1,080)
Grants in Lieu of Taxes	(300)	(300)	(300)	-	-	(300)	(310)	(320)	(330)	(340)
TOTAL REVENUE	(1,300)	(1,300)	(1,300)	-	-	(1,300)	(1,330)	(1,360)	(1,390)	(1,420)
REQUISITION	(167,120)	(167,120)	(167,331)	-	-	(167,331)	(173,052)	(162,407)	(163,712)	(165,041)
*Percentage increase over prior year requisition						0.1%	3.4%	-6.2%	0.8%	0.8%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.238B	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	--------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$2,095,680	\$2,115,680	\$500,000	\$0	\$0	\$0	\$2,615,680
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<u>\$2,095,680</u>	<u>\$2,115,680</u>	<u>\$500,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$2,615,680</u>

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$45,460	\$45,460	\$0	\$0	\$0	\$0	\$45,460
Debenture Debt (New Debt Only)	Debt	\$1,000,000	\$1,000,000	\$500,000	\$0	\$0	\$0	\$1,500,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$685,220	\$685,220	\$0	\$0	\$0	\$0	\$685,220
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$365,000	\$385,000	\$0	\$0	\$0	\$0	\$385,000
		<u>\$2,095,680</u>	<u>\$2,115,680</u>	<u>\$500,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$2,615,680</u>

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 1.238B
Service Name: Community Transportation (SSI)

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
16-01	New	North Ganges Transportation Plan	Pedestrian pathways and cycling	\$1,300,220	S	Cap	\$45,460	\$45,460	\$0	\$0	\$0	\$0	\$45,460
				\$0	S	Res	\$365,000	\$365,000	\$0	\$0	\$0	\$0	\$365,000
				\$0	S	Grant	\$685,220	\$685,220	\$0	\$0	\$0	\$0	\$685,220
18-02	New	Public Referendum	Referendum - pedestrian and cycling infrastructure	\$20,000	S	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
19-01	New	Fulford Ganges Road Seaview south (Ganges Hill)	Pedestrian pathways and cycling contribution project	\$1,000,000	S	Debt	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
20-01	New	Pathway Booth Canal to Vesuvius - Phase 2	Pathway Booth Canal to Vesuvius - Phase 2	\$500,000	S	Debt	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
GRAND TOTAL				\$2,820,220			\$2,095,680	\$2,115,680	\$500,000	\$0	\$0	\$0	\$2,615,680

Service: 1.238B

Community Transportation (SSI)

Proj. No. 16-01

Capital Project Title North Ganges Transportation Plan

Capital Project Description Pedestrian pathways and cycling

Asset Class Engineered Structures

Board Priority Area Active & Multi-Modal Transportation

Corporate Priority Area Other

Project Rationale Construct a multi-use pathway on north side of Rainbow Road from Lower Ganges Road to Rainbow Road recreation centre. Construct active transportation networks on Lower Ganges Road to Rainbow Road with intersection improvements for pedestrian safety at Upper and Lower Ganges Road.

Proj. No. 18-02

Capital Project Title Referendum

Capital Project Description Pedestrian and cycling infrastructure

Asset Class

Board Priority Area Active & Multi-Modal Transportation

Corporate Priority Area Other

Project Rationale Pedestrian and cycling infrastructure joint project with Ministry of Transportation 2020/2021 resurfacing project of Fulford Gange Road south of Seaview

Proj. No. 19-01

Capital Project Title Fulford Ganges Road Seaview South

Capital Project Description Ganges Hill contribution

Asset Class Engineering Structures

Board Priority Area Active & Multi-Modal Transportation

Corporate Priority Area Other

Project Rationale Joint project with Ministry of Transportation 2020/2021 resurfacing project of Fulford Gange Road south of Seaview
Contingent on electorate approval

Proj. No. 20-01

Capital Project Title Pathway Booth Canal to Vesuvius - Phase 2

Capital Project Description Pathway Booth Canal to Vesuvius - Phase 2

Asset Class Engineering Structures

Board Priority Area Active & Multi-Modal Transportation

Corporate Priority Area Other

Project Rationale Complete second phase of Booth Canal to Vesuvius Pathway project.
Contingent on electorate approval

SSI Transportation Reserves
 Summary Schedule
 2020 - 2024 Financial Plan

Reserve/Fund Summary

	Budget					
	2019	2020	2021	2022	2023	2024
Maintenance Reserve Fund	-	5,000	10,000	15,000	20,000	25,000
Pathways CRF	67,997	88,347	128,697	169,047	209,397	249,747
Sidewalks CRF	25,800	25,800	25,800	25,800	25,800	25,800
North Ganges Transportation Plan CRF	1,201,925	886,925	936,925	986,925	1,036,925	1,086,925
Total	1,295,722	1,006,072	1,101,422	1,196,772	1,292,122	1,387,472

Reserve Schedule

Reserve Fund: **Capital Reserve Fund - Bylaw 3943**

For Pathway and Bike Lane infrastructure

Reserve Cash Flow

Fund: 1086 Fund Center: 102142	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	32,997	67,997	88,347	128,697	169,047	209,397
Transfer from Ops Budget	35,000	40,350	40,350	40,350	40,350	40,350
Contributions from Island Pathways						
Transfer from Capital	-					
Expenditures	-	(20,000)	-	-	-	-
Interest Income	-	-	-	-	-	-
Ending Balance \$	67,997	88,347	128,697	169,047	209,397	249,747

Fund balance should allow for CRD to participate in partnership with Island Pathways on planned projects

Reserve Cash Flow

Fund: 1086 Fund Center: 102147	Estimate	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	25,800	25,800	25,800	25,800	25,800	25,800
Transfer from Ops Budget	-	-	-	-	-	-
Ending Balance \$	25,800	25,800	25,800	25,800	25,800	25,800

Funds received from property owners for sidewalks in front of their properties

Reserve Cash Flow

Fund: 1086 Fund Center: 102148	Estimate	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	1,148,065	1,201,925	886,925	936,925	986,925	1,036,925
Transfer from Ops Budget	53,860	50,000	50,000	50,000	50,000	50,000
Transfer from Capital	-					
Transfer to General Capital Fund	-	(365,000)	-	-	-	-
Ending Balance \$	1,201,925	886,925	936,925	986,925	1,036,925	1,086,925

\$250,000 per year transferred from requisition in accordance with Bylaw 3956 (four years 2015-2018)

Reserve Schedule

Reserve Fund: **Maintenance Reserve Fund**

For non-recurring repairs and maintenance on paths and trails

Reserve Cash Flow

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	-	-	5,000	10,000	15,000	20,000
Transfer from Ops Budget	-	5,000	5,000	5,000	5,000	5,000
Ending Balance \$	-	5,000	10,000	15,000	20,000	25,000

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SSI Arts

EAC Review

Service: 1.299 SSI Arts

Committee: Electoral Area Services

DEFINITION:

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the ArtSpring Theatre and contributing to arts programming through the Gulf Islands Community Arts Council (Bylaw No. 3116, January 29, 2004).

SERVICE DESCRIPTION:

This is a service for the contribution to the operation of the ArtSpring Theatre and the arts programs on Salt Spring Island. ArtSpring Theatre is operated by the Island Arts Centre Society. The arts programs are run by the Gulf Islands Community Arts Council. The CRD owns the land that the ArtSpring Theatre is situated on and there is a 10 year license of occupation with the Island Arts Society. Funds provided to ArtSpring Theatre are for maintaining, equipping and operating the facility. Funds provided to the Community Arts Council are for arts programming.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

The greater of \$93,050 or \$0.031 per \$1,000 of net taxable value of land and improvements to a maximum of \$117,750

FUNDING:

Requisition

SSI Arts	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Contribution Payment	91,620	91,620	92,827	21,364	-	114,191	115,904	117,643	119,408	121,796
Finance Allocation	1,930	1,930	1,957	-	-	1,957	1,955	1,952	1,991	2,030
Other Operating Expenses	240	240	200	-	-	200	200	200	200	200
TOTAL OPERATING COSTS	93,790	93,790	94,984	21,364	-	116,348	118,059	119,795	121,599	124,026
*Percentage Increase over prior year						24.1%	1.5%	1.5%	1.5%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	(140)	(140)	-	-	-	-	-	-	-	-
Revenue - Other	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(70)	(70)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	(210)	(210)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
REQUISITION	(93,580)	(93,580)	(94,914)	(21,364)	-	(116,278)	(117,989)	(119,725)	(121,529)	(123,956)
*Percentage increase over prior year requisition						24.3%	1.5%	1.5%	1.5%	2.0%

- - - - -

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SSI Building Numbering

EAC Review

Service: 1.316 SSI Building Numbering

Committee: Electoral Area Services

DEFINITION:

To provide the extended service of numbering of buildings within the Electoral Area of Salt Spring Island.
Bylaw No. 2082, adopted February 1993.

SERVICE DESCRIPTION:

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

PARTICIPATION:

The Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

SSI Building Numbering	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Building Inspection	8,450	8,450	8,636	-	-	8,636	8,826	9,020	9,219	9,421
Finance Allocation	870	870	573	-	-	573	530	486	496	505
GIS	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	20	20	20	-	-	20	20	20	20	20
TOTAL COSTS	9,340	9,340	9,229	-	-	9,229	9,376	9,526	9,735	9,946
*Percentage Increase over prior year						-1.2%	1.6%	1.6%	2.2%	2.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	-	(10)	-	-	(10)	-	-	-	-
Balance c/fwd from 2018 to 2019	(10)	(10)	-	-	-	-	-	-	-	-
Other Revenue	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	(40)	(40)	(40)	-	-	(40)	(30)	(30)	(30)	(30)
REQUISITION	(9,300)	(9,300)	(9,189)	-	-	(9,189)	(9,346)	(9,496)	(9,705)	(9,916)
*Percentage increase over prior year requisition						-1.2%	1.7%	1.6%	2.2%	2.2%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SSI Emergency Program

EAC Review

DEFINITION:

To provide an Emergency Program as an Extended Service in preparation for emergencies.
Establishment Bylaw No. 2084 (December 16, 1992). Bylaw No. 2094 (February 1993), establishes the mode of operation and administration of the program.
Bylaw No. 2204 (April 27, 1994) and Bylaw No. 2205 (April 27, 1994) repeal and replace Bylaws 2084 and 2094 respectively.
Bylaw No. 2486 (March 26, 1997) establishes guidelines for the operation and administration of the SSI Program and repeals Bylaw No. 2205.
Order in Council #287 provides the CRD with the same powers as a local authority under the Emergency Program Act.

SERVICE DESCRIPTION:

Governed by Bylaw #3446, this service provides planning and management of community disaster emergency response and recovery plans for the communities of Salt Spring Island Electoral Area. The service was started in 1992 in response to the *Provincial Emergency Program Act*.

The Planning and Protective Services department has administrative responsibility for the service and the Manager of Electoral Area Fire and Emergency Programs has immediate operational responsibility.

PARTICIPATION:

The service and participating area shall be coterminous with that of the Salt Spring Island Electoral Area.

LEVY:

The cost of providing the service established shall be recovered by requisition of money under Section 809.1 of the Municipal Act to be collected by a property value tax to be levied and collected under Section 810.1 of the Municipal Act.

FUNDING:

Requisition

SSI EMERGENCY PROGRAM	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Travel Expense	1,240	805	1,270	-	-	1,270	1,300	1,330	1,360	1,390
Contract for Services	53,570	53,570	54,750	-	-	54,750	55,950	57,180	58,440	59,730
Neighbourhood Program	15,720	15,529	16,330	-	-	16,330	16,700	17,080	17,460	17,840
Emergency Social Services	5,000	2,825	5,100	-	-	5,100	5,210	5,320	5,430	5,550
Building Rent	10,910	10,910	11,150	-	-	11,150	11,400	11,650	11,910	12,170
Staff Training & Development	1,020	600	2,000	-	-	2,000	2,040	2,080	2,130	2,180
Supplies	2,820	5,735	2,880	-	-	2,880	2,940	3,000	3,060	3,120
Allocations	2,990	2,990	3,935	-	-	3,935	4,764	5,624	5,737	5,852
Other Operating Expenses	14,850	14,649	15,140	-	-	15,140	15,440	15,750	16,080	16,410
TOTAL OPERATING COSTS	108,120	107,612	112,555	-	-	112,555	115,744	119,014	121,607	124,242
*Percentage Increase over prior year						4.1%	2.8%	2.8%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	-	-	-	-	-	-	-	-	-	-
Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	408	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	408	-	-	-	-	-	-	-	-
TOTAL COSTS	108,120	108,020	112,555	-	-	112,555	115,744	119,014	121,607	124,242
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(200)	(100)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
Grants in Lieu of Taxes	(80)	(80)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
TOTAL REVENUE	(280)	(180)	(280)	-	-	(280)	(280)	(280)	(280)	(280)
REQUISITION	(107,840)	(107,840)	(112,275)	-	-	(112,275)	(115,464)	(118,734)	(121,327)	(123,962)
*Percentage increase over prior year requisition			4.1%			4.1%	2.8%	2.8%	2.2%	2.2%

Reserve Schedules
 Summary Schedule
 2020-2024 Financial Plan

Reserve/Fund Summary

	Budget					
	2019	2020	2021	2022	2023	2024
Reserve Account FC 105402	17,206	17,206	17,206	17,206	17,206	17,206
Equipment Replacement Fund	5,630	5,630	5,630	5,630	5,630	5,630
Capital Reserve	42,180	42,180	42,180	42,180	42,180	42,180
Total	65,015	65,015	65,015	65,015	65,015	65,015

Reserve Schedule

Reserve Fund: 1.371 SSI Emergency Program EQUIPMENT REPLACEMENT FUND
--

Reserve Cash Flow

Fund: 1022 Fund Center: 101437
ERF Group: SSIEMERG.ERF

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	5,630	5,630	5,630	5,630	5,630	5,630
Planned Purchase (Based on Capital Plan)		-	-	-	-	-
Transfer from Operating Budget		-	-	-	-	-
Interest Income	-	-	-	-	-	-
Ending Balance \$	5,630	5,630	5,630	5,630	5,630	5,630

Reserve Schedule

Reserve Fund: SSI Emergency CAPITAL RESERVE FUND - Bylaw 3389

Reserve Cash Flow

Fund: 1073 Fund Center: 101949	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	52,518	42,180	42,180	42,180	42,180	42,180
Expenditures	(10,338)	-	-	-	-	-
Transfer from Operating Budget	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
Ending Balance \$	42,180	42,180	42,180	42,180	42,180	42,180

Reserve Schedule

Reserve Fund: SSI Emergency OPERATING RESERVE FUND - Bylaw 4146

Reserve Cash Flow

Fund: 1500 Fund Center: 105402

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	17,206	17,206	17,206	17,206	17,206	17,206
Expenditures	-	-	-	-	-	-
Transfer from Operating Budget	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
Ending Balance \$	17,206	17,206	17,206	17,206	17,206	17,206

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SSI Search and Rescue

EAC Review

Service: 1.378 SSI Search and Rescue

Committee: Electoral Area Services

DEFINITION:

To establish a contribution to a search and rescue service in the Salt Spring Island Electoral Area.
Establishment Bylaw No. 3494 (Nov. 14, 2007).

SERVICE DESCRIPTION:

Governed by Bylaw #3494, the service provides cost coverage for overhead expenses for the Salt Spring Island Search and Rescue Society.
The CRD has no operational responsibility beyond payment for overhead.

PARTICIPATION:

The Electoral Area of Salt Spring Island

MAXIMUM LEVY:

\$15,000 or \$0.0053 / \$1,000 on net taxable value of land and improvements to a maximum of \$22,034

FUNDING:

Requisition

SSI Search and Rescue	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Transfers to SSI SAR Society	21,024	21,024	20,826	-	-	20,826	20,898	20,973	20,950	20,927
Allocations	1,100	1,100	1,298	-	-	1,298	1,226	1,151	1,174	1,197
Other	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	22,124	22,124	22,124	-	-	22,124	22,124	22,124	22,124	22,124
*Percentage Increase over prior year						0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL COSTS	22,124	22,124	22,124	-	-	22,124	22,124	22,124	22,124	22,124
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2018 to 2019	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(10)	(10)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
Revenue - Other	(80)	(80)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
TOTAL REVENUE	(90)	(90)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
REQUISITION	(22,034)	(22,034)	(22,034)	-	-	(22,034)	(22,034)	(22,034)	(22,034)	(22,034)
*Percentage increase over prior year requisition						0.0%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SSI Park Land & Rec Programs

EAC Review

Service: 1.459 SSI Park Land & Rec Programs

Committee: Salt Spring Parks & Recreation

DEFINITION:

A specified area established in 1972 to provide parks, recreation and related community programs, equipment, facilities and acquisition of real property. Bylaw No. 91(February 23, 1972). Since repealed, Bylaw No. 2422 (1996) and Bylaw No. 3183 (2004).
Bylaw 4002 (2015) repeals bylaw 2422 and 3206.

SERVICE DESCRIPTION:

This is a service for the provision of general administrative services, water access points, active parks (playing fields) and overseeing facility upgrades, leisure brochures for Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Maximum Levy - Greater of \$1,861,432.00 or \$0.6325 / \$1,000 on basis of net taxable value of land and improvements, \$2,629,550

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Parks and Recreation Advisory Commission
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

FUNDING:

Requisition

Change in Budget 2019 to 2020 Service: 1.459 SSI Pool and Park Land	Total Expenditure		Comments
2019 Budget	1,734,930		
Change in Salaries:			
<u>Parks, Land, Rec</u>			
Base salary change	5,408	0.31%	Inclusive of collective agreement changes
New 1.0 FTE J14	92,888	5.35%	Planning Assistant
Auxiliary Labour	(36,000)	-2.08%	Reduced to support new FTE costs
<u>Pool</u>			
Base salary change	11,608	0.67%	Inclusive of collective agreement changes
Step Increase	10,501	0.61%	
Budget at 80hrs biweekly	28,804	1.66%	
Budget correction (2019 underbudgeted)	11,310	0.65%	
Auxiliary Labour	68,942	3.97%	
Total Change in Salaries	193,461	11.15%	
Other Changes:			
<u>Parks, Land, Rec</u>			
Program Development	(20,000)	-1.15%	To help fund new Planning Assistant FTE
Internal Allocations	27,772	1.60%	
Transfer to Reserve	(9,940)	-0.57%	
Internal Recoveries	(23,878)	-1.38%	Park Planner FTE
Other Expenditures	(23,411)	-1.35%	
<u>Pool</u>			
Operating Supplies	20,000	1.15%	Chemicals for pool
Debt Charges	(22,376)	-1.29%	Half year interest
Transfer to CRF	(8,860)	-0.51%	
Internal Recoveries	(20,000)	-1.15%	
Other Expenditures	(12,296)	-0.71%	
Total Other Changes	(92,989)	-5.36%	
2020 Budget	1,835,402	5.79%	

Overall 2019 Budget Performance
(expected variance to budget and surplus treatment)

No material operating variances for 2019. Overspend in SSI Pool from auxiliary labour and pool supplies results in lower contribution to reserve.

1.455 / 1.458 / 1.459

SALT SPRING ISLAND RECREATION - ALL SERVICE AREAS

OPERATING COSTS:

Swimming Pool
Community Parks
Community Recreation
Park Land

TOTAL OPERATING COSTS

*Percentage Increase

CAPITAL / RESERVE

Swimming Pool
Community Parks
Park Land

DEBT CHARGES

TOTAL CAPITAL / RESERVES

TOTAL COSTS

Internal Recoveries

OPERATING LESS RECOVERIES

FUNDING SOURCES (REVENUE)

Estimated balance C/F from 2019 to 2020

Balance C/F from 2017 to 2018

Swimming Pool
Community Parks
Community Recreation
Parks, Land & Recreation

TOTAL REVENUE

REQUISITION

*Percentage increase over prior year requisition

AUTHORIZED POSITIONS:

Salaried
Hourly

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Swimming Pool	781,670	877,464	900,539	20,000	-	920,539	944,717	967,379	988,458	1,010,031
Community Parks	778,060	808,010	823,546	27,603	-	851,149	874,589	892,967	912,342	932,130
Community Recreation	143,770	190,130	207,624	24,330	-	231,955	287,290	296,883	303,350	309,959
Park Land	600,820	581,544	610,589	36,888	-	647,477	672,707	693,336	708,271	723,478
TOTAL OPERATING COSTS	2,304,320	2,457,148	2,542,298	108,821	-	2,651,119	2,779,302	2,850,565	2,912,421	2,975,598
*Percentage Increase						15.0%	4.8%	2.6%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Swimming Pool	73,860	58,640	65,000	-	-	65,000	216,556	101,670	125,000	127,750
Community Parks	9,900	11,750	5,000	-	-	5,000	5,110	5,220	5,330	5,450
Park Land	154,080	157,580	144,140	-	-	144,140	143,712	148,132	151,701	155,416
TOTAL CAPITAL / RESERVES	193,580	189,580	171,204	-	-	171,204	26,976	5,117	299,848	523,256
TOTAL CAPITAL / RESERVES	431,420	417,550	385,344	-	-	385,344	392,354	260,139	581,879	811,872
TOTAL COSTS	2,735,740	2,874,698	2,927,642	108,821	-	3,036,463	3,171,657	3,110,704	3,494,300	3,787,470
Internal Recoveries	(361,410)	(411,463)	(435,283)	(28,410)	-	(463,693)	(461,494)	(471,650)	(482,030)	(492,640)
<u>OPERATING LESS RECOVERIES</u>	2,374,330	2,463,235	2,492,359	80,411	-	2,572,770	2,710,163	2,639,054	3,012,270	3,294,830
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance C/F from 2017 to 2018	-	-	-	-	-	-	-	-	-	-
Swimming Pool	(230,160)	(273,981)	(285,035)	-	-	(285,035)	(291,300)	(297,710)	(304,230)	(310,920)
Community Parks	(117,790)	(120,560)	(124,800)	-	-	(124,800)	(127,550)	(130,350)	(133,210)	(136,140)
Community Recreation	(99,510)	(145,870)	(170,000)	12,000	-	(182,000)	(227,620)	(234,014)	(239,121)	(244,343)
Parks, Land & Recreation	(12,840)	(8,794)	(8,000)	-	-	(8,000)	(8,180)	(8,360)	(8,540)	(8,730)
TOTAL REVENUE	(460,300)	(549,205)	(587,835)	(12,000)	-	(599,835)	(654,650)	(670,434)	(685,101)	(700,133)
REQUISITION	(1,914,030)	(1,914,030)	(1,904,524)	(68,411)	-	(1,972,935)	(2,055,513)	(1,968,620)	(2,327,169)	(2,594,697)
*Percentage increase over prior year requisition						3.1%	4.2%	-4.2%	18.2%	11.5%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	9.44	9.44	9.44	1.26	-	10.70	10.70	10.70	10.70	10.70
Hourly	0.50	0.50	0.50	0.20	-	0.70	0.50	0.50	0.50	0.50

SALT SPRING ISLAND - POOL & PARK LAND	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Pool	781,670	877,464	900,539	20,000	-	920,539	944,717	967,379	988,458	1,010,031
Park Land	600,820	581,544	610,589	36,888	-	647,477	672,707	693,336	708,271	723,478
TOTAL OPERATING COSTS	1,382,490	1,459,008	1,511,128	56,888	-	1,568,016	1,617,424	1,660,715	1,696,730	1,733,510
*Percentage Increase						13.4%	3.2%	2.7%	2.2%	2.2%
CAPITAL / RESERVE										
Transfer to Pool CRF	48,860	33,640	40,000	-	-	40,000	166,006	50,000	50,000	51,100
Transfer to Pool ERF	25,000	25,000	25,000	-	-	25,000	50,550	51,670	75,000	76,650
Transfer to Park, Land & Recreation CRF	139,080	141,330	129,140	-	-	129,140	128,712	132,802	136,041	139,074
Transfer to Park, Land & Recreation ERF	15,000	16,250	15,000	-	-	15,000	15,000	15,330	15,660	16,342
TOTAL CAPITAL / RESERVES	227,940	216,220	209,140	-	-	209,140	360,268	249,802	276,701	283,166
DEBT CHARGES	193,580	189,580	171,204	-	-	171,204	26,976	-	215,381	438,789
TOTAL COSTS	1,804,010	1,864,808	1,891,472	56,888	-	1,948,360	2,004,668	1,910,517	2,188,812	2,455,465
Internal Recoveries	(69,080)	(90,103)	(84,548)	(28,410)	-	(112,958)	(103,044)	(105,310)	(107,630)	(110,000)
OPERATING LESS RECOVERIES	1,734,930	1,774,705	1,806,924	28,478	-	1,835,402	1,901,624	1,805,207	2,081,182	2,345,465
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	-	-	-	-	-	-	-	-	-	-
Pool Fees	(228,000)	(266,000)	(277,535)	-	-	(277,535)	(283,640)	(289,880)	(296,230)	(302,750)
Payments in Lieu	(1,120)	(2,122)	(1,000)	-	-	(1,000)	(1,020)	(1,040)	(1,060)	(1,080)
Revenue - Other	(13,880)	(14,653)	(14,500)	-	-	(14,500)	(14,820)	(15,150)	(15,480)	(15,820)
TOTAL REVENUE	(243,000)	(282,775)	(293,035)	-	-	(293,035)	(299,480)	(306,070)	(312,770)	(319,650)
REQUISITION	(1,491,930)	(1,491,930)	(1,513,889)	(28,478)	-	(1,542,367)	(1,602,144)	(1,499,137)	(1,768,412)	(2,025,815)
*Percentage Increase over prior year requisition						3.4%	3.9%	-6.4%	18.0%	14.6%
AUTHORIZED POSITIONS:										
Salaried	5.1	5.1	5.1	1.0	-	6.1	6.1	6.1	6.1	6.1
User Funding %	12.6%					14.2%	14.1%	15.2%	13.5%	12.3%

SALT SPRING ISLAND RECREATION - SWIMMING POOL	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Salaries & Wages	493,800	559,180	624,965	-	-	624,965	640,939	655,222	669,488	684,060
Contract for Services	-	4,550	4,000	-	-	4,000	4,090	4,180	4,270	4,360
Utilities	130,360	128,300	124,900	-	-	124,900	127,650	130,450	133,320	136,260
Supplies - Chemicals	35,000	55,000	35,000	20,000	-	55,000	56,210	57,450	58,710	60,000
Programs and Other Operating	75,820	71,694	66,120	-	-	66,120	67,590	69,070	70,590	72,160
Maintenance & Insurance	33,500	45,550	30,500	-	-	30,500	31,170	31,850	32,540	33,260
Internal Allocations	13,190	13,190	15,054	-	-	15,054	17,068	19,157	19,540	19,931
TOTAL OPERATING COSTS	781,670	877,464	900,539	20,000	-	920,539	944,717	967,379	988,458	1,010,031
*Percentage Increase						17.8%				
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	48,860	33,640	40,000	-	-	40,000	166,006	50,000	50,000	51,100
Transfer to Equipment Replacement Fund	25,000	25,000	25,000	-	-	25,000	50,550	51,670	75,000	76,650
DEBT CHARGES	193,580	189,580	171,204	-	-	171,204	26,976	-	215,381	438,789
TOTAL CAPITAL / RESERVES	267,440	248,220	236,204	-	-	236,204	243,532	101,670	340,381	566,539
TOTAL COSTS	1,049,110	1,125,684	1,136,743	20,000		1,156,743	1,188,250	1,069,049	1,328,839	1,576,571
Internal Recoveries	-	(32,753)	(20,000)	-	-	(20,000)	(20,440)	(20,890)	(21,350)	(21,820)
OPERATING LESS RECOVERIES	1,049,110	1,092,931	1,116,743	20,000	-	1,136,743	1,167,810	1,048,159	1,307,489	1,554,751
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	-	-	-	-	-	-	-	-	-	-
Revenue - Fees	(228,000)	(266,000)	(277,535)	-	-	(277,535)	(283,640)	(289,880)	(296,230)	(302,750)
Payments in Lieu	(630)	(1,631)	(1,000)	-	-	(1,000)	(1,020)	(1,040)	(1,060)	(1,080)
Revenue - Other	(1,530)	(6,350)	(6,500)	-	-	(6,500)	(6,640)	(6,790)	(6,940)	(7,090)
TOTAL REVENUE	(230,160)	(273,981)	(285,035)	-	-	(285,035)	(291,300)	(297,710)	(304,230)	(310,920)
REQUISITION	(818,950)	(818,950)	(831,708)	20,000	-	(851,708)	(876,510)	(750,449)	(1,003,259)	(1,243,831)
*Percentage increase over prior year requisition						4.0%	2.9%	-14.4%	33.7%	24.0%
User Funding %	21.73%					23.99%	23.87%	27.12%	22.29%	19.20%
User Funding excluding debt %	26.65%					28.16%	24.42%	27.12%	26.60%	26.61%

SALT SPRING ISLAND - PARK LAND	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2020 CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Salaries & Wages	188,150	152,880	193,558	56,888	-	250,446	260,141	269,304	275,115	281,031
Allocation to SSI Admin	124,740	124,740	128,324	-	-	128,324	132,980	133,598	136,485	139,430
Maintenance, Disposal & Security	30,720	34,781	21,060	-	-	21,060	21,530	22,000	22,490	22,990
Utilities & IT	25,130	25,600	25,730	-	-	25,730	26,300	26,880	27,470	28,080
Contract for Services, Rent & Legal	26,200	25,355	25,355	-	-	25,355	25,880	26,440	27,030	27,630
Recreation Programs	20,000	55	20,000	(20,000)	-	-	-	-	-	-
Advertsing, Promotion & Planning	13,570	13,400	12,200	-	-	12,200	12,470	12,740	13,030	13,320
Internal Allocations	128,360	166,813	156,132	-	-	156,132	164,596	172,964	176,631	180,367
Travel & Training	7,560	4,500	6,250	-	-	6,250	6,380	6,520	6,660	6,800
Licences, Fees & Insurance	23,200	22,460	12,080	-	-	12,080	12,320	12,570	12,820	13,070
Supplies & Other	13,190	10,960	9,900	-	-	9,900	10,110	10,320	10,540	10,760
TOTAL OPERATING COSTS	600,820	581,544	610,589	36,888	-	647,477	672,707	693,336	708,271	723,478
*Percentage Increase						7.8%	3.9%	3.1%	2.2%	2.1%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	15,000	16,250	15,000	-	-	15,000	15,000	15,330	15,660	16,342
Transfer to Reserve Fund - Pool	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund - Parkland	139,080	141,330	129,140	-	-	129,140	128,712	132,802	136,041	139,074
TOTAL CAPITAL / RESERVES	154,080	157,580	144,140	-	-	144,140	143,712	148,132	151,701	155,416
Debt Servicing	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	754,900	739,124	754,729	36,888	-	791,617	816,419	841,468	859,972	878,894
Internal Recoveries	(69,080)	(57,350)	(64,548)	(28,410)	-	(92,958)	(82,604)	(84,420)	(86,280)	(88,180)
OPERATING LESS RECOVERIES	685,820	681,774	690,181	8,478	-	698,659	733,815	757,048	773,692	790,714
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	-	-	-	-	-	-	-	-	-	-
Rental Income	(11,530)	(7,500)	(8,000)	-	-	(8,000)	(8,180)	(8,360)	(8,540)	(8,730)
Payments in Lieu	(490)	(491)	-	-	-	-	-	-	-	-
Revenue - Other	(820)	(803)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(12,840)	(8,794)	(8,000)	-	-	(8,000)	(8,180)	(8,360)	(8,540)	(8,730)
REQUISITION	(672,980)	(672,980)	(682,181)	(8,478)	-	(690,659)	(725,635)	(748,688)	(765,152)	(781,984)
*Percentage increase over prior year requisition						2.6%	5.1%	3.2%	2.2%	2.2%
AUTHORIZED POSITIONS:										
Salaried	3.00	3.00	3.00	1.00	-	4.00	4.00	4.00	4.00	4.00
Hourly	0.50	0.50	0.50	0.00	-	0.50	0.50	0.50	0.50	0.50
User Funding %	1.53%					1.01%	1.00%	0.99%	0.99%	0.99%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.459	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$215,000	\$50,000	\$600,000	\$8,025,000	\$2,425,000	\$11,315,000
Equipment	E	\$0	\$38,240	\$42,725	\$48,250	\$89,500	\$27,500	\$246,215
Land	L	\$0	\$90,000	\$1,250,000	\$50,000	\$50,000	\$150,000	\$1,590,000
Engineered Structures	S	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$343,240	\$1,342,725	\$698,250	\$8,214,500	\$2,602,500	\$13,201,215

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$8,000,000	\$0	\$8,000,000
Equipment Replacement Fund	ERF	\$0	\$38,240	\$42,725	\$48,250	\$89,500	\$27,500	\$246,215
Grants (Federal, Provincial)	Grant	\$0	\$0	\$425,000	\$325,000	\$0	\$2,400,000	\$3,150,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$305,000	\$875,000	\$325,000	\$125,000	\$175,000	\$1,805,000
		\$0	\$343,240	\$1,342,725	\$698,250	\$8,214,500	\$2,602,500	\$13,201,215

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.459
 Service Name: SSI Park Land & Rec Programs

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-10	New	Sport Field Development	Develop additional sports fields for youth and adults	\$600,000	L	Res	\$0	\$0	\$175,000	\$0	\$0	\$0	\$175,000
20-10	New	Sport Field Development	Community Works Funds have been committed to sport field development	\$0	L	Grant	\$0	\$0	\$425,000	\$0	\$0	\$0	\$425,000
19-12	New	Expand or upgrade Trail Network and parking	Expand and upgrade existing and new trail network by connecting trail gaps and improving parking	\$280,000	L	Res	\$0	\$80,000	\$50,000	\$50,000	\$50,000	\$50,000	\$280,000
19-13	New	Purchase Additional Parkland	The purchase of additional parkland (10-15 acres) is required to develop additional sports fields for youth and adults.	\$600,000	L	Res	\$0	\$0	\$600,000	\$0	\$0	\$0	\$600,000
19-14	Renewal	Portlock Park Upgrades	Community consultation, conceptual designs, detailed designs and construction	\$2,510,000	L	Res	\$0	\$10,000	\$0	\$0	\$0	\$100,000	\$110,000
19-14	Renewal	Portlock Park Upgrades	Grant funding required to upgrade portlock park	\$0	B	Grant	\$0	\$0	\$0	\$0	\$0	\$2,400,000	\$2,400,000
20-14	New	Park Maintenance Facility	Fesability study, design and construction of a new park maintenance facility.	\$520,000	B	Res	\$0	\$20,000	\$0	\$175,000	\$0	\$0	\$195,000
20-14	New	Park Maintenance Facility	Grant funding required to construct maint. Facility	\$0	B	Grant	\$0	\$0	\$0	\$325,000	\$0	\$0	\$325,000
18-01	Renewal	Repairs to Pool Building	Repairs to doors, windows, pipes, fencing and other building components as the facility reaches its tenth year.	\$125,000	B	Res	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
20-01	Study	Pool site master plan	A site master plan is required prior to a facility expansion	\$45,000	B	Res	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
21-01	New	Recreation Centre Expansion	Facility expansion to include a leisure therapy pool and multipurpose room	\$8,075,000	B	Res	\$0	\$0	\$0	\$75,000	\$0	\$0	\$75,000
21-01	New	Recreation Centre Expansion	Debt funding required for recreation centre expansion	\$0	B	Debt	\$0	\$0	\$0	\$0	\$8,000,000	\$0	\$8,000,000
20-01	Renewal	Pool changeroom and flooring replacement	Replacement of washroom fixtures and pool and changeroom flooring sealant	\$125,000	B	Res	\$0	\$125,000	\$0	\$0	\$0	\$0	\$125,000
20-03	Replacement	Replace Pool Flooring	Replacement of pool lobby flooring and re-grouting of pool tile bottom	\$25,000	B	Res	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
22-04	New	Upgrade Pool Parking Lot	Upgrade existing gravel lot to capped, paved or permeable surface.	\$50,000	S	Res	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
19-15	Replacement	Pool equipment replacements	Replace pool office and mechanical equipment including pumps, filters, boilers, fans, strantrol, chlorinator	\$241,215	E	ERF	\$0	\$38,240	\$42,725	\$48,250	\$89,500	\$27,500	\$241,215
GRAND TOTAL				\$13,196,215			\$0	\$343,240	\$1,342,725	\$698,250	\$8,214,500	\$2,602,500	\$13,196,215

Service: 1.455 SSI Community Parks

Committee: Salt Spring Parks & Recreation

DEFINITION:

Supplementary Letters Patent - August, 1975 grants the power of acquiring, developing, operating and maintaining community parks. Bylaw No. 245 (Nov. 26, 1975); amended by Bylaw No. 461 (March 8, 1978) to add Salt Spring Island as a participant.

SERVICE DESCRIPTION:

This is a service for the provision of, parks, trails, Saturday market, disc golf course and playgrounds on Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Maximum Levy - \$0.15 / \$1,000 on the basis of net taxable value of land and improvements, \$623,609.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Parks and Recreation Advisory Commission
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

FUNDING:

Requisition

SALT SPRING ISLAND RECREATION - COMMUNITY PARKS	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Salaries	395,540	402,060	412,934	19,603	-	432,537	441,880	446,185	455,823	465,665
Maintenance, Security & Insurance	46,700	40,495	43,405	-	-	43,405	44,360	45,320	46,310	47,320
Internal Allocations	70,000	70,000	76,587	-	-	76,587	82,910	89,448	91,364	93,321
Utilities & Operating - supplies	44,750	29,105	30,650	-	-	30,650	31,340	32,030	32,730	33,430
Contract for Services	40,400	34,600	35,500	-	-	35,500	36,280	37,070	37,880	38,700
Travel - Vehicles	17,440	17,500	17,500	-	-	17,500	17,880	18,270	18,670	19,080
Operating - Other	163,230	214,250	206,970	8,000	-	214,970	219,939	224,644	229,565	234,614
TOTAL OPERATING COSTS	778,060	808,010	823,546	27,603	-	851,149	874,589	892,967	912,342	932,130
*Percentage Increase						9.4%	2.8%	2.1%	2.2%	2.2%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	6,450	8,300	5,000	-	-	5,000	5,110	5,220	5,330	5,450
Transfer to Reserve Fund	3,450	3,450	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	9,900	11,750	5,000	-	-	5,000	5,110	5,220	5,330	5,450
Debt	-	-	-	-	-	-	-	5,117	84,467	84,467
Internal Time Recovery	(292,330)	(321,360)	(350,735)	-	-	(350,735)	(358,450)	(366,340)	(374,400)	(382,640)
TOTAL COSTS NET OF RECOVERIES	495,630	498,400	477,811	27,603	-	505,414	521,249	536,964	627,738	639,406
FUNDING SOURCES (REVENUE)										
Rental Income	(113,100)	(117,650)	(119,800)	-	-	(119,800)	(122,440)	(125,130)	(127,880)	(130,690)
Payments in Lieu	-	-	-	-	-	-	-	-	-	-
Revenue-Other	(4,690)	(2,910)	(5,000)	-	-	(5,000)	(5,110)	(5,220)	(5,330)	(5,450)
TOTAL REVENUE	(117,790)	(120,560)	(124,800)	-	-	(124,800)	(127,550)	(130,350)	(133,210)	(136,140)
REQUISITION	(377,840)	(377,840)	(353,011)	(27,603)	-	(380,614)	(393,699)	(406,614)	(494,528)	(503,266)
*Percentage increase over prior year requisition						0.7%	3.4%	3.3%	21.6%	1.8%
AUTHORIZED POSITIONS:										
Salaried	4.34	4.34	4.34	0.26	-	4.60	4.60	4.60	4.60	4.60
User Funding	22.82%					23.70%	23.49%	23.30%	20.37%	20.44%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.455	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$5,000	\$23,000	\$5,000	\$5,000	\$5,000	\$43,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$255,000	\$0	\$1,110,000	\$0	\$210,000	\$1,575,000
Vehicles	V	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000
		\$0	\$260,000	\$23,000	\$1,155,000	\$5,000	\$215,000	\$1,658,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debtenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$1,000,000
Equipment Replacement Fund	ERF	\$0	\$5,000	\$23,000	\$45,000	\$5,000	\$5,000	\$83,000
Grants (Federal, Provincial)	Grant	\$0	\$125,000	\$0	\$0	\$0	\$0	\$125,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$130,000	\$0	\$110,000	\$0	\$210,000	\$450,000
		\$0	\$260,000	\$23,000	\$1,155,000	\$5,000	\$215,000	\$1,658,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.455
 Service Name: SSI Community Parks

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-08	New	Centennial Park Upgrades	Upgrades or replacement of park features and amenities	\$400,000	S	Res	\$0	\$100,000	\$0	\$100,000	\$0	\$200,000	\$400,000
20-08	New	Centennial Park Upgrades	Community Works Funds committed to park upgrades	\$0	S	Grant	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
20-06	New	Construction of Ganges Boardwalk	The construction of the Ganges boardwalk to connect the village core to the harbours end has been a long standing project. An feasibility study of existing features is currently underway.	\$1,000,000	S	Debt	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$1,000,000
19-07	Renewal	Improve Beach Accesses	Upgrades and improvements required for existing beach accesses on MOTI right of ways	\$30,000	S	Res	\$0	\$10,000	\$0	\$10,000	\$0	\$10,000	\$30,000
20-04	Replacement	Rotary Dock Replacement	Replace rotary dock	\$25,000	S	Grant	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
20-05	Replacement	Boardwalk Gazebo	Repair existing boardwalk gazebo	\$20,000	S	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-03	Replacement	Vehicle Replacement	Replace maintenance truck	\$40,000	V	ERF	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000
19-09	Replacement	Mower and maintenance equipment	Replace mower and maintenance equipment	\$43,000	E	ERF	\$0	\$5,000	\$23,000	\$5,000	\$5,000	\$5,000	\$43,000
GRAND TOTAL				\$1,558,000			\$0	\$260,000	\$23,000	\$1,155,000	\$5,000	\$215,000	\$1,658,000

Service: 1.458 SSI Community Recreation

Committee: Salt Spring Parks & Recreation

DEFINITION:

Supplementary Letters Patent, Division XV, October 3, 1975 established to provide recreational programs for any Electoral Area. Bylaw No. 462 (March 8, 1978) to add Salt Spring Island as a participant.

SERVICE DESCRIPTION:

This is a service for the provision of recreation programs and day camps for youth on Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Maximum Levy - \$0.063 / \$1,000 on basis of net taxable value of land and improvements, \$261,916

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Parks and Recreation Advisory Commission
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

FUNDING:

Change in Budget 2019 to 2020

Service: 1.458 SSI Community Recreation

Total Expenditure

Comments

2019 Budget

143,770

Change in Salaries:

Base salary change	1,926	1.34%	Inclusive of collective agreement changes
Increase to PCN 40007684	13,194	9.18%	Additional 0.2 for J08 Program Assistant
Auxiliary Labour	7,550	5.25%	Extra auxiliary wages for preschool program
Total Change in Salaries	<u>22,670</u>	15.77%	

Other Changes:

Contract for Services	57,470	39.97%	New recreation programs/specialty camps
Internal Allocations	8,775	6.10%	SSI Parks Admin/Corporate/HR
Other Expenditures	(730)	-0.51%	
Total Other Changes	<u>65,515</u>	45.57%	

2020 Budget

231,955

61.34%

Overall 2019 Budget Performance

(expected variance to budget and surplus treatment)

Higher Recreation Program costs offset with additional fee revenue. No major operating variances for 2019.

SALT SPRING ISLAND - COMMUNITY RECREATION PROGRAMS	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Salaries and Wages	76,790	71,500	76,729	22,730	-	99,460	150,500	155,699	159,089	162,566
Recreation Programs	35,280	87,756	88,850	1,600	-	90,450	92,440	94,460	96,540	98,660
Internal Allocations	17,500	17,500	26,275	-	-	26,275	28,240	30,274	30,921	31,583
Travel and Insurance	6,250	5,780	6,290	-	-	6,290	6,420	6,550	6,680	6,810
Other Operating	7,950	7,594	9,480	-	-	9,480	9,690	9,900	10,120	10,340
TOTAL OPERATING COSTS	143,770	190,130	207,624	24,330	-	231,955	287,290	296,883	303,350	309,959
*Percentage Increase						61.3%	23.9%	3.3%	2.2%	2.2%
TOTAL COSTS	143,770	190,130	207,624	24,330	-	231,955	287,290	296,883	303,350	309,959
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	-	-	-	-	-	-	-	-	-	-
Revenue - Fees	(99,380)	(144,000)	(170,000)	(12,000)	-	(182,000)	(227,620)	(234,014)	(239,121)	(244,343)
Payments in Lieu	(30)	(30)	-	-	-	-	-	-	-	-
Revenue - Other	(100)	(1,840)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(99,510)	(145,870)	(170,000)	(12,000)	-	(182,000)	(227,620)	(234,014)	(239,121)	(244,343)
REQUISITION	(44,260)	(44,260)	(37,624)	(12,330)	-	(49,955)	(59,670)	(62,869)	(64,229)	(65,616)
*Percentage increase over prior year requisition						12.9%	19.4%	5.4%	2.2%	2.2%
AUTHORIZED POSITIONS:										
Salaried	0.5	0.5	0.5	0.2	-	0.7	0.7	0.7	0.7	0.7
User Funding %	69.1%					78.5%	79.2%	78.8%	78.8%	78.8%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.458	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$5,000	\$305,000	\$5,000	\$5,000	\$5,000	\$325,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$175,000	\$0	\$0	\$0	\$175,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$125,000	\$0	\$0	\$0	\$125,000
		\$0	\$5,000	\$305,000	\$5,000	\$5,000	\$5,000	\$325,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.458
 Service Name: SSI Community Recreation

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
21-09	Replacement	Replace Tennis Court #2,3,4	Tennis court replacement required to mediate drainage issues and replace cracked pads	\$300,000	S	Res	\$0	\$0	\$125,000	\$0	\$0	\$0	\$125,000
21-09	Replacement	Replace Tennis Court #2,3,4	Grant funding required for tennis court replacement	\$150,000	S	Grant	\$0	\$0	\$175,000	\$0	\$0	\$0	\$175,000
19-09	Replacement	Office and computer equipment	Upgrade and replace office and computer equipment	\$25,000	E	ERF	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
GRAND TOTAL				\$475,000			\$0	\$5,000	\$305,000	\$5,000	\$5,000	\$5,000	\$325,000

1.45X SSI Pool, Parks, Recreation and Parkland Reserves
Asset and Reserve Summary
2020 - 2024 Financial Plan

Asset Profile

SSI, Parks, Recreation and Parkland Reserves

Assets held by the Salt Spring Island Parks and Recreation service consist of a pool, parks, park structures and various vehicles and equipment to support service delivery. The total historical value as of Dec 31, 2016 for all assets was \$8.2M with an estimated replacement value of \$8.1M for the pool and park structures.

Reserve/Fund Summary

Reserve/Fund Summary	Budget					
	2019	2020	2021	2022	2023	2024
Projected year end balance						
1.45X - Equipment Replacement Funds	134,264	131,024	130,959	104,929	101,419	162,361
1.459 - Land Acquisition Reserve Fund	824,292	824,292	224,292	224,292	224,292	224,292
1.459 - Pool Facility Capital Reserve Fund	337,639	182,639	248,095	198,095	173,095	199,195
1.455 - Community Parks Reserve Fund	118,530	73,850	133,850	95,170	158,118	22,448
1.455/458 - Parks & Rec Reserve Funds	554,264	488,084	257,346	93,828	116,921	31,665
1.459 - 2nd Land Reserve Fund	1,314	1,314	1,314	1,314	1,314	1,314
Total projected year end balance	1,970,303	1,701,203	995,856	717,628	775,159	641,275

Reserve Schedule

Reserve Fund: 1.459 SSI Park Land & Rec Equipment Replacement Fund

For replacement of equipment and vehicles belonging to SSI Pool, Parks and Recreation services.

Reserve Cash Flow

Fund: 1022 Fund Center: 101412/44/45
ERF Group: SSIPARC.ERF

	Estimated	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	140,369	134,264	131,024	130,959	104,929	101,419
Planned Purchase (Based on Capital Plan)	(52,554)	(48,240)	(70,725)	(98,250)	(99,500)	(37,500)
Transfer from Operating Budget	46,450	45,000	70,660	72,220	95,990	98,442
Interest Income	-					
Ending Balance \$	134,264	131,024	130,959	104,929	101,419	162,361

Assumptions/Background:

Budgeted transfers are made in order to sustain the services' long term capital plans.

SSI Pool, Parks, Recreation and Land Reserve Schedules

Bylaw 2110 - Parkland Acquisition - 1.459

Reserve Cash Flow

Fund: 1035 Fund Center: 101379

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	746,822	824,292	824,292	224,292	224,292	224,292
Cash in lieu	31,250	-	-	-	-	-
Interest Income	16,981	-	-	-	-	-
Transfer from Capital	29,239	-	-	-	-	-
Expenditures	-	-	(600,000)	-	-	-
Ending Balance \$	824,292	824,292	224,292	224,292	224,292	224,292

SSI Pool, Parks, Recreation and Land Reserve Schedules

Bylaw 3686 - Salt Spring Island Pool - 1.459

Reserve Cash Flow

Fund: 1078 Fund Center: 102045

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	307,182	337,639	182,639	248,095	198,095	173,095
Transfer from Ops Budget	48,860	40,000	115,456	50,000	50,000	51,100
Interest Income	6,597					
Expenditures	(25,000)	(195,000)	(50,000)	(100,000)	(75,000)	(25,000)
Ending Balance \$	337,639	182,639	248,095	198,095	173,095	199,195

SSI Pool, Parks, Recreation and Land Reserve Schedules

Bylaw 3085 - Community Parks - 1.455

Reserve Cash Flow

Fund: 1064 Fund Center: 101792

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	195,236	118,530	73,850	133,850	95,170	158,118
Transfer from Ops Budget	65,030	55,320	60,000	61,320	62,948	64,330
Interest Income	3,264					
Expenditures	(145,000)	(100,000)	-	(100,000)	-	(200,000)
Ending Balance \$	118,530	73,850	133,850	95,170	158,118	22,448

SSI Pool, Parks, Recreation and Land Reserve Schedules

Bylaw 2859 - Park Facilities - 1.455

Reserve Cash Flow

Fund: 1060 Fund Center: 102030

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	22,718	28,306	3,306	8,306	3,416	9,636
Transfer from Ops Budget	5,100	5,000	5,000	5,110	6,220	6,360
Interest Income	488					
Expenditures	-	(30,000)	-	(10,000)	-	(10,000)
Ending Balance \$	28,306	3,306	8,306	3,416	9,636	5,996

SSI Pool, Parks, Recreation and Land Reserve Schedules

Bylaw 2859 - Community Rec Facilities - 1.458

Reserve Cash Flow

Fund: 1060 Fund Center: 101786	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	123,198	132,472	138,472	19,472	25,602	31,862
Transfer from Ops Budget	6,470	6,000	6,000	6,130	6,260	6,400
Interest Income	2,804					
Expenditures	-	-	(125,000)	-	-	-
Ending Balance \$	132,472	138,472	19,472	25,602	31,862	38,262

SSI Pool, Parks, Recreation and Land Reserve Schedules

Bylaw 2859 - Park Land - 1.459

Reserve Cash Flow

Fund: 1060 Fund Center: 101603

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	320,669	393,486	346,306	229,568	64,810	75,423
Transfer from Ops Budget	65,930	62,820	108,262	60,242	60,613	61,984
Interest Income	6,887	-	-	-	-	-
Expenditures	-	(110,000)	(225,000)	(225,000)	(50,000)	(150,000)
Ending Balance \$	393,486	346,306	229,568	64,810	75,423	(12,593)

SSI Pool, Parks, Recreation and Land Reserve Schedules

Fund 1071 was created as a CRF for the 2nd SSI Parks service established by Bylaw 2809 for the purpose of buying real estate, servicing debt and contributing to a CRF. That Bylaw expired on Dec 31, 2010.

Reserve Cash Flow

Fund: 1071 Fund Center: 101898	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	1,283	1,314	1,314	1,314	1,314	1,314
Interest Income	31					
Transfer to FC 101603						
Ending Balance \$	1,314	1,314	1,314	1,314	1,314	1,314

All SSI Pool, Parks, Recreation and Land Capital Reserves are funded in accordance with the long term capital expenditure plan

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SSI Stormwater Quality Management

EAC Review

Service: 1.535 SSI Stormwater Quality Management

Committee: Electoral Area Services

DEFINITION:

To provide for the control of pollution in stormwater runoff from land. In Bylaw No. 2454 (adopted February, 1997 for the EA of Salt Spring Island) "stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses.

SERVICE DESCRIPTION:

The service provides a stormwater quality program in the Salt Spring Island Electoral Area to coordinate and provide information for management of stormwater quality and watershed protection.

PARTICIPATION:

The Electoral Area of the Salt Spring Island.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

SSI Stormwater Quality Management	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Contract for Services	2,760	6,500	2,850	-	-	2,850	2,910	2,970	3,040	3,110
Consultants	2,090	-	2,150	-	-	2,150	2,200	2,250	2,300	2,350
Other Operating Expenses	17,140	4,180	17,861	-	-	17,861	18,487	19,131	19,544	19,966
TOTAL OPERATING COSTS	21,990	10,680	22,861	-	-	22,861	23,597	24,351	24,884	25,426
*Percentage Increase over prior year						114.1%	3.2%	3.2%	2.2%	2.2%
Transfer to Own Funds:										
Transfer to Operating Reserve	-	11,310	-	-	-	-	-	-	-	-
Total Costs	21,990	21,990	22,861	-	-	22,861	23,597	24,351	24,884	25,426
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve			(331)			(331)	(572)	(820)	(836)	(850)
Grants in Lieu	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Other Revenue	(10)	(10)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
TOTAL REVENUE	(30)	(30)	(361)	-	-	(361)	(602)	(850)	(866)	(880)
REQUISITION	(21,960)	(21,960)	(22,500)	-	-	(22,500)	(22,995)	(23,501)	(24,018)	(24,546)
*Percentage increase over prior year requisition						2.5%	2.2%	2.2%	2.2%	2.2%

Reserve Account Schedule

Reserve Fund: 1.535 SSI Stormwater Quality Management Internal Reserve Account (FC: 105529)

Reserve is being applied to supporting Salt Spring Island Watershed Protection Authority for studies related to drinking water lakes impacted by stormwater runoff.

Reserve Account Cash Flow

Reserve FC: 105529	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	41,485	52,795	52,464	51,892	51,072	50,236
Transfer surplus funds from project	-	-	-	-	-	-
Transfer from / to Operating	11,310	(331)	(572)	(820)	(836)	(850)
Interest Income	-	-	-	-	-	-
Ending Balance \$	52,795	52,464	51,892	51,072	50,236	49,386

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

2020 BUDGET

SSI Emergency Comm. - CREST

EAC Review

Service: 1.925 SSI Emergency Comm. - CREST

Committee: Finance & Corporate Services

DEFINITION:

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

PARTICIPATION:

The Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

925 SSI EMERGENCY COMMUNICATIONS CREST	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Payments to CREST	83,470	83,470	85,890	-	-	85,890	88,380	90,940	93,570	96,280
Allocations	1,740	1,740	1,771	-	-	1,771	1,778	1,786	1,821	1,858
Other Operating Expenses	600	600	600	-	-	600	600	600	600	600
TOTAL OPERATING COSTS	85,810	85,810	88,261	-	-	88,261	90,758	93,326	95,991	98,738
*Percentage Increase over prior year						2.9%	2.8%	2.8%	2.9%	2.9%
TOTAL COSTS	85,810	85,810	88,261	-	-	88,261	90,758	93,326	95,991	98,738
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2018 to 2019	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2017 to 2018	270	270	-	-	-	-	-	-	-	-
Interest Income	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
Grants in Lieu of Taxes	(60)	(60)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	160	160	(120)	-	-	(120)	(120)	(120)	(120)	(120)
REQUISITION	(85,970)	(85,970)	(88,141)	-	-	(88,141)	(90,638)	(93,206)	(95,871)	(98,618)
*Percentage increase over prior year requisition						2.5%	2.8%	2.8%	2.9%	2.9%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Highland Water (SSI)

EAC Review

Service: 2.620 Highland Water (SSI)

Committee: Electoral Area Services

DEFINITION:

To provide and operate water supply and distribution facilities for the Salt Spring Island Highland Water System Specified Area. Bylaw No. 847 (March 25, 1981). Local Service Establishment Bylaw No. 1937 (October 9, 1991).

PARTICIPATION:

Local Service Area #13, H(764)

MAXIMUM LEVY:

Greater of \$120,000 or \$5.50 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$501,589

MAXIMUM CAPITAL DEBT:

Authorized:	LA3580 (April 3, 2009)	\$559,000 *
Borrowed:	SI Bylaw 3634 (2009, 4.13%)	(\$250,000)
	SI Bylaw 3817 (2012, 3.4%)	(\$150,680)
Remaining:		<hr/> \$158,320

COMMITTEE:

Highland Water Committee established by Resolution No. 675.

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding property that is taxable for school purposes by Special Act.

Parcel Tax: - Annual, only on properties capable of being connected to the system.

RESERVE FUND:

Highland Water System Capital Reserve Fund, Bylaw No. 1501 (Dec. 17, 1986)

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Highland Water (SSI)										
<u>OPERATING COSTS:</u>										
Finance Allocation	1,460	1,460	876	-	-	876	596	304	310	316
TOTAL OPERATING COSTS	1,460	1,460	876	-	-	876	596	304	310	316
*Percentage Increase over prior year						-40.0%	-32.0%	-49.0%	2.0%	1.9%
<u>DEBT</u>										
MFA Debt Principal	20,010	20,010	20,010	-	-	20,010	20,010	20,010	20,010	20,010
MFA Debt Interest	15,450	15,450	10,748	-	-	10,748	10,748	10,748	10,748	10,748
TOTAL DEBT	35,460	35,460	30,758	-	-	30,758	30,758	30,758	30,758	30,758
TOTAL COSTS	36,920	36,920	31,634	-	-	31,634	31,354	31,062	31,068	31,074
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	(80)	(80)	-	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(80)	(80)	-	-	-	-	-	-	-	-
REQUISITION	(36,840)	(36,840)	(31,634)	-	-	(31,634)	(31,354)	(31,062)	(31,068)	(31,074)
*Percentage increase over prior year requisition						-14.1%	-0.9%	-0.9%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	2.620	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$122,328	\$92,963	\$29,365	\$0	\$0	\$0	\$122,328
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<u>\$122,328</u>	<u>\$92,963</u>	<u>\$29,365</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$122,328</u>

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$122,328	\$92,963	\$29,365	\$0	\$0	\$0	\$122,328
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<u>\$122,328</u>	<u>\$92,963</u>	<u>\$29,365</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$122,328</u>

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 2.620
Service Name: Highland Water (SSI)

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total		
16-01	Renewal	Infrastructure Upgrades (Valve Distribution)	Infrastructure upgrades	\$173,623	S	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
			Middle Reservoir repairs	\$0	S	Cap	\$29,514	\$29,514	\$0	\$0	\$0	\$0	\$29,514		
			Upper Reservoir assessment and remedial work	\$0	S	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	
			Demolition of abandoned Highlands Treatment plant	\$0	S	Cap	\$29,365	\$0	\$29,365	\$0	\$0	\$0	\$0	\$0	\$29,365
			Repair failed standpipes	\$0	S	Cap	\$11,373	\$11,373	\$0	\$0	\$0	\$0	\$0	\$0	\$11,373
			Repair failing water service repairs	\$0	S	Cap	\$2,076	\$2,076	\$0	\$0	\$0	\$0	\$0	\$2,076	
GRAND TOTAL				\$173,623			\$122,328	\$92,963	\$29,365	\$0	\$0	\$0	\$122,328		

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Highland & Fernwood Water (SSI)

EAC Review

Service: 2.621 Highland & Fernwood Water (SSI)

Committee: Electoral Area Services

DEFINITION:

To construct water works for the provision, supply, treatment, conveyance, storage and distribution of water for the Salt Spring Island Highland and Fernwood Water Service, Bylaw No. 3753 (April 13, 2011).

PARTICIPATION:

Local Service Area #63, 3(764)

MAXIMUM LEVY:

Greater of \$350,000 or \$2.572 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$337,974

MAXIMUM CAPITAL DEBT:

Authorized:	LA3754 (April 13, 2011)	\$500,000
Borrowed:	SI Bylaw 3800 (Aug 10, 2011)	(\$500,000) 3.25%
Remaining:		<hr/> \$0

COMMITTEE:

Highland Water Committee established by Resolution No. 675 and Fernwood Local Service Committee established by Bylaw No. 1774.
Highland Fernwood Water Services Commission Established by Bylaw 3911, March 2015

FUNDING:

Parcel Tax: Annual, levied only on properties capable of being connected to the system.

User Charge: Annual Fixed Fee of \$699.94 per Water Service Connection.
The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate: (BL3933 March 2015)

- First 38 cubic metres or portion - \$0.64 / cubic metre
- Next 68 cubic metres or portion - \$2.00 / cubic metre
- Greater than 106 cubic metres - \$5.13 / cubic metre

Water Connection Charge: Actual cost for the connection.

RESERVE FUND:

Established by Bylaw #3907 (April 16, 2014)

Highland & Fernwood Water (SSI)	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Sludge Hauling Contract	12,000	8,000	9,000	-	-	9,000	9,200	9,400	9,610	9,820
Waste Sludge Disposal	15,830	8,500	9,000	-	-	9,000	9,200	9,400	9,610	9,820
Repairs & Maintenance	28,550	8,800	28,720	-	-	28,720	23,910	29,100	10,300	10,520
Allocations	22,650	22,650	23,987	-	-	23,987	23,653	23,264	23,710	24,166
Water Testing	12,980	12,980	13,240	-	-	13,240	13,530	13,830	14,130	14,440
Electricity	19,280	19,280	20,050	-	-	20,050	20,490	20,940	21,400	21,870
Supplies	24,150	20,260	22,340	-	-	22,340	22,820	23,310	23,810	24,320
Labour Charges	150,380	179,500	155,643	10,974	-	166,617	170,283	174,030	177,858	181,771
Other Operating Expenses	19,460	18,380	18,310	-	-	18,310	17,880	20,550	18,620	18,790
TOTAL OPERATING COSTS	305,280	298,350	300,290	10,974	-	311,264	310,966	323,824	309,048	315,517
*Percentage Increase over prior year						2.0%	-0.1%	4.1%	-4.6%	2.1%
Transfer from Operating Reserve Fund	(22,500)	(2,500)	(20,000)	-	-	(20,000)	(15,000)	(20,000)	-	-
NET OPERATING COSTS	282,780	295,850	280,290	10,974	-	291,264	295,966	303,824	309,048	315,517
*Percentage Increase over prior year						3.0%	1.6%	2.7%	1.7%	2.1%
<u>DEBT/RESERVES</u>										
Transfer to Operating Reserve Fund	19,000	19,000	19,380	-	-	19,380	19,810	20,250	20,700	21,160
Transfer to Capital Reserve Fund	47,210	18,140	53,000	-	-	53,000	54,170	55,360	56,580	57,820
MFA Debt Principal	24,970	24,970	24,971	-	-	24,971	28,692	29,767	39,071	40,147
MFA Debt Interest	16,250	16,250	16,812	-	-	16,812	19,712	21,638	28,761	29,273
TOTAL DEBT / RESERVES	107,430	78,360	114,162	-	-	114,162	122,384	127,016	145,113	148,400
TOTAL COSTS	390,210	374,210	394,452	10,974	-	405,426	418,350	430,840	454,161	463,917
<u>FUNDING SOURCES (REVENUE)</u>										
Sales - Water	(60,000)	(44,000)	(60,000)	-	-	(60,000)	(61,320)	(62,670)	(64,050)	(65,460)
User Charges	(274,610)	(274,610)	(275,900)	(10,974)	-	(286,874)	(293,476)	(300,203)	(308,085)	(315,122)
Other Revenue	(600)	(600)	(730)	-	-	(730)	(740)	(750)	(760)	(770)
TOTAL REVENUE	(335,210)	(319,210)	(336,630)	(10,974)	-	(347,604)	(355,536)	(363,623)	(372,895)	(381,352)
REQUISITION	(55,000)	(55,000)	(57,822)	-	-	(57,822)	(62,814)	(67,217)	(81,266)	(82,565)
*Percentage increase over prior year										
User Charges						4.5%	2.3%	2.3%	2.6%	2.3%
Requisition						5.1%	8.6%	7.0%	20.9%	1.6%
Combined						4.6%	3.4%	3.1%	6.0%	2.1%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	2.621	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$80,000	\$0	\$20,000	\$250,000	\$0	\$350,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$37,000	\$0	\$0	\$0	\$20,000	\$57,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$117,000	\$0	\$20,000	\$250,000	\$20,000	\$407,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$250,000	\$0	\$250,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$117,000	\$0	\$20,000	\$0	\$20,000	\$157,000
		\$0	\$117,000	\$0	\$20,000	\$250,000	\$20,000	\$407,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 2.621
Service Name: Highland & Fernwood Water (SSI)

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Replacement	Replace intake	Construct new intake and screen	\$150,000	S	Debt	\$0	\$100,000	\$0	\$0	\$0	\$0	\$150,000
19-02	New	DAF Float Waste Pump Design and Const	Design and construct waste pump	\$80,000	E	Res	\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000
19-03	Study	Safe Operating Procedures and Equipment Improvements	Safe Work and Equipment OH&S requirements	\$17,000	S	Res	\$0	\$17,000	\$0	\$0	\$0	\$0	\$17,000
19-05	New	Referendum	Debt Referendum	\$20,000	S	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-02	New	Power generation equipment	Back-Up Power Detailed Design	\$20,000	E	Res	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
22-01	New	Power generation equipment	Back-Up Power Construction	\$250,000	E	Debt	\$0	\$0	\$0	\$0	\$250,000	\$0	\$250,000
23-02	New	Fernwood PS Haz Assess and Demolition	Assessment of hazard and demolition	\$20,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000
GRAND TOTAL				\$557,000			\$0	\$217,000	\$0	\$20,000	\$250,000	\$20,000	\$557,000

Reserve Schedule

Reserve Fund: 2.621 Highland/Fernwood Water Capital Reserve Fund (Bylaw No.: 3991)

Reserve Cash Flow

Fund: 1088 Fund Center: 102156

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	103,201	89,341	26,511	80,681	116,041	172,621
Transfer to Cap Fund (Based on Capital Plan)	(32,000)	(117,000)	-	(20,000)	-	(20,000)
Transfer from Cap Fund	-	-	-	-	-	-
Transfer from Operating Budget	18,140	54,170	54,170	55,360	56,580	57,820
Interest Income*	-	-	-	-	-	-
Ending Balance \$	89,341	26,511	80,681	116,041	172,621	210,441

Reserve Schedule

Reserve Fund: 2.621 Highland/Fernwood Water Operating Reserve Fund (Bylaw No.: 4144)

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance etc. Optimum minimum balance of \$30,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund 1500 Fund Center: 105205	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	28,840	47,840	47,220	52,030	52,280	72,980
Transfer from Operating Budget	19,000	19,380	19,810	20,250	20,700	21,160
Expenditures	-	(20,000)	(15,000)	(20,000)	-	-
Planned maintenance activity		Reservoir cleaning and inspection (Ph2) and Arc Flash Study	Hydrant maintenance	Filtration media replacement		
Interest Income	-					
Ending Balance \$	47,840	47,220	52,030	52,280	72,980	94,140

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Cedars of Tuam Water (SSI)

EAC Review

Service: **2.622 Cedars of Tuam Water (SSI)**

Committee: **Electoral Area Services**

DEFINITION:

To provide and operate water supply and distribution facilities for the Salt Spring Island Cedars of Tuam Water System Service Area. Bylaw No. 3021 (October 9, 2002).

PARTICIPATION:

Local Service Area #45, T(764).

MAXIMUM LEVY:

Greater of \$25,425 or \$6.75 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$68,371.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3024 (October 10, 2002)	24,000
BORROWED:	SI Bylaw No. 3050 (March 12, 2003) 5.5%	(24,000) (Rate reduced to 2.1% June 2013)
REMAINING:		<u><u>\$0</u></u>

COMMITTEE:

Cedars of Tuam Water Service Committee established by bylaw No 3055 (March 12, 2003).

FUNDING:

User Charge

- Annual Fixed Fee per Water Service Connection plus consumption charge
- The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate: (BL4171 March 2017)
 - First 38 cubic metres or portion - \$0.90 / cubic metre
 - Greater than 38 cubic metres - \$7.70 / cubic metre

Water Connection Charge

- Actual cost for the connection. See rates and regulations Bylaw No 4171 (March 2017).

RESERVE FUND:

Fund 1057, established by Bylaw #3136 (June 14, 2004); amended by Bylaw 3948 (April 16, 2014).

Cedars of Tuam Water (SSI)	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Repairs & Maintenance	10,460	10,000	2,960	-	-	2,960	1,960	460	460	10,460
Allocations	2,010	2,010	2,582	-	-	2,582	2,439	2,288	2,330	2,373
Water Testing	1,990	1,800	2,030	-	-	2,030	2,070	2,120	2,170	2,220
Electricity	600	670	630	-	-	630	640	650	660	670
Supplies	700	500	710	-	-	710	720	730	740	750
Labour Charges	18,950	19,000	19,613	2,195	-	21,808	22,288	22,778	23,279	23,792
Other Operating Expenses	1,540	1,270	1,480	-	-	1,480	1,490	1,500	1,510	1,520
TOTAL OPERATING COSTS	36,250	35,250	30,005	2,195	-	32,200	31,607	30,526	31,149	41,785
*Percentage Increase over prior year						-11.2%	-1.8%	-3.4%	2.0%	34.1%
Transfer from Operating Reserve Fund	(10,000)	(10,000)	(2,500)	-	-	(2,500)	(1,500)	-	-	(10,000)
NET OPERATING COSTS	26,250	25,250	27,505	2,195	-	29,700	30,107	30,526	31,149	31,785
*Percentage Increase over prior year						13.1%	1.4%	1.4%	2.0%	2.0%
<u>DEBT/RESERVES</u>										
Transfer to Capital Reserve	1,670	5,010	4,360	-	-	4,360	2,410	2,460	2,510	2,570
Transfer to Operating Reserve Fund	2,700	2,700	2,750	-	-	2,750	2,810	2,870	2,930	2,990
MFA Debt Principal	-	-	-	-	-	-	3,764	19,809	20,615	20,615
MFA Debt Interest	1,840	-	1,058	-	-	1,058	11,334	22,383	22,617	22,617
TOTAL DEBT / RESERVES	6,210	7,710	8,168	-	-	8,168	20,317	47,522	48,672	48,792
TOTAL COSTS	32,460	32,960	35,673	2,195	-	37,868	50,424	78,048	79,821	80,577
<u>FUNDING SOURCES (REVENUE)</u>										
Sales - Water	(1,100)	(1,600)	(1,100)	-	-	(1,100)	(1,120)	(1,140)	(1,170)	(1,200)
User Charges	(31,310)	(31,310)	(34,523)	(2,195)	-	(36,718)	(49,254)	(76,858)	(78,601)	(79,327)
Other Revenue	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	(32,460)	(32,960)	(35,673)	(2,195)	-	(37,868)	(50,424)	(78,048)	(79,821)	(80,577)
REQUISITION	-	-	(0)	-	-	-	-	-	-	-
User Charge						17.3%	34.1%	56.0%	2.3%	0.9%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	2.622	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
--------------------	--------------	--------------------------------	-------------	-------------	-------------	-------------	-------------	--------------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$10,500	\$585,000	\$10,000	\$0	\$0	\$605,500
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$75,000	\$0	\$5,000	\$0	\$0	\$80,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$85,500	\$585,000	\$15,000	\$0	\$0	\$685,500

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$70,000	\$585,000	\$15,000	\$0	\$0	\$670,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$15,500	\$0	\$0	\$0	\$0	\$15,500
		\$0	\$85,500	\$585,000	\$15,000	\$0	\$0	\$685,500

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 2.622

Service Name: Cedars of Tuam Water (SSI)

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-01	Decommission	Abandon unused wells	Decommission wells	\$5,000	S	Debt	\$0	\$0	\$0	\$5,000	\$0	\$0	\$5,000
19-01	Study	New well detailed designs	Detailed designs, IHA application, construction documents	\$70,000	S	Debt	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000
19-02	Study	Safe Operating Procedures and Equipment	Safe Work and Equipment OH&S requirements	\$3,000	S	Res	\$0	\$3,000	\$0	\$0	\$0	\$0	\$3,000
20-01	Replacement	OPR Chlorination System	Replace chlorinator and chlorine analyzer	\$8,500	E	Res	\$0	\$8,500	\$0	\$0	\$0	\$0	\$8,500
20-02	New	Construct new well and dist system	New infrastructure for future needs	\$580,000	E	Debt	\$0	\$0	\$580,000	\$0	\$0	\$0	\$580,000
20-03	Study	Consultation and Electoral Assent for Borrowing	Consultation and Electoral Assent for Borrowing	\$2,000	S	Res	\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000
20-04	New	Well Level Transducer	Install well level transducer	\$2,000	E	Res	\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000
21-01	Study	Power generation equipment	Back up power detailed designs	\$5,000	E	Debt	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000
22-02	New	Power generation equipment	Back up power construction	\$10,000	E	Debt	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000

GRAND TOTAL

\$685,500

\$0

\$85,500

\$585,000

\$15,000

\$0

\$0

\$685,500

**Cedars of Tuam Reserves
 Summary Schedule
 2020 - 2024 Financial Plan**

Reserve/Fund Summary

	2019	Budget				
		2020	2021	2022	2023	2024
Maintenance Reserve	707	957	2,267	5,137	8,067	1,057
Capital Reserve Fund	11,572	432	2,842	5,302	7,812	10,382
Total	12,278	1,388	5,108	10,438	15,878	11,438

Reserve Schedule

Reserve Fund: 2.622 Cedars of Tuam Water (SSI) Capital Reserve Fund (Bylaw No.: 3948)

Reserve Cash Flow

Fund: 1057 Fund Center: 101843

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	6,562	11,572	432	2,842	5,302	7,812
Transfer to Cap Fund (Based on Capital Plan)	-	(15,500)	-	-	-	-
Transfer from Operating Budget	5,010	4,360	2,410	2,460	2,510	2,570
Transfer from Cap Fund	-	-	-	-	-	-
Interest Income*	-	-	-	-	-	-
Ending Balance \$	11,572	432	2,842	5,302	7,812	10,382

Assumptions/Background:

Transfer as much as operating budget will allow

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

Reserve Schedule

Reserve Fund: 2.622 Cedars of Tuam Water (SSI) Operating Reserve Fund

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant teardowns and ground water well maintenance. Optimum minimum balance of \$2,500 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 Fund Center: 105532

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	8,007	707	957	2,267	5,137	8,067
Transfer from Operating Budget	2,700	2,750	2,810	2,870	2,930	2,990
Expenditures	(10,000)	(2,500)	(1,500)	-	-	(10,000)
	Reservoir cleaning and inspection	Well inspection	Hydrant/Standpipe Maintenance/System Flush			Reservoir cleaning and inspection
Planned maintenance activity						
Interest Income*	-	-	-	-	-	-
Ending Balance \$	707	957	2,267	5,137	8,067	1,057

* 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.

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Beddis Water (SSI)

EAC Review

DEFINITION:

To provide and operate water supply and distribution facilities for the Salt Spring Island Beddis Water System Service Area.
Bylaw No. 3188 (November 24, 2004).

PARTICIPATION:

Order in Council No 176, February 24, 2005.

MAXIMUM LEVY:

Greater of \$133,000 or \$2.71 / \$1,000 of actual assessed value of land and improvements, to a maximum of \$268,697.

MAXIMUM CAPITAL DEBT:

Beddis Waterworks 1994 previous debt paid out 2011	\$95,909		
AUTHORIZED: LA Bylaw No. 3193 (November 24, 2004)		\$325,500	
BORROWED: SI Bylaw No. 3291		(\$325,500)	1.80%
Remaining:		\$0	
AUTHORIZED: LA Bylaw No. 3825 (July 11, 2012)		\$400,000	
BORROWED: SI Bylaw No. 3882 (Jan 9, 2013) Matured 2023		(\$300,000)	3.15%
BORROWED: SI Bylaw No. 3910 (July 2013)		(\$70,000)	3.85%
Remaining:		\$30,000	

COMMITTEE:

Beddis Water Service committee established by Bylaw No. 3247 (Dec 15, 2004)

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding property that is taxable for school purposes by Special Act.

User Charge:	Fixed user charge + variable consumption charge to all metered properties.
Parcel Tax:	Annual, only on properties capable of being connected to the system, starting 2006.
User Charge:	<ul style="list-style-type: none"> - Annual Fixed Fee per per single family dwelling unit or equivalent. - The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate: (BL4311 June 2019) <ul style="list-style-type: none"> • First 38 cubic metres or portion - \$3.10 / cubic metre • Next 68 cubic metres or portion - \$6.30 / cubic metre • Greater than 106 cubic metres - \$8.50 / cubic metre

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Beddis Water (SSI)										
OPERATING COSTS:										
Operations Contracts	43,510	42,825	48,270	-	-	48,270	49,330	50,420	51,530	52,660
Grit & Waste Sludge Disposal	12,500	11,500	11,940	-	-	11,940	12,210	12,480	12,750	13,030
Repairs & Maintenance	21,160	19,160	14,540	-	-	14,540	6,680	6,820	6,970	22,120
Allocations	12,010	12,010	13,076	-	-	13,076	13,119	13,126	13,390	13,659
Water Testing	9,490	8,200	9,680	-	-	9,680	9,890	10,110	10,330	10,560
Electricity	11,140	10,800	11,230	-	-	11,230	11,480	11,730	11,990	12,250
Supplies	10,200	8,200	10,360	-	-	10,360	10,590	10,820	11,050	11,290
Labour Charges	32,500	26,500	33,640	-	-	33,640	34,380	35,140	35,910	36,700
Other Operating Expenses	23,810	34,610	17,310	-	-	17,310	17,670	18,050	18,430	18,820
TOTAL OPERATING COSTS	176,320	173,805	170,046	-	-	170,046	165,349	168,696	172,350	191,089
*Percentage Increase over prior year						-3.6%	-2.8%	2.0%	2.2%	10.9%
Transfer from Operating Reserve Fund	(18,000)	(18,000)	(8,000)	-	-	(8,000)	-	-	-	(15,000)
NET OPERATING COSTS	158,320	155,805	162,046	-	-	162,046	165,349	168,696	172,350	176,089
*Percentage Increase over prior year						2.4%	2.0%	2.0%	2.2%	2.2%
DEBT/RESERVES										
Transfer to Operating Reserve	5,000	5,000	5,100	-	-	5,100	5,210	5,320	5,440	5,560
Transfer to Capital Reserve Fund	7,000	315	8,140	-	-	8,140	29,000	29,000	29,000	29,000
MFA Debt Principal	48,290	48,290	48,290	-	-	48,290	30,818	45,335	45,335	50,711
MFA Debt Interest	18,000	18,000	18,214	-	-	18,214	18,000	20,644	23,179	23,714
TOTAL DEBT / RESERVES	78,290	71,605	79,744	-	-	79,744	83,027	100,299	102,954	108,985
TOTAL COSTS	236,610	227,410	241,790	-	-	241,790	248,376	268,995	275,304	285,074
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Sales - Water	(83,000)	(73,800)	(78,000)	-	-	(78,000)	(79,720)	(81,470)	(83,260)	(85,090)
User Charges	(81,270)	(81,270)	(91,240)	-	-	(91,240)	(90,770)	(92,760)	(94,770)	(96,840)
Other Revenue	(100)	(100)	(310)	-	-	(310)	(310)	(310)	(310)	(310)
TOTAL REVENUE	(164,370)	(155,170)	(169,550)	-	-	(169,550)	(170,800)	(174,540)	(178,340)	(182,240)
REQUISITION - PARCEL TAX	(72,240)	(72,240)	(72,240)	-	-	(72,240)	(77,576)	(94,455)	(96,964)	(102,834)
*Percentage increase over prior year										
User Fee						12.3%	-0.5%	2.2%	2.2%	2.2%
Requisition						0.0%	7.4%	21.8%	2.7%	6.1%
Combined						6.5%	3.0%	11.2%	2.4%	4.1%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	2.624	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$20,000	\$150,000	\$0	\$30,000	\$0	\$200,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$12,000	\$135,000	\$25,000	\$100,000	\$0	\$272,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$32,000	\$285,000	\$25,000	\$130,000	\$0	\$472,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$270,000	\$0	\$100,000	\$0	\$370,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$32,000	\$15,000	\$25,000	\$30,000	\$0	\$102,000
		\$0	\$32,000	\$285,000	\$25,000	\$130,000	\$0	\$472,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 2.624
Service Name: Beddis Water (S51)

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-01	Decommission	Lautman reservoir	Dismantle and remove Lautman reservoir	\$30,000	E	Res	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000
19-01	Replacement	Safe Operating Procedured and Equipment	Safe Work and Equipment OH&S requirements	\$12,000	S	Res	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
20-01	Study	Design booster pump at Sky Valley lower reservoir	Complete designs, construction estimates, and permit requirements.	\$25,000	S	Res	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000
20-02	Study	Referendum	Seek service area electors approval to fund projects	\$15,000	S	Res	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
20-03	New	Construct booster pump at Sky Valley lower reservoir	Construction of booster pump at Sky Valley lower reservoir	\$100,000	S	Debt	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
20-04	New	Beddis Intake and screen	Construct and install intake screen and pipe improvements	\$120,000	S	Debt	\$0	\$0	\$120,000	\$0	\$0	\$0	\$120,000
20-05	Renewal	Sky Valley Upper Reservoir Level Control Upgrade	Level Control upgrade	\$10,000	E	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
20-06	Study	Power generation equipment	Back up power detailed designs	\$10,000	E	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-01	New	Power generation equipment	Back up power construction	\$150,000	E	Debt	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
GRAND TOTAL				\$472,000			\$0	\$32,000	\$285,000	\$25,000	\$130,000	\$0	\$472,000

Beddis Water Reserves
 Summary Schedule
 2020 - 2024 Financial Plan

Reserve/Fund Summary

	2019	Budget				
		2020	2021	2022	2023	2024
Maintenance Reserve	6,652	3,752	8,962	14,282	19,722	10,282
Capital Reserve Fund	61,684	37,824	51,824	55,824	54,824	83,824
Total	68,336	41,576	60,786	70,106	74,546	94,106

Reserve Schedule

Reserve Fund: **Operating Reserve Fund**

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance. Optimum minimum balance of \$14,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 Fund Center: 105206	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	19,652	6,652	3,752	8,962	14,282	19,722
Transfer from Operating Budget	5,000	5,100	5,210	5,320	5,440	5,560
Expenditures	(18,000)	(8,000)	-	-	-	(15,000)
Planned maintenance activity	Reservoir cleaning and inspection and Arc Flash Study	Hydrant maintenance				Reservoir cleaning and inspection
Interest Income		-	-	-	-	-
Ending Balance \$	6,652	3,752	8,962	14,282	19,722	10,282

Reserve Schedule

Reserve Fund: **Capital Reserve Fund - Bylaw 3274**

For capital repairs, additions and improvements to water system infrastructure

Reserve Cash Flow

Fund: 1069 Fund Center: 101894

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	75,254	61,684	37,824	51,824	55,824	54,824
Transfer from Ops Budget	315	8,140	29,000	29,000	29,000	29,000
Transfer from Capital Fund	6,115	-	-	-	-	-
Transfer to Cap Fund (Based on Capital Plan)	(20,000)	(32,000)	(15,000)	(25,000)	(30,000)	-
Interest Income	-	-	-	-	-	-
Ending Balance \$	61,684	37,824	51,824	55,824	54,824	83,824

Debt costs will be reduced by \$22k in 2021. Transfers to CRF may increase at that time

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Fulford Water (SSI)

EAC Review

Service: 2.626 Fulford Water (SSI)

Committee: Electoral Area Services

DEFINITION:

To provide, operate and maintain water supply and distribution facilities for the Fulford Water Local Service Area on Salt Spring Island.
Bylaw No. 3202 (November 24, 2004).

PARTICIPATION:

Order In Council No 177, Feb 24, 2005.

MAXIMUM LEVY:

Greater of \$156,000 or \$5.46 / \$1,000 to a maximum of \$339,992

MAXIMUM CAPITAL DEBT:

COMMITTEE:

Fulford Water Service committee established by Bylaw No 3248 (Dec 15, 2004).

FUNDING:

Any deficiencies after user charge and/or parcel tax to be levied on taxable hospital assessments.

User Charge: Fixed user charge + metered commercial properties.

Parcel Tax: Annual, levied only on properties capable of being connected to the system, starting 2006.
Parcel charge in lieu of parcel tax in 2005 only.

Connection Charge: The connection charge for a service shall be the actual cost for the connection.

Consumption Charge: Single Family Residential: No Consumption Charge
Other: \$3.27 per cubic metre
Minimum charge per three months is \$312.75 per service connection

MAXIMUM OPERATING EXPENDITURE:

RESERVE FUND BYLAW:

Fund 1070, established by Bylaw #3275 (April 27, 2005)

Fulford Water (SSI)	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Operations Contract	48,560	46,300	50,810	-	-	50,810	51,930	53,070	54,230	55,430
Grit & Waste Sludge Disposal	7,380	4,500	7,380	-	-	7,380	7,540	7,710	7,880	8,050
Repairs & Maintenance	15,880	14,900	7,860	-	-	7,860	28,040	8,660	8,850	9,050
Allocations	9,720	9,720	9,653	-	-	9,653	9,254	8,835	9,009	9,188
Water Testing	5,570	5,000	5,680	-	-	5,680	5,800	5,930	6,060	6,190
Electricity	9,800	10,300	10,190	-	-	10,190	10,410	10,640	10,870	11,110
Supplies	7,380	5,710	7,520	-	-	7,520	7,680	7,840	8,000	8,170
Labour Charges	20,280	16,850	20,990	-	-	20,990	21,452	21,924	22,406	22,899
Other Operating Expenses	19,870	19,810	19,270	-	-	19,270	19,700	20,130	20,570	21,020
TOTAL OPERATING COSTS	144,440	133,090	139,353	-	-	139,353	161,806	144,739	147,875	151,107
*Percentage Increase over prior year						-3.5%	16.1%	-10.5%	2.2%	2.2%
Transfer from Operating Reserve Fund	(8,000)	(8,000)	-	-	-	-	(20,000)	-	-	-
NET OPERATING COSTS	136,440	125,090	139,353	-	-	139,353	141,806	144,739	147,875	151,107
*Percentage Increase over prior year						2.1%	1.8%	2.1%	2.2%	2.2%
<u>DEBT/RESERVES</u>										
Transfer to Operating Reserve Fund	7,140	7,140	7,280	-	-	7,280	7,440	7,600	7,770	7,940
Transfer to Capital Reserve Fund	10,900	22,250	10,900	-	-	10,900	11,140	11,390	11,640	11,900
MFA Debt Principal	39,250	39,250	39,250	-	-	39,250	8,490	20,319	20,319	20,319
MFA Debt Interest	15,970	15,970	16,209	-	-	16,209	9,221	12,649	12,649	12,649
TOTAL DEBT / RESERVES	73,260	84,610	73,639	-	-	73,639	36,291	51,958	52,378	52,808
TOTAL COSTS	209,700	209,700	212,992	-	-	212,992	178,097	196,697	200,253	203,915
<u>FUNDING SOURCES (REVENUE)</u>										
Sales - Water	(15,000)	(15,000)	(15,000)	-	-	(15,000)	(15,330)	(15,670)	(16,010)	(16,360)
User Charges	(119,310)	(119,310)	(130,793)	-	-	(130,793)	(133,066)	(135,809)	(138,765)	(141,807)
Other Revenue	(600)	(600)	(840)	-	-	(840)	(850)	(860)	(870)	(880)
TOTAL REVENUE	(134,910)	(134,910)	(146,633)	-	-	(146,633)	(149,246)	(152,339)	(155,645)	(159,047)
REQUISITION - PARCEL TAX	(74,790)	(74,790)	(66,359)	-	-	(66,359)	(28,851)	(44,358)	(44,608)	(44,868)
*Percentage increase over last year						9.6%	1.7%	2.1%	2.2%	2.2%
User Charges						-11.3%	-56.5%	53.7%	0.6%	0.6%
Requisition						1.6%	-17.9%	11.3%	1.8%	1.8%
Combined										

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	2.626	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$10,000	\$165,000	\$0	\$0	\$0	\$175,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$26,000	\$26,000	\$70,000	\$0	\$0	\$0	\$96,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$26,000	\$36,000	\$235,000	\$0	\$0	\$0	\$271,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$220,000	\$0	\$0	\$0	\$220,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$26,000	\$36,000	\$15,000	\$0	\$0	\$0	\$51,000
		\$26,000	\$36,000	\$235,000	\$0	\$0	\$0	\$271,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 2.626
 Service Name: Fulford Water (SSI)

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-03	Replacement	Decommissioning of the Reynolds Road strainer facility	Decommissioning of the Reynolds Road strainer facility	\$15,000	S	Res	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000
19-01	Study	Safe Work Procedures and Equipment	Safe Work and Equipment OH&S requirements	\$11,000	S	Res	\$11,000	\$11,000	\$0	\$0	\$0	\$0	\$11,000
20-01	New	WTP, Reservoir, PST Sunnyside Site Security	Security fencing to secure assets	\$70,000	S	Debt	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
20-02	Study	Power generation equipment	Back up power detailed designs	\$10,000	E	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-01	New	Power generation equipment	Back up power construction	\$150,000	E	Debt	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
21-02	Study	Referendum	Referendum	\$15,000	E	Res	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
GRAND TOTAL				\$271,000			\$26,000	\$36,000	\$235,000	\$0	\$0	\$0	\$271,000

Fulford Water Reserves
 Summary Schedule
 2020 - 2024 Financial Plan

Reserve/Fund Summary

	2019	Budget				
		2020	2021	2022	2023	2024
Maintenance Reserve	16,352	23,632	11,072	18,672	26,442	34,382
Capital Reserve Fund	110,899	85,799	81,939	93,329	104,969	116,869
Total	127,251	109,431	93,011	112,001	131,411	151,251

Reserve Schedule

Reserve Fund: 2. Fulford Water (Salt Spring Island) Operating Reserve Fund (Bylaw No.: 4144)

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance. Optimum minimum balance of \$14,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 Fund Center: 105207

	Estimate	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	17,212	16,352	23,632	11,072	18,672	26,442
Transfer from Ops Budget	7,140	7,280	7,440	7,600	7,770	7,940
Interest Income	-	-	-	-	-	-
Expenditures	(8,000)	-	(20,000)	-	-	-
Planned maintenance activity	Hydrant maintenance		Reservoir cleaning and inspection			
Ending Balance \$	16,352	23,632	11,072	18,672	26,442	34,382

Reserve Schedule

Reserve Fund: 2.626 Fulford Water (Salt Spring Island) Capital Reserve Fund (Bylaw No.: 3275)

Reserve Cash Flow

Fund: 1070 Fund Center: 101897

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	99,187	110,899	85,799	81,939	93,329	104,969
Transfer to Cap Fund (Based on Capital Plan)	(12,100)	(36,000)	(15,000)	-	-	-
Transfer from Cap Fund	1,415					
Transfer from Operating Budget	22,250	10,900	11,140	11,390	11,640	11,900
Interest Income	147	-	-	-	-	-
Ending Balance \$	110,899	85,799	81,939	93,329	104,969	116,869

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Cedar Lane Water (SSI)

EAC Review

Service: 2.628 Cedar Lane Water (SSI)

Committee: Electoral Area Services

DEFINITION:

To provide and operate water supply and distribution facilities for the Salt Spring Island Cedar Lane Water Service Area.
Bylaw 3424 (Oct 10, 2007)

PARTICIPATION:

Local Service Area #31, P(764)

MAXIMUM LEVY:

Greater of \$54,000 or \$4.76/ \$1,000 of actual assessed value of land and improvements to \$65,800

MAXIMUM CAPITAL DEBT:

Authorized:	LA Bylaw No. 3425 (Oct 10, 2007)	\$168,000	
Borrowed:	SI Bylaw 3514 (Feb 13, 2008)	(\$60,000)	Repaid April 23, 2018
	SI Bylaw 3634 (Aug 12, 2009)	(\$108,000)	Matures 2024 (4.13%)
Remaining:		<u>\$0</u>	

COMMISSION:

Cedar Lane Water Service Commission established by Bylaw 3505, Feb 13, 2008.

FUNDING:

Parcel Tax: Annual charge only on properties capable of being connected to the system.

User Charge: Annual Fixed Fee per Water Service Connection.
The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate: (BL4171 March 2017)

- First 38 cubic metres or portion - \$2.25 / cubic metre
- Next 68 cubic metres or portion - \$8.00 / cubic metre
- Greater than 105 cubic metres - \$25.00 / cubic metre

RESERVE FUND BYLAW:

Cedar Lane Water Service Capital Reserve Fund, Bylaw #3582 (Nov 12, 2008).

Cedar Lane Water (SSI)	2018		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2020	2021	2022	2023
<u>OPERATING COSTS:</u>										
Operations Contract	21,100	17,830	21,180	-	-	21,180	21,650	22,130	22,610	23,110
Repairs & Maintenance	6,850	500	20,970	-	-	20,970	6,000	1,030	1,060	1,090
Allocations	3,530	3,530	3,760	-	-	3,760	3,557	3,345	3,410	3,477
Water Testing	2,930	2,350	2,990	-	-	2,990	3,060	3,130	3,200	3,270
Electricity	4,500	3,830	4,500	-	-	4,500	4,600	4,700	4,800	4,910
Supplies	1,630	1,370	1,660	-	-	1,660	1,690	1,720	1,750	1,780
Labour Charges	9,980	7,500	10,329	-	-	10,329	10,557	10,789	11,026	11,269
Other Operating Expenses	2,870	3,020	3,090	-	-	3,090	3,150	3,210	3,270	3,330
TOTAL OPERATING COSTS	53,390	39,930	68,479	-	-	68,479	54,264	50,054	51,126	52,236
*Percentage Increase over prior year						28.3%	-20.8%	-7.8%	2.1%	2.2%
Transfers from Operating Reserve Fund	(6,000)	-	(20,000)	-	-	(20,000)	(5,000)	-	-	-
NET OPERATING COSTS	47,390	39,930	48,479	-	-	48,479	49,264	50,054	51,126	52,236
*Percentage Increase over prior year						2.3%	1.6%	1.6%	2.1%	2.2%
<u>DEBT/RESERVES</u>										
Transfer to Capital Reserve Fund	3,240	9,000	3,240	-	-	3,240	3,310	3,380	3,450	3,530
Transfer to Operating Reserve Fund	1,000	2,500	1,000	-	-	1,000	1,020	1,040	1,060	1,080
MFA Debt Principal	5,390	5,390	5,394	-	-	5,394	5,394	5,394	5,394	5,394
MFA Debt Interest	4,460	4,460	2,460	-	-	2,460	2,460	2,460	2,460	2,460
TOTAL DEBT / RESERVES	14,090	21,350	12,094	-	-	12,094	12,184	12,274	12,364	12,464
TOTAL COSTS	61,480	61,280	60,573	-	-	60,573	61,448	62,328	63,490	64,700
<u>FUNDING SOURCES (REVENUE)</u>										
Sales - Water	(9,000)	(8,800)	(9,000)	-	-	(9,000)	(9,200)	(9,400)	(9,610)	(9,820)
User Charges	(39,150)	(39,150)	(40,299)	-	-	(40,299)	(40,904)	(41,514)	(42,396)	(43,316)
Other Revenue	(240)	(240)	(180)	-	-	(180)	(180)	(180)	(180)	(180)
TOTAL REVENUE	(48,390)	(48,190)	(49,479)	-	-	(49,479)	(50,284)	(51,094)	(52,186)	(53,316)
REQUISITION - PARCEL TAX	(13,090)	(13,090)	(11,094)	-	-	(11,094)	(11,164)	(11,234)	(11,304)	(11,384)
*Percentage increase over prior year										
Sales						0.0%	2.2%	2.2%	2.2%	2.2%
User Charge						2.9%	1.5%	1.5%	2.1%	2.2%
Parcel Tax						-15.2%	0.6%	0.6%	0.6%	0.7%
Combined						-1.4%	1.4%	1.4%	1.9%	1.9%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	2.628	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$40,000	\$15,000	\$10,000	\$0	\$0	\$65,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$45,000	\$15,000	\$10,000	\$0	\$0	\$70,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$45,000	\$15,000	\$10,000	\$0	\$0	\$70,000
		\$0	\$45,000	\$15,000	\$10,000	\$0	\$0	\$70,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 2.628
Service Name: Cedar Lane Water (\$51)

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-01	Renewal	Abandon unused wells	Decommission wells	\$10,000	S	Res	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000
19-01	Study	Safe Work Facility	Upgrades required to maintain the health, safety, and property	\$5,000	E	Res	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
20-01	New	WTP Manganese removal	Review and implement upgrades required to address manganese removal	\$35,000	S	Res	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
20-02	Study	Power generation equipment	Back up power designs and specifications	\$5,000	S	Res	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
21-01	New	Power generation equipment	Back up power construction	\$15,000	S	Res	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
GRAND TOTAL				\$70,000			\$0	\$45,000	\$15,000	\$10,000	\$0	\$0	\$70,000

Cedar Lane Water Reserves
 Summary Schedule
 2020 - 2024 Financial Plan

Reserve/Fund Summary

	Budget					
	2019	2020	2021	2022	2023	2024
Maintenance Reserve	23,332	4,332	5,352	1,392	2,452	3,532
Capital Reserve Fund	93,599	51,839	40,149	33,529	36,979	40,509
Total	116,931	56,171	45,501	34,921	39,431	44,041

Reserve Schedule

Reserve Fund: 2.628 Cedar Lane Water Capital Reserve Fund - Bylaw 3582

Reserve Cash Flow

Fund: 1076 Fund Center: 102020

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	84,599	93,599	51,839	40,149	33,529	36,979
Transfer to Cap Fund	-	(45,000)	(15,000)	(10,000)	-	-
Transfer from the Cap Fund	-	-	-	-	-	-
Transfer from Operating Budget	9,000	3,240	3,310	3,380	3,450	3,530
Interest Income*	-	-	-	-	-	-
Ending Balance \$	93,599	51,839	40,149	33,529	36,979	40,509

Assumptions/Background:

Transfer as much as operating budget will allow

Reserve Schedule

Reserve Fund: 2.628 Cedar Lane Water Operating Reserve Fund (Bylaw No.: 4144)

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance and ground water well maintenance. Optimum minimum balance of \$4,500 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 Fund Center: 105208

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	20,832	23,332	4,332	5,352	1,392	2,452
Transfer from Operating Budget	2,500	1,000	1,020	1,040	1,060	1,080
Expenditures	-	(20,000)	-	(5,000)	-	-
Planned maintenance activity		Reservoir cleaning and inspection		Distribution system flush and hydrant maintenance		-
Interest Income*						
Ending Balance \$	23,332	4,332	5,352	1,392	2,452	3,532

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Fernwood Water (SSI)

EAC Review

Service: 2.660 Fernwood Water (SSI)	Committee: Electoral Area Services
--	---

DEFINITION:

To provide, operate and maintain water supply and distribution facilities for the Fernwood Water Local Service Area on Salt Spring Island Bylaw No. 1772 (January 1990). Amended Bylaw No. 2034 (July 15, 1992).

PARTICIPATION:

Fernwood Area of Salt Spring Island. Local Service Area #6, F(764).

MAXIMUM LEVY:

Greater of \$56,000 or \$5.07 / \$1,000 to a maximum of \$258,507

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3581 (April 8, 2009)	\$195,000
BORROWED:	SI Bylaw 3634 (Nov 2009)	\$ (100,000)
	SI Bylaw 3677 (Feb 2010)	\$ (50,000)
	SI Bylaw 3817 (May 2012)	\$ (45,000)
REMAINING:		\$0

COMMISSION:

Fernwood Local Services Committee established by Bylaw No. 1774.

FUNDING:

Any deficiencies after user charge and/or parcel tax to be levied on taxable hospital assessments.
 Parcel Tax: - Annual, levied only on properties capable of being connected to the system.

MAXIMUM OPERATING EXPENDITURE:

Under Bylaw No. 2187 - Maximum requisition greater of \$56,000 or \$5.07 / \$1,000 of actual assessments for land and improvements.

RESERVE FUND BYLAW:

Bylaw No. 1832.

Fernwood Water (SSI)	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Finance Allocation	1,370	1,370	821	-	-	821	558	285	291	297
TOTAL OPERATING COSTS	1,370	1,370	821	-	-	821	558	285	291	297
*Percentage Increase over prior year	Maximum of \$258,507					-40.1%	-32.0%	-48.9%	2.1%	2.1%
<u>DEBT</u>										
MFA Debt Principal	9,740	9,740	9,738	-	-	9,738	9,738	9,738	9,738	9,738
MFA Debt Interest	7,910	7,910	6,030	-	-	6,030	6,030	6,030	6,030	6,030
TOTAL DEBT	17,650	17,650	15,768	-	-	15,768	15,768	15,768	15,768	15,768
TOTAL COSTS	19,020	19,020	16,589	-	-	16,589	16,326	16,053	16,059	16,065
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/f from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/f from 2018 to 2019	(40)	(40)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(40)	(40)	-	-	-	-	-	-	-	-
REQUISITION - PARCEL TAX	(18,980)	(18,980)	(16,589)	-	-	(16,589)	(16,326)	(16,053)	(16,059)	(16,065)
*Percentage increase over prior year requisition						-12.6%	-1.6%	-1.7%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SSI Septage / Composting

EAC Review

Service: 3.705 SSI Septage / Composting

Committee: Electoral Area Services

DEFINITION:

To provide, operate, collect, treat and dispose of septage and sewage sludge and co-compost septage and sewage sludge with wood waste for the local service area on Salt Spring Island under Bylaw No. 2118 (April 1993).

PARTICIPATION:

The additional local service area is co-terminus with the boundaries of the electoral area of Salt Spring Island. The electoral area of Salt Spring Island is the only participating area for this additional local service.

MAXIMUM LEVY:

Greater of \$126,650 or \$0.10 / \$1,000 to a maximum of \$415,739 on actual assessments for land and improvements.

COMMITTEE:

Salt Spring Island Liquid Waste Disposal Local Services Committee established by Bylaw No. 2119 (May, 1993).

FUNDING:

Parcel Tax:	Annual, levied on all properties in the Electoral Area
Tipping Fee:	\$0.415 per imperial gallon (Bylaw No. 4171, April 12, 2017)
Connection Charge:	N/A

RESERVE FUND:

Bylaw No. 2274 (Feb 22, 1995)

SS1 Septage / Composting	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Sludge Hauling Contract	352,000	410,000	388,500	-	-	388,500	397,050	405,790	414,720	423,840
Grit & Waste Sludge Disposal	8,000	6,500	8,000	-	-	8,000	8,180	8,360	8,540	8,730
Repairs & Maintenance	5,750	4,090	5,820	-	-	5,820	10,940	6,070	15,200	6,330
Allocations	20,130	20,130	23,743	-	-	23,743	26,877	30,128	30,686	31,255
Electricity	3,000	4,600	4,600	-	-	4,600	4,700	4,800	4,910	5,020
Supplies	540	1,400	7,400	-	-	7,400	7,560	7,730	7,900	8,070
Labour Charges	136,190	121,560	140,940	4,390	-	145,330	148,527	151,795	155,134	158,548
Other Operating Expenses	10,490	10,090	10,640	-	-	10,640	10,870	11,100	11,330	11,570
TOTAL OPERATING COSTS	536,100	578,370	589,643	4,390	-	594,033	614,704	625,773	648,420	653,363
*Percentage Increase over prior year						10.8%	3.5%	1.8%	3.6%	0.8%
Transfer from Operating Reserve Fund	-	(28,000)	-	-	-	-	(5,000)	-	(9,000)	-
NET OPERATING COSTS	536,100	550,370	589,643	4,390	-	594,033	609,704	625,773	639,420	653,363
*Percentage Increase over prior year						10.8%	2.6%	2.6%	2.2%	2.2%
<u>DEBT/RESERVES</u>										
MFA Debt Reserve	-	-	560	-	-	560	560	560	560	560
MFA Debt Principal	104,880	104,880	104,877	-	-	104,877	104,877	104,877	104,877	104,877
MFA Debt Interest	89,140	89,140	74,195	-	-	74,195	74,195	74,195	74,195	71,045
Transfer to Operating Reserve Fund	2,810	2,810	3,200	-	-	3,200	3,270	3,340	3,410	3,490
Transfer to Capital Reserve Reserve Fund	34,550	-	50,000	-	-	50,000	51,100	52,220	53,370	54,540
TOTAL DEBT / RESERVES	231,380	196,830	232,832	-	-	232,832	234,002	235,192	236,412	234,512
TOTAL COSTS	767,480	747,200	822,475	4,390	-	826,865	843,706	860,965	875,832	887,875
<u>FUNDING SOURCES (REVENUE)</u>										
Sale - Septage Sludge	(290,500)	(282,065)	(279,500)	-	-	(279,500)	(285,650)	(291,930)	(298,350)	(304,910)
Sale - Sewage Sludge	(166,000)	(154,155)	(172,000)	-	-	(172,000)	(175,780)	(179,650)	(183,600)	(187,640)
Payments in Lieu	(390)	(390)	-	-	-	-	-	-	-	-
Other Revenue	(500)	(500)	(1,060)	-	-	(1,060)	(1,070)	(1,080)	(1,090)	(1,100)
TOTAL REVENUE	(457,390)	(437,110)	(452,560)	-	-	(452,560)	(462,500)	(472,660)	(483,040)	(493,650)
REQUISITION - Parcel Tax	(310,090)	(310,090)	(369,915)	(4,390)	-	(374,305)	(381,206)	(388,305)	(392,792)	(394,225)
*Percentage increase over prior year requisition						20.7%	1.8%	1.9%	1.2%	0.4%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	3.705	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$150,000	\$50,000	\$100,000	\$0	\$0	\$0	\$150,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$1,251,109	\$31,109	\$40,000	\$180,000	\$1,000,000	\$0	\$1,251,109
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<u>\$1,401,109</u>	<u>\$81,109</u>	<u>\$140,000</u>	<u>\$180,000</u>	<u>\$1,000,000</u>	<u>\$0</u>	<u>\$1,401,109</u>

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$127,109	\$22,109	\$0	\$105,000	\$0	\$0	\$127,109
Debenture Debt (New Debt Only)	Debt	\$1,000,000	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$274,000	\$59,000	\$140,000	\$75,000	\$0	\$0	\$274,000
		<u>\$1,401,109</u>	<u>\$81,109</u>	<u>\$140,000</u>	<u>\$180,000</u>	<u>\$1,000,000</u>	<u>\$0</u>	<u>\$1,401,109</u>

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 3.705
Service Name: SSI Septage / Composting

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
16-02	Replacement	Septage Facility Upgrade	Septage receiving station and storage tanks	\$1,370,000	S	Cap	\$22,109	\$22,109	\$0	\$0	\$0	\$0	\$22,109
16-03	Study	Options Analysis	Options for treatment and disposal and public consultation	\$65,000	S	Cap	\$65,000	\$0	\$0	\$65,000	\$0	\$0	\$65,000
17-01	Study	Public Engagement and Referendum	Public Engagement and Referendum	\$40,000	S	Cap	\$40,000	\$0	\$0	\$40,000	\$0	\$0	\$40,000
18-01	Replacement	Treatment and Disposal	Engineering and construction of treatment and disposal	\$1,000,000	S	Debt	\$1,000,000	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000
19-01	Replacement	Groundwater Monitoring	Groundwater monitoring	\$40,000	S	Res	\$40,000	\$0	\$40,000	\$0	\$0	\$0	\$40,000
19-02	Study	Safe Work Procedures - Review and Development	Review and develop safe work procedures for operational and maintenance tasks.	\$9,000	S	Res	\$9,000	\$9,000	\$0	\$0	\$0	\$0	\$9,000
19-03	New	Design of Safety Shower and Eyewash	Required safety infrastructure	\$50,000	E	Res	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-01	Replacement	Lagoon Closure	Lagoon Closure	\$75,000	S	Res	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$75,000
20-02	New	Construct Safety Shower and Eyewash	Required safety infrastructure	\$100,000	E	Res	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$100,000
GRAND TOTAL				\$2,749,000			\$1,401,109	\$81,109	\$140,000	\$180,000	\$1,000,000	\$0	\$1,401,109

Reserve Schedule

Reserve Fund: 3.705 SSI Septage / Composting Capital Reserve Fund (Bylaw No. 2274)

Reserve Cash Flow

Fund: 1087 Fund Center: 102146

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	159,375	162,798	153,798	64,898	42,118	95,488
Transfer to Cap Fund (Based on Capital Plan)	-	(59,000)	(140,000)	(75,000)	-	-
Transfer from Operating Budget	-	50,000	51,100	52,220	53,370	54,540
Transfer to Operating Budget	-					
Interest Income*	3,423	-	-	-	-	-
Ending Balance \$	162,798	153,798	64,898	42,118	95,488	150,028

Reserve Schedule

Reserve Fund: 3.705 SSI Septage Operating Reserve Fund (Bylaw No. 4144)

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as access road maintenance, power line maintenance and septage holding tank maintenance etc. Optimum minimum balance of \$50,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 Fund Center: 105209	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	25,992	1,360	4,560	2,830	6,170	580
Transfer from Operating Budget	2,810	3,200	3,270	3,340	3,410	3,490
Expenditures	(28,000)	-	(5,000)	-	(9,000)	-
Planned maintenance activity			Access Road Maintenance		Power Line Maintenance	
Interest Income	558	-	-	-	-	-
Ending Balance \$	1,360	4,560	2,830	6,170	580	4,070

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Ganges Sewer Utility (SSI)

EAC Review

Service: 3.810 Ganges Sewer Utility (SSI)

Committee: Electoral Area Services

DEFINITION:

To provide, operate and maintain sewage collection treatment and disposal facilities in the Ganges area on Salt Spring Island. (Letters Patent - March, 1978; Bylaw No. 492, 1978) Local Service Conversion Bylaw No. 1923, July 12, 1991.

PARTICIPATION:

Ganges - C(764) LSA#10

MAXIMUM LEVY:

Greater of \$270,000 or \$7.46 / \$1,000 to a maximum of \$2,160,707 on actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

Authorized: (A Bylaw 4007, Aug 12, 2015)	\$3,900,000
Borrowed:	\$0

COMMISSION:

Ganges Sewer Local Services Committee established by Bylaw No. 1906, April 24, 1991.

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding all the property of BC Hydro and Power Authority.

User Charge: Based on water consumption billed annually to properties connected to the system.

Parcel Tax: Annual charge based only on properties capable of being connected to system.

Connection Charge: Based on actual cost.

RESERVE FUND:

Bylaw No. 3125 (November 26, 2003)

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Ganges Sewer Utility (SSI)										
OPERATING COSTS:										
Sludge Hauling Contracts	23,000	65,000	29,000	-	-	29,000	29,640	30,290	30,960	31,640
Screenings, Grit & Waste Sludge Disposal	116,630	133,400	119,600	-	-	119,600	122,230	124,920	127,670	130,480
Repairs & Maintenance	12,320	6,700	12,900	-	-	12,900	13,190	23,480	93,780	44,090
Allocations	44,820	44,820	46,412	-	-	46,412	48,159	49,960	50,867	51,795
Electricity	69,780	58,000	62,000	-	-	62,000	63,360	64,750	66,170	67,630
Water	4,750	22,500	4,850	-	-	4,850	4,960	5,070	5,180	5,290
Supplies	16,070	33,500	15,630	-	-	15,630	15,980	16,330	16,690	17,060
Labour Charges	318,940	307,640	329,907	21,949	-	351,856	359,596	367,506	375,592	383,854
Other Operating Expenses	28,790	30,310	29,060	-	-	29,060	29,670	30,280	30,920	31,560
TOTAL OPERATING COSTS	635,100	701,870	649,359	21,949	-	671,308	686,785	712,586	797,829	763,399
*Percentage Increase over prior year						5.7%	2.3%	3.8%	12.0%	-4.3%
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	(10,000)	(80,000)	(30,000)
NET OPERATING COSTS	635,100	701,870	649,359	21,949	-	671,308	686,785	702,586	717,829	733,399
*Percentage Increase over prior year						5.7%	2.3%	2.3%	2.2%	2.2%
DEBT/RESERVES										
Transfer to Operating Reserve Fund	27,160	10,520	27,700	-	-	27,700	28,310	28,930	29,570	30,220
Transfer to Capital Reserve Fund	50,130	-	45,000	-	-	45,000	45,990	47,000	48,030	49,090
MFA Principal Payment	135,840	135,840	121,156	6,857	-	128,013	128,013	128,013	128,013	128,013
MFA Interest Payment	109,030	109,030	112,740	6,250	-	118,990	118,990	118,990	118,990	118,990
MFA Debt Reserve/Charges	2,500	2,500	-	-	-	-	-	-	-	-
TOTAL DEBT / RESERVES	324,660	257,890	306,596	13,107	-	319,703	321,303	322,933	324,603	326,313
TOTAL COSTS	959,760	959,760	955,955	35,056	-	991,011	1,008,088	1,025,519	1,042,432	1,059,712
FUNDING SOURCES (REVENUE)										
User Charges	(904,460)	(904,460)	(900,115)	(35,056)	-	(935,171)	(951,038)	(967,229)	(982,882)	(998,872)
Other Revenue	(1,170)	(1,170)	(1,710)	-	-	(1,710)	(1,730)	(1,750)	(1,770)	(1,790)
TOTAL REVENUE	(905,630)	(905,630)	(901,825)	(35,056)	-	(936,881)	(952,768)	(968,979)	(984,652)	(1,000,662)
REQUISITION	(54,130)	(54,130)	(54,130)	-	-	(54,130)	(55,320)	(56,540)	(57,780)	(59,050)
*Percentage increase over prior year										
User Charge						3.4%	1.7%	1.7%	1.6%	1.6%
Parcel Tax						0.0%	2.2%	2.2%	2.2%	2.2%
Combined						3.2%	1.7%	1.7%	1.7%	1.7%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	3.810	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$13,500	\$0	\$0	\$0	\$0	\$13,500
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$215,961	\$188,405	\$0	\$0	\$27,556	\$0	\$215,961
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$215,961	\$201,905	\$0	\$0	\$27,556	\$0	\$229,461

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debtenture Debt (New Debt Only)	Debt	\$151,405	\$151,405	\$0	\$0	\$0	\$0	\$151,405
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$27,556	\$0	\$0	\$0	\$27,556	\$0	\$27,556
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$37,000	\$50,500	\$0	\$0	\$0	\$0	\$50,500
		\$215,961	\$201,905	\$0	\$0	\$27,556	\$0	\$229,461

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 3.810
Service Name: Ganges Sewer Utility (SSI)

<u>Proj. No.</u> The first two digits represent first year the project was in the capital plan.	<u>Capital Exp. Type</u> 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	<u>Funding Source Codes</u> Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding	<u>Funding Source Codes (cont)</u> Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility	<u>Asset Class</u> L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment
--	---	--	---	---

<u>Capital Project Title</u> Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	<u>Capital Project Description</u> Briefly describe project scope and service benefits. For example: "Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".	<u>Total Project Budget</u> This column represents the total project budget not only within the 5-year window.
---	--	---

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
16-01	Replacement	Ganges sewer system rehabilitation	Infrastructure upgrades	\$3,900,000	S	Debt	\$151,405	\$151,405	\$0	\$0	\$0	\$0	\$151,405
19-01	Study	Strategic Asset Management Plan	Identify condition of assets, develop prioritized list of infrastructure replacement	\$27,556	S	Grant	\$27,556	\$0	\$0	\$0	\$27,556	\$0	\$27,556
19-02	Study	Safe Work Procedures - Review and Development	Review and develop safe work procedures for operational and maintenance tasks.	\$7,000	S	Res	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$7,000
19-03	Study	Ganges WWTP Storage	Concept Design for Storage at Ganges WWTP	\$30,000	S	Res	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
20-01	Renewal	SCADA upgrade	Upgrade SCADA to hot-standby system	\$13,500	E	Res	\$0	\$13,500	\$0	\$0	\$0	\$0	\$13,500

GRAND TOTAL	\$3,978,056	\$215,961	\$201,905	\$0	\$0	\$27,556	\$0	\$229,461
-------------	-------------	-----------	-----------	-----	-----	----------	-----	-----------

Ganges Sewer Reserves
 Summary Schedule
 2020 - 2024 Financial Plan

Reserve/Fund Summary

	Budget					
	2019	2020	2021	2022	2023	2024
Maintenance Reserve	8,658	36,358	64,668	83,598	33,168	33,388
Capital Reserve Fund	727,366	721,866	767,856	814,856	862,886	911,976
Total	736,024	758,224	832,524	898,454	896,054	945,364

Reserve Schedule

Reserve Fund: 3.810 Ganges Sewer Utility (SS) Capital Reserve Fund - Bylaw 3125

For capital repairs, additions and improvements to sewage system infrastructure

Reserve Cash Flow

Fund: 1056 Fund Center: 101836 & 101900 Summary schedule	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	827,366	727,366	721,866	767,856	814,856	862,886
Transfer to Cap Fund (Based on Capital Plan)	(100,000)	(50,500)	-	-	-	-
Transfer from Operating Budget	-	45,000	45,990	47,000	48,030	49,090
Interest Income*	-	-	-	-	-	-
Ending Balance \$	727,366	721,866	767,856	814,856	862,886	911,976

* 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 Cash Flow

Fund: 1056 Fund Center: 101836	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	751,077	651,077	645,577	691,567	738,567	786,597
Transfer to Cap Fund	(100,000)	(50,500)	-	-	-	-
Transfer from Ops Budget	-	45,000	45,990	47,000	48,030	49,090
Interest Income	-	-	-	-	-	-
Ending Balance \$	651,077	645,577	691,567	738,567	786,597	835,687

Reserve Cash Flow

Fund: 1056 Fund Center: 101900	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	76,289	76,289	76,289	76,289	76,289	76,289
Transfer to Cap Fund (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
Ending Balance \$	76,289	76,289	76,289	76,289	76,289	76,289

For use only to fund costs resulting from expansion of service

Reserve Schedule

Reserve Fund: 3.810 Ganges Sewer Operating Reserve Fund (Bylaw.: 4144)

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tank cleaning and inspection, collection system flushing and inspection, outfall inspection etc. Optimum minimum balance of \$50,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 Fund Centre: 105210

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	68,138	8,658	36,358	64,668	83,598	33,168
Transfer from Operating Budget	10,520	27,700	28,310	28,930	29,570	30,220
Transfer from revenue fund						
Expenditures	(70,000)	-	-	(10,000)	(80,000)	(30,000)
Planned maintenance activity				Outfall inspection	Sanitary sewer flushing and inspicitons	WWTP tank draining, cleaning and inspection
Interest Income*	-					
Ending Balance \$	8,658	36,358	64,668	83,598	33,168	33,388

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Maliview Sewer Utility (SSI)

EAC Review

Service: 3.820 Maliview Sewer Utility (SSI)

Committee: Electoral Area Services

DEFINITION:

To operate and maintain a sewage collection and disposal system for the Maliview Estates Sewage Collection and disposal System Specified Area on Salt Spring Island (Local Service Establishment Bylaw No. 1938, October 23, 1991)

PARTICIPATION:

Maliview Estates - G(764) LSA#12

MAXIMUM LEVY:

Greater of \$20,000 or \$2.50 / \$1,000 to a maximum of \$102,379 on actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 2991	65,500
BORROWED:	Bylaw No. 3196 (Aug 2004)	(40,982)
	Bylaw No. 3364 (Aug 2006)	(24,000)
	Expired	(518)
REMAINING:		<u><u>\$0</u></u>

COMMITTEE:

Highlands Sewer & Water Committee

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding property that is taxable for school purposes on by Special Act.

User Charge: Annual Fixed Fee per water service connection \$1,163.26 per SFE

Parcel Tax: Annual, levied only on properties capable of being connected to the system.

Consumption Charge: \$1.75 per cubic meter of total water provided or delivered to the building served by the sewer connection to the CRD Highland Water System

Connection Charge: Actual cost to connect

RESERVE FUND:

Maliview Estates Sewerage System Capital Reserve Fund, Bylaw No. 1499 (Dec. 17, 1986)

Maliview Sewer Utility (SSI)	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Sludge Hauling Contracts	13,720	12,900	13,990	-	-	13,990	14,300	14,610	14,930	15,260
Screenings, Grit & Waste Sludge Disposal	21,530	18,500	21,220	-	-	21,220	21,690	22,170	22,660	23,160
Repairs & Maintenance	7,640	3,650	7,760	-	-	7,760	42,810	9,860	2,910	2,960
Allocations	11,200	11,200	11,504	-	-	11,504	11,556	11,605	11,842	12,082
Electricity	3,460	3,460	3,600	-	-	3,600	3,680	3,760	3,840	3,920
Water	850	1,500	870	-	-	870	890	910	930	950
Supplies	1,090	550	1,100	-	-	1,100	1,120	1,140	1,160	1,180
Labour Charges	39,110	41,750	40,397	4,390	-	44,787	45,771	46,778	47,807	48,858
Other Operating Expenses	8,270	5,590	8,570	-	-	8,570	8,770	8,980	9,190	9,410
TOTAL OPERATING COSTS	106,870	99,100	109,011	4,390	-	113,401	150,587	119,813	115,269	117,780
*Percentage Increase over prior year						6.1%	32.8%	-20.4%	-3.8%	2.2%
Transfer from Operating Reserve Fund	(5,000)	-	(5,000)	-	-	(5,000)	(40,000)	(7,000)	-	-
NET OPERATING COSTS	101,870	99,100	104,011	4,390	-	108,401	110,587	112,813	115,269	117,780
*Percentage Increase over prior year						6.4%	2.0%	2.0%	2.2%	2.2%
<u>DEBT/RESERVES</u>										
Transfer to Capital Reserve Fund	22,432	21,112	33,390	-	-	33,390	33,980	35,790	36,210	36,640
Transfer to Operating Reserve Fund	18,000	18,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Debt Reserve Fund	-	-	20	-	-	20	1,020	1,040	12,660	12,940
MFA Principal Payment	3,098	3,098	1,199	-	-	1,199	1,199	5,377	5,377	67,746
MFA Interest Payment	1,240	1,240	420	-	-	420	932	3,070	9,005	38,682
TOTAL DEBT / RESERVES	44,770	43,450	45,029	-	-	45,029	47,130	55,277	73,252	166,008
TOTAL COSTS	146,640	142,550	149,040	4,390	-	153,430	157,717	168,090	188,521	283,788
<u>FUNDING SOURCES (REVENUE)</u>										
Sales - Sewer Use	(27,000)	(24,000)	(27,000)	-	-	(27,000)	(27,000)	(27,000)	(27,000)	(27,000)
User Charges	(119,490)	(118,300)	(121,870)	(4,390)	-	(126,260)	(129,046)	(131,885)	(134,786)	(137,749)
Other Revenue	(150)	(250)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
TOTAL REVENUE	(146,640)	(142,550)	(149,040)	(4,390)	-	(153,430)	(156,216)	(159,055)	(161,956)	(164,919)
REQUISITION - PARCEL TAX	-	-	-	-	-	-	(1,501)	(9,035)	(26,565)	(118,869)
*Percentage increase over prior year						5.7%	2.2%	2.2%	2.2%	2.2%
User Charges						0.0%	0.0%	501.8%	194.0%	347.5%
Requisition						5.7%	3.4%	7.9%	14.5%	59.0%
Combined										

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	3.820	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
--------------------	--------------	--------------------------------	-------------	-------------	-------------	-------------	-------------	--------------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$56,800	\$78,800	\$115,000	\$1,160,000	\$0	\$0	\$1,353,800
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$56,800	\$88,800	\$115,000	\$1,160,000	\$0	\$0	\$1,363,800

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$100,000	\$1,160,000	\$0	\$0	\$1,260,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$56,800	\$56,800	\$0	\$0	\$0	\$0	\$56,800
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$32,000	\$15,000	\$0	\$0	\$0	\$47,000
		\$56,800	\$88,800	\$115,000	\$1,160,000	\$0	\$0	\$1,363,800

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 3.820

Service Name: Maliview Sewer Utility (SSI)

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-02	Replacement	Outfall and sewer main upgrades	Outfall replacement an repairs	\$210,000	S	Grant	\$56,800	\$56,800	\$0	\$0	\$0	\$0	\$56,800
18-01	Renewal	Collection system repairs	Replacement of collection pipe and manholes	\$300,000	S	Debt	\$0	\$0	\$0	\$300,000	\$0	\$0	\$300,000
19-01	Study	Safe Operating Procedures and Equipment Improvements	Safe Work and Equipment OH&S requirements	\$7,000	S	Res	\$0	\$7,000	\$0	\$0	\$0	\$0	\$7,000
19-02	New	Vehicle Access Restriction - Design and Install	Vehicle Access Restriction - Design and Install	\$15,000	S	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
19-03	Renewal	Referendum for Borrowing	Referendum for collection system repairs project	\$15,000	S	Res	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
20-01	Replacement	Additional primary treatment	Add primary treatment for prescreening	\$860,000	S	Debt	\$0	\$0	\$0	\$860,000	\$0	\$0	\$860,000
20-01	Study	Power generation equipment	Back up power detailed designs	\$10,000	E	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-01	New	Power generation equipment	Back up power construction	\$100,000	S	Debt	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
GRAND TOTAL				\$1,517,000			\$56,800	\$88,800	\$115,000	\$1,160,000	\$0	\$0	\$1,363,800

**Maliview Sewer Reserves
 Summary Schedule
 2020 - 2024 Financial Plan**

Reserve/Fund Summary

		Budget				
	2019	2020	2021	2022	2023	2024
Maintenance Reserve	50,294	55,294	25,294	28,294	38,294	48,294
Capital Reserve Reserve Fund	36,592	37,982	56,962	92,752	128,962	165,602
Total	86,886	93,276	82,256	121,046	167,256	213,896

Reserve Schedule

Reserve Fund: 3.820 Maliview Sewer Utility (SSI) Capital Reserve Fund (Bylaw No.: 1499)

Reserve Cash Flow

Fund: 1041 Fund Center: 101385

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	36,355	36,592	37,982	56,962	92,752	128,962
Transfer to Cap Fund (Based on Capital Plan)	(20,875)	(32,000)	(15,000)	-	-	-
Transfer from Operating Budget	21,112	33,390	33,980	35,790	36,210	36,640
Interest Income*	-	-	-	-	-	-
Ending Balance \$	36,592	37,982	56,962	92,752	128,962	165,602

* 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: 3.820 Maliview Sewer Utility (SSI) Operating Reserve Fund (Bylaw No. 4144)

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tankage cleaning and inspection, collection system flushing and inspection, outfall inspection etc. Optimum minimum balance of \$10,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 Fund Center: 105211

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	32,294	50,294	55,294	25,294	28,294	38,294
Transfer from Operating Budget	18,000	10,000	10,000	10,000	10,000	10,000
Transfer from Capital Project Fund	-	-	-	-	-	-
Expenditures	-	(5,000)	(40,000)	(7,000)	-	-
Planned Maintenance Activity		Biofilter media replacement	Sanitary sewer system flushing and inspections	Outfall inspection		
Interest Income*	-	-	-	-	-	-
Ending Balance \$	50,294	55,294	25,294	28,294	38,294	48,294

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

APPENDIX B: JUAN DE FUCA

Operating Expenditures - JDF

The 2020 Requisition Summary for JDF is shown on pages 2 and 3. The key drivers for the operating budget increase in JDF include:

JDF Community Planning

An increase of \$34,725 (4.7%) in staff remuneration due to base salary contract and step change adjustments.

JDF Community Parks

A one-time cost of \$20,000 (10.8%) for the removal of an abandoned building in William Simmons Community Park.

Capital Expenditures - JDF

The 2020 Capital Plan Summary for JDF is shown on pages 4. The major projects include the following:

Otter Point Fire

\$400,000 for the replacement of a fire truck; \$125,000 for expansion of the fire hall.

Community Parks

\$45,000 for Kemp Lake foreshore access.

Water and Sewer Utilities

\$145,000 planned for water service capital work, of which \$100,000 is for improvements in Wilderness Mountain treatment and water supply

Electoral Area Juan de Fuca	Cost per Avg.		Cost per Avg.		Difference	Change in cost per avg household/Parcel		
	2020	Res Asst/ Parcel	2019	Res Asst/ Parcel		Increase/ (Decrease)	\$	%
	1.1010	Legislative & General Government	136,894	\$32.49	108,303	\$25.71	28,591	\$6.79
1.101	G.I.S.	998	\$0.24	964	\$0.23	34	\$0.01	3.50%
1.224	Community Health - Homeless Sec.	7,429	\$1.76	7,435	\$1.76	(6)	(\$0.00)	-0.09%
1.280	Regional Parks	154,772	\$36.73	144,135	\$34.21	10,637	\$2.52	7.38%
1.280A	Regional Parks - Land Acquisition	58,742	\$13.94	57,695	\$13.69	1,048	\$0.25	1.82%
1.309	Climate Action and Adaptation	6,471	\$1.54	6,452	\$1.53	19	\$0.00	0.30%
1.310	Land Banking & Housing	22,497	\$5.34	22,587	\$5.36	(89)	(\$0.02)	-0.40%
1.324	Regional Planning Service	18,293	\$4.34	18,295	\$4.34	(2)	(\$0.00)	-0.01%
1.335	Geo-Spatial Referencing System	2,539	\$0.60	2,636	\$0.63	(97)	(\$0.02)	-3.69%
1.374	Regional Emergency Program Support	1,853	\$0.44	1,717	\$0.41	137	\$0.03	7.96%
1.375	Hazardous Material Incident Response	4,479	\$1.06	4,278	\$1.02	200	\$0.05	4.68%
1.911	Call Answer	1,971	\$0.47	1,922	\$0.46	49	\$0.01	2.54%
1.921	Regional CREST Contribution	21,062	\$5.00	20,518	\$4.87	543	\$0.13	2.65%
21.ALL	Feasibility Study Reserve Fund - ALL	628	\$0.15	-	\$0.00	628	\$0.15	0.00%
Total Regional		438,627	\$104.11	396,937	\$94.21	41,691	\$9.90	10.50%
1.126	Victoria Family Court Committee	222	\$0.05	222	\$0.05	-	\$0.00	0.00%
1.128	Greater Victoria Police Victim Services	654	\$1.61	638	\$1.57	16	\$0.04	2.50%
1.230	Traffic Safety Commission	1,160	\$0.28	1,135	\$0.27	25	\$0.01	2.20%
1.313	Animal Care Services	62,456	\$14.82	60,726	\$14.41	1,731	\$0.41	2.85%
1.330	Regional Growth Strategy	4,863	\$1.15	6,360	\$1.51	(1,497)	(\$0.36)	-23.54%
1.912A	Call Answer - RCMP	-	\$0.00	3,794	\$0.90	(3,794)	(\$0.90)	0.00%
1.913	Fire Dispatch	44,095	\$10.47	40,372	\$9.58	3,723	\$0.88	9.22%
3.701	Millstream Remediation	13,092	\$3.11	13,092	\$3.11	-	\$0.00	0.00%
Total Sub-Regional		126,542	\$31.49	126,338	\$31.40	203	\$0.08	0.27%
1.103	Elections	4,486	\$1.06	4,486	\$1.06	-	\$0.00	0.00%
1.104	U.B.C.M.	2,962	\$0.70	2,898	\$0.69	64	\$0.02	2.21%
1.318	Building Inspection	93,422	\$22.17	91,047	\$21.61	2,375	\$0.56	2.61%
1.320	Noise Control	8,767	\$2.08	8,273	\$1.96	494	\$0.12	5.97%
1.322	Nuisances & Unsanitary Premises	11,622	\$2.76	11,219	\$2.66	403	\$0.10	3.59%
1.372	Electoral Area Emergency Program	31,974	\$7.59	30,987	\$7.35	987	\$0.23	3.19%
Total Joint Electoral Area		153,233	\$36.37	148,911	\$35.34	4,323	\$1.03	2.90%
1.109	Electoral Area Admin Exp-JDF	52,787	\$12.53	52,780	\$12.53	7	\$0.00	0.01%
1.114	Grants in Aid - Juan de Fuca	18,396	\$4.37	16,130	\$3.83	2,266	\$0.54	14.05%
1.122	JDF Economic Development Commission	-	\$0.00	-	\$0.00	-	\$0.00	0.00%
1.317	JDF Building Numbering	12,622	\$3.00	12,780	\$3.03	(158)	(\$0.04)	-1.24%
1.319	Soil Deposit Removal	5,534	\$1.31	5,460	\$1.30	74	\$0.02	1.36%
1.325	Electoral Area Services - Planning	672,654	\$159.65	651,590	\$154.65	21,064	\$5.00	3.23%
1.370	Juan de Fuca Emergency Program	85,318	\$20.25	83,470	\$19.81	1,848	\$0.44	2.21%
1.377	JDF Search and Rescue	63,597	\$15.09	62,000	\$14.72	1,597	\$0.38	2.58%
1.405	JDF EA - Community Parks	206,985	\$49.13	182,960	\$43.42	24,025	\$5.70	13.13%
1.924	Emergency Comm - Crest - J.D.F.	106,840	\$25.36	102,920	\$24.43	3,920	\$0.93	3.81%
Total JDF Electoral Area		1,224,733	\$290.68	1,170,090	\$277.71	54,643	\$12.97	4.67%
Total Capital Regional District		1,943,136	\$462.65	1,842,276	\$438.67	100,860	\$23.97	5.47%
Cost/average residential property		\$462.65		\$438.67		\$23.97		
CRHD	Capital Regional Hospital District	460,258	\$109.24	481,536	\$114.29	(21,278)	(\$5.05)	-4.42%
Total CRD and CRHD		2,403,394	\$571.89	2,323,812	\$552.96	79,582	\$18.92	3.42%

Average residential assessment (2019/2020)

541,463

541,463

Major Impacts

Change in Cost per Average Household

	\$	% of total incr
REGIONAL		
Legislative & General Government	\$6.79	1.23%
Regional Parks	\$2.52	0.46%
SUB-REGIONAL		
Fire Dispatch	\$0.88	0.16%
Call Answer - RCMP	(\$0.90)	-0.16%
Joint Electoral Area		
Building Inspection	\$0.56	0.10%
JDF EA		
Grants in Aid - Juan de Fuca	\$0.54	0.10%
Electoral Area Services - Planning	\$5.00	0.90%
JDF EA - Community Parks	\$5.70	1.03%
Emergency Comm - Crest - J.D.F.	\$0.93	0.17%
Capital Regional Hospital District	(\$5.05)	-0.91%
Other	\$1.95	0.35%
Total	\$18.92	3.42%

Juan de Fuca Local/Specified/Defined Services	Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Difference Increase/ (Decrease)	Change in cost per avg household/Parcel	
	2020	2019	2020	2019		\$	%
1.119 Vancouver Island Regional Library	315,797	\$82.54	309,740	\$80.96	6,057	\$1.58	1.96%
1.121 Sooke Regional Museum	71,546	\$18.70	69,990	\$18.29	1,555	\$0.41	2.22%
1.133 Langford E.A. - Greater Victoria Public Library	30,595	\$75.19	30,100	\$73.98	495	\$1.22	1.64%
1.232 Port Renfrew Street Lighting	2,985	\$35.70	2,040	\$24.40	945	\$11.30	46.32%
1.350 Willis Point Fire Protection	133,092	\$572.16	138,714	\$596.33	(5,622)	(\$24.17)	-4.05%
1.353 Otter Point Fire Protection	480,088	\$394.27	459,101	\$377.03	20,987	\$17.24	4.57%
1.354 Malahat Fire Protection	67,498	\$723.89	65,720	\$704.82	1,778	\$19.07	2.71%
1.355 Durrance Road Fire Protection	2,939	\$343.70	2,990	\$349.66	(51)	(\$5.96)	-1.71%
1.357 East Sooke Fire Protection	429,885	\$496.57	434,150	\$501.50	(4,265)	(\$4.93)	-0.98%
1.358 Port Renfrew Fire Protection	91,169	\$243.96	89,644	\$239.88	1,525	\$4.08	1.70%
1.360 Shirley Fire Protection	161,267	\$492.44	158,148	\$482.92	3,119	\$9.52	1.97%
1.40X SEAPARC	702,530	\$183.62	680,332	\$177.82	22,199	\$5.80	3.26%
1.408 JDF EA - Community Recreation	67,360	\$17.61	65,150	\$17.03	2,210	\$0.58	3.39%
1.523 Port Renfrew Refuse Disposal	32,800	\$87.58	31,860	\$85.07	940	\$2.51	2.95%
2.650 Port Renfrew Water	58,334	\$311.53	55,570	\$296.77	2,764	\$14.76	4.97%
2.655 Snuggery Cove Water	-	\$0.00	1,719	\$9.96	(1,719)	(\$9.96)	0.00%
2.691 Wilderness Mountain	64,646	\$829.76	62,090	\$796.95	2,556	\$32.81	4.12%
3.700 Septage Disposal - JDF Service Area	439	\$0.11	436	\$0.11	3	\$0.00	0.69%
3.755 Regional Source Control - Port Renfrew Sewer	730	\$7.82	715	\$7.67	14	\$0.15	2.00%
3.850 Port Renfrew Sewer	47,225	\$565.44	45,620	\$546.22	1,605	\$19.22	3.52%
Total JdF Local/Specified/Defined Requisition	2,760,924		2,703,829		57,095		

Average residential assessment (2019/2020)

541,463

541,463

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - Joint/JDF

2020

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Capital Reserves	Other		
1.109	JDF Admin. Expenditures	-					-								
1.318	Building Inspection	-	40,000				40,000			40,000					40,000
1.325	Community Planning	18,910					18,910			18,910					18,910
1.350	Willis Point Fire	5,000		1,000	55,000		61,000			5,000		56,000			61,000
1.353	Otter Point Fire	525,000					525,000			400,000		125,000			525,000
1.357	East Sooke Fire	9,200	-				9,200			9,200					9,200
1.358	Port Renfrew Fire	25,000		10,000			35,000			25,000		10,000			35,000
1.360	Shirley Fire Department	10,000					10,000			10,000					10,000
1.370	JDF Emergency Program	4,870					4,870			4,870					4,870
1.372	Emergency Planning Coordination	2,000					2,000			2,000					2,000
1.377	JDF Search and Rescue	7,700	59,000				66,700						66,700		66,700
1.405	JDF EA Community Parks & Recreation					129,000	129,000	10,000			75,000	44,000			129,000
1.40X	SEAPARC	205,200	30,000	400,000	35,000	-	670,200	-	-	89,200	-	581,000			670,200
1.523	Port Renfrew Refuse Disposal	15,000			15,000		30,000			15,000		15,000			30,000
2.650	Port Renfrew Water	10,000					10,000			-		10,000			10,000
2.691	Wilderness Mountain Water Service				135,000		135,000		100,000		25,000	10,000			135,000
3.850	Port Renfrew Sewer						-			-		-			-
TOTAL		837,880	129,000	411,000	240,000	129,000	1,746,880	10,000	100,000	619,180	100,000	851,000	66,700		1,746,880

EAC Budget Review
October 9, 2019
Appendix B

JOINTLY FUNDED SERVICES

[1.103 Elections](#)

[1.104 UBCM](#)

[1.318 Building Inspection](#)

[1.320 Noise Control](#)

[1.322 Nuisance and Unsightly Premises](#)

[1.372 EA Emergency Coordination](#)

JUAN DE FUCA

[1.109 Administration](#)

[1.114 Grants in Aid](#)

[1.119 Vancouver Island Regional Library](#)

[1.121 Sooke Museum](#)

[1.133 Greater Victoria Public Library](#)

[1.232 Port Renfrew Street Lighting](#)

[1.317 House Numbering](#)

[1.319 Soil Deposit](#)

[1.325 Planning](#)

EAC Budget Review
October 9, 2019
Appendix B

1.350 Willis Point Fire

1.353 Otter Point Fire

1.354 Malahat Fire

1.355 Durrance Road Fire

1.357 East Sooke Fire

1.358 Port Renfrew Fire

1.360 Shirley Fire

1.370 Emergency Program

1.377 Search and Rescue

1.405 Community Parks

1.408 Community Recreation

1.523 Port Renfrew Refuse Disposal

1.924 Emergency Communications – CREST

2.650 Port Renfrew Water

2.655 Snuggery Cove Water

2.691 Wilderness Mountain Water

3.850 Port Renfrew Sewer

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Elections

EAC Review

Service: 1.103 Elections

Committee: Electoral Area Services

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and contribution from Islands Trust.

1.103 ELECTIONS	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Electoral Area Elections	-	-	-	-	-	-	-	106,480	-	-
Islands Trust	-	-	-	-	-	-	-	74,900	-	-
Voters' List	4,020	4,020	166	-	-	166	207	249	253	258
TOTAL OPERATING COSTS	4,020	4,020	166	-	-	166	207	181,629	253	258
*Percentage Increase over prior year						-95.9%	24.7%	87643.5%	-99.9%	2.0%
Transfer to Operating Reserve Fund	16,150	16,150	20,004	-	-	20,004	19,963	-	19,917	19,912
TOTAL COSTS	20,170	20,170	20,170	-	-	20,170	20,170	181,629	20,170	20,170
<u>FUNDING SOURCES (REVENUE)</u>										
Recovery from Islands Trust	-	-	-	-	-	-	-	(110,000)	-	-
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	(51,459)	-	-
Other Income	(170)	(170)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
TOTAL REVENUE	(170)	(170)	(170)	-	-	(170)	(170)	(161,629)	(170)	(170)
REQUISITION	(20,000)	(20,000)	(20,000)	-	-	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
*Percentage increase over prior year requisition						0.0%	0.0%	0.0%	0.0%	0.0%

Reserve Schedule

Reserve Fund: **FC 105515 Internal Reserve Fund for EA Elections**

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

Reserve Cash Flow

	Estimate	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	51,585	67,735	87,739	107,702	56,243	76,160
Transfer from Operating Budget	16,150	20,004	19,963	-	19,917	19,912
Transfer to Operating Budget	-	-	-	(51,459)	-	-
Interest Income	-	-	-	-	-	-
Ending Balance \$	67,735	87,739	107,702	56,243	76,160	96,072

Assumptions/Background:

Budgeted transfers to reserve will provide funding for elections in 2018 and in 2022 at an estimated cost of \$130,000 - \$150,000 each

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Union of B.C. Municipalities

EAC Review

Service: 1.104 Union of B.C. Municipalities

Committee: Electoral Area Services

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

GENERAL INFORMATION:

Association of Vancouver Island Municipalities (A.V.I.M.)

Commencing 1982 costs relating to A.V.I.M., which are incurred solely on behalf of the electoral areas, are included in the U.B.C.M. budget rather than Legislative and General Government.

1.104 UBCM	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Convention Expenses	16,590	12,835	16,805	-	-	16,805	17,139	17,463	17,810	18,158
AVIM Meeting Expenses	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	16,590	12,835	16,805	-	-	16,805	17,139	17,463	17,810	18,158
*Percentage Increase over prior year						1.3%	2.0%	1.9%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/fwd from 2018 to 2019	-	3,755	(3,755)			(3,755)	-	-	-	-
Carry forward from 2017 to 2018	(3,820)	(3,820)	-	-	-	-	-	-	-	-
Other Income	(90)	(90)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	(3,910)	(155)	(3,845)	-	-	(3,845)	(90)	(90)	(90)	(90)
REQUISITION	(12,680)	(12,680)	(12,960)	-	-	(12,960)	(17,049)	(17,373)	(17,720)	(18,068)
*Percentage increase over prior year requisition						2.2%	31.6%	1.9%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Building Inspection

EAC Review

Service: 1.318 Building Inspection

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

The building inspection department provides building inspection services to homeowners, builders and contractors in compliance with both the BC Building Code and CRD Building Bylaw 2990. The Building inspection service includes receiving, reviewing and advising on building permit applications, processing of the applications including code analysis and referrals to other agencies, issuing building permits and verifying conditional requirements, arranging and carrying out site and construction inspections and granting final approval for occupancy. Staff also provides inspection services to other CRD departments on a cost recovery basis.

PARTICIPATION:

All Electoral Areas on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

Change in Budget 2019 to 2020
Service: 1.318 Building Inspection

	Total Expenditure		Comments
2019 Budget	1,506,930		
Change in Salaries:			
Base salary change	28,819	1.91%	Inclusive of collective agreement changes
Step Increase	5,525	0.37%	
Paygrade reclass J19/1 to J16/3	(3,458)	-0.23%	Building Inspector
Total Change in Salaries	30,886	2.05%	
Other Changes:			
Allocations	16,424	1.09%	CRD Corporate overhead & HR
Other	7,108	0.47%	
Total Other Changes	23,532	1.56%	
2020 Budget	1,561,348	3.61%	

Overall 2019 Budget Performance
(expected variance to budget and surplus treatment)

Main driver of estimated \$51k surplus is a favourable salary variance.

Savings in legal expenses and telecommunications offset by additional costs in other operating expenditures.

Estimated surplus of \$51k is recommended for transfer to ERF to fund future vehicle and equipment replacement needs.

The estimated balance before transfer is \$62k.

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Building Inspection										
OPERATING COSTS:										
Salaries & Wages	1,090,780	1,017,989	1,124,270	-	-	1,124,270	1,149,240	1,159,250	1,183,650	1,209,200
Telecommunications	34,530	27,648	35,290	-	-	35,290	36,070	36,860	37,480	38,300
Legal Expenses	10,000	5,989	10,220	-	-	10,220	10,440	10,670	10,900	11,140
Building Rent	32,980	32,054	33,706	-	-	33,706	34,450	35,210	35,980	36,770
Supplies	15,760	13,192	16,107	-	-	16,107	16,460	16,820	17,140	17,520
Allocations	171,590	171,580	188,014	-	-	188,014	202,022	216,516	221,026	225,628
Other Operating Expenses	117,990	138,323	120,547	-	-	120,547	123,190	125,882	128,564	131,346
TOTAL OPERATING COSTS	1,473,630	1,406,775	1,528,153	-	-	1,528,153	1,571,872	1,601,208	1,634,740	1,669,904
*Percentage Increase over prior year						3.7%	2.9%	1.9%	2.1%	2.2%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	10,000	61,181	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	10,000	61,181	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
TOTAL COSTS	1,506,930	1,491,256	1,561,453	-	-	1,561,453	1,605,172	1,634,508	1,668,040	1,703,204
Internal Recoveries	(28,430)	(28,430)	(29,362)	-	-	(29,362)	(30,008)	(30,668)	(31,343)	(32,032)
OPERATING COSTS LESS INTERNAL RECOVERIES	1,478,500	1,462,826	1,532,091	-	-	1,532,091	1,575,164	1,603,840	1,636,697	1,671,172
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Fees Charged	(965,690)	(940,748)	(970,610)	-	-	(970,610)	(991,950)	(1,013,772)	(1,036,084)	(1,058,886)
Contract Revenue	(25,000)	(34,268)	(35,000)	-	-	(35,000)	(35,770)	(36,560)	(37,360)	(38,180)
Transfer from Operating Reserve Fund	(85,960)	(85,960)	(114,246)	-	-	(114,246)	(116,770)	(119,340)	(121,970)	(124,660)
Transfer to/(from) Unearned Revenue	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(2,000)	(2,000)	(2,000)	-	-	(2,000)	(2,040)	(2,080)	(2,130)	(2,180)
Grants in Lieu of Taxes	(1,480)	(1,480)	(1,480)	-	-	(1,480)	(1,510)	(1,540)	(1,570)	(1,600)
TOTAL REVENUE	(1,080,130)	(1,064,456)	(1,123,336)	-	-	(1,123,336)	(1,148,040)	(1,173,292)	(1,199,114)	(1,225,506)
REQUISITION	(398,370)	(398,370)	(408,755)	-	-	(408,755)	(427,124)	(430,548)	(437,583)	(445,666)
*Percentage increase over prior year requisition		1				2.6%	4.5%	0.8%	1.6%	1.8%
AUTHORIZED POSITIONS:										
Salaried	9.6	9.6	9.6			9.6	9.6	9.6	9.6	9.6

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.318	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$5,000	\$5,000	\$0	\$10,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$40,000	\$40,000	\$0	\$0	\$0	\$40,000	\$80,000
		\$40,000	\$40,000	\$0	\$5,000	\$5,000	\$40,000	\$90,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$40,000	\$40,000	\$0	\$5,000	\$5,000	\$40,000	\$90,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$40,000	\$40,000	\$0	\$5,000	\$5,000	\$40,000	\$90,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.318
 Service Name: Building Inspection

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	\$80,000	V	ERF	\$40,000	\$40,000	\$0	\$0	\$0	\$40,000	\$80,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	\$10,000	E	ERF	\$0	\$0	\$0	\$5,000	\$5,000	\$0	\$10,000
GRAND TOTAL				\$90,000			\$40,000	\$40,000	\$0	\$5,000	\$5,000	\$40,000	\$90,000

1.318 Building Inspection
 Asset and Reserve Summary
 2020 - 2024 Financial Plan

Asset Profile

Building Inspection

Assets held by the building inspection service consist of equipment and an administration building.

EASC Review

Reserve Fund: 1.318 Building Inspection

Fund: 1022 Fund Center: 101425
 ERF Group: BLDINS.ERF

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	52,509	62,509	32,509	42,509	47,509	52,509
Expenditures (Based on Capital Plan)	-	(40,000)	-	(5,000)	(5,000)	(40,000)
Transfer from Ops Budget	10,000	10,000	10,000	10,000	10,000	10,000
Interest Income*						
Ending Balance \$	62,509	32,509	42,509	47,509	52,509	22,509

Assumptions/Background:

Maintain minimum balance of \$10,000 in case of immediate need for equipment

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Noise Control

EAC Review

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Noise Control										
<u>OPERATING COSTS:</u>										
Legal	6,210	5,910	7,337	-	-	7,337	7,500	7,670	7,840	8,010
Allocations	8,480	8,480	8,953	-	-	8,953	9,383	9,833	10,041	10,249
Internal Time Charges	21,650	21,650	22,211	-	-	22,211	22,797	22,959	23,390	23,893
Other Operating Expenses	50	90	60	-	-	60	60	60	60	60
TOTAL OPERATING COSTS	36,390	36,130	38,561	-	-	38,561	39,740	40,522	41,331	42,212
*Percentage Increase over prior year						6.0%	3.1%	2.0%	2.0%	2.1%
Reserve										
Transfer to Operating Reserve Fund	-	260	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	260	-	-	-	-	-	-	-	-
TOTAL COSTS	36,390	36,390								
<u>FUNDING SOURCES (REVENUE)</u>										
Balance carry forward	-	-	-	-	-	-	-	-	-	-
Other Revenue	(190)	(190)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(190)	(190)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
REQUISITION	(36,200)	(36,200)	(38,361)	-	-	(38,361)	(39,540)	(40,322)	(41,131)	(42,012)
*Percentage increase over prior year requisition						6.0%	3.1%	2.0%	2.0%	2.1%

1.320 Noise Control
 Asset and Reserve Summary
 2020 - 2024 Financial Plan

Reserve Fund: 1.320 Noise Control

- 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.

Fund: 1500 Fund Center: 105406	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	2,426	2,686	2,686	2,686	2,686	2,686
Planned Purchase (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Ops Budget	260	-	-	-	-	-
Interest Income*	-					
Ending Balance \$	2,686	2,686	2,686	2,686	2,686	2,686

Assumptions/Background:
 Maintain balance at reasonable level to cover unexpected operating expenses such as legal.

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Nuisance & Unsightly Premises

EAC Review

Service: 1.322 Nuisance & Unsightly Premises

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000 \$4,633,622

Total of such functions not to exceed \$1.00 / \$1,000 overall.

FUNDING:

Requisition

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Nuisance & Unsightly Premises										
<u>OPERATING COSTS:</u>										
Legal	2,110	-	2,152	-	-	2,152	2,200	2,250	2,300	2,350
Allocations	4,910	4,910	5,384	-	-	5,384	5,853	6,338	6,469	6,601
Internal Time Charges	42,170	42,170	43,257	-	-	43,257	44,412	44,717	45,561	46,541
Other Operating Expenses	170	70	330			330	340	350	360	370
TOTAL OPERATING COSTS	49,360	47,150	51,123	-	-	51,123	52,805	53,655	54,690	55,862
Transfer to Operating Reserve Fund	-	2,210	-	-	-	-	-	-	-	-
TOTAL COSTS	49,360	49,360	51,123	-	-	51,123	52,805	53,655	54,690	55,862
*Percentage Increase over prior year						3.6%	3.3%	1.6%	1.9%	2.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(170)	(170)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(270)	(270)	(270)	-	-	(270)	(270)	(270)	(270)	(270)
REQUISITION	(49,090)	(49,090)	(50,853)	-	-	(50,853)	(52,535)	(53,385)	(54,420)	(55,592)
*Percentage increase over prior year requisition						3.6%	3.3%	1.6%	1.9%	2.2%

Reserve Schedule

Reserve Fund: 1.322 Nuisance & Unsightly Premises

For unforeseen legal expenses

Reserve Cash Flow

Fund: 1500 Fund Centre: 105403	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	14,846	14,846	14,846	14,846	14,846	14,846
Transfer from Ops Budget	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-
Interest Income	-					
Ending Balance \$	14,846	14,846	14,846	14,846	14,846	14,846

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Emergency Planning Coordination

EAC Review

Service: 1.372 Emergency Planning Coordination

Committee: Planning, Transportation & Protective Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

FUNDING:

Allocations from protection services and requisition.

EMERGENCY PLANNING COORDINATION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Salaries	479,350	443,838	509,587	-	-	509,587	523,371	532,546	544,045	555,751
Travel Expenses	1,750	2,883	1,790	-	-	1,790	1,830	1,870	1,910	1,950
Telecommunications	6,560	8,946	6,700	-	-	6,700	6,850	7,000	7,150	7,310
Staff Training & Development	1,560	1,288	1,590	-	-	1,590	1,620	1,660	1,700	1,740
Supplies	1,930	2,719	1,970	-	-	1,970	2,010	2,050	2,090	2,130
Allocations	56,010	56,010	56,596	-	-	56,596	56,561	56,495	57,680	58,891
Other Operating Expenses	8,340	7,652	8,470	-	-	8,470	8,650	8,830	9,010	9,190
TOTAL OPERATING COSTS	555,500	523,336	586,703	-	-	586,703	600,892	610,451	623,585	636,962
*Percentage Increase over prior year						5.6%	2.4%	1.6%	2.2%	2.1%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	10,000	10,220	10,440	10,670
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	10,000	10,220	10,440	10,670
TOTAL COSTS	555,500	523,336	586,703	-	-	586,703	610,892	620,671	634,025	647,632
Internal Recoveries	(404,950)	(404,950)	(413,859)	-	-	(413,859)	(459,671)	(468,864)	(479,179)	(489,721)
OPERATING COSTS LESS INTERNAL RECOVERIES	150,550	118,386	172,844	-	-	172,844	151,221	151,806	154,845	157,911
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020	-	32,164	(32,164)	-	-	(32,164)	-	-	-	-
Balance c/fwd from 2018 to 2019	(14,190)	(14,190)	-	-	-	-	-	-	-	-
Revenue - Other	(300)	(300)	(300)	-	-	(300)	(310)	(320)	(330)	(340)
Grants in Lieu of Taxes	(480)	(480)	(480)	-	-	(480)	(490)	(500)	(510)	(520)
TOTAL REVENUE	(14,970)	17,194	(32,944)	-	-	(32,944)	(800)	(820)	(840)	(860)
REQUISITION	(135,580)	(135,580)	(139,900)	-	-	(139,900)	(150,421)	(150,986)	(154,005)	(157,051)
*Percentage increase over prior year requisition			3.2%			3.2%	7.5%	0.4%	2.0%	2.0%
AUTHORIZED POSITIONS:										
Salaried	4.0	4.0	4.0			4.0	4.0	4.0	4.0	4.0

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.372	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$2,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$2,000

SOURCE OF FUNDS

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

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.372
 Service Name: Emergency Planning Coordination

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$0	E	ERF	\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$2,000
GRAND TOTAL				\$0			\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$2,000

Reserve Schedule

Reserve Fund: 1.372 Emergency Planning Coordination Equipment Replacement Fund

Reserve Cash Flow

Fund: 1022 Fund Center: 101985 ERF Group: EMERGCOORD.ERF	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	44,950	3,950	5,950	15,950	26,170	36,610
Expenditures (Based on Capital Plan)	(41,000)	2,000	-	-	-	-
Transfer from Operating Budget	-	-	10,000	10,220	10,440	10,670
Interest Income	-					
Ending Balance \$	3,950	5,950	15,950	26,170	36,610	47,280

<u>Assumptions/Background:</u> ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2020 BUDGET

JDF Admin. Expenditures

EAC Review

Service: 1.109 JDF Admin. Expenditures

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition

JDF ADMINISTRATION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Director's Remuneration	37,390	39,736	39,130	-	-	39,130	39,910	40,710	41,520	42,350
Travel	1,650	125	1,650	-	-	1,650	1,710	1,740	1,770	1,800
Finance Allocation	10,260	10,260	8,217	-	-	8,217	5,625	2,927	2,986	3,045
All Other	6,970	3,056	6,970	-	-	6,970	7,090	7,160	7,230	7,290
TOTAL OPERATING COSTS	56,270	53,177	55,967	-	-	55,967	54,335	52,537	53,506	54,485
*Percentage Decrease						-0.5%	-2.9%	-3.3%	1.8%	1.8%
CAPITAL/RESERVES										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Total Capital/Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	56,270	53,177	55,967	-	-	55,967	54,335	52,537	53,506	54,485
*Percentage Increase						-0.5%	-2.9%	-3.3%	1.8%	1.8%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020		3,100	(3,100)			(3,100)				
Balance c/fwd from 2018 to 2019	(3,410)	(3,414)	-	-	-	-	-	-	-	-
Transfer from Feasibility Reserve Account	-	-	-	-	-	-	-	-	-	-
Other	(80)	(83)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
TOTAL REVENUE	(3,490)	(397)	(3,180)	-	-	(3,180)	(80)	(80)	(80)	(80)
REQUISITION	(52,780)	(52,780)	(52,787)	-	-	(52,787)	(54,255)	(52,457)	(53,426)	(54,405)
*Percentage increase over prior year requisition						0.0%	2.8%	-3.3%	1.8%	1.8%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.109	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$2,000	\$0	\$0	\$2,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$2,000	\$0	\$0	\$2,000

SOURCE OF FUNDS

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

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 1.109
Service Name: JDF Admin. Expenditures

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Replacement	Computer	Computer Replacement	\$2,000	E	ERF	0	0	0	\$2,000	0	0	\$2,000
GRAND TOTAL				\$2,000			\$0	\$0	\$0	\$2,000	\$0	\$0	\$2,000

Equipment Replacement Fund Schedule

Reserve Fund: 1.109 JDF Admin Expenditures Equipment Replacement Fund

ERF Cash Flow

Fund: 1022 Fund Center: 101839
ERF Groups: JDFADMIN.ERF

	2019	Budget				
		2020	2021	2022	2023	2024
Beginning Balance	4,441	4,441	4,441	4,441	2,441	2,441
Planned Purchases (Based on Capital Plan)	-	-	-	(2,000)	-	-
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
Ending Balance \$	4,441	4,441	4,441	2,441	2,441	2,441

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

CAPITAL REGIONAL DISTRICT

2020 BUDGET

JDF Grants in Aid

EAC Review

Service: 1.114 JDF Grants in Aid

Committee: Electoral Area Services

DEFINITION:

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

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

\$0.05 / \$1,000 \$95,668.00 on basis of converted hospital assessed value of land and improvements.

COMMISSION:

Committee: Electional Area Services Committee

FUNDING:

Requisition

GRANTS IN AID - JDF	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Grants in Aid	40,000	17,000	40,000	-	-	40,000	40,000	40,000	40,000	40,000
Finance Allocation	1,400	1,400	1,626	-	-	1,626	1,885	2,154	2,197	2,241
TOTAL OPERATING COSTS	41,400	18,400	41,626	-	-	41,626	41,885	42,154	42,197	42,241
*Percentage Increase						0.5%	0.6%	0.6%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	23,000	(23,000)	-	-	(23,000)	-	-	-	-
Balance c/fwd from 2018 to 2019	(25,040)	(25,040)	-	-	-	-	-	-	-	-
Other Income	(230)	(230)	(230)	-	-	(230)	(230)	(230)	(230)	(230)
TOTAL REVENUE	(25,270)	(2,270)	(23,230)	-	-	(23,230)	(230)	(230)	(230)	(230)
REQUISITION	(16,130)	(16,130)	(18,396)	-	-	(18,396)	(41,655)	(41,924)	(41,967)	(42,011)
*Percentage increase over prior year requisition						14.0%	126.4%	0.6%	0.1%	0.1%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Van. Island Regional Library

EAC Review

Service: 1.119 Van. Island Regional Library

Committee: Electoral Area Services

2020 Budget

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Westerly portion of Juan de Fuca Electoral Area.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

VANCOUVER ISLAND REGIONAL LIBRARY	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Payments to Vancouver Island Regional Library	303,920	303,920	310,000	-	-	310,000	316,200	322,520	328,970	335,540
Allocations	4,440	4,440	5,147	-	-	5,147	5,782	6,441	6,570	6,702
Other Operating Expenses	1,200	1,200	1,220	-	-	1,220	1,240	1,260	1,290	1,290
TOTAL OPERATING COSTS	309,560	309,560	316,367	-	-	316,367	323,222	330,221	336,830	343,532
*Percentage Increase over prior year						2.2%	2.2%	2.2%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	730	730	-	-	-	-	-	-	-	-
Revenue - Other	(250)	(250)	(250)	-	-	(250)	(250)	(250)	(250)	(250)
Grants in Lieu of Taxes	(300)	(300)	(320)	-	-	(320)	(320)	(320)	(320)	(320)
TOTAL REVENUE	180	180	(570)	-	-	(570)	(570)	(570)	(570)	(570)
REQUISITION	(309,740)	(309,740)	(315,797)	-	-	(315,797)	(322,652)	(329,651)	(336,260)	(342,962)
*Percentage increase over prior year requisition						2.0%	2.2%	2.2%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Sooke Region Museum

EAC Review

Service: 1.121

Sooke Regional Museum

Committee: Electoral Area Services

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:

The greater of \$191,000 or an amount equal to the amount that could be raised by a property value tax of \$0.063 / \$1,000 of net taxable value of land and improvements, \$294,454.98.

FUNDING:

Requisition

SOOKE REGIONAL MUSEUM	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Payments to Sooke Regional Museum	185,700	185,700	189,410	-	-	189,410	193,200	197,060	201,000	205,020
Allocations	3,740	3,740	3,861	-	-	3,861	3,902	3,943	4,022	4,102
Other Operating Expenses	60	60	60	-	-	60	60	60	60	60
TOTAL OPERATING COSTS	189,500	189,500	193,331	-	-	193,331	197,162	201,063	205,082	209,182
*Percentage Increase over prior year						2.0%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	(370)	(370)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(310)	(310)	(315)	-	-	(315)	(315)	(315)	(315)	(315)
TOTAL REVENUE	(680)	(680)	(315)	-	-	(315)	(315)	(315)	(315)	(315)
REQUISITION	(188,820)	(188,820)	(193,016)	-	-	(193,016)	(196,847)	(200,748)	(204,767)	(208,867)
*Percentage increase over prior year requisition						2.2%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Greater Vic. Public Library - JDF EA

EAC Review

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

A portion of the Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

The greater of \$183,000 or an amount equal to the amount that could be raised by a property value tax of \$0.33 per \$1,000 of net taxable value of land and improvements.

FUNDING:

Requisition

GREATER VICTORIA PUBLIC LIBRARY	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Payments to Greater Victoria Public Library	29,260	29,260	29,840	-	-	29,840	30,440	31,050	31,670	32,300
Allocations	920	920	825	-	-	825	729	628	641	654
Other Operating Expenses	10	10	10	-	-	10	10	10	10	10
TOTAL OPERATING COSTS	30,190	30,190	30,675	-	-	30,675	31,179	31,688	32,321	32,964
*Percentage Increase over prior year						1.6%	1.6%	1.6%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	(10)	(10)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(80)	(80)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
TOTAL REVENUE	(90)	(90)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
REQUISITION	(30,100)	(30,100)	(30,595)	-	-	(30,595)	(31,099)	(31,608)	(32,241)	(32,884)
*Percentage increase over prior year requisition			1.6%			1.6%	1.6%	1.6%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Port Renfrew Street Lighting

EAC Review

Service: 1.232 Port Renfrew Street Lighting

Committee: Electoral Area Services

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

The greater of \$7,500 or the amount that could be raised by a property value tax rate of \$3.42 / \$1,000 when applied to the net taxable value of land and improvements to a maximum of \$87,424.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

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

USER CHARGE:

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

PARCEL TAX:

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

Port Renfrew Street Lighting	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Electricity	6,760	5,400	7,030	-	-	7,030	7,030	7,180	7,340	7,500
Allocations	500	500	404	-	-	404	425	447	456	465
Internal Labour Charges	-	-	-	-	-	-	-	-	-	-
Contingency	1,230	-	1,230	-	-	1,230	1,260	1,290	1,320	1,350
Other Operating Expenses	110	68	102	-	-	102	102	100	100	100
TOTAL COSTS	8,600	5,968	8,766	-	-	8,766	8,817	9,017	9,216	9,415
*Percentage Increase over prior year						1.9%	0.6%	2.3%	2.2%	2.2%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020	-	(1,716)	(1,716)	-	-	(1,716)	-	-	-	-
Balance c/fwd from 2018 to 2019	(4,400)	-	-	-	-	-	-	-	-	-
User Charges	(2,050)	(2,050)	(3,470)	-	-	(3,470)	(4,350)	(4,450)	(4,550)	(4,650)
Revenue - Other	(110)	(162)	(110)	-	-	(110)	(110)	(110)	(110)	(110)
TOTAL REVENUE	(6,560)	(2,212)	(3,580)	-	-	(3,580)	(4,460)	(4,560)	(4,660)	(4,760)
REQUISITION - PARCEL TAX	(2,040)	(2,040)	(3,470)	-	-	(3,470)	(4,357)	(4,457)	(4,556)	(4,655)
*Percentage increase over prior year										
User Charges						69.3%	25.4%	2.3%	2.2%	2.2%
Requisition						70.1%	25.6%	2.3%	2.2%	2.2%
Combined						69.7%	25.5%	2.3%	2.2%	2.2%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

JDF Building Numbering

EAC Review

Service: 1.317 JDF Building Numbering

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

No limit.

FUNDING:

Requisition

JDF Building Numbering	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Building Inspection	11,340	11,340	11,589	-	-	11,589	11,844	12,105	12,371	12,644
Finance Allocation	1,030	1,030	713	-	-	713	690	665	678	692
GIS	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	410	360	420	-	-	420	430	440	450	460
TOTAL COSTS	12,780	12,730	12,722	-	-	12,722	12,964	13,210	13,499	13,796
*Percentage Increase over prior year						-0.5%	1.9%	1.9%	2.2%	2.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	50	(50)	-	-	(50)	-	-	-	-
Balance c/fwd from 2018 to 2019	50	50	-	-	-	-	-	-	-	-
Other Income	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	-	50	(100)	-	-	(100)	(50)	(50)	(50)	(50)
REQUISITION	(12,780)	(12,780)	(12,622)	-	-	(12,622)	(12,914)	(13,160)	(13,449)	(13,746)
*Percentage change over prior year requisition						-1.2%	2.3%	1.9%	2.2%	2.2%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Soil Deposit and Removal

EAC Review

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

Participants Electoral Area	2000 est	Percentage
JdF EA	1	100%

MAXIMUM LEVY:

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

FUNDING:

Requisition

Soil Deposit and Removal	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Allocations	1,290	1,290	1,257	-	-	1,257	1,229	1,200	1,222	1,243
Internal Time Charges	4,160	4,160	4,267	-	-	4,267	4,381	4,411	4,495	4,591
Other Operating Expenses	30	30	30			30	30	30	30	30
TOTAL OPERATING COSTS	5,480	5,480	5,554	-	-	5,554	5,640	5,641	5,747	5,864
*Percentage Increase over prior year			1.35%			1.4%	1.5%	0.0%	1.9%	2.0%
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Other Income	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
REQUISITION	(5,460)	(5,460)	(5,534)	-	-	(5,534)	(5,620)	(5,621)	(5,727)	(5,844)
*Percentage increase over prior year requisition						1.4%	1.6%	0.0%	1.9%	2.0%

Reserve Schedule

Reserve Fund: 1.319 Soil Deposit

Reserve Cash Flow

Fund: 1500 Fund Center: 105405	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	61,196	61,196	61,196	61,196	61,196	61,196
Expenditures	-	-	-	-	-	-
Transfer from/to Operating Budget	-	-	-	-	-	-
Interest Income	-					
Ending Balance \$	61,196	61,196	61,196	61,196	61,196	61,196

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Community Planning

EAC Review

Service: 1.325 Community Planning

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

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

PARTICIPATION:

JDF Electoral Area on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition and user fees.

Change in Budget 2019 to 2020 Service: 1.325 JDF Community Planning	Total Expenditure	Comments
2019 Budget	730,540	
Change in Salaries:		
Base salary change	22,277	Inclusive of collective agreement changes
Step Increase	10,610	
0.2 FTE added to current P/T at higher paygrade	1,838	
Total Change in Salaries	34,725	
Other Changes:		
Labour Consumption	12,620	
Allocations	7,254	
Other Expenditures	(2,217)	
Total Other Changes	17,657	
2020 Budget	782,922	

Overall 2019 Budget Performance
(expected variance to budget and surplus treatment)

No significant operating variances. Estimated surplus of \$25k to be transferred to Operating Reserve.

The estimated operating reserve balance before YE surplus transfer is \$172k.

JDF COMMUNITY PLANNING	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries & Wages	411,210	381,000	445,935	-	-	445,935	457,955	460,611	470,555	480,692
Consultants	2,500	2,500	2,500	-	-	2,500	2,560	2,620	2,680	2,740
Legal Expenses	15,000	12,000	10,000	-	-	10,000	10,220	10,440	10,670	10,900
LIDAR Photography	6,400	10,110	-	-	-	-	10,550	-	11,020	-
Supplies	8,000	9,000	9,000	-	-	9,000	9,200	9,400	9,600	9,810
Land Use and Advisory Planning Cttees	4,550	11,800	13,628	-	-	13,628	13,930	22,090	14,560	14,880
Allocations	119,750	119,750	127,004	-	-	127,004	128,442	129,879	132,639	134,795
Labour Charges	19,380	32,000	32,000	-	-	32,000	32,700	33,420	34,160	34,910
Other Operating Expenses	59,530	60,430	59,840	-	-	59,840	61,160	62,490	63,850	65,250
TOTAL OPERATING COSTS	646,320	638,590	699,907	-	-	699,907	726,717	730,950	749,734	753,977
*Percentage Increase over prior year			8.3%			8.3%	3.8%	0.6%	2.6%	0.6%
<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 Operating Reserve Fund	8,450	31,280	7,245	-	-	7,245	7,245	7,480	7,520	7,640
TOTAL CAPITAL / RESERVES	13,450	36,280	12,245	-	-	12,245	12,245	12,480	12,520	12,640
Building Borrowing Repayment to Facilities Reserve	70,770	70,770	70,770	-	-	70,770	70,770	70,770	70,770	70,770
TOTAL COSTS	730,540	745,640	782,922	-	-	782,922	809,732	814,200	833,024	837,387
Internal Recoveries	(16,380)	(16,380)	(17,415)	-	-	(17,415)	(17,798)	(18,190)	(18,590)	(18,999)
OPERATING COSTS LESS INTERNAL RECOVERIES	714,160	729,260	765,507	-	-	765,507	791,934	796,010	814,434	818,388
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	(23,740)	(23,740)	-	-	-	-	-	-	-	-
Processing Fee Revenue	(30,000)	(45,000)	(45,000)	-	-	(45,000)	(45,990)	(47,000)	(48,030)	(49,090)
Revenue - Other	(1,540)	(1,640)	(1,540)	-	-	(1,540)	(1,570)	(1,600)	(1,630)	(1,660)
Transfer from Operating Reserve Fund	(6,400)	(6,400)	(45,423)	-	-	(45,423)	(43,814)	(21,700)	(11,020)	-
Grants in Lieu of Taxes	(890)	(890)	(890)	-	-	(890)	(910)	(930)	(950)	(970)
TOTAL REVENUE	(62,570)	(77,670)	(92,853)	-	-	(92,853)	(92,284)	(71,230)	(61,630)	(51,720)
REQUISITION	(651,590)	(651,590)	(672,654)	-	-	(672,654)	(699,650)	(724,780)	(752,804)	(766,668)
*Percentage increase over prior year requisition						3.2%	4.0%	3.6%	3.9%	1.8%
AUTHORIZED POSITIONS:										
Salaried	3.7	3.7	3.7	-	-	3.7	3.7	3.7	3.7	3.7

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.325	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$18,910	\$1,830	\$35,000	\$2,410	\$3,910	\$62,060
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$18,910	\$1,830	\$35,000	\$2,410	\$3,910	\$62,060

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$18,910	\$1,830	\$35,000	\$2,410	\$3,910	\$62,060
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Short Term Loans	STLoan	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Utility	WU	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$18,910	\$1,830	\$35,000	\$2,410	\$3,910	\$62,060

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 1.325
Service Name: Community Planning

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Replacement	Multi Function Printer	Printer/Copier	\$10,000	E	ERF	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
20-01	Replacement	Computer Equipment	Computer Replacement	\$12,060	E	ERF	\$0	\$3,910	\$1,830	\$0	\$2,410	\$3,910	\$12,060
20-02	Replacement	Mailer	Mailer Replacement	\$5,000	E	ERF	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
22-01	Replacement	Vehicle	Vehicle Replacement	\$35,000	E	ERF	\$0	\$0	\$0	\$35,000	\$0	\$0	\$35,000
GRAND TOTAL				\$62,060			\$10,000	\$18,910	\$1,830	\$35,000	\$2,410	\$3,910	\$62,060

JDF Planning Reserves
 Summary Schedule
 2020 - 2024 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2019	2020	2021	2022	2023	2024
Equipment Replacement Fund	75,625	61,715	64,885	34,885	37,475	38,565
Internal Reserve Account	197,357	159,179	122,610	108,390	104,890	112,530
Total	272,982	220,894	187,495	143,275	142,365	151,095

Reserve Schedule

Reserve Fund: 1.325 Community Planning Equipment Replacement Fund - CMPLAN.ERF

Reserve Cash Flow

Fund: 1022 Fund Center: 101428
ERF Group: CMPLAN.ERF

	Estimated 2019	Budget				
		2020	2021	2022	2023	2024
Beginning Balance	73,407	75,625	61,715	64,885	34,885	37,475
Planned Purchases (Based on Capital Plan)	(2,783)	(18,910)	(1,830)	(35,000)	(2,410)	(3,910)
Transfer from Ops Budget	5,000	5,000	5,000	5,000	5,000	5,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	75,625	61,715	64,885	34,885	37,475	38,565

Assumptions/Background:

Maintain balance sufficient to fund required asset replacements

Reserve Schedule

Operating Reserve Fund: 1.325 Community Planning

Reserve Cash Flow

Fund: 1500 Fund Center: 105408

	Estimated 2019	Budget				
		2020	2021	2022	2023	2024
Beginning Balance	172,477	197,357	159,179	122,610	108,390	104,890
Transfer (to)/from Ops Budget	31,280	7,245	7,245	7,480	7,520	7,640
Transfer to Ops Budget	(6,400)	(45,423)	(43,814)	(21,700)	(11,020)	-
Interest Income						
Ending Balance \$	197,357	159,179	122,610	108,390	104,890	112,530

Assumptions/Background:

For unforeseen legal expenses; ongoing air photo updates; election expenses

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Willis Point Fire

EAC Review

Service: 1.350 Willis Point Fire

Committee: Electoral Area Services

DEFINITION:

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

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

PARTICIPATION:

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

COMMISSION:

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

MAXIMUM LEVY:

Bylaw No. 1951 states "Greater of \$41,000 or \$1.71 / \$1,000" to a maximum of \$331,525.

FUNDING:

Requisition

WILLIS POINT FIRE PROTECTION & RECREATION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
<u>Fire Protection Costs</u>										
Travel - Vehicles	13,000	13,000	13,286	-	-	13,286	13,570	13,870	14,170	14,480
Insurance	7,360	7,360	7,465	-	-	7,465	7,630	7,800	7,970	8,140
Utilities	11,690	11,690	11,947	-	-	11,947	12,210	12,480	12,750	13,030
Staff Development	20,910	20,910	11,696	-	-	11,696	11,960	12,220	12,480	12,750
Allocations	3,970	3,970	4,889	-	-	4,889	5,285	5,696	5,810	5,926
Operating - Other	39,240	31,332	42,884	-	-	42,884	43,840	44,800	45,800	46,810
Total Fire Protection Costs	96,170	88,262	92,167	-	-	92,167	94,495	96,866	98,980	101,136
<u>Recreation Costs</u>	13,330	13,330	39,833	-	-	39,833	11,410	11,824	12,550	13,284
TOTAL OPERATING COSTS	109,500	101,592	132,000	-	-	132,000	105,905	108,690	111,530	114,420
*Percentage Increase						20.5%	-19.8%	2.6%	2.6%	2.6%
<u>CAPITAL / RESERVE</u>										
Capital Equipment Purchases	6,170	6,170	6,306	-	-	6,306	6,440	6,580	6,720	6,870
Transfer to Equipment Replacement Fund	41,000	41,000	41,000	-	-	41,000	41,000	41,000	41,000	41,000
Transfer to Reserve Fund	7,500	7,500	20,000	-	-	20,000	7,500	7,500	7,500	7,500
TOTAL CAPITAL / RESERVES	54,670	54,670	67,306	-	-	67,306	54,940	55,080	55,220	55,370
TOTAL COSTS	164,170	156,262	199,306	-	-	199,306	160,845	163,770	166,750	169,790
						21.40%				
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	41,233	(41,233)	-	-	(41,233)	-	-	-	-
Balance c/fwd from 2018 to 2019	(12,920)	(12,915)	-	-	-	-	-	-	-	-
Other Income	(20,420)	(53,750)	(32,865)	-	-	(32,865)	(32,885)	(32,905)	(32,925)	(32,945)
TOTAL REVENUE	(33,340)	(25,432)	(74,098)	-	-	(74,098)	(32,885)	(32,905)	(32,925)	(32,945)
REQUISITION	(130,830)	(130,830)	(125,208)	-	-	(125,208)	(127,960)	(130,865)	(133,825)	(136,845)
*Percentage increase over prior year requisition						-4.3%	2.2%	2.3%	2.3%	2.3%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.350	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
--------------------	--------------	--------------------------------	-------------	-------------	-------------	-------------	-------------	--------------

EXPENDITURE

Buildings	B	\$0	\$1,000	\$18,000	\$12,000	\$5,000	\$8,500	\$44,500
Equipment	E	\$0	\$5,000	\$65,000	\$20,000	\$6,000	\$20,000	\$116,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$61,000	\$83,000	\$32,000	\$11,000	\$28,500	\$215,500

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$5,000	\$65,000	\$20,000	\$6,000	\$20,000	\$116,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$56,000	\$18,000	\$12,000	\$5,000	\$8,500	\$99,500
		\$0	\$61,000	\$83,000	\$32,000	\$11,000	\$28,500	\$215,500

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 1.350

Service Name: Willis Point Fire

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Replacement	paggers	paggers	\$5,000	E	ERF	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
19-02	Renewal	storm water mgmt	catch basin	\$10,000	S	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
19-03	Renewal	Paving fire driveway	paving and prep	\$45,000	S	Res	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
19-04	Renewal	bar lighting	led	\$1,000	B	Res	\$0	\$1,000	\$0	\$0	\$0	\$0	\$1,000
20-01	Replacement	SCBA replacement	10 scba packs and tanks 10 sets every 5 years	\$65,000	E	ERF	\$0	\$0	\$65,000	\$0	\$0	\$0	\$65,000
20-02	Renewal	furnace	replace furnace	\$5,000	B	Res	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000
20-03	Renewal	handicap access	ramp and handrail	\$8,000	B	Res	\$0	\$0	\$8,000	\$0	\$0	\$0	\$8,000
20-04	Renewal	hall paint	upper hall	\$5,000	B	Res	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000
21-01	Replacement	turnout gear	10 sets every 5 years	\$20,000	E	ERF	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
21-02	Renewal	washroom handicap access		\$12,000	B	Res	\$0	\$0	\$0	\$12,000	\$0	\$0	\$12,000
22-01	Replacement	hose	20x50 foot hose every 10 years	\$6,000	E	ERF	\$0	\$0	\$0	\$0	\$6,000	\$0	\$6,000
22-02	Renewal	emergency exit	rear of hall	\$12,000	B	Res	\$0	\$0	\$0	\$0	\$5,000	\$0	\$5,000
23-01	Replacement	auto extraction equipment	replace every 15 years Holmatro 2008	\$20,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000
23-02	Renewal	furnace	relace second furnace	\$5,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000
23-03	Renewal	kitchen renos	renovate kitchen	\$3,500	B	Res	\$0	\$0	\$0	\$0	\$0	\$3,500	\$3,500
GRAND TOTAL				\$222,500			\$0	\$61,000	\$83,000	\$32,000	\$11,000	\$28,500	\$215,500

**Willis Point Fire Reserves Schedule
 Summary Schedule
 2020 - 2024 Financial Plan**

Reserve/Fund Summary

		Budget				
	2019	2019	2020	2021	2022	2023
Equipment Replacement Fund	410,526	446,526	422,526	443,526	478,526	499,526
Capital Reserve Fund	191,963	155,963	145,463	140,963	143,463	142,463
Total	602,489	602,489	567,989	584,489	621,989	641,989

Reserve Schedule

Reserve Fund: 1.350 Willis Point Fire Protection and Recreation Capital Reserve Fund - Bylaw 2189

Reserve Cash Flow

Fund: 1014 Fund Center: 101358

	Estimated	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	184,463	191,963	155,963	145,463	140,963	143,463
Planned Purchases (Based on Capital Plan)	-	(56,000)	(18,000)	(12,000)	(5,000)	(8,500)
Transfer from Ops Budget	7,500	20,000	7,500	7,500	7,500	7,500
Interest Income	-	-	-	-	-	-
Ending Balance \$	191,963	155,963	145,463	140,963	143,463	142,463

Reserve Schedule

Reserve Fund: 1.350 Willis Point Fire Protection and Recreation Equipment Replacement Fund

For replacement of firefighting equipment, fire trucks, tenders and pumpers.

Reserve Cash Flow

Fund: 1022 Fund Center: 101429

ERF Group: WILLISPT.ERF

	Estimated	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	383,050	410,526	446,526	422,526	443,526	478,526
Actual Purchases	-	-	-	-	-	-
Planned Purchases (Based on Capital Plan)	(13,524)	(5,000)	(65,000)	(20,000)	(6,000)	(20,000)
Transfer from Operating Budget	41,000	41,000	41,000	41,000	41,000	41,000
Interest Income		-	-	-	-	-
Ending Balance \$	410,526	446,526	422,526	443,526	478,526	499,526

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Otter Point Fire

EAC Review

Service: 1.353 Otter Point Fire

Committee: Electoral Area Services

DEFINITION:

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

PARTICIPATION:

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

COMMISSION

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

MAXIMUM LEVY:

Bylaw No. 2042 states "Greater of \$125,000 or \$2.50 / \$1,000" to a maximum of \$1,293,155.

FUNDING:

Requisition

OTTER POINT FIRE PROTECTION	2019		BUDGET REQUEST				FUTURE PROJECTIONS				
	BOARD BUDGET	ESTIMATED ACTUAL	2020				2021	2022	2023	2024	
			CORE BUDGET	ONGOING	ONE-TIME	TOTAL					
OPERATING COSTS:											
Fire Chief Salary and Honorariums	71,140	72,640	76,000	-	-	76,000	77,670	79,370	81,120	82,900	
Travel & Vehicles	21,030	21,000	21,700	-	-	21,700	22,170	22,650	23,140	23,640	
Contract for Services	107,800	107,800	109,840	-	-	109,840	112,260	114,730	117,250	119,830	
Insurance	8,660	9,472	9,570	-	-	9,570	9,770	9,980	10,200	10,420	
Staff Training	22,000	22,000	22,000	-	-	22,000	22,480	22,970	23,480	24,000	
Recruiting and Retention	9,280	9,280	10,000	-	-	10,000	10,220	10,440	10,670	10,900	
Maintenance	16,810	18,270	18,840	-	-	18,840	19,270	19,700	20,130	20,580	
Internal Allocations	7,640	7,640	10,787	-	-	10,787	13,220	15,747	16,062	16,383	
Operating - Supplies	13,720	14,890	14,480	-	-	14,480	14,800	15,120	15,450	15,790	
Operating - Other	24,630	24,623	27,100	-	-	27,100	27,700	28,300	28,920	29,550	
TOTAL OPERATING COSTS	302,710	307,615	320,317	-	-	320,317	329,560	339,007	346,422	353,993	
*Percentage Increase						5.8%	2.9%	2.9%	2.2%	2.2%	
CAPITAL / RESERVE											
Capital Equipment Purchases	4,470	4,470	5,000	-	-	5,000	5,110	5,220	5,330	5,450	
Transfer to Capital Reserve Fund	30,000	30,000	30,660	-	-	30,660	31,330	32,010	32,700	33,410	
Transfer to Equipment Replacement Fund	99,470	94,565	101,660	-	-	101,660	103,900	106,190	108,530	110,920	
TOTAL CAPITAL / RESERVES	133,940	129,035	137,320	-	-	137,320	140,340	143,420	146,560	149,780	
TOTAL COSTS	436,650	436,650	457,637	-	-	457,637	469,900	482,427	492,982	503,773	
FUNDING SOURCES (REVENUE)											
Estimated Balance (deficit) c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-	
Grants in Lieu	-	-	-	-	-	-	-	-	-	-	
Other Revenue	(300)	(300)	(300)	-	-	(300)	(310)	(310)	(310)	(310)	
budget imbalance	-	-	-	-	-	-	-	-	-	-	
TOTAL REVENUE	(300)	(300)	(300)	-	-	(300)	(310)	(310)	(310)	(310)	
REQUISITION	(436,350)	(436,350)	(457,337)	-	-	(457,337)	(469,590)	(482,117)	(492,672)	(503,463)	
*Percentage increase over prior year requisition						4.8%	2.7%	2.7%	2.2%	2.2%	

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.353	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$525,000	\$40,000	\$40,000	\$40,000	\$10,000	\$655,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$525,000	\$40,000	\$40,000	\$40,000	\$10,000	\$655,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$400,000	\$10,000	\$10,000	\$10,000	\$10,000	\$440,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$125,000	\$30,000	\$30,000	\$30,000	\$0	\$215,000
		\$0	\$525,000	\$40,000	\$40,000	\$40,000	\$10,000	\$655,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.353

Service Name: Otter Point Fire

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-02	Replacement	Turnout Gear/Pagers/Hose	Turnout Gear/Pagers/Hose	\$40,000	E	ERF	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000
18-01	Replacement	Replace hall siding	Replace hall siding	\$30,000	E	Res	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
19-01	Replacement	Vehicle F00620 Tender complete	Vehicle F00620 Tender complete	\$400,000	E	ERF	\$0	\$400,000	\$0	\$0	\$0	\$0	\$400,000
19-02	Replacement	Replace driveway pavement	Replace driveway pavement	\$30,000	E	Res	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000
20-01	Replacement	Replace roof	Replace roof	\$30,000	E	Res	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000
20-02	Replacement	Building expansion construction	Building expansion construction	\$125,000	E	Res	\$0	\$125,000	\$0	\$0	\$0	\$0	\$125,000
GRAND TOTAL				\$655,000			\$0	\$525,000	\$40,000	\$40,000	\$40,000	\$10,000	\$655,000

Otter Point Fire Reserves
 Summary Schedule
 2020-2024 Financial Plan

Reserve/Fund Summary

	2019	Budget				
		2020	2021	2022	2023	2024
Equipment Replacement Fund	299,739	1,399	95,299	191,489	290,019	390,939
Capital Reserve Fund	95,057	717	2,047	4,057	6,757	40,167
Total	394,797	2,117	97,347	195,547	296,777	431,107

Reserve Schedule

Reserve Fund: 1.353 Otter Point Fire Protection Equipment Replacement Fund

Reserve Cash Flow

Fund: 1022 Fund Center: 101432
ERF Group: OTTERFIRE.ERF

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	212,934	299,739	1,399	95,299	191,489	290,019
Actual Purchases	(7,760)					
Planned Purchases	-	(400,000)	(10,000)	(10,000)	(10,000)	(10,000)
Transfer from Operating Budget	94,565	101,660	103,900	106,190	108,530	110,920
Interest Income	-	-	-	-	-	-
Ending Balance \$	299,739	1,399	95,299	191,489	290,019	390,939

Assumptions/Background:

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

Reserve Schedule

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

For improvements, repairs and replacement of Firehall and training centre

Reserve Cash Flow

Fund: 1090 Fund Center: 102164

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	90,057	95,057	717	2,047	4,057	6,757
Expenditures (Based on Capital Plan)	(25,000)	(125,000)	(30,000)	(30,000)	(30,000)	-
Transfer from General Capital Fund		-	-	-	-	-
Transfer from Operating Budget	30,000	30,660	31,330	32,010	32,700	33,410
Interest Income						
Ending Balance \$	95,057	717	2,047	4,057	6,757	40,167

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Malahat Fire

EAC Review

Service: 1.354 Malahat Fire

Committee: Electoral Area Services

DEFINITION:

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

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

ANNUAL LEVY:

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

MAXIMUM LEVY:

Greater of \$22,400 or \$1.28 / \$1,000 to a maximum of \$77,559.

FUNDING:

Requisition

MALAHAT FIRE PROTECTION	2019		BUDGET REQUEST							
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Payment to Cowichan Valley Regional District	63,870	63,870	65,150	-	-	65,150	66,450	67,780	69,140	70,520
Operating - Other	1,980	1,980	2,348	-	-	2,348	2,882	3,436	3,504	3,574
TOTAL OPERATING COSTS	65,850	65,850	67,498	-	-	67,498	69,332	71,216	72,644	74,094
*Percentage Increase						2.5%	2.7%	2.7%	2.0%	2.0%
TOTAL COSTS	65,850	65,850	67,498	-	-	67,498	69,332	71,216	72,644	74,094
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	(130)	(130)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(130)	(130)	-	-	-	-	-	-	-	-
REQUISITION	(65,720)	(65,720)	(67,498)	-	-	(67,498)	(69,332)	(71,216)	(72,644)	(74,094)
*Percentage increase over prior year requisition						2.7%	2.7%	2.7%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Durrance Road Fire

EAC Review

Service: 1.355 Durrance Road Fire

Committee: Electoral Area Services

DEFINITION:

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

MAXIMUM LEVY:

Greater of \$1,350 or \$0.70 / \$1,000 to maximum of \$4,078.

FUNDING:

Parcel Tax

DURRANCE ROAD FIRE PROTECTION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS										
Payment to District of Saanich	2,500	2,500	2,500	-	-	2,500	2,500	2,500	2,500	2,500
Other Operating Expenses	490	490	439	-	-	439	398	356	359	362
TOTAL OPERATING COSTS	2,990	2,990	2,939	-	-	2,939	2,898	2,856	2,859	2,862
*Percentage Increase						-1.7%	-1.4%	-1.4%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	0	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
REQUISITION - PARCEL TAX	(2,990)	(2,990)	(2,939)	-	-	(2,939)	(2,898)	(2,856)	(2,859)	(2,862)
*Percentage increase over prior year requisition						-1.7%	-1.4%	-1.4%	0.1%	0.1%

Reserve Schedule

Reserve Fund: 1.355 Durrance Road Fire Service Operating Reserve Fund (Bylaw No: 4146)

Cash Flow

FC 105400	Estimate	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	1,780	1,900	2,020	2,140	2,260	2,380
Planned Payments	-	-	-	-	-	-
Transfer from Ops Budget	120	120	120	120	120	120
Interest Income	-	-	-	-	-	-
Ending Balance \$	1,900	2,020	2,140	2,260	2,380	2,500

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

CAPITAL REGIONAL DISTRICT

2020 BUDGET

East Sooke Fire

EAC Review

Service: 1.357 East Sooke Fire

Committee: Electoral Area Services

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Bylaw No. 3390 (amended by Bylaw 3862, 2014) states "greater of \$550,000 or \$1.310 / \$1,000" to a maximum of \$745,442.

COMMISSION:

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

MAXIMUM CAPITAL DEBT:

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

EAST SOOKE FIRE PROTECTION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Travel - Vehicles	27,380	28,275	30,337	-	-	30,337	31,000	31,680	32,380	33,090
Insurance	5,490	5,490	7,362	-	-	7,362	7,520	7,680	7,850	8,030
Contract for Service/Legal Expenses	4,400	1,500	6,206	-	-	6,206	6,340	6,480	6,620	6,770
Maintenance	14,270	10,000	6,000	-	-	6,000	6,130	6,260	6,390	6,530
Staff Training	23,460	23,590	23,460	-	-	23,460	23,980	24,510	25,050	25,600
Internal Allocations	5,720	5,720	7,945	-	-	7,945	9,504	11,122	11,345	11,573
Operating - Supplies	19,460	32,780	31,060	-	-	31,060	31,750	32,450	33,160	33,890
Operating - Other	54,440	52,690	55,516	-	-	55,516	56,720	57,960	59,220	60,490
Contingency	17,040	15,000	15,000	-	-	15,000	15,330	15,670	16,010	16,360
TOTAL FIRE DEPT OPERATING COSTS	171,660	175,045	182,886	-	-	182,886	188,274	193,812	198,025	202,333
*Percentage Increase						6.5%	2.9%	2.9%	2.2%	2.2%
COMMUNITY HALL COSTS	34,710	28,720	29,200	-	-	29,200	24,620	25,150	25,700	26,260
TOTAL OPERATING COSTS	206,370	203,765	212,086	-	-	212,086	212,894	218,962	223,725	228,593
*Percentage Increase						2.8%	0.4%	2.9%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Capital Equipment Purchases	10,710	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	120,000	140,890	124,850	-	-	124,850	127,600	130,410	133,280	136,210
TOTAL CAPITAL / RESERVES	130,710	140,890	124,850	-	-	124,850	127,600	130,410	133,280	136,210
DEBT SERVICING										
Interest & Fees	57,550	57,550	57,600	-	-	57,600	57,600	57,600	57,600	57,600
Principal	97,960	97,960	97,959	-	-	97,959	97,959	97,959	97,959	97,959
TOTAL DEBT SERVICING	155,510	155,510	155,559	-	-	155,559	155,559	155,559	155,559	155,559
TOTAL COSTS	492,590	500,165	492,495	-	-	492,495	496,053	504,931	512,564	520,362
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance c/fwd from 2019 to 2020	-	-	(5,120)	-	-	(5,120)	-	-	-	-
Balance c/fwd from 2018 to 2019	(10,630)	(10,630)	-	-	-	-	-	-	-	-
District of Sooke (for Silver Spray)	(45,440)	(53,885)	(55,070)	-	-	(55,070)	(56,280)	(57,520)	(58,790)	(60,080)
Rental Revenue	(24,080)	(23,210)	(24,080)	-	-	(24,080)	(24,620)	(25,150)	(25,700)	(26,260)
Other Income	(1,420)	(1,420)	(1,470)	-	-	(1,470)	(1,490)	(1,510)	(1,530)	(1,550)
TOTAL REVENUE	(81,570)	(89,145)	(85,740)	-	-	(85,740)	(82,390)	(84,180)	(86,020)	(87,890)
REQUISITION	(411,020)	(411,020)	(406,755)	-	-	(406,755)	(413,663)	(420,751)	(426,544)	(432,472)
*Percentage increase over prior year requisition						-1.0%	1.7%	1.7%	1.4%	1.4%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.357	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$9,200	\$7,000	\$7,200	\$7,300	\$7,400	\$38,100
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$80,000	\$160,000	\$0	\$0	\$240,000
		\$0	\$9,200	\$87,000	\$167,200	\$7,300	\$7,400	\$278,100

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$9,200	\$87,000	\$167,200	\$7,300	\$7,400	\$278,100
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$9,200	\$87,000	\$167,200	\$7,300	\$7,400	\$278,100

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 1.357
Service Name: East Sooke Fire

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-05	Replacement	Turn out Gear	Turn out Gear	\$38,100	E	ERF	\$0	\$9,200	\$7,000	\$7,200	\$7,300	\$7,400	\$38,100
18-01	Replacement	Tender	Tender	\$80,000	V	ERF	\$0	\$0	\$80,000	\$0	\$0	\$0	\$80,000
19-01	Replacement	Squad Car	Squad Car	\$160,000	V	ERF	\$0	\$0	\$0	\$160,000	\$0	\$0	\$160,000
GRAND TOTAL				\$278,100			\$0	\$9,200	\$87,000	\$167,200	\$7,300	\$7,400	\$278,100

Reserve Schedule

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

Reserve Cash Flow

Fund: 1079 Fund Center: 101309	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	19,117	8,111	8,111	8,111	8,111	8,111
Expenditures (Based on Capital Plan)	(30,989)	-	-	-	-	-
Transfer from General Capital Fund	4,983					
Transfer from Operating Budget	-	-	-	-	-	-
Surplus Funding (ERF to CRF)	15,000					
Interest Income	-					
Ending Balance \$	8,111	8,111	8,111	8,111	8,111	8,111

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 1.357 East Sooke Fire Equipment Replacement Fund

Reserve Cash Flow

Fund: 1022 Fund Center: 101948 ERF Group: ESOOKFIRE.ERF	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	236,184	331,984	447,634	488,234	451,444	577,424
Expenditures (Based on Capital Plan)	(9,200)	(9,200)	(87,000)	(167,200)	(7,300)	(7,400)
Transfer from Operating Budget	120,000	124,850	127,600	130,410	133,280	136,210
Transfer to CRF (ERF to CRF)	(15,000)					
Interest Income	-					
Ending Balance \$	331,984	447,634	488,234	451,444	577,424	706,234

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Port Renfrew Fire

EAC Review

Service: 1.358 Port Renfrew Fire

Committee: Electoral Area Services

DEFINITION:

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

MAXIMUM LEVY:

Greater of \$10,000 or \$2.52 / \$1,000 to a maximum of \$231,053.

COMMISSION:

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

MAXIMUM CAPITAL DEBT:

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

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

FUNDING:

User fee and requisition.

PORT RENFREW FIRE PROTECTION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS FIRE PROTECTION:</u>										
Honorarium	31,220	18,350	31,220	-	-	31,220	31,910	32,610	33,330	34,060
Travel - Vehicles	10,330	4,888	10,330	-	-	10,330	10,560	10,790	11,030	11,270
Insurance	1,220	1,220	1,190	-	-	1,190	1,210	1,230	1,250	1,270
Staff Training	25,030	9,327	25,030	-	-	25,030	25,580	26,140	26,720	27,310
Internal Allocations	4,210	4,210	4,364	-	-	4,364	4,937	5,530	5,641	5,754
Operating - Supplies	12,020	16,558	9,860	-	-	9,860	10,080	10,300	10,530	10,760
Operating - Other	11,210	15,834	15,790	-	-	15,790	16,140	16,490	16,840	17,210
Tsunami Warning System	-	-	1,000	-	-	1,000	1,020	1,040	1,060	1,080
Building Expenses	11,060	11,626	9,960	-	-	9,960	10,170	10,380	10,590	10,800
TOTAL OPERATING COSTS	106,300	82,013	108,744	-	-	108,744	111,607	114,510	116,991	119,514
*Percentage Increase						2.3%	2.6%	2.6%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	31,600	49,523	32,640	-	-	32,640	32,650	32,660	32,670	32,680
TOTAL CAPITAL / RESERVES	31,600	49,523	32,640	-	-	32,640	32,650	32,660	32,670	32,680
TOTAL FIRE OPERATING COSTS	137,900	131,536	141,384	-	-	141,384	144,257	147,170	149,661	152,194
Debt charges	3,660	3,660	2,908	-	-	2,908	2,908	2,908	2,908	2,908
TOTAL COSTS	141,560	135,196	144,292	-	-	144,292	147,165	150,078	152,569	155,102
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Pacheedaht	(54,880)	(48,516)	(56,087)	-	-	(56,087)	(57,320)	(58,580)	(59,870)	(61,190)
Other Income	(1,220)	(1,220)	(1,220)	-	-	(1,220)	(1,240)	(1,260)	(1,280)	(1,300)
TOTAL REVENUE	(56,100)	(49,736)	(57,307)	-	-	(57,307)	(58,560)	(59,840)	(61,150)	(62,490)
REQUISITION	(85,460)	(85,460)	(86,985)	-	-	(86,985)	(88,605)	(90,238)	(91,419)	(92,612)
*Percentage incr over prior year requisition						1.8%	1.9%	1.8%	1.3%	1.3%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.358	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Equipment	E	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
		\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.358
 Service Name: Port Renfrew Fire

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-02	Replacement	Firefighting equipment	Turnout gear, hoses, and other equipment	5000	E	ERF	0	25000	0	0	0	0	\$25,000
18-03	Renewal	Fire Hall attachment	Sea Can for Fire Hall	10000	B	Res	0	10000	0	0	0	0	\$10,000
GRAND TOTAL				\$15,000			\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000

2020-204
 Summary Schedule
 2020-2024 Financial Plan

Reserve/Fund Summary

		Budget				
	2019	2020	2021	2022	2023	2024
Equipment Replacement Fund	58,238	65,878	98,528	131,188	163,858	196,538
Capital Reserve Fund	34,560	24,560	24,560	24,560	24,560	24,560
Total	92,799	90,439	123,089	155,749	188,419	221,099

Reserve Schedule

Reserve Fund: 1.358 Port Renfrew Fire Equipment Replacement Fund

Reserve Cash Flow

Fund: 1022 Fund Center: 101434
ERF Group: PTRENFIRE.ERF

	2019	Budget				
		2020	2021	2022	2023	2024
Beginning Balance	51,638	58,238	65,878	98,528	131,188	163,858
Expenditures (Based on Capital Plan)	(25,000)	(25,000)	-	-	-	-
Transfer from Operating Budget	31,600	32,640	32,650	32,660	32,670	32,680
Interest Income	-	-	-	-	-	-
Ending Balance \$	58,238	65,878	98,528	131,188	163,858	196,538

Assumptions/Background:

Transfer as much as operating budget will allow in order to have funds sufficient to replace vehicles

Reserve Schedule

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

Reserve Cash Flow

Fund: 1089 Fund Center: 102161

	2019	Budget				
		2020	2021	2022	2023	2024
Beginning Balance	44,560	34,560	24,560	24,560	24,560	24,560
Expenditures (Based on Capital Plan)	(10,000)	(10,000)	-	-	-	-
Transfer from Operating Budget	-					
Interest Income	-					
Ending Balance \$	34,560	24,560	24,560	24,560	24,560	24,560

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Shirley Fire Department

EAC Review

Service: 1.360 Shirley Fire Department

Committee: Electoral Area Services

DEFINITION:

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

MAXIMUM LEVY:

Greater of \$18,200 or \$1.31 / \$1,000 to a maximum of \$248,456

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

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

FUNDING:

Requisition

SHIRLEY FIRE PROTECTION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Honoraria	8,250	124	8,430	-	-	8,430	8,620	8,810	9,000	9,200
Travel - Vehicles	8,400	1,780	5,910	-	-	5,910	6,040	6,170	6,310	6,450
Insurance	6,990	6,990	7,070	-	-	7,070	7,230	7,390	7,560	7,730
Maintenance	9,360	3,088	9,560	-	-	9,560	9,780	10,000	10,220	10,440
Staff Development	6,720	9,788	6,870	-	-	6,870	7,020	7,170	7,330	7,490
Internal Allocations	3,200	3,200	3,619	-	-	3,619	3,901	4,193	4,277	4,363
Operating - Supplies	17,910	26,964	27,230	-	-	27,230	27,840	28,450	29,070	29,700
Operating - Other	11,850	9,276	12,040	-	-	12,040	12,290	12,550	12,810	13,070
Purchases - Equipment	10,000	-	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Contingency	7,930	1,572	3,000	-	-	3,000	3,000	3,000	3,000	3,000
TOTAL OPERATING COSTS	90,610	62,783	93,729	-	-	93,729	95,721	97,733	99,577	101,443
*Percentage Increase						3.4%	2.1%	2.1%	1.9%	1.9%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	35,140	62,967	35,140	-	-	35,140	35,910	36,700	37,510	38,340
Transfer to Capital Reserve Fund	24,520	24,520	24,520	-	-	24,520	25,060	25,610	26,170	26,750
TOTAL CAPITAL / RESERVES	59,660	87,487	59,660	-	-	59,660	60,970	62,310	63,680	65,090
TOTAL COSTS	150,270	150,270	153,389	-	-	153,389	156,691	160,043	163,257	166,533
FUNDING SOURCES (REVENUE)										
Other Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
Grants in Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
REQUISITION	(150,070)	(150,070)	(153,189)	-	-	(153,189)	(156,491)	(159,843)	(163,057)	(166,333)
*% increase over prior year requisition						2.1%	2.2%	2.1%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.360	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 1.360
Service Name: Shirley Fire Department

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Replacement	Firefighting Equipment	Firefighting Equipment	\$10,000	E	ERF	0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
GRAND TOTAL				\$10,000			\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

Shirley Fire Capital Reserves
 Summary Schedule
 2020-2024 Financial Plan

Reserve/Fund Summary

	2019	Budget				
		2020	2021	2022	2023	2024
Equipment Replacement Fund	143,091	168,231	204,141	240,841	278,351	316,691
Capital Reserve Fund	59,229	83,749	108,809	134,419	160,589	187,339
Total	202,321	251,981	312,951	375,261	438,941	504,031

Reserve Schedule

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

Reserve Cash Flow

Fund: 1062 Fund Center: 101701

	2019	Budget				
		2020	2021	2022	2023	2024
Beginning Balance	34,709	59,229	83,749	108,809	134,419	160,589
Expenditures (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Operating Budget	24,520	24,520	25,060	25,610	26,170	26,750
Interest Income	-	-	-	-	-	-
Ending Balance \$	59,229	83,749	108,809	134,419	160,589	187,339

Assumptions/Background:

Transfers in accordance with long term capital plan

Reserve Schedule

Reserve Fund: 1.360 Shirley Fire Protection Equipment Replacement Fund

Reserve Cash Flow

Fund: 1022 Fund Center: 101436 ERF Group: SHIRFIRE.ERF	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	133,483	143,091	168,231	204,141	240,841	278,351
Transfer from Ops Budget	35,140	35,140	35,910	36,700	37,510	38,340
Vehicle Disposal	20,179					
Expenditures	(45,711)	(10,000)	-	-	-	-
Interest Income/(Expense)	-	-	-	-	-	-
Ending Balance \$	143,091	168,231	204,141	240,841	278,351	316,691

CAPITAL REGIONAL DISTRICT

2020 BUDGET

JDF Emergency Program

EAC Review

Service: 1.370 JDF Emergency Program

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

PARTICIPATION:

Electoral Area of Juan de Fuca.

LEVY:

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

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

JDF EMERGENCY PROGRAM	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Travel Expense	4,770	3,200	4,870	-	-	4,870	4,980	5,090	5,200	5,310
Contract for Services	21,230	21,371	21,650	-	-	21,650	22,130	22,620	23,120	23,630
Neighbourhood Program	2,550	1,400	1,420	-	-	1,420	1,450	1,480	1,510	1,540
Emergency Social Services	4,980	4,670	5,120	-	-	5,120	5,240	5,360	5,480	5,600
Staff Training & Development	2,650	1,000	2,920	-	-	2,920	2,980	3,050	3,120	3,190
Supplies	4,240	2,500	4,000	-	-	4,000	4,090	4,180	4,270	4,360
Allocations	10,980	10,980	11,638	-	-	11,638	12,278	12,945	13,205	14,133
Other Operating Expenses	15,410	13,707	16,930	-	-	16,930	17,280	17,630	18,000	18,400
TOTAL OPERATING COSTS	66,810	58,828	68,548	-	-	68,548	70,428	72,355	73,905	76,163
*Percentage Increase over prior year						2.6%	2.7%	2.7%	2.1%	3.1%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	5,000	12,982	5,110	-	-	5,110	5,220	5,330	5,450	5,570
TOTAL CAPITAL / RESERVES	5,000	12,982	5,110	-	-	5,110	5,220	5,330	5,450	5,570
Building Borrowing Repayment to Facilities Reserve	11,880	11,880	11,880	-	-	11,880	11,880	11,880	11,880	11,880
TOTAL COSTS	83,690	83,690	85,538	-	-	85,538	87,528	89,565	91,235	93,613
FUNDING SOURCES (REVENUE)						2.2%	2.3%	2.3%	1.9%	2.6%
Revenue - Other	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
Grants in Lieu of Taxes	(120)	(120)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
TOTAL REVENUE	(220)	(220)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
REQUISITION	(83,470)	(83,470)	(85,318)	-	-	(85,318)	(87,308)	(89,345)	(91,015)	(93,393)
*Percentage increase over prior year requisition			2.2%			2.2%	2.3%	2.3%	1.9%	2.6%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.370	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$4,870	\$4,970	\$11,710	\$7,470	\$0	\$29,020
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$4,870	\$4,970	\$11,710	\$7,470	\$0	\$29,020

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$4,870	\$4,970	\$11,710	\$7,470	\$0	\$29,020
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$4,870	\$4,970	\$11,710	\$7,470	\$0	\$29,020

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.370
 Service Name: JDF Emergency Program

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-01	Replacement	Portable generators	Portable generators	\$20,080	E	ERF	\$0	\$4,870	\$4,970	\$5,070	\$5,170	\$0	\$20,080
20-01	New	In-reach devices	In-reach devices	\$3,940	E	ERF	\$0	\$0	\$0	\$3,940	\$0	\$0	\$3,940
20-02	Replacement	Computer	Computer	\$5,000	E	ERF	\$0	\$0	\$0	\$2,700	\$2,300	\$0	\$5,000
GRAND TOTAL				\$29,020			\$0	\$4,870	\$4,970	\$11,710	\$7,470	\$0	\$29,020

Reserve Schedule

Reserve Fund: 1.370 JDF Emergency Program Equipment Replacement Fund

Reserve Cash Flow

Fund: 1022 Fund Center: 101785 ERF Group: JDFEMERG.ERF	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	49,609	49,739	49,979	50,229	43,849	41,829
Expenditures (as per Capital Exp Plan)	(4,870)	(4,870)	(4,970)	(11,710)	(7,470)	-
Transfer from Ops Budget	5,000	5,110	5,220	5,330	5,450	5,570
Interest Income						
Ending Balance \$	49,739	49,979	50,229	43,849	41,829	47,399

Assumptions/Background:

Balance of \$15 - \$20k required for maintenance of equipment inventory

CAPITAL REGIONAL DISTRICT

2020 BUDGET

JDF Search and Rescue

EAC Review

Service: 1.377 JDF Search and Rescue

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

20419.04

-32280.6

PARTICIPATION:

The Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

\$62,000 or \$0.102 / \$1,000 on net taxable value of land and improvements to a maximum of \$195,162.

FUNDING:

Requisition

JDF Search & Rescue	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Contract for Services	8,010	7,940	8,190	-	-	8,190	8,370	8,550	8,740	8,930
Building Rent	22,580	22,580	23,080	-	-	23,080	23,590	24,110	24,640	25,180
Staff Training & Development	16,070	7,000	16,420	-	-	16,420	16,780	17,150	17,530	17,920
Supplies	11,440	7,650	11,700	-	-	11,700	11,960	12,220	12,490	12,760
Allocations	2,580	2,580	3,087	-	-	3,087	3,672	4,278	4,364	4,451
Other Operating Expenses	21,560	21,687	21,800	-	-	21,800	22,270	22,760	23,260	23,760
TOTAL OPERATING COSTS	82,240	69,437	84,277	-	-	84,277	86,642	89,068	91,024	93,001
*Percentage Increase over prior year						2.5%	2.8%	2.8%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	73,007	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	73,007	-	-	-	-	-	-	-	-
TOTAL COSTS	82,240	142,444	84,277	-	-	84,277	86,642	89,068	91,024	93,001
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(20,150)	(80,354)	(20,590)	-	-	(20,590)	(21,040)	(21,500)	(21,970)	(22,450)
Grants in Lieu of Taxes	(90)	(90)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	(20,240)	(80,444)	(20,680)	-	-	(20,680)	(21,130)	(21,590)	(22,060)	(22,540)
REQUISITION	(62,000)	(62,000)	(63,597)	-	-	(63,597)	(65,512)	(67,478)	(68,964)	(70,461)
*Percentage increase over prior year requisition						2.6%	3.0%	3.0%	2.2%	2.2%

Reserve Schedule

Reserve Fund: 1.377 JDF Serch and Rescue Equipment Replacement Fund

Reserve Cash Flow

Fund: 1022 Fund Center: 101986 ERF Group: JDFSAR.ERF	Estimated	Budget				
	2019	2020	2021	2022	2023	2020
Beginning Balance	33,862	54,978	54,978	54,978	54,978	54,978
Transfer from Operating Budget	73,007	-	-	-	-	-
Proceeds from disposal	-	-	-	-	-	-
Expenditures	(51,892)	-	-	-	-	-
Interest Income	-	-	-	-	-	-
Ending Balance \$	54,978	54,978	54,978	54,978	54,978	54,978

CAPITAL REGIONAL DISTRICT

2020 BUDGET

JDF EA Community Parks

EAC Review

Service: 1.405 JDF EA Community Parks & Recreation

Committee: Juan De Fuca Electoral Area Community Parks Com

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

\$0.15 / \$1,000 of net taxable value of land and improvements, \$287,003. (Bylaw 4087, Amend bylaw 245, March, 2016)

COMMISSION:

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

AUTHORITY:

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

FUNDING:

Requisition

JDF EA COMMUNITY PARKS	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries & Wages	92,280	79,590	93,167	-	-	93,167	95,193	97,260	99,378	101,537
Contract for Services	20,000	5,000	20,000	-	20,000	40,000	20,440	20,890	21,350	21,820
Vehicles	5,000	-	5,000	-	-	5,000	5,110	5,220	5,330	5,450
Supplies	9,700	3,779	8,000	-	-	8,000	8,180	8,360	8,540	8,730
Allocations	28,270	28,270	29,339	-	-	29,339	30,091	30,867	31,527	32,197
Other Operating Expenses	8,470	14,870	9,850	-	-	9,850	10,060	10,270	10,490	10,710
TOTAL OPERATING COSTS	163,720	131,509	165,356	-	20,000	185,356	169,074	172,867	176,615	180,444
*Percentage Increase over prior year						13.2%	-8.8%	2.2%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to General Capital Fund	-	37,213	-	-	-	-	-	-	-	-
Transfer to Capital Reserve Fund	10,000	10,000	12,389	-	-	12,389	12,806	13,233	13,805	14,386
Transfer to Equipment Replacement Fund	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
TOTAL CAPITAL / RESERVES	20,000	57,213	22,389	-	-	22,389	22,806	23,233	23,805	24,386
TOTAL COSTS	183,720	188,722	187,745	-	20,000	207,745	191,880	196,100	200,420	204,830
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(500)	(5,500)	(500)	-	-	(500)	(510)	(520)	(530)	(540)
Grants in Lieu of Taxes	(260)	(262)	(260)	-	-	(260)	(270)	(280)	(290)	(300)
Grant Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(760)	(5,762)	(760)	-	-	(760)	(780)	(800)	(820)	(840)
REQUISITION	(182,960)	(182,960)	(186,985)	-	(20,000)	(206,985)	(191,100)	(195,300)	(199,600)	(203,990)
*Percentage increase over prior year requisition			2.2%			13.1%	-7.7%	2.2%	2.2%	2.2%
AUTHORIZED POSITIONS:										
Salaried	0.6	0.6	0.6	-	-	0.6	0.6	0.6	0.6	0.6

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.405	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$55,000	\$129,000	\$170,000	\$0	\$0	\$0	\$299,000
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$55,000	\$129,000	\$170,000	\$0	\$0	\$0	\$299,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$45,000	\$75,000	\$50,000	\$0	\$0	\$0	\$125,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$44,000	\$120,000	\$0	\$0	\$0	\$164,000
		\$55,000	\$129,000	\$170,000	\$0	\$0	\$0	\$299,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.405
 Service Name: JDF EA Community Parks & Recreation

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total	
18-01	Renewal	Kemp Lake Foreshore Access	Improve existing lake access and fishing docks	\$55,000	L	Grant	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$45,000	
				\$0	L	Cap	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000	
20-01	New	Becher Bay Viewpoint Access Trail	Develop a 123 metre trail on existing MOTI foreshore access. Construct 2-3 car parking, foot bridge and bench.	\$80,000	L	Res	\$0	\$20,000	\$60,000	\$0	\$0	\$0	\$80,000	
20-02	New	Shores Community Park K2 Access Trail	Construct 165m trail from Petrel Drive cul-de-sac to the Juan de Fuca shoreline	\$84,000	L	Res	\$0	\$24,000	\$60,000	\$0	\$0	\$0	\$84,000	
20-03	New	Wieland Trail	Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route	\$80,000	L	Grant	\$0	\$30,000	\$50,000	\$0	\$0	\$0	\$80,000	
GRAND TOTAL				\$299,000				\$55,000	\$129,000	\$170,000	\$0	\$0	\$0	\$299,000

JDF Parks Reserves
 2020 - 2024 Financial Plan

Reserve/Fund Summary

	2019	Budget				
		2020	2021	2022	2023	2024
Equipment Replacement Fund	69,801	80,801	91,821	102,861	113,921	125,001
Capital Reserve Fund	370,687	339,076	231,882	245,115	258,920	273,306
Total	440,488	419,877	323,703	347,976	372,841	398,307

Reserve Schedule

Reserve Fund: 1.405 JDF EA Community Parks & Recreation (Bylaw No. 1133)

Reserve Cash Flow

Fund: 1034 Fund Center: 101378	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	380,687	370,687	339,076	231,882	245,115	258,920
Expenditures	(20,000)	(44,000)	(120,000)	-	-	-
Transfer from Operating	10,000	12,389	12,806	13,233	13,805	14,386
Interest Income	-	-	-	-	-	-
Ending Balance \$	370,687	339,076	231,882	245,115	258,920	273,306

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 1.405 JDF EA Community Parks & Recreation ERF

Reserve Cash Flow

Fund: 1022 FC: 102158 ERF Group: JDFAAPRK.ERF	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	58,801	69,801	80,801	91,821	102,861	113,921
Expenditures (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Parks Operating Budget	10,000	10,000	10,000	10,000	10,000	10,000
Transfer from Rec Operating Budget	1,000	1,000	1,020	1,040	1,060	1,080
Interest Income						
Ending Balance \$	69,801	80,801	91,821	102,861	113,921	125,001

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2020 BUDGET

JDF EA Community Recreation

EAC Review

Service: 1.408 JDF EA Community Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec Com

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

\$0.063 / \$1,000 of net taxable value of land and improvements, \$101,734

COMMISSION:

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

FUNDING:

Requisition

JDF EA COMMUNITY RECREATION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries & Wages	41,970	42,000	42,347	-	-	42,347	43,271	44,207	45,163	46,151
Recreation Programs	15,000	10,000	15,000	-	-	15,000	15,330	15,670	16,010	16,360
Maintenance	3,200	4,200	4,000	-	-	4,000	4,090	4,180	4,270	4,360
Utilities & fuel	6,000	5,000	6,000	-	-	6,000	6,130	6,260	6,400	6,540
Supplies	870	350	900	-	-	900	920	940	960	980
Allocations	9,330	9,330	10,363	-	-	10,363	11,299	12,267	12,529	12,797
Other Operating Expenses	7,930	4,248	7,900	-	-	7,900	8,070	8,240	8,410	8,590
TOTAL OPERATING COSTS	84,300	75,128	86,510	-	-	86,510	89,110	91,764	93,742	95,778
*Percentage increase over prior year						2.6%	3.0%	3.0%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to CRF	-	9,172	-	-	-	-	-	-	-	-
Transfer to ERF	1,000	1,000	1,000	-	-	1,000	1,020	1,040	1,060	1,080
TOTAL CAPITAL / RESERVES	1,000	10,172	1,000	-	-	1,000	1,020	1,040	1,060	1,080
TOTAL COSTS	85,300	85,300	87,510	-	-	87,510	90,130	92,804	94,802	96,858
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2018 to 2019	-	-	-	-	-	-	-	-	-	-
Rentals	(20,000)	(20,000)	(20,000)	-	-	(20,000)	(20,440)	(20,890)	(21,350)	(21,820)
Revenue - Other	(150)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	(20,150)	(20,150)	(20,150)	-	-	(20,150)	(20,590)	(21,040)	(21,500)	(21,970)
REQUISITION	(65,150)	(65,150)	(67,360)	-	-	(67,360)	(69,540)	(71,764)	(73,302)	(74,888)
*Percentage increase over prior year requisition						3.4%	3.2%	3.2%	2.1%	2.2%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Port Renfrew Refuse Disposal

EAC Review

Service: 1.523 Port Renfrew Refuse Disposal

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Greater of \$45,000 or \$15.18 / \$1,000 to a maximum of \$1,399,347 on actual assessments for land and improvements.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

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

RESERVE FUND:

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

PORT RENFREW REFUSE DISPOSAL	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Contract for Services	20,190	20,190	24,750	-	-	24,750	25,245	25,934	26,453	26,982
Contracts	41,941	41,941	46,017	-	-	46,017	46,937	47,875	48,833	49,809
Allocations	3,319	3,319	3,419	-	-	3,419	3,531	3,647	3,720	3,794
Electricity	1,110	1,110	1,130	-	-	1,130	1,150	1,170	1,190	1,210
Internal Labour Charges	630	630	-	-	-	-	-	-	-	-
Other Operating Expenses	2,910	2,910	2,990	-	-	2,990	3,040	3,091	3,143	3,196
Contingency	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	70,100	70,100	78,306	-	-	78,306	79,903	81,717	83,339	84,991
*Percentage Increase over prior year						11.7%	2.0%	2.3%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	10,000	10,000	4,704	-	-	4,704	4,419	3,943	3,687	3,427
TOTAL CAPITAL / RESERVES	12,000	12,000	6,704	-	-	6,704	6,419	5,943	5,687	5,427
TOTAL COSTS	82,100	82,100	85,010	-	-	85,010	86,322	87,660	89,026	90,418
Internal Recovery	(15,000)	(15,000)	(15,000)	-	-	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
NET COSTS	67,100	67,100	70,010	-	-	70,010	71,322	72,660	74,026	75,418
<u>FUNDING SOURCES (REVENUE)</u>										
Sale - Recyclables	(3,000)	(3,000)	(4,000)	-	-	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
Recovery Cost	(31,860)	(31,860)	(32,800)	-	-	(32,800)	(33,456)	(34,125)	(34,808)	(35,504)
Other Revenue	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
Grants in Lieu of Taxes	(330)	(330)	(360)	-	-	(360)	(360)	(360)	(360)	(360)
TOTAL REVENUE	(35,240)	(35,240)	(37,210)	-	-	(37,210)	(37,866)	(38,535)	(39,218)	(39,914)
REQUISITION	(31,860)	(31,860)	(32,800)	-	-	(32,800)	(33,456)	(34,125)	(34,808)	(35,504)
*Percentage increase over prior year requisition						3.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.523	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
		\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 1.523
Service Name: Port Renfrew Refuse Disposal

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-02	Renewal	Fencing	Replace aged site fencing	\$15,000	S	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
20-01	Replacement	Site storage capacity	Purchase of on-site metal storage container	\$15,000	E	ERF	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
													\$0
GRAND TOTAL				\$30,000			\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000

Port Renfrew Refuse Reserves
 Summary Schedule
 2020 - 2024 Financial Plan

Reserve/Fund Summary

	Budget					
	2019	2020	2021	2022	2023	2024
Equipment Replacement Fund	16,443	3,443	5,443	7,443	9,443	11,443
Capital Reserve Fund	55,443	45,147	49,566	53,509	57,196	60,623
	71,885	48,589	55,008	60,951	66,638	72,065

Reserve Schedule

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

Reserve Cash Flow

Fund: 1021 Fund Center: 101365

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	55,443	55,443	45,147	49,566	53,509	57,196
Transfer to Cap Fund (Based on Capital Plan)	(10,000)	(15,000)	-	-	-	-
Transfer from Ops Budget	10,000	4,704	4,419	3,943	3,687	3,427
Interest Income*	-	-	-	-	-	-
Ending Balance \$	55,443	45,147	49,566	53,509	57,196	60,623

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

Reserve Schedule

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

Reserve Cash Flow

Fund: 1022 Fund Center: 101448 ERF Group: PTRENREF.ERF	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	29,443	16,443	3,443	5,443	7,443	9,443
Expenditures	(15,000)	(15,000)	-	-	-	-
Transfer from Ops Budget	2,000	2,000	2,000	2,000	2,000	2,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	16,443	3,443	5,443	7,443	9,443	11,443

CAPITAL REGIONAL DISTRICT

2020 BUDGET

JDF Emergency Comm. - CREST

EAC Review

Service: 1.924 JDF Emergency Comm. - CREST

Committee: Finance & Corporate Services

DEFINITION:

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

PARTICIPATION:

The Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

924 JDF EMERGENCY COMMUNICATIONS CREST	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Payments to CREST	96,100	96,100	98,880	-	-	98,880	101,740	104,690	107,720	110,840
Allocations	1,930	1,930	2,000	-	-	2,000	2,083	2,169	2,212	2,256
Other Operating Expenses	6,200	6,200	6,200	-	-	6,200	6,310	6,420	6,530	6,640
TOTAL OPERATING COSTS	104,230	104,230	107,080	-	-	107,080	110,133	113,279	116,462	119,736
*Percentage Increase over prior year						2.7%	2.9%	2.9%	2.8%	2.8%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance C/fwd from 2018 to 2019	(1,090)	(1,090)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(150)	(150)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
Other Income	(70)	(70)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	(1,310)	(1,310)	(240)	-	-	(240)	(240)	(240)	(240)	(240)
REQUISITION	(102,920)	(102,920)	(106,840)	-	-	(106,840)	(109,893)	(113,039)	(116,222)	(119,496)
*Percentage increase over prior year requisition						3.8%	2.9%	2.9%	2.8%	2.8%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Port Renfrew Water

EAC Review

Service: 2.650 Port Renfrew Water

Committee: Electoral Area Services

DEFINITION:

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

PARTICIPATION:

Local Service Area #5, E(762)

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$1,331,091

COMMISSION:

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

FUNDING:

Any deficiencies after user charge are to be levied on taxable hospital assessments.

User Charge:

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

Parcel Tax:

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

Connection Charges:

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

RESERVE FUND:

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

PORT RENFREW WATER	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Repairs & Maintenance	5,140	8,092	8,416	-	-	8,416	8,590	8,770	8,950	9,130
Allocations - Operations	73,840	73,840	76,424	-	-	76,424	78,106	79,824	81,580	83,375
Allocations - Other	8,600	8,600	8,759	-	-	8,759	8,772	8,749	8,909	9,074
Electricity	7,160	4,400	7,160	-	-	7,160	7,320	7,480	7,640	7,810
Supplies	3,020	3,020	3,041	-	-	3,041	3,110	3,180	3,250	3,320
Other Operating Expenses	4,450	3,295	3,938	-	-	3,938	4,010	4,080	4,150	4,220
TOTAL OPERATING COSTS	102,210	101,247	107,738	-	-	107,738	109,908	112,083	114,479	116,929
*Percentage Increase over prior year						5.4%	2.0%	2.0%	2.1%	2.1%
<u>DEBT/RESERVES</u>										
Interest Payments	-	-	-	-	-	-	-	-	30,856	67,839
Principal Payments	-	-	-	-	-	-	-	-	-	53,621
Transfer to Reserve Fund	10,000	10,963	10,000	-	-	10,000	10,000	10,000	10,000	10,000
TOTAL DEBT / RESERVES	10,000	10,963	10,000	-	-	10,000	10,000	10,000	40,856	131,460
TOTAL COSTS	112,210	112,210	117,738	-	-	117,738	119,908	122,083	155,335	248,389
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2017 to 2018	-	-	-	-	-	-	-	-	-	-
User Charges	(55,570)	(55,570)	(58,334)	-	-	(58,334)	(59,409)	(60,487)	(61,675)	(63,465)
Other Revenue	(1,070)	(1,070)	(1,070)	-	-	(1,070)	(1,090)	(1,110)	(1,130)	(1,150)
TOTAL REVENUE	(56,640)	(56,640)	(59,404)	-	-	(59,404)	(60,499)	(61,597)	(62,805)	(64,615)
REQUISITION - PARCEL TAX	(55,570)	(55,570)	(58,334)	-	-	(58,334)	(59,409)	(60,487)	(92,530)	(183,774)
*Percentage increase over prior year		-								
User Charges						5.0%	1.8%	1.8%	2.0%	2.9%
Requisition						5.0%	1.8%	1.8%	53.0%	98.6%
Combined						5.0%	1.8%	1.8%	27.5%	60.3%

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 2.650
 Service Name: Port Renfrew Water

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-01	Replacement	Hydrant Replacement Program	Hydrants are reaching their end of life and require replacement.	\$50,000	E	Res	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
23-01	Replacement	Supply System Replacement	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.	\$1,755,000	S	Debt	\$0	\$0	\$0	\$0	\$1,755,000	\$0	\$1,755,000
23-02	Replacement	AC Pipe Replacement Program	Frequent asbestos cement pipe failures necessitate their replacement to maintain the level of service.	\$200,000	S	Debt	\$0	\$0	\$0	\$0	\$200,000	\$0	\$200,000
GRAND TOTAL				\$2,005,000			\$0	\$10,000	\$10,000	\$10,000	\$1,965,000	\$10,000	\$2,005,000

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	2.650	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$1,955,000	\$0	\$1,955,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$10,000	\$10,000	\$10,000	\$1,965,000	\$10,000	\$2,005,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$1,955,000	\$0	\$1,955,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
		\$0	\$10,000	\$10,000	\$10,000	\$1,965,000	\$10,000	\$2,005,000

Reserve Schedule

Reserve Fund: **2.650 Port Renfrew Water Capital Reserve Fund (Bylaw No.: 2577)**

Reserve Cash Flow

Fund: 1026 Fund Center: 101370

	Estimated	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	62,461	26,461	26,461	26,461	26,461	26,461
Transfer to Cap Fund (Based on Capital Plan)	(46,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Transfer from Operating Budget	10,000	10,000	10,000	10,000	10,000	10,000
Interest Income*	-	-	-	-	-	-
Ending Balance \$	26,461	26,461	26,461	26,461	26,461	26,461

Assumptions/Background:
Transfer as much as operating budget will allow

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

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Pt. Renfrew Snuggery Cove Water

EAC Review

Service: 2.655 Pt. Renfrew Snuggery Cove Water

Committee: Electoral Area Services

DEFINITION:

Waterworks system that is an expansion to the Port Renfrew water distribution system. Local Service Bylaw No. 3004 (October 9, 2002).

PARTICIPATION:

Local Service Area SVRA #44, W(762) of the Electoral Area of Sooke.

MAXIMUM LEVY:

Greater of \$40,000 or \$8.12 / \$1,000 on actual assessments for land and improvements, to a maximum of \$367,493.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 2996 (October 9, 2002)	325,000
BORROWED:	SI Bylaw No. 3154 (February 11, 2004)	(325,000)
REMAINING:		<u><u>\$0</u></u>

COMMISSION:

Port Renfrew Local Services Committee established by Bylaw No. 3083
Port Renfrew Utility Services Committee (Juan de Fuca EA) established by Bylaw No. 3281 (September 14, 2005).

FUNDING:

Requisition of money under Section 806 of the Local Government Act to be collected by a property value tax to be collected on land and improvements within the service area.

PORT RENFREW SNUGGERY COVE WATER	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Finance and Corporate Services Allocation	712	712	-	-	-	-	-	-	-	-
Internal Interest Expense	130	130	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	842	842	-	-	-	-	-	-	-	-
*Percentage Increase over prior year						-100.0%				
DEBT/CAPITAL										
MFA Debt Principal	15,061	15,061	-	-	-	-	-	-	-	-
MFA Debt Interest	3,900	3,900	-	-	-	-	-	-	-	-
TOTAL DEBT/CAPITAL	18,961	18,961	-	-	-	-	-	-	-	-
TOTAL COSTS	19,803	19,803	-	-	-	-	-	-	-	-
FUNDING SOURCES (REVENUE)										
Balance c/fwd from from 2018 to 2019	-	-	-	-	-	-	-	-	-	-
Transfer from General Capital Fund	80	80	-	-	-	-	-	-	-	-
Grant in Lieu_Federal	(18,143)	(12,172)	-	-	-	-	-	-	-	-
MFA Debt Reserve Fund Earnings		(650)								
Interest Income	(21)	(5,321)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(18,084)	(18,084)	-	-	-	-	-	-	-	-
REQUISITION	(1,719)	(1,719)	-	-	-	-	-	-	-	-
*Percentage increase over prior year requisition						-100.0%				

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Wilderness Mountain Water Service

EAC Review

Service: 2.691 Wilderness Mountain Water Service

DEFINITION:

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

PARTICIPATION:

Wilderness Mountain Local Service Area

MAXIMUM LEVY:

Greater of \$130,000 or \$3.27/ \$1,000 of actual assessed value of land and improvements to a maximum of \$200,705

MAXIMUM CAPITAL DEBT:

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

COMMISSION:

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

FUNDING:

Consumption Charge:

Water Consumption charge will be collected from each Single Family Equivalent connected to the water system based on the rates defined in Bylaw No. 4170.

User Charge:

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

Parcel Tax:

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

RESERVE FUND # 1075:

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

Wilderness Mountain Water Service	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Contract for Services	1,020	900	900	-	-	900	900	900	900	900
Allocations	14,880	12,870	13,450	-	-	13,450	16,342	16,888	17,221	17,556
Electricity	6,120	5,500	6,360	-	-	6,360	6,640	6,930	7,230	7,550
Supplies	11,440	16,290	14,900	-	-	14,900	15,170	15,440	15,720	16,010
Labour Charges	67,000	65,000	68,470	-	-	68,470	69,970	71,520	73,090	74,700
Contingency	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Other Operating Expenses	11,720	12,130	12,140	-	-	12,140	12,360	12,580	12,820	13,060
TOTAL OPERATING COSTS	117,180	117,690	121,220	-	-	121,220	126,382	129,258	131,981	134,776
*Percentage Increase over prior year						3.4%	4.3%	2.3%	2.1%	2.1%
DEBT/CAPITAL										
Transfer to Capital Reserve Fund	-	410	-	-	-	-	-	-	-	-
MFA Debt Reserve Fund	1,000	80	1,070	-	-	1,070	5,070	5,070	70	70
MFA Debt Principal	14,033	14,033	14,033	-	-	14,033	16,135	26,645	37,155	37,155
MFA Debt Interest	10,387	10,387	10,132	-	-	10,132	15,916	33,266	47,724	47,724
TOTAL CAPITAL / RESERVES	25,420	24,910	25,236	-	-	25,236	37,121	64,981	84,949	84,949
TOTAL COSTS	142,600	142,600	146,456	-	-	146,456	163,503	194,239	216,930	219,725
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2017 to 2018	-	-	-	-	-	-	-	-	-	-
User Charge	(63,340)	(63,340)	(64,649)	-	-	(64,649)	(73,172)	(88,540)	(99,885)	(101,283)
Sale - Water	(17,040)	(17,040)	(17,040)	-	-	(17,040)	(17,040)	(17,040)	(17,040)	(17,040)
Other Income	(130)	(130)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
TOTAL REVENUE	(80,510)	(80,510)	(81,809)	-	-	(81,809)	(90,332)	(105,700)	(117,045)	(118,443)
REQUISITION - PARCEL TAX	(62,090)	(62,090)	(64,646)	-	-	(64,646)	(73,171)	(88,539)	(99,885)	(101,282)
*Percentage increase over prior year requisition						4.1%	13.2%	21.0%	12.8%	1.4%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	2.691	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$135,000	\$500,000	\$500,000	\$0	\$0	\$1,135,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$135,000	\$500,000	\$500,000	\$0	\$0	\$1,135,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$100,000	\$500,000	\$500,000	\$0	\$0	\$1,100,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
		\$0	\$135,000	\$500,000	\$500,000	\$0	\$0	\$1,135,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 2.691
 Service Name: Wilderness Mountain Water Service

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-01	New	Source Water Vulnerability Study	Study to detmine the vulnerability of the source water and its viability as a water source.	\$25,000	S	Grant	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
19-01	New	Public Engagement & Referendum	Public engagement and a referendum is required for funding future projects.	\$10,000	S	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
19-02	Renewal	Treatment / Supply Improvements	Based upon the Water Service Options Analysis work on the chosen option will be carried out.	\$1,100,000	S	Debt	\$0	\$100,000	\$500,000	\$500,000	\$0	\$0	\$1,100,000
GRAND TOTAL				\$1,135,000			\$0	\$135,000	\$500,000	\$500,000	\$0	\$0	\$1,135,000

Reserve Schedule

Reserve Fund: 2.691 Wilderness Mountain Water Capital Reserve Fund (Bylaw No.: 3535)

Reserve Cash Flow

Fund: 1075 Fund Center: 101994

	Estimated	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	39,617	29,617	19,617	19,617	19,617	19,617
Transfer to Cap Fund (Based on Capital Plan)	(10,000)	(10,000)	-	-	-	-
Transfer from Operating Budget	-	-	-	-	-	-
Transfer from Cap Fund	-	-	-	-	-	-
Interest Income*	-	-	-	-	-	-
Ending Balance \$	29,617	19,617	19,617	19,617	19,617	19,617

Assumptions/Background:

Transfer as much as operating budget will allow

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

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Port Renfrew Sewer

EAC Review

Service: 3.850 Port Renfrew Sewer

Committee: Electoral Area Services

DEFINITION:

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

PARTICIPATION:

Local Service Area C(762) LSA#2.

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 to a maximum of \$467,283 on actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

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

FUNDING:

Any deficiencies after user charge to be levied on taxable hospital assessments.

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

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

Connection Charge: Based on actual cost.

RESERVE FUND:

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

PORT RENFREW SEWER	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Grit Disposal	5,610	7,800	9,100	-	-	9,100	9,300	9,500	9,710	9,920
Electricity	6,450	6,450	6,708	-	-	6,708	6,860	7,010	7,160	7,320
Supplies	1,420	1,340	2,388	-	-	2,388	2,430	2,480	2,540	2,600
Allocations - Operations	53,970	53,970	55,114	-	-	55,114	56,326	57,565	58,832	60,126
Allocations - Other	14,560	14,560	15,202	-	-	15,202	15,874	16,568	16,900	17,242
Contingency	3,500	-	-	-	-	-	-	-	-	-
Other Operating Expenses	4,170	4,281	4,129	-	-	4,129	4,220	4,310	4,400	4,490
TOTAL OPERATING COSTS	89,680	88,401	92,641	-	-	92,641	95,010	97,433	99,542	101,698
*Percentage Increase over prior year						3.3%	2.6%	2.6%	2.2%	2.2%
<u>CAPITAL / RESERVE / DEBT</u>										
Transfer to Capital Reserve	3,000	4,029	3,000	-	-	3,000	3,000	3,000	3,000	3,000
MFA Debt Principal	-	-	-	-	-	-	-	-	2,840	28,060
MFA Debt Interest	-	-	-	-	-	-	-	2,130	23,620	46,320
TOTAL CAPITAL / RESERVES	3,000	4,029	3,000	-	-	3,000	3,000	5,130	29,460	77,380
TOTAL COSTS	92,680	92,430	95,641	-	-	95,641	98,010	102,563	129,002	179,078
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(45,620)	(45,620)	(47,226)	-	-	(47,226)	(48,400)	(50,667)	(63,876)	(88,904)
Other Revenue	(400)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
Grants in Lieu of Taxes	(1,040)	(1,040)	(1,040)	-	-	(1,040)	(1,060)	(1,080)	(1,100)	(1,120)
TOTAL REVENUE	(47,060)	(46,810)	(48,416)	-	-	(48,416)	(49,610)	(51,897)	(65,126)	(90,174)
REQUISITION - PARCEL TAX	(45,620)	(45,620)	(47,225)	-	-	(47,225)	(48,400)	(50,666)	(63,876)	(88,904)
*Percentage increase over prior year requisition						3.5%	2.5%	4.7%	26.1%	39.2%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	3.850	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$20,000	\$125,000	\$1,200,000	\$0	\$1,345,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$20,000	\$125,000	\$1,200,000	\$0	\$1,345,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debtenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$125,000	\$1,200,000	\$0	\$1,325,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
		\$0	\$0	\$20,000	\$125,000	\$1,200,000	\$0	\$1,345,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 3.850
 Service Name: Port Renfrew Sewer

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-01	New	Wastewater Improvements Public Consultation	Carry out public consultation in order to borrow funds for future projects.	\$20,000	S	Res	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
19-01	Renewal	Inflow/Infiltration Construction	The 2010 smoke test & CCTV highlighted pipe sections requiring replacement or point repair.	\$125,000	S	Debt	\$0	\$0	\$0	\$125,000	\$0	\$0	\$125,000
21-01	Replacement	WWTP Upgrades	Upgrade the WWTP to meet regulatory requirements.	\$1,200,000	S	Debt	\$0	\$0	\$0	\$0	\$1,200,000	\$0	\$1,200,000
GRAND TOTAL				\$1,345,000			\$0	\$0	\$20,000	\$125,000	\$1,200,000	\$0	\$1,345,000

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer Capital Reserve Fund (Bylaw No.: 2139)

Reserve Cash Flow

Fund: 1044 Fund Center: 101388

	2019	Budget				
		2020	2021	2022	2023	2024
Beginning Balance	57,548	38,548	41,548	24,548	27,548	30,548
Transfer to Cap Fund (Based on Capital Plan)	(22,000)	-	(20,000)	-	-	-
Transfer from Operating Budget	3,000	3,000	3,000	3,000	3,000	3,000
Interest Income*	-	-	-	-	-	-
Ending Balance \$	38,548	41,548	24,548	27,548	30,548	33,548

Assumptions/Background:

Transfer as much as operating budget will allow.

APPENDIX C: SOUTHERN GULF ISLAND

Operating Expenditures - SGI

The 2020 Requisition Summary for Southern Gulf Islands is shown on pages 3 and 4. The key drivers of the budget increase for SGI include:

SGI Administration

A one-time cost of \$17,000 (3.6%) related to new initiative program cost for Fallow Deer on SGI.

SGI Grants in Aid

Increase of \$10,000 in grant in aid budget (11.4%).

SGI Economic Development

Increases of \$25,000 (40%) towards contract for services, building rent, and program development.

SGI Public Library

An increase of \$25,000 (15%) in the contribution to the public libraries, as requested by the Library Society.

Capital Expenditures – SGI

The 2020 Capital Plan Summary for SGI is shown on pages 5. The major projects include the following:

SGI Habours

\$1,047,000 for improvements to existing docks, with completion of work on Anson Road.

South Galiano Island Fire

\$2,040,000 to continue construction on a new fire hall.

Pender Island Fire

\$500,000 to replace a Pumper truck; \$275,000 for a mini-pumper truck.

Pender Island Parks

\$485,000 to complete work on Gardom Dam decommissioning.

Water and Sewer Utilities

\$6,000,000 for sewer water improvements to Magic Lake Estates, pending public approval and referendum financing options. \$142,000 across all islands for local water services upgrades.

Electoral Area Southern Gulf Islands	Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Difference Increase/ (Decrease)	Change in cost per avg household/Parcel		
	2020		2019			\$	%	
1.010	Legislative & General Government	197,955	\$28.44	156,611	\$22.50	41,344	\$5.94	26.40%
1.101	G.I.S.	1,443	\$0.21	1,394	\$0.20	49	\$0.01	3.50%
1.224	Community Health - Homeless Sec.	10,742	\$1.54	10,751	\$1.54	(9)	(\$0.00)	-0.09%
1.280	Regional Parks	223,807	\$32.16	208,425	\$29.95	15,381	\$2.21	7.38%
1.280A	Regional Parks - Land Acquisition	84,944	\$12.20	83,429	\$11.99	1,515	\$0.22	1.82%
1.309	Climate Action and Adaptation	7,881	\$1.13	7,857	\$1.13	24	\$0.00	0.30%
1.310	Land Banking & Housing	32,532	\$4.67	32,661	\$4.69	(129)	(\$0.02)	-0.40%
1.324	Regional Planning Service	26,452	\$3.80	26,455	\$3.80	(3)	(\$0.00)	-0.01%
1.335	Geo-Spatial Referencing System	3,671	\$0.53	3,812	\$0.55	(141)	(\$0.02)	-3.69%
1.374	Regional Emergency Program Support	2,257	\$0.32	2,091	\$0.30	166	\$0.02	7.96%
1.375	Hazardous Material Incident Response	5,454	\$0.78	5,210	\$0.75	244	\$0.04	4.88%
1.911	Call Answer	1,861	\$0.27	1,815	\$0.26	46	\$0.01	2.54%
1.921	Regional CREST Contribution	19,883	\$2.86	19,370	\$2.78	513	\$0.07	2.65%
21.ALL	Feasibility Study Reserve Fund - ALL	909	\$0.13	-	\$0.00	909	\$0.13	0.00%
Total Regional		619,790	\$89.05	559,882	\$80.44	59,908	\$8.61	10.70%
1.230	Traffic Safety Commission	1,678	\$0.24	1,642	\$0.24	36	\$0.01	2.20%
1.297	Arts Grants	21,134	\$3.04	20,679	\$2.97	455	\$0.07	2.20%
1.311	Regional Housing Trust Fund	20,499	\$2.95	20,499	\$2.95	-	\$0.00	0.00%
1.313	Animal Care Services	90,315	\$12.98	87,812	\$12.62	2,503	\$0.36	2.85%
1.912A	Call Answer - RCMP	-	\$0.00	3,581	\$0.51	(3,581)	(\$0.51)	0.00%
1.913	Fire Dispatch	41,627	\$5.98	38,113	\$5.48	3,514	\$0.50	9.22%
Total Sub-Regional		175,253	\$25.18	172,326	\$24.76	2,927	\$0.42	1.70%
1.103	Elections	6,486	\$0.93	6,486	\$0.93	-	\$0.00	0.00%
1.104	U.B.C.M.	4,283	\$0.62	4,191	\$0.60	93	\$0.01	2.21%
1.318	Building Inspection	135,092	\$19.41	131,658	\$18.92	3,434	\$0.49	2.61%
1.320	Noise Control	12,678	\$1.82	11,964	\$1.72	714	\$0.10	5.97%
1.322	Nuisances & Unightly Premises	16,807	\$2.41	16,224	\$2.33	583	\$0.08	3.59%
1.372	Electoral Area Emergency Program	46,236	\$6.64	44,808	\$6.44	1,428	\$0.21	3.19%
Total Joint Electoral Area		221,582	\$31.84	215,331	\$30.94	6,251	\$0.90	2.90%
1.110	Electoral Area Admin Exp-SGI	384,419	\$55.23	319,040	\$45.84	65,379	\$9.39	20.49%
1.117	Grants in Aid - Southern Gulf Islands	97,406	\$13.99	84,160	\$12.09	13,246	\$1.90	15.74%
1.125	SGI Economic Development Commission	90,990	\$13.07	64,820	\$9.31	26,170	\$3.76	40.37%
1.138	Southern Gulf Islands - Public Library	201,301	\$28.92	173,720	\$24.96	27,581	\$3.96	15.88%
1.235	SGI Small Craft Harbour Facilities**	253,258	\$43.21	250,190	\$42.69	3,068	\$0.52	1.23%
1.314	SGI House Numbering	9,043	\$1.30	9,140	\$1.31	(97)	(\$0.01)	-1.06%
1.373	Southern Gulf Islands. Emergency Program	225,027	\$32.33	218,050	\$31.33	6,977	\$1.00	3.20%
1.533	Stormwater Quality Management - Southern Gulf Is.	44,477	\$6.39	43,520	\$6.25	957	\$0.14	2.20%
1.923	Emergency Comm - Crest - S.G.I.	162,573	\$23.36	158,390	\$22.76	4,183	\$0.60	2.64%
Total SGI Electoral Area		1,468,494	\$217.81	1,321,030	\$196.54	147,464	\$21.27	10.82%
Total Capital Regional District		2,485,118	\$363.88	2,268,569	\$332.68	216,550	\$31.20	9.38%
						9.5%		
Cost/average residential property		\$363.88		\$332.68		\$31.20		
CRHD	Capital Regional Hospital District	665,553	\$95.62	696,321	\$100.04	(30,768)	(\$4.42)	-4.42%
Total CRD and CRHD		3,150,671	\$459.50	2,964,890	\$432.72	185,781	\$26.77	6.19%

Average residential assessment (2019/2020)

473,970

473,970

Major Impacts

Change in Cost per Average Household
\$ % of total incr

REGIONAL

Legislative & General Government \$5.94 1.37%

Regional Parks \$2.21 0.51%

SUB-REGIONAL

Call Answer - RCMP (\$0.51) -0.12%

Fire Dispatch \$0.50 0.12%

SGI EA

Electoral Area Admin Exp-SGI \$9.39 2.17%

Grants in Aid - Southern Gulf Islands \$1.90 0.44%

SGI Economic Development Commission \$3.76 0.87%

Southern Gulf Islands - Public Library \$3.96 0.92%

SGI Small Craft Harbour Facilities** \$0.52 0.12%

Southern Gulf Islands. Emergency Program \$1.00 0.23%

Emergency Comm - Crest - S.G.I. \$0.60 0.14%

Capital Regional Hospital District (\$4.42) -1.02%

Other

Total

\$1.91 0.44%

\$26.77 6.19%

Southern Gulf Islands Local/Specified/Defined Services		Cost per Avg. Res Asst/ Parcel		Cost per Avg. Res Asst/ Parcel		Difference Increase/ (Decrease)	Change in cost per avg household/Parcel	
		2020	2019	2020	2019		\$	%
1.137	Galiano Island Library Service	60,585	\$39.15	58,030	\$37.50	2,555	\$1.65	4.40%
1.170	Gossip Island Electric Power Supply	57,231	\$1,075.64	57,420	\$1,079.19	(189)	(\$3.55)	-0.33%
1.227	Saturna Island Medical Clinic	7,387	\$129.60	28,650	\$502.63	(21,263)	(\$373.04)	-74.22%
1.228	Galiano Health Service	122,981	\$79.48	116,510	\$75.30	6,471	\$4.18	5.55%
1.352	South Galiano Fire Protection	397,883	\$425.91	365,800	\$391.56	32,083	\$34.34	8.77%
1.356	Pender Fire Protection	1,007,572	\$398.81	945,432	\$374.22	62,140	\$24.60	6.57%
1.359	N. Galiano Fire Protection	210,621	\$524.30	206,231	\$513.37	4,390	\$10.93	2.13%
1.363	Saturna Is. Fire Protection	156,182	\$236.39	155,600	\$235.51	582	\$0.88	0.37%
1.465	Saturna Is Community Parks	17,475	\$26.53	18,860	\$28.63	(1,385)	(\$2.10)	-7.34%
1.468	Saturna Is Community Recreation	11,529	\$17.50	9,940	\$15.09	1,589	\$2.41	15.99%
1.475	Mayne Is Community Parks	81,185	\$47.29	79,760	\$46.46	1,425	\$0.83	1.79%
1.478	Mayne Is Community Rec	32,797	\$19.10	32,670	\$19.03	127	\$0.07	0.39%
1.485	N & S Pender Community Parks	153,820	\$60.41	150,530	\$59.11	3,290	\$1.29	2.19%
1.488	N & S Pender Community Rec	59,606	\$23.41	58,380	\$22.93	1,226	\$0.48	2.10%
1.495	Galiano Parks	90,020	\$66.91	90,020	\$66.91	-	\$0.00	0.00%
1.498	Galiano Community Recreation	35,971	\$26.74	36,800	\$27.35	(829)	(\$0.62)	-2.25%
2.630	Magic Lakes Estate Water System	568,990	\$497.81	568,990	\$497.81	-	\$0.00	0.00%
2.640	Lyall Harbour/Boot Cove Water	119,179	\$720.90	119,180	\$720.90	(1)	(\$0.01)	0.00%
2.642	Skana Water	10,220	\$147.35	23,070	\$332.62	(12,850)	(\$185.27)	-55.70%
2.665	Sticks Allison Water	5,000	\$138.49	5,000	\$138.49	-	\$0.00	0.00%
2.667	Surfside Park Estates Water	43,150	\$432.53	33,150	\$332.29	10,000	\$100.24	30.17%
3.755	Regional Source Control - Magic Lake Estates	3,540	\$4.94	3,471	\$4.84	69	\$0.10	2.00%
3.830	Magic Lake Estates Sewer System	699,344	\$1,032.34	526,770	\$777.60	172,574	\$254.75	32.76%
Total Local/Specified/Defined Services		3,952,269		3,690,264		262,004		

Average residential assessment (2019/2020)

473,970

473,970

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - Joint/SGI

2020

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					SOURCE OF FUNDING						
		Equipment	Vehicles	Buildings	Engineered Structures	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.110	Sgi Admin. Expenditures	1,440				1,440			1,440				1,440
1.235	Sgi Small Craft Harbour Facilities				1,057,000	1,057,000	922,000	-	-	60,000	75,000		1,057,000
1.318	Building Inspection	-	40,000			40,000			40,000				40,000
1.352	South Galiano Fire		-	2,040,000		2,040,000		2,040,000	-				2,040,000
1.356	Pender Island Fire	30,500	775,000	12,000		817,500			30,500	12,000	775,000		817,500
1.359	North Galiano Fire			-		-				-			-
1.372	Emergency Planning Coordination	2,000				2,000			2,000				2,000
1.465	Saturna Island Community Parks				10,000	10,000				10,000			10,000
1.475	Mayne Island Community Parks				10,000	10,000				10,000			10,000
1.485	Pender Island Community Parks				470,000	470,000			460,000	10,000			470,000
1.495	Galiano Community Parks				23,000	23,000				23,000			23,000
2.630	Magic Lake Estates Water (Pender)	94,000			-	94,000	80,000	-		14,000			94,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	10,000			20,000	30,000			10,000	20,000			30,000
2.642	Skana Water (Mayne)	5,000			-	5,000			-	5,000			5,000
2.667	Surfside Park Estates (Mayne)	3,000				3,000			-	3,000			3,000
3.830	Magic Lake Sewer Utility (Pender)				5,000,000	5,000,000		5,000,000					5,000,000
TOTAL		145,940	815,000	2,052,000	6,590,000	9,602,940	1,002,000	7,040,000	73,940	470,000	167,000	850,000	9,602,940

EAC Budget Review
October 9, 2019
Appendix C

JOINTLY FUNDED SERVICES

[1.103 Elections](#)

[1.104 UBCM](#)

[1.318 Building Inspection](#)

[1.320 Noise Control](#)

[1.322 Nuisance and Unsightly Premises](#)

[1.372 EA Emergency Coordination](#)

SOUTHERN GULF ISLANDS

[1.110 Administration](#)

[1.117 Grants in Aid](#)

[1.125 Economic Development](#)

[1.137 Galiano Community Use Building](#)

[1.138 Southern Gulf Islands Public Library](#)

[1.170 Gossip Island Electric Power Supply](#)

[1.227 Saturna Health Service](#)

[1.228 Galiano Health Service](#)

[1.235 Small Craft Harbour Facilities](#)

EAC Budget Review
October 9, 2019
Appendix C

1.314 Building Numbering

1.352 South Galiano Island Fire

1.356 Pender Island Fire

1.359 North Galiano Island Fire

1.363 Saturna Island Fire

1.373 Emergency Program

1.465 Saturna Island Community Parks

1.468 Saturna Island Community Recreation

1.475 Mayne Island Community Parks

1.478 Mayne Island Community Recreation

1.485 Pender Island Community Parks

1.488 Pender Island Community Recreation

1.495 Galiano Island Community Parks

1.498 Galiano Island Community Recreation

1.533 Stormwater Quality

1.923 Emergency Communications – CREST

2.630 Magic Lake Estates Water (Pender Island)

2.640 Lyall Harbour/Boot Cove Water (Saturna Island)

EAC Budget Review
October 9, 2019
Appendix C

2.642 Skana Water (Mayne Island)

2.665 Sticks Allison Water (Galiano Island)

2.667 Surfside Water (Mayne Island)

3.830 Magic Lake Estates Sewer System (Pender Island)

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Elections

EAC Review

Service: 1.103 Elections

Committee: Electoral Area Services

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and contribution from Islands Trust.

1.103 ELECTIONS	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Electoral Area Elections	-	-	-	-	-	-	-	106,480	-	-
Islands Trust	-	-	-	-	-	-	-	74,900	-	-
Voters' List	4,020	4,020	166	-	-	166	207	249	253	258
TOTAL OPERATING COSTS	4,020	4,020	166	-	-	166	207	181,629	253	258
*Percentage Increase over prior year						-95.9%	24.7%	87643.5%	-99.9%	2.0%
Transfer to Operating Reserve Fund	16,150	16,150	20,004	-	-	20,004	19,963	-	19,917	19,912
TOTAL COSTS	20,170	20,170	20,170	-	-	20,170	20,170	181,629	20,170	20,170
<u>FUNDING SOURCES (REVENUE)</u>										
Recovery from Islands Trust	-	-	-	-	-	-	-	(110,000)	-	-
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	(51,459)	-	-
Other Income	(170)	(170)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
TOTAL REVENUE	(170)	(170)	(170)	-	-	(170)	(170)	(161,629)	(170)	(170)
REQUISITION	(20,000)	(20,000)	(20,000)	-	-	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
*Percentage increase over prior year requisition						0.0%	0.0%	0.0%	0.0%	0.0%

Reserve Schedule

Reserve Fund: **FC 105515 Internal Reserve Fund for EA Elections**

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

Reserve Cash Flow

	Estimate	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	51,585	67,735	87,739	107,702	56,243	76,160
Transfer from Operating Budget	16,150	20,004	19,963	-	19,917	19,912
Transfer to Operating Budget	-	-	-	(51,459)	-	-
Interest Income	-	-	-	-	-	-
Ending Balance \$	67,735	87,739	107,702	56,243	76,160	96,072

Assumptions/Background:

Budgeted transfers to reserve will provide funding for elections in 2018 and in 2022 at an estimated cost of \$130,000 - \$150,000 each

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Union of B.C. Municipalities

EAC Review

Service: 1.104 Union of B.C. Municipalities

Committee: Electoral Area Services

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

GENERAL INFORMATION:

Association of Vancouver Island Municipalities (A.V.I.M.)

Commencing 1982 costs relating to A.V.I.M., which are incurred solely on behalf of the electoral areas, are included in the U.B.C.M. budget rather than Legislative and General Government.

1.104 UBCM	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Convention Expenses	16,590	12,835	16,805	-	-	16,805	17,139	17,463	17,810	18,158
AVIM Meeting Expenses	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	16,590	12,835	16,805	-	-	16,805	17,139	17,463	17,810	18,158
*Percentage Increase over prior year						1.3%	2.0%	1.9%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/fwd from 2018 to 2019	-	3,755	(3,755)			(3,755)	-	-	-	-
Carry forward from 2017 to 2018	(3,820)	(3,820)	-	-	-	-	-	-	-	-
Other Income	(90)	(90)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	(3,910)	(155)	(3,845)	-	-	(3,845)	(90)	(90)	(90)	(90)
REQUISITION	(12,680)	(12,680)	(12,960)	-	-	(12,960)	(17,049)	(17,373)	(17,720)	(18,068)
*Percentage increase over prior year requisition						2.2%	31.6%	1.9%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Building Inspection

EAC Review

Service: 1.318 Building Inspection

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

The building inspection department provides building inspection services to homeowners, builders and contractors in compliance with both the BC Building Code and CRD Building Bylaw 2990. The Building inspection service includes receiving, reviewing and advising on building permit applications, processing of the applications including code analysis and referrals to other agencies, issuing building permits and verifying conditional requirements, arranging and carrying out site and construction inspections and granting final approval for occupancy. Staff also provides inspection services to other CRD departments on a cost recovery basis.

PARTICIPATION:

All Electoral Areas on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

Change in Budget 2019 to 2020
 Service: 1.318 Building Inspection

Total Expenditure

Comments

2019 Budget	1,506,930		
Change in Salaries:			
Base salary change	28,819	1.91%	Inclusive of collective agreement changes
Step Increase	5,525	0.37%	
Paygrade reclass J19/1 to J16/3	(3,458)	-0.23%	Building Inspector
Total Change in Salaries	30,886	2.05%	
Other Changes:			
Allocations	16,424	1.09%	CRD Corporate overhead & HR
Other	7,108	0.47%	
Total Other Changes	23,532	1.56%	
2020 Budget	1,561,348	3.61%	

Overall 2019 Budget Performance
 (expected variance to budget and surplus treatment)

Main driver of estimated \$51k surplus is a favourable salary variance.

Savings in legal expenses and telecommunications offset by additional costs in other operating expenditures.

Estimated surplus of \$51k is recommended for transfer to ERF to fund future vehicle and equipment replacement needs.

The estimated balance before transfer is \$62k.

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Building Inspection										
OPERATING COSTS:										
Salaries & Wages	1,090,780	1,017,989	1,124,270	-	-	1,124,270	1,149,240	1,159,250	1,183,650	1,209,200
Telecommunications	34,530	27,648	35,290	-	-	35,290	36,070	36,860	37,480	38,300
Legal Expenses	10,000	5,989	10,220	-	-	10,220	10,440	10,670	10,900	11,140
Building Rent	32,980	32,054	33,706	-	-	33,706	34,450	35,210	35,980	36,770
Supplies	15,760	13,192	16,107	-	-	16,107	16,460	16,820	17,140	17,520
Allocations	171,590	171,580	188,014	-	-	188,014	202,022	216,516	221,026	225,628
Other Operating Expenses	117,990	138,323	120,547	-	-	120,547	123,190	125,882	128,564	131,346
TOTAL OPERATING COSTS	1,473,630	1,406,775	1,528,153	-	-	1,528,153	1,571,872	1,601,208	1,634,740	1,669,904
*Percentage Increase over prior year						3.7%	2.9%	1.9%	2.1%	2.2%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	10,000	61,181	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	10,000	61,181	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
TOTAL COSTS	1,506,930	1,491,256	1,561,453	-	-	1,561,453	1,605,172	1,634,508	1,668,040	1,703,204
Internal Recoveries	(28,430)	(28,430)	(29,362)	-	-	(29,362)	(30,008)	(30,668)	(31,343)	(32,032)
OPERATING COSTS LESS INTERNAL RECOVERIES	1,478,500	1,462,826	1,532,091	-	-	1,532,091	1,575,164	1,603,840	1,636,697	1,671,172
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Fees Charged	(965,690)	(940,748)	(970,610)	-	-	(970,610)	(991,950)	(1,013,772)	(1,036,084)	(1,058,886)
Contract Revenue	(25,000)	(34,268)	(35,000)	-	-	(35,000)	(35,770)	(36,560)	(37,360)	(38,180)
Transfer from Operating Reserve Fund	(85,960)	(85,960)	(114,246)	-	-	(114,246)	(116,770)	(119,340)	(121,970)	(124,660)
Transfer to/(from) Unearned Revenue	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(2,000)	(2,000)	(2,000)	-	-	(2,000)	(2,040)	(2,080)	(2,130)	(2,180)
Grants in Lieu of Taxes	(1,480)	(1,480)	(1,480)	-	-	(1,480)	(1,510)	(1,540)	(1,570)	(1,600)
TOTAL REVENUE	(1,080,130)	(1,064,456)	(1,123,336)	-	-	(1,123,336)	(1,148,040)	(1,173,292)	(1,199,114)	(1,225,506)
REQUISITION	(398,370)	(398,370)	(408,755)	-	-	(408,755)	(427,124)	(430,548)	(437,583)	(445,666)
*Percentage increase over prior year requisition		1				2.6%	4.5%	0.8%	1.6%	1.8%
AUTHORIZED POSITIONS:										
Salaried	9.6	9.6	9.6			9.6	9.6	9.6	9.6	9.6

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.318	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$5,000	\$5,000	\$0	\$10,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$40,000	\$40,000	\$0	\$0	\$0	\$40,000	\$80,000
		\$40,000	\$40,000	\$0	\$5,000	\$5,000	\$40,000	\$90,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$40,000	\$40,000	\$0	\$5,000	\$5,000	\$40,000	\$90,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$40,000	\$40,000	\$0	\$5,000	\$5,000	\$40,000	\$90,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.318
 Service Name: Building Inspection

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	\$80,000	V	ERF	\$40,000	\$40,000	\$0	\$0	\$0	\$40,000	\$80,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	\$10,000	E	ERF	\$0	\$0	\$0	\$5,000	\$5,000	\$0	\$10,000
GRAND TOTAL				\$90,000			\$40,000	\$40,000	\$0	\$5,000	\$5,000	\$40,000	\$90,000

1.318 Building Inspection
 Asset and Reserve Summary
 2020 - 2024 Financial Plan

Asset Profile

Building Inspection

Assets held by the building inspection service consist of equipment and an administration building.

EASC Review

Reserve Fund: 1.318 Building Inspection

Fund: 1022 Fund Center: 101425
 ERF Group: BLDINS.ERF

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	52,509	62,509	32,509	42,509	47,509	52,509
Expenditures (Based on Capital Plan)	-	(40,000)	-	(5,000)	(5,000)	(40,000)
Transfer from Ops Budget	10,000	10,000	10,000	10,000	10,000	10,000
Interest Income*						
Ending Balance \$	62,509	32,509	42,509	47,509	52,509	22,509

Assumptions/Background:

Maintain minimum balance of \$10,000 in case of immediate need for equipment

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Noise Control

EAC Review

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Noise Control										
<u>OPERATING COSTS:</u>										
Legal	6,210	5,910	7,337	-	-	7,337	7,500	7,670	7,840	8,010
Allocations	8,480	8,480	8,953	-	-	8,953	9,383	9,833	10,041	10,249
Internal Time Charges	21,650	21,650	22,211	-	-	22,211	22,797	22,959	23,390	23,893
Other Operating Expenses	50	90	60	-	-	60	60	60	60	60
TOTAL OPERATING COSTS	36,390	36,130	38,561	-	-	38,561	39,740	40,522	41,331	42,212
*Percentage Increase over prior year						6.0%	3.1%	2.0%	2.0%	2.1%
Reserve										
Transfer to Operating Reserve Fund	-	260	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	260	-	-	-	-	-	-	-	-
TOTAL COSTS	36,390	36,390								
<u>FUNDING SOURCES (REVENUE)</u>										
Balance carry forward	-	-	-	-	-	-	-	-	-	-
Other Revenue	(190)	(190)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(190)	(190)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
REQUISITION	(36,200)	(36,200)	(38,361)	-	-	(38,361)	(39,540)	(40,322)	(41,131)	(42,012)
*Percentage increase over prior year requisition						6.0%	3.1%	2.0%	2.0%	2.1%

1.320 Noise Control
 Asset and Reserve Summary
 2020 - 2024 Financial Plan

Reserve Fund: 1.320 Noise Control

- 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.

Fund: 1500 Fund Center: 105406	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	2,426	2,686	2,686	2,686	2,686	2,686
Planned Purchase (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Ops Budget	260	-	-	-	-	-
Interest Income*	-					
Ending Balance \$	2,686	2,686	2,686	2,686	2,686	2,686

Assumptions/Background:
 Maintain balance at reasonable level to cover unexpected operating expenses such as legal.

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Nuisance & Unsightly Premises

EAC Review

Service: 1.322 Nuisance & Unsightly Premises

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000 \$4,633,622

Total of such functions not to exceed \$1.00 / \$1,000 overall.

FUNDING:

Requisition

Nuisance & Unsightly Premises	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Legal	2,110	-	2,152	-	-	2,152	2,200	2,250	2,300	2,350
Allocations	4,910	4,910	5,384	-	-	5,384	5,853	6,338	6,469	6,601
Internal Time Charges	42,170	42,170	43,257	-	-	43,257	44,412	44,717	45,561	46,541
Other Operating Expenses	170	70	330	-	-	330	340	350	360	370
TOTAL OPERATING COSTS	49,360	47,150	51,123	-	-	51,123	52,805	53,655	54,690	55,862
Transfer to Operating Reserve Fund	-	2,210	-	-	-	-	-	-	-	-
TOTAL COSTS	49,360	49,360	51,123	-	-	51,123	52,805	53,655	54,690	55,862
*Percentage Increase over prior year						3.6%	3.3%	1.6%	1.9%	2.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(170)	(170)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(270)	(270)	(270)	-	-	(270)	(270)	(270)	(270)	(270)
REQUISITION	(49,090)	(49,090)	(50,853)	-	-	(50,853)	(52,535)	(53,385)	(54,420)	(55,592)
*Percentage increase over prior year requisition						3.6%	3.3%	1.6%	1.9%	2.2%

Reserve Schedule

Reserve Fund: 1.322 Nuisance & Unsightly Premises

For unforeseen legal expenses

Reserve Cash Flow

Fund: 1500 Fund Centre: 105403	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	14,846	14,846	14,846	14,846	14,846	14,846
Transfer from Ops Budget	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-
Interest Income	-					
Ending Balance \$	14,846	14,846	14,846	14,846	14,846	14,846

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Emergency Planning Coordination

EAC Review

Service: 1.372 Emergency Planning Coordination

Committee: Planning, Transportation & Protective Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

FUNDING:

Allocations from protection services and requisition.

EMERGENCY PLANNING COORDINATION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Salaries	479,350	443,838	509,587	-	-	509,587	523,371	532,546	544,045	555,751
Travel Expenses	1,750	2,883	1,790	-	-	1,790	1,830	1,870	1,910	1,950
Telecommunications	6,560	8,946	6,700	-	-	6,700	6,850	7,000	7,150	7,310
Staff Training & Development	1,560	1,288	1,590	-	-	1,590	1,620	1,660	1,700	1,740
Supplies	1,930	2,719	1,970	-	-	1,970	2,010	2,050	2,090	2,130
Allocations	56,010	56,010	56,596	-	-	56,596	56,561	56,495	57,680	58,891
Other Operating Expenses	8,340	7,652	8,470	-	-	8,470	8,650	8,830	9,010	9,190
TOTAL OPERATING COSTS	555,500	523,336	586,703	-	-	586,703	600,892	610,451	623,585	636,962
*Percentage Increase over prior year						5.6%	2.4%	1.6%	2.2%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	10,000	10,220	10,440	10,670
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	10,000	10,220	10,440	10,670
TOTAL COSTS	555,500	523,336	586,703	-	-	586,703	610,892	620,671	634,025	647,632
Internal Recoveries	(404,950)	(404,950)	(413,859)	-	-	(413,859)	(459,671)	(468,864)	(479,179)	(489,721)
OPERATING COSTS LESS INTERNAL RECOVERIES	150,550	118,386	172,844	-	-	172,844	151,221	151,806	154,845	157,911
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	32,164	(32,164)	-	-	(32,164)	-	-	-	-
Balance c/fwd from 2018 to 2019	(14,190)	(14,190)	-	-	-	-	-	-	-	-
Revenue - Other	(300)	(300)	(300)	-	-	(300)	(310)	(320)	(330)	(340)
Grants in Lieu of Taxes	(480)	(480)	(480)	-	-	(480)	(490)	(500)	(510)	(520)
TOTAL REVENUE	(14,970)	17,194	(32,944)	-	-	(32,944)	(800)	(820)	(840)	(860)
REQUISITION	(135,580)	(135,580)	(139,900)	-	-	(139,900)	(150,421)	(150,986)	(154,005)	(157,051)
*Percentage increase over prior year requisition			3.2%			3.2%	7.5%	0.4%	2.0%	2.0%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	4.0	4.0	4.0			4.0	4.0	4.0	4.0	4.0

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.372	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$2,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$2,000

SOURCE OF FUNDS

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

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.372
 Service Name: Emergency Planning Coordination

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$0	E	ERF	\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$2,000
GRAND TOTAL				\$0			\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$2,000

Reserve Schedule

Reserve Fund: 1.372 Emergency Planning Coordination Equipment Replacement Fund

Reserve Cash Flow

Fund: 1022 Fund Center: 101985 ERF Group: EMERGCOORD.ERF	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	44,950	3,950	5,950	15,950	26,170	36,610
Expenditures (Based on Capital Plan)	(41,000)	2,000	-	-	-	-
Transfer from Operating Budget	-	-	10,000	10,220	10,440	10,670
Interest Income	-					
Ending Balance \$	3,950	5,950	15,950	26,170	36,610	47,280

<u>Assumptions/Background:</u> ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SGI Administration

EAC Review

Service: 1.110 SGI Admin. Expenditures

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Electoral Area of Southern Gulf Islands

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition

SOUTHERN GULF ISLANDS ADMINISTRATION MANAGEMENT & DIRECTOR	2019		BUDGET REQUEST							
	BOARD BUDGET	ESTIMATED ACTUAL	CORE	ONGOING	2020 ONE-TIME	TOTAL	2021	2022	2023	2024
Administration	105,660	105,660	108,102	15,000	-	123,102	123,345	123,577	126,055	128,568
Management	280,960	275,992	260,305	-	17,000	277,305	267,084	268,360	274,175	280,124
TOTAL OPERATING COSTS	386,620	381,652	368,407	15,000	17,000	400,407	390,429	391,937	400,230	408,692
*Percentage Increase			-3.5%			4.9%	-2.5%	0.4%	2.1%	2.1%
<u>CAPITAL/RESERVES</u>										
Transfer to Equipment Replacement Fund	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Purchases Equipment	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL/RESERVES	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
TOTAL COSTS	387,620	382,652	369,407	15,000	17,000	401,407	391,429	392,937	401,230	409,692
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance c/fwd from 2019 to 2020	-	4,968	(4,968)	-	-	(4,968)	-	-	-	-
Amount carried forward from 2018 to 2019	(56,560)	(56,560)	-	-	-	-	-	-	-	-
Transfer from Feasibility Fund	-	-	-	-	-	-	-	-	-	-
Cost Recovery	(9,180)	(9,180)	(9,180)	-	-	(9,180)	(9,380)	(9,590)	(9,800)	(10,020)
Grants in Lieu	(750)	(750)	(750)	-	-	(750)	(770)	(790)	(810)	(830)
Other Revenue	(2,090)	(2,090)	(2,090)	-	-	(2,090)	(2,130)	(2,170)	(2,210)	(2,250)
budget not in balance								-	-	-
TOTAL REVENUE	(68,580)	(63,612)	(16,988)	-	-	(16,988)	(12,280)	(12,550)	(12,820)	(13,100)
REQUISITION	(319,040)	(319,040)	(352,419)	(15,000)	(17,000)	(384,419)	(379,149)	(380,387)	(388,410)	(396,592)
*Percentage increase over prior year requisition			10.5%			20.5%	-1.4%	0.0%	2.0%	2.0%
FTE	0.8	0.8	1.0	-		1.0	1.0	1.0	1.0	1.0

SOUTHERN GULF ISLANDS ADMINISTRATION DIRECTOR	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE	ONGOING	2020 ONE-TIME	TOTAL	2021	2022	2023	2024
Director's Remuneration	37,390	37,390	39,130	-	-	39,130	39,990	40,870	41,770	42,690
Contract for Services	15,000	15,000	15,300	15,000	-	30,300	30,970	31,650	32,350	33,060
Consulting	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Travel	5,500	5,500	5,610	-	-	5,610	5,730	5,860	5,990	6,120
Allocations	15,420	15,420	15,272	-	-	15,272	13,385	11,417	11,645	11,878
All Other	22,350	22,350	22,790	-	-	22,790	23,270	23,780	24,300	24,820
TOTAL OPERATING COSTS	105,660	105,660	108,102	15,000	-	123,102	123,345	123,577	126,055	128,568
*Percentage Increase			2.3%			16.5%	0.2%	0.2%	2.0%	2.0%
<u>CAPITAL/RESERVES</u>										
Transfer to Equipment Replacement Fund	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Purchases Equipment	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL/RESERVES	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
TOTAL COSTS	106,660	106,660	109,102	15,000	-	124,102	124,345	124,577	127,055	129,568
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance c/fwd from 2019 to 2020	-	(480)	-	-	-	-	-	-	-	-
Amount carried forward from 2018 to 2019	(6,860)	(6,860)	-	-	-	-	-	-	-	-
Recovery from MLE Utilities	-	-	-	-	-	-	-	-	-	-
Transfer from Feasibility Fund	-	-	-	-	-	-	-	-	-	-
Cost Recovery	(9,180)	(9,180)	(9,180)	-	-	(9,180)	(9,380)	(9,590)	(9,800)	(10,020)
Grants in Lieu	(750)	(750)	(750)	-	-	(750)	(770)	(790)	(810)	(830)
Interest Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
budget not in balance	(480)	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(17,470)	(17,470)	(10,130)	-	-	(10,130)	(10,350)	(10,580)	(10,810)	(11,050)
REQUISITION	(89,190)	(89,190)	(98,972)	(15,000)	-	(113,972)	(113,995)	(113,997)	(116,245)	(118,518)
*Percentage increase over prior year requisition						27.8%	0.0%	0.0%	2.0%	2.0%

SOUTHERN GULF ISLANDS ADMINISTRATION MANAGEMENT	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE	ONGOING	2020 ONE-TIME	TOTAL	2021	2022	2023	2024
Salaries & Wages	138,450	138,450	139,759	-	-	139,759	145,566	145,898	149,043	152,255
Contract for Services	81,480	81,000	54,000	-	17,000	71,000	55,190	56,400	57,640	58,910
Program Development	15,000	15,000	15,000	-	-	15,000	15,330	15,670	16,010	16,360
Travel	2,400	2,400	2,800	-	-	2,800	2,860	2,920	2,980	3,050
Memberships & Professional Dues	800	784	800	-	-	800	820	840	860	880
Allocations	17,430	19,054	20,846	-	-	20,846	19,608	18,312	18,702	19,099
All Other	25,400	19,304	27,100	-	-	27,100	27,710	28,320	28,940	29,570
TOTAL OPERATING COSTS	280,960	275,992	260,305	-	17,000	277,305	267,084	268,360	274,175	280,124
*Percentage Increase			-7.4%			-1.3%	-3.7%	0.5%	2.2%	2.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance c/fwd from 2019 to 2020		5,448	(4,968)	-	-	(4,968)	-	-	-	-
Balance c/fwd from 2018 to 2019	(49,700)	(49,700)	-	-	-	-	-	-	-	-
Other revenue	(1,890)	(1,890)	(1,890)	-	-	(1,890)	(1,930)	(1,970)	(2,010)	(2,050)
budget not in balance	480									
TOTAL REVENUE	(51,110)	(46,142)	(6,858)	-	-	(6,858)	(1,930)	(1,970)	(2,010)	(2,050)
REQUISITION	(229,850)	(229,850)	(253,447)	-	(17,000)	(270,447)	(265,154)	(266,390)	(272,165)	(278,074)
*Percentage increase over prior year requisition			10.3%			17.7%	-2.0%	0.5%	2.2%	2.2%
FTE	0.8	0.8	1.0	-	-	1.0	1.0	1.0	1.0	1.0

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.110	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$1,440	\$0	\$1,500	\$1,530	\$0	\$4,470
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$1,440	\$0	\$1,500	\$1,530	\$0	\$4,470

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debtenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$1,440	\$0	\$1,500	\$1,530	\$0	\$4,470
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$1,440	\$0	\$1,500	\$1,530	\$0	\$4,470

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.110
 Service Name: Sgi Admin. Expenditures

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Replacement	Computer	Computer Replacements for Director and Manager	\$4,470	E	ERF	\$0	\$1,440	\$0	\$1,500	\$1,530	\$0	\$4,470
GRAND TOTAL				\$4,470			\$0	\$1,440	\$0	\$1,500	\$1,530	\$0	\$4,470

Equipment Replacement Fund Schedule

Reserve Fund: 1.110 SGI Admin Equipment Replacement Fund

ERF Cash Flow

Fund: 1022 Fund Center: 101838 ERF Group: SGIADMIN.ERF	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	6,755	6,315	4,519	5,579	6,659	6,559
Planned Purchase (Based on Capital Plan)	(1,440)	(1,440)	-	(1,500)	(1,530)	-
Transfer from Ops Budget	1,000	1,000	1,000	1,000	1,000	1,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	6,315	5,875	5,519	5,079	6,129	7,559

Assumptions/Background:

Fund Balance should remain between \$5,000 and \$10,000.

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SGI Grants in Aid

EAC Review

Service: 1.117 SGI Grants in Aid

Committee: Electoral Area Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Southern Gulf Islands Electoral Area.

MAXIMUM LEVY:

\$0.05 / \$1,000 \$159,825 on basis of converted hospital assessed value of land and improvements.

COMMISSION:

Committee: Electoral Area Services Committee

FUNDING:

Requisition

GRANTS IN AID - SGI	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Grants in Aid	85,000	85,000	85,000	10,000	-	95,000	95,000	95,000	95,000	95,000
Finance Allocation	2,130	2,130	3,026	-	-	3,026	3,773	4,548	4,639	4,732
Internal Interest	300	300	300	-	-	300	300	300	300	300
TOTAL OPERATING COSTS	87,430	87,430	88,326	10,000	-	98,326	99,073	99,848	99,939	100,032
*Percentage Increase						12.5%	0.8%	0.8%	0.1%	0.1%
FUNDING SOURCES (REVENUE)										
Estimated balance c/fwd from 2019 to 2020	-	(2,350)	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	(2,350)	-	-	-	-	-	(820)	(820)	(820)	(820)
Grants in Lieu	(820)	(820)	(820)	-	-	(820)	(100)	(100)	(100)	(100)
Other	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(3,270)	(3,270)	(920)	-	-	(920)	(920)	(920)	(920)	(920)
REQUISITION	(84,160)	(84,160)	(87,406)	(10,000)	-	(97,406)	(98,153)	(98,928)	(99,019)	(99,112)
*Percentage increase over prior year requisition						15.7%	0.8%	0.8%	0.1%	0.1%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SIG Economic Development

EAC Review

Service: 1.125 SGI Economic Development

Committee: Electoral Area Services

DEFINITION:

Economic Development Commission Establishing Bylaw No. 3803, with authority to offer an economic development service under Section 774.2 of the Local Government Act.

SERVICE DESCRIPTION:

To promote, provide information and assist local service agencies with economic development initiatives.

PARTICIPATION:

Levy on basis of converted hospital assessed value of land and improvements for the Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

None

COMMISSION:

Five members including the Director representing the Southern Gulf Islands Electoral Area, and one individual from each of Galiano Island, Mayne Island, Saturna Island and Pender Islands.

FUNDING:

Requisition

SOUTHERN GULF ISLANDS ECONOMIC DEVELOPMENT	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Contract for Services	20,810	20,810	21,230	18,770	-	40,000	40,880	41,780	42,700	43,640
Program Development	26,510	26,510	26,640	3,220	-	29,860	30,080	30,300	30,530	30,760
Internal Allocations	3,720	3,720	2,630	-	-	2,630	3,007	3,399	3,467	3,536
Building Rent	4,480	4,480	4,570	3,930	-	8,500	8,690	8,880	9,080	9,280
Operating - Other	9,820	9,820	10,520	-	-	10,520	10,750	10,980	11,220	11,460
TOTAL OPERATING COSTS	65,340	65,340	65,590	25,920	-	91,510	93,407	95,339	96,997	98,676
*Percentage Increase						40.1%	2.1%	2.1%	1.7%	1.7%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Interest Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
Grants in Lieu	(420)	(420)	(420)	-	-	(420)	(430)	(440)	(450)	(460)
TOTAL REVENUE	(520)	(520)	(520)	-	-	(520)	(530)	(540)	(550)	(560)
REQUISITION	(64,820)	(64,820)	(65,070)	(25,920)	-	(90,990)	(92,877)	(94,799)	(96,447)	(98,116)
*Percentage increase over prior year requisition						0.4%	2.1%	2.1%	1.7%	1.7%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Galiano Community Use Building

EAC Review

Service: 1.137 Galiano Island Community Use Building

Committee: Electoral Area Services

DEFINITION:

To establish a service for the purpose of constructing and operating a building on Galiano Island that will be used for library, community and local government purposes by Bylaw No. 3792 adopted Dec 2011.

SERVICE DESCRIPTION:

This service provides funding to operate, build and debt service a public use building on Galiano Island. It was started after a successful referendum in 2011. This building is home to the local library run by the Galiano Island Library Society and has a room for public use.

PARTICIPATION:

A portion of the Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

The greater of \$100,000 or an amount equal to the amount that could be raised by a property value tax of \$0.165 per \$1,000 of net taxable value of land and improvements, \$120,606.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3793 (2013)	\$ 440,000
BORROWED:	LA Bylaw No. 3793A (2014,3.85%)	(310,000)
REMAINING AUTHORIZATION		<u>\$ 130,000</u>

FUNDING:

Requisiton

GALIANO ISLAND COMMUNITY USE BUILDING	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Allocations	3,090	3,090	3,115	-	-	3,115	3,143	3,172	3,238	3,306
Insurance	2,983	2,983	3,020	-	-	3,020	3,080	3,140	3,200	3,262
Building Maintenance	6,070	6,070	6,190	-	-	6,190	6,310	6,440	6,570	6,885
Utilities	4,430	4,430	4,520	-	-	4,520	4,610	4,700	4,790	4,886
Contingency	1,290	-	1,280	-	-	1,280	1,270	1,250	1,240	1,265
Other Operating Expenses	12,920	12,496	15,240	-	-	15,240	15,545	15,854	16,177	16,501
TOTAL OPERATING COSTS	30,783	29,069	33,365	-	-	33,365	33,958	34,556	35,215	36,105
Percentage change						8.4%	1.8%	1.8%	1.9%	2.5%
DEBT/RESERVES										
Transfer to Capital Reserve Fund	-	1,784	-	-	-	-	-	-	-	-
MFA Debt Reserve Fund	70	-	80	-	-	80	80	80	80	80
M.F.A. Principal Payment	15,482	15,482	15,482	-	-	15,482	15,482	15,482	15,482	15,482
M.F.A. Interest Payment	11,935	11,935	11,935	-	-	11,935	11,935	11,935	11,935	11,935
TOTAL DEBT/RESERVES	27,487	29,201	27,497	-	-	27,497	27,497	27,497	27,497	27,497
TOTAL COSTS	58,270	58,270	60,862	-	-	60,862	61,455	62,053	62,712	63,602
Percentage change										
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu	(20)	(20)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
Other Income	(150)	(150)	(147)	-	-	(147)	(150)	(147)	(147)	(150)
MFA Debt Resv fund earnings	(70)	(70)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
TOTAL REVENUE	(240)	(240)	(277)	-	-	(277)	(280)	(277)	(277)	(280)
REQUISITION	(58,030)	(58,030)	(60,585)	-	-	(60,585)	(61,175)	(61,776)	(62,435)	(63,322)
*Percentage increase over prior year requisition						4.4%	1.0%	1.0%	1.1%	1.4%

Reserve Schedule

Reserve Fund: 1.137 Galiano Island Community Use Building Capital Reserve Fund (Bylaw No. 3939)

Reserve Cash Flow

Fund: 1083 Fund Center: 102135	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	48,322	48,322	48,322	48,322	48,322	48,322
Transfer from Operating Budget	-	-	-	-	-	-
Interest Income	-					
Ending Balance \$	48,322	48,322	48,322	48,322	48,322	48,322

Assumptions/Background:

New Building. Transfers to reserve should provide for future capital repairs and improvements as well as replacement in long term

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SGI Regional Library

EAC Review

Service: 1.138 SGI Regional Library

Committee: Electoral Area Services

DEFINITION:

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the Southern Gulf Islands Library service by Bylaw No. 2880 adopted July 2001.

SERVICE DESCRIPTION:

This is a contribution service to provide funding and advisory support for the operation of the Pender Island Public Library and other 4 reading centres on the Southern Gulf Islands. Each centre is managed by volunteers and each has representation on the commission. Funding is provided under a 5-year agreement.

PARTICIPATION:

The Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

The greater of \$196,890 or an amount equal to the amount that could be raised by a property value tax of \$0.06875 per \$1,000 of net taxable value of land and improvements.

COMMISSION:

Southern Gulf Islands Public Library Commission (Bylaw No. 3523, April 9, 2008).

FUNDING:

Requisition

SGI REGIONAL LIBRARY	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Contribution to Library	172,570	172,570	176,020	21,550	-	197,570	201,520	205,550	209,660	213,850
Finance Allocation	3,640	3,640	3,571	-	-	3,571	3,638	3,706	3,780	3,856
Insurance	210	210	130	-	-	130	130	130	130	130
Other Operating Expenses	1,700	1,700	1,730	-	-	1,730	1,760	1,790	1,830	1,860
TOTAL OPERATING COSTS	178,120	178,120	181,451	21,550	-	203,001	207,048	211,176	215,400	219,696
Percentage change						14.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	(2,740)	(2,740)	-	-	-	-	-	-	-	-
Grants in Lieu	(1,630)	(1,630)	(1,670)	-	-	(1,670)	(1,670)	(1,670)	(1,670)	(1,670)
Grant Revenue	-	-	-	-	-	-	-	-	-	-
Other Income	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	(4,400)	(4,400)	(1,700)	-	-	(1,700)	(1,700)	(1,700)	(1,700)	(1,700)
REQUISITION	(173,720)	(173,720)	(179,751)	(21,550)	-	(201,301)	(205,348)	(209,476)	(213,700)	(217,996)
*Percentage increase over prior year requisition			3.5%			15.9%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Gossip Island Electric Power Supply Service

EAC Review

DEFINITION:

A service established to provide capital financing for the supply and installation of underwater cabling from Galiano Island to Gossip Island (Bylaw No. 3578 - June 2009).

SERVICE DESCRIPTION:

This is strictly a financial service by which the CRD has agreed to borrow \$770,000 to fund the replacement of electric cabling to Gossip Island, off Galiano Island. CRD Corporate Services Department, Finance Division manages the service which includes annual debt charges and the related recovery from Gossip Island taxpayers. The service was started in June 2009 after a petition by a majority of residents. Electrical cabling to the island is provided by BC Hydro. The Gossip Island Electrification Society provides liaison with BC Hydro on electrical cabling matters.

PARTICIPATION:

56 of 66 parcels on Gossip Island

MAXIMUM LEVY:

The greater of \$85,310 or \$3.76 / \$1,000 of net taxable value of land and improvements

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3579 (2012)	\$ 770,000
BORROWED:	S.I. Bylaw No. 3579 (2012, 2.9%)	(715,000)
REMAINING AUTHORIZATION		<u>\$ 55,000</u>

FUNDING:

Parcel tax

Gossip Island Electric Power Supply Service	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Finance Allocation	950	950	661	-	-	661	480	291	297	302
Other Operating Expenses	227	227	220	-	-	220	220	220	220	220
M.F.A. Debt Reserve Fund			180			180	180	180	180	180
TOTAL OPERATING COSTS	1,177	1,177	1,061	-	-	1,061	880	691	697	702
*Percentage Increase over prior year						-9.9%	-17.1%	-21.5%	0.9%	0.7%
DEBT/RESERVES										
MFA Principal Payment	35,708	35,708	35,708	-	-	35,708	35,708	35,708	35,708	35,708
MFA Interest Payment	20,735	20,735	20,735	-	-	20,735	20,735	20,735	20,735	20,735
TOTAL DEBT/RESERVES	56,443	56,443	56,443	-	-	56,443	56,443	56,443	56,443	56,443
TOTAL COSTS	57,620	57,620	57,504	-	-	57,504	57,323	57,134	57,140	57,145
*Percentage Increase over prior year										
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	(100)	(100)	-	-	-	-	-	-	-	-
Interest Income	(100)	(100)	(93)	-	-	(93)	(93)	(93)	(93)	(93)
MFA Debt Reserve Fund Earnings			(180)			(180)	(180)	(180)	(180)	(180)
TOTAL REVENUE	(200)	(200)	(273)	-	-	(273)	(273)	(273)	(273)	(273)
REQUISITION - PARCEL TAX	(57,420)	(57,420)	(57,231)	-	-	(57,231)	(57,050)	(56,861)	(56,867)	(56,872)
*Percentage increase over prior year requisition						-0.3%	-0.3%	-0.3%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Saturna Health Service

EAC Review

Service: 1.227 Saturna Health Service

Committee: Electoral Area Services

DEFINITION:

To establish and operate the service of numbering building for Southern Gulf Islands Electoral Area.
Bylaw No. 4231 Saturna Health Service Establishment Bylaw.

PARTICIPATION:

Southern Gulf Islands

MAXIMUM LEVY:

The greater of \$40,000 or \$0.17 / \$1,000

FUNDING:

Requisition

Saturna Health Service	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Payment to Saturna Island Meduical Clinic	18,900	10,900	15,000	-	-	15,000	17,900	18,400	21,300	21,726
Other Operating Expenses	9,750	9,750	387	-	-	387	395	403	411	419
TOTAL COSTS	28,650	20,650	15,387	-	-	15,387	18,295	18,803	21,711	22,145
*Percentage Increase over prior year						-46.3%	18.9%	2.8%	15.5%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	8,000	(8,000)	-	-	(8,000)	-	-	-	-
Balance c/fwd from 2018 to 2019	-	-	-	-	-	-	-	-	-	-
Interest Income			-	-	-	-				
TOTAL REVENUE	-	8,000	(8,000)	-	-	(8,000)	-	-	-	-
REQUISITION	(28,650)	(28,650)	(7,387)	-	-	(7,387)	(18,295)	(18,803)	(21,711)	(22,145)
*Percentage increase over prior year requisition						-74.2%	147.7%	2.8%	15.5%	2.0%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Galiano Health Service

EAC Review

Service: 1.228 Galiano Health Service

Committee: Electoral Area Services

DEFINITION:

To provide secure and predictable funding for the Galiano Health Care Centre
Bylaw No. 3955 Galiano Health Care Centre Contribution Services Establishment Bylaw

PARTICIPATION:

Galiano Island

MAXIMUM LEVY:

The greater of \$86,550 or \$0.19 / \$1,000

FUNDING:

Requisition

Galiano Health Service	2019		BUDGET REQUEST							
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Payment to Galiano Health Society	115,000	115,000	120,750	-	-	120,750	126,780	133,120	139,770	146,760
Operating - Other	1,640	1,640	2,261	-	-	2,261	2,392	2,527	2,576	2,625
TOTAL OPERATING COSTS	116,640	116,640	123,011	-	-	123,011	129,172	135,647	142,346	149,385
*Percentage Increase						5.5%	5.0%	5.0%	4.9%	4.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	(100)	(100)	-	-	-	-	-	-	-	-
Grants in Lieu	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	(130)	(130)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
REQUISITION	(116,510)	(116,510)	(122,981)	-	-	(122,981)	(129,142)	(135,617)	(142,316)	(149,355)
*Percentage increase over prior year requisition						5.6%	5.0%	5.0%	4.9%	4.9%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

S/GI Small Craft Harbour Facilities

EAC Review

Service: 1.235 SGI Small Craft Harbour Facilities

Committee: Electoral Area Services

DEFINITION:

A local service, established by Bylaw No. 2614, October 6, 1998, in the Southern Gulf Islands Electoral Area to establish, acquire and operate a service of small craft harbour facilities.

SERVICE DESCRIPTION:

The SGI Small Craft Harbour Facilities service funds and operates 11 small craft harbour facilities in the Southern Gulf Islands. 9 docks are owned by the CRD and 2 are leased. The docks are located on Mayne, Galiano, North and South Pender, Saturna, Piers and Vancouver Islands. The service was undertaken by the CRD upon the Federal Government of Canada's divestiture of ownership and operation of small craft harbour facilities. The Federal Government provided 1-time funding of \$1.6million to the CRD for dock rehabilitation. The service is administered by the Southern Gulf Islands Harbour Commission.

MAXIMUM LEVY:

Greater of \$112,878 or \$0.10 / \$1,000 of actual assessed value of land and improvements, to a maximum of \$319,650.

COMMISSION:

Southern Gulf Islands Harbour Commission as established by Bylaw #2972 in 2002.

FUNDING:

Parcel Tax
Moorage Fees

SGI Small Craft Harbours	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
<u>Management Expenditures</u>										
Contract for Services	12,420	10,000	10,000	-	-	10,000	10,220	10,440	10,670	10,900
Supplies, Advertising	1,040	6,010	1,060	-	-	1,060	1,080	1,100	1,120	1,140
Travel and Training	7,140	3,100	7,290	-	-	7,290	7,450	7,610	7,770	7,940
Internal Allocations	21,870	21,870	24,028	-	-	24,028	25,616	27,259	27,838	28,430
Labour Charges	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	8,950	9,100	8,970	-	-	8,970	9,160	9,360	9,570	9,780
Total Management Expenditures	51,420	50,080	51,348	-	-	51,348	53,526	55,769	56,968	58,190
*Percentage Increase over prior year						-0.1%	4.2%	4.2%	2.1%	2.1%
<u>Dock Expenditures</u>										
Repairs and Maintenance	54,510	30,050	55,670	-	-	55,670	56,860	58,060	59,280	60,540
Wharfing Compensation and Travel	48,830	40,330	49,890	-	-	49,890	50,970	52,060	53,190	54,330
Insurance	30,440	30,440	31,160	-	-	31,160	31,880	32,600	33,320	34,040
Electricity	3,020	2,500	3,080	-	-	3,080	3,140	3,200	3,260	3,320
Supplies	4,340	1,740	4,460	-	-	4,460	4,580	4,700	4,820	4,940
Operating - Other	4,030	-	4,150	-	-	4,150	4,270	4,390	4,510	4,630
Total Dock Expenditures	145,170	105,060	148,410	-	-	148,410	151,700	155,010	158,380	161,800
*Percentage Increase over prior year						2.2%	2.2%	2.2%	2.2%	2.2%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	150,000	181,950	150,000	-	-	150,000	150,000	150,000	150,000	150,000
MFA Interest	-	-	-	-	-	-	5,744	13,027	19,924	31,894
MFA Principal	-	-	-	-	-	-	-	20,431	25,270	34,870
TOTAL CAPITAL / RESERVES	150,000	181,950	150,000	-	-	150,000	155,744	183,458	195,194	216,764
TOTAL COSTS	346,590	337,090	349,758	-	-	349,758	360,970	394,237	410,542	436,754
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue- Fees	(91,000)	(81,500)	(91,000)	-	-	(91,000)	(92,860)	(94,750)	(96,710)	(98,680)
Other Income	(5,400)	(5,400)	(5,500)	-	-	(5,500)	(5,500)	(5,500)	(5,500)	(5,500)
TOTAL REVENUE	(96,400)	(86,900)	(96,500)	-	-	(96,500)	(98,360)	(100,250)	(102,210)	(104,180)
REQUISITION - PARCEL TAX	(250,190)	(250,190)	(253,258)	-	-	(253,258)	(262,610)	(293,987)	(308,332)	(332,574)
*Percentage increase over prior year requisition						1.2%	3.7%	11.9%	4.9%	7.9%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.235	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$872,000	\$1,057,000	\$656,423	\$140,000	\$475,000	\$350,000	\$2,678,423
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$872,000	\$1,057,000	\$656,423	\$140,000	\$475,000	\$350,000	\$2,678,423

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$872,000	\$922,000	\$0	\$0	\$0	\$0	\$922,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$380,000	\$90,000	\$350,000	\$350,000	\$1,170,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$246,423	\$0	\$0	\$0	\$246,423
Donations / Third Party Funding	Other	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Reserve Fund	Res	\$0	\$60,000	\$30,000	\$50,000	\$125,000	\$0	\$265,000
		\$872,000	\$1,057,000	\$656,423	\$140,000	\$475,000	\$350,000	\$2,678,423

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 1.235
Service Name: SGI Small Craft Harbour Facilities

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-03	Renewal	Alternative Approval Process		\$0	S	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
17-04	Renewal	Miners Bay	Upgrades to the Miners Bay Dock Facility including pile, bull rail and rub board replacement, and new floats.	\$467,800	S	Cap	\$210,000	\$260,000	\$0	\$0	\$0	\$0	\$260,000
18-04	Renewal	Lyall Harbour	Upon acquisition of the Lyall Harbour Dock facility from DFO, funds are required to manage upgrades associated with the acquisition	\$77,000	S	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
19-01	New	Anson Road	Construction of the Anson Road facility - gravel roadway, approach, main float and approximately 720 ft of moorage.	\$575,000	S	Cap	\$512,000	\$512,000	\$0	\$0	\$0	\$0	\$512,000
19-02	Renewal	Retreat Cove	Upgrades to the Retreat Cove Dock Facility to maintain level of service.	\$185,000	S	Debt	\$0	\$0	\$185,000	\$0	\$0	\$0	\$185,000
19-03	Decommission	Horton Bay	Decommission the Horton Bay dock after construction of the Anson Road facility.	\$100,000	S	Cap	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
20-02	Renewal	Spanish Hills	Upgrades to the Spanish Hills Dock Facility to maintain level of service.	\$75,000	S	Other	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
20-03	Renewal	SGIH Docks Various Repairs	Small repairs to various docks identified by the Stantec 2018 inspections.	\$50,000	S	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-04	Renewal	Miners Bay Upgrades	Upgrades to Miners Bay based on a grant application to fund wharfhead and approach upgrades.	\$30,000	S	Res	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
20-04	Renewal	Miners Bay Upgrades	Upgrades to Miners Bay based on a grant application to fund wharfhead and approach upgrades.	\$246,423	S	Grant	\$0	\$0	\$246,423	\$0	\$0	\$0	\$246,423
21-01	Renewal	Port Washington	Dock improvements outlined from the 18-01 Inspections project.	\$195,000	S	Debt	\$0	\$0	\$195,000	\$0	\$0	\$0	\$195,000
21-02	Renewal	Inspections	Detailed inspections including underwater inspection.	\$125,000	S	Res	\$0	\$0	\$0	\$0	\$125,000	\$0	\$125,000
22-01	Renewal	Hope Bay	Dock improvements outlined from the 18-01 Inspections project.	\$90,000	S	Debt	\$0	\$0	\$0	\$90,000	\$0	\$0	\$90,000
22-02	Renewal	Swartz Bay	Dock improvements outlined from the 18-01 Inspection project.	\$50,000	S	Res	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
23-01	Renewal	Dock Improvements	Dock improvements outlined from the 18-01 Inspections project.	\$350,000	S	Debt	\$0	\$0	\$0	\$0	\$350,000	\$0	\$350,000
24-01	Renewal	Dock Improvements	Dock improvements outlined from the 18-01 Inspections project.	\$350,000	S	Debt	\$0	\$0	\$0	\$0	\$0	\$350,000	\$350,000

raft Harbour Facilities

GRAND TOTAL

\$2,976,223

\$872,000 \$1,057,000 \$656,423 \$140,000 \$475,000 \$350,000 \$2,678,423

Capital Reserve Fund Schedule

Reserve Fund: 1.235 SGI Small Craft Harbour Facilities Capital Reserve Fund (Bylaw No. 2719)

Capital Reserve Fund Cash Flow

Fund:1054 Fund Center: 101467

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	617,065	159,065	249,065	369,065	469,065	494,065
Transfer from Operating	150,000	150,000	150,000	150,000	150,000	150,000
Transfer to Cap Fund	(608,000)	(60,000)	(30,000)	(50,000)	(125,000)	-
Transfer from Capital (Unspent)	-	-	-	-	-	-
Interest Income*	-	-	-	-	-	-
Ending Balance \$	159,065	249,065	369,065	469,065	494,065	644,065

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SGL Building Numbering

EAC Review

Service: 1.314 SGI Building Numbering

Committee: Electoral Area Services

DEFINITION:

To establish and operate the service of numbering building for Southern Gulf Islands Electoral Area.
Established by Bylaw No. 3230 (2004).
Southern Gulf Islands Building Numbering Regulation Bylaw No. 3231.

SERVICE DESCRIPTION:

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

PARTICIPATION:

Southern Gulf Islands

MAXIMUM LEVY:

None

FUNDING:

Requisition

SGI Building Numbering	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Building Inspection	8,380	8,380	8,564	-	-	8,564	8,753	8,945	9,142	9,343
Finance Allocation	800	800	539	-	-	539	511	481	491	501
GIS	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	70	70	70	-	-	70	70	70	70	70
TOTAL COSTS	9,250	9,250	9,173	-	-	9,173	9,334	9,496	9,703	9,914
*Percentage Increase over prior year						-0.8%	1.8%	1.7%	2.2%	2.2%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	20	20	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(120)	(120)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
Interest Income	(10)	(10)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
TOTAL REVENUE	(110)	(110)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
REQUISITION	(9,140)	(9,140)	(9,043)	-	-	(9,043)	(9,204)	(9,366)	(9,573)	(9,784)
*Percentage increase over prior year requisition						-1.1%	1.8%	1.8%	2.2%	2.2%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

South Galiano Fire

EAC Review

Service: 1.352 South Galiano Fire

Committee: Electoral Area Services

DEFINITION:

A local service area established to provide fire protection and emergency response on a volunteer basis to the southern part of Galiano Island. Fire department is operated by the South Galiano Fire Protection Society in accordance with a written agreement between the Society and the CRD. Bylaw No. 70 (January 13, 1971). Repealed and replaced by Bylaw No. 2148 (January 12, 1994) Local Service Area #25 - M-764. Amended by Bylaw No. 3224 to add emergency response.

PARTICIPATION:

On taxable school assessments, excluding property that is taxable for school purposes only by Special Act. Specified Area #1 - A(764).

MAXIMUM LEVY:

Greater of \$269,580 or \$0.8125 / \$11,000.

FUNDING:

Requisition

SOUTH GALIANO FIRE PROTECTION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Honorarium and Call Out Pay	102,920	108,577	110,000	-	-	110,000	112,420	114,890	117,420	120,000
Travel - Vehicles	29,720	24,600	34,900	-	-	34,900	35,660	36,440	37,250	38,070
Insurance	5,450	5,450	1,760	-	-	1,760	1,800	1,840	1,880	1,920
Staff Development	30,000	30,000	30,000	-	-	30,000	30,660	31,330	32,020	32,720
Maintenance	11,880	8,580	9,020	-	-	9,020	9,220	9,430	9,640	9,850
Internal Allocations	5,900	5,900	7,928	-	-	7,928	9,645	11,427	11,656	11,889
Operating Supplies and Other	33,800	32,950	33,820	-	-	33,820	34,580	35,340	36,110	36,890
TOTAL OPERATING COSTS	219,670	216,057	227,428	-	-	227,428	233,985	240,697	245,976	251,339
*Percentage Increase						3.5%	2.9%	2.9%	2.2%	2.2%
CAPITAL / RESERVE										
Capital Equipment Purchases	5,600	5,600	5,600	-	-	5,600	5,720	5,850	5,980	6,110
Transfer to Capital Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	79,750	83,363	79,695	-	-	79,695	81,450	83,240	85,070	86,940
TOTAL CAPITAL / RESERVES	85,350	88,963	85,295	-	-	85,295	87,170	89,090	91,050	93,050
MFA Debt	42,000	42,000	66,380	-	-	66,380	129,717	139,507	139,507	139,507
TOTAL COSTS	347,020	347,020	379,103	-	-	379,103	450,872	469,294	476,533	483,896
FUNDING SOURCES (REVENUE)										
Other Income	(300)	(300)	(300)	-	-	(300)	(310)	(320)	(330)	(340)
Parcel Tax	(42,000)	(42,000)	(66,380)	-	-	(66,380)	(129,717)	(139,507)	(139,507)	(139,507)
TOTAL REVENUE	(42,300)	(42,300)	(66,680)	-	-	(66,680)	(130,027)	(139,827)	(139,837)	(139,847)
REQUISITION	(304,720)	(304,720)	(312,423)	-	-	(312,423)	(320,845)	(329,467)	(336,696)	(344,049)
*Percentage increase over prior year requisition						2.5%	2.7%	2.7%	2.2%	2.2%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.352	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$840,000	\$2,040,000	\$3,000	\$3,000	\$3,000	\$0	\$2,049,000
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$600,000	\$600,000
		\$840,000	\$2,040,000	\$3,000	\$3,000	\$3,000	\$600,000	\$2,649,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$840,000	\$2,040,000	\$0	\$0	\$0	\$0	\$2,040,000
Equipment Replacement Fund	ERF	\$0	\$0	\$3,000	\$3,000	\$3,000	\$600,000	\$609,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$840,000	\$2,040,000	\$3,000	\$3,000	\$3,000	\$600,000	\$2,649,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.352
 Service Name: South Galiano Fire

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-02	Replacement	South Galiano Fire Hall	Post-disaster Fire Hall	\$2,400,000	B	Debt	\$840,000	\$2,040,000	\$0	\$0	\$0	\$0	\$2,040,000
21-01	Replacement	Turn out Gear - 3 sets 2021	3 sets of turn out gear	\$3,000	B	ERF	\$0	\$0	\$3,000	\$0	\$0	\$0	\$3,000
22-01	Replacement	Turn out Gear - 4 sets 2022	4 sets of turn out gear	\$3,000	B	ERF	\$0	\$0	\$0	\$3,000	\$0	\$0	\$3,000
23-01	Replacement	Turn out Gear - 5 sets 2023	5 sets of turn out gear	\$3,000	B	ERF	\$0	\$0	\$0	\$0	\$3,000	\$0	\$3,000
24-01	Replacement	Replace Engine 1, F00858	Replace Engine 1, F00858	\$600,000	V	ERF	\$0	\$0	\$0	\$0	\$0	\$600,000	\$600,000
GRAND TOTAL				\$3,009,000			\$840,000	\$2,040,000	\$3,000	\$3,000	\$3,000	\$600,000	\$2,649,000

Reserve Schedule

Reserve Fund: 1.352 Galiano South Fire Protection Equipment Replacement Fund

Reserve Cash Flow

Fund: 1022 Fund Center: 101431 SGALFIRE.ERF	2019	Budget				
		2020	2021	2022	2023	2024
Beginning Balance	114,801	198,164	277,859	356,309	436,549	518,619
Transfer from Operating Budget	83,363	79,695	81,450	83,240	85,070	86,940
Planned Purchases (Based on Capital PI	-	-	(3,000)	(3,000)	(3,000)	(600,000)
Interest Income		-	-	-	-	-
Ending Balance \$	198,164	277,859	356,309	436,549	518,619	5,559

Assumptions/Background:

Need to transfer as much as operating budget will allow in order to fund replacement of fire vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Pender Island Fire

EAC Review

Service: 1.356 Pender Island Fire

Protection & Emergency Response Service

Committee: Electoral Areas Committee

DEFINITION:

A specified area established to provide fire protection and emergency response on a volunteer basis to Pender Islands. Local Service Bylaw No. 2050 (October 28, 1992). Amended by Bylaw No. 3015 (November 29, 2002) to increase the levy rate to \$1.87. Amended by Bylaw No. 3283 to change the name and geographical area to include both North and South Pender Islands to create one fire service area known as the Pender Islands Fire Protection & Emergency Response Service. This Amendment also decreased the levy to \$0.92.

PARTICIPATION:

On all lands and improvements on the basis of taxable hospital district assessments. Local Service Area #18 - J(764).

MAXIMUM LEVY:

Bylaw No. 3994 states "Greater of \$918,000 or \$0.998 / \$1,000" to a maximum of \$1,153,354.

FUNDING:

Requisition

PENDER ISLAND FIRE PROTECTION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Travel - Vehicles	20,000	12,000	12,000	-	-	12,000	12,260	12,530	12,810	13,090
Insurance	7,150	7,150	7,130	-	-	7,130	7,280	7,410	7,550	7,700
Payment - Fire Protection Society	750,370	750,370	766,712	-	-	766,712	776,390	785,879	801,257	816,920
Internal Allocations	22,390	22,390	29,537	-	-	29,537	35,728	42,154	42,997	43,857
Operating - Other	10,440	11,071	9,600	-	-	9,600	9,820	10,040	10,260	10,490
TOTAL OPERATING COSTS	810,350	802,981	824,979	-	-	824,979	841,478	858,013	874,874	892,057
*Percentage Increase						1.8%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	65,790	69,375	71,956	-	-	71,956	73,395	75,010	76,660	78,350
Transfer to Capital Reserve Fund	65,790	69,375	71,956	-	-	71,956	73,395	75,010	76,660	78,350
TOTAL CAPITAL / RESERVES	131,580	138,750	143,912	-	-	143,912	146,790	150,020	153,320	156,700
TOTAL COSTS	941,930	941,731	968,890	-	-	968,890	988,268	1,008,033	1,028,194	1,048,757
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020	-	(0)	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	(35,680)	(35,680)	-	-	-	-	(1,530)	(1,561)	(1,592)	(1,624)
Other Income	(1,000)	(800)	(1,500)	-	-	(1,500)	(8,140)	(8,302)	(8,468)	(8,638)
Grants in Lieu of Taxes	(7,980)	(7,980)	(7,980)	-	-	(7,980)	(9,670)	(9,863)	(10,060)	(10,261)
TOTAL REVENUE	(44,660)	(44,460)	(9,480)	-	-	(9,480)	(9,670)	(9,863)	(10,060)	(10,261)
REQUISITION	(897,270)	(897,270)	(959,410)	-	-	(959,410)	(978,598)	(998,170)	(1,018,134)	(1,038,496)
*Percentage increase over prior year requisition						6.9%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.356	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$12,000	\$12,000	\$6,000	\$0	\$0	\$0	\$18,000
Equipment	E	\$0	\$30,500	\$34,000	\$4,000	\$25,000	\$0	\$93,500
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$275,000	\$775,000	\$0	\$0	\$0	\$0	\$775,000
		\$287,000	\$817,500	\$40,000	\$4,000	\$25,000	\$0	\$886,500

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$30,500	\$34,000	\$4,000	\$25,000	\$0	\$93,500
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$12,000	\$12,000	\$6,000	\$0	\$0	\$0	\$18,000
Short Term Loans	STLoan	\$275,000	\$775,000	\$0	\$0	\$0	\$0	\$775,000
		\$287,000	\$817,500	\$40,000	\$4,000	\$25,000	\$0	\$886,500

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.356
 Service Name: Pender Island Fire

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-01	Renewal	Hall 1 Firewall - Occupancy change	Hall 1 Improvements and Upgrades	\$12,000	B	Res	\$12,000	\$12,000	\$0	\$0	\$0	\$0	\$12,000
19-02	Replacement	Replace R38 with mini-pumper 1500 IGPM pump	Vehicle Replacement	\$275,000	V	STLoan	\$275,000	\$275,000	\$0	\$0	\$0	\$0	\$275,000
20-01	Replacement	Gas Detectors -replace	Replacement of ancillary equipment	\$7,000	E	ERF	\$0	\$3,000	\$0	\$4,000	\$0	\$0	\$7,000
20-02	Replacement	CRD Computer replacement program	Computer equipment replacement	\$15,000	E	ERF	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
20-03	Replacement	Modify E 17 - dump chutes	Replace dump chutes	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
20-04	Replacement	New Pumper Truck - Replace E27 pumper	Vehicle Replacement	\$500,000	V	STLoan	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
20-05	Renewal	Refit & testing to extend useful life of E27 -U746	vehicle Refitting	\$2,500	E	ERF	\$0	\$2,500	\$0	\$0	\$0	\$0	\$2,500
21-01	Renewal	Hall 3 Painting - Hall #3 - Paint - upgrades	Hall 3 Improvements and Upgrades	\$6,000	B	Res	\$0	\$0	\$6,000	\$0	\$0	\$0	\$6,000
21-02	Replacement	Fire hoses	Firefighting equipment replacement	\$16,000	E	ERF	\$0	\$0	\$8,000	\$0	\$8,000	\$0	\$16,000
21-03	Replacement	Turnout gear	Firefighting equipment replacement	\$24,000	E	ERF	\$0	\$0	\$12,000	\$0	\$12,000	\$0	\$24,000
21-04	Replacement	SCBA cylinder replacement	Replacement of SCBA cylinders	\$14,000	E	ERF	\$0	\$0	\$14,000	\$0	\$0	\$0	\$14,000
23-01	Replacement	Replace rescue equipment	Firefighting equipment replacement	\$5,000	E	ERF	\$0	\$0	\$0	\$0	\$5,000	\$0	\$5,000
GRAND TOTAL				\$886,500			\$287,000	\$817,500	\$40,000	\$4,000	\$25,000	\$0	\$886,500

Pender Island Fire Reserves
 Summary Schedule
 2020-2024 Financial Plan

Reserve/Fund Summary

	2019	Budget				
		2020	2021	2022	2023	2024
Equipment Replacement Fund	166,753	208,209	247,603	318,613	370,273	448,623
Capital Reserve Fund	226,287	286,243	353,638	428,648	505,308	583,658
Total	393,040	494,451	601,241	747,261	875,581	1,032,281

Reserve Schedule

Reserve Fund: Equipment Replacement Fund - NPENDFIRE.ERF & SPENDFIRE.ERF

For replacement of firefighting equipment and vehicles

Reserve Cash Flow

Fund: 1022 Fund Center: 101433 ERF Group: NPENDFIRE.ERF & SPENDFIRE.ERF	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	246,013	166,753	208,209	247,603	318,613	370,273
Expenditures (Based on Capital Plan)	(145,050)	(30,500)	(34,000)	(4,000)	(25,000)	-
Transfer from Operating Budget	65,790	71,956	73,395	75,010	76,660	78,350
Interest Income	-					
Ending Balance \$	166,753	208,209	247,603	318,613	370,273	448,623

Reserve Schedule

Reserve Fund: Pender Island Fire Capital Reserve Fund - Bylaw 3313

Reserve Cash Flow

Fund: 1013 Fund Center: 101357	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	360,343	226,287	286,243	353,638	428,648	505,308
Expenditures (Based on Capital Plan)	(199,846)	(12,000)	(6,000)	-	-	-
Transfer from Operating Budget	65,790	71,956	73,395	75,010	76,660	78,350
Interest Income	-	-	-	-	-	-
Ending Balance \$	226,287	286,243	353,638	428,648	505,308	583,658

Assumptions/Background:

Maintain fund at level required under long term capital plan. Considered sufficient. Level to resume life cycle funding after ERF replenished

CAPITAL REGIONAL DISTRICT

2020 BUDGET

North Galiano Fire

EAC Review

DEFINITION:

A Specified Area to provide Fire Protection Services for North Galiano Island. Establishment Bylaw No. 1852 (November 17, 1990). Amended by Bylaw No. 2989 (November 27, 2002) to increase the levy rate to \$1.60. amended by Bylaw 3143 (Feb 11, 2004) to change boundaries. Amended by Bylaw 3221 (Feb 9, 2005).

MAXIMUM LEVY:

Greater of \$267,000 or \$1.60 / \$1,000 to a maximum of \$337,583.

COMMISSION:

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

MAXIMUM CAPITAL DEBT:

Authorized:	LA Bylaw No. 3844 (Dec/12)	670,000
Borrowed:	SI Bylaw No. 3910 (July/13)	(290,000)
	SI Bylaw No. 3936 (Feb/14)	(280,000)
Remaining:		<u><u>\$100,000</u></u>

FUNDING:

Requisition and parcel tax.

NORTH GALIANO FIRE PROTECTION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Honoraria	70,808	68,556	72,366	-	-	72,366	73,960	73,960	75,580	77,240
Travel - Vehicles	14,500	14,000	14,819	-	-	14,819	15,140	15,140	15,480	15,820
Insurance	6,360	6,360	5,620	-	-	5,620	5,750	5,880	5,880	5,880
Maintenance	5,800	5,800	5,928	-	-	5,928	6,060	6,190	6,330	6,470
Staff Training & Development	15,000	8,000	12,000	-	-	12,000	12,260	12,530	12,810	13,090
Internal Allocations	4,360	4,360	5,451	-	-	5,451	6,692	7,980	8,139	8,302
Operating - Supplies	12,520	12,520	12,795	-	-	12,795	13,080	13,370	13,660	13,960
Operating - Other	29,930	26,528	27,543	-	-	27,543	28,140	28,610	29,230	29,850
TOTAL OPERATING COSTS	159,278	146,124	156,522	-	-	156,522	161,082	163,660	167,109	170,612
*Percentage Increase						-1.7%	2.9%	1.6%	2.1%	2.1%
CAPITAL / RESERVE										
Capital Equipment Purchases										
Transfer to Capital Reserve Fund	-	5,000	5,000	-	-	5,000	5,110	5,220	5,330	5,450
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	5,000	5,000	-	-	5,000	5,110	5,220	5,330	5,450
DEBT SERVICING										
Principal	28,467	28,467	28,466	-	-	28,466	28,466	28,466	28,466	28,466
Interest	20,405	20,405	20,405	-	-	20,405	20,405	20,405	20,405	20,405
TOTAL DEBT SERVICING	48,872	48,872	48,871	-	-	48,871	48,871	48,871	48,871	48,871
TOTAL COSTS	208,150	199,996	210,393	-	-	210,393	215,063	217,751	221,310	224,933
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020	-	8,154	(8,154)	-	-	(8,154)	-	-	-	-
Balance c/fwd from 2018 to 2019	(10,300)	(10,300)	-	-	-	-	-	-	-	-
Parcel Tax	(24,440)	(24,440)	(24,440)	-	-	(24,440)	(25,013)	(23,511)	(22,790)	(22,043)
Other Income	(250)	(250)	(250)	-	-	(250)	(260)	(270)	(280)	(290)
Grants - In lieu of Taxes	(290)	(290)	(290)	-	-	(290)	(300)	(310)	(320)	(330)
TOTAL REVENUE	(35,280)	(27,126)	(33,134)	-	-	(33,134)	(25,573)	(24,091)	(23,390)	(22,663)
REQUISITION	(172,870)	(172,870)	(177,260)	-	-	(177,260)	(189,490)	(193,660)	(197,920)	(202,270)
*Percentage increase over prior year requisition						2.5%	6.9%	2.2%	2.2%	2.2%

Reserve Schedule

Reserve Fund: 1.359 North Galiano Fire Protection Capital Reserve Fund - Bylaw 3944

Reserve Cash Flow

Fund: 1085 Fund Center: 102137

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	59,446	59,446	64,446	69,556	74,776	80,106
Expenditures (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Operating Budget	-	5,000	5,110	5,220	5,330	5,450
Interest Income	-					
Ending Balance \$	59,446	64,446	69,556	74,776	80,106	85,556

Assumptions/Background:

Gradual increase in fund as per long term plan

Reserve Schedule

Reserve Fund: 1.359 North Galiano Fire Protection Equipment Replacement Fund

Reserve Cash Flow

Fund: 1022 Fund Center: 101435 ERF Group: NGALFIRE.ERF	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	143,875	143,875	143,875	143,875	143,875	143,875
Expenditures (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Operating Budget	-	-	-	-	-	-
Interest Income	-					
Ending Balance \$	143,875	143,875	143,875	143,875	143,875	143,875

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Saturna Island Fire

EAC Review

Service: 1.363 Saturna Fire Protection

Committee: Electoral Area Services

DEFINITION:

A Specified Area to provide Fire Protection and Emergency Response Services. Establishment Bylaw No.2165 (Nov. 29, 1993); Bylaw No.2575 (Jan. 28, 1998); Amended Bylaw No.2734 (Nov. 24, 1999).

MAXIMUM LEVY:

GreaGreater of \$73,500 or \$0.85 / \$1,000 to a maximum of \$209,545.

FUNDING:

Requisition

SATURNA ISLAND FIRE PROTECTION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Payment - Fire Protection Society	160,000	160,000	160,000	-	-	160,000	165,000	165,000	165,000	165,000
Operating - Other	2,700	2,700	3,002	-	-	3,002	3,191	3,385	3,453	3,522
TOTAL OPERATING COSTS	162,700	162,700	163,002	-	-	163,002	168,191	168,385	168,453	168,522
*Percentage Increase						0.2%	3.2%	0.1%	0.0%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	(290)	(290)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(6,750)	(6,750)	(6,760)	-	-	(6,760)	(6,760)	(6,760)	(6,760)	(6,760)
Interest Income	(60)	(60)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
TOTAL REVENUE	(7,100)	(7,100)	(6,820)	-	-	(6,820)	(6,820)	(6,820)	(6,820)	(6,820)
REQUISITION	(155,600)	(155,600)	(156,182)	-	-	(156,182)	(161,371)	(161,565)	(161,633)	(161,702)
*Percentage increase over prior year requisition						0.4%	3.3%	0.1%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SGI Emergency Program

EAC Review

Service: 1.373 SGI Emergency Program

Committee: Electoral Area Services

DEFINITION:

To establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness responses and recovery measures for emergencies and disasters for the Electoral Area of Southern Gulf Islands.

Establishment Bylaw No. 2656 (November, 1998).

Order in Council #287 provides the CRD with the same powers as a local authority under the Emergency Program Act.

SERVICE DESCRIPTION:

Governed by Bylaw #3445, this service provides planning and management of an emergency response plan for the Southern Gulf Islands Electoral Area. The service was started in 1998 in response to the *Provincial Emergency Program Act*. The emergency response plan involves response to, and recovery from, a community disaster or emergency.

The Planning and Protective Services department has administrative responsibility for the service and the Manager of Electoral Area Fire and Emergency Programs has immediate operational responsibility.

The Southern Gulf Islands Emergency Management Commission (SGIEMC) advises the service.

PARTICIPATION:

The service and participating area shall be coterminous with the Electoral Area of Southern Gulf Islands.

FUNDING:

Requisition

SGI EMERGENCY PROGRAM	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Travel Expense	18,230	10,236	11,480	-	-	11,480	11,730	11,990	12,250	12,510
Contract for Services	58,410	57,134	64,700	-	-	64,700	66,120	67,570	69,050	70,570
Staff Training & Development	6,780	3,580	8,348	-	-	8,348	8,520	8,700	8,880	9,060
Educational Material	9,790	2,292	16,000	-	-	16,000	16,350	16,710	17,080	17,460
Payments to 3rd Parties	11,950	5,261	11,960	-	-	11,960	12,220	12,490	12,760	13,040
Supplies	18,510	20,547	17,270	-	-	17,270	17,640	18,020	18,400	18,780
Allocations	5,490	9,390	6,974	-	-	6,974	8,776	10,646	10,859	11,077
Other Operating Expenses	75,500	62,889	72,905	-	-	72,905	74,440	76,010	77,610	79,250
TOTAL OPERATING COSTS	204,660	171,328	209,637	-	-	209,637	215,796	222,136	226,889	231,747
*Percentage Increase over prior year						2.4%	2.9%	2.9%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	12,500	12,500	12,500	-	-	12,500	12,500	12,500	12,500	12,500
Transfer to Operating Reserve Fund	5,000	36,332	5,000	-	-	5,000	5,000	5,000	5,000	5,000
TOTAL CAPITAL / RESERVES	17,500	48,832	17,500	-	-	17,500	17,500	17,500	17,500	17,500
TOTAL COSTS	222,160	220,160	227,137	-	-	227,137	233,296	239,636	244,389	249,247
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(2,100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
Grants in Lieu of Taxes	(2,010)	(2,010)	(2,010)	-	-	(2,010)	(2,050)	(2,100)	(2,150)	(2,200)
TOTAL REVENUE	(4,110)	(2,110)	(2,110)	-	-	(2,110)	(2,150)	(2,200)	(2,250)	(2,300)
REQUISITION	(218,050)	(218,050)	(225,027)	-	-	(225,027)	(231,146)	(237,436)	(242,139)	(246,947)
*Percentage increase over prior year requisition						3.2%	2.7%	2.7%	2.0%	2.0%

Reserve Schedule

Reserve Fund: 1.373 SGI Emergency Capital Reserve Fund - Bylaw 2965

Reserve Cash Flow

Fund: 1063 Fund Center: 101723

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	185,204	197,704	210,204	222,704	235,204	247,704
Expenditures (Based on Capital Plan)	-	-	-	-	-	-
Transfer from Operating Budget	12,500	12,500	12,500	12,500	12,500	12,500
Interest Income	-	-	-	-	-	-
Ending Balance \$	197,704	210,204	222,704	235,204	247,704	260,204

Assumptions/Background:

Require sufficient funding to meet long range capital plan

Reserve Schedule

Reserve Fund: 1.373 SGI Emergency Operating Reserve Fund

Reserve Cash Flow

Fund: 1500 Fund Center: 105401	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	76,950	81,950	86,950	91,950	96,950	101,950
Expenditures	-	-	-	-	-	-
Transfer from/to Operating Budget	5,000	5,000	5,000	5,000	5,000	5,000
Interest Income	-	-	-	-	-	-
Ending Balance \$	81,950	86,950	91,950	96,950	101,950	106,950

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Saturna Island Community Parks

EAC Review

Service: 1.465 Saturna Island Community Parks

Committee: Saturna Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Saturna Island (Bylaw No. 2080, December 16, 1992).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Saturna Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds and sports fields.

PARTICIPATION:

Saturna Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

Maximum Levy - \$0.15 / \$1,000 on basis of net taxable value of land and improvements, \$36,794. (Bylaw 4088 - Amends 2080 - March, 2016)

COMMISSION:

Saturna Island Parks and Recreation Commission (Bylaw No. 3485, November 14, 2007)

FUNDING:

Requisition

SATURNA ISLAND COMMUNITY PARKS	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Contract for Services	1,440	1,400	1,500	-	-	1,500	1,530	1,560	1,590	1,620
Supplies	200	472	400	-	-	400	400	400	400	400
Repairs & Maintenance	8,500	7,750	9,500	-	-	9,500	9,710	9,920	10,140	10,360
Allocations	3,310	3,310	1,267	-	-	1,267	1,228	1,187	1,211	1,235
Other Operating Expenses	9,370	2,518	5,948	-	-	5,948	6,070	6,200	6,330	6,460
TOTAL OPERATING COSTS	22,820	15,450	18,615	-	-	18,615	18,938	19,267	19,671	20,075
*Percentage Increase over prior year						-18.4%	1.7%	1.7%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	1,000	8,370	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	1,000	8,370	-	-	-	-	-	-	-	-
TOTAL COSTS	23,820	23,820	18,615	-	-	18,615	18,938	19,267	19,671	20,075
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2018 to 2019	(3,820)	(3,820)	-	-	-	-	-	-	-	-
Revenue - Other	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
Grants in Lieu of Taxes	(1,090)	(1,090)	(1,090)	-	-	(1,090)	(1,110)	(1,130)	(1,150)	(1,180)
TOTAL REVENUE	(4,960)	(4,960)	(1,140)	-	-	(1,140)	(1,160)	(1,180)	(1,200)	(1,230)
REQUISITION	(18,860)	(18,860)	(17,475)	-	-	(17,475)	(17,778)	(18,087)	(18,471)	(18,845)
*Percentage increase over prior year requisition						-7.3%	1.7%	1.7%	2.1%	2.0%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.465	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
		\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 1.465
Service Name: Saturna Island Community Parks

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Renewal	Park upgrades	Upgrades and improvements to Saturna Island Parks	\$50,000	S	Res	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
GRAND TOTAL				\$50,000			\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000

Capital Reserve Fund Schedule

Reserve Fund: 1.465 Saturna Island Parks Capital Reserve Fund (Bylaw No. 2627)

Capital Reserve Fund Cash Flow

Fund: 1036 Fund Center: 101380

	2019	Budget				
		2020	2021	2022	2023	2024
Beginning Balance	73,909	64,909	54,909	44,909	34,909	24,909
Transfer from Operating Budget	1,000	-	-	-	-	-
Transfer to General Capital Fund	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Interest Income*	-	-	-	-	-	-
Ending Balance \$	64,909	54,909	44,909	34,909	24,909	14,909

* 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.

Land Reserve Fund Schedule

Reserve Fund: SATURNA ISLAND PARK LAND ACQUISITION RESERVE FUND (Bylaw No. 2398)

Land Reserve Fund Cash Flow

Fund: 1018 Fund Center: 101361	2019	Budget				
		2020	2021	2022	2023	2024
Beginning Balance	3,050	3,050	3,050	3,050	3,050	3,050
Interest Income*	-	-	-	-		-
Ending Balance \$	3,050	3,050	3,050	3,050	3,050	3,050

* 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

2020 BUDGET

Saturna Island Community Recreation

EAC Review

Service: 1.468 Saturna Island Community Recreation

Committee: Saturna Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Saturna Island (Bylaw No. 1463, June 25, 1986).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Saturna Island.

PARTICIPATION:

Saturna Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

Maximum Levy - \$0.063 / \$1,000 on basis of net taxable value of land and improvements, \$19,378.

COMMISSION:

Saturna Island Parks and Recreation Commission (Bylaw No. 3485, November 14, 2007)

FUNDING:

Requisition

SATURNA ISLAND COMMUNITY RECREATION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Recreation Programs	8,660	7,500	8,660	-	-	8,660	8,850	9,040	9,240	9,440
Special Events	800	800	2,200	-	-	2,200	2,250	2,300	2,350	2,400
Allocations	1,180	1,180	759	-	-	759	685	608	620	632
Other Operating Expenses	1,040	570	1,910	-	-	1,910	1,950	1,990	2,030	2,070
TOTAL OPERATING COSTS	11,680	10,050	13,529	-	-	13,529	13,735	13,938	14,240	14,542
*Percentage Increase over prior year						15.8%	1.5%	1.5%	2.2%	2.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	1,630	(1,630)	-	-	(1,630)	-	-	-	-
Balance c/fwd from 2018 to 2019	(1,370)	(1,370)	-	-	-	-	-	-	-	-
Revenue - Other	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Grants in Lieu of Taxes	(350)	(350)	(350)	-	-	(350)	(360)	(370)	(380)	(390)
TOTAL REVENUE	(1,740)	(110)	(2,000)	-	-	(2,000)	(380)	(390)	(400)	(410)
REQUISITION	(9,940)	(9,940)	(11,529)	-	-	(11,529)	(13,355)	(13,548)	(13,840)	(14,132)
*Percentage increase over prior year requisition						16.0%	15.8%	1.4%	2.2%	2.1%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Mayne Island Community Parks

EAC Review

Service: 1.475 Mayne Island Community Parks

Committee: Mayne Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Mayne Island (Bylaw No. 1602, January 13, 1988).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Mayne Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds, a Japanese Garden and sports fields.

PARTICIPATION:

Mayne Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

Maximum Levy - \$0.15 / \$1,000 on basis of net taxable value of land and improvements, \$113,177. (Bylaw 4089 - Amends 1602 - March, 2016)

COMMISSION:

Mayne Island Parks and Recreation Commission (Bylaw No. 3488, November 14, 2007)

FUNDING:

Requisition

MAYNE ISLAND COMMUNITY PARKS	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Honoraria	3,280	3,280	3,280	-	-	3,280	3,350	3,420	3,500	3,580
Supplies	3,900	3,900	3,238	-	-	3,238	3,310	3,380	3,450	3,520
Repairs, Maintenance, & Improvements	55,350	55,350	60,157	-	-	60,157	59,770	62,820	64,180	63,830
Allocations	7,740	7,740	4,847	-	-	4,847	5,518	6,213	6,336	6,463
Recreation Programs			-			-	1,700	-	-	1,750
Other Operating Expenses	9,760	9,760	10,003	-	-	10,003	10,220	10,450	10,690	10,930
TOTAL OPERATING COSTS	80,030	80,030	81,525	-	-	81,525	83,868	86,283	88,156	90,073
*Percentage Increase over prior year						1.9%	2.9%	2.9%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	80,030	80,030	81,525	-	-	81,525	83,868	86,283	88,156	90,073
<u>FUNDING SOURCES (REVENUE)</u>										
Rentals	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
Grants in Lieu of Taxes	(70)	(70)	(140)	-	-	(140)	(140)	(140)	(140)	(140)
TOTAL REVENUE	(270)	(270)	(340)	-	-	(340)	(340)	(340)	(340)	(340)
REQUISITION	(79,760)	(79,760)	(81,185)	-	-	(81,185)	(83,528)	(85,943)	(87,816)	(89,733)
*Percentage increase over prior year requisition						1.8%	2.9%	2.9%	2.2%	2.2%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.475	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
		\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 1.475
 Service Name: Mayne Island Community Parks

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Renewal	Park upgrades	Upgrades and improvements to Mayne Island Parks	\$10,000	S	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
GRAND TOTAL				\$10,000			\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000

ERF Fund Schedule

Reserve Fund: 1.475 Mayne Island Parks ERF

ERF Fund Cash Flow

Fund: 1022 Fund Centre: 101921 ERF Group: MAYNEPRK.ERF	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	18,465	-	-	-	-	-
Spending (Based on Capital Plan)	-	-	-	-	-	-
Transfer to Capital Reserve Fund (Merge) Bylaw 4275	(18,465)	-	-	-	-	-
Interest Income*			-	-		-
Ending Balance \$	-	-	-	-	-	-

Capital Reserve Fund Schedule

Reserve Fund: 1.475 Mayne Island Parks Capital Reserve Fund (Bylaw No. 2866)
--

Capital Reserve Fund Cash Flow

Fund: 1061 Fund Center: 101611

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	89,389	97,855	87,855	87,855	87,855	87,855
Transfer to Cap Fund (Based on Capital Plan)	(10,000)	(10,000)				
Transfer from Operating Budget	-	-	-	-	-	-
Transfer from ERF to clear off bal per Bylaw 4275	18,465					
Interest Income*			-	-		-
Ending Balance \$	97,855	87,855	87,855	87,855	87,855	87,855

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Mayne Island Community Recreation

EAC Review

Service: 1.478 Mayne Island Community Recreation

Committee: Mayne Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Mayne Island (Bylaw No. 1463, June 25, 1986).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Mayne Island.

PARTICIPATION:

Mayne Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

Maximum Levy - \$0.079 / \$1,000 on basis of net taxable value of land and improvements, \$59,607. (Bylaw 4153 Sept 13, 2017)

COMMISSION:

Mayne Island Parks and Recreation Commission (Bylaw No. 3488, November 14, 2007)

FUNDING:

Requisition

MAYNE ISLAND COMMUNITY RECREATION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Recreation Programs	26,240	26,000	24,000	-	-	24,000	27,600	24,500	29,300	26,000
Special Events	4,800	3,200	3,624	-	-	3,624	3,540	3,667	3,071	3,584
Allocations	2,060	2,060	1,414	-	-	1,414	1,600	1,793	1,829	1,866
Other Operating Expenses	1,370	2,199	4,830	-	-	4,830	1,360	4,890	1,420	4,950
TOTAL OPERATING COSTS	34,470	33,459	33,868	-	-	33,868	34,100	34,850	35,620	36,400
*Percentage Increase over prior year						-1.7%	0.7%	2.2%	2.2%	2.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2019 to 2020	-	1,011	(1,011)	-	-	(1,011)	-	-	-	-
Balance c/fwd from 2018 to 2019	(1,740)	(1,740)	-	-	-	-	-	-	-	-
Revenue - Other	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
Grants in Lieu of Taxes	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	(1,800)	(789)	(1,071)	-	-	(1,071)	(60)	(60)	(60)	(60)
REQUISITION	(32,670)	(32,670)	(32,797)	-	-	(32,797)	(34,040)	(34,790)	(35,560)	(36,340)
*Percentage increase over prior year requisition						0.4%	3.8%	2.2%	2.2%	2.2%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Pender Island Community Parks

EAC Review

Service: 1.485 Pender Island Community Parks

Committee: Pender Island Community Parks

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Pender Island (Bylaw No. 1601, January 13, 1988)

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Pender Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds a disc park and sports fields.

PARTICIPATION:

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

Maximum Levy - \$0.15 / \$1,000 on basis of net taxable value of land and improvements, \$174,724. (Bylaw 4091 - March, 2016)

COMMISSION:

Pender Islands Parks and Recreation Commission (Bylaw No. 3561, September 10, 2008)

FUNDING:

Requisition

PENDER ISLAND COMMUNITY PARKS	2019 BOARD BUDGET	2019 ESTIMATED ACTUAL	BUDGET REQUEST				FUTURE PROJECTIONS			
			CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Contract for Services	19,110	19,110	19,530	-	-	19,530	19,960	20,400	20,850	21,310
Supplies	11,790	8,650	12,040	-	-	12,040	12,300	12,560	12,830	13,110
Repairs, Maintenance, & Improvements	42,280	43,210	43,210	-	-	43,210	44,160	45,130	46,120	47,130
Allocations	11,210	11,210	8,034	-	-	8,034	8,934	9,865	10,062	10,270
Other Operating Expenses	17,790	10,610	21,586	-	-	21,586	22,060	22,540	23,020	23,510
TOTAL OPERATING COSTS	102,180	92,790	104,400	-	-	104,400	107,414	110,495	112,882	115,330
*Percentage Increase over prior year						2%	3%	3%	2%	2%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	49,470	59,630	50,560	-	-	50,560	50,946	51,345	52,508	53,690
TOTAL CAPITAL / RESERVES	49,470	59,630	50,560	-	-	50,560	50,946	51,345	52,508	53,690
TOTAL COSTS	151,650	152,420	154,960	-	-	154,960	158,360	161,840	165,390	169,020
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(200)	(970)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
Grants in Lieu of Taxes	(920)	(920)	(940)	-	-	(940)	(960)	(980)	(1,000)	(1,020)
TOTAL REVENUE	(1,120)	(1,890)	(1,140)	-	-	(1,140)	(1,160)	(1,180)	(1,200)	(1,220)
REQUISITION	(150,530)	(150,530)	(153,820)	-	-	(153,820)	(157,200)	(160,660)	(164,190)	(167,800)
*Percentage increase over prior year requisition						2.2%	2.2%	2.2%	2.2%	2.2%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.485	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$470,000	\$10,000	\$10,000	\$10,000	\$10,000	\$510,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$470,000	\$10,000	\$10,000	\$10,000	\$10,000	\$510,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$460,000	\$0	\$0	\$0	\$0	\$460,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
		\$0	\$470,000	\$10,000	\$10,000	\$10,000	\$10,000	\$510,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 1.485
Service Name: Pender Island Community Parks

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-01	Renewal	Gardom Dam	Dam Remediation	\$460,000	S	Grant	\$0	\$460,000	\$0	\$0	\$0	\$0	\$460,000
19-02	Renewal	Park upgrades	Upgrades and improvements to Pender Island Parks	\$3,550	S	Res	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
GRAND TOTAL				\$463,550			\$0	\$470,000	\$10,000	\$10,000	\$10,000	\$10,000	\$510,000

1.485 Pender Island Parks
 Asset and Reserve Summary
 2020-2024 Financial Plan

Summary

Reserve/Fund Summary Projected year end balance	Budget					
	2019	2020	2021	2022	2023	2024
Capital Reserve	222,297	262,857	303,803	345,148	387,656	431,346
Land Acquisition Reserve	34,515	34,515	34,515	34,515	34,515	34,515
Total projected year end balance	256,811	297,371	338,317	379,662	422,170	465,860

1.485 Pender Island Parks
 Asset and Reserve Summary
 2020-2024 Financial Plan

Land Reserve Fund Schedule

Reserve Fund: 1.485 Pender Island Parks Land Reserve Fund (Bylaw No. 2399)

- Capital Reserve Fund for Pender Island Parks was established in 1994 under Bylaw No. 2236.
 - These reserves can only be used to purchase park land.

Capital Reserve Fund Cash Flow

Land Acquisition Reserve Fund 1019/101362	Estimate	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	34,515	34,515	34,515	34,515	34,515	34,515
Transfer to Cap Fund (Based on Capital Plan)		-	-	-	-	-
Transfer from Operating Budget		-	-	-	-	-
Interest Income**		-	-	-	-	-
Ending Balance \$	34,515	34,515	34,515	34,515	34,515	34,515

** 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.

1.485 Pender Island Parks
 Asset and Reserve Summary
 2020-2024 Financial Plan

Capital Reserve Fund Schedule

Reserve Fund: 1.485 Pender Island Parks Capital Reserve Fund (Bylaw No. 2236)

- Capital Reserve Fund for Pender Island Parks was established in 1994 under Bylaw No. 2236.
- These reserves can only be used to fund capital expenditure.
- Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into the reserve fund..

Capital Reserve Fund Cash Flow

Capital Reserve Fund 1038 / 101382	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	182,827	222,297	262,857	303,803	345,148	387,656
Planned Capital Expenditure (Based on Capital Plan)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Transfer from General Capital Fund	-	-	-	-	-	-
Transfer from Operating Budget	49,470	50,560	50,946	51,345	52,508	53,690
Interest Income*						
Ending Balance \$	222,297	262,857	303,803	345,148	387,656	431,346

** 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

2020 BUDGET

Pender Island Community Recreation

EAC Review

Service: 1.488 Pender Island Community Rec

Committee: Pender Island Community Parks

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Pender Island (Bylaw No. 1360, June 26, 1985).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Pender Island.

PARTICIPATION:

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

Maximum Levy - \$0.063 / \$1,000 on basis of net taxable value of land and improvements, \$92,021.

COMMISSION:

Pender Islands Parks and Recreation Commission (Bylaw No. 3561, September 10, 2008)

FUNDING:

Requisition

PENDER ISLAND COMMUNITY RECREATION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Recreation Programs	56,690	56,690	57,940	-	-	57,940	59,210	60,510	61,840	63,200
Allocations	3,280	3,280	2,306	-	-	2,306	2,709	3,127	3,189	3,253
Other Operating Expenses	140	140	120	-	-	120	120	120	120	120
TOTAL OPERATING COSTS	60,110	60,110	60,366	-	-	60,366	62,039	63,757	65,149	66,573
*Percentage Increase over prior year						0.4%	2.8%	2.8%	2.2%	2.2%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020		-								
Balance c/fwd from 2018 to 2019	(990)	(990)	-	-	-	-	(270)	(280)	(290)	(300)
Revenue - Other	(250)	(250)	(260)	-	-	(260)	(510)	(520)	(530)	(540)
Grants in Lieu of Taxes	(490)	(490)	(500)	-	-	(500)	(780)	(800)	(820)	(840)
TOTAL REVENUE	(1,730)	(1,730)	(760)	-	-	(760)	(780)	(800)	(820)	(840)
REQUISITION	(58,380)	(58,380)	(59,606)	-	-	(59,606)	(61,259)	(62,957)	(64,329)	(65,733)
*Percentage increase over prior year requisition						2.1%	2.8%	2.8%	2.2%	2.2%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Galiano Community Parks

EAC Review

Service: 1.495 Galiano Community Parks

Committee: Galiano Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Galiano Island (Bylaw No. 2294, February 22, 1995).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Galiano Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds and sports fields.

PARTICIPATION:

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

Maximum Levy - \$0.15 / \$1,000 on basis of net taxable value of land and improvements, \$98,793.

COMMISSION:

Galiano Island Parks and Recreation Commission (Bylaw No. 3486, November 14, 2007)

FUNDING:

Requisition

GALIANO ISLAND COMMUNITY PARKS	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Repairs, Maintenance, & Improvements	67,600	67,600	67,600	-	-	67,600	69,090	70,610	72,170	73,760
Allocations	4,840	4,840	2,376	-	-	2,376	2,879	3,401	3,469	3,538
Internal Time Charges	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	5,640	5,640	5,510	-	-	5,510	5,610	5,710	5,850	5,980
TOTAL OPERATING COSTS	78,080	78,080	75,486	-	-	75,486	77,579	79,721	81,489	83,278
*Percentage Increase over prior year						-3.3%	2.8%	2.8%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	12,000	12,000	14,594	-	-	14,594	14,481	14,359	14,661	14,982
TOTAL CAPITAL / RESERVES	12,000	12,000	14,594	-	-	14,594	14,481	14,359	14,661	14,982
TOTAL COSTS	90,080	90,080	90,080	-	-	90,080	92,060	94,080	96,150	98,260
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
Grants in Lieu of Taxes	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	(60)	(60)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
REQUISITION	(90,020)	(90,020)	(90,020)	-	-	(90,020)	(92,000)	(94,020)	(96,090)	(98,200)
*Percentage increase over prior year requisition						0.0%	2.2%	2.2%	2.2%	2.2%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	1.495	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$23,000	\$14,500	\$20,000	\$16,900	\$2,000	\$76,400
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$23,000	\$14,500	\$20,000	\$16,900	\$2,000	\$76,400

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$23,000	\$14,500	\$20,000	\$16,900	\$2,000	\$76,400
		\$0	\$23,000	\$14,500	\$20,000	\$16,900	\$2,000	\$76,400

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 1.495
Service Name: Galiano Community Parks

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-01	New	Galiano Island Park Upgrades	New Park at DL 79	\$18,500	S	Res	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
18-02	New	Galiano Island Park Upgrades	Wesley Road Shore Access	\$3,900	S	Res	\$0	\$0	\$0	\$1,000	\$2,900	\$0	\$3,900
19-01	New	Galiano Island Park Upgrades	Zayer Shore Access	\$7,000	S	Res	\$0	\$6,000	\$0	\$0	\$0	\$0	\$6,000
19-02	Renewal	Galiano Island Park Upgrades	Upgrade & Extend Sturdies Bay Trail	\$3,500	S	Res	\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000
19-03	Study	Galiano Island Park Upgrades	Asset Management	\$17,500	S	Res	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
20-01	Renewal	Galiano Island Park Upgrades	Mathews Stairs to Beach	\$16,000	S	Res	\$0	\$1,000	\$10,000	\$4,000	\$0	\$0	\$15,000
21-01	New	Galiano Island Park Upgrades	New Trail at Millard Learning Centre	\$1,000	S	Res	\$0	\$0	\$1,000	\$0	\$0	\$0	\$1,000
21-02	Study	Galiano Island Park Upgrades	Accessibility Study	\$1,500	S	Res	\$0	\$0	\$1,500	\$0	\$0	\$0	\$1,500
22-01	New	Galiano Island Park Upgrades	Construct Viewpoint at Graham	\$1,000	S	Res	\$0	\$0	\$0	\$1,000	\$0	\$0	\$1,000
22-02	Renewal	Galiano Island Park Upgrades	Install New Vault Toilets	\$24,000	S	Res	\$0	\$0	\$0	\$12,000	\$12,000	\$0	\$24,000
GRAND TOTAL				\$93,900			\$0	\$23,000	\$14,500	\$20,000	\$16,900	\$2,000	\$76,400

Capital Reserve Fund Schedule

Reserve Fund: 1.495 Galiano Parks Capital Reserve Fund (Bylaw No. 2851)

Capital Reserve Fund Cash Flow

Fund: 1058 Fund Center: 101604

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	60,286	57,786	49,380	49,361	43,720	41,481
Spending (Based on Capital Plan)	(14,500)	(23,000)	(14,500)	(20,000)	(16,900)	(2,000)
Transfer from Operating Budget	12,000	14,594	14,481	14,359	14,661	14,982
Interest Income*	-	-	-	-	-	-
Ending Balance \$	57,786	49,380	49,361	43,720	41,481	54,463

Assumptions/Background:

Balance is sufficient. No additional transfers budgeted.

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Galiano Community Recreation

EAC Review

Service: 1.498 Galiano Community Recreation

Committee: Galiano Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Galiano Island (Bylaw No. 2295, February 22, 1995).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Galiano Island.

PARTICIPATION:

Galiano Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

Maximum Levy - \$0.079 / \$1,000 on basis of net taxable value of land and improvements, \$52,031.

COMMISSION:

Galiano Island Parks and Recreation Commission (Bylaw No. 3486, November 14, 2007)

FUNDING:

Requisition

GALIANO ISLAND COMMUNITY RECREATION	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Recreation Programs	34,800	34,800	33,870	-	-	33,870	34,620	35,380	36,160	36,960
Allocations	2,060	2,060	1,431	-	-	1,431	1,680	1,939	1,978	2,017
Other Operating Expenses	410	410	680	-	-	680	700	720	740	760
TOTAL OPERATING COSTS	37,270	37,270	35,981	-	-	35,981	37,000	38,039	38,878	39,737
*Percentage Increase over prior year						-3.5%	2.8%	2.8%	2.2%	2.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Balnace c/fwd from 2019 to 2020		-								
Balnace c/fwd from 2018 to 2019	(460)	(460)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(10)	(10)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
TOTAL REVENUE	(470)	(470)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
REQUISITION	(36,800)	(36,800)	(35,971)	-	-	(35,971)	(36,990)	(38,029)	(38,868)	(39,727)
*Percentage increase over prior year requisition						-2.3%	2.8%	2.8%	2.2%	2.2%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SGI Stormwater Quality Management

EAC Review

Service: 1.533 SGI Stormwater Quality Management

Committee: Electoral Area Services

DEFINITION:

To provide for the control of pollution in stormwater runoff from land. In Bylaw No. 2452 (adopted February, 1997 for the EA of Southern Gulf Islands) "stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses.

SERVICE DESCRIPTION:

The service provides a stormwater quality program in the Southern Gulf Islands 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 Electoral Area of the Southern Gulf Islands.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

SGL Stormwater Quality Management	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Contract for Services & Consulting	3,774	8,000	5,224	-	-	5,224	5,340	5,460	5,580	5,700
Allocations	40,076	35,850	39,583	-	-	39,583	40,725	41,896	42,811	43,746
Other Operating Expenses	70	70	70	-	-	70	70	70	70	70
TOTAL OPERATING COSTS	43,920	43,920	44,877	-	-	44,877	46,135	47,426	48,461	49,516
*Percentage Increase over prior year						2.2%	2.8%	2.8%	2.2%	2.2%
FUNDING SOURCES (REVENUE)										
Grants in Lieu	(400)	(400)	(400)	-	-	(400)	(410)	(420)	(430)	(440)
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(400)	(400)	(400)	-	-	(400)	(410)	(420)	(430)	(440)
REQUISITION	(43,520)	(43,520)	(44,477)	-	-	(44,477)	(45,725)	(47,006)	(48,031)	(49,076)
*Percentage increase over prior year requisition						2.2%	2.8%	2.8%	2.2%	2.2%

Reserve Account Schedule

Reserve Fund: 1.533 SGI Stormwater Quality Internal Reserve Account (FC: 105530)

This service operates on a two-year work cycle with reporting and data analysis every second year. Reserve is also held for special projects (such as spills) and contaminant investigations.

Reserve Account Cash Flow

Reserve Account: 105530	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	5,960	5,960	5,960	5,960	5,960	5,960
Transfer from Operating	-	-	-	-	-	-
Interest Income	-					
Ending Balance \$	5,960	5,960	5,960	5,960	5,960	5,960

Assumptions/Background: Retain about \$7,500 for special investigations and spill response

CAPITAL REGIONAL DISTRICT

2020 BUDGET

SGL Emergency Comm. - CREST

EAC Review

Service: 1.923 SGI Emergency Comm. - CREST

Committee: Finance & Corporate Services

923 SGI EMERGENCY COMMUNICATIONS CREST

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

PARTICIPATION:

The Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

923 SGI EMERGENCY COMMUNICATIONS CREST	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Payments to CREST	155,570	155,570	160,080	-	-	160,080	164,720	169,490	174,400	179,450
Allocations	3,150	3,150	3,223	-	-	3,223	3,271	3,319	3,386	3,453
Other Operating Expenses	800	800	820	-	-	820	820	820	820	820
TOTAL OPERATING COSTS	159,520	159,520	164,123	-	-	164,123	168,811	173,629	178,606	183,723
*Percentage Increase over prior year						2.9%	2.9%	2.9%	2.9%	2.9%
TOTAL COSTS	159,520	159,520	164,123	-	-	164,123	168,811	173,629	178,606	183,723
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Balance carried forward from 2018 to 2019	420	420	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,450)	(1,450)	(1,450)	-	-	(1,450)	(1,530)	(1,530)	(1,530)	(1,530)
Other Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(1,130)	(1,130)	(1,550)	-	-	(1,550)	(1,630)	(1,630)	(1,630)	(1,630)
REQUISITION	(158,390)	(158,390)	(162,573)	-	-	(162,573)	(167,181)	(171,999)	(176,976)	(182,093)
*Percentage increase over prior year requisition						2.6%	2.8%	2.9%	2.9%	2.9%

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Magic Lake Estates Water (Pender)

EAC Review

Service: 2.630 Magic Lake Estates Water (Pender)

Committee: Electoral Area Services

DEFINITION:

LSA -1 To provide and operate water supply and distribution facilities for the Magic Lake Estates Water System. Specified Area on North Pender Island. Bylaw No. 1874 (June 11, 1991).

PARTICIPATION:

Local Service Area # 1 - D(764) LSA #9.

MAXIMUM LEVY:

Greater of \$160,000 or \$3.50 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$1,644,455

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3633 (Nov 2009).	\$	2,560,000
BORROWED:	SI Bylaw 3677 (Feb 2010).	\$	(723,000)
BORROWED:	SI Bylaw 3769 (Feb 2011).	\$	(250,000)
BORROWED:	SI Bylaw 3850 (Aug 2012).	\$	(559,500)
BORROWED:	SI Bylaw 3882 (Apr 2013).	\$	(1,002,500)
BORROWED:	SI Bylaw 3910 (July 2013).	\$	(25,000)
REMAINING AUTHORIZATION:		\$	<u>0</u>

COMMITTEE:

Magic Lake Estates Water & Sewer Committee established by Bylaw No. 1870 (November 28, 1990).

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments.

User Charge: Annual charge per single family equivalency unit connected to the system.
The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate: (BL3987 March 2015)

- Greater than 50 cubic metres - \$0.50 / cubic metre
- Greater than 80 cubic metres - \$1.00 / cubic metre

Parcel Tax: LSA-1 Annual charge only on properties capable of being connected to the system.

Turn on/Turn Off Fee: \$0 during normal working hours; \$25 outside of normal working hours

Connection Charges: Actual Engineering and Construction costs, plus 15% Administration costs. The minimum charge is \$500 - Bylaw No. 3987 (Mar 2015)

RESERVE FUND:

Magic Lake Estates - Water System Capital Reserve Fund. Bylaw No. 1498

	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
Magic Lake Estates Water (Pender)										
<u>OPERATING COSTS:</u>										
Repairs & Maintenance	44,680	40,000	22,080	-	-	22,080	42,560	23,050	23,570	24,090
Allocations	40,080	40,080	410,823	-	-	410,823	422,663	434,782	444,156	453,736
Water Testing	18,480	15,000	18,850	-	-	18,850	19,260	19,680	20,110	20,550
Electricity	49,400	53,100	51,380	-	-	51,380	52,510	53,670	54,850	56,060
Supplies	44,930	44,910	45,820	-	-	45,820	46,840	47,880	48,940	50,020
Labour Charges	364,260	355,000	10,350	-	-	10,350	10,580	10,810	11,050	11,290
Other Operating Expenses	45,500	46,010	47,330	-	-	47,330	48,330	49,350	50,410	51,500
TOTAL OPERATING COSTS	607,330	594,100	606,633	-	-	606,633	642,743	639,222	653,086	667,246
*Percentage Increase over prior year						-0.1%	6.0%	-0.5%	2.2%	2.2%
Transfer from Operating Reserve Fund	(23,000)	(23,000)	-	-	-	-	(20,000)	-	-	-
NET OPERATING COSTS	584,330	571,100	606,633	-	-	606,633	622,743	639,222	653,086	667,246
*Percentage Increase over prior year						3.8%	2.7%	2.6%	2.2%	2.2%
<u>DEBT/RESERVES</u>										
Transfer to Maintenance Reserve	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Capital Reserve Fund	92,390	107,765	92,390	-	-	92,390	94,420	96,500	98,620	100,790
MFA Debt Reserve Fund	-	-	670	-	-	670	670	670	670	670
MFA Debt Principal	127,860	127,860	127,860	-	-	127,860	127,860	127,860	182,970	193,720
MFA Debt Interest	91,810	91,810	91,810	-	-	91,810	91,810	117,790	128,350	129,420
TOTAL DEBT / RESERVES	322,060	337,435	322,730	-	-	322,730	324,760	352,820	420,610	434,600
TOTAL COSTS	906,390	908,535	929,363	-	-	929,363	947,503	992,042	1,073,696	1,101,846
<u>FUNDING SOURCES (REVENUE)</u>										
Sales - Water	(18,000)	(18,000)	(18,000)	-	-	(18,000)	(18,400)	(18,800)	(19,210)	(19,630)
Lease Revenue	(8,100)	(8,505)	(8,500)	-	-	(8,500)	(8,500)	(8,500)	(8,500)	(8,500)
User Charges	(310,560)	(312,200)	(332,903)	-	-	(332,903)	(338,123)	(359,222)	(435,646)	(452,016)
Other Revenue	(740)	(840)	(970)	-	-	(970)	(970)	(970)	(970)	(970)
TOTAL REVENUE	(337,400)	(339,545)	(360,373)	-	-	(360,373)	(365,993)	(387,492)	(464,326)	(481,116)
REQUISITION - PARCEL TAX	(568,990)	(568,990)	(568,990)	-	-	(568,990)	(581,510)	(604,550)	(609,370)	(620,730)
*Percentage increase over prior year requisition						7.2%	1.6%	6.2%	21.3%	3.8%
User Charges						0.0%	2.2%	4.0%	0.8%	1.9%
Requisition						2.5%	2.0%	4.8%	8.4%	2.7%
Combined										

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	2.630	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$94,000	\$25,000	\$25,000	\$200,000	\$0	\$344,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$1,000,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$94,000	\$25,000	\$1,025,000	\$200,000	\$0	\$1,344,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$1,025,000	\$200,000	\$0	\$1,225,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$14,000	\$25,000	\$0	\$0	\$0	\$39,000
		\$0	\$94,000	\$25,000	\$1,025,000	\$200,000	\$0	\$1,344,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 2.630
 Service Name: Magic Lake Estates Water (Pender)

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
19-02	Replacement	Buck Lake East Dam Detailed Design	Design for replacement of the Buck Lake East Dam.	\$80,000	E	Cap	\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000
19-03	Renewal	Public Engagement for Future Projects	Inform and engage public within service area on upcoming works that will require borrowing to fund.	\$10,000	E	Res	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000
20-03	Renewal	Referendum - Funding for Future Projects	Undertake a referendum to borrow funds to carry out the Buck Lake East Dam Remediation and adjustable intakes construction.	\$15,000	E	Res	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
20-04	New	WTP Roof Snowguard Installation	Snow fall in February 2019 highlighted that snowguards are required on the roof of the WTP to ensure Operator safety.	\$14,000	E	Res	\$0	\$14,000	\$0	\$0	\$0	\$0	\$14,000
21-02	Replacement	Design Buck Lake and Magic Lake Adjustable Intakes	Detailed design of adjustable intakes to inform future capital works to maintain water quality.	\$25,000	E	Debt	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000
21-03	Renewal	Buck Lake East Dam Remediation	Remediation of the Buck Lake East Dam.	\$1,000,000	S	Debt	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$1,000,000
22-01	Replacement	Construction of Adjustable Intakes	Based upon Project 21-02, construct new adjustable intakes for Buck and Magic Lake.	\$200,000	E	Debt	\$0	\$0	\$0	\$0	\$200,000	\$0	\$200,000
GRAND TOTAL				\$1,344,000			\$0	\$94,000	\$25,000	\$1,025,000	\$200,000	\$0	\$1,344,000

Magic Lake Estates Water
 Reserves Summary
 2020 - 2024 Financial Plan

Reserve/Fund Summary

		Budget				
	2019	2020	2021	2022	2023	2024
Maintenance Reserve	66,488	76,488	66,488	76,488	86,488	96,488
Capital Reserve Fund	719,378	797,768	867,188	963,688	1,062,308	1,163,098
Total	785,866	874,256	933,676	1,040,176	1,148,796	1,259,586

Reserve Schedule

Reserve Fund: 2.630 Magic Lake Estates Water (Pender) Capital Reserve Fund - Bylaw 1498

Reserve Cash Flow

Fund: 1024 Fund Center: 101368

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	676,988	719,378	797,768	867,188	963,688	1,062,308
Transfer to Cap Fund (Based on Capital Plan)	(50,000)	(14,000)	(25,000)	-	-	-
Transfer from Cap Fund	-	-	-	-	-	-
Transfer from Operating Budget	92,390	92,390	94,420	96,500	98,620	100,790
Interest Income	-	-	-	-	-	-
Ending Balance \$	719,378	797,768	867,188	963,688	1,062,308	1,163,098

Reserve Schedule

Reserve Fund: 2.630 Magic Lake Estates Water (Pender) Operating Reserve Fund (Bylaw No. 4144)

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance etc. Optimum minimum balance of \$50,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund 1500 Fund Centre 105212	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	79,488	66,488	76,488	66,488	76,488	86,488
Transfer from Operating Budget	10,000	10,000	10,000	10,000	10,000	10,000
Interest Income	-	-	-	-	-	-
Transfer to Operating Budget	(23,000)	-	(20,000)	-	-	-
Planned maintenance activity	Captains Reservoir cleaning and inspection. Electrical Systems Arc Flash Study Maintenance		Frigate reservoir cleaning & inspection			
Ending Balance \$	66,488	76,488	66,488	76,488	86,488	96,488

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Lyall Harbour Boot Cove Water (Saturna)

EAC Review

Service: 2.640 Lyall Harbour Boot Cove Water (Saturna)

Committee: Electoral Area Services

DEFINITION:

To provide and operate and maintain a domestic water supply and distribution system for the Saturna Island Water Supply and Distribution System Specified Area in the Lyall Harbour/Boot Cove district on Saturna Island. Bylaw No. 513 (November 22, 1978).

PARTICIPATION:

Specified Area #14 - G(764)

MAXIMUM LEVY: Greater of \$150,000 or \$6.90 / \$1,000 of actual assessed value of land and improvements, to a maximum of \$406,509

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3587 (Jan 14, 2009)	\$430,000
BORROWED:	SI Bylaw 3634 (Aug 12, 2009)	\$250,000
BORROWED:	SI Bylaw 3677 (Feb 10, 2010)	\$180,000
REMAINING:		<hr/> \$0

COMMITTEE:

Lyall Harbour/Boot Cove Water Committee established by Resolution - September 29, 1982

Lyall Harbour/Boot Cove Water Local Services Committee established by Bylaw No. 1875 (December 12, 1990)

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding property that is taxable for school purposes by Special Act.

User Charge:	Annual charge per single family equivalency unit connected to the system.
Parcel Tax:	Annual charge levied only on properties capable of being connected to the system.
Connection Charges:	Actual Cost + 15% Admin Fee (Minimum Connection \$400 Bylaw No. 2137, April 28, 1993).

RESERVE FUND:

Bylaw No. 1785 (February 14, 1990)

Lyall Harbour Boot Cove Water (Saturna)	BUDGET REQUEST						FUTURE PROJECTIONS			
	2019		2020				2021	2022	2023	2024
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL				
OPERATING COSTS:										
Repairs & Maintenance	5,010	17,150	5,110	-	-	5,110	5,220	5,340	15,460	25,810
Allocations	116,230	161,520	119,998	-	-	119,998	122,388	124,796	127,497	130,259
Water Testing	7,980	7,980	8,140	-	-	8,140	8,320	8,500	8,690	8,880
Electricity	4,000	4,420	4,160	-	-	4,160	4,250	4,340	4,440	4,540
Supplies	2,860	4,090	2,640	-	-	2,640	2,700	2,760	2,820	2,880
Labour Charges	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	9,270	12,915	10,260	-	-	10,260	10,490	10,720	10,950	11,180
TOTAL OPERATING COSTS	145,350	208,075	150,308	-	-	150,308	153,368	156,456	169,857	183,549
*Percentage Increase over prior year						3.4%	2.0%	2.0%	8.6%	8.1%
Community Works Fund Grant	-	(30,000)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	(10,000)	(20,000)
NET OPERATING COSTS	145,350	178,075	150,308	-	-	150,308	153,368	156,456	159,857	163,549
*Percentage Increase over prior year						3.4%	2.0%	2.0%	2.2%	2.3%
DEBT/RESERVES										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	7,500	7,650	7,803	7,959
Transfer to Capital Reserve Fund	3,430	-	6,500	-	-	6,500	21,640	6,790	6,940	7,090
MFA Debt Reserve Fund	-	-	120	-	-	120	620	2,430	5,770	320
MFA Debt Principal	21,470	21,470	21,475	-	-	21,475	21,475	24,163	36,583	52,080
MFA Debt Interest	18,430	18,430	13,725	-	-	13,725	13,981	16,442	19,661	19,762
TOTAL DEBT / RESERVES	43,330	39,900	41,820	-	-	41,820	65,215	57,475	76,757	87,211
TOTAL COSTS	188,680	217,975	192,128	-	-	192,128	218,583	213,931	236,614	250,760
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2019 to 2020	-	(21,125)	21,125	-	-	21,125	-	-	-	-
Balance c/fwd from 2018 to 2019	23,070	23,070	-	-	-	-	-	-	-	-
User Charges	(91,730)	(100,000)	(93,753)	-	-	(93,753)	(99,083)	(87,431)	(91,114)	(95,260)
Other Revenue	(840)	(740)	(320)	-	-	(320)	(320)	(320)	(320)	(320)
TOTAL REVENUE	(69,500)	(98,795)	(72,948)	-	-	(72,948)	(99,403)	(87,751)	(91,434)	(95,580)
REQUISITION - PARCEL TAX	(119,180)	(119,180)	(119,180)	-	-	(119,180)	(119,180)	(126,180)	(145,180)	(155,180)
*Percentage increase over prior year										
User Charges			2.2%			2.2%	5.7%	-11.8%	4.2%	4.6%
Requisition			0.0%			0.0%	0.0%	5.9%	15.1%	6.9%
Combined			1.0%			-2.9%	2.5%	-2.1%	10.6%	6.0%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	2.640	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$10,000	\$7,000	\$46,000	\$45,000	\$0	\$108,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$70,000	\$185,000	\$520,000	\$20,000	\$795,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$10,000	\$77,000	\$231,000	\$565,000	\$20,000	\$903,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt	Debt	\$0	\$0	\$50,000	\$231,000	\$565,000	\$20,000	\$866,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$27,000	\$0	\$0	\$0	\$27,000
		\$0	\$10,000	\$77,000	\$231,000	\$565,000	\$20,000	\$903,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 2.640

Service Name: Lyall Harbour Boot Cove Water (Saturna)

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
18-06	Renewal	Infrastructure Renewal	Renewal of infrastructure based upon the SAMP recommendations	\$60,000	S	Debt	\$0	\$0	\$0	\$20,000	\$20,000	\$20,000	\$60,000
19-02	Replacement	PRV Bypass Assembly Replacement	Construct bypasses on the East Point, Narvaez and Boot Cove PRV stations to maintain system operation while the PRV's undergo maintenance.	\$8,000	E	Debt	\$0	\$0	\$0	\$8,000	\$0	\$0	\$8,000
19-03	Replacement	Standpipe and Valve Replacement	Replace the standpipe valves at 119 and 155 East Point Road that are seized and inoperable	\$8,000	E	Debt	\$0	\$0	\$0	\$8,000	\$0	\$0	\$8,000
19-04	New	Public Consultation & Referendum	Conduct public consultation to inform strategies for a referendum to borrow necessary future capital funds.	\$20,000	S	Res	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
19-05	New	Autoflush Installation	Install 3 autoflushes within the water distribution system to maintain distribution water quality.	\$10,000	E	Debt	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000
19-06	New	Seepage Pit Construction	Construct a new seepage pit to increase ground filtered water production.	\$45,000	E	Debt	\$0	\$0	\$0	\$0	\$45,000	\$0	\$45,000
20-01	Replacement	Chlorine Injection Pump	Install an additional chlorine injection pump to address dosing requirements related to fluctuating water demands.	\$7,000	E	Res	\$0	\$0	\$7,000	\$0	\$0	\$0	\$7,000
20-02	New	Raw Water Turbidity Meter	Supply and install a new turbidity meter in the raw water line to aid in operation of the WTP.	\$10,000	E	Grant	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-01	Replacement	Source Water Reliability Study	Study to determine vulnerability of the source water and its viability.	\$15,000	S	Debt	\$0	\$0	\$0	\$15,000	\$0	\$0	\$15,000
21-02	Renewal	Dam Safety Review	Conduct an audit type dam safety review.	\$50,000	S	Debt	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
22-01	New	Install Larger Supply Line to Tank	Construct a larger supply line to the tank to improve system reliability and operation.	\$150,000	S	Debt	\$0	\$0	\$0	\$150,000	\$0	\$0	\$150,000
22-02	Renewal	Money Lake Dam Seismic Upgrade	Seismic reinforcement of Money Lake Dam based upon the 2016 Dam Safety Review.	\$500,000	S	Debt	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
GRAND TOTAL				\$903,000			\$0	\$10,000	\$77,000	\$231,000	\$565,000	\$20,000	\$903,000

Lyall Harbour/Boot Cove Reserves
 Summary Schedule
 2020 - 2024 Financial Plan

Reserve/Fund Summary

	2019	Budget				
		2020	2021	2022	2023	2024
Maintenance Reserve	-	-	7,500	15,150	12,953	912
Capital Reserve Fund	6,024	12,524	7,164	13,954	20,894	27,984
Total	6,024	12,524	14,664	29,104	33,847	28,896

Reserve Schedule

Reserve Fund: 2.640 Lyall Harbour Boot Cove Water (Saturna) Capital Reserve Fund - Bylaw 1785

Reserve Cash Flow

Fund: 1025 Fund Center: 101369	Estimated	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	6,024	6,024	12,524	7,164	13,954	20,894
Transfer to Cap Fund	-	-	(27,000)	-	-	-
Unanticipated R&M	-	-	-	-	-	-
Transfer from Operating Budget	-	6,500	21,640	6,790	6,940	7,090
Transfer from Cap Fund	-	-	-	-	-	-
Interest Income*	-	-	-	-	-	-
Ending Balance \$	6,024	12,524	7,164	13,954	20,894	27,984

Assumptions/Background:

To fully fund capital expenditure plan

Reserve Schedule

Reserve Fund: **2.640 Lyall Harbour Water Operating Reserve Fund (Bylaw No: 4144)**

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, filter media replacement etc. Optimum minimum balance of \$13,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 Fund Center: 105213	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	-	-	-	7,500	15,150	12,953
Transfer from Operating Budget	-	-	7,500	7,650	7,803	7,959
Transfer to Operating Budget	-				(10,000)	(20,000)
					Reservoir Cleaning and inspection	Replace filtration Media
Interest Income	-	-	-	-	-	-
Ending Balance \$	-	-	7,500	15,150	12,953	912

Set level of transfers in order to avoid spikes in requisition resulting from unforeseen breakdowns in water infrastructure

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Skana Water (Mayne)

EAC Review

Service: 2.642 Skana Water (Mayne)

Committee: Electoral Area Services

DEFINITION:

To provide for the construction of water supply and distribution facilities for Skana Water Service Area.
Bylaw No. 3090 (November 12, 2003).

PARTICIPATION:

Southern Gulf Islands Skana Water Service Area #47, U(764)

MAXIMUM LEVY:

Greater of \$54,100 or \$9.65 / \$1,000 to a maximum of \$176,809

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3090 (Nov. 12/03)	157,700	
BORROWED:	S.I. Bylaw No. 3154 (Apr. 22/04)	(78,850)	2.40%
	S.I. Bylaw No. 3196	(39,500)	2.00%
	S.I. Bylaw No. 3457 (2007)	(29,200)	4.82%
	Expired Nov 2008	(10,150)	
REMAINING:		<u>0</u>	

COMMISSION:

Skana Water Service committee established by Bylaw # 3133 (Dec 10, 2003).

FUNDING:

User Charge:	Annual charge per single family equivalency unit connected to the system.
Parcel Tax:	Annual charge only on properties capable of being connected to the system.
Connection Charges:	At cost or minimum of \$1,000.

RESERVE FUND:

Fund 1067, established by Bylaw # 3192 (July 14, 2004)

Skana Water (Mayne)	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
JLB Services Contract	10,850	10,850	11,070	-	-	11,070	11,310	11,560	11,810	12,070
Repairs & Maintenance	2,610	3,500	1,170	-	-	1,170	1,200	3,230	1,250	1,280
Allocations	5,790	5,790	5,890	-	-	5,890	5,808	5,688	5,803	5,919
Water Testing	2,740	2,250	2,790	-	-	2,790	2,850	2,910	2,970	3,040
Electricity	2,400	2,500	2,500	-	-	2,500	2,560	2,620	2,680	2,740
Supplies	820	350	700	-	-	700	710	720	730	740
Labour Charges	20,450	20,450	21,166	-	-	21,166	21,631	22,107	22,594	23,091
Other Operating Expenses	3,300	3,390	3,430	-	-	3,430	3,490	3,550	3,610	3,670
TOTAL OPERATING COSTS	48,960	49,080	48,716	-	-	48,716	49,559	52,385	51,447	52,550
*Percentage Increase over prior year						-0.5%	1.7%	5.7%	-1.8%	2.1%
Transfer from Operating Reserve Fund	(1,500)	(1,500)	-	-	-	-	(2,000)	-	-	-
NET OPERATING COSTS	47,460	47,580	48,716	-	-	48,716	47,559	52,385	51,447	52,550
*Percentage Increase over prior year						2.6%	-2.4%	10.1%	-1.8%	2.1%
<u>DEBT/RESERVES</u>										
Transfer to Operating Reserve Fund	1,020	1,020	1,040	-	-	1,040	1,060	1,080	1,100	1,120
Transfer to Capital Reserve Fund	7,350	9,220	7,350	-	-	7,350	7,510	7,680	7,850	8,020
MFA Debt Principal	6,940	6,940	1,458	-	-	1,458	1,458	1,458	24,195	24,156
MFA Debt Interest	3,140	3,140	657	-	-	657	657	7,565	13,815	13,815
TOTAL DEBT / RESERVES	18,450	20,320	10,505	-	-	10,505	10,685	17,783	46,960	47,111
TOTAL COSTS	65,910	67,900	59,221	-	-	59,221	58,244	70,168	98,407	99,661
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(42,740)	(43,440)	(48,851)	-	-	(48,851)	(47,654)	(59,348)	(87,357)	(88,371)
Other Revenue	(100)	(1,390)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	(42,840)	(44,830)	(49,001)	-	-	(49,001)	(47,804)	(59,498)	(87,507)	(88,521)
REQUISITION - PARCEL TAX	(23,070)	(23,070)	(10,220)	-	-	(10,220)	(10,440)	(10,670)	(10,900)	(11,140)
*Percentage increase over prior year										
User Charges						14.3%	-2.5%	24.5%	47.2%	1.2%
Requisition						-55.7%	2.2%	2.2%	2.2%	2.2%
Combined.						-10.2%	-1.7%	20.5%	40.3%	1.3%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	2.642	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$5,000	\$0	\$400,000	\$0	\$0	\$405,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$10,000	\$0	\$15,000	\$75,000	\$0	\$0	\$90,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<u>\$10,000</u>	<u>\$5,000</u>	<u>\$15,000</u>	<u>\$475,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$495,000</u>

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$450,000	\$0	\$0	\$450,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$10,000	\$5,000	\$15,000	\$25,000	\$0	\$0	\$45,000
		<u>\$10,000</u>	<u>\$5,000</u>	<u>\$15,000</u>	<u>\$475,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$495,000</u>

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 2.642
 Service Name: Skana Water (Mayne)

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
17-03	New	Public Engagement/Referendum	Conduct public engage and referendum to seek elector assent to borrow funds for storage tank replacement.	\$15,000	S	Res	\$10,000	\$0	\$15,000	\$0	\$0	\$0	\$15,000
17-04	Renewal	Well #8 Upgrade	Conduct well improvements including new well liner, replacement of well seal and SCADA automation.	\$25,000	S	Res	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000
18-01	Replacement	Storage Tank Replacement	Replace the existing storage tanks.	\$400,000	E	Debt	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000
20-01	Replacement	Repair Rotten North Wall on PH#13	Wall is rotten and has electrical and mechanical equipment mounted on it and requires replacement.	\$5,000	E	Res	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
20-22	Decommission	Well Decommissioning	Numerous wells are not in use and are required to be decommissioned as per MoE requirements.	\$50,000	S	Debt	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
GRAND TOTAL				\$495,000			\$10,000	\$5,000	\$15,000	\$475,000	\$0	\$0	\$495,000

Skana Water Reserves
 Summary Schedule
 2020 - 2024 Financial Plan

Reserve/Fund Summary

	2019	Budget				
		2020	2021	2022	2023	2024
Operating Reserve Fund	8,338	9,378	8,438	9,518	10,618	11,738
Capital Reserve Fund	62,649	64,999	57,509	40,189	48,039	56,059
Total	70,987	74,377	65,947	49,707	58,657	67,797

Reserve Schedule

Reserve Fund: 2.642 Skana Water Capital Reserve Fund (Bylaw No.: 3192)

Reserve Cash Flow

Fund: 1067 Fund Center: 101849

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	53,429	62,649	64,999	57,509	40,189	48,039
Transfer to Cap Fund (Based on Capital Plan)	-	(5,000)	(15,000)	(25,000)	-	-
Transfer from Cap Fund	-	-	-	-	-	-
Transfer from Operating Budget	9,220	7,350	7,510	7,680	7,850	8,020
Interest Income*	-	-	-	-	-	-
Ending Balance \$	62,649	64,999	57,509	40,189	48,039	56,059

Assumptions/Background:

To fund capital projects and various other expenditures of a capital nature

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

Reserve Schedule

Reserve Fund: 2.642 Skana Water Operating Reserve Fund (Bylaw No.: 4144)

Reserve Cash Flow

Fund: 1500 Fund Center: 105214

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	8,818	8,338	9,378	8,438	9,518	10,618
Transfer from Operating Budget	1,020	1,040	1,060	1,080	1,100	1,120
Transfer to Operating Budget	(1,500)	-	(2,000)	-	-	
	Hydrant Mtce		Reservoir Cleaning and Inspection			
Interest Income*	-	-	-	-	-	-
Ending Balance \$	8,338	9,378	8,438	9,518	10,618	11,738

Assumptions/Background:

Maintain a minimum balance of \$4,000

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Sticks Allison Water (Galiano)

EAC Review

DEFINITION:

To establish, acquire, operate and maintain a water supply system for the Sticks Allison Water Area. The service is to supply, treat, convey, store and distribute water. Local Service Area Bylaw No.2556 (January 28, 1998).

PARTICIPATION:

Local Service Area

MAXIMUM LEVY:

Greater of \$18,700 or \$2.27 / \$1,000 of actual assessed value of land and improvements, to a maximum of 47,567

MAXIMUM CAPITAL DEBT:

AUTHORIZED TO BORROW:	LA Bylaw No. 2557	148,000		
BORROWED:	SI Bylaw No. 2632 - Mar '99	(20,000)	15 Year	ended 2013
	SI Bylaw No. 2684 - Dec '99	(81,260)	15 Year	ends 2014
PREPAYMENT:	\$3,895 x 12	(46,740)		
REMAINING:		<u> </u>		
		\$0		

COMMISSION:

Sticks Allison Local Service Committee established by Bylaw No. 2558.

FUNDING:

Any deficiencies after user charge are to be levied on taxable hospital assessments.

User Charge: Annual user fee to be charged per single family equivalency actually connected to the system. Excess consumption fee, all users, in excess of 10,000 imperial gallons per month @ \$10 per 1,000 Imperial Gallons.

Parcel Tax: Annual parcel tax levied only on properties capable of being connected to the system, and participating in debt servicing.

Connection Charges: Actual cost plus 15% administration fee - minimum connection \$400 (Bylaw No. 2559 - January 28, 1998).

RESERVE FUND:

Bylaw No. 2740.

STICKS ALLISON WATER GALIANO ISLAND	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
<u>OPERATING COSTS:</u>										
Repairs & Maintenance	10,760	610	970	-	-	970	5,980	5,990	1,000	6,010
Allocations	3,180	3,180	3,697	-	-	3,697	3,622	3,541	3,605	3,671
Water Testing	2,070	2,070	2,110	-	-	2,110	2,160	2,210	2,260	2,310
Electricity	1,290	1,200	1,340	-	-	1,340	1,370	1,400	1,430	1,460
Supplies	760	760	780	-	-	780	800	820	840	860
Labour Charges	30,700	37,500	31,775	-	-	31,775	32,470	33,180	33,910	34,660
Other Operating Expenses	3,170	3,680	3,230	-	-	3,230	3,280	3,330	3,380	3,430
TOTAL OPERATING COSTS	51,930	49,000	43,902	-	-	43,902	49,682	50,471	46,425	52,401
*Percentage Increase over prior year						-15.5%	13.2%	1.6%	-8.0%	12.9%
Transfer from Operating Reserve Fund	(10,000)	(4,000)	-	-	-	-	(5,000)	(5,000)	-	(5,000)
NET OPERATING COSTS	41,930	45,000	43,902	-	-	43,902	44,682	45,471	46,425	47,401
*Percentage Increase over prior year						4.7%	1.8%	1.8%	2.1%	2.1%
<u>DEBT/RESERVES</u>										
Transfer to Operating Reserve Fund	3,200	3,200	3,200	-	-	3,200	3,270	3,340	3,410	3,490
Transfer to Capital Reserve Fund	5,000	2,080	5,000	-	-	5,000	5,110	5,220	5,330	5,450
TOTAL DEBT / RESERVES	8,200	5,280	8,200	-	-	8,200	8,380	8,560	8,740	8,940
TOTAL COSTS	50,130	50,280	52,102	-	-	52,102	53,062	54,031	55,165	56,341
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(44,930)	(44,930)	(46,902)	-	-	(46,902)	(47,752)	(48,611)	(49,635)	(50,691)
Other Revenue	(200)	(350)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(45,130)	(45,280)	(47,102)	-	-	(47,102)	(47,952)	(48,811)	(49,835)	(50,891)
REQUISITION	(5,000)	(5,000)	(5,000)	-	-	(5,000)	(5,110)	(5,220)	(5,330)	(5,450)
*Percentage increase over prior year										
User Charges						4.4%	1.8%	1.8%	2.1%	2.1%
Requisition						0.0%	2.2%	2.2%	2.1%	2.3%
Combined						3.9%	1.8%	1.8%	2.1%	2.1%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	2.665	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$20,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$20,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$20,000
		\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$20,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 2.665
 Service Name: Sticks Allison Water (Galiano)

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-01	New	Tank High Level Alarm	Supply and install a high level alarm on the storage tank	\$10,000	E	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-01	New	Supply of Backup Genset	Supply and install required appurtenances of a backup genset.	\$10,000	E	Res	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000
GRAND TOTAL				\$20,000			\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$20,000

Sticks Allison Reserves
 Summary Schedule
 2020 - 2024 Financial Plan

Reserve/Fund Summary

	2019	Budget				
		2020	2021	2022	2023	2024
Operating Reserve Fund	7,073	10,273	8,543	6,883	10,293	8,783
Capital Reserve Fund	18,918	13,918	9,028	14,248	19,578	25,028
Total	25,991	24,191	17,571	21,131	29,871	33,811

Reserve Schedule

Reserve Fund: 2.665 Sticks Allison Water (Galiano) Operating Reserve Fund (Bylaw No.: 4144)

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant teardowns and ground water well maintenance. Optimum minimum balance of \$4,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 Fund Center: 105215

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	7,873	7,073	10,273	8,543	6,883	10,293
Transfer from Ops Budget	3,200	3,200	3,270	3,340	3,410	3,490
Interest Income	-	-	-	-	-	-
Expenditures	(4,000)	-	(5,000)	(5,000)	-	(5,000)
Planned maintenance activity	Reservoir Cleaning and inspection		Well and well pump inspection	Hydrant Maintenance		Reservoir cleaning and inspection
Ending Balance \$	7,073	10,273	8,543	6,883	10,293	8,783

Reserve Schedule

Reserve Fund: 2.665 Sticks Allison Water (Galiano) Capital Reserve Fund (Bylaw No.: 2740)

Reserve Cash Flow

Fund: 1068 Fund Center: 101890	Estimate	Budget				
	2019	2020	2021	2022	2023	2024
Beginning Balance	16,838	18,918	13,918	9,028	14,248	19,578
Transfer to Cap Fund (Based on Capital Plan)	-	(10,000)	(10,000)	-	-	-
Transfer from Cap Fund	-	-	-	-	-	-
Transfer from Operating Budget	2,080	5,000	5,110	5,220	5,330	5,450
Interest Income	-	-	-	-	-	-
Ending Balance \$	18,918	13,918	9,028	14,248	19,578	25,028

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Surfside Park Estates (Mayne)

EAC Review

Service: 2.667 Surfside Park Estates (Mayne)

Committee: Electoral Area Services

DEFINITION:

To provide for the construction of water supply and distribution facilities for the Surfside Park Estates Water Service Area. Bylaw No. 3088 (November 12, 2003).

PARTICIPATION:

The Southern Gulf Islands Surfside Park Estates Water Service Area #46, V(764).

MAXIMUM LEVY:

Greater of \$79,500 or \$13.97 / \$1,000 to a maximum of \$216,854 on actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3088 (Nov. 12/03)	272,000
BORROWED:	S.I. Bylaw No. 3154 (Apr. 22/04)	(100,000)
	S.I. Bylaw No. 3196	(104,000)
	S.I. Bylaw No. 3258	(48,000)
	S.I. Bylaw No. 3291	(20,000)
REMAINING:		<u>\$0</u>

COMMISSION:

Surfside Park Estates Water Service committee established by Bylaw No 3131 (June 14, 2004)

FUNDING:

User charge:	Annual charge per single family equivalency unit connected to the system.
Parcel Tax:	Annual charge only on properties capable of being connected to the system.
Connection Charge:	Actual Cost + 15% Admin fee (minimum connection \$400)

RESERVE:

Fund 1066, established by Bylaw # 3191 (July 16, 2004)

Surfside Park Estates (Mayne)	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
JLB Services Contract	18,280	18,280	18,650	-	-	18,650	19,060	19,480	19,910	20,350
Repairs & Maintenance	5,480	5,000	9,030	-	-	9,030	9,110	4,190	5,770	4,400
Allocations	7,600	7,600	7,741	-	-	7,741	7,694	7,610	7,760	7,914
Water Testing	3,810	3,200	3,890	-	-	3,890	3,980	4,070	4,160	4,250
Electricity	3,950	3,200	3,950	-	-	3,950	4,040	4,130	4,220	4,310
Supplies	7,630	9,600	7,780	-	-	7,780	7,950	8,130	8,310	8,490
Labour Charges	31,740	25,000	32,851	-	-	32,851	33,574	34,312	35,067	35,839
Other Operating Expenses	5,720	4,950	5,870	-	-	5,870	5,990	6,110	6,230	6,350
TOTAL OPERATING COSTS	84,210	76,830	89,762	-	-	89,762	91,398	88,032	91,427	91,903
*Percentage Increase over prior year						6.6%	1.8%	-3.7%	3.9%	0.5%
Transfer from Operating Reserve Fund	(1,500)	-	(5,000)	-	-	(5,000)	(5,000)	-	(1,500)	-
NET OPERATING COSTS	82,710	76,830	84,762	-	-	84,762	86,398	88,032	89,927	91,903
*Percentage Increase over prior year		(76,830)				2.5%	1.9%	1.9%	2.2%	2.2%
DEBT/RESERVES										
Transfer to Operating Reserve Fund	1,840	8,000	1,880	-	-	1,880	1,920	1,960	2,000	2,040
Transfer to Capital Reserve Fund	5,000	10,715	28,820	-	-	28,820	33,150	33,150	33,150	33,150
MFA Debt Principal	12,930	12,930	3,471	-	-	3,471	-	-	-	-
MFA Debt Interest	5,580	5,580	732	-	-	732	-	-	-	3,070
TOTAL DEBT / RESERVES	25,350	37,225	34,903	-	-	34,903	35,070	35,110	35,150	38,260
TOTAL COSTS	108,060	114,055	119,665	-	-	119,665	121,468	123,142	125,077	130,163
FUNDING SOURCES (REVENUE)										
User Charges	(74,810)	(75,500)	(76,315)	-	-	(76,315)	(78,118)	(79,792)	(81,727)	(86,813)
Other Revenue	(100)	(5,405)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(74,910)	(80,905)	(76,515)	-	-	(76,515)	(78,318)	(79,992)	(81,927)	(87,013)
REQUISITION - PARCEL TAX	(33,150)	(33,150)	(43,150)	-	-	(43,150)	(43,150)	(43,150)	(43,150)	(43,150)
*Percentage increase over prior year										
User Charges						2.0%	2.4%	2.1%	2.4%	6.2%
Requisition						30.2%	0.0%	0.0%	0.0%	0.0%
Combined						10.7%	1.5%	1.4%	1.6%	4.1%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	2.667	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$3,000	\$0	\$0	\$0	\$200,000	\$203,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$3,000	\$0	\$0	\$0	\$200,000	\$203,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$3,000	\$0	\$0	\$0	\$0	\$3,000
		\$0	\$3,000	\$0	\$0	\$0	\$200,000	\$203,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2020 & Forecast 2021 to 2024

Service #: 2.667
Service Name: Surfside Park Estates (Mayne)

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-01	Replacement	344 & 346 Service Replacement	Replace existing thin walled PVC water services that have a history of failure	\$3,000	E	Res	\$0	\$3,000	\$0	\$0	\$0	\$0	\$3,000
24-01	Replacement	New Storage Tank	Replace the existing steel tanks with a new tank.	\$200,000	E	Debt	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
GRAND TOTAL				\$203,000			\$0	\$3,000	\$0	\$0	\$0	\$200,000	\$203,000

Surfside Water Reserves
 Summary Schedule
 2020 - 2024 Financial Plan

Reserve/Fund Summary

	2019	Budget				
		2020	2021	2022	2023	2024
Operating Reserve Fund	11,713	8,593	5,513	7,473	7,973	10,013
Capital Reserve Fund	18,728	44,548	77,698	110,848	143,998	177,148
Total	30,441	53,141	83,211	118,321	151,971	187,161

Reserve Schedule

Reserve Fund: 2.667 Surfside Water Operating Reserve Fund (Bylaw No.: 4144)

Reserve Cash Flow

Fund: 1500 Fund Center: 105216

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	3,713	11,713	8,593	5,513	7,473	7,973
Transfer from Operating Budget	8,000	1,880	1,920	1,960	2,000	2,040
Interest Income	-	-	-	-	-	-
Expenditures	-	(5,000)	(5,000)	-	(1,500)	-
Planned maintenance activity		Well and well pump inspection	Reservoir Cleaning and Inspection		Hydrant Maintenance	
Ending Balance \$	11,713	8,593	5,513	7,473	7,973	10,013

Assumptions/Background:

Maintain a minimum balance of \$4,000

Reserve Schedule

Reserve Fund: 2.667 Surfside Water Capital Reserve Fund (Bylaw No.: 3191)

Reserve Cash Flow

Fund: 1066 Fund Center: 101850

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	16,013	18,728	44,548	77,698	110,848	143,998
Transfers to General Capital Fund	(8,000)	(3,000)	-	-	-	-
Transfer from Operating Budget	10,715	28,820	33,150	33,150	33,150	33,150
Interest Income*	-	-	-	-	-	-
Ending Balance \$	18,728	44,548	77,698	110,848	143,998	177,148

Assumptions/Background:

Transfer as much as operating budget will allow.

CAPITAL REGIONAL DISTRICT

2020 BUDGET

Magic Lake Estates **Utility** (Pender)

EAC Review

Service: 3.830 Magic Lake Sewer Utility (Pender)

Committee: Electoral Area Services

DEFINITION:

To provide, operate and maintain sewage collection and disposal facilities for the Magic Lake Estates Sewerage System Specified Area on North Pender Island (Local Service Establishment Bylaw No. 1873 - June 26, 1991).

PARTICIPATION:

Specified Area - B(764) SA#8

MAXIMUM LEVY:

Greater of \$200,000 or \$7.10 / \$1,000 to a maximum of \$2,039,709 on actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

AUTHORIZED: LA Bylaw No. 4048 (Dec 2015). Fall Borrowing \$1,530,000 for 10 years

COMMITTEE:

Magic Lake Estates Water & Sewer Committee established by Bylaw No. 1870 (November 28, 1990).

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding property that is taxable for school purposes only by Special Act.

User Charge: Per single family equivalency unit to connected properties only (Bylaw 4074, April 13, 2016)

Parcel Tax: Only on properties capable of being connected to system.

Connection Charge: Actual Engineering and Construction costs, plus 15% Administration costs. The minimum charge is \$500 - Bylaw No. 4074 (April 2016)

RESERVE FUND:

Magic Lake Estates sewage system capital reserve fund (Dec 17, 1986). Bylaw No. 1497.

Magic Lake Sewer Utility (Pender)	2019		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2020 ONGOING	ONE-TIME	TOTAL	2021	2022	2023	2024
OPERATING COSTS:										
Sludge Hauling Contracts	73,000	85,800	87,450	-	-	87,450	89,370	91,340	93,350	95,400
Grit & Waste Sludge Disposal	73,000	85,800	87,450	-	-	87,450	89,370	91,340	93,350	95,400
Repairs & Maintenance	18,430	15,400	23,480	-	-	23,480	8,660	18,850	9,040	9,240
Allocations	33,470	33,470	37,588	-	-	37,588	39,784	42,055	42,821	43,604
Electricity	22,810	20,500	22,810	-	-	22,810	23,310	23,820	24,340	24,880
Supplies	16,470	20,790	21,160	-	-	21,160	21,630	22,100	22,590	23,090
Labour Charges	253,430	265,600	261,132	-	-	261,132	266,877	272,748	278,747	284,879
Other Operating Expenses	32,800	30,980	32,300	-	-	32,300	32,980	33,670	34,390	35,110
TOTAL OPERATING COSTS	523,410	558,340	573,370	-	-	573,370	571,981	595,923	598,628	611,603
*Percentage Increase over prior year						9.5%	-0.2%	4.2%	0.5%	2.2%
Transfer from Operating Reserve Fund	(10,000)	(10,000)	(15,000)	-	-	(15,000)	-	(10,000)	-	-
NET OPERATING COSTS	513,410	548,340	558,370	-	-	558,370	571,981	585,923	598,628	611,603
*Percentage Increase over prior year						8.8%	2.4%	2.4%	2.2%	2.2%
DEBT/RESERVES										
Transfer to Capital Reserve Fund	80,000	47,370	80,000	-	-	80,000	81,760	83,560	85,400	87,280
Transfer to Operating Reserve Fund	13,260	13,260	13,260	-	-	13,260	13,550	13,850	14,150	14,460
Debt Reserve Fund	-	-	55,260	-	-	55,260	5,260	260	260	260
MFA Principal Payment	130,410	130,410	133,463	-	-	133,463	196,523	207,033	207,033	207,033
MFA Interest Payment	39,110	39,110	118,715	-	-	118,715	157,753	162,090	162,090	162,090
TOTAL DEBT / RESERVES	262,780	230,150	400,698	-	-	400,698	454,846	466,793	468,933	471,123
Sludge Disposal Recovery	(10,200)	(10,200)	(10,424)	-	-	(10,424)	(10,654)	(10,888)	(11,128)	(11,372)
TOTAL COSTS NET OF RECOVERIES	765,990	768,290	948,644	-	-	948,644	1,016,173	1,041,828	1,056,433	1,071,354
FUNDING SOURCES (REVENUE)										
User Charges	(237,700)	(240,000)	(248,230)	-	-	(248,230)	(253,690)	(259,270)	(264,970)	(270,800)
Grants in Lieu	(720)	(720)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
Other Revenue	(800)	(800)	(1,060)	-	-	(1,060)	(1,080)	(1,100)	(1,120)	(1,140)
TOTAL REVENUE	(239,220)	(241,520)	(249,300)	-	-	(249,300)	(254,780)	(260,380)	(266,100)	(271,950)
REQUISITION- PARCEL TAX	(526,770)	(526,770)	(699,344)	-	-	(699,344)	(761,393)	(781,448)	(790,333)	(799,404)
*Percentage increase over prior year requisition										
User Charges			4.43%			4.4%	2.2%	2.2%	2.2%	2.2%
Requisition			32.76%			32.8%	8.9%	2.6%	1.1%	1.1%
Combined			23.95%			24.0%	7.1%	2.5%	1.4%	1.4%

CAPITAL REGIONAL DISTRICT

SCHEDULE B

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2020 to 2024

Service No.	3.830	Carry Forward from 2019	2020	2021	2022	2023	2024	TOTAL
-------------	-------	-------------------------	------	------	------	------	------	-------

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$5,000,000	\$1,000,000	\$0	\$0	\$3,000,000	\$9,000,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$5,000,000	\$1,000,000	\$0	\$0	\$3,000,000	\$9,000,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$5,000,000	\$1,000,000	\$0	\$0	\$3,000,000	\$9,000,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$5,000,000	\$1,000,000	\$0	\$0	\$3,000,000	\$9,000,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

Service #: 3.830
 Service Name: Magic Lake Sewer Utility (Pender)

CAPITAL BUDGET FORM
 2020 & Forecast 2021 to 2024

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carry Forward from 2019	2020	2021	2022	2023	2024	5 - Year Total
20-01	Renewal	Wastewater Improvements - Phase I	1. Upgrade Schooner WWTP (add screen & grit removal, EQ tank, access road, electrical upgrades, genset) 2. Renew Buccaneer, Galleon and Schooner PS 3. Replace 4.6 km of failing AC pipe and rehab 84 manholes	\$6,000,000	S	Debt	\$0	\$5,000,000	\$1,000,000	\$0	\$0	\$0	\$6,000,000
24-01	Renewal	Wastewater Improvements - Phase II	1. Replace Cannon WWTP with a new pump station 2. Upgrade Schooner WWTP (2nd aeration tank, new clarifiers, electrical)	\$3,000,000	S	Debt	\$0	\$0	\$0	\$0	\$0	\$3,000,000	\$3,000,000
29-01	Renewal	Wastewater Improvements - Phase III	1. Renew Capstan, Cutlass and Masthead Pump Stns 2. Replace 1.8 km of failing AC pipe and rehab 36 manholes 3. Upgrade Sludge Thickening at Schooner WWTP	\$3,150,000	S	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GRAND TOTAL				\$12,150,000			\$0	\$5,000,000	\$1,000,000	\$0	\$0	\$3,000,000	\$9,000,000

Magic Lake Sewer Reserves
 Summary Schedule
 2020 - 2024 Financial Plan

Reserve/Fund Summary

	2019	Budget				
		2020	2021	2022	2023	2024
Operating Reserve Fund	30,226	28,486	42,036	45,886	60,036	74,496
Capital Reserve Fund	129,888	209,888	291,648	375,208	460,608	547,888
Total	160,114	238,374	333,684	421,094	520,644	622,384

Reserve Schedule

Reserve Fund: 3.830 Magic Lake Estates Sewer (Pender) Capital Reserve Fund (Bylaw No.:1497)

Reserve Cash Flow

Fund: 1042 Fund Center: 101386

	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	172,061	129,888	209,888	291,648	375,208	460,608
Transfer to Cap Fund (Based on Capital Plan)	(92,558)	-	-	-	-	-
Transfer from Cap Fund	-	-	-	-	-	-
Transfer from Operating Budget	47,370	80,000	81,760	83,560	85,400	87,280
Interest Income	3,015					
Ending Balance \$	129,888	209,888	291,648	375,208	460,608	547,888

Reserve Schedule

Reserve Fund: 3.830 Magic Lake Estates Sewer (Pender) Operating Reserve Fund (Bylaw No. 4144)

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tankage draining/cleaning/inspection etc. Optimum minimum balance of \$50,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund 1500 Fund Centre 105217	Budget					
	2019	2020	2021	2022	2023	2024
Beginning Balance	26,515	30,226	28,486	42,036	45,886	60,036
Transfer from Ops Budget	13,260	13,260	13,550	13,850	14,150	14,460
Interest Income	451					
Expenditures	(10,000)	(15,000)	-	(10,000)	-	
Planned maintenance activity	Clean Cannon aeration ditch/clarifier	Clean Schooner aeration ditch		Outfall inspection		
Ending Balance \$	30,226	28,486	42,036	45,886	60,036	74,496