

# CAPITAL REGIONAL DISTRICT

## REGIONAL & SUB-REGIONAL 2021 FINAL BUDGET PACKAGE

March 24, 2021

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# CAPITAL REGIONAL DISTRICT

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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **EXECUTIVE SERVICES**

#### **FINAL BUDGET**

MARCH 2021

**FINAL BUDGET**  
**March 24, 2021**  
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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **CAO & Executive Services**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.014 CAO & Executive Office

**Committee:** Governance & Finance

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition

CAO & Executive Office	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	640,089	610,000	663,593	-	-	663,593	665,179	679,507	694,140	709,085
Allocations	50,897	50,897	51,492	-	-	51,492	52,658	53,701	54,767	55,852
Legal Expenses	1,768	1,000	1,800	-	-	1,800	1,840	1,880	1,920	1,960
Software Licenses	3,669	5,000	5,000	-	-	5,000	5,100	5,200	5,300	5,410
Other Operating Expenses	37,132	24,295	40,710	-	-	40,710	41,510	42,330	43,160	44,010
<b>TOTAL OPERATING COSTS</b>	<b>733,555</b>	<b>691,192</b>	<b>762,595</b>	<b>-</b>	<b>-</b>	<b>762,595</b>	<b>766,287</b>	<b>782,618</b>	<b>799,287</b>	<b>816,317</b>
*Percentage Increase over prior year						4.0%	0.5%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	1,175	1,175	1,190	-	-	1,190	1,210	1,230	1,250	1,280
<b>TOTAL CAPITAL / RESERVES</b>	<b>1,175</b>	<b>1,175</b>	<b>1,190</b>	<b>-</b>	<b>-</b>	<b>1,190</b>	<b>1,210</b>	<b>1,230</b>	<b>1,250</b>	<b>1,280</b>
<b>TOTAL COSTS</b>	<b>734,730</b>	<b>692,367</b>	<b>763,785</b>	<b>-</b>	<b>-</b>	<b>763,785</b>	<b>767,497</b>	<b>783,848</b>	<b>800,537</b>	<b>817,597</b>
Internal Recovery from CAWTP	-	-	-	-	-	-	-	-	-	-
Transfer from Internal Reserve	-	-	-	-	-	-	-	-	-	-
<b>NET COSTS</b>	<b>734,730</b>	<b>692,367</b>	<b>763,785</b>	<b>-</b>	<b>-</b>	<b>763,785</b>	<b>767,497</b>	<b>783,848</b>	<b>800,537</b>	<b>817,597</b>
*Percentage increase over prior year Net Costs						4.0%	0.5%	2.1%	2.1%	2.1%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	4.0	4.0	4.0	-	-	4.0	4.0	4.0	4.0	4.0

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Human Resources**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.016 Human Resources

**Committee:** Governance & Finance

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries

1.016 - Human Resources	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries and Wages	1,586,010	1,428,000	1,648,912	217,841	-	1,866,753	1,871,402	1,911,710	1,952,883	1,994,938
Allocations	67,848	67,848	62,453	-	-	62,453	64,012	65,189	66,389	67,610
Legal Expenses	15,640	13,000	15,910	-	-	15,910	16,230	16,550	16,880	17,220
Staff Training and Membership Dues	114,110	104,000	111,840	-	-	111,840	114,070	116,350	118,680	121,060
Contract for Services	307,310	175,000	186,947	-	110,000	296,947	190,680	194,490	198,380	202,350
Software Licenses	2,610	4,000	4,150	-	-	4,150	4,230	4,310	4,400	4,490
Other Operating Expenses	194,023	160,210	161,260	6,000	43,000	210,260	170,574	173,960	177,407	180,926
			-	-	-	-				
<b>TOTAL OPERATING COSTS</b>	<b>2,287,551</b>	<b>1,952,058</b>	<b>2,191,472</b>	<b>223,841</b>	<b>153,000</b>	<b>2,568,313</b>	<b>2,431,198</b>	<b>2,482,559</b>	<b>2,535,019</b>	<b>2,588,594</b>
*Percentage Increase over prior year						12.3%	-5.3%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	7,500	7,500	7,500	1,500	-	9,000	9,000	9,000	9,000	9,000
<b>TOTAL CAPITAL / RESERVE</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>1,500</b>	<b>-</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>TOTAL COSTS</b>	<b>2,295,051</b>	<b>1,959,558</b>	<b>2,198,972</b>	<b>225,341</b>	<b>153,000</b>	<b>2,577,313</b>	<b>2,440,198</b>	<b>2,491,559</b>	<b>2,544,019</b>	<b>2,597,594</b>
						12.3%	-5.3%	2.1%	2.1%	2.1%
<u>INTERNAL RECOVERIES</u>										
Recovery Costs	(20,000)	(16,000)	(20,000)	-	-	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
First Aid Recovery	(5,507)	(5,507)	(5,600)	-	-	(5,600)	(5,712)	(5,826)	(5,942)	(6,061)
Transfer from Internal Reserve	(182,000)	(32,000)	-	-	(150,000)	(150,000)	-	-	-	-
Safety Officer Recovery	(140,244)	(140,244)	(157,582)	-	-	(157,582)	(157,940)	(161,349)	(164,829)	(168,382)
Human Resources	(1,511,038)	(1,511,038)	(1,572,112)	(225,341)	(3,000)	(1,800,453)	(1,836,459)	(1,873,189)	(1,910,652)	(1,948,861)
<b>TOTAL INTERNAL RECOVERIES</b>	<b>(1,858,789)</b>	<b>(1,704,789)</b>	<b>(1,755,294)</b>	<b>(225,341)</b>	<b>(153,000)</b>	<b>(2,133,635)</b>	<b>(2,020,111)</b>	<b>(2,060,364)</b>	<b>(2,101,423)</b>	<b>(2,143,304)</b>
<b>NET COSTS</b>	<b>436,262</b>	<b>254,769</b>	<b>443,678</b>	<b>-</b>	<b>-</b>	<b>443,678</b>	<b>420,087</b>	<b>431,195</b>	<b>442,596</b>	<b>454,290</b>
*Percentage increase over prior year						1.7%	-5.3%	2.6%	2.6%	2.6%
Net Costs										
AUTHORIZED POSITIONS:										
Salaried	11.0	11.0	11.0	2.0	-	13.0	13.0	13.0	13.0	13.0



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

<b>Service No.</b>	<b>1.016</b>							
	<b>Human Resources</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$7,326	\$3,917	\$4,425	\$2,950	\$7,326	\$25,944	
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		<b>\$0</b>	<b>\$7,326</b>	<b>\$3,917</b>	<b>\$4,425</b>	<b>\$2,950</b>	<b>\$7,326</b>	<b>\$25,944</b>	

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$7,326	\$3,917	\$4,425	\$2,950	\$7,326	\$25,944
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$7,326</b>	<b>\$3,917</b>	<b>\$4,425</b>	<b>\$2,950</b>	<b>\$7,326</b>	<b>\$25,944</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.016  
**Service Name:** Human Resources

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Computer Replacement	\$7,326	E	ERF	\$0	\$7,326	\$0	\$0	\$0	\$0	\$7,326
22-01	Replacement	Computer	Computer Replacement	\$3,917	E	ERF	\$0	\$0	\$3,917	\$0	\$0	\$0	\$3,917
23-01	Replacement	Computer	Computer Replacement	\$4,425	E	ERF	\$0	\$0	\$0	\$4,425	\$0	\$0	\$4,425
24-01	Replacement	Computer	Computer Replacement	\$2,950	E	ERF	\$0	\$0	\$0	\$0	\$2,950	\$0	\$2,950
25-01	Replacement	Computer	Computer Replacement	\$7,326	E	ERF	\$0	\$0	\$0	\$0	\$0	\$7,326	\$7,326
<b>GRAND TOTAL</b>				<b>\$25,944</b>			<b>\$0</b>	<b>\$7,326</b>	<b>\$3,917</b>	<b>\$4,425</b>	<b>\$2,950</b>	<b>\$7,326</b>	<b>\$25,944</b>

**Reserve Schedule**

**Reserve Fund: 1.016 Human Resources**

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101419**

ERF Group: HR.ERF

	<b>ACTUAL</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Beginning Balance</b>	15,876	21,970	23,644	28,727	33,302	39,352
<b>Actual Purchases</b>	(1,579)	-	-	-	-	-
<b>Planned Purchases (Based on Capital Plan)</b>	-	(7,326)	(3,917)	(4,425)	(2,950)	(7,326)
<b>Transfer from Operating Budget</b>	7,500	9,000	9,000	9,000	9,000	9,000
<b>Interest Income</b>	173	-	-	-	-	-
<b>Ending Balance \$</b>	<b>21,970</b>	<b>23,644</b>	<b>28,727</b>	<b>33,302</b>	<b>39,352</b>	<b>41,026</b>

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Corporate Communications**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.118 Corporate Communications

**Committee:** Governance & Finance

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries

1.118 - CORPORATE COMMUNICATIONS	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	855,923	791,606	839,650	-	50,000	889,650	842,256	860,345	878,814	897,681
Allocations	42,877	42,877	43,862	-	-	43,862	44,947	45,840	46,750	47,679
Contract for Services	41,042	36,886	27,500	-	7,500	35,000	28,050	28,610	29,180	29,760
Printing & Copying	7,358	4,100	7,480	-	-	7,480	7,630	7,780	7,930	8,090
Other Operating Expenses	49,468	50,194	50,280	-	-	50,280	51,260	52,260	53,280	54,320
<b>TOTAL OPERATING COSTS</b>	<b>996,668</b>	<b>925,663</b>	<b>968,772</b>	<b>-</b>	<b>57,500</b>	<b>1,026,272</b>	<b>974,143</b>	<b>994,835</b>	<b>1,015,954</b>	<b>1,037,530</b>
*Percentage Increase over prior year			-2.8%			3.0%	-5.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	3,000	3,000	5,000	-	-	5,000	5,500	6,000	6,500	7,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>3,000</b>	<b>3,000</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,500</b>	<b>6,000</b>	<b>6,500</b>	<b>7,000</b>
<b>TOTAL COSTS</b>	<b>999,668</b>	<b>928,663</b>	<b>973,772</b>	<b>-</b>	<b>57,500</b>	<b>1,031,272</b>	<b>979,643</b>	<b>1,000,835</b>	<b>1,022,454</b>	<b>1,044,530</b>
<u>Internal Recoveries</u>										
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>999,668</b>	<b>928,663</b>	<b>973,772</b>	<b>-</b>	<b>57,500</b>	<b>1,031,272</b>	<b>979,643</b>	<b>1,000,835</b>	<b>1,022,454</b>	<b>1,044,530</b>
<u>REVENUE</u>										
Transfer from Operating Project	(64,000)	(14,000)	-	-	(57,500)	(57,500)	-	-	-	-
Interest Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
<b>TOTAL REVENUES</b>	<b>(64,200)</b>	<b>(14,200)</b>	<b>(200)</b>	<b>-</b>	<b>(57,500)</b>	<b>(57,700)</b>	<b>(200)</b>	<b>(200)</b>	<b>(200)</b>	<b>(200)</b>
<b>NET COSTS</b>	<b>935,468</b>	<b>914,463</b>	<b>973,572</b>	<b>-</b>	<b>-</b>	<b>973,572</b>	<b>979,443</b>	<b>1,000,635</b>	<b>1,022,254</b>	<b>1,044,330</b>
*Percentage increase over prior year Net Costs			4.1%			4.1%	0.6%	2.2%	2.2%	2.2%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	6.0	6.0	6.0	-	-	6.0	6.0	6.0	6.0	6.0

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.118

**Service Name:** Corporate Communications

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Computer Replacement	\$7,899	E	ERF	\$0	\$7,899	\$0	\$0	\$0	\$0	\$7,899
22-01	Replacement	Computer	Computer Replacement	\$5,851	E	ERF	\$0	\$0	\$5,851	\$0	\$0	\$0	\$5,851
23-01	Replacement	Computer	Computer Replacement	\$1,934	E	ERF	\$0	\$0	\$0	\$1,934	\$0	\$0	\$1,934
24-01	Replacement	Computer	Computer Replacement	\$2,950	E	ERF	\$0	\$0	\$0	\$0	\$2,950	\$0	\$2,950
25-01	Replacement	Computer	Computer Replacement	\$7,899	E	ERF	\$0	\$0	\$0	\$0	\$0	\$7,899	\$7,899
<b>GRAND TOTAL</b>				<b>\$26,533</b>			<b>\$0</b>	<b>\$7,899</b>	<b>\$5,851</b>	<b>\$1,934</b>	<b>\$2,950</b>	<b>\$7,899</b>	<b>\$26,533</b>

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

<b>Service No.</b>	<b>1.118</b>							
	<b>Corporate Communications</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$7,899	\$5,851	\$1,934	\$2,950	\$7,899	\$26,533	
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		<b>\$0</b>	<b>\$7,899</b>	<b>\$5,851</b>	<b>\$1,934</b>	<b>\$2,950</b>	<b>\$7,899</b>	<b>\$26,533</b>	

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$7,899	\$5,851	\$1,934	\$2,950	\$7,899	\$26,533
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$7,899</b>	<b>\$5,851</b>	<b>\$1,934</b>	<b>\$2,950</b>	<b>\$7,899</b>	<b>\$26,533</b>



**Reserve Schedule**

**Reserve Fund: 1.118 Corporate Communications**

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

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101518**

ERF Group: COMREL.ERF

	<b>ACTUAL</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Beginning Balance</b>	11,667	11,609	8,710	8,359	12,425	15,975
<b>Actual Purchases</b>	(3,158)	-	-	-	-	-
<b>Planned Purchases (Based on Capital Plan)</b>		(7,899)	(5,851)	(1,934)	(2,950)	(7,899)
<b>Transfer from Operating Budget</b>	3,000	5,000	5,500	6,000	6,500	7,000
<b>Interest Income</b>	100	-	-	-	-	-
<b>Ending Balance \$</b>	<b>11,609</b>	<b>8,710</b>	<b>8,359</b>	<b>12,425</b>	<b>15,975</b>	<b>15,076</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **CORPORATE SERVICES**

#### **FINAL BUDGET**

MARCH 2021

**FINAL BUDGET**  
**March 24, 2021**  
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**Corporate Services**

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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Corporate Services**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.014 Corporate Services

**Committee:** Governance & Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries

CORPORATE SERVICES	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	1,539,336	1,388,000	1,648,897	-	-	1,648,897	1,654,432	1,689,934	1,726,193	1,763,225
Allocations	79,847	79,847	81,393	-	-	81,393	83,938	85,685	87,466	89,283
Legal Expenses	7,154	-	7,280	-	-	7,280	7,430	7,580	7,730	7,880
Contract for Services	250,000	-	-	-	250,000	250,000	-	-	-	-
Software Licenses	12,264	12,000	12,470	-	-	12,470	12,720	12,970	13,230	13,490
Other Operating Expenses	58,677	47,450	59,680	-	-	59,680	60,870	62,080	63,310	64,590
<b>TOTAL OPERATING COSTS</b>	<b>1,947,278</b>	<b>1,527,297</b>	<b>1,809,720</b>	<b>-</b>	<b>250,000</b>	<b>2,059,720</b>	<b>1,819,390</b>	<b>1,858,249</b>	<b>1,897,929</b>	<b>1,938,468</b>
*Percentage Increase over prior year						5.8%	-11.7%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	3,935	3,935	4,000	-	-	4,000	4,080	4,160	4,240	4,320
Transfer to Operating Reserve Fund	2,770	2,700	2,820	-	-	2,820	2,880	2,940	3,000	3,060
Transfer to Climate Action Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>6,705</b>	<b>6,635</b>	<b>6,820</b>	<b>-</b>	<b>-</b>	<b>6,820</b>	<b>6,960</b>	<b>7,100</b>	<b>7,240</b>	<b>7,380</b>
<b>TOTAL COSTS</b>	<b>1,953,983</b>	<b>1,533,932</b>	<b>1,816,540</b>	<b>-</b>	<b>250,000</b>	<b>2,066,540</b>	<b>1,826,350</b>	<b>1,865,349</b>	<b>1,905,169</b>	<b>1,945,848</b>
*Percentage increase over prior year						5.8%	-11.6%	2.1%	2.1%	2.1%
<b>REVENUE</b>										
FOI Revenue	-	-	-	-	-	-	-	-	-	-
Climate Action Grant	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve	(250,000)	-	-	-	(250,000)	(250,000)	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(250,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(250,000)</b>	<b>(250,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET COSTS</b>	<b>1,703,983</b>	<b>1,533,932</b>	<b>1,816,540</b>	<b>-</b>	<b>-</b>	<b>1,816,540</b>	<b>1,826,350</b>	<b>1,865,349</b>	<b>1,905,169</b>	<b>1,945,848</b>
*Percentage increase over prior year Net Costs						6.6%	0.5%	2.1%	2.1%	2.1%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	11.0	11.0	11.0	-	-	11.0	11.0	11.0	11.0	11.0

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

<b>Service No.</b>	<b>1.014</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>CAO / Corporate Services</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$4,835	\$2,901	\$13,128	\$3,917	\$4,835	\$29,616	
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		<b>\$0</b>	<b>\$4,835</b>	<b>\$2,901</b>	<b>\$13,128</b>	<b>\$3,917</b>	<b>\$4,835</b>	<b>\$29,616</b>	

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$4,835	\$2,901	\$13,128	\$3,917	\$4,835	\$29,616
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$4,835</b>	<b>\$2,901</b>	<b>\$13,128</b>	<b>\$3,917</b>	<b>\$4,835</b>	<b>\$29,616</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**Service #:** 1.014  
**Service Name:** CA0 / Corporate Services

**CAPITAL BUDGET FORM**  
 2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Computer Replacement	\$4,835	E	ERF	\$0	\$4,835	\$0	\$0	\$0	\$0	\$4,835
22-01	Replacement	Computer	Computer Replacement	\$2,901	E	ERF	\$0	\$0	\$2,901	\$0	\$0	\$0	\$2,901
23-01	Replacement	Computer	Computer Replacement	\$13,128	E	ERF	\$0	\$0	\$0	\$13,128	\$0	\$0	\$13,128
24-01	Replacement	Computer	Computer Replacement	\$3,917	E	ERF	\$0	\$0	\$0	\$0	\$3,917	\$0	\$3,917
25-01	Replacement	Computer	Computer Replacement	\$4,835	E	ERF	\$0	\$0	\$0	\$0	\$0	\$4,835	\$4,835
<b>GRAND TOTAL</b>				<b>\$29,616</b>			<b>\$0</b>	<b>\$4,835</b>	<b>\$2,901</b>	<b>\$13,128</b>	<b>\$3,917</b>	<b>\$4,835</b>	<b>\$29,616</b>



**Reserve Schedule**

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

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**Reserve Cash Flow**

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

	<b>ACTUAL</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Beginning Balance</b>	72,361	78,147	78,502	80,891	73,153	74,726
<b>Actual Purchases</b>	-	-	-	-		-
<b>Planned Purchases (Based on Capital Plan)</b>	-	(4,835)	(2,901)	(13,128)	(3,917)	(4,835)
<b>Transfer from Operating Budget</b>	5,110	5,190	5,290	5,390	5,490	5,600
<b>Interest Income</b>	676	-	-	-	-	-
<b>Ending Balance \$</b>	<b>78,147</b>	<b>78,502</b>	<b>80,891</b>	<b>73,153</b>	<b>74,726</b>	<b>75,491</b>

**Assumptions/Background:**

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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Board Expenditures**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.011 Board Expenditures

**Committee:** Governance & Finance

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition

1.011 - Board Expenditures	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Directors' Remuneration	748,503	748,000	763,041	75,000	-	838,041	853,302	868,868	884,745	900,940
Allocations	142,859	142,859	134,048	-	-	134,048	128,718	131,362	134,059	136,811
Legal Expenses	15,000	-	15,260	-	-	15,260	15,570	15,880	16,200	16,520
Contract for Services	19,307	5,000	19,640	-	-	19,640	20,030	20,430	20,840	21,260
Software Licenses	50,671	50,000	51,530	-	-	51,530	52,560	53,610	54,680	55,770
Meetings & Printing	26,245	12,000	26,690	-	-	26,690	27,220	27,760	28,320	28,890
Scholarship Programs	16,045	16,000	16,320	-	-	16,320	16,640	16,970	17,310	17,660
Other Operating Expenses	50,179	26,170	50,880	-	-	50,880	51,890	52,920	53,970	55,040
			-	-	-	-				
<b>TOTAL OPERATING COSTS</b>	<b>1,068,809</b>	<b>1,000,029</b>	<b>1,077,409</b>	<b>75,000</b>	<b>-</b>	<b>1,152,409</b>	<b>1,165,930</b>	<b>1,187,800</b>	<b>1,210,124</b>	<b>1,232,891</b>
*Percentage Increase over prior year						7.8%	1.2%	1.9%	1.9%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	40,000	40,000	40,000	-	-	40,000	40,800	41,620	42,450	43,300
<b>TOTAL CAPITAL / RESERVE</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>-</b>	<b>-</b>	<b>40,000</b>	<b>40,800</b>	<b>41,620</b>	<b>42,450</b>	<b>43,300</b>
<b>TOTAL COSTS</b>	<b>1,108,809</b>	<b>1,040,029</b>	<b>1,117,409</b>	<b>75,000</b>	<b>-</b>	<b>1,192,409</b>	<b>1,206,730</b>	<b>1,229,420</b>	<b>1,252,574</b>	<b>1,276,191</b>
*Percentage increase over prior year Total Costs						7.5%	1.2%	1.9%	1.9%	1.9%

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

<b>Service No.</b>	<b>1.011 Board Expenditures</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$20,000	\$62,200	\$95,000	\$21,500	\$37,000	\$35,000	\$250,700
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
		<b>\$20,000</b>	<b>\$62,200</b>	<b>\$95,000</b>	<b>\$21,500</b>	<b>\$37,000</b>	<b>\$35,000</b>	<b>\$250,700</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$20,000	\$62,200	\$95,000	\$21,500	\$37,000	\$35,000	\$250,700
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
		<b>\$20,000</b>	<b>\$62,200</b>	<b>\$95,000</b>	<b>\$21,500</b>	<b>\$37,000</b>	<b>\$35,000</b>	<b>\$250,700</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**Service #:** 1.011  
**Service Name:** Board Expenditures

**CAPITAL BUDGET FORM**  
 2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Boardroom Video Distribution Equipment	Replacement of all existing video switching equipment	\$56,000	E	ERF	\$20,000	\$0	\$0	\$0	\$15,000	\$10,000	\$25,000
19-02	Replacement	Boardroom Projector and Screen Replacement	Replace projector and screen in Main office boardroom	\$10,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19-03	Replacement	Boardroom Chairs	Replace boardroom chairs	\$30,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
20-01	Replacement	Boardroom Audio System	Replace boardroom audio system	\$21,700	E	ERF	\$0	\$13,500	\$0	\$0	\$10,000	\$10,000	\$33,500
20-02	Replacement	Boardroom Video Storage and Power Equipment	Replace video storage and power equipment	\$3,000	E	ERF	\$0	\$0	\$0	\$1,500	\$0	\$0	\$1,500
21-01	Replacement	Boardroom Control System Equipment Replacement	Replace control system equipment	\$6,200	E	ERF	\$0	\$6,200	\$0	\$0	\$0	\$0	\$6,200
21-02	Replacement	Boardroom Video Streaming Equipment Replacement	Replace video streaming equipment	\$17,500	E	ERF	\$0	\$17,500	\$0	\$0	\$12,000	\$5,000	\$34,500
21-03	Replacement	Office Refurbishment	Refurbishment of the Board Chair Office	\$15,000	E	ERF	\$0	\$15,000					\$15,000
22-01	Replacement	iPad and Tablet Replacements	Replace director iPads and tablets	\$25,000	E	ERF	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000
22-02	Replacement	Boardroom Microphone System Replacement	Replace microphone system	\$70,000	E	ERF	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
23-01	Replacement	Replace Video Display and Switching	Replace Video Display and Switching	\$20,000	E	ERF	\$0	\$10,000		\$20,000	\$0	\$10,000	\$40,000
<b>GRAND TOTAL</b>				<b>\$274,400</b>			<b>\$20,000</b>	<b>\$62,200</b>	<b>\$95,000</b>	<b>\$21,500</b>	<b>\$37,000</b>	<b>\$35,000</b>	<b>\$250,700</b>

**Reserve Schedule**

**Reserve Fund: 1.011 Board**

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

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101413**

ERF Group: BOARD.ERF

	<b>ACTUAL</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Beginning Balance</b>	171,479	189,861	167,661	113,461	133,581	139,031
<b>Actual Purchases</b>	(23,269)	-	-	-	-	-
<b>Planned Purchases (Based on Capital Plan)</b>	-	(62,200)	(95,000)	(21,500)	(37,000)	(35,000)
<b>Transfer from Operating Budget</b>	40,000	40,000	40,800	41,620	42,450	43,300
<b>Transfer from Operating Reserve</b>	-					
<b>Interest Income</b>	1,651	-	-	-	-	-
<b>Ending Balance \$</b>	<b>189,861</b>	<b>167,661</b>	<b>113,461</b>	<b>133,581</b>	<b>139,031</b>	<b>147,331</b>

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Real Estate**

### **FINAL BUDGET**

MARCH 2021



**Service:** 1.015 Real Estate

**Committee:** Governance & Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Internal recoveries and requisition

1.015 - Real Estate Services	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	389,881	361,594	395,684	-	-	395,684	396,753	405,294	414,013	422,915
Allocations	55,708	55,708	55,021	-	-	55,021	53,321	54,378	55,457	56,556
Legal Expenses	1,104	1,100	1,120	-	40,000	41,120	1,140	1,160	1,180	1,200
Software Licenses	2,126	4,144	2,160	7,000	-	9,160	9,340	9,530	9,720	9,910
Other Operating Expenses	20,884	19,056	21,210	-	-	21,210	21,620	22,041	22,463	22,895
<b>TOTAL OPERATING COSTS</b>	<b>469,703</b>	<b>441,602</b>	<b>475,195</b>	<b>7,000</b>	<b>40,000</b>	<b>522,195</b>	<b>482,174</b>	<b>492,403</b>	<b>502,833</b>	<b>513,476</b>
*Percentage Increase over prior year						11.2%	-7.7%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,000
<b>TOTAL CAPITAL / RESERVE</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>TOTAL COSTS</b>	<b>470,703</b>	<b>442,602</b>	<b>476,195</b>	<b>7,000</b>	<b>40,000</b>	<b>523,195</b>	<b>483,174</b>	<b>493,403</b>	<b>503,833</b>	<b>514,476</b>
Internal Recoveries	(376,269)	(400,000)	(380,156)	(7,000)	-	(387,156)	(385,739)	(393,922)	(402,266)	(410,781)
Transfers from operating reserve	-	-	-	-	(40,000)	(40,000)	-	-	-	-
<b>NET COSTS</b>	<b>94,434</b>	<b>42,602</b>	<b>96,039</b>	<b>-</b>	<b>-</b>	<b>96,039</b>	<b>97,435</b>	<b>99,481</b>	<b>101,567</b>	<b>103,695</b>
*Percentage increase over prior year Net Costs						1.7%	1.5%	2.1%	2.1%	2.1%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	3.0	3.0	3.0	0	0	3.0	3.0	3.0	3.0	3.0

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

<b>Service No.</b>	<b>1.015</b>							
	<b>Real Estate</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$967	\$0	\$0	\$1,934	\$967	\$3,868
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$967</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,934</b>	<b>\$967</b>	<b>\$3,868</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$967	\$0	\$0	\$1,934	\$967	\$3,868
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$967</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,934</b>	<b>\$967</b>	<b>\$3,868</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.015  
**Service Name:** Real Estate

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Computer Replacement	\$967	E	ERF	\$0	\$967	\$0	\$0	\$0	\$0	\$967
22-01	Replacement	Computer	Computer Replacement	\$0	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
23-01	Replacement	Computer	Computer Replacement	\$0	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
24-01	Replacement	Computer	Computer Replacement	\$1,934	E	ERF	\$0	\$0	\$0	\$0	\$1,934	\$0	\$1,934
25-01	Replacement	Computer	Computer Replacement	\$967	E	ERF	\$0	\$0	\$0	\$0	\$0	\$967	\$967
<b>GRAND TOTAL</b>				<b>\$3,868</b>			<b>\$0</b>	<b>\$967</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,934</b>	<b>\$967</b>	<b>\$3,868</b>

**Reserve Schedule**

**Reserve Fund: 1.015 Real Estate**

--

**Reserve Cash Flow**

Fund: 1022 Fund Center: 101418 ERF Group: PRPSRV.ERF	ACTUAL	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	23,923	23,057	23,090	24,090	25,090	24,156
<b>Actual Purchases</b>	(2,072)	-	-	-		-
<b>Planned Purchases (Based on Capital Plan)</b>	-	(967)	-	-	(1,934)	(967)
<b>Transfer from Operating Budget</b>	1,000	1,000	1,000	1,000	1,000	1,000
<b>Interest Income</b>	206	-	-	-	-	-
<b>Ending Balance \$</b>	<b>23,057</b>	<b>23,090</b>	<b>24,090</b>	<b>25,090</b>	<b>24,156</b>	<b>24,189</b>

**Assumptions/Background:**

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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **First Nations Relations**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.027 First Nations Relations

**Committee:** First Nations Relations

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

First Nations Relations

**FUNDING:**

Requisition and internal recoveries

1.027 - First Nations Relations	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries and Wages	345,410	313,960	357,700	-	-	357,700	358,604	366,322	374,204	382,263
Allocations	26,664	26,664	38,493	-	-	38,493	42,221	43,065	43,926	44,805
Meetings, Programs & Special Events	48,034	22,500	41,580	-	-	41,580	42,410	43,260	44,130	45,010
Contract for Services	213,364	40,000	115,490	-	110,000	225,490	117,800	120,160	122,560	125,010
Legal Expenses	1,533	-	1,560	-	-	1,560	1,590	1,620	1,650	1,680
Other Operating Expenses	14,732	15,700	21,260	-	-	21,260	21,680	22,102	22,535	22,990
<b>TOTAL OPERATING COSTS</b>	<b>649,737</b>	<b>418,824</b>	<b>576,083</b>	<b>-</b>	<b>110,000</b>	<b>686,083</b>	<b>584,305</b>	<b>596,529</b>	<b>609,005</b>	<b>621,758</b>
*Percentage Increase over prior year						5.6%	-14.8%	2.1%	2.1%	2.1%
<b>Internal Recoveries</b>	(240,062)	(240,062)	(244,140)	-	-	(244,140)	(249,020)	(254,000)	(259,080)	(264,260)
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>409,675</b>	<b>178,762</b>	<b>331,943</b>	<b>-</b>	<b>110,000</b>	<b>441,943</b>	<b>335,285</b>	<b>342,529</b>	<b>349,925</b>	<b>357,498</b>
<u>SOURCES OF FUNDING</u>										
Transfer from Internal Reserve Account	(100,000)	(20,000)	(17,000)	-	(110,000)	(127,000)	-	-	-	-
Other Income										
<b>TOTAL REVENUE</b>	<b>(100,000)</b>	<b>(20,000)</b>	<b>(17,000)</b>	<b>-</b>	<b>(110,000)</b>	<b>(127,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET COSTS</b>	<b>309,675</b>	<b>158,762</b>	<b>314,943</b>	<b>-</b>	<b>-</b>	<b>314,943</b>	<b>335,285</b>	<b>342,529</b>	<b>349,925</b>	<b>357,498</b>
*Percentage Increase over prior year Net Costs						1.7%	6.5%	2.2%	2.2%	2.2%
AUTHORIZED POSITIONS:										
Salaried	3.0	3.0	3.0	-	-	3	3.0	3.0	3.0	3.0



**Reserve Schedule**

**Reserve Fund: 1.027 FIRST NATIONS RELATIONS**

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 102157**

ERF Group: INTGOV.ERF

	ACTUAL	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	4,287	4,325	4,325	4,325	4,325	4,325
<b>Actual Purchases</b>	-	-	-	-	-	-
<b>Planned Purchases (Based on Capital Plan)</b>	-	-	-	-	-	-
<b>Transfer from Operating Budget</b>	-	-	-	-	-	-
<b>Interest Income</b>	38	-	-	-	-	-
<b>Ending Balance \$</b>	<b>4,325</b>	<b>4,325</b>	<b>4,325</b>	<b>4,325</b>	<b>4,325</b>	<b>4,325</b>

Assumptions/Background:

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Elections**

### **Final Budget**

March 2021

**Service: 1.103 Elections**

**Committee: Electoral Area**

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**FUNDING:**

Requisition and contribution from Islands Trust.

1.103 - Elections	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Electoral Area Elections	-	520	-	-	-	-	122,500	-	-	-
Islands Trust	-	-	-	-	-	-	74,900	-	-	-
Allocations and Insurance	166	166	37	-	-	37	38	39	39	39
<b>TOTAL OPERATING COSTS</b>	<b>166</b>	<b>686</b>	<b>37</b>	<b>-</b>	<b>-</b>	<b>37</b>	<b>197,438</b>	<b>39</b>	<b>39</b>	<b>39</b>
*Percentage Increase over prior year						-77.7%	533516.2%	-100.0%	0.0%	0.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	19,992	19,902	25,033	-	-	25,033	29,863	32,031	34,031	36,031
<b>TOTAL COSTS</b>	<b>20,158</b>	<b>20,588</b>	<b>25,070</b>	<b>-</b>	<b>-</b>	<b>25,070</b>	<b>227,301</b>	<b>32,070</b>	<b>34,070</b>	<b>36,070</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Recovery from Islands Trust	-	(500)	-	-	-	-	(74,900)	-	-	-
Transfer from Operating Reserve Fund	-	-	-	-	-	-	(122,331)	-	-	-
Other Income	(158)	(88)	(66)	-	-	(66)	(70)	(70)	(70)	(70)
<b>TOTAL REVENUE</b>	<b>(158)</b>	<b>(588)</b>	<b>(66)</b>	<b>-</b>	<b>-</b>	<b>(66)</b>	<b>(197,301)</b>	<b>(70)</b>	<b>(70)</b>	<b>(70)</b>
<b>REQUISITION</b>	<b>(20,000)</b>	<b>(20,000)</b>	<b>(25,004)</b>	<b>-</b>	<b>-</b>	<b>(25,004)</b>	<b>(30,000)</b>	<b>(32,000)</b>	<b>(34,000)</b>	<b>(36,000)</b>
*Percentage increase over prior year Requisition						25.0%	20.0%	6.7%	6.3%	5.9%

**Reserve Schedule**

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

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

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105515	Actual	Budget				
		2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		46,620	76,873	101,906	9,438	41,469	75,500
<b>Transfer from Op Budget</b>		19,875	25,033	29,863	32,031	34,031	36,031
<b>Transfer from ERF</b>		9,170					
<b>Planned Spending</b>		-	-	(122,331)	-	-	-
<b>Interest Income</b>		1,207	-	-	-	-	-
<b>Ending Balance \$</b>		<b>76,873</b>	<b>101,906</b>	<b>9,438</b>	<b>41,469</b>	<b>75,500</b>	<b>111,531</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **UBCM**

### **Final Budget**

March 2021

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

**Committee:** Electoral Area

**DEFINITION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**FUNDING:**

Requisition

**GENERAL INFORMATION:**

Association of Vancouver Island and Coastal Communities (AVICC)

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

1.104 - UBCM	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Membership Fee	16,805	11,659	12,893	-	-	12,893	13,157	13,414	13,682	13,950
<b>TOTAL COSTS</b>	<b>16,805</b>	<b>11,659</b>	<b>12,893</b>	<b>-</b>	<b>-</b>	<b>12,893</b>	<b>13,157</b>	<b>13,414</b>	<b>13,682</b>	<b>13,950</b>
*Percentage Increase over prior year						-23.3%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	5,169	(5,169)	-	-	(5,169)	-	-	-	-
Balance c/fwd from 2019 to 2020	(2,832)	(2,832)	-	-	-	-	-	-	-	-
Other Revenue	(87)	(110)	(97)	-	-	(97)	(90)	(90)	(90)	(90)
<b>TOTAL REVENUE</b>	<b>(2,919)</b>	<b>2,227</b>	<b>(5,266)</b>	<b>-</b>	<b>-</b>	<b>(5,266)</b>	<b>(90)</b>	<b>(90)</b>	<b>(90)</b>	<b>(90)</b>
<b>REQUISITION</b>	<b>(13,886)</b>	<b>(13,886)</b>	<b>(7,627)</b>	<b>-</b>	<b>-</b>	<b>(7,627)</b>	<b>(13,067)</b>	<b>(13,324)</b>	<b>(13,592)</b>	<b>(13,860)</b>
*Percentage increase over prior year Requisition						-45.1%	71.3%	2.0%	2.0%	2.0%



# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **FINANCE & TECHNOLOGY**

#### **FINAL BUDGET**

MARCH 2021

# FINAL BUDGET

## March 24, 2021

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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Finance**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.017 Finance

**Committee:** Governance & Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries

1.017 - FINANCE	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	5,066,019	4,764,777	4,816,068	426,853	50,000	5,292,921	5,451,728	5,572,735	5,692,560	5,814,965
Allocations	263,024	263,704	245,653	2,000	-	247,653	250,749	255,826	261,005	266,291
Auditing Expense	60,000	60,000	61,020	-	-	61,020	62,240	63,480	64,750	66,050
Contract for Services	165,780	80,000	80,180	-	90,000	170,180	181,680	183,210	201,770	220,370
Consulting	-	-	-	-	-	-	-	-	-	-
Postage & Freight	245,640	245,721	234,670	-	-	234,670	239,360	244,150	249,030	254,010
Supplies	95,710	100,150	106,880	2,000	10,000	118,880	111,060	113,280	115,550	117,860
Other Operating Expenses	235,860	198,879	251,490	6,000	-	257,490	262,660	267,900	273,260	278,710
<b>TOTAL OPERATING COSTS</b>	<b>6,132,033</b>	<b>5,713,231</b>	<b>5,795,961</b>	<b>436,853</b>	<b>150,000</b>	<b>6,382,814</b>	<b>6,559,477</b>	<b>6,700,581</b>	<b>6,857,925</b>	<b>7,018,256</b>
*Percentage Increase over prior year						4.1%	2.8%	2.2%	2.3%	2.3%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	7,670	27,670	15,000	-	-	15,000	20,000	20,000	20,000	20,000
Transfer to General Capital Fund	125,000	125,000	-	-	125,000	125,000	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>132,670</b>	<b>152,670</b>	<b>15,000</b>	<b>-</b>	<b>125,000</b>	<b>140,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>TOTAL COSTS</b>	<b>6,264,703</b>	<b>5,865,901</b>	<b>5,810,961</b>	<b>436,853</b>	<b>275,000</b>	<b>6,522,814</b>	<b>6,579,477</b>	<b>6,720,581</b>	<b>6,877,925</b>	<b>7,038,256</b>
<u>REVENUE</u>										
US Bank Rebate	(56,050)	(47,800)	(57,000)	-	-	(57,000)	(58,140)	(59,300)	(60,490)	(61,700)
Provincial Grants	(70,000)	(60,000)	(60,000)	-	-	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
Sales of Services	(213,540)	(200,127)	(214,000)	-	-	(214,000)	(218,280)	(222,650)	(227,110)	(231,650)
Other	(80,470)	(80,470)	(84,540)	-	-	(84,540)	(84,838)	(86,653)	(88,514)	(90,412)
Allocation Recoveries	-	-	-	(100,000)	-	(100,000)	(102,000)	(104,040)	(106,120)	(108,240)
Transfer from Reserve	(100,000)	-	-	-	(140,000)	(140,000)	-	-	-	-
<b>TOTAL REVENUES</b>	<b>(520,060)</b>	<b>(388,397)</b>	<b>(415,540)</b>	<b>(100,000)</b>	<b>(140,000)</b>	<b>(655,540)</b>	<b>(523,258)</b>	<b>(532,643)</b>	<b>(542,234)</b>	<b>(552,002)</b>
<b>NET COSTS</b>	<b>5,744,643</b>	<b>5,477,504</b>	<b>5,395,421</b>	<b>336,853</b>	<b>135,000</b>	<b>5,867,274</b>	<b>6,056,219</b>	<b>6,187,938</b>	<b>6,335,691</b>	<b>6,486,254</b>
*Percentage increase over prior year Net Costs						-6.1%	3.2%	2.2%	2.4%	2.4%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	40.5	40.5	37.5	5.2	-	42.7	42.7	42.7	42.7	42.7

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

<b>Service No.</b>	<b>1.017</b>							
	<b>Finance</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$100,000	\$199,075	\$215,570	\$234,732	\$140,178	\$21,818	\$811,373
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$100,000</b>	<b>\$199,075</b>	<b>\$215,570</b>	<b>\$234,732</b>	<b>\$140,178</b>	<b>\$21,818</b>	<b>\$811,373</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$100,000	\$100,000	\$200,000	\$200,000	\$100,000	\$0	\$600,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$99,075	\$15,570	\$34,732	\$40,178	\$21,818	\$211,373
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$100,000</b>	<b>\$199,075</b>	<b>\$215,570</b>	<b>\$234,732</b>	<b>\$140,178</b>	<b>\$21,818</b>	<b>\$811,373</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.017  
**Service Name:** Finance

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Computer and Office Equipment Replacement	\$99,075	E	ERF	\$0	\$99,075	\$0	\$0	\$0	\$0	\$99,075
22-01	Replacement	Computer	Computer and Office Equipment Replacement	\$15,570	E	ERF	\$0	\$0	\$15,570	\$0	\$0	\$0	\$15,570
23-01	Replacement	Computer	Computer and Office Equipment Replacement	\$34,732	E	ERF	\$0	\$0	\$0	\$34,732	\$0	\$0	\$34,732
24-01	Replacement	Computer	Computer and Office Equipment Replacement	\$40,178	E	ERF	\$0	\$0	\$0	\$0	\$40,178	\$0	\$40,178
25-01	Replacement	Computer	Computer and Office Equipment Replacement	\$21,818	E	ERF	\$0	\$0	\$0	\$0	\$0	\$21,818	\$21,818
21-02	New	Enterprise Asset Management	SAP Software & Hardware costs for IBC 15b-2 "Asset Management and Risk Analysis"	\$625,000	E	Cap	\$100,000	\$100,000	\$200,000	\$200,000	\$100,000	\$0	\$600,000
<b>GRAND TOTAL</b>				<b>\$836,373</b>			<b>\$100,000</b>	<b>\$199,075</b>	<b>\$215,570</b>	<b>\$234,732</b>	<b>\$140,178</b>	<b>\$21,818</b>	<b>\$811,373</b>

**Reserve Schedule**

**Reserve Fund: 1.017 Finance**

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101420**  
ERF Group: FIN.ERF

	<b>ACTUAL</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Beginning Balance</b>	139,694	156,390	72,315	76,745	62,013	41,835
<b>Actual Purchases</b>	(92,069)	-	-	-		
<b>Planned Purchases (Based on Capital Plan)</b>	-	(99,075)	(15,570)	(34,732)	(40,178)	(21,818)
<b>Transfer from Operating Budget</b>	107,670	15,000	20,000	20,000	20,000	20,000
<b>Interest Income</b>	1,095	-	-	-	-	-
<b>Ending Balance \$</b>	<b>156,390</b>	<b>72,315</b>	<b>76,745</b>	<b>62,013</b>	<b>41,835</b>	<b>40,017</b>

**Assumptions/Background:**



# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Regional Grants in Aid**

#### **Final Budget**

March 2021

**Service:** 1.112 Regional Grant in Aid

**Committee:** Governance & Finance Committee

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All member municipalities and electoral areas.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

1.112 - Regional Grants in Aid	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Grants in Aid	1,444,622	-	1,457,513	-	-	1,457,513	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>1,444,622</b>	<b>-</b>	<b>1,457,513</b>	<b>-</b>	<b>-</b>	<b>1,457,513</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year						0.9%	0.0%	0.0%	0.0%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	1,435,513	(1,435,513)	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,408,622)	(1,408,622)	-	-	-	(1,435,513)	-	-	-	-
Interest Income	(36,000)	(26,891)	(22,000)	-	-	(22,000)	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(1,444,622)</b>	<b>-</b>	<b>(1,457,513)</b>	<b>-</b>	<b>-</b>	<b>(1,457,513)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage increase over prior year Requisition						0.0%	0.0%	0.0%	0.0%	0.0%

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Victoria Family Court Committee**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.126 Vic Family Court & Youth Justice Committee

**Committee:** Planning and Protective Services

**DEFINITION:**

To fund the operation of the Victoria Family Court Committee & Juvenile Justice Issues as appointed under the Provincial Court Act. (Division VI, Supplementary Letters Patent issued March 16, 1967, amended September 10, 1987).

**SERVICE DESCRIPTION:**

This service provides funding for the operating of the Victoria Family Court and Youth Justice Committee. The committee has been given authority are under the federal Youth Criminal Justice Act. A family court committee is a requirement of the Provincial Court Act, which states that a municipality operating a family court must have a committee

- to monitor the proceedings of the court and address issues pertaining to resources and legislation concerning families and youth and advocate changes.
- to provide funding for Board-approved committees whose purpose is related to juvenile justice issues. Currently the only Board-approved committee is the Capital Region Action Team (CRAT), which deals with teenagers involved in the sex trade.
- to promote and examine extra-legal options in justice.
- to liaise with governmental and non-governmental bodies around youth justice.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

\$15,000 (Bylaw No. 3048)

**MAXIMUM CAPITAL DEBT:**

Nil

**METHOD OF AUTHORIZATION:**

Supplementary Letters Patent - March 16, 1967; amended September 10, 1987.

**FUNDING:**

Service: 1.126 Vic Family Court & Youth Justice Committee

Committee: Planning and Protective Services

Member Municipality	ASSESSMENTS			
	2020 Previous Yr (50%) Converted	Previous Year Actual	2016 (50%) Census Populations	
City of Colwood	481,566,458	4,376,278,815	16,859	4.01%
City of Victoria	4,016,398,746	30,082,961,727	85,792	25.96%
District of Central Saanich	657,985,149	5,446,784,895	16,814	4.63%
District of Highlands	83,558,649	769,857,750	2,225	0.60%
District of Langford	1,338,030,651	10,919,092,082	35,342	9.57%
District of Metchosin	140,177,990	1,368,320,842	4,708	1.14%
District of North Saanich	615,251,368	5,493,557,267	11,249	3.72%
District of Saanich	3,906,061,746	35,161,271,712	114,148	29.45%
District of Sooke	353,006,866	3,230,727,435	13,001	3.03%
District of Oak Bay	931,252,281	9,000,862,259	18,094	5.77%
Town of Sidney	543,992,242	4,544,259,546	11,672	3.52%
Town of View Royal	362,104,799	3,130,354,407	10,408	2.71%
Township of Esquimalt	456,083,497	4,050,747,456	17,655	4.03%
<b>Subtotal</b>	<b>13,885,470,442</b>	<b>117,575,076,193</b>	<b>357,967</b>	<b>98.15%</b>
<b>Electoral Area</b>				
Juan de Fuca EA	244,178,800	2,059,785,495	4,860	1.53%
<b>Subtotal</b>	<b>244,178,800</b>	<b>2,059,785,495</b>	<b>4,860</b>	<b>1.53%</b>
<b>First Nations Taxation</b>				
Songhees	19,001,544	158,461,000	1,842	0.32%
<b>Subtotal</b>	<b>19,001,544</b>	<b>158,461,000</b>	<b>1,842</b>	<b>0.32%</b>
<b>TOTAL</b>	<b>14,148,650,786</b>	<b>119,793,322,688</b>	<b>364,669</b>	<b>100.00%</b>

1.126 Vic Family Court & Youth Justice Committee			<b>BUDGET REQUEST</b>				<b>FUTURE PROJECTIONS</b>			
	<b>2020 BOARD BUDGET</b>	<b>2020 ESTIMATED ACTUAL</b>	<b>2021 CORE BUDGET</b>	<b>2021 ONGOING</b>	<b>2021 ONE-TIME</b>	<b>2021 TOTAL</b>	<b>2022 TOTAL</b>	<b>2023 TOTAL</b>	<b>2024 TOTAL</b>	<b>2025 TOTAL</b>
<u>OPERATING COSTS:</u>										
Internal Allocation	216	216	268	-	-	268	325	332	338	345
Third Party Payments	15,718	15,718	15,636	-	-	15,636	15,563	15,556	15,550	15,543
<b>TOTAL OPERATING COSTS</b>	<b>15,934</b>	<b>15,934</b>	<b>15,904</b>	<b>-</b>	<b>-</b>	<b>15,904</b>	<b>15,888</b>	<b>15,888</b>	<b>15,888</b>	<b>15,888</b>
*Percentage Increase		0.0%	-0.19%			-0.19%	-0.1%	0.0%	0.0%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	(46)	(46)	(31)	-	-	(31)	-	-	-	-
Grants in Lieu of Taxes	(888)	(888)	(873)	-	-	(873)	(888)	(888)	(888)	(888)
TOTAL REVENUE	(934)	(934)	(904)	-	-	(904)	(888)	(888)	(888)	(888)
<b>REQUISITION</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>-</b>	<b>-</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>
*Percentage Increase		0.0%	0.00%			0.00%	0.0%	0.0%	0.0%	0.0%

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

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

#### **FINAL BUDGET**

MARCH 2021



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

**Committee: Planning and Protective Services**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

Greater Victoria Police Victims Services is contracted by the provincial gov't (Solicitor General who provide partial funding of \$170,000) to provide the following services under the Victims of Crime Act to those impacted by crime or trauma : Emotional support/Service referral including at scene triage and referral to Sexual Assault, Spousal Assault, Child Abuse and Men's Trauma centres; Public Education on victim's rights and support services, justice system and court orientation; Court Support for Crown Counsel in Victoria and West Shore including orientation and ongoing support through judicial process for victims, witnesses, friends and family; Safety planning assistance for ongoing safety following criminal victimization; Emotional support for next-of-kin sudden death notification (police accompaniment); Convicted Criminal updates to victims regarding court dates, sentencing, parole hearings and decisions and release dates/ conditions; Victim Impact Statement guidance on content of statement; Victims of Crime Assistance applications for lost income from criminal victimization.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

Service: 1.128 Greater Victoria Police Victims Services

Committee: Planning and Protective Services

Member Municipality	ASSESSMENTS			ASSESSMENTS		
	2020 Converted		2020 Actual	2021 Converted		2021 Actual
City of Colwood	481,566,458	3.71%	4,376,278,815	522,210,174	3.89%	4,768,669,615
City of Victoria	4,016,398,746	30.91%	30,082,961,727	4,028,366,938	29.98%	30,648,677,888
District of Central Saanich	657,985,149	5.06%	5,446,784,895	682,091,870	5.08%	5,678,630,043
Township of Esquimalt	456,083,497	3.51%	4,050,747,456	494,698,049	3.68%	4,348,601,306
District of Langford	1,338,030,651	10.30%	10,919,092,082	1,439,488,822	10.71%	11,871,422,812
District of Saanich	3,906,061,746	30.06%	35,161,271,712	4,032,489,613	30.01%	36,475,617,059
District of Oak Bay	931,252,281	7.17%	9,000,862,259	976,933,117	7.27%	9,480,747,659
District of Metchosin	140,177,990	1.08%	1,368,320,842	152,964,252	1.14%	1,496,710,894
Town of Sidney	543,992,242	4.19%	4,544,259,546	551,412,679	4.10%	4,630,400,405
Town of View Royal	362,104,799	2.79%	3,130,354,407	364,952,707	2.72%	3,193,922,057
District of Highland	83,558,649	0.64%	769,857,750	93,126,687	0.69%	827,588,306
<b>Subtotal</b>	<b>12,917,212,208</b>	<b>99.40%</b>	<b>108,850,791,491</b>	<b>13,338,734,908</b>	<b>99.28%</b>	<b>113,420,988,044</b>
<b>Electoral Area</b>						
JDF - Langford - R(761) ESA # 36	1,012,424	0.01%	3,353,200	1,040,587	0.01%	3,445,300
JDF - Langford - R(762) ESA # 36	11,783,108	0.09%	116,213,625	14,752,301	0.11%	145,027,022
JDF - Langford - R(763) ESA # 36	20,304,980	0.16%	202,117,600	20,701,375	0.15%	206,328,500
<b>Subtotal</b>	<b>33,100,512</b>	<b>0.25%</b>	<b>321,684,425</b>	<b>36,494,263</b>	<b>0.27%</b>	<b>354,800,822</b>
<u>First Nations Taxation</u>						
Songhees	19,001,544	0.15%	158,461,000	29,701,753	0.22%	260,577,100
Tsawout	26,083,283	0.20%	221,937,200	30,014,150	0.22%	258,759,300
<b>Subtotal</b>	<b>45,084,827</b>	<b>0.35%</b>	<b>380,398,200</b>	<b>59,715,903</b>	<b>0.44%</b>	<b>519,336,400</b>
<b>TOTAL</b>	<b>12,995,397,547</b>	<b>100.00%</b>	<b>109,552,874,116</b>	<b>13,434,945,074</b>	<b>100.00%</b>	<b>114,295,125,266</b>

1.128 Greater Victoria Police Victims Services	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS:</b>										
Internal Allocation	4,971	4,971	5,401	-	-	5,401	5,842	5,959	6,078	6,200
Third Party Payments	281,200	281,200	286,800	-	-	286,800	292,500	298,350	304,317	310,403
Interest Charge	200	200	285	-	-	285	200	200	200	200
<b>TOTAL OPERATING COSTS</b>	<b>286,371</b>	<b>286,371</b>	<b>292,486</b>	-	-	<b>292,486</b>	<b>298,542</b>	<b>304,509</b>	<b>310,595</b>	<b>316,803</b>
*Percentage Increase		0.0%	2.14%			2.14%	2.1%	2.0%	2.0%	2.0%
<b>FUNDING SOURCES (REVENUE)</b>										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	(600)	(600)	-	-	-	-	-	-	-	-
Grants in Lieu	(14,461)	(14,461)	(14,622)	-	-	(14,622)	(14,461)	(14,461)	(14,461)	(14,461)
Interest Income	(110)	(110)	(110)	-	-	(110)	(110)	(110)	(110)	-
<b>TOTAL REVENUE</b>	<b>(15,171)</b>	<b>(15,171)</b>	<b>(14,732)</b>	-	-	<b>(14,732)</b>	<b>(14,571)</b>	<b>(14,571)</b>	<b>(14,571)</b>	<b>(14,461)</b>
<b>REQUISITION</b>	<b>(271,200)</b>	<b>(271,200)</b>	<b>(277,754)</b>	-	-	<b>(277,754)</b>	<b>(283,971)</b>	<b>(289,938)</b>	<b>(296,024)</b>	<b>(302,342)</b>
*Percentage Increase		0.0%	2.42%			2.42%	2.2%	2.1%	2.1%	2.1%

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Royal Theatre**

#### **FINAL BUDGET**

MARCH 2021

Service: 1.290 Royal Theatre

Committee: Administration

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

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

**MAXIMUM CAPITAL DEBT:**

NIL

**COMMISSION:**

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

**FUNDING:**

ROYAL THEATRE			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Third Party Payment	40,838	40,838	45,773	-	-	45,773	49,219	48,208	47,171	46,116
Insurance Costs	33,330	33,330	32,540	-	-	32,540	33,190	33,850	34,530	35,220
Internal Allocation	25,232	25,232	21,087	-	-	21,087	16,991	17,342	17,699	18,064
Operating Cost - Other (Interest)	600	600	600	-	-	600	600	600	600	600
<b>TOTAL OPERATING COSTS</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
*Percentage Increase		0.00%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%
<u>CAPITAL / RESERVE</u>										
Capital Equipment Purchase	100,000	100,000	100,000	-	-	100,000	100,000	100,000	100,000	100,000
Transfer to Capital Reserve Fund	380,000	380,000	380,000	-	-	380,000	380,000	380,000	380,000	380,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>-</b>	<b>-</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>
Debt Charges	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>-</b>	<b>-</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>	<b>480,000</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year		-								
Balance C/F from Prior to Current year			-	-	-	-				
Revenue - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>(580,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>	<b>-</b>	<b>-</b>	<b>(580,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>	<b>(580,000)</b>
*Percentage increase over prior year requisition		0.0%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%

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

<b>Service No.</b>	<b>1.290 Royal Theatre</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$50,000	\$1,706,000	\$500,000	\$221,000	\$700,000	\$250,000	\$3,377,000
Equipment	E	\$0	\$212,000	\$0	\$0	\$0	\$0	\$212,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$50,000</b>	<b>\$1,918,000</b>	<b>\$500,000</b>	<b>\$221,000</b>	<b>\$700,000</b>	<b>\$250,000</b>	<b>\$3,589,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
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	\$0	\$599,000	\$0	\$0	\$0	\$0	\$599,000
Donations / Third Party Funding	Other	\$0	\$517,000	\$0	\$0	\$0	\$0	\$517,000
Reserve Fund	Res	\$0	\$752,000	\$500,000	\$221,000	\$700,000	\$250,000	\$2,423,000
		<b>\$50,000</b>	<b>\$1,918,000</b>	<b>\$500,000</b>	<b>\$221,000</b>	<b>\$700,000</b>	<b>\$250,000</b>	<b>\$3,589,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.290

**Service Name:** Royal Theatre

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total	
18-01	Replacement	Replace Theatre Doors	Replace theatre doors to soundproof theatre from lobby cross over.	\$357,000	B	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
18-01	Replacement	Replace Theatre Doors	Replace theatre doors to soundproof theatre from lobby cross over.		B	Res	\$0	\$290,000	\$0	\$0	\$0	\$0	\$290,000	
20-03	New	Add Balcony & Pit Railings	Add railings to ensure patron safety and comfort	\$75,000	B	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000	
21-01	Replacement	HVAC Upgrade	Replace 1994 HVAC main unit in audience chamber.	\$500,000	B	Other	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000	
21-02	Replacement	Replace House Light System - Phase 2	Replace House Light System with upgraded LED technology	\$90,000	B	Res	\$0	\$90,000	\$0	\$0	\$0	\$0	\$90,000	
21-03	Renewal	Stage Light Fixtures	Add new technology of computerized lighting fixtures to expand capability	\$35,000	E	Res	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000	
21-04	Replacement	Replace Dimmer Modules and CEMs	Replace 20+ year old dimmer & control modules that are past end of useful life	\$45,000	E	Res	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000	
21-05	Replacement	Replace Extendable Scissor Lift	Replace existing scissor lift that is past end of life for safety & reliability	\$26,000	E	Res	\$0	\$26,000	\$0	\$0	\$0	\$0	\$26,000	
21-06	Renewal	COVID-19 Safety Improvements	Prepare the theatre for opening with COVID-19 safety protocols in place	\$86,000	E	Grant	\$0	\$69,000	\$0	\$0	\$0	\$0	\$69,000	
21-06	Renewal	COVID-19 Safety Improvements	Prepare the theatre for opening with COVID-19 safety protocols in place		E	Other	\$0	\$17,000	\$0	\$0	\$0	\$0	\$17,000	
21-07	Renewal	Accessible Access & Centre Front Doors	Upgrading current building access and washrooms to improve accessibility	\$20,000	B	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000	
21-08	Replacement	Replace Exit Signs	Replace existing exit signs with up to code internationally recognized, green pictogram "Running Man"	\$10,000	B	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000	
21-09	New	Add Water Bottle filling stations	to reduce carbon footprint and increase patron access to water	\$23,000	E	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000	
21-10	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000	
21-11	Replacement	Cross Control Installation	Installation of cross connection control valves	\$11,000	B	Res	\$0	\$11,000	\$0	\$0	\$0	\$0	\$11,000	
21-12	Renewal	Repair Building Envelope	Repairing building envelope of the 1914 structure.	\$1,221,000	B	Res	\$0	\$0	\$500,000	\$191,000	\$0	\$0	\$691,000	
21-12	Renewal	Repair Building Envelope	Repairing building envelope of the 1914 structure.		B	Grant	\$0	\$530,000	\$0	\$0	\$0	\$0	\$530,000	
21-13	Renewal	Plan, Rebuild and Expand Orchestra Pit	Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers	\$115,000	B	Res	\$0	\$115,000	\$0	\$0	\$0	\$0	\$115,000	
21-14	Study	Building Seismic Assessment	Study to describe the seismic improvements required	\$40,000	B	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000	
23-01	Study	Study and Plan repouring and refinishing of concrete main floor and replacement of seats and aisle lights	Study and Plan repouring and refinishing of concrete main floor and replacement of seats and aisle lights	\$30,000	B	Res	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000	
24-01	Replacement	Repour and refinish concrete main floor and replacement of seats and aisle lights	Repour and refinish concrete main floor and replacement of seats and aisle lights	\$700,000	B	Res	\$0	\$0	\$0	\$0	\$700,000	\$0	\$700,000	
25-01	Replacement	Replace Seats and Aisle Lights in balcony	Replace 20 year old seats in balcony	\$250,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000	
<b>GRAND TOTAL</b>				<b>\$3,684,000</b>				<b>\$50,000</b>	<b>\$1,918,000</b>	<b>\$500,000</b>	<b>\$221,000</b>	<b>\$700,000</b>	<b>\$250,000</b>	<b>\$3,589,000</b>



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

<b>Proj. No.</b> 18-01	<b>Capital Project Title</b> Replace Theatre Doors	<b>Capital Project Description</b> Replace theatre doors to soundproof theatre from lobby cross over.
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> <i>Replace Theatre Doors. Replacing the theatre doors will improve the audience experience by soundproofing the theatre from the lobby cross over. In 2020, consultants will prepare the plan for soundproofing, with the installation in 2021.</i>		

<b>Proj. No.</b> 20-03	<b>Capital Project Title</b> Add Balcony & Pit Railings	<b>Capital Project Description</b> Add railings to ensure patron safety and comfort
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> <i>Add Balcony Railings. The addition of railings will ensure patron safety and comfort while moving to and from seats in the balcony area of the theatre.</i>		

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> HVAC Upgrade	<b>Capital Project Description</b> Replace 1994 HVAC main unit in audience chamber.
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> <i>Replace main HVAC unit in the audience chamber.</i>		

<b>Proj. No.</b> 21-02	<b>Capital Project Title</b> Replace House Light System - Phase 2	<b>Capital Project Description</b> Replace House Light System with upgraded LED technology
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> <i>Phase 2 will improve illumination in the audience chamber with the installation of new lighting fixtures, in new positions in the ceiling created by architectural intervention. The improved illumination will assist in maintaining appropriate COVID-19 cleaning standards.</i>		

<b>Proj. No.</b> 21-03	<b>Capital Project Title</b> Stage Light Fixtures	<b>Capital Project Description</b> Add new technology of computerized lighting fixtures to expand capability
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> <i>Older incandescent lighting technology is replaced with energy efficient LED technology and lighting fixtures which are flexible in their deployment, a requirement of the advanced productions the Royal Theatre is currently supporting.</i>		

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

<b>Proj. No.</b> 21-04	<b>Capital Project Title</b> Replace Dimmer Modules and CEMs	<b>Capital Project Description</b> Replace 20+ year old dimmer & control modules that are past end of useful life
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> <i>This project addresses the now expired lifespan of a group of critical elements in the stage lighting control system.</i>		

<b>Proj. No.</b> 21-05	<b>Capital Project Title</b> Replace Extendable Scissor Lift	<b>Capital Project Description</b> Replace existing scissor lift that is past end of life for safety & reliability
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> <i>The current scissor lift has reached the end of its useful life as it is 25+ years.</i>		

<b>Proj. No.</b> 21-06	<b>Capital Project Title</b> COVID-19 Safety Improvements	<b>Capital Project Description</b> Prepare the theatre for opening with COVID-19 safety protocols in place
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> <i>Prepare the theatre for re-opening with new COVID-19 safety protocols in place for the audience and staff protection which will require infrastructure improvements.</i>		

<b>Proj. No.</b> 21-07	<b>Capital Project Title</b> Accessible Access & Centre Front Doors	<b>Capital Project Description</b> Upgrading current building access and washrooms to improve accessibility
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> <i>Install accessible electronic door arms on doors to the box office and accessible washrooms. This will include touchless sensors and emergency pull stations for both washrooms. Replace 3 sets of double doors from the street for increased access and security for the building.</i>		

<b>Proj. No.</b> 21-08	<b>Capital Project Title</b> Replace Exit Signs	<b>Capital Project Description</b> Replace existing exit signs with up to code internationally recognized, green pictogram "Running Man"
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> <i>Replace existing exit signs with up to code internationally recognized, green pictogram "Running Man"</i>		

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

<b>Proj. No.</b> 21-09	<b>Capital Project Title</b> Add Water Bottle filling stations	<b>Capital Project Description</b> to reduce carbon footprint and increase patron access to water
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> Add water bottle filling stations in the west lobby (1x) and mezzanine (2x), to help reduce waste from plastic water bottles. Increase patron experience and safety in a post covid time where touchless water bottle filling stations will replace drinking fountains.		

<b>Proj. No.</b> 21-10	<b>Capital Project Title</b> Emergency Repairs	<b>Capital Project Description</b> For Unforeseen Emergency Repairs
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> To use for unforeseen emergency repairs		

<b>Proj. No.</b> 21-11	<b>Capital Project Title</b> Cross Control Installation	<b>Capital Project Description</b> Installation of cross connection control valves
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> As per CRD bylaw 3516 (as amended by bylaw 4037), installation of cross connection valves to prevent drinking water contamination in the wider drinking water system.		

<b>Proj. No.</b> 21-12	<b>Capital Project Title</b> Repair Building Envelope	<b>Capital Project Description</b> Repairing building envelope of the 1914 structure.
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> Repairing building envelope will ensure the 1914 structure will remain stable and will reduce energy consumption		

<b>Proj. No.</b> 21-13	<b>Capital Project Title</b> Plan, Rebuild and Expand Orchestra Pit	<b>Capital Project Description</b> Plan, Rebuild and expand orchestra Pit to allow increased physical distancing of musicians and performers
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> Plan, rebuild and expand orchestra pit to allow increased physical distancing of musicians and performers.		

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

<b>Proj. No.</b> 21-14	<b>Capital Project Title</b> Building Seismic Assessment	<b>Capital Project Description</b> Study to describe the seismic improvements required
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> Study to describe the seismic improvements required.		

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Study and Plan repouring and refinishing of concrete main floor and replacement of seats and aisle lights	<b>Capital Project Description</b> Study and Plan rebpouring and refinishing of concrete main floor and replacement of seats and aisle lights
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> Study to plan the repouring of the concrete main floor and replacement of seats and aisle lights.		

<b>Proj. No.</b> 24-01	<b>Capital Project Title</b> Repour and refinish concrete main floor and replacement of seats and aisle lights	<b>Capital Project Description</b> Repour and refinish concrete main floor and replacement of seats and aisle lights
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> Repouring and refinishing concrete main floor for improved safety, hygiene and cleaning protocols. Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols.		

<b>Proj. No.</b> 25-01	<b>Capital Project Title</b> Replace Seats and Aisle Lights in balcony	<b>Capital Project Description</b> Replace 20 year old seats in balcony
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> Replacing the seats and lights for patrons comfort and safety. New seating will improve cleaning protocols.		

**1.290 Royal Theatre  
Asset and Reserve Summary  
2021 - 2025 Financial Plan**

**Asset Profile**

**Royal Theatre**

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

**Capital Reserve Fund Schedule**

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

**Cost Centre: 101607 (PLO)**

**Capital Reserve Fund**

**Projected year end balance**

**Beginning Balance**

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

**Transfer from Operating Budget**

**Interest Income\*\***

**Total projected year end balance**

	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
	823,905	1,042,317	685,317	565,317	724,317	404,317
	(207,000)	(752,000)	(500,000)	(221,000)	(700,000)	(250,000)
	407,004	380,000	380,000	380,000	380,000	380,000
	18,408	15,000				
	<b>1,042,317</b>	<b>685,317</b>	<b>565,317</b>	<b>724,317</b>	<b>404,317</b>	<b>534,317</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **McPherson Theatre**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.295 McPherson Theatre

**Committee:** Administration

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

The City of Victoria is the only participant.

**MAXIMUM LEVY:**

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

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

**MAXIMUM CAPITAL DEBT:**

None

**COMMISSION:**

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

**FUNDING:**

McPHERSON THEATRE			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS:</b>										
Third Party Payments	308,667	308,667	309,214	-	-	309,214	307,380	306,523	305,649	304,757
Internal Allocations	39,355	39,355	40,486	-	-	40,486	42,320	43,177	44,051	44,943
Interest Charge	300	300	300	-	-	300	300	300	300	300
<b>TOTAL OPERATING COSTS</b>	<b>348,322</b>	<b>348,322</b>	<b>350,000</b>	<b>-</b>	<b>-</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>
*Percentage Increase	0.00%	0.00%	0.48%			0.48%	0.00%	0.00%	0.00%	0.00%
<b>CAPITAL / RESERVE</b>										
Capital Equipment Purchases	84,000	84,000	92,000	-	-	92,000	88,000	88,000	90,000	90,000
Transfer to Reserve Fund	353,521	353,521	342,851	-	-	342,851	347,843	347,843	345,843	345,843
<b>TOTAL CAPITAL / RESERVES</b>	<b>437,521</b>	<b>437,521</b>	<b>434,851</b>	<b>-</b>	<b>-</b>	<b>434,851</b>	<b>435,843</b>	<b>435,843</b>	<b>435,843</b>	<b>435,843</b>
<b>TOTAL COSTS</b>	<b>785,843</b>	<b>785,843</b>	<b>784,851</b>	<b>-</b>	<b>-</b>	<b>784,851</b>	<b>785,843</b>	<b>785,843</b>	<b>785,843</b>	<b>785,843</b>
<b>FUNDING SOURCES (REVENUE)</b>										
estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(35,843)	(35,843)	(34,851)	-	-	(34,851)	(35,843)	(35,843)	(35,843)	(35,843)
<b>TOTAL REVENUE</b>	<b>(35,843)</b>	<b>(35,843)</b>	<b>(34,851)</b>	<b>-</b>	<b>-</b>	<b>(34,851)</b>	<b>(35,843)</b>	<b>(35,843)</b>	<b>(35,843)</b>	<b>(35,843)</b>
<b>REQUISITION</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>-</b>	<b>-</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>(750,000)</b>	<b>(750,000)</b>
*Percentage increase over prior year requisition		0.0%	0.00%			0.00%	0.00%	0.00%	0.00%	0.00%



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

<b>Service No.</b>	<b>1.295</b>							
	<b>McPherson Theatre</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	B	\$370,000	\$1,085,000	\$500,000	\$131,000	\$0	\$0	\$1,716,000
Equipment	E	\$0	\$170,000	\$0	\$0	\$0	\$0	\$170,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$370,000</b>	<b>\$1,255,000</b>	<b>\$500,000</b>	<b>\$131,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,886,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$370,000	\$370,000	\$0	\$0	\$0	\$0	\$370,000
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	\$0	\$505,000	\$0	\$0	\$0	\$0	\$505,000
Donations / Third Party Funding	Other	\$0	\$9,000	\$0	\$0	\$0	\$0	\$9,000
Reserve Fund	Res	\$0	\$371,000	\$500,000	\$131,000	\$0	\$0	\$1,002,000
		<b>\$370,000</b>	<b>\$1,255,000</b>	<b>\$500,000</b>	<b>\$131,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,886,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.295

**Service Name:** McPherson Theatre

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Replace Lobby Windows	Replacing the current single pane leaking windows	\$350,000	B	Cap	\$350,000	\$350,000	\$0	\$0	\$0	\$0	\$350,000
20-05	Study	Railing Study	Study to assess the upgrades to interior railings necessary for health and safety	\$20,000	B	Cap	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-01	Replacement	Replace stage light fixtures	Replacing old incandescent stage lighting with LED models.	\$50,000	E	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-02	Replacement	Replace Stage Dimmer Rack control Modules	Replaces 20 year old Stage Dimmer rack control modules.	\$30,000	E	Res	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
21-03	Replacement	Replace House Light System Phase 2	Replace House Light System with upgraded LED technology.	\$80,000	B	Res	\$0	\$80,000	\$0	\$0	\$0	\$0	\$80,000
21-04	Replacement	Replace Extendable Scissor Lift	Replace current scissor lift that has reached the end of its useful life.	\$26,000	E	Res	\$0	\$26,000	\$0	\$0	\$0	\$0	\$26,000
21-05	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-06	Renewal	Accessible Access	Upgrade current box office access and washrooms to improve accessibility	\$10,000	B	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-07	Replacement	Replace Exit Signs	Replace existing exit signs with up to code, internationally recognized, green pictogram "Running Man"	\$10,000	B	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-08	New	Add water bottle filling stations	Add water bottle filling stations to reduce carbon footprint and increase patron access to water	\$15,000	E	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
21-09	Replacement	Replace and Add FOH Directional Signage	Replace and add directional signage to improve safety, access, audience flow and crowd management.	\$20,000	B	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-10	Replacement	Balcony Rail Fabrication and Installation	Install interior railings for patron and staff safety	\$25,000	B	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
21-11	Renewal	COVID-19 Safety Improvements	Prepare the theatre for opening with COVID-19 safety protocols in place	\$44,000	E	Grant	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
21-11	Renewal	COVID-19 Safety Improvements	Prepare the theatre for opening with COVID-19 safety protocols in place		E	Other	\$0	\$9,000	\$0	\$0	\$0	\$0	\$9,000
21-12	Replacement	Cross Control installation	Installation of cross connection control valves	\$10,000	B	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-13	Renewal	Repair Building Envelope and Restore Façade	Repair building envelope and restore façade	\$1,101,000	B	Res	\$0	\$0	\$500,000	\$131,000	\$0	\$0	\$631,000
21-13	Renewal	Repair Building Envelope and Restore Façade	Repair building envelope and restore façade		B	Grant	\$0	\$470,000	\$0	\$0	\$0	\$0	\$470,000
21-14	Study	Building Seismic Assessment	Study to describe the seismic improvements required	\$40,000	B	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
<b>GRAND TOTAL</b>				<b>\$1,881,000</b>			<b>\$370,000</b>	<b>\$1,255,000</b>	<b>\$500,000</b>	<b>\$131,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,886,000</b>

Service: 1.295

McPherson Theatre

Proj. No.	18-01	Capital Project Title	Replace Lobby Windows	Capital Project Description	Replacing the current single pane leaking windows
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Arts & Culture
<b>Project Rationale</b> <i>Replace the current single pane leaking windows with better more energy efficient windows</i>					

Proj. No.	20-05	Capital Project Title	Railing Study	Capital Project Description	Study to assess the upgrades to interior railings necessary for health and safety
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Arts & Culture
<b>Project Rationale</b> <i>Study to assess the upgrades to interior railings necessary for health and safety</i>					

Proj. No.	21-01	Capital Project Title	Replace stage light fixtures	Capital Project Description	Replacing old incandescent stage lighting with LED models.
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Arts & Culture
<b>Project Rationale</b> <i>Older incandescent lighting technology is replaced with energy efficient LED technology and lighting fixtures which are flexible in their deployment, a requirement of the advanced productions the Royal Theatre is currently supporting.</i>					

Proj. No.	21-02	Capital Project Title	Replace Stage Dimmer Rack control Modules	Capital Project Description	Replaces 20 year old Stage Dimmer rack control modules.
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Arts & Culture
<b>Project Rationale</b> <i>This project addresses the now expired lifespan of a group of critical elements in the stage lighting control system.</i>					

Proj. No.	21-03	Capital Project Title	Replace House Light System Phase 2	Capital Project Description	Replace House Light System with upgraded LED technology.
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Arts & Culture
<b>Project Rationale</b> <i>Replacing the House Light System which has reached the end of its lifespan and upgrading the technology to LED will reduce energy consumption and continue to ensure patron safety in the theatre. This will improve illumination to the audience chamber.</i>					

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

<b>Proj. No.</b> 21-04	<b>Capital Project Title</b> Replace Extendable Scissor Lift	<b>Capital Project Description</b> Replace current scissor lift that has reached the end of its useful life.
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> Replace existing 25+ year old scissor lift which has reached the end of its useful life.		

<b>Proj. No.</b> 21-05	<b>Capital Project Title</b> Emergency Repairs	<b>Capital Project Description</b> For Unforeseen Emergency Repairs
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> Capital funds to accommodate any emergency repairs to the building.		

<b>Proj. No.</b> 21-06	<b>Capital Project Title</b> Accessible Access	<b>Capital Project Description</b> Upgrade current box office access and washrooms to improve accessibility
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> Install electronic door arms on existing doors to the box office and accessible washrooms. Includes touchless door sensors and emergency pull stations for both washrooms.		

<b>Proj. No.</b> 21-07	<b>Capital Project Title</b> Replace Exit Signs	<b>Capital Project Description</b> Replace existing exit signs with up to code, internationally recognized, green pictogram "Running Man"
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> replace existing exit signs with up to code, internationally recognized, green pictogram "Running Man"		

<b>Proj. No.</b> 21-08	<b>Capital Project Title</b> Add water bottle filling stations	<b>Capital Project Description</b> Add water bottle filling stations to reduce carbon footprint and increase patron access to water
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> Add water bottle filling stations in Eastwick lobby, main lobby and mezzanine, to help reduce waste from plastic bottles. Increase patron experience and safety in a post COVID time where touchless water bottle filling stations will replace drinking fountains.		

Service: 1.295

McPherson Theatre

<b>Proj. No.</b> 21-09	<b>Capital Project Title</b> Replace and Add FOH Directional Signage	<b>Capital Project Description</b> Replace and add directional signage to improve safety, access, audience flow and crowd management.
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> Replacing and adding directional signage will improve safety, access, audience flow and crowd management.		

<b>Proj. No.</b> 21-10	<b>Capital Project Title</b> Balcony Rail Fabrication and Installation	<b>Capital Project Description</b> Install interior railings for patron and staff safety
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> Install upgrades to interior railings for safety of patrons and staff.		

<b>Proj. No.</b> 21-11	<b>Capital Project Title</b> COVID-19 Safety Improvements	<b>Capital Project Description</b> Prepare the theatre for opening with COVID-19 safety protocols in place
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> To prepare the theatre for re-opening in response to the COVID-19 pandemic, implementation of new cleaning, sanitizing, safety, and physical distancing protocols which require infrastructure.		

<b>Proj. No.</b> 21-12	<b>Capital Project Title</b> Cross Control installation	<b>Capital Project Description</b> Installation of cross connection control valves
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> As per CRD bylaw 3516 (as amended by bylaw 4037), installation of cross connection valves to prevent drinking water contamination in the wider drinking water system.		

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

<b>Proj. No.</b> 21-13	<b>Capital Project Title</b> Repair Building Envelope and Restore Façade	<b>Capital Project Description</b> Repair building envelope and restore façade
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> <i>Repairing building envelope will ensure the 1913 structure will remain stable and will reduce energy consumption. Restoring the 1913 façade will include point work on the bricks, gutter replacement and refinishing the fiberglass stonework around the historic wooden doors.</i>		

<b>Proj. No.</b> 21-14	<b>Capital Project Title</b> Building Seismic Assessment	<b>Capital Project Description</b> Study to describe the seismic improvements required
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> <i>Study to describe the seismic improvements required.</i>		

**1.295 McPherson Theatre  
Asset and Reserve Summary  
2021 - 2025 Financial Plan**

**Asset Profile**

**McPherson Theatre**

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

**Capital Reserve Fund Schedule**

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

**Cost Centre: 101899 (PLO)**

**Capital Reserve Fund**

**Projected year end balance**

**Beginning Balance**

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

**Transfer from Operating Budget**

**Interest Income\***

**Total projected year end balance**

	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Beginning Balance	1,664,880	1,857,580	1,860,423	1,708,266	1,925,109	2,270,952
Planned Capital Expenditure (Based on Capital Plan)	(194,000)	(371,000)	(500,000)	(131,000)	-	-
Transfer from Operating Budget	353,521	343,843	347,843	347,843	345,843	345,843
Interest Income*	33,179	30,000				
<b>Total projected year end balance</b>	<b>1,857,580</b>	<b>1,860,423</b>	<b>1,708,266</b>	<b>1,925,109</b>	<b>2,270,952</b>	<b>2,616,795</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Arts Grants and Development**

#### **FINAL BUDGET**

MARCH 2021



**Service:** 1.297 Arts Grants and Development

**Commission:** Arts

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

**FUNDING:**

	<b>BUDGET REQUEST</b>						<b>FUTURE PROJECTIONS</b>			
	<b>2020 BOARD BUDGET</b>	<b>2020 ESTIMATED ACTUAL</b>	<b>2021 CORE BUDGET</b>	<b>2021 ONGOING</b>	<b>2021 ONE-TIME</b>	<b>2021 TOTAL</b>	<b>2022 TOTAL</b>	<b>2023 TOTAL</b>	<b>2024 TOTAL</b>	<b>2025 TOTAL</b>
<b>ARTS GRANTS</b>										
<u>ARTS GRANTS:</u>										
Operating Grants	2,204,399	2,204,400	2,236,500	-	-	2,236,500	2,281,230	2,326,855	2,373,392	2,420,860
Project Grants	310,000	289,820	310,000	-	-	310,000	316,200	322,524	328,974	335,553
<b>Total Grants Payment</b>	<b>2,514,399</b>	<b>2,494,220</b>	<b>2,546,500</b>	-	-	<b>2,546,500</b>	<b>2,597,430</b>	<b>2,649,379</b>	<b>2,702,366</b>	<b>2,756,413</b>
		-0.8%	1.3%			1.3%	2.0%	2.0%	2.0%	2.0%
<u>ADMINISTRATION COSTS:</u>										
Salaries and Wages	289,616	289,616	296,642	-	-	296,642	297,318	303,726	310,271	316,956
Internal Allocations	60,114	60,114	67,536	-	-	67,536	74,602	76,102	77,631	79,191
Insurance Cost	660	660	700	-	-	700	710	720	730	740
Operating Cost - Other	28,802	24,515	30,696	-	-	30,696	31,309	31,935	32,574	33,226
<b>Total Administration Costs</b>	<b>379,192</b>	<b>374,905</b>	<b>395,574</b>	-	-	<b>395,574</b>	<b>403,939</b>	<b>412,483</b>	<b>421,206</b>	<b>430,113</b>
		-1.1%	4.3%			4.3%	2.1%	2.1%	2.1%	2.1%
<b>TOTAL OPERATING COSTS</b>	<b>2,893,591</b>	<b>2,869,125</b>	<b>2,942,074</b>	-	-	<b>2,942,074</b>	<b>3,001,369</b>	<b>3,061,862</b>	<b>3,123,572</b>	<b>3,186,526</b>
		-0.8%	1.7%			1.7%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE TRANSFER</u>										
Transfer to Operating Reserve Fund	-	12,466	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES TRANSFER</b>	<b>-</b>	<b>12,466</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
		-0.8%	1.7%			1.7%	2.0%	2.0%	2.0%	2.0%
Internal Recoveries	(13,220)	(13,220)	(13,552)	-	-	(13,552)	(13,582)	(13,876)	(14,174)	(14,480)
<b>TOTAL COSTS</b>	<b>2,880,371</b>	<b>2,868,371</b>	<b>2,928,522</b>	-	-	<b>2,928,522</b>	<b>2,987,787</b>	<b>3,047,986</b>	<b>3,109,398</b>	<b>3,172,046</b>
		-0.4%	1.7%			1.7%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	-	-	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(12,000)	-	(19,955)	-	-	(19,955)	-	-	-	-
Payments In Lieu of Taxes	(185,665)	(185,665)	(180,710)	-	-	(180,710)	(185,665)	(185,665)	(185,665)	(185,665)
<b>TOTAL REVENUE</b>	<b>(197,665)</b>	<b>(185,665)</b>	<b>(200,665)</b>	-	-	<b>(200,665)</b>	<b>(185,665)</b>	<b>(185,665)</b>	<b>(185,665)</b>	<b>(185,665)</b>
		-6.1%	1.5%			1.5%	-7.5%	0.0%	0.0%	0.0%
<b>REQUISITION</b>	<b>(2,682,706)</b>	<b>(2,682,706)</b>	<b>(2,727,857)</b>	-	-	<b>(2,727,857)</b>	<b>(2,802,122)</b>	<b>(2,862,321)</b>	<b>(2,923,733)</b>	<b>(2,986,381)</b>
			1.7%			1.7%	2.7%	2.1%	2.1%	2.1%
<u>AUTHORIZED POSITIONS:</u>										
	2.8	2.8	2.8		0.0	2.8	2.8	2.8	2.8	2.8

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

<b>Service No.</b>	<b>1.297</b>							
	<b>Arts Grants and Development</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$1,550	\$0	\$0	\$0	\$1,550
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$0</b>	<b>\$1,550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,550</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$1,550	\$0	\$0	\$0	\$1,550
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$0</b>	<b>\$1,550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,550</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Computer and Printer	IT scheduled Routine Replacement	\$1,890	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
22-01	Replacement	Computer and Printer	IT scheduled Routine Replacement	\$1,550	E	ERF	\$0	\$0	\$1,550	\$0	\$0	\$0	\$1,550
<b>GRAND TOTAL</b>				<b>\$3,440</b>			<b>\$0</b>	<b>\$0</b>	<b>\$1,550</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,550</b>

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

<b>Proj. No.</b> 18-01	<b>Capital Project Title</b> Computer and Printer	<b>Capital Project Description</b> IT scheduled Routine Replacement
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> <i>Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department</i>		

<b>Proj. No.</b> 22-01	<b>Capital Project Title</b> Computer and Printer	<b>Capital Project Description</b> IT scheduled Routine Replacement
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Arts & Culture
<b>Project Rationale</b> <i>Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department</i>		

**1.297 Arts and Cultural Grants  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Arts and Cultural Grants**

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

**Operating Reserve Schedule - FC 105300**

Operating Reserve Schedule Projected year end balance	Actual	Actual	Budget				
	2019	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	166,844	199,240	269,535	257,535	257,535	257,535	257,535
<b>Planned Purchase</b>			(15,000)				
<b>Transfer from Ops Budget</b>	27,701	66,491					
<b>Interest Income*</b>	4,695	3,804	3,000				
<b>Total projected year end balance</b>	<b>199,240</b>	<b>269,535</b>	<b>257,535</b>	<b>257,535</b>	<b>257,535</b>	<b>257,535</b>	<b>257,535</b>

**Assumptions/Background:**

15k in 2021 is to limit requisition increase to below 1.7%

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

**1.297 Arts grants and Development  
Asset and Reserve Summary  
2021 - 2025 Financial Plan**

**Asset Profile**

**Arts grants and Development**

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

**Equipment Replacement Fund Schedule (ERF)**

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

Equipment Replacement Fund	Actual	Actual	Budget				
	2019	2020	2021	2022	2023	2024	2025
Beginning Balance	9,068	9,184	7,268	7,318	5,768	5,768	5,768
Planned Purchase (Based on Capital Plan)		(1,984)	-	(1,550)	-	-	-
Transfer from Ops Budget Interest Income*	116	69	50				
<b>Ending Balance \$</b>	<b>9,184</b>	<b>7,268</b>	<b>7,318</b>	<b>5,768</b>	<b>5,768</b>	<b>5,768</b>	<b>5,768</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Feasibility Reserve Fund**

#### **FINAL BUDGET**

MARCH 2021



**Service:** 21.1 Feasibility Study Reserve

**Committee:** Governance & Finance

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

**FUNDING:**

Member Municipality	ASSESSMENTS			ASSESSMENTS		
	2020 Converted		2020 Actual	2021 Converted		2021 Actual
City of Colwood	481,566,458	3.22%	4,376,278,815	522,210,174	3.37%	4,768,669,615
District of Langford	1,338,030,651	8.96%	10,919,092,082	1,439,488,822	9.30%	11,871,422,812
District of Highland	83,558,649	0.56%	769,857,750	93,126,687	0.60%	827,588,306
City of Victoria	4,016,398,746	26.88%	30,082,961,727	4,028,366,938	26.03%	30,648,677,888
District of Central Saanich	657,985,149	4.40%	5,446,784,895	682,091,870	4.41%	5,678,630,043
Township of Esquimalt	456,083,497	3.05%	4,050,747,456	494,698,049	3.20%	4,348,601,306
District of Saanich	3,906,061,746	26.14%	35,161,271,712	4,032,489,613	26.06%	36,475,617,059
District of Oak Bay	931,252,281	6.23%	9,000,862,259	976,933,117	6.31%	9,480,747,659
District of North Saanich	615,251,368	4.12%	5,493,557,267	633,855,362	4.10%	5,760,450,825
District of Metchosin	140,177,990	0.94%	1,368,320,842	152,964,252	0.99%	1,496,710,894
Town of Sidney	543,992,242	3.64%	4,544,259,546	551,412,679	3.56%	4,630,400,405
District of Sooke	353,006,866	2.36%	3,230,727,435	382,206,437	2.47%	3,524,216,633
Town of View Royal	362,104,799	2.42%	3,130,354,407	364,952,707	2.36%	3,193,922,057
<b>Subtotal</b>	<b>13,885,470,442</b>	<b>92.94%</b>	<b>117,575,076,193</b>	<b>14,354,796,707</b>	<b>92.76%</b>	<b>122,705,655,502</b>
<b>Electoral Area</b>						
Juan de Fuca EA	244,178,800	1.63%	2,059,785,495	258,067,513	1.67%	2,197,265,549
Salt Spring Island (F)	467,369,988	3.13%	4,402,932,233	496,992,287	3.21%	4,708,542,425
Southern Gulf Islands	342,990,218	2.30%	3,324,241,936	364,679,725	2.36%	3,533,442,288
<b>Subtotal</b>	<b>1,054,539,006</b>	<b>7.06%</b>	<b>9,786,959,664</b>	<b>1,119,739,525</b>	<b>7.24%</b>	<b>10,439,250,262</b>
<b>TOTAL</b>	<b>14,940,009,448</b>	<b>100.00%</b>	<b>127,362,035,857</b>	<b>15,474,536,232</b>	<b>100.00%</b>	<b>133,144,905,764</b>

FEASIBILITY STUDY	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Regional Studies (un-allocated)	14,976	-	19,640	-	-	19,640	-	-	-	-
EA Studies (un-allocated)	10,000	-	10,000	-	-	10,000	-	-	-	-
- IBC 12a-1: Study regional art facility needs	40,000	40,000	-	-	-	-	-	-	-	-
Establish Regional Arts Facility Service					150,000	150,000				
<b>Total Regional</b>	<b>64,976</b>	<b>40,000</b>	<b>29,640</b>	<b>-</b>	<b>150,000</b>	<b>179,640</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Electoral Area										
Southern Gulf Islands	-	-	-	-	-	-	-	-	-	-
Juan de Fuca	-	-	-	-	-	-	-	-	-	-
Salt Spring Island	-	-	-	-	-	-	-	-	-	-
<b>Total Electoral Area</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL OPERATING COSTS</b>	<b>64,976</b>	<b>40,000</b>	<b>29,640</b>	<b>-</b>	<b>150,000</b>	<b>179,640</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year						176.5%				
<u>REVENUES</u>										
Estimated balance c/fwd	-	29,640	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	(24,976)	(28,186)	(29,640)	-	-	(29,640)	-	-	-	-
Interest Income	-	(1,454)	-	-	-	-	-	-	-	-
Recovery Cost	-	-	-	-	-	-	-	-	-	-
Feasibility Study Funding	-	-	-	-	-	-	-	-	-	-
Grant Provincial	-	-	-	-	-	-	-	-	-	-
Transfer from Revenue Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>(24,976)</b>	<b>-</b>	<b>(29,640)</b>	<b>-</b>	<b>-</b>	<b>(29,640)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>-</b>	<b>-</b>	<b>(150,000)</b>	<b>(150,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Information Technology**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.022 Information Technology

**Committee:** Governance & Finance

**DEFINITION:**

Support services to the departments of the Capital Regional District.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All municipalities and electoral areas and the Songhees and Tsawout Bands

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries

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

<b>Service No.</b>	<b>1.022</b> <b>Information Technology</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$197,000	\$715,250	\$1,491,350	\$1,544,650	\$1,652,600	\$285,000	\$5,688,850
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$197,000</b>	<b>\$715,250</b>	<b>\$1,491,350</b>	<b>\$1,544,650</b>	<b>\$1,652,600</b>	<b>\$285,000</b>	<b>\$5,688,850</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$197,000	\$695,000	\$1,479,000	\$1,540,000	\$1,633,000	\$260,000	\$5,607,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$20,250	\$12,350	\$4,650	\$19,600	\$25,000	\$81,850
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$197,000</b>	<b>\$715,250</b>	<b>\$1,491,350</b>	<b>\$1,544,650</b>	<b>\$1,652,600</b>	<b>\$285,000</b>	<b>\$5,688,850</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.022  
**Service Name:** Information Technology

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Data Centre Replacements	Corporate Firewall	\$68,000	E	CAP	\$0	\$0	\$0	\$0	\$68,000	\$0	\$68,000
19-04	Replacement	Data Centre Replacements	Additional Storage	\$455,000	E	CAP	\$40,000	\$20,000	\$40,000	\$20,000	\$300,000	\$25,000	\$405,000
18-06	Replacement	Data Centre Replacements	Replace Backup	\$100,000	E	CAP	\$50,000	\$50,000	\$0	\$50,000	\$0	\$50,000	\$150,000
18-07	Replacement	Data Centre Replacements	Server Replacements	\$285,000	E	CAP	\$10,000	\$50,000	\$110,000	\$50,000	\$50,000	\$50,000	\$310,000
19-05	Replacement	Data Centre Replacements	Router & Switch Network Data Centre	\$114,000	E	CAP	\$0	\$10,000	\$54,000	\$20,000	\$20,000	\$15,000	\$119,000
19-06	Replacement	Data Centre Replacements	Wi-Fi Network System	\$150,000	E	CAP	\$20,000	\$0	\$50,000	\$0	\$50,000	\$0	\$100,000
22-01	Replacement	Data Centre Replacements	SPAM Email Appliance	\$40,000	E	CAP	\$0	\$0	\$40,000	\$0	\$0	\$30,000	\$70,000
20-02	Replacement	Data Centre Replacements	Virtual Server Hosts	\$345,000	E	CAP	\$0	\$90,000	\$135,000	\$40,000	\$40,000	\$25,000	\$330,000
20-03	Replacement	Data Centre Replacements	Application Load Balancer	\$60,000	E	CAP	\$25,000	\$0	\$0	\$0	\$35,000	\$0	\$35,000
20-04	Replacement	Data Centre Replacements	Network Data/Voice Switches (Fisgard)	\$305,000	E	CAP	\$40,000	\$65,000	\$70,000	\$65,000	\$35,000	\$20,000	\$255,000
20-05	Replacement	Data Centre Replacements	uninterruptible power supply	\$82,000	E	CAP	\$12,000	\$0	\$20,000	\$0	\$50,000	\$0	\$70,000
20-06	Replacement	Data Centre Replacements	Fisgard Phone System	\$40,000	E	CAP	\$0	\$10,000	\$10,000	\$20,000	\$0	\$20,000	\$60,000
20-07	Replacement	Meeting Room Equipment Replacement	Replacement of A/V technology components	\$81,250	E	ERF	\$0	\$20,250	\$12,350	\$4,650	\$19,600	\$25,000	\$81,850
17-01	Replacement	SAP	Business Warehouse	\$75,000	E	CAP	\$0	\$25,000	\$0	\$25,000	\$0	\$25,000	\$75,000
18-01	Replacement	SAP	SAP Migration from ECC to S4	\$3,560,000	E	CAP	\$0	\$375,000	\$950,000	\$1,250,000	\$985,000	\$0	\$3,560,000
<b>GRAND TOTAL</b>				<b>\$5,760,250</b>			<b>\$197,000</b>	<b>\$715,250</b>	<b>\$1,491,350</b>	<b>\$1,544,650</b>	<b>\$1,652,600</b>	<b>\$285,000</b>	<b>\$5,688,850</b>

1.022 INFORMATION TECHNOLOGY	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	3,891,864	3,619,431	4,103,120	485,875	-	4,588,995	4,895,223	5,000,381	5,107,773	5,217,488
Allocations	413,438	199,833	228,729	3,000	-	231,729	234,653	239,401	244,244	249,184
Consulting	44,370	39,500	44,940	-	-	44,940	45,840	46,750	47,680	48,630
Contract for Services	505,100	525,925	510,870	-	-	510,870	521,090	531,510	542,140	552,990
Software Licenses & Computer Mtce	974,260	1,041,050	999,070	52,000	-	1,051,070	1,072,100	1,093,540	1,115,400	1,137,710
Other Operating Expenses	307,430	290,160	309,430	12,000	15,000	336,430	327,850	334,380	341,070	347,890
<b>TOTAL OPERATING COSTS</b>	<b>6,136,462</b>	<b>5,715,899</b>	<b>6,196,159</b>	<b>552,875</b>	<b>15,000</b>	<b>6,764,034</b>	<b>7,096,756</b>	<b>7,245,962</b>	<b>7,398,307</b>	<b>7,553,892</b>
*Percentage Increase over prior year			1.0%			10.2%	4.9%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to General Capital Fund	325,770	325,770	335,140	-	-	335,140	343,840	452,720	461,770	471,010
Transfer to Equipment Replacement Fund	97,990	97,990	100,140	-	-	100,140	102,140	104,190	106,270	108,400
<b>TOTAL CAPITAL / RESERVES</b>	<b>423,760</b>	<b>423,760</b>	<b>435,280</b>	<b>-</b>	<b>-</b>	<b>435,280</b>	<b>445,980</b>	<b>556,910</b>	<b>568,040</b>	<b>579,410</b>
<b>TOTAL COSTS</b>	<b>6,560,222</b>	<b>6,139,659</b>	<b>6,631,439</b>	<b>552,875</b>	<b>15,000</b>	<b>7,199,314</b>	<b>7,542,736</b>	<b>7,802,872</b>	<b>7,966,347</b>	<b>8,133,302</b>
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>6,560,222</b>	<b>6,139,659</b>	<b>6,631,439</b>	<b>552,875</b>	<b>15,000</b>	<b>7,199,314</b>	<b>7,542,736</b>	<b>7,802,872</b>	<b>7,966,347</b>	<b>8,133,302</b>
Lease Revenue	(17,340)	-	-	-	-	-	-	-	-	-
Service Fees	(263,585)	-	(40,000)	-	-	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
Other Income	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>(280,925)</b>	<b>-</b>	<b>(40,000)</b>	<b>-</b>	<b>-</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>(40,000)</b>
<b>NET COSTS</b>	<b>6,279,297</b>	<b>6,139,659</b>	<b>6,591,439</b>	<b>552,875</b>	<b>15,000</b>	<b>7,159,314</b>	<b>7,502,736</b>	<b>7,762,872</b>	<b>7,926,347</b>	<b>8,093,302</b>
*Percentage increase over prior year Net Costs			5.0%			14.0%	4.8%	3.5%	2.1%	2.1%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	30.0	30.0	30.0	6.0	-	36.0	36.0	36.0	36.0	36.0



**Reserve Schedule**

**Reserve Fund:** 1.022 Fisgard Meeting Room ERF

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

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 102217**  
ERF Group: ITMTGROOM.ERF (ITG.ERF)

	ACTUAL	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	-	49,521	46,271	53,921	69,271	69,671
<b>Transfer from Other L&amp;G ERF</b>	38,372					
<b>Actual Purchases</b>	(6,212)	-	-	-	-	-
<b>Planned Purchases (Based on Capital Plan)</b>	-	(20,250)	(12,350)	(4,650)	(19,600)	(18,300)
<b>Transfer from Operating Budget</b>	17,000	17,000	20,000	20,000	20,000	17,000
<b>Interest Income</b>	361	-	-	-	-	-
<b>Ending Balance \$</b>	<b>49,521</b>	<b>46,271</b>	<b>53,921</b>	<b>69,271</b>	<b>69,671</b>	<b>68,371</b>

Assumptions/Background:

**Reserve Schedule**

**Reserve Fund:** 1.022 Information Technology

**Reserve Cash Flow**

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

	<b>ACTUAL</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Beginning Balance</b>	153,969	149,485	255,655	361,285	469,435	580,145
<b>Actual Purchases</b>	(187,697)	-	-	-	-	-
<b>Planned Purchases (Based on Capital Plan)</b>		-	-	-	-	-
<b>Transfer from Operating Budget</b>	181,863	106,170	105,630	108,150	110,710	116,330
<b>Interest Income</b>	1,350	-	-	-	-	-
<b>Ending Balance \$</b>	<b>149,485</b>	<b>255,655</b>	<b>361,285</b>	<b>469,435</b>	<b>580,145</b>	<b>696,475</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **GIS Information Systems**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.101 GIS Information Systems

**Committee:** Governance & Finance

**DEFINITION:**

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

**PARTICIPATION:**

All CRD departments, municipalities and Electoral Areas.

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Governance & Finance

**FUNDING:**

Requisition and internal recoveries.

1.101 GIS INFORMATION SYSTEMS	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Salaries and Wages	366,342	321,800	375,324	-	-	375,324	376,212	384,310	392,590	401,046
Allocations	21,132	8,332	9,529	-	-	9,529	9,720	9,915	10,114	10,317
Data Processing Services	91,110	92,500	93,110	-	-	93,110	94,970	96,870	98,810	100,790
Supplies	43,080	50,900	44,020	-	-	44,020	44,900	45,800	46,710	47,640
Other Operating Expenses	13,980	8,490	14,330	-	-	14,330	14,610	14,900	15,200	15,500
<b>TOTAL OPERATING COSTS</b>	<b>535,644</b>	<b>482,022</b>	<b>536,313</b>	<b>-</b>	<b>-</b>	<b>536,313</b>	<b>540,412</b>	<b>551,795</b>	<b>563,424</b>	<b>575,293</b>
*Percentage Increase over prior year			0.1%			0.1%	0.8%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	22,530	76,152	23,030	-	-	23,030	23,490	23,960	24,440	24,930
<b>TOTAL CAPITAL / RESERVES</b>	<b>22,530</b>	<b>76,152</b>	<b>23,030</b>	<b>-</b>	<b>-</b>	<b>23,030</b>	<b>23,490</b>	<b>23,960</b>	<b>24,440</b>	<b>24,930</b>
<b>TOTAL COSTS</b>	<b>558,174</b>	<b>558,174</b>	<b>559,343</b>	<b>-</b>	<b>-</b>	<b>559,343</b>	<b>563,902</b>	<b>575,755</b>	<b>587,864</b>	<b>600,223</b>
<b>Internal Recoveries</b>	(491,222)	(491,222)	(491,222)	-	-	(491,222)	(494,422)	(504,895)	(515,594)	(526,513)
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>66,952</b>	<b>66,952</b>	<b>68,121</b>	<b>-</b>	<b>-</b>	<b>68,121</b>	<b>69,480</b>	<b>70,860</b>	<b>72,270</b>	<b>73,710</b>
<u>SOURCES OF FUNDING</u>										
PILT Revenue	(3,250)	(3,250)	(3,220)	-	-	(3,220)	(3,280)	(3,340)	(3,400)	(3,460)
<b>TOTAL REVENUE</b>	<b>(3,250)</b>	<b>(3,250)</b>	<b>(3,220)</b>	<b>-</b>	<b>-</b>	<b>(3,220)</b>	<b>(3,280)</b>	<b>(3,340)</b>	<b>(3,400)</b>	<b>(3,460)</b>
<b>REQUISITION</b>	<b>(63,702)</b>	<b>(63,702)</b>	<b>(64,901)</b>	<b>-</b>	<b>-</b>	<b>(64,901)</b>	<b>(66,200)</b>	<b>(67,520)</b>	<b>(68,870)</b>	<b>(70,250)</b>
*Percentage increase over prior year requisition			1.9%			1.9%	2.0%	2.0%	2.0%	2.0%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	3.0	3.0	3.0	-	-	3.0	3.0	3.0	3.0	3.0

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Geo-Spatial Referencing**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.335 Geo-Spatial Referencing

**Committee:** Governance & Finance

**DEFINITION:**

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

**PARTICIPATION:**

All municipalities and electoral areas.

**MAXIMUM LEVY:**

None stated.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Governance & Finance

**FUNDING:**

Requisition

**AUTHORITY:**

General Services under the Municipal Act.

1.335 GEOSPATIAL REFERENCING	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS:</u>										
Allocations	42,508	42,508	32,823	-	-	32,823	26,222	26,746	27,281	27,827
Contract for Services	20,820	18,850	21,280	-	-	21,280	21,710	22,140	22,580	23,030
Consulting	13,960	11,200	14,270	-	-	14,270	14,560	14,850	15,150	15,450
Facilities Rental	14,330	12,420	14,650	-	-	14,650	14,940	15,240	15,540	15,850
Software Licenses & Fees	20,150	20,600	20,600	-	-	20,600	21,010	21,430	21,860	22,290
Other Operating Expenses	16,770	13,470	17,100	-	-	17,100	17,440	17,790	18,150	18,510
<b>TOTAL OPERATING COSTS</b>	<b>128,538</b>	<b>119,048</b>	<b>120,723</b>	<b>-</b>	<b>-</b>	<b>120,723</b>	<b>115,882</b>	<b>118,196</b>	<b>120,561</b>	<b>122,957</b>
*Percentage Increase over prior year			-6.1%			-6.1%	-4.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	49,982	51,672	58,876	-	-	58,876	60,050	61,250	62,480	63,730
<b>TOTAL CAPITAL / RESERVES</b>	<b>49,982</b>	<b>51,672</b>	<b>58,876</b>	<b>-</b>	<b>-</b>	<b>58,876</b>	<b>60,050</b>	<b>61,250</b>	<b>62,480</b>	<b>63,730</b>
<b>TOTAL COSTS</b>	<b>178,520</b>	<b>170,720</b>	<b>179,599</b>	<b>-</b>	<b>-</b>	<b>179,599</b>	<b>175,932</b>	<b>179,446</b>	<b>183,041</b>	<b>186,687</b>
<u>SOURCES OF FUNDING</u>										
PILT Revenue	(8,950)	(8,950)	(8,248)	-	-	(8,248)	(8,410)	(8,570)	(8,740)	(8,910)
Sale of Services	(7,800)	-	(7,970)	-	-	(7,970)	(8,130)	(8,290)	(8,460)	(8,630)
Interest Income	(150)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
<b>TOTAL REVENUE</b>	<b>(16,900)</b>	<b>(9,100)</b>	<b>(16,368)</b>	<b>-</b>	<b>-</b>	<b>(16,368)</b>	<b>(16,690)</b>	<b>(17,010)</b>	<b>(17,350)</b>	<b>(17,690)</b>
<b>REQUISITION</b>	<b>(161,620)</b>	<b>(161,620)</b>	<b>(163,231)</b>	<b>-</b>	<b>-</b>	<b>(163,231)</b>	<b>(159,242)</b>	<b>(162,436)</b>	<b>(165,691)</b>	<b>(168,997)</b>
*Percentage increase over prior year requisition			1.0%			1.0%	-2.4%	2.0%	2.0%	2.0%



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

<b>Service No.</b>	<b>1.335</b>							
	<b>Geo-Spatial Referencing</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$40,000	\$30,000	\$45,000	\$40,000	\$0	\$155,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$40,000</b>	<b>\$30,000</b>	<b>\$45,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$155,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$40,000	\$30,000	\$45,000	\$40,000	\$0	\$155,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$40,000</b>	<b>\$30,000</b>	<b>\$45,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$155,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
17-01	Replacement	RTK Monitor Computers	RTK Monitor Computers	\$30,000	E	ERF	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
18-01	Replacement	Data Radio Backhaul H/Ware	Data Radio Backhaul H/Ware	\$40,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19-01	Replacement	Survey grade rover kit	Survey grade rover kit	\$40,000	E	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
20-01	Replacement	V10 Rover Receiver	V10 Rover Receiver	\$45,000	E	ERF	\$0	\$0	\$0	\$45,000	\$0	\$0	\$45,000
22-01	Replacement	4 Net R9 ACP site receivers	4 Net R9 ACP site receivers	\$40,000	E	ERF	\$0	\$0	\$0	\$0	\$40,000	\$0	\$40,000
<b>GRAND TOTAL</b>				<b>\$195,000</b>			<b>\$0</b>	<b>\$40,000</b>	<b>\$30,000</b>	<b>\$45,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$155,000</b>

**Reserve Schedule**

**Reserve Fund: 1.335 Geospatial**

**Reserve Cash Flow**

**Fund: 1022 Fund Center: 101726**  
ERF Group: GEOSPA.ERF

	ACTUALS	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	68,348	153,572	172,448	202,498	218,748	241,228
<b>Actual Purchases</b>	-	-	-	-	-	-
<b>Planned Purchases (Based on Capital Plan)</b>	-	(40,000)	(30,000)	(45,000)	(40,000)	-
<b>Transfer from Operating Budget</b>	84,256	58,876	60,050	61,250	62,480	63,730
<b>Interest Income</b>	968	-	-	-	-	-
<b>Ending Balance \$</b>	<b>153,572</b>	<b>172,448</b>	<b>202,498</b>	<b>218,748</b>	<b>241,228</b>	<b>304,958</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **PARKS & RECREATION**

#### **FINAL BUDGET**

MARCH 2021

**FINAL BUDGET**  
**March 24, 2021**  
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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Regional Parks**

#### **FINAL BUDGET**

MARCH 2021

**DEFINITION:**

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

Land Acquisition Fund: 2000 to 2009 Requisition increase equates to \$10 per average household each year.  
2010 increased requisition equates to \$12 per average household.  
2011-2014 increased requisition further \$2 per average household in each year.  
2015-2019 requisition equates to \$20 per average household in each year.  
2020-2029 requisition equates to \$20 per average household in each year.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All member municipalities and electoral areas participate.

**MAXIMUM LEVY:**

Based on converted hospital assessed values for land and improvements.

**CAPITAL BORROWING:**

Bylaw.4142 for Construction of E&N Trail Phase 3&4	\$ 6,100,000
BORROWED:	\$ (4,560,000)
REMAINING	<u>\$ 1,540,000</u>

	BASIS FOR COST APPORTIONMENT			BASIS FOR MAXIMUM LEVY		
	Converted 2020		Converted 2021		Actual 2020	Actual 2021
<b>Member Municipality</b>						
City of Colwood	481,566,458	3.21%	522,210,174	3.36%	4,376,278,815	4,768,669,615
City of Victoria	4,016,398,746	26.80%	4,028,366,938	25.93%	30,082,961,727	30,648,677,888
District of Central Saanich	657,985,149	4.39%	682,091,870	4.39%	5,446,784,895	5,678,630,043
Township of Esquimalt	456,083,497	3.04%	494,698,049	3.18%	4,050,747,456	4,348,601,306
District of Langford	1,338,030,651	8.93%	1,439,488,822	9.27%	10,919,092,082	11,871,422,812
District of Saanich	3,906,061,746	26.07%	4,032,489,613	25.96%	35,161,271,712	36,475,617,059
District of Oak Bay	931,252,281	6.21%	976,933,117	6.29%	9,000,862,259	9,480,747,659
District of North Saanich	615,251,368	4.11%	633,855,362	4.08%	5,493,557,267	5,760,450,825
District of Metchosin	140,177,990	0.94%	152,964,252	0.98%	1,368,320,842	1,496,710,894
Town of Sidney	543,992,242	3.63%	551,412,679	3.55%	4,544,259,546	4,630,400,405
Town of View Royal	362,104,799	2.42%	364,952,707	2.35%	3,130,354,407	3,193,922,057
District of Highland	83,558,649	0.56%	93,126,687	0.60%	769,857,750	827,588,306
District of Sooke	353,006,866	2.36%	382,206,437	2.46%	3,230,727,435	3,524,216,633
<b>Subtotal</b>	<b>13,885,470,442</b>	<b>92.66%</b>	<b>14,354,796,707</b>	<b>92.41%</b>	<b>117,575,076,193</b>	<b>122,705,655,502</b>
<b>Electoral Area</b>						
Juan de Fuca EA	244,178,800	1.63%	258,067,513	1.66%	2,059,785,495	2,197,265,549
Salt Spring Island (F)	467,369,988	3.12%	496,992,287	3.20%	4,402,932,233	4,708,542,425
Southern Gulf Islands	342,990,218	2.29%	364,679,725	2.35%	3,324,241,936	3,533,442,288
<b>Subtotal</b>	<b>1,054,539,006</b>	<b>7.04%</b>	<b>1,119,739,525</b>	<b>7.21%</b>	<b>9,786,959,664</b>	<b>10,439,250,262</b>
<b>First Nations Taxation</b>						
Songhees	19,001,544	0.13%	29,701,753	0.19%	158,461,000	260,577,100
Tsawout	26,083,283	0.17%	30,014,150	0.19%	221,937,200	258,759,300
<b>Subtotal</b>	<b>45,084,827</b>	<b>0.30%</b>	<b>59,715,903</b>	<b>0.38%</b>	<b>380,398,200</b>	<b>519,336,400</b>
<b>TOTAL</b>	<b>14,985,094,275</b>	<b>100.00%</b>	<b>15,534,252,135</b>	<b>100.00%</b>	<b>127,742,434,057</b>	<b>133,664,242,164</b>



REGIONAL PARKS SUMMARY			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	6,325,960	5,743,136	6,408,455	-	-	6,408,455	6,588,893	6,729,113	6,872,304	7,018,530
Internal Allocations	854,522	898,625	950,885	-	-	950,885	988,469	1,007,132	1,026,221	1,045,703
Insurance Cost	49,330	49,330	54,140	-	-	54,140	55,220	56,330	57,460	58,610
Consultant and Contract for Services	266,490	391,253	265,980	-	-	265,980	346,299	397,433	318,734	335,108
Vehicles and Equipment	327,280	426,224	354,800	-	-	354,800	361,896	369,134	376,516	384,047
Parks Maintenance and Repairs	245,350	265,680	255,997	-	-	255,997	306,117	312,239	318,485	324,854
Utilities & Disposal Costs	183,660	202,635	178,380	-	-	178,380	181,947	185,586	189,298	193,084
Operating Supplies	359,350	399,274	369,660	-	-	369,660	392,053	399,894	407,892	416,050
Legal/Licences/Surveys Cost	37,170	30,200	37,170	-	-	37,170	37,810	38,463	39,130	39,809
Telecommunications&Training	116,630	112,839	129,270	-	-	129,270	131,855	134,492	137,182	139,926
Operating Cost - Other	275,890	265,225	294,050	-	-	294,050	399,930	407,927	416,086	424,405
<b>TOTAL OPERATING COSTS</b>	<b>9,041,632</b>	<b>8,784,421</b>	<b>9,298,787</b>	<b>-</b>	<b>-</b>	<b>9,298,787</b>	<b>9,790,490</b>	<b>10,037,743</b>	<b>10,159,309</b>	<b>10,380,126</b>
*Percentage increase over prior year		-2.8%	2.84%			2.84%	5.29%	2.5%	1.2%	2.2%
<u>CAPITAL / TRANSFER RESERVES</u>										
Transfer to Operating Reserve Fund	8,500	8,500	7,000	-	-	7,000	7,000	2,000	7,000	5,000
Transfer to Capital Fund	237,200	237,000	114,670	-	-	114,670	117,190	119,770	122,400	125,100
Land Acquisition Levy	3,859,865	3,859,865	4,028,308	-	-	4,028,308	4,245,865	4,438,865	4,631,865	4,824,865
Transfer to ERF Reserve	275,000	275,000	280,500	-	-	280,500	286,110	291,832	297,669	303,622
Transfer to Capital Reserve Fund	2,091,000	2,375,690	2,208,081	-	-	2,208,081	2,145,826	2,190,114	2,235,334	2,281,504
<b>TOTAL CAPITAL / RESERVE TRNSFER</b>	<b>6,471,565</b>	<b>6,756,055</b>	<b>6,638,559</b>	<b>-</b>	<b>-</b>	<b>6,638,559</b>	<b>6,801,991</b>	<b>7,042,581</b>	<b>7,294,268</b>	<b>7,540,091</b>
*Percentage increase over prior year		4.4%	2.58%			2.58%	2.46%	3.5%	3.6%	3.4%
DEBT CHARGES	389,595	389,595	499,895	-	-	499,895	499,895	499,895	499,895	499,895
<b>TOTAL COSTS</b>	<b>15,902,792</b>	<b>15,930,071</b>	<b>16,437,241</b>	<b>-</b>	<b>-</b>	<b>16,437,241</b>	<b>17,092,376</b>	<b>17,580,219</b>	<b>17,953,471</b>	<b>18,420,112</b>
*Percentage increase over prior year			3.36%			3.36%	3.99%	2.9%	2.1%	2.6%
Internal Recoveries	(76,779)	(76,779)	(112,783)	-	-	(112,783)	(77,917)	(78,501)	(79,095)	(79,694)
<b>OPERATING LESS RECOVERIES</b>	<b>15,826,013</b>	<b>15,853,292</b>	<b>16,324,458</b>	<b>-</b>	<b>-</b>	<b>16,324,458</b>	<b>17,014,459</b>	<b>17,501,718</b>	<b>17,874,377</b>	<b>18,340,418</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year			3.15%			3.15%	4.23%	2.9%	2.1%	2.6%
Balance C/F from Prior to Current year										
Fee Income	(347,060)	(405,025)	(448,080)	-	-	(448,080)	(454,876)	(461,807)	(468,879)	(476,090)
Rental Income	(99,910)	(69,223)	(45,130)	-	-	(45,130)	(46,033)	(46,953)	(47,892)	(48,850)
Transfer from Operating Reserve Fund	(10,500)	(10,500)	-	-	-	-	-	(20,000)	-	(8,000)
Payments - In Lieu of Taxes	(667,939)	(667,940)	(750,862)	-	-	(750,862)	(667,939)	(667,939)	(667,939)	(667,939)
Grants - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(1,125,409)</b>	<b>(1,152,688)</b>	<b>(1,244,072)</b>	<b>-</b>	<b>-</b>	<b>(1,244,072)</b>	<b>(1,168,848)</b>	<b>(1,196,700)</b>	<b>(1,184,711)</b>	<b>(1,200,879)</b>
<b>REQUISITION</b>	<b>(14,700,604)</b>	<b>(14,700,604)</b>	<b>(15,080,386)</b>	<b>-</b>	<b>-</b>	<b>(15,080,386)</b>	<b>(15,845,611)</b>	<b>(16,305,019)</b>	<b>(16,689,666)</b>	<b>(17,139,539)</b>
*Percentage increase over prior year requisition			2.58%			2.58%	5.07%	2.90%	2.36%	2.70%
PARTICIPANTS: Regional. AUTHORIZED POSITIONS:	54.00	54.00	54.00	-	-	54.00	54.00	54.00	54.00	54.00

## 1.280 Regional Parks

<b>2021</b>							
<b><u>Ongoing Increase Items:</u></b>	-	<b><u>One-Time Increase Items:</u></b>	-				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%; text-align: center;"><b>TOTAL</b></td> <td style="width: 20%;"></td> <td style="width: 5%; text-align: center;"><b>\$0</b></td> </tr> </table>					<b>TOTAL</b>		<b>\$0</b>
	<b>TOTAL</b>		<b>\$0</b>				
<b>2022</b>							
<b><u>Ongoing Increase Items:</u></b>	<b>343,800</b>	<b><u>One-Time Increase Items:</u></b>	<b>40,000</b>				
Parks & Trails Management Planning (1 FTE Planning Assistant)	\$103,800	Regional Parks Strategy Update	\$40,000				
Mapping Products (Auxiliary GIS Technician)	\$35,000						
Environmental Stewardship Volunteers	\$25,000						
Mill Farm & St. John Maintenance	\$30,000						
Parks Image Bank	\$35,000						
Pike Lake Operation & Maintenance	\$15,000						
Elk/Beaver Lake Remediation System Operation	\$100,000						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%; text-align: center;"><b>TOTAL</b></td> <td style="width: 20%;"></td> <td style="width: 5%; text-align: center;"><b>\$383,800</b></td> </tr> </table>					<b>TOTAL</b>		<b>\$383,800</b>
	<b>TOTAL</b>		<b>\$383,800</b>				

<b>2023</b>			
<u>Ongoing Increase Items:</u>	-	<u>One-Time Increase Items:</u>	<b>60,000</b>
		Regional Parks Strategy Update	\$60,000
	<b>TOTAL</b>		<b>\$60,000</b>
<b>2024</b>			
<u>Ongoing Increase Items:</u>	-	<u>One-Time Increase Items:</u>	-
	<b>TOTAL</b>		<b>\$0</b>
<b>2025</b>			
<u>Ongoing Increase Items:</u>	-	<u>One-Time Increase Items:</u>	-
	<b>TOTAL</b>		<b>\$0</b>

## REGIONAL PARKS - 2021 BUDGET

### REGIONAL PARKS SUMMARY

**MISSION:**

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

<b>FINANCIAL SUMMARY:</b>	<b>2020</b> BOARD BUDGET	<b>2020</b> ESTIMATED ACTUAL	<b>2021</b> CORE BUDGET	<b>2021</b> ONGOING	<b>2021</b> ONE-TIME	<b>2021</b> TOATL	<b>2022</b> TOTAL	<b>2023</b> TOTAL	<b>2024</b> TOTAL	<b>2025</b> TOTAL
Headquarters and Admin Services	1,160,155	1,143,723	1,289,094	-	-	1,289,094	1,328,315	1,355,889	1,384,027	1,412,739
Visitor Services	523,350	520,785	404,105	91,200	-	495,305	532,920	544,217	555,753	567,534
Environmental Interpretative Prgm	399,640	373,252	449,900	(49,420)	-	400,480	402,516	411,088	419,842	428,781
Volunteed Services Program	108,730	108,918	131,900	(20,890)	-	111,010	136,555	139,433	142,370	145,370
Social Science Research Program	137,410	128,909	125,990	(20,890)	-	105,100	141,195	169,215	147,343	150,486
Planning & Facility Development	811,905	948,331	844,300	-	-	844,300	1,028,386	1,069,166	1,030,381	1,052,047
Resource Management	235,990	214,532	234,760	-	-	234,760	236,707	241,681	246,761	251,947
Parks Operations North	944,470	1,002,302	929,260	5,360	-	934,620	1,070,238	1,092,785	1,115,805	1,139,308
Parks Operations West	912,980	923,431	926,610	(13,120)	-	913,490	919,135	939,117	959,521	980,355
Parks Operations Central			688,200	224,380	-	912,580	932,649	952,341	972,450	992,984
Regional Trails & Gulf Islands	725,520	667,168	69,110	(69,110)	-					
HQ Maintenance and Equipment	1,895,870	2,011,956	2,011,350	224,670	-	2,236,020	2,270,135	2,316,468	2,363,743	2,411,983
Compliance and Enforcement	970,012	508,255	950,125	(372,180)	-	577,945	580,262	592,404	604,857	617,574
Mount McDonald	83,561	83,561	72,880	-	-	72,880	74,699	75,337	75,991	86,660
<b>TOTAL OPERATING COST</b>	<b>8,909,593</b>	<b>8,635,123</b>	<b>9,127,584</b>			<b>9,127,584</b>	<b>9,653,712</b>	<b>9,899,140</b>	<b>10,018,844</b>	<b>10,237,768</b>
Percentage change over prior year			2.45%			2.45%	5.76%	2.54%	1.21%	2.19%
Land Acquisition Levy	3,859,865	3,859,865	4,028,308	-	-	4,028,308	4,245,865	4,438,865	4,631,865	4,824,865
Land Acquisition (planning costs)	55,260	72,519	58,420	-	-	58,420	58,860	60,102	61,370	62,664
Transfer to Operating Reserves Fund	8,500	8,500	7,000	-	-	7,000	7,000	2,000	7,000	5,000
Transfer to ERF and Capital	2,603,200	2,887,690	2,603,251	-	-	2,603,251	2,549,126	2,601,716	2,655,403	2,710,226
Debt Servicing Cost	389,595	389,595	499,895	-	-	499,895	499,895	499,895	499,895	499,895
<b>TOTAL LAND, RESERVE AND DEBT</b>	<b>6,916,420</b>	<b>7,218,169</b>	<b>7,196,874</b>			<b>7,196,874</b>	<b>7,360,746</b>	<b>7,602,578</b>	<b>7,855,533</b>	<b>8,102,650</b>
Percentage change over prior year			4.05%			4.05%	2.28%	3.29%	3.33%	3.15%
Balance C/F										
Transfer from Operating Reserve	(10,500)	(10,500)		-	-			(20,000)		(8,000)
Fee Income	(347,060)	(405,025)	(448,080)	-	-	(448,080)	(454,876)	(461,807)	(468,879)	(476,090)
Rental Income	(99,910)	(69,223)	(45,130)	-	-	(45,130)	(46,033)	(46,953)	(47,892)	(48,850)
Payments - In Lieu of Taxes	(667,939)	(667,940)	(750,862)	-	-	(750,862)	(667,939)	(667,939)	(667,939)	(667,939)
<b>TOTAL REVENUE</b>	<b>(1,125,409)</b>	<b>(1,152,688)</b>	<b>(1,244,072)</b>			<b>(1,244,072)</b>	<b>(1,168,848)</b>	<b>(1,196,700)</b>	<b>(1,184,711)</b>	<b>(1,200,879)</b>
<b>TOTAL REQUISITION</b>	<b>(14,700,604)</b>	<b>(14,700,604)</b>	<b>(15,080,386)</b>			<b>(15,080,386)</b>	<b>(15,845,611)</b>	<b>(16,305,019)</b>	<b>(16,689,666)</b>	<b>(17,139,539)</b>
Percentage change over prior year requisition			2.58%			2.58%	5.07%	2.90%	2.36%	2.70%
Participants: All municipalities and electoral areas										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	54.00	54.00	54.00	-	-	54.00	54.00	54.00	54.00	54.00
Converted	-	-	-	-	-	-	-	-	-	-

**REGIONAL PARKS - 2021 BUDGET**

<b>PROGRAM: HEADQUARTERS AND ADMINISTRATIVE SERVICES</b>										
<b>DESCRIPTION:</b>		Headquarters and Administrative Services provide management leadership, general division coordination, administrative and financial support services to Regional Parks.								
<b>FINANCIAL SUMMARY:</b>	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	371,420	367,041	390,910	-	-	390,910	391,811	400,255	408,880	417,689
Other Operating Expenditures	788,735	776,682	898,184	-	-	898,184	936,504	955,634	975,147	995,050
<b>TOTAL EXPENDITURES</b>	<b>1,160,155</b>	<b>1,143,723</b>	<b>1,289,094</b>	<b>-</b>	<b>-</b>	<b>1,289,094</b>	<b>1,328,315</b>	<b>1,355,889</b>	<b>1,384,027</b>	<b>1,412,739</b>
<b>Requisition</b>	<b>(1,160,155)</b>	<b>(1,143,723)</b>	<b>(1,289,094)</b>	<b>-</b>	<b>-</b>	<b>(1,289,094)</b>	<b>(1,328,315)</b>	<b>(1,355,889)</b>	<b>(1,384,027)</b>	<b>(1,412,739)</b>
Percentage Change			11.11%			11.11%	3.04%	2.08%	2.08%	2.07%

<b>PROGRAM: LAND ACQUISITION</b>										
<b>FINANCIAL SUMMARY:</b>	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Capital	3,859,865	3,859,865	4,028,308	-	-	4,028,308	4,245,865	4,438,865	4,631,865	4,824,865
Salaries & Wages	38,040	37,429	41,200	-	-	41,200	41,296	42,187	43,096	44,025
Other Operating Expenditures	17,220	35,090	17,220	-	-	17,220	17,564	17,915	18,274	18,639
<b>TOTAL EXPENDITURES</b>	<b>3,915,125</b>	<b>3,932,384</b>	<b>4,086,728</b>	<b>-</b>	<b>-</b>	<b>4,086,728</b>	<b>4,304,725</b>	<b>4,498,967</b>	<b>4,693,235</b>	<b>4,887,529</b>
Other Revenue	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requisition</b>	<b>(3,915,125)</b>	<b>(3,932,384)</b>	<b>(4,086,728)</b>	<b>-</b>	<b>-</b>	<b>(4,086,728)</b>	<b>(4,304,725)</b>	<b>(4,498,967)</b>	<b>(4,693,235)</b>	<b>(4,887,529)</b>
Percentage Change			4.38%			4.38%	5.33%	4.51%	4.32%	4.14%

**REGIONAL PARKS - 2021 BUDGET**

<b>PROGRAM: TRANSFER TO RESERVES AND DEBT SERVICING</b>										
<b>FINANCIAL SUMMARY:</b>	<b>2020</b>	<b>2020</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Debt Servicing	389,595	389,595	499,895	-	-	499,895	499,895	499,895	499,895	499,895
Transfer to Capital Reserve Fund	1,816,500	1,816,500	1,821,460	-	-	1,821,460	1,861,532	1,900,554	1,940,395	1,981,073
<b>Total Expenditures</b>	<b>2,206,095</b>	<b>2,206,095</b>	<b>2,321,355</b>	<b>-</b>	<b>-</b>	<b>2,321,355</b>	<b>2,361,427</b>	<b>2,400,449</b>	<b>2,440,290</b>	<b>2,480,968</b>
<b>REVENUE</b>										
Transfer from Operating Reserve				-	-					
MFA Debt Reserve Fund Earning	(780)	(780)	(1,080)	-	-	(1,080)	(1,080)	(1,080)	(1,080)	(1,080)
<b>Requisition</b>	<b>(2,205,315)</b>	<b>(2,205,315)</b>	<b>(2,320,275)</b>			<b>(2,320,275)</b>	<b>(2,360,347)</b>	<b>(2,399,369)</b>	<b>(2,439,210)</b>	<b>(2,479,888)</b>
Percentage Change			5.21%			5.21%	1.73%	1.65%	1.66%	1.67%

## REGIONAL PARKS - 2021 BUDGET

<b>PROGRAM:</b>	<b>VISITOR INFORMATION SERVICES</b>
<b>DESCRIPTION:</b>	Develops, coordinates and delivers strategic communications to inform, promote and educate visitors about regional parks and trails, and to provide internal communications support to the CRD board, committees and staff.

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	413,790	418,582	334,545	91,200	-	425,745	426,969	436,147	445,521	455,098
Other Operating Expenditures	109,560	102,203	69,560	-	-	69,560	105,951	108,070	110,232	112,436
<b>TOTAL EXPENDITURES</b>	<b>523,350</b>	<b>520,785</b>	<b>404,105</b>	<b>91,200</b>	<b>-</b>	<b>495,305</b>	<b>532,920</b>	<b>544,217</b>	<b>555,753</b>	<b>567,534</b>
Other Revenue										
<b>TOTAL REVENUE</b>										
<b>Requisition</b>	<b>(523,350)</b>	<b>(520,785)</b>	<b>(404,105)</b>	<b>(91,200)</b>	<b>-</b>	<b>(495,305)</b>	<b>(532,920)</b>	<b>(544,217)</b>	<b>(555,753)</b>	<b>(567,534)</b>
Percentage Change			-22.78%			-5.36%	7.59%	2.12%	2.12%	2.12%

<b>PROGRAM:</b>	<b>ENVIRONMENTAL INTERPRETIVE PROGRAM</b>
<b>DESCRIPTION:</b>	Environmental Interpretation provides a variety of educational experiences and opportunities for visitors to learn about regional parks and trails, park values and issues, and conservation.

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	378,000	360,412	428,260	(49,420)	-	378,840	380,444	388,574	396,878	405,358
Other Operating Expenditures	21,640	12,840	21,640	-	-	21,640	22,073	22,514	22,965	23,424
Internal Recoveries				-	-					
<b>TOTAL EXPENDITURES</b>	<b>399,640</b>	<b>373,252</b>	<b>449,900</b>	<b>(49,420)</b>	<b>-</b>	<b>400,480</b>	<b>402,516</b>	<b>411,088</b>	<b>419,842</b>	<b>428,781</b>
Program Fees and Donations	(14,400)	(5,340)	(14,400)	-	-	(14,400)	(14,688)	(14,982)	(15,281)	(15,587)
<b>TOTAL REVENUE</b>	<b>(14,400)</b>	<b>(5,340)</b>	<b>(14,400)</b>	<b>-</b>	<b>-</b>	<b>(14,400)</b>	<b>(14,688)</b>	<b>(14,982)</b>	<b>(15,281)</b>	<b>(15,587)</b>
<b>Requisition</b>	<b>(385,240)</b>	<b>(367,912)</b>	<b>(435,500)</b>	<b>49,420</b>	<b>-</b>	<b>(386,080)</b>	<b>(387,828)</b>	<b>(396,106)</b>	<b>(404,561)</b>	<b>(413,194)</b>
Percentage Change			13.05%			0.22%	0.45%	2.13%	2.13%	2.13%

## REGIONAL PARKS - 2021 BUDGET

<b>PROGRAM:</b>	<b>VOLUNTEER SERVICES PROGRAM</b>
<b>DESCRIPTION:</b>	The partnership development and volunteer services program provide opportunities for residents and community organizations of the Capital Regional District to become involved in the stewardship of regional parks and trails.

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	100,710	105,942	123,880	(20,890)	-	102,990	123,375	125,989	128,658	131,383
Other Operating Expenditures	8,020	2,976	8,020	-	-	8,020	13,180	13,444	13,713	13,987
<b>TOTAL EXPENDITURES</b>	<b>108,730</b>	<b>108,918</b>	<b>131,900</b>	<b>(20,890)</b>	<b>-</b>	<b>111,010</b>	<b>136,555</b>	<b>139,433</b>	<b>142,370</b>	<b>145,370</b>
Other Revenue				-	-					
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requisition</b>	<b>(108,730)</b>	<b>(108,918)</b>	<b>(131,900)</b>	<b>20,890</b>	<b>-</b>	<b>(111,010)</b>	<b>(136,555)</b>	<b>(139,433)</b>	<b>(142,370)</b>	<b>(145,370)</b>
Percentage Change			21.31%			2.10%	23.01%	2.11%	2.11%	2.11%

<b>PROGRAM:</b>	<b>SOCIAL SCIENCE RESEARCH PROGRAM</b>
<b>DESCRIPTION:</b>	Social Science Research Program would lead the research and analysis of data related to regional parks and trails, residents and visitors, and contributes to the understanding of visitors' needs and views.

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	134,270	124,217	158,290	(20,890)	-	137,400	137,992	140,940	143,951	147,026
Other Operating Expenditures	3,140	4,692	3,140	-	-	3,140	3,203	28,275	3,392	3,460
Internal Recovery			(35,440)	-	-	(35,440)				
<b>TOTAL EXPENDITURES</b>	<b>137,410</b>	<b>128,909</b>	<b>125,990</b>	<b>(20,890)</b>	<b>-</b>	<b>105,100</b>	<b>141,195</b>	<b>169,215</b>	<b>147,343</b>	<b>150,486</b>
Transfer to Operating Reserve	5,000	5,000	5,000	-	-	5,000	5,000		5,000	5,000
Recovery Cost	(2,900)	(25,106)	(2,900)	-	-	(2,900)	(2,958)	(3,017)	(3,078)	(3,139)
Transfer From Own Funds				-	-			(20,000)		
<b>TOTAL REVENUE</b>	<b>(2,900)</b>	<b>(25,106)</b>	<b>(2,900)</b>	<b>-</b>	<b>-</b>	<b>(2,900)</b>	<b>(2,958)</b>	<b>(23,017)</b>	<b>(3,078)</b>	<b>(3,139)</b>
<b>Requisition</b>	<b>(139,510)</b>	<b>(108,803)</b>	<b>(128,090)</b>	<b>20,890</b>	<b>-</b>	<b>(107,200)</b>	<b>(143,237)</b>	<b>(146,198)</b>	<b>(149,265)</b>	<b>(152,347)</b>
Percentage Change			-8.19%			-23.16%	33.62%	2.07%	2.10%	2.06%



## REGIONAL PARKS - 2021 BUDGET

<b>PROGRAM:</b>	<b>PLANNING &amp; FACILITY DEVELOPMENT</b>
<b>DESCRIPTION:</b>	The goal of planning is to address the protection of a park and trail's natural environment and to identify appropriate outdoor recreational activities and experiences and the facilities for these services.

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	642,910	672,643	662,570			662,570	793,022	809,897	827,130	844,727
Other Operating Expenditures	168,995	275,688	181,730			181,730	235,364	259,269	203,251	207,320
<b>TOTAL OPS EXPENDITURES</b>	<b>811,905</b>	<b>948,331</b>	<b>844,300</b>	<b>-</b>	<b>-</b>	<b>844,300</b>	<b>1,028,386</b>	<b>1,069,166</b>	<b>1,030,381</b>	<b>1,052,047</b>
Transfer to Capital Reserve Fund	204,000	204,000	208,080			208,080	212,660	217,340	222,120	227,000
<b>TOTAL TRANSFERS</b>	<b>204,000</b>	<b>204,000</b>	<b>208,080</b>			<b>208,080</b>	<b>212,660</b>	<b>217,340</b>	<b>222,120</b>	<b>227,000</b>
Other Revenue		(3,208)								
<b>TOTAL REVENUE</b>	<b>-</b>	<b>(3,208.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requisition</b>	<b>(1,015,905)</b>	<b>(1,149,123)</b>	<b>(1,052,380)</b>	<b>-</b>	<b>-</b>	<b>(1,052,380)</b>	<b>(1,241,046)</b>	<b>(1,286,506)</b>	<b>(1,252,501)</b>	<b>(1,279,047)</b>
Percentage Change			3.59%			3.59%	17.93%	3.66%	-2.64%	2.12%

<b>PROGRAM:</b>	<b>RESOURCE MANAGEMENT</b>
<b>DESCRIPTION:</b>	Resource management provides leadership, guidance and information to Regional Parks staff on the conservation of the natural environment in regional parks and trails and works with other CRD departments, other levels of government, and non-governmental organizations. Resource management is responsible for scientific and technical work related to environmental management, conservation and restoration in regional parks and trails. The key areas of responsibility are; (1) environmental conservation policy; (2) conservation and restoration plans, programs and projects; (3) ecological inventories and assessments; and (4) environmental impact assessments.

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	157,180	135,722	155,810			155,810	156,178	159,541	162,978	166,489
Other Operating Expenditures	78,810	78,810	78,950			78,950	80,529	82,140	83,782	85,458
<b>TOTAL EXPENDITURES</b>	<b>235,990</b>	<b>214,532</b>	<b>234,760</b>	<b>-</b>	<b>-</b>	<b>234,760</b>	<b>236,707</b>	<b>241,681</b>	<b>246,761</b>	<b>251,947</b>
Grant Revenue										
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requisition</b>	<b>(235,990)</b>	<b>(214,532)</b>	<b>(234,760)</b>	<b>-</b>	<b>-</b>	<b>(234,760)</b>	<b>(236,707)</b>	<b>(241,681)</b>	<b>(246,761)</b>	<b>(251,947)</b>
Percentage Change			-0.52%			-0.52%	0.83%	2.10%	2.10%	2.10%

**REGIONAL PARKS - 2021 BUDGET**

**PROGRAM: HEADQUARTERS MAINTENANCE AND EQUIPMENT**

**DESCRIPTION:**

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

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	1,379,500	1,344,706	1,398,390			1,398,390	1,415,753	1,444,998	1,474,843	1,505,305
Other Operating Expenditures	516,370	667,250	612,960	224,670		837,630	854,383	871,470	888,900	906,678
<b>TOTAL OPS EXPENDITURES</b>	<b>1,895,870</b>	<b>2,011,956.00</b>	<b>2,011,350</b>	<b>224,670.00</b>	<b>-</b>	<b>2,236,020</b>	<b>2,270,135</b>	<b>2,316,468</b>	<b>2,363,743</b>	<b>2,411,983</b>
Transfer to Capital and ERF	537,700	537,500	421,231			421,231	429,934	438,822	447,888	457,153
<b>TOTAL CAP EXPENDITURES</b>	<b>537,700</b>	<b>537,500.00</b>	<b>421,231</b>	<b>-</b>	<b>-</b>	<b>421,231</b>	<b>429,934</b>	<b>438,822</b>	<b>447,888</b>	<b>457,153</b>
Other Revenue		(1,195)								
<b>TOTAL REVENUE</b>	<b>-</b>	<b>(1,195.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requisition</b>	<b>(2,433,570)</b>	<b>(2,548,261)</b>	<b>(2,432,581)</b>	<b>(224,670)</b>		<b>(2,657,251)</b>	<b>(2,700,069)</b>	<b>(2,755,290)</b>	<b>(2,811,631)</b>	<b>(2,869,136)</b>
Percentage Change			-0.04%			9.19%	1.61%	2.05%	2.04%	2.05%

**PROGRAM: COMPLIANCE AND ENFORCEMENT**

**DESCRIPTION:**

This program is made up of two functions: (1) Security, (2) Bylaw Enforcement. Security includes emergency responses in the parks. The major part of this program is Regional Parks' response to fire, liaising with local fire departments, CRD Water Services and the Ministry of Forests to provide fire protection for Regional Parks. Bylaw Enforcement provides park resource protection and public safety. This is carried out with the cooperation of CRD Bylaw and local police departments.

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	698,110	207,885	693,390	(244,560)		448,830	450,204	459,872	469,747	479,833
Bylaw Enforcement	103,892	135,000	114,725			114,725	115,380	117,561	119,839	122,165
Other Operating Expenditures	168,010	165,370	142,010	(127,620)		14,390	14,678	14,971	15,271	15,576
<b>TOTAL OPS EXPENDITURES</b>	<b>970,012</b>	<b>508,255</b>	<b>950,125</b>	<b>(372,180)</b>	<b>-</b>	<b>577,945</b>	<b>580,262</b>	<b>592,404</b>	<b>604,857</b>	<b>617,574</b>
Transfer to Operating Reserve										
<b>TOTAL CAP EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Other Revenue										
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requisition</b>	<b>(970,012)</b>	<b>(508,255)</b>	<b>(950,125)</b>	<b>372,180</b>		<b>(577,945)</b>	<b>(580,262)</b>	<b>(592,404)</b>	<b>(604,857)</b>	<b>(617,574)</b>
Percentage Change			-2.05%			-40.42%	0.40%	2.09%	2.10%	2.10%

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

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages										
Other Operating Expenditures	111,350	111,350	101,163			101,163	103,486	104,638	105,816	117,014
Internal Recoveries	(27,789)	(27,789)	(28,283)			(28,283)	(28,787)	(29,301)	(29,825)	(30,354)
<b>TOTAL OPS EXPENDITURES</b>	<b>83,561</b>	<b>83,561</b>	<b>72,880</b>			<b>72,880</b>	<b>74,699</b>	<b>75,337</b>	<b>75,991</b>	<b>86,660</b>
Transfer to Operating Reserve	3,500	3,500	2,000			2,000	2,000	2,000	2,000	
Transfer to Capital Reserve	45,000	45,000	45,000			45,000	45,000	45,000	45,000	45,000
<b>TOTAL CAP EXPENDITURES</b>	<b>48,500</b>	<b>48,500</b>	<b>47,000</b>			<b>47,000</b>	<b>47,000</b>	<b>47,000</b>	<b>47,000</b>	<b>45,000</b>
Lease Revenue	(97,480)	(107,209)	(107,200)			(107,200)	(107,200)	(107,200)	(107,200)	(107,200)
Transfer from Operating Reserve	(10,500)	(10,500)								(8,000)
<b>TOTAL REVENUE</b>	<b>(107,980)</b>	<b>(117,709)</b>	<b>(107,200)</b>			<b>(107,200)</b>	<b>(107,200)</b>	<b>(107,200)</b>	<b>(107,200)</b>	<b>(115,200)</b>
<b>Requisition</b>	<b>(24,081)</b>	<b>(14,352)</b>	<b>(12,680)</b>			<b>(12,680)</b>	<b>(14,499)</b>	<b>(15,137)</b>	<b>(15,791)</b>	<b>(16,460)</b>
Percentage Change			-47.34%			-47.34%	14.35%	4.40%	4.32%	4.24%

## REGIONAL PARKS - 2021 BUDGET

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

### PARKS OPERATIONS NORTH

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	666,610	729,398	670,900	84,000		754,900	756,924	773,204	789,832	806,817
Other Operating Expenditures	277,860	272,904	258,360	(78,640)		179,720	313,314	319,581	325,973	332,492
<b>TOTAL EXPENDITURES</b>	<b>944,470</b>	<b>1,002,302</b>	<b>929,260</b>	<b>5,360.00</b>	<b>-</b>	<b>934,620</b>	<b>1,070,238</b>	<b>1,092,785</b>	<b>1,115,805</b>	<b>1,139,308</b>
Fee and Rental Revenue	(183,520)	(197,850)	(242,900)	(72,230)		(315,130)	(321,433)	(327,861)	(334,418)	(341,107)
<b>TOTAL REVENUE</b>	<b>(183,520)</b>	<b>(197,850)</b>	<b>(242,900)</b>	<b>(72,230.00)</b>	<b>-</b>	<b>(315,130)</b>	<b>(321,433)</b>	<b>(327,861)</b>	<b>(334,418)</b>	<b>(341,107)</b>
<b>Requisition</b>	<b>(760,950)</b>	<b>(804,452)</b>	<b>(686,360)</b>	<b>66,870.00</b>	<b>-</b>	<b>(619,490)</b>	<b>(748,806)</b>	<b>(764,924)</b>	<b>(781,387)</b>	<b>(798,201)</b>
Percentage Change			-9.80%			-18.59%	20.87%	2.15%	2.15%	2.15%

### PARKS OPERATIONS WEST

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages	755,150	759,141	760,950	(5,610)		755,340	757,365	773,655	790,293	807,287
Other Operating Expenditures	180,660	187,120	188,490	(7,510)		180,980	184,600	188,292	192,057	195,899
Internal Recoveries	(22,830)	(22,830)	(22,830)			(22,830)	(22,830)	(22,830)	(22,830)	(22,830)
<b>TOTAL EXPENDITURES</b>	<b>912,980</b>	<b>923,431</b>	<b>926,610</b>	<b>(13,120)</b>		<b>913,490</b>	<b>919,135</b>	<b>939,117</b>	<b>959,521</b>	<b>980,355</b>
Fee and Rental Revenue	(101,390)	(83,060)	(72,230)	72,230						
<b>TOTAL REVENUE</b>	<b>(101,390)</b>	<b>(83,060)</b>	<b>(72,230)</b>	<b>72,230</b>		<b>(913,490)</b>	<b>(919,135)</b>	<b>(939,117)</b>	<b>(959,521)</b>	<b>(980,355)</b>
<b>Requisition</b>	<b>(811,590)</b>	<b>(840,371)</b>	<b>(854,380)</b>	<b>(59,110)</b>		<b>(913,490)</b>	<b>(919,135)</b>	<b>(939,117)</b>	<b>(959,521)</b>	<b>(980,355)</b>
Percentage Change			5.27%			12.56%	0.62%	2.17%	2.17%	2.17%

**PARKS OPERATIONS CENTRAL**

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Salaries & Wages			535,130	220,400		755,530	757,561	773,854	790,496	807,495
Other Operating Expenditures			153,070	3,980		157,050	175,088	178,487	181,953	185,489
Internal Recoveries										
<b>TOTAL EXPENDITURES</b>			688,200	224,380		912,580	932,649	952,341	972,450	992,984
Fee and Rental Revenue										
<b>TOTAL REVENUE</b>										
<b>Requisition</b>			(688,200)	(224,380)		(912,580)	(932,649)	(952,341)	(972,450)	(992,984)
Percentage Change			#DIV/0!			#DIV/0!	2.20%	2.11%	2.11%	2.11%

## REGIONAL PARKS - 2021 BUDGET

<b>PROGRAM:</b>	<b>REGIONAL TRAILS AND GULF ISLANDS</b>
<b>MISSION:</b>	To establish, where feasible, non-motorized trails that provide a range of trail use opportunities in a natural setting. These trails are designed to connect the region's communities and national, provincial, regional and major municipal parks, and connect the CRD to other parts of Vancouver Island. To create natural corridors that link park areas and provide habitat for wildlife and plants.

FINANCIAL SUMMARY:	2020	2020	2021	2021	2021	2021	2022	2023	2024	2025
	Budget	Actual	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	Total	Total	Total	Total
Regional Trails										
Salaries & Wages	533,920	423,968								
Other Operating Expenditures	118,370	187,150								
	652,290	611,118		-	-					
Gulf Islands										
Salaries & Wages	56,350	56,050	54,230	(54,230)						
Other Operating Expenditures	16,880		14,880	(14,880)						
	73,230	56,050	69,110	(69,110)	-					
E&N Trail										
Salaries										
Other Operating Expenditures				-	-					
<b>TOTAL EXPENDITURES</b>	<b>725,520</b>	<b>667,168</b>	<b>69,110</b>	<b>(69,110)</b>	<b>-</b>					
Other Revenue										
<b>TOTAL REVENUE</b>				<b>-</b>						
<b>Requisition</b>	<b>(725,520)</b>	<b>(667,168)</b>	<b>(69,110)</b>	<b>69,110</b>	<b>-</b>					
Percentage Change			-90.47%			-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

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

<b>Service No.</b>	<b>1.280</b>							
	<b>Regional Parks</b>	<b>Carry</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
		<b>Forward from</b>						
		<b>2020</b>						

**EXPENDITURE**

Buildings	B	\$0	\$690,000	\$485,000	\$0	\$0	\$0	\$1,175,000
Equipment	E	\$11,640	\$1,526,640	\$68,000	\$102,000	\$74,000	\$60,000	\$1,830,640
Land	L	\$0	\$11,150,000	\$3,830,000	\$3,800,000	\$3,800,000	\$3,800,000	\$26,380,000
Engineered Structures	S	\$3,298,627	\$6,713,627	\$5,580,000	\$4,314,740	\$1,635,000	\$2,770,000	\$21,013,367
Vehicles	V	\$0	\$180,000	\$225,000	\$236,000	\$555,000	\$370,000	\$1,566,000
		<b>\$3,310,267</b>	<b>\$20,260,267</b>	<b>\$10,188,000</b>	<b>\$8,452,740</b>	<b>\$6,064,000</b>	<b>\$7,000,000</b>	<b>\$51,965,007</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$3,310,267	\$3,310,267	\$0	\$0	\$0	\$0	\$3,310,267
Debenture Debt (New Debt Only)	Debt	\$0	\$1,040,000	\$0	\$0	\$0	\$0	\$1,040,000
Equipment Replacement Fund	ERF	\$0	\$209,000	\$293,000	\$278,000	\$629,000	\$430,000	\$1,839,000
Grants (Federal, Provincial)	Grant	\$0	\$1,275,000	\$4,328,000	\$2,100,000	\$0	\$0	\$7,703,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$14,426,000	\$5,567,000	\$6,074,740	\$5,435,000	\$6,570,000	\$38,072,740
		<b>\$3,310,267</b>	<b>\$20,260,267</b>	<b>\$10,188,000</b>	<b>\$8,452,740</b>	<b>\$6,064,000</b>	<b>\$7,000,000</b>	<b>\$51,965,007</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

Service #: 1.280

Service Name: Regional 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 Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
14-01	Replacement	Install/Replace Signs	Install/ replace signs by replacing wayfinding & regulatory signs and updating trail data and park maps.	\$350,000	S	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
15-02	New	Mayne Island Demonstration Trail	Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.	\$3,960,000	S	Cap	\$64,425	\$64,425	\$0	\$0	\$0	\$0	\$64,425
15-02	New	Mayne Island Demonstration Trail	Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.		S	Res	\$0	\$575,000	\$497,000	\$0	\$0	\$0	\$1,072,000
15-02	New	Mayne Island Demonstration Trail	Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.		S	Grant	\$0	\$575,000	\$2,203,000	\$0	\$0	\$0	\$2,778,000
16-01	New	Develop Ecosystem Inventory for Land Acquisition	Develop Ecosystem Inventory for land acquisition including GIS modelling of areas of high conservation value west of Sooke River.	\$81,250	E	Cap	\$11,640	\$11,640	\$0	\$0	\$0	\$0	\$11,640
16-02	Renewal	Upgrade Durrance Lake Dam	Upgrade Durrance Lake Dam for seismic stability and flow control.	\$1,125,290	S	Res	\$0	\$0	\$0	\$504,740	\$0	\$0	\$504,740
16-02	Renewal	Upgrade Durrance Lake Dam	Upgrade Durrance Lake Dam for seismic stability and flow control.		S	Cap	\$128,500	\$128,500	\$0	\$0	\$0	\$0	\$128,500
17-01	New	Construct E&N Rail Trail Phases 3 & 4	Construct E&N Rail Trail Phases 3 & 4 to design & construct a new trail from Atkins Rd. to Savory School & from Esquimalt Rd. to Tyee Rd.	\$6,600,000	S	Cap	\$2,829,459	\$2,829,459	\$0	\$0	\$0	\$0	\$2,829,459
17-01	New	Construct E&N Rail Trail Phases 3 & 4	Construct E&N Rail Trail Phases 3 & 4 to design & construct a new trail from Atkins Rd. to Savory School & from Esquimalt Rd. to Tyee Rd.		S	Debt	\$0	\$1,040,000	\$0	\$0	\$0	\$0	\$1,040,000
17-01	New	Construct E&N Rail Trail Phases 3 & 4	Construct E&N Rail Trail Phases 3 & 4 to design & construct a new trail from Atkins Rd. to Savory School & from Esquimalt Rd. to Tyee Rd.		S	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
18-01a	New	Planning S2S and SHW	Planning of visitor facilities	\$58,104	S	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
18-01b	New	Trail improvements S2S and SHW	Construct trails in parks	\$241,896	S	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
18-02	Replacement	Implement Kiosk Strategy	Implement kiosk strategy for the purpose of replacing ageing information kiosks.	\$175,000	S	Res	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$0	\$100,000
19-04	New	Develop Jordan River Regional Park	Develop Jordan River Regional Park by removing buildings and developing new facilities at the campground.	\$191,500	S	Cap	\$137,000	\$137,000	\$0	\$0	\$0	\$0	\$137,000
19-05	Renewal	Repair Veitch Creek, Ayum, Matheson, Charters, Bilsten & Interurban Bridges	Undertake slope protection, footing armouring and pier reinforcement for bridges	\$424,000	S	Cap	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
19-05	Renewal	Repair Veitch Creek, Ayum, Matheson, Charters, Bilsten & Interurban Bridges	Undertake slope protection, footing armouring and pier reinforcement for bridges.		S	Res	\$0	\$340,000	\$0	\$0	\$0	\$0	\$340,000
19-07	Study	Elk/Beaver Lake Geotechnical Assessment	Complete geotechnical investigations and inflow design studies as required for Dam Safety Review for dams at Thetis and Elk/Beaver Lakes.	\$50,000	S	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000



Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-08	Study	Thetis Lake Inflow Design for 6 Dams	Complete geotechnical investigations and inflow design studies as required for Dam Safety Review for dams at Thetis and Elk/Beaver Lakes.	\$25,000	S	Cap	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
20-03	New	Construct Park Facilities at St. John Point and Mill Farm	Construct new facilities identified in management plans for these two parks.	\$170,000	S	Cap	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
20-08	New	Develop Matthew's Point Facilities	Develop visitor facilities at Matthews Point Regional Park as identified in the management plan.	\$55,000	S	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
20-09	Renewal	Design & Expand East Sooke Aylard Farm Parking	Developing and constructing an engineered long term solution to meet on-going parking demands.	\$383,000	S	Cap	\$4,243	\$4,243	\$0	\$0	\$0	\$0	\$4,243
20-09	Renewal	Design & Expand East Sooke Aylard Farm Parking	Developing and constructing an engineered long term solution to meet on-going parking demands.		S	Res	\$0	\$25,000	\$0	\$350,000	\$0	\$0	\$375,000
21-01	Study	Implement Humpback Reservoir Dam Safety Review	Implement Humpback Reservoir Dam safety review as per provincial regulations.	\$75,000	S	Res	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
21-02	New	Design & Construct E&N Rail Trail Phase 5	Design & construct E&N Rail Trail Phase 5 to create 4 kms of new trail.	\$4,400,000	S	Res	\$0	\$200,000	\$100,000	\$100,000	\$0	\$0	\$400,000
21-02	New	Design & Construct E&N Rail Trail Phase 5	Design & construct E&N Rail Trail Phase 5 to create 4 kms of new trail.		S	Grant	\$0	\$0	\$2,000,000	\$2,000,000	\$0	\$0	\$4,000,000
21-03	Replacement	Construct Hamsterly Beach Washroom	Construct Hamsterly Beach washroom to replace the current washroom.	\$600,000	B	Res	\$0	\$600,000	\$0	\$0	\$0	\$0	\$600,000
21-04	Study	Selkirk Trestle Condition Assessment	Assess condition of Selkirk Trestle to enable future capital planning	\$75,000	S	Res	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
21-05	Replacement	Replace Hamsterly Beach Playground	Provide a new playground in one of the busiest day use areas in the Regional Park system.	\$200,000	S	Res	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
21-06	New	Purchase and Install Elk Lake Remediation Systems	In-lake remediation systems (structures, oxygen-tanks, etc.) will be purchased and installed at Elk and Beaver Lakes	\$1,400,000	E	Res	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000
21-06	New	Purchase and Install Elk Lake Remediation Systems	In-lake remediation systems (structures, oxygen-tanks, etc.) will be purchased and installed at Elk and Beaver Lakes		E	Grant	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000
21-07	Replacement	Replace Picnic Shelter at Aylard Farm - East Sooke Regional Park	Current structure at end of useful life cycle.	\$175,000	S	Res	\$0	\$175,000	\$0	\$0	\$0	\$0	\$175,000
21-08	Renewal	Implement Environmental Restoration at Sooke Potholes Contaminated Site	Clean-up/Restoration work associated with contamination site.	\$150,000	L	Res	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
21-09	Renewal	Repair Thetis Lake Toilet Building	Older building structure requires repairs to keep in good running order.	\$40,000	B	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
21-10	New	Purchase 1/3 share in BumBoss Equipment	Joint purchase with IWS & Epro	\$35,000	E	Res	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
21-11	New	Construct Sooke Potholes Campground Toilet Building	To maintain adequate level of public health and sanitation.	\$20,000	B	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-12	Renewal	Repair Paving on Lochside Trail near Swan Lake	Paving to improve surface of Lochside Regional Trail and enhance user safety.	\$70,000	S	Res	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000
21-13	New	Purchase of Club Car Carryall 1550	Personal utility vehicle for rough terrain.	\$40,000	V	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
21-14	New	Purchase of Pressure Washer Trailer	Mobility and operational efficiencies.	\$11,000	E	Res	\$0	\$11,000	\$0	\$0	\$0	\$0	\$11,000
21-15	New	Construct Toilet Building at Tower Point	Needed to maintain adequate level of public health and sanitation at busy day-use site.	\$30,000	B	Res	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
21-16	Renewal	Design & Construct Improvements to Tower Point Parking Area	Busy site receives high use, parking can be optimized for high capacity.	\$50,000	S	Res	\$0	\$15,000	\$35,000	\$0	\$0	\$0	\$50,000
21-17	Replacement	Vehicle Replacement	Vehicle replacement based on a schedule for fleet vehicles.	N/A	V	ERF	\$0	\$140,000	\$225,000	\$236,000	\$555,000	\$370,000	\$1,526,000
21-18	Replacement	Equipment Replacement	Equipment replacement of outdoor and indoor equipment and furniture.	N/A	E	ERF	\$0	\$69,000	\$68,000	\$42,000	\$74,000	\$60,000	\$313,000
21-19	New	Potential Land Acquisition Transactions	Potential land acquisition transactions for appraisals, environmental assessments and surveys.	N/A	L	Res	\$0	\$11,000,000	\$3,800,000	\$3,800,000	\$3,800,000	\$3,800,000	\$26,200,000
22-01	New	Design & Connect Regional Parks HQ to Municipal Sewer	Sewer connection to eliminate reliance on septic field	\$335,000	S	Res	\$0	\$0	\$60,000	\$275,000	\$0	\$0	\$335,000
22-02	Renewal	Design & Construct Elk/Beaver Lake Dams Upgrades (Dams 1, 2 & 3)	Design & implement improvements at south dam on Beaver Lake.	\$1,000,000	S	Res	\$0	\$0	\$200,000	\$0	\$800,000	\$0	\$1,000,000
22-03	Renewal	Repair Paving at Matheson Lake Parking Lot	Repair parking lot surface to enhance visitor experience and provide safe access to the park.	\$70,000	S	Res	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
22-04	Decommission	Sooke Potholes Lodge Site Demolition	This project will focus on the removal and rehabilitation of the old lodge site.	\$425,000	B	Res	\$0	\$0	\$425,000	\$0	\$0	\$0	\$425,000
22-05	New	Design & Construct West Beach Access Road and Parking at Thetis Lake	Design and construct improved access to West Beach parking area.	\$340,000	S	Res	\$0	\$0	\$40,000	\$0	\$300,000	\$0	\$340,000
22-06	Renewal	Implement Shoreline Stabilization at Thetis Lake Main Beach	Remove and replace old sandbags stabilizing the trail and beach area.	\$30,000	L	Res	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
22-07	Replacement	Replace Coles Bay Toilet Building	Replace and standardize Coles Bay toilet building that has exceeded its serviceable life span.	\$40,000	B	Res	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total	
22-08	Replacement	Replace Elk Lake Fishing Pier	Provide improved access, safety and capacity for the many anglers that use this facility.	\$250,000	S	Res	\$0	\$0	\$125,000	\$0	\$0	\$0	\$125,000	
22-08	Replacement	Replace Elk Lake Fishing Pier	Provide improved access, safety and capacity for the many anglers that use this facility.		S	Grant	\$0	\$0	\$125,000	\$0	\$0	\$0	\$125,000	
22-09	Decommission	Demolish Witty's Lagoon Nature Center	The temporary portable trailer is beyond it's serviceable lifespan.	\$20,000	B	Res	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000	
22-10	Replacement	Replace Matheson Creek Bridge	This project is to replace the footbridge on the Matheson Creek Trail.	\$60,000	S	Res	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000	
22-11	Renewal	Demolish Francis/King Residence and Upgrade Parking Area	This project is to remove the old residence at Francis King and use the footprint to increase parking capacity.	\$40,000	S	Res	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000	
23-01	New	Purchase of New Genset for Mt. McDonald	New backup power supply required for emergency communication equipment on Mt. McDonald.	\$60,000	E	Res	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000	
23-02	New	Design & Construct Mary Lake Trail	Design and construct Mary Lake Trail to connect Thetis Lake Regional Park with Gowlland Tod Provincial Park.	\$50,000	S	Res	\$0	\$0	\$0	\$20,000	\$30,000	\$0	\$50,000	
23-03	New	Implement Mount Work Mangement Plan Actions	Capital funds identified to implement short and medium term actions identified in the Mount Work Management Plan.	\$200,000	S	Res	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000	
23-04	New	Implement East Sooke Management Plan Actions	Capital funds identified to implement short and medium term actions identified in the East Sooke Management Plan.	\$200,000	S	Res	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000	
23-05	Study	Design Salt Spring Island Regional Trail	Engineering design and cost estimate for 5 km of regional trail on Salt Spring Island	\$200,000	S	Res	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000	
23-05	Study	Design Salt Spring Island Regional Trail	Engineering design and cost estimate for 5 km of regional trail on Salt Spring Island		S	Grant	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000	
23-06	New	Implement Matheson Lake & Roche Cove Management Plan Actions	Capital funds identified to implement short and medium term actions identified in the Matheson Lake and Roche Cove Management Plans.	\$100,000	S	Res	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000	
23-07	Renewal	Repair Paving on Lochside Trail in Sidney	Paving to improve surface of trail and enhance user safety.	\$80,000	S	Res	\$0	\$0	\$0	\$80,000	\$0	\$0	\$80,000	
23-08	New	Construct Eagle Beach Retaining Wall	Project to mitigate erosion on Eagle Beach at Elk Lake.	\$50,000	S	Res	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000	
23-09	Renewal	Repair Wilkinson, Millstream and Colwood Creek Bridges	Implement repairs to bridges on the Galloping Goose Trail as identified in engineering report.	\$60,000	S	Res	\$0	\$0	\$0	\$60,000	\$0	\$0	\$60,000	
23-10	Replacement	Assess, Design & Replace Swan and Brett Trestles	Project to replace critical assets on the Lochside Regional Trail as identified in engineering report.	\$3,950,000	S	Res	\$0	\$0	\$0	\$150,000	\$0	\$2,500,000	\$2,650,000	
24-01	Renewal	Upgrade Humpback Dam Spalling	Upgrade Humpback Dam spalling with repairs to the concrete face of the dam to arrest deterioration.	\$200,000	S	Res	\$0	\$0	\$0	\$0	\$200,000	\$0	\$200,000	
24-02	Renewal	Expand Harbourview Parking Lot in Sea to Sea Regional Park	Project to increase parking capacity at Harbourview Road in order to meet visitor use demands.	\$100,000	S	Res	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000	
24-03	Renewal	Upgrade Sooke Potholes Campground Road	Improvements to road between parking lot #3 and Spring Salmon Place Campground.	\$100,000	S	Res	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000	
24-04	Renewal	Repair Brookleigh Boat Launch	Improving the boat launch at Brookleigh Beach on Elk Lake.	\$80,000	S	Res	\$0	\$0	\$0	\$0	\$80,000	\$0	\$80,000	
25-01	Renewal	Repair Paving at Beaver Lake Entrance Road	Paving the Beaver Lake Entrance Road and mitigating potholes.	\$170,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$170,000	\$170,000	
25-02	Renewal	Repair Paving on Lochside Trail from Swan Trestle to Quadra	Paving to address root heaves and cracking on paved trail surface.	\$80,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$80,000	\$80,000	
25-03	Renewal	Repair Brookleigh Beach Dock	Replace and repair surface and railings on Brookleigh Beach dock on Elk Lake.	\$20,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000	
<b>GRAND TOTAL</b>				<b>\$29,571,040</b>				<b>\$3,310,267</b>	<b>\$20,260,267</b>	<b>\$10,188,000</b>	<b>\$8,452,740</b>	<b>\$6,064,000</b>	<b>\$7,000,000</b>	<b>\$51,965,007</b>

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

<b>Proj. No.</b> 14-01	<b>Capital Project Title</b> Install/Replace Signs	<b>Capital Project Description</b> Insatll/ replace signs by replacing wayfinding & regulatory signs and updating trail data and park maps.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>The Sign Implementation Project commenced in 2014 to replace all way-finding and regulatory signs in regional parks. The project includes updating all the GIS trail data and producing new park maps for visitors. Funding in 2020 and 2021 will continue the initiative through to completion of all parks including road signs leading to parks..</i>		

<b>Proj. No.</b> 15-02	<b>Capital Project Title</b> Mayne Island Demonstration Trail	<b>Capital Project Description</b> Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.
<b>Asset Class</b> S	<b>Board Priority Area</b> Community Wellbeing – Transportation & Housing	<b>Corporate Priority Area</b> Transportation
<b>Project Rationale</b> <i>Construct 2.3 km of multi-use trail from ferry to Miner's Bay; Grant dependent.</i>		

<b>Proj. No.</b> 16-01	<b>Capital Project Title</b> Develop Ecosystem Inventory for Land Acquisition	<b>Capital Project Description</b> Develop Ecosystem Inventory for land acquisition including GIS modelling of areas of high conservation value west of Sooke River.
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>In preparation for the 2019 land acquisition strategy update, this project will develop an interactive GIS-based model to evaluate areas for potential inclusion in the regional parks system. This product will facilitate internal planning and public engagement. The information will be used to inform the development of the Land Acquisition Strategy and support decision-making regarding the potential extension of the land acquisition fund beyond 2019.</i>		

<b>Proj. No.</b> 16-02	<b>Capital Project Title</b> Upgrade Durrance Lake Dam	<b>Capital Project Description</b> Upgrade Durrance Lake Dam for seismic stability and flow control.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>A site characterization study by TetraTech Engineers for this dam indicated that upgrades to the dam are recommended to improve the seismic stability of the structure and to improve the functionality of the spillway to ensure it is able to adequately discharge water from Durrance Lake during periods of high inflows. This project is divided into phases, engineering and environmental assessment options for the structure and potential design in 2019, and implementation of recommendations in 2020-21.</i>		

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

<b>Proj. No.</b> 17-01	<b>Capital Project Title</b> Construct E&N Rail Trail Phases 3 & 4	<b>Capital Project Description</b> Construct E&N Rail Trail Phases 3 & 4 to design & construct a new trail from Atkins Rd. to Savory School & from Esquimalt Rd. to Tyee Rd.
<b>Asset Class</b> S	<b>Board Priority Area</b> Community Wellbeing –	<b>Corporate Priority Area</b> Transportation
<b>Project Rationale</b> <i>The CRD is in the midst of building a 17 km paved pedestrian &amp; cycling trail from the Johnson St. bridge in Victoria to Humpback Road in Langford. This project is being constructed in phases as funding is identified. Construction of Phase 3 between Atkins Avenue/E &amp; N Railway Crossing and Savory School in Langford (approximately 1 km in length) will begin in 2019. Design and construction of Phase 4 from Esquimalt Road to the Blue Bridge in Victoria is targeted to occur in 2019-20</i>		

<b>Proj. No.</b> 18-01a	<b>Capital Project Title</b> Planning S2S and SHW	<b>Capital Project Description</b> Planning of visitor facilities
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Plan, design and construct visitor facilities in these two parks, including trails, bridges, washrooms, parking, information kiosks, directional signs and mapping as appropriate to accommodate visitor use.</i>		

<b>Proj. No.</b> 18-01b	<b>Capital Project Title</b> Trail improvements S2S and SHW	<b>Capital Project Description</b> Construct trails in parks
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Plan, design and construct visitor facilities in these two parks, including trails, bridges, washrooms, parking, information kiosks, directional signs and mapping as appropriate to accommodate visitor use.</i>		

<b>Proj. No.</b> 18-02	<b>Capital Project Title</b> Implement Kiosk Strategy	<b>Capital Project Description</b> Implement kiosk strategy for the purpose of replacing ageing information kiosks.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>This is a continuing project to replace ageing information kiosk structures in Regional Parks, project is anticipated to continue through to 2023.</i>		

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<b>Proj. No.</b> 19-04	<b>Capital Project Title</b> Develop Jordan River Regional Park	<b>Capital Project Description</b> Develop Jordan River Regional Park by removing buildings and developing new facilities at the campground.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> This project is to remove old buildings that are not required for park purposes and to develop new facilities at the campground and at Sandcut Beach.		

<b>Proj. No.</b> 19-05	<b>Capital Project Title</b> Repair Veitch Creek, Ayum, Matheson, Charters, Bilsten & Interurban Bridges	<b>Capital Project Description</b> Undertake slope protection, footing armouring and pier reinforcement for bridges
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> 2018 condition assessment completed by consulting engineers recommends slope protection, footing armouring and pier reinforcement for Veitch Creek bridge on the Galloping Goose Trail.		

<b>Proj. No.</b> 19-07	<b>Capital Project Title</b> Elk/Beaver Lake Geotechnical Assessment	<b>Capital Project Description</b> Complete geotechnical investigations and inflow design studies as required for Dam Safety Review for dams at Thetis and Elk/Beaver Lakes.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> A dam safety review for 6 dams at Thetis and Elk/Beaver Lake regional parks resulted in recommendations to complete additional geotechnical investigations and inflow design analyses to comply with provincial dam safety regulations.		

<b>Proj. No.</b> 19-08	<b>Capital Project Title</b> Thetis Lake Inflow Design for 6 Dams	<b>Capital Project Description</b> Complete geotechnical investigations and inflow design studies as required for Dam Safety Review for dams at Thetis and Elk/Beaver Lakes.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> Complete geotechnical investigations and inflow design studies as required for Dam Safety Review for dams at Thetis and Elk/Beaver Lakes.		

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<b>Proj. No.</b> 20-03	<b>Capital Project Title</b> Construct Park Facilities at St. John Point and Mill Farm	<b>Capital Project Description</b> Construct new facilities identified in management plans for these two parks.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> Management plans are scheduled to be completed for these two parks by 2020. Facilities need to be developed to accommodate visitor use and protect the environment, including trails, washrooms, parking and signage.		

<b>Proj. No.</b> 20-08	<b>Capital Project Title</b> Develop Matthew's Point Facilities	<b>Capital Project Description</b> Develop visitor facilities at Matthews Point Regional Park as identified in the management plan.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> This project is to install facilities at Matthews Point including trail work, signs, kiosk, and toilet building.		

<b>Proj. No.</b> 20-09	<b>Capital Project Title</b> Design & Expand East Sooke Aylard Farm Parking	<b>Capital Project Description</b> Developing and constructing an engineered long term solution to meet on-going parking demands.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> Developing and constructing an engineered long term solution to meet on-going parking demands in busy park, in place of in-the-field temporary dirt lot parking location.		

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<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Implement Humpback Reservoir Dam Safety Review	<b>Capital Project Description</b> Implement Humpback Reservoir Dam safety review as per provincial regulations.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> A dam safety review is required by provincial dam safety regulations every ten years.		

<b>Proj. No.</b> 21-02	<b>Capital Project Title</b> Design & Construct E&N Rail Trail Phase 5	<b>Capital Project Description</b> Design & construct E&N Rail Trail Phase 5 to create 4 kms of new trail.
<b>Asset Class</b> S	<b>Board Priority Area</b> Community Wellbeing – Transportation & Housing	<b>Corporate Priority Area</b> Transportation
<b>Project Rationale</b> The CRD is in the midst of building a 17 km paved pedestrian & cycling trail from the Johnson St. bridge in Victoria to Humpback Road in Langford. Phase 5 consists of approximately 4 km of trail from Jacklin Road to Humpback Reservoir in Langford. Completion of this project will be dependent on securing funding.		

<b>Proj. No.</b> 21-03	<b>Capital Project Title</b> Construct Hamsterly Beach Washroom	<b>Capital Project Description</b> Construct Hamsterly Beach washroom to replace the current washroom.
<b>Asset Class</b> B	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> This project will replace the 1950's era washroom at Hamsterly Beach in Elk Beaver Lake Regional Park. This facility has passed its expected life span and is in need of replacement to ensure adequate visitor experience. The building will be similar to the washrooms replaced in 2019 at Filter Beds, Beaver Beach and Eagle Beach.		

<b>Proj. No.</b> 21-04	<b>Capital Project Title</b> Selkirk Trestle Condition Assessment	<b>Capital Project Description</b> Assess condition of Selkirk Trestle to enable future capital planning
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> Selkirk Trestle is a critical link in the regional trails system. This is a major wooden former railway trestle. A comprehensive condition assessment is required to enable future capital planning for this asset.		

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<b>Proj. No.</b> 21-05	<b>Capital Project Title</b> Replace Hamsterly Beach Playground	<b>Capital Project Description</b> Provide a new playground in one of the busiest day use areas in the Regional Park system.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>The playground at Hamsterly Beach in Elk Beaver Lake Park is many years beyond its serviceable life. While it has been kept safe through constant repairs and removal of irreparable sections, it is now no longer worth repairing. This project will seek to provide a new playground in one of the busiest day use areas in the Regional Park system.</i>		

<b>Proj. No.</b> 21-06	<b>Capital Project Title</b> Purchase and Install Elk Lake Remediation Systems	<b>Capital Project Description</b> In-lake remediation systems (structures, oxygen-tanks, etc.) will be purchased and installed at Elk and Beaver Lakes
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Pending CRD approval and adoption of the recommendations of the Elk-Beaver Lake Initiative, in-lake remediation systems (structures, oxygen-tanks, etc.)</i>		

<b>Proj. No.</b> 21-07	<b>Capital Project Title</b> Replace Picnic Shelter at Aylard Farm - East Sooke Regional Park	<b>Capital Project Description</b> Current structure at end of useful life cycle.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Current structure at end of useful life cycle, not repairable, high use location.</i>		

<b>Proj. No.</b> 21-08	<b>Capital Project Title</b> Implement Environmental Restoration at Sooke Potholes Contaminated Site	<b>Capital Project Description</b> Clean-up/Restoration work associated with contamination site.
<b>Asset Class</b> L	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Clean-up/Restoration work associated with contamination site in old hanger structure in park.</i>		

<b>Proj. No.</b> 21-09	<b>Capital Project Title</b> Repair Thetis Lake Toilet Building	<b>Capital Project Description</b> Older building structure requires repairs to keep in good running order.
<b>Asset Class</b> B	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Older building structure with piped water, flush toilets etc., requires repairs to keep in good running order.</i>		



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<b>Proj. No.</b> 21-10	<b>Capital Project Title</b> Purchase 1/3 share in BurnBoss Equipment	<b>Capital Project Description</b> Joint purchase with IWS & Epro
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>A mobile unit for the burning of vegetation waste. Parks will share ownership of the unit with IWS and Environmental Protection.</i>		

<b>Proj. No.</b> 21-11	<b>Capital Project Title</b> Construct Sooke Potholes Campground Toilet Building	<b>Capital Project Description</b> To maintain adequate level of public health and sanitation.
<b>Asset Class</b> B	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Important to maintain adequate level of public health and sanitation at site with overnight accomodation.</i>		

<b>Proj. No.</b> 21-12	<b>Capital Project Title</b> Repair Paving on Lochside Trail near Swan Lake	<b>Capital Project Description</b> Paving to improve surface of Lochside Regional Trail and enhance user safety.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Paving to improve surface of Lochside Regional Trail and enhance user safety. Addresses root heaves and cracking on paved trail surface.</i>		

<b>Proj. No.</b> 21-13	<b>Capital Project Title</b> Purchase of Club Car Carryall 1550	<b>Capital Project Description</b> Personal utility vehicle for rough terrain.
<b>Asset Class</b> V	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Personal utility vehicle for rough terrain.</i>		

<b>Proj. No.</b> 21-14	<b>Capital Project Title</b> Purchase of Pressure Washer Trailer	<b>Capital Project Description</b> Mobility and operational efficiencies.
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Mobility and operational efficiencies.</i>		

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Proj. No.	21-15	Capital Project Title	Construct Toilet Building at Tower Point	Capital Project Description	Needed to maintain adequate level of public health and sanitation at busy day-use site.
Asset Class	B	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Needed to maintain adequate level of public health and sanitation at busy day-use site.</i>					

Proj. No.	21-16	Capital Project Title	Design & Construct Improvements to Tower Point Parking Area	Capital Project Description	Busy site receives high use, parking can be optimized for high capacity.
Asset Class	S	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Busy site receives high use, parking can be optimized for high capacity.</i>					

Proj. No.	21-17	Capital Project Title	Vehicle Replacement	Capital Project Description	Vehicle replacement based on a schedule for fleet vehicles.
Asset Class	V	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Regional Parks maintains a vehicle replacement fund to replace vehicles as they reach the end of their serviceable life.</i>					

Proj. No.	21-18	Capital Project Title	Equipment Replacement	Capital Project Description	Equipment replacement of outdoor and indoor equipment and furniture.
Asset Class	E	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Regional Parks maintains an equipment replacement fund in order to replace equipment that is not captured within the vehicle replacement program. This includes office equipment and operational field equipment.</i>					

Proj. No.	21-19	Capital Project Title	Potential Land Acquisition Transactions	Capital Project Description	Potential land acquisition transactions for appraisals, environmental assessments and surveys.
Asset Class	L	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Potential Land Acquisition transactions estimated at maximum funds available.</i>					

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<b>Proj. No.</b> 22-01	<b>Capital Project Title</b> Design & Connect Regional Parks HQ to Municipal Sewer	<b>Capital Project Description</b> Sewer connection to eliminate reliance on septic field
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>The septic system at Mill Hill Regional Park HQ is an aging facility and will require replacement. Langford bylaws indicate that septic systems are to be</i>		

<b>Proj. No.</b> 22-02	<b>Capital Project Title</b> Design & Construct Elk/Beaver Lake Dams Upgrades (Dams 1, 2 & 3)	<b>Capital Project Description</b> Design & implement improvements at south dam on Beaver Lake.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Improvements include re-enforcement of the downstream face, tie-in to the existing spillway control and vegetation management are required for the main dam at the southern outlet of Beaver Lake.Design in 2022 and construction in 2024.</i>		

<b>Proj. No.</b> 22-03	<b>Capital Project Title</b> Repair Paving at Matheson Lake Parking Lot	<b>Capital Project Description</b> Repair parking lot surface to enhance visitor experience and provide safe access to the park.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Repair parking lot surface to enhance visitor experience and provide safe access to the park.</i>		

<b>Proj. No.</b> 22-04	<b>Capital Project Title</b> Sooke Potholes Lodge Site Demolition	<b>Capital Project Description</b> This project will focus on the removal and rehabilitation of the old lodgesite.
<b>Asset Class</b> B	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>This project will focus on the removal and rehabilitation of the old lodgesite that was abandoned in the 1980's.</i>		

<b>Proj. No.</b> 22-05	<b>Capital Project Title</b> Design & Construct West Beach Access Road and Parking at Thetis Lake	<b>Capital Project Description</b> Design and construct improved access to West Beach parking area.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Design and construct improved access to West Beach parking area to provide more parking and safe access for park visitors, staff and emergency responders.</i>		

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<b>Proj. No.</b> 22-06	<b>Capital Project Title</b> Implement Shoreline Stabilization at Thetis Lake Main Beach	<b>Capital Project Description</b> Remove and replace old sandbags stabilizing the trail and beach area.
<b>Asset Class</b> L	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Remove and replace old sandbags stabilizing the trail and beach area leading away from the east side of Thetis Lake Main Beach.</i>		

<b>Proj. No.</b> 22-07	<b>Capital Project Title</b> Replace Coles Bay Toilet Building	<b>Capital Project Description</b> Replace and standardize Coles Bay toilet building that has exceeded its serviceable life span.
<b>Asset Class</b> B	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Replace and standardize Coles Bay toilet building that has exceeded its serviceable life span.</i>		

<b>Proj. No.</b> 22-08	<b>Capital Project Title</b> Replace Elk Lake Fishing Pier	<b>Capital Project Description</b> Provide improved access, safety and capacity for the many anglers that use this facility.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>This project is grant dependant and seeks to replace and improve on the very popular Elk Lake Fishing Pier. Provide improved access, safety and capacity for the many anglers that use this facility.</i>		

<b>Proj. No.</b> 22-09	<b>Capital Project Title</b> Demolish Witty's Lagoon Nature Center	<b>Capital Project Description</b> The temporary portable trailer is beyond it's serviceable lifespan.
<b>Asset Class</b> B	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>The temporary portable trailer that serves as Nature Center at Witty's Lagoon has been in place for over 20 years and is beyond it's serviceable lifespan.</i>		

<b>Proj. No.</b> 22-10	<b>Capital Project Title</b> Replace Matheson Creek Bridge	<b>Capital Project Description</b> This project is to replace the footbridge on the Matheson Creek Trail.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>This project is to replace the footbridge on the Matheson Creek Trail.</i>		

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<b>Proj. No.</b> 22-11	<b>Capital Project Title</b> Demolish Francis/King Residence and Upgrade Parking Area	<b>Capital Project Description</b> This project is to remove the old residence at Francis King and use the footprint to increase parking capacity.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>This project is to remove the old residence at Francis King and use the footprint to increase parking capacity. The residence requires significant work and the parking capacity at Francis King does not meet the demand.</i>		

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Purchase of New Genset for Mt. McDonald	<b>Capital Project Description</b> New backup power supply required for emergency communication equipment on Mt. McDonald.
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>A new backup power supply is required for the emergency communication equipment located on Mount McDonald.</i>		

<b>Proj. No.</b> 23-02	<b>Capital Project Title</b> Design & Construct Mary Lake Trail	<b>Capital Project Description</b> Design and construct Mary Lake Trail to connect Thetis Lake Regional Park with Gowlland Tod Provincial Park.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>The Mary Lake Trail will help to provide a connected trail network from Thetis Lake Regional Park to Gowlland Tod Provincial Park.</i>		

<b>Proj. No.</b> 23-03	<b>Capital Project Title</b> Implement Mount Work Management Plan Actions	<b>Capital Project Description</b> Capital funds identified to implement short and medium term actions identified in the Mount Work Management Plan.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Capital funds identified to implement short and medium term actions identified in the Mount Work Management Plan.</i>		

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<b>Proj. No.</b> 23-04	<b>Capital Project Title</b> Implement East Sooke Management Plan Actions	<b>Capital Project Description</b> Capital funds identified to implement short and medium term actions identified in the East Sooke Management Plan.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> Capital funds identified to implement short and medium term actions identified in the East Sooke Management Plan.		

<b>Proj. No.</b> 23-05	<b>Capital Project Title</b> Design Salt Spring Island Regional Trail	<b>Capital Project Description</b> Engineering design and cost estimate for 5 km of regional trail on Salt Spring Island
<b>Asset Class</b> S	<b>Board Priority Area</b> Community Wellbeing – Transportation & Housing	<b>Corporate Priority Area</b> Transportation
<b>Project Rationale</b> This project continues implementation of the Gulf Islands Regional Trail Plan to construct regional trails on each of the Gulf Islands. Grant dependent.		

<b>Proj. No.</b> 23-06	<b>Capital Project Title</b> Implement Matheson Lake & Roche Cove Management Plan Actions	<b>Capital Project Description</b> Capital funds identified to implement short and medium term actions identified in the Matheson Lake and Roche Cove
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> Capital funds identified to implement short and medium term actions identified in the Matheson Lake and Roche Cove Management Plans.		

<b>Proj. No.</b> 23-07	<b>Capital Project Title</b> Repair Paving on Lochside Trail in Sidney	<b>Capital Project Description</b> Paving to improve surface of trail and enhance user safety.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> Paving to improve surface of trail and enhance user safety. Addresses root heaves and cracking on paved trail surface.		

<b>Proj. No.</b> 23-08	<b>Capital Project Title</b> Construct Eagle Beach Retaining Wall	<b>Capital Project Description</b> Project to mitigate erosion on Eagle Beach at Elk Lake.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> Project to mitigate erosion on Eagle Beach at Elk Lake. roject to mitigate erosion on Eagle Beach at Elk Lake.		

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Proj. No.	23-09	Capital Project Title	Repair Wilkinson, Millstream and Colwood Creek Bridges	Capital Project Description	Implement repairs to bridges on the Galloping Goose Trail as identified in engineering report.
Asset Class	S	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Implement repairs to bridges on the Galloping Goose Trail as identified in engineering report.</i>					

Proj. No.	23-10	Capital Project Title	Assess, Design & Replace Swan and Brett Trestles	Capital Project Description	Project to replace critical assets on the Lochside Regional Trail as identified in engineering report.
Asset Class	S	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Project to replace critical assets on the Lochside Regional Trail as identified in engineering report.</i>					

Proj. No.	24-01	Capital Project Title	Upgrade Humpback Dam Spalling	Capital Project Description	Upgrade Humpback Dam spalling with repairs to the concrete face of the dam to arrest deterioration.
Asset Class	S	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
<b>Project Rationale</b> <i>The concrete on the face of Humpback Reservoir dam is spalling (pitting). Repairs are required to arrest this process and remediate the dam. This is required regardless of the outcome of the Dam Safety Review planned in 2021.</i>					

Proj. No.	24-02	Capital Project Title	Expand Harbourview Parking Lot in Sea to Sea Regional Park	Capital Project Description	Project to increase parking capacity at Harbourview Road in order to meet visitor use demands.
Asset Class	S	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Project to increase parking capacity at Harbourview Road in order to meet visitor use demands.</i>					

Proj. No.	24-03	Capital Project Title	Upgrade Sooke Potholes Campground Road	Capital Project Description	Improvements to road between parking lot #3 and Spring Salmon Place Campground.
Asset Class	S	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Parks & Natural Resource Protection
<b>Project Rationale</b> <i>Improve visitor experience and enhance safe access through improvements to road between parking lot #3 and Spring Salmon Place Campground.</i>					

Service: 1.280

Regional Parks

<b>Proj. No.</b> 24-04	<b>Capital Project Title</b> Repair Brookleigh Boat Launch	<b>Capital Project Description</b> Improving the boat launch at Brookleigh Beach on Elk Lake.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> Improve visitor experience and enhance safe access through improving the boat launch at Brookleigh Beach on Elk Lake so it more easily accommodates the type of boats that frequent the facility.		

<b>Proj. No.</b> 25-01	<b>Capital Project Title</b> Repair Paving at Beaver Lake Entrance Road	<b>Capital Project Description</b> Paving the Beaver Lake Entrance Road and mitigating potholes.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> Improve visitor experience and enhance safe access through paving the Beaver Lake Entrance Road; mitigating potholes on one of the busiest vehicle accesses in the CRD Regional Parks system.		

<b>Proj. No.</b> 25-02	<b>Capital Project Title</b> Repair Paving on Lochside Trail from Swan Trestle to Quadra	<b>Capital Project Description</b> Paving to address root heaves and cracking on paved trail surface.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> Paving to improve surface of Lochside Regional Trail and enhance user safety. Addresses root heaves and cracking on paved trail surface.		

<b>Proj. No.</b> 25-03	<b>Capital Project Title</b> Repair Brookleigh Beach Dock	<b>Capital Project Description</b> Replace and repair surface and railings on Brookleigh Beach dock on Elk Lake.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Parks & Natural Resource Protection
<b>Project Rationale</b> Replace and repair surface and railings on Brookleigh Beach dock on Elk Lake.		



**1.280 Regional Parks  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Regional Parks**

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

**Summary**

<b>Reserve/Fund Summary Projected year end balance</b>	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Operating Reserve	93,285	101,285	108,285	90,285	97,285	102,285
Operating Reserve - Legacy Fund	15,150	15,350	15,350	15,350	15,350	15,350
<b>Total projected year end balance</b>	<b>108,434</b>	<b>116,634</b>	<b>123,634</b>	<b>105,634</b>	<b>112,634</b>	<b>117,634</b>

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Regional Parks**

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

**Operating Reserve Schedule - FC 105500**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	83,135	93,285	101,285	108,285	90,285	97,285
Planned Purchase	-	-	-	(20,000)	-	-
Transfer from Ops Budget	8,500	7,000	7,000	2,000	7,000	5,000
Interest Income*	1,650	1,000				
<b>Total projected year end balance</b>	<b>93,285</b>	<b>101,285</b>	<b>108,285</b>	<b>90,285</b>	<b>97,285</b>	<b>102,285</b>

**Assumptions/Background:**

2019: 29,930 to fund MFA Debt  
 2020: 10,500 to fund every 5 years CSA inspection for radio tower on Mt McDonald.  
 2023: \$20,000 to fund Visitor Survey

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

**1.280 Regional Parks Legacy Fund  
 Operating Reserve Summary  
 2021 - 2025 Financial Plan**

**Profile**

**Regional Parks Legacy Fund**

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

**Operating Reserve Schedule - FC 105102**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	14,375	15,150	15,350	15,350	15,350	15,350
Planned Purchase						
Donation Received	500					
Interest Income*	274	200				
<b>Total projected year end balance</b>	<b>15,150</b>	<b>15,350</b>	<b>15,350</b>	<b>15,350</b>	<b>15,350</b>	<b>15,350</b>

**Assumptions/Background:**

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

**1.280 Regional Parks  
 Asset and Reserve Summary Schedule  
 2021 - 2025 Financial Plan**

**Asset Profile**

**Regional Parks**

Regional Parks and Trails consists of 30 parks and reserves with 214 km of hiking trails and 3 regional trails (88 km). Assets held by the Regional park service consist of lands, buildings, public washrooms as well as various park equipment and vehicles.

**Summary**

<b>Regional Parks Reserve/Fund Summary Projected year end balance</b>	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
- Land Acquisition Levy	8,023,858	1,102,166	1,548,031	2,186,896	3,018,761	4,043,626
- Infrastructure/SSI&SGI Trail/Dams	2,497,803	1,279,884	1,658,710	1,574,506	2,174,840	1,686,344
<b>Total Capital Reserve Fund</b>	<b>10,521,661</b>	<b>2,382,050</b>	<b>3,206,741</b>	<b>3,761,403</b>	<b>5,193,602</b>	<b>5,729,971</b>
 Parks Statutory Land Acquisition Reserve	 <b>1,087,386</b>	 <b>1,107,386</b>	 <b>1,107,386</b>	 <b>1,107,386</b>	 <b>1,107,386</b>	 <b>1,107,386</b>
 Equipment Replacement Fund	 <b>731,497</b>	 <b>808,997</b>	 <b>802,107</b>	 <b>815,939</b>	 <b>484,608</b>	 <b>358,230</b>
<b>Total projected year end balance</b>	<b>12,340,544</b>	<b>4,298,433</b>	<b>5,116,234</b>	<b>5,684,727</b>	<b>6,785,595</b>	<b>7,195,586</b>

See attached reserve schedules for projected annual cash flows.

**1.280 Regional Parks  
Capital Reserve Fund Schedule  
2021 - 2025 Financial Plan**

**Capital Reserve Fund Schedule**

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

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

**Cost Centre: 101469 (PLO)  
Land Acquisition Levy Portion**

	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Beginning Balance</b>	5,555,182	8,023,858	1,102,166	1,548,031	2,186,896	3,018,761
<b>Land Acquisition Expenditure (at maximum available)</b>	(1,525,000)	(11,000,000)	(3,800,000)	(3,800,000)	(3,800,000)	(3,800,000)
<b>Land Acquisition Annual Levy</b>	3,859,865	4,028,308	4,245,865	4,438,865	4,631,865	4,824,865
<b>Other proceeds</b>						
<b>Interest Income*</b>	133,812	50,000				
<b>Ending Balance \$ - Land Acquisition Levy Portion</b>	<b>8,023,858</b>	<b>1,102,166</b>	<b>1,548,031</b>	<b>2,186,896</b>	<b>3,018,761</b>	<b>4,043,626</b>

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

1.280 Regional Parks  
 Capital Reserve Fund Schedule  
 2021 - 2025 Financial Plan

**Capital Reserve Fund Schedule**

Infrastructure Portion	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	2,199,089	2,497,803	1,279,884	1,658,710	1,574,506	2,174,840
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	(2,246,940)	(3,426,000)	(1,767,000)	(2,274,740)	(1,635,000)	(2,770,000)
<b>Transfer from Operating Budget</b>						
--Other Infrastructure	1,173,046	875,001	803,766	838,877	874,721	911,315
--SSI/SIG Trails	204,000	208,080	212,660	217,762	222,120	227,000
--Dam/Bridge/Trestle	200,000	200,000	204,400	208,897	213,493	218,189
--Infrastructure Renewal Special	925,000	925,000	925,000	925,000	925,000	925,000
<b>Interest Income*</b>	43,607	-	-	-	-	-
<b>Ending Balance \$ - Infrastructure Portion</b>	<b>2,497,803</b>	<b>1,279,884</b>	<b>1,658,710</b>	<b>1,574,506</b>	<b>2,174,840</b>	<b>1,686,344</b>

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

1.280 Regional Parks  
 Capital Reserve Fund Schedule  
 2021 - 2025 Financial Plan

**Capital Reserve Fund Schedule**

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

Cost Centre: 101375 (PLO)

Parks Statutory Land Acquisition Reserve

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,067,017	1,087,386	1,107,386	1,107,386	1,107,386	1,107,386
Park Land Acquisition	-	-	-	-	-	-
Proceeds from Sale of Surplus Park Land						
Interest Income	20,370	20,000				
<b>Ending Balance \$ - Parks Statutory Land Acquisition Reserve</b>	<b>1,087,386</b>	<b>1,107,386</b>	<b>1,107,386</b>	<b>1,107,386</b>	<b>1,107,386</b>	<b>1,107,386</b>

1.280 Regional Parks  
 Equipment Replacement Fund Schedule (ERF)  
 2021 - 2025 Financial Plan

**Equipment Replacement Fund Schedule (ERF)**

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

Cost Centre: 101423 (PLO)  
 Equipment Replacement Fund

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	631,179	731,497	808,997	802,107	815,939	484,608
<b>Planned Purchase (Based on Capital Plan)</b>	(181,036)	(209,000)	(293,000)	(278,000)	(629,000)	(430,000)
<b>Transfer from Operating Budget</b>	275,000	280,500	286,110	291,832	297,669	303,622
<b>Disposal Proceeds</b>	-	-	-	-	-	-
<b>Interest Income*</b>	6,354	6,000				
<b>Ending Balance \$</b>	<b>731,497</b>	<b>808,997</b>	<b>802,107</b>	<b>815,939</b>	<b>484,608</b>	<b>358,230</b>

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



# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Panorama Recreation**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.44X **Panorama Recreation**

**Commission:** **Peninsula Recreation**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**CAPITAL DEBT:**

Bylaw No. 3388 - \$8,998,000 (for construction of Second Pool, \$8,998,000 issued).  
Bylaw No. 4116 - \$1,080,000 (for replacement of Arena Floor, \$1,080,000 issued).

**COMMISSION:**

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

**FUNDING:**

Service: 1.44X Panorama Recreation

Commission: Peninsula Recreation

<u>Participants</u>	<u>Converted Assessment</u>	<u>Census Population</u>	<u>%</u>	<u>Actual Assessment</u>
<b>2017</b>				
		<b>2016 Census</b>		
Central Saanich	513,275,231	16,814	39.42%	4,280,858,520
North Saanich	490,428,238	11,249	31.60%	4,488,740,615
Sidney	401,865,172	11,672	28.98%	3,315,203,726
<b>TOTAL 2017</b>	<b>1,405,568,641</b>	<b>39,735</b>	<b>100.00%</b>	<b>12,084,802,861</b>
<b>2018</b>				
		<b>2016 Census</b>		
Central Saanich	585,416,808	16,814	39.12%	4,919,870,905
North Saanich	571,557,103	11,249	31.69%	5,189,160,212
Sidney	472,356,552	11,672	29.18%	3,950,613,739
<b>TOTAL 2018</b>	<b>1,629,330,463</b>	<b>39,735</b>	<b>100.00%</b>	<b>14,059,644,856</b>
<b>2019</b>				
		<b>2016 Census</b>		
Central Saanich	632,044,321	16,814	38.97%	5,303,510,888
North Saanich	611,260,076	11,249	31.38%	5,506,158,117
Sidney	530,718,725	11,672	29.65%	4,468,134,589
<b>TOTAL 2019</b>	<b>1,774,023,122</b>	<b>39,735</b>	<b>100.00%</b>	<b>15,277,803,594</b>
<b>2020</b>				
		<b>2016 Census</b>		
Central Saanich	657,985,149	16,814	39.26%	5,446,784,895
North Saanich	615,251,368	11,249	31.08%	5,493,557,267
Sidney	543,992,242	11,672	29.65%	4,544,259,546
<b>TOTAL 2020</b>	<b>1,817,228,759</b>	<b>39,735</b>	<b>100.00%</b>	<b>15,484,601,708</b>
<b>2021</b>				
		<b>2016 Census</b>		
Central Saanich	682,091,870	16,814	39.42%	5,678,630,043
North Saanich	633,855,362	11,249	31.13%	5,760,450,825
Sidney	551,412,679	11,672	29.45%	4,630,400,405
<b>TOTAL 2021</b>	<b>1,867,359,911</b>	<b>39,735</b>	<b>100.00%</b>	<b>16,069,481,273</b>

PANORAMA RECREATION	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS:</b>										
Salaries and Wages	3,827,584	3,827,584	4,075,145	-	-	4,075,145	4,495,694	4,590,506	4,687,310	4,786,152
Utilities	655,576	655,576	629,978	-	-	629,978	645,103	660,599	676,473	692,738
Recreation Programs and Special Events	165,103	165,102	342,554	-	51,000	393,554	352,405	359,453	366,642	373,976
Operating Supplies & Promotion	226,933	226,933	267,777	-	-	267,777	273,133	278,597	284,165	289,850
Maintenance and Repairs	330,521	330,521	387,696	-	-	387,696	396,150	403,273	410,507	417,888
Internal Allocations	438,587	436,587	513,422	-	-	513,422	559,854	571,051	582,471	594,121
Licences/Surveys/Legal/Meeting	138,106	138,107	170,459	-	-	170,459	173,868	177,347	180,893	184,512
Advertising/Printing/Brouchures/Signs	40,693	42,693	35,285	-	-	35,285	35,991	36,709	37,445	38,194
Telephone/IT & Network Systems	54,378	54,378	54,779	-	-	54,779	55,875	56,992	58,132	59,294
Vehicles and Travel	55,361	55,361	68,889	-	-	68,889	70,266	71,674	73,105	74,569
Insurance	41,980	41,980	42,760	-	-	42,760	43,615	44,488	45,377	46,285
Contingency	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
<b>TOTAL OPERATING COSTS</b>	<b>6,024,822</b>	<b>6,024,822</b>	<b>6,638,744</b>	-	<b>51,000</b>	<b>6,689,744</b>	<b>7,151,953</b>	<b>7,300,688</b>	<b>7,452,520</b>	<b>7,607,578</b>
*Percentage increase over prior year			10.19%			11.04%	6.91%	2.1%	2.1%	2.1%
<b>CAPITAL / RESERVE</b>										
Transfer to Operating Reserve Fund	5,370	5,370	7,805	-	-	7,805	7,961	8,120	8,283	8,448
Transfer to Capital Reserve Fund	-	-	382,008	-	-	382,008	205,602	411,204	890,831	890,831
Transfer to Equipment Replacement Fund	396,000	396,000	215,170	-	-	215,170	396,000	396,000	396,000	396,000
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>401,370</b>	<b>401,370</b>	<b>604,983</b>	-	-	<b>604,983</b>	<b>609,563</b>	<b>815,324</b>	<b>1,295,114</b>	<b>1,295,279</b>
*Percentage increase over prior year			50.73%			50.73%	0.76%	33.76%	58.85%	0.01%
DEBT CHARGES	756,214	756,214	776,834	-	-	776,834	926,877	857,977	378,350	241,001
<b>TOTAL COSTS</b>	<b>7,182,406</b>	<b>7,182,406</b>	<b>8,020,561</b>	-	<b>51,000</b>	<b>8,071,561</b>	<b>8,688,393</b>	<b>8,973,989</b>	<b>9,125,983</b>	<b>9,143,858</b>
*Percentage increase over prior year		0.00%	11.67%			12.38%	7.64%	3.29%	1.69%	0.20%
Internal Recoveries										
Recoveries - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING LESS RECOVERIES</b>	<b>7,182,406</b>	<b>7,182,406</b>	<b>8,020,561</b>	-	<b>51,000</b>	<b>8,071,561</b>	<b>8,688,394</b>	<b>8,973,989</b>	<b>9,125,983</b>	<b>9,143,858</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Estimated balance C/F from current to Next year										
Balance C/F from Prior to Current year	-	-	(259,421)	-	-	(259,421)	(2,292,310)	(2,338,153)	(2,384,921)	(2,432,619)
Fee Income	(1,520,819)	(1,520,819)	(1,689,149)	-	-	(1,689,149)	(866,615)	(883,535)	(900,794)	(918,396)
Rental Income	(478,406)	(478,406)	(806,300)	-	-	(806,300)	(17,305)	(17,594)	(17,890)	(18,189)
Sponsorships	(12,459)	(12,459)	(12,610)	-	-	(12,610)	-	-	-	-
Transfer from Operating Reserve Fund	-	-	-	-	(51,000)	(51,000)	-	-	-	-
Payments - In Lieu of Taxes	(160,875)	(160,875)	(159,359)	-	-	(159,359)	(160,875)	(160,875)	(160,875)	(160,875)
Grants - Other	(16,000)	(16,000)	-	-	-	-	(7,500)	(7,650)	(7,803)	(7,959)
<b>TOTAL REVENUE</b>	<b>(2,188,559)</b>	<b>(2,188,559)</b>	<b>(2,926,839)</b>	-	<b>(51,000)</b>	<b>(2,977,839)</b>	<b>(3,344,605)</b>	<b>(3,407,806)</b>	<b>(3,472,282)</b>	<b>(3,538,038)</b>
*Percentage increase over prior year		0.00%	33.73%			36.06%	12.32%	1.89%	1.89%	1.89%
<b>REQUISITION</b>	<b>(4,993,847)</b>	<b>(4,993,847)</b>	<b>(5,093,722)</b>	-	-	<b>(5,093,722)</b>	<b>(5,343,789)</b>	<b>(5,566,183)</b>	<b>(5,653,701)</b>	<b>(5,605,820)</b>
*Percentage increase over prior year			2.00%			2.00%	4.91%	4.16%	1.57%	-0.85%
PARTICIPANTS: North Saanich, Sidney, Central Saanich										
AUTHORIZED POSITIONS:										
Salaried	34.85	34.85	34.85	0.00	0.00	34.85	34.85	34.85	34.85	34.85
Converted Auxillaries	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50

PANORAMA RECREATION			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS</b>										
Arena	1,503,721	1,503,721	1,635,584	-	-	1,635,584	1,735,734	1,772,474	1,809,996	1,860,999
Pool	1,747,616	1,747,616	1,899,673	-	-	1,899,673	2,141,122	2,186,032	2,231,888	2,291,393
Recreation - Community Recreation	2,643,897	2,643,896	3,032,884	-	-	3,032,884	3,204,096	3,270,760	3,338,800	3,420,965
Administration	84,958	84,959	28,408	-	51,000	79,408	28,963	29,542	30,119	(7,331)
Contingency	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
	<b>6,030,192</b>	<b>6,030,192</b>	<b>6,646,549</b>	-	<b>51,000</b>	<b>6,697,549</b>	<b>7,159,914</b>	<b>7,308,808</b>	<b>7,460,802</b>	<b>7,616,026</b>
*Percentage increase over prior year			10.22%			11.07%				
<b>CAPITAL / RESERVE</b>										
Arena	132,000	132,000	262,727	-	-	262,727	234,801	337,602	337,602	337,602
Pool	132,000	132,000	262,728	-	-	262,728	234,801	337,602	817,229	817,229
Community Recreation	132,000	132,000	71,723	-	-	71,723	132,000	132,000	132,000	132,000
	<b>396,000</b>	<b>396,000</b>	<b>597,178</b>	-	-	<b>597,178</b>	<b>601,602</b>	<b>807,204</b>	<b>1,286,831</b>	<b>1,286,831</b>
<b>DEBT CHARGES</b>										
Arena	73,188	73,188	90,958	-	-	90,958	241,001	241,001	241,001	241,001
Pool	683,026	683,026	685,876	-	-	685,876	685,876	616,976	137,349	-
	<b>756,214</b>	<b>756,214</b>	<b>776,834</b>	-	-	<b>776,834</b>	<b>926,877</b>	<b>857,977</b>	<b>378,350</b>	<b>241,001</b>
<b>TOTAL OPERATING, CAPITAL AND DEBT COSTS</b>	<b>7,182,406</b>	<b>7,182,406</b>	<b>8,020,561</b>	-	<b>51,000</b>	<b>8,071,561</b>	<b>8,688,393</b>	<b>8,973,989</b>	<b>9,125,983</b>	<b>9,143,858</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Arena	(438,233)	(438,236)	(611,608)	-	-	(611,608)	(741,710)	(756,541)	(771,675)	(787,107)
Pool	(305,897)	(305,897)	(333,882)	-	-	(333,882)	(737,188)	(751,875)	(766,856)	(782,135)
Community Recreation	(1,182,592)	(1,182,592)	(1,534,169)	-	-	(1,534,169)	(1,668,364)	(1,701,318)	(1,734,935)	(1,769,221)
Administration	(84,962)	(84,959)	(28,400)	-	(51,000)	(79,400)	(28,968)	(29,547)	(30,138)	(30,741)
<b>TOTAL REVENUE</b>	<b>(2,011,684)</b>	<b>(2,011,684)</b>	<b>(2,508,059)</b>	-	-	<b>(2,559,059)</b>	<b>(3,176,230)</b>	<b>(3,239,281)</b>	<b>(3,303,604)</b>	<b>(3,369,204)</b>
Estimated balance C/F current to Next year						-				
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(160,875)	(160,875)	(159,359)	-	-	(159,359)	(160,875)	(160,875)	(160,875)	(160,875)
Grants - Other	(16,000)	(16,000)	-	-	-	-	(7,500)	(7,650)	(7,803)	(7,959)
<b>REQUISITION</b>	<b>(4,993,847)</b>	<b>(4,993,847)</b>	<b>(5,353,143)</b>	-	<b>(51,000)</b>	<b>(5,353,143)</b>	<b>(5,343,788)</b>	<b>(5,566,183)</b>	<b>(5,653,701)</b>	<b>(5,605,820)</b>
*Percentage increase			7.19%			7.19%	-0.17%	4.16%	1.57%	-0.85%
AUTHORIZED POSITIONS: Salaried	34.85	34.85	34.85	0.00	0.00	34.85	34.85	34.85	34.85	34.85
Converted Auxillaries	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50
User Funding %	28.01%		31.27%			31.70%	36.56%	36.10%	36.20%	36.85%
User Funding excluding debt%	31.30%		34.62%			35.08%	40.92%	39.91%	37.77%	37.84%

## 1.44X Panorama

<b>2021</b>			
<u>Continuous Supplementary Items:</u>	\$0	<u>One-Time Single Supplementary Items:</u>	\$0
		Strategic Planning - contract for services	\$51,000
		Strategic Planning revenue from operating reserves	(\$51,000)
<b>SUPPLEMENTARY TOTAL</b>			
<b>2022</b>			
<u>Continuous Supplementary Items:</u>	\$0	<u>One-Time Single Supplementary Items:</u>	\$0
<b>SUPPLEMENTARY TOTAL</b>			
<b>2023</b>			
<u>Continuous Supplementary Items:</u>	\$0	<u>One-Time Single Supplementary Items:</u>	\$0
<b>SUPPLEMENTARY TOTAL</b>			
<b>2024</b>			
<u>Continuous Supplementary Items:</u>	\$0	<u>One-Time Single Supplementary Items:</u>	\$0
<b>SUPPLEMENTARY TOTAL</b>			
<b>2025</b>			
<u>Continuous Supplementary Items:</u>	\$0	<u>One-Time Single Supplementary Items:</u>	\$0
<b>SUPPLEMENTARY TOTAL</b>			

PANORAMA RECREATION - ADMINISTRATION			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>ADMINISTRATION COSTS</b>										
Salaries and Wages	353,252	353,252	404,457	-	-	404,457	405,381	414,119	423,045	432,162
Other Internal Allocations	425,190	425,190	502,394	-	-	502,394	548,605	559,577	570,768	582,184
Operating - Other	96,748	96,749	123,914	-	-	123,914	126,392	128,920	131,499	134,128
Telephone Rent & Installation	35,776	35,776	37,827	-	-	37,827	38,584	39,355	40,142	40,945
Operating - Supplies	21,428	21,428	21,557	-	-	21,557	21,988	22,428	22,876	23,334
Contract for Services & fees for service	66,055	66,055	98,462	-	51,000	149,462	100,431	102,440	104,489	106,579
Insurance	41,980	41,980	42,760	-	-	42,760	43,615	44,488	45,377	46,285
Allocation - System Services	11,397	11,397	11,028	-	-	11,028	11,249	11,474	11,703	11,937
Transfer to Operating Reserve Fund	5,370	5,370	7,805	-	-	7,805	7,961	8,120	8,283	8,448
<b>TOTAL ADMINISTRATION COSTS</b>	<b>1,057,196</b>	<b>1,057,197</b>	<b>1,250,204</b>	<b>-</b>	<b>51,000</b>	<b>1,301,204</b>	<b>1,304,206</b>	<b>1,330,921</b>	<b>1,358,183</b>	<b>1,386,002</b>
<b>MAINTENANCE COSTS</b>										
Salaries and Wages	1,479,759	1,479,759	1,564,050	-	-	1,564,050	1,598,154	1,631,990	1,666,541	1,701,821
Maintenance	71,283	71,283	105,904	-	-	105,904	108,022	110,182	112,386	114,634
Operating - Other	50,418	50,418	65,940	-	-	65,940	67,259	68,603	69,976	71,376
Utility	581,776	581,776	553,226	-	-	553,226	566,286	579,661	593,357	607,386
Operating - Supplies	85,471	85,471	87,412	-	-	87,412	89,161	90,944	92,762	94,617
Travel and Vehicles	21,796	21,796	22,276	-	-	22,276	22,722	23,176	23,639	24,112
<b>TOTAL MAINTENANCE COSTS</b>	<b>2,290,503</b>	<b>2,290,503</b>	<b>2,398,808</b>	<b>-</b>	<b>-</b>	<b>2,398,808</b>	<b>2,451,604</b>	<b>2,504,556</b>	<b>2,558,661</b>	<b>2,613,946</b>
<b>PROGRAM ADMINISTRATION COSTS</b>										
Salaries and Wages	548,632	548,632	542,543	-	-	542,543	553,623	565,524	577,680	590,099
Operating - Other	42,050	42,050	49,474	-	-	49,474	50,463	51,473	52,502	53,552
Operating - Supplies	9,825	9,825	5,499	-	-	5,499	5,609	5,721	5,836	5,952
Staff Training	1,000	1,000	2,400	-	-	2,400	2,448	2,497	2,547	2,598
<b>TOTAL PROGRAM COSTS</b>	<b>601,507</b>	<b>601,507</b>	<b>599,916</b>	<b>-</b>	<b>-</b>	<b>599,916</b>	<b>612,143</b>	<b>625,215</b>	<b>638,565</b>	<b>652,201</b>
<b>TOTAL COSTS</b>	<b>3,949,206</b>	<b>3,949,207</b>	<b>4,248,928</b>	<b>-</b>	<b>51,000</b>	<b>4,299,928</b>	<b>4,367,953</b>	<b>4,460,692</b>	<b>4,555,409</b>	<b>4,652,149</b>
Transfers to Capital						-				
<b>TOTAL COSTS</b>	<b>3,949,206</b>	<b>3,949,207</b>	<b>4,248,928</b>	<b>-</b>	<b>51,000</b>	<b>4,299,928</b>	<b>4,367,953</b>	<b>4,460,692</b>	<b>4,555,409</b>	<b>4,652,149</b>
<b>RECOVERED FROM ARENA, POOL, PARKS, RECREATION AND MULTI-PURPOSE ROOM</b>										
Internal Recovery - Administration	(972,238)	(972,238)	(1,221,810)	-	-	(1,221,810)	(1,275,240)	(1,301,370)	(1,328,040)	(1,355,250)
Internal Recovery - Maintenance	(2,290,503)	(2,290,503)	(2,398,800)	-	-	(2,398,800)	(2,451,600)	(2,504,550)	(2,558,670)	(2,613,960)
Internal Recovery - Programs Administration	(601,507)	(601,507)	(599,910)	-	-	(599,910)	(612,150)	(625,230)	(638,580)	(690,270)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>84,958</b>	<b>84,959</b>	<b>28,408</b>	<b>-</b>	<b>51,000</b>	<b>79,408</b>	<b>28,963</b>	<b>29,542</b>	<b>30,119</b>	<b>(7,331)</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Other Income	(84,962)	(84,959)	(28,400)	-	(51,000)	(79,400)	(28,968)	(29,547)	(30,138)	(30,741)
<b>TOTAL REVENUE</b>	<b>(84,962)</b>	<b>(84,959)</b>	<b>(28,400)</b>	<b>-</b>	<b>(51,000)</b>	<b>(79,400)</b>	<b>(28,968)</b>	<b>(29,547)</b>	<b>(30,138)</b>	<b>(30,741)</b>
<b>REQUISITION</b>	<b>4</b>	<b>-</b>	<b>(8)</b>	<b>-</b>	<b>-</b>	<b>(8)</b>	<b>5</b>	<b>5</b>	<b>20</b>	<b>38,072</b>
*Percentage Increase										
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	24.85	24.85	24.85	0.00	0.00	24.85	24.85	24.85	24.85	24.85
Converted	0.50	0.50	0.50	0.00	0.00	0.50	0.50	0.50	0.50	0.50

PANORAMA RECREATION - ICE ARENA			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS</b>										
Salaries and Wages	136,594	136,594	115,741	-	-	115,741	171,141	174,795	178,526	182,336
Internal Allocations - Administration	324,078	324,078	407,270	-	-	407,270	425,080	433,790	442,680	451,750
Internal Allocations - Maintenance	763,500	763,500	799,600	-	-	799,600	817,200	834,850	852,890	871,320
Internal Allocations - Program Administration	200,500	200,500	199,970	-	-	199,970	204,050	208,410	212,860	230,090
Operating - Supplies	14,500	14,500	36,078	-	-	36,078	36,800	37,535	38,286	39,052
Maintenance	36,593	36,593	46,156	-	-	46,156	47,079	48,021	48,981	49,961
Instructional Services and Travel	27,956	27,956	30,769	-	-	30,769	34,384	35,073	35,773	36,490
Contingency						-				
<b>TOTAL OPERATING COSTS</b>	<b>1,503,721</b>	<b>1,503,721</b>	<b>1,635,584</b>	<b>-</b>	<b>-</b>	<b>1,635,584</b>	<b>1,735,734</b>	<b>1,772,474</b>	<b>1,809,996</b>	<b>1,860,999</b>
*Percentage Increase		0.0%	8.77%			8.77%	6.1%	2.1%	2.1%	2.8%
<b>CAPITAL / RESERVE</b>										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	71,723	-	-	71,723	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	-	-	191,004	-	-	191,004	102,801	205,602	205,602	205,602
<b>TOTAL CAPITAL / RESERVES</b>	<b>132,000</b>	<b>132,000</b>	<b>262,727</b>	<b>-</b>	<b>-</b>	<b>262,727</b>	<b>234,801</b>	<b>337,602</b>	<b>337,602</b>	<b>337,602</b>
DEBT CHARGES	73,188	73,188	90,958	-	-	90,958	241,001	241,001	241,001	241,001
<b>TOTAL COSTS</b>	<b>1,708,909</b>	<b>1,708,909</b>	<b>1,989,269</b>	<b>-</b>	<b>-</b>	<b>1,989,269</b>	<b>2,211,536</b>	<b>2,351,077</b>	<b>2,388,599</b>	<b>2,439,602</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Revenue - Fees	(438,233)	(438,236)	(611,608)	-	-	(611,608)	(741,710)	(756,541)	(771,675)	(787,107)
<b>TOTAL REVENUE</b>	<b>(438,233)</b>	<b>(438,236)</b>	<b>(611,608)</b>	<b>-</b>	<b>-</b>	<b>(611,608)</b>	<b>(741,710)</b>	<b>(756,541)</b>	<b>(771,675)</b>	<b>(787,107)</b>
<b>REQUISITION</b>	<b>(1,270,676)</b>	<b>(1,270,673)</b>	<b>(1,377,661)</b>	<b>-</b>	<b>-</b>	<b>(1,377,661)</b>	<b>(1,469,826)</b>	<b>(1,594,536)</b>	<b>(1,616,924)</b>	<b>(1,652,495)</b>
*Percentage Increase		0.0%	8.42%			8.42%	6.7%	8.5%	1.4%	2.2%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	1.00	1.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
User Funding %	25.64%		30.75%			30.75%	33.54%	32.18%	32.31%	32.26%
User Funding excluding debt%	26.79%		32.22%			32.22%	37.64%	35.85%	35.93%	35.80%



PANORAMA RECREATION - SWIMMING POOL			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS</b>										
Salaries and Wages	361,441	361,441	354,742	-	-	354,742	553,939	565,311	576,915	588,758
Internal Allocations - Administration	324,080	324,080	407,270	-	-	407,270	425,080	433,790	442,680	451,750
Internal Allocations - Maintenance	763,503	763,503	799,600	-	-	799,600	817,200	834,850	852,890	871,320
Internal Allocations - Program Administration	200,500	200,500	199,970	-	-	199,970	204,050	208,410	212,860	230,090
Maintenance	45,800	45,800	65,990	-	-	65,990	67,310	68,656	70,029	71,430
Operating - Supplies	46,393	46,393	62,700	-	-	62,700	63,954	65,233	66,537	67,869
Instructional Services	5,899	5,899	9,401	-	-	9,401	9,589	9,782	9,977	10,176
Contingency						-				
<b>TOTAL OPERATING COSTS</b>	<b>1,747,616</b>	<b>1,747,616</b>	<b>1,899,673</b>	-	-	<b>1,899,673</b>	<b>2,141,122</b>	<b>2,186,032</b>	<b>2,231,888</b>	<b>2,291,393</b>
*Percentage Increase		0.0%	8.70%			8.70%	12.7%	2.1%	2.1%	2.7%
<b>CAPITAL / RESERVE</b>										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	71,724	-	-	71,724	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	-	-	191,004	-	-	191,004	102,801	205,602	685,229	685,229
<b>TOTAL CAPITAL / RESERVES</b>	<b>132,000</b>	<b>132,000</b>	<b>262,728</b>	-	-	<b>262,728</b>	<b>234,801</b>	<b>337,602</b>	<b>817,229</b>	<b>817,229</b>
DEBT CHARGES	683,026	683,026	685,876	-	-	685,876	685,876	616,976	137,349	-
<b>TOTAL COSTS</b>	<b>2,562,642</b>	<b>2,562,642</b>	<b>2,848,277</b>	-	-	<b>2,848,277</b>	<b>3,061,799</b>	<b>3,140,610</b>	<b>3,186,466</b>	<b>3,108,622</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Revenue - Fees	(305,897)	(305,897)	(333,882)	-	-	(333,882)	(737,188)	(751,875)	(766,856)	(782,135)
<b>TOTAL REVENUE</b>	<b>(305,897)</b>	<b>(305,897)</b>	<b>(333,882)</b>	-	-	<b>(333,882)</b>	<b>(737,188)</b>	<b>(751,875)</b>	<b>(766,856)</b>	<b>(782,135)</b>
<b>REQUISITION</b>	<b>(2,256,745)</b>	<b>(2,256,745)</b>	<b>(2,514,395)</b>	-	-	<b>(2,514,395)</b>	<b>(2,324,611)</b>	<b>(2,388,735)</b>	<b>(2,419,610)</b>	<b>(2,326,487)</b>
*Percentage Increase		0.0%	11.42%			11.42%	-7.5%	2.8%	1.3%	-3.8%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	2.00	2.00	2.00	0.00	0.00	2.00	2.00	2.00	2.00	2.00
User Funding %	11.94%		11.72%			11.72%	24.08%	23.94%	24.07%	25.16%
User Funding excluding debt%	16.27%		15.44%			15.44%	31.03%	29.79%	25.15%	25.16%

PANORAMA RECREATION - COMMUNITY COMMUNITY RECREATION	BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>COMMUNITY RECREATION COSTS</b>										
Salaries and Wages	947,906	947,906	1,093,612	-	-	1,093,612	1,213,456	1,238,767	1,264,603	1,290,976
Internal Allocations - Administration	324,080	324,080	407,270	-	-	407,270	425,080	433,790	442,680	451,750
Internal Allocations - Maintenance	763,500	763,500	799,600	-	-	799,600	817,200	834,850	852,890	871,320
Internal Allocations - Program Administration	200,507	200,507	199,970	-	-	199,970	204,050	208,410	212,860	230,090
Instructional Service	185,463	185,462	325,953	-	-	325,953	333,972	340,652	347,433	354,354
Operating - Supplies	125,441	125,441	121,183	-	-	121,183	124,136	127,165	130,266	133,446
Leasehold Improvements	97,000	97,000	85,296	-	-	85,296	86,202	87,126	88,068	89,029
<b>TOTAL COMMUNITY RECREATION COSTS</b>	<b>2,643,897</b>	<b>2,643,896</b>	<b>3,032,884</b>	<b>-</b>	<b>-</b>	<b>3,032,884</b>	<b>3,204,096</b>	<b>3,270,760</b>	<b>3,338,800</b>	<b>3,420,965</b>
*Percentage Increase		0.0%	14.71%			14.71%	5.6%	2.1%	2.1%	2.5%
<b>CAPITAL / RESERVE</b>										
Capital & Equipment Purchases	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	132,000	132,000	71,723	-	-	71,723	132,000	132,000	132,000	132,000
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>132,000</b>	<b>132,000</b>	<b>71,723</b>	<b>-</b>	<b>-</b>	<b>71,723</b>	<b>132,000</b>	<b>132,000</b>	<b>132,000</b>	<b>132,000</b>
<b>TOTAL COSTS</b>	<b>2,775,897</b>	<b>2,775,896</b>	<b>3,104,607</b>	<b>-</b>	<b>-</b>	<b>3,104,607</b>	<b>3,336,096</b>	<b>3,402,760</b>	<b>3,470,800</b>	<b>3,552,965</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Revenue - Community Recreation	(1,182,592)	(1,182,592)	(1,534,169)	-	-	(1,534,169)	(1,668,364)	(1,701,318)	(1,734,935)	(1,769,221)
Grants - Other	(16,000)	(16,000)	-	-	-	-	(7,500)	(7,650)	(7,803)	(7,959)
<b>TOTAL REVENUE</b>	<b>(1,198,592)</b>	<b>(1,198,592)</b>	<b>(1,534,169)</b>	<b>-</b>	<b>-</b>	<b>(1,534,169)</b>	<b>(1,675,864)</b>	<b>(1,708,968)</b>	<b>(1,742,738)</b>	<b>(1,777,180)</b>
<b>REQUISITION</b>	<b>(1,577,305)</b>	<b>(1,577,304)</b>	<b>(1,570,438)</b>	<b>-</b>	<b>-</b>	<b>(1,570,438)</b>	<b>(1,660,232)</b>	<b>(1,693,792)</b>	<b>(1,728,062)</b>	<b>(1,775,785)</b>
*Percentage Increase		0.0%	-0.44%			-0.44%	5.7%	2.0%	2.0%	2.8%
PARTICIPANTS: Municipalities of North Saanich, Central Saanich and Sidney										
AUTHORIZED POSITIONS: Salaried	7.00	7.00	7.00	0.00	0.00	7.00	7.00	7.00	7.00	7.00
User Funding %	42.60%		49.42%			49.42%	50.01%	50.00%	49.99%	49.80%

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

<b>Service No.</b>	<b>1.44x Panorama Recreation</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$567,179	\$3,669,179	\$190,000	\$70,000	\$136,000	\$250,000	\$4,315,179
Equipment	E	\$0	\$499,600	\$286,150	\$180,500	\$524,525	\$613,069	\$2,103,844
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$80,000	\$103,600	\$0	\$0	\$0	\$183,600
Vehicles	V	\$0	\$468,000	\$0	\$26,000	\$0	\$0	\$494,000
		<b>\$567,179</b>	<b>\$4,716,779</b>	<b>\$579,750</b>	<b>\$276,500</b>	<b>\$660,525</b>	<b>\$863,069</b>	<b>\$7,096,623</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$567,179	\$487,179	\$80,000	\$0	\$0	\$0	\$567,179
Debenture Debt (New Debt Only)	Debt	\$0	\$1,753,000	\$0	\$0	\$0	\$0	\$1,753,000
Equipment Replacement Fund	ERF	\$0	\$817,600	\$286,150	\$206,500	\$374,525	\$478,069	\$2,162,844
Grants (Federal, Provincial)	Grant	\$0	\$750,000	\$55,000	\$0	\$0	\$0	\$805,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$909,000	\$158,600	\$70,000	\$286,000	\$385,000	\$1,808,600
		<b>\$567,179</b>	<b>\$4,716,779</b>	<b>\$579,750</b>	<b>\$276,500</b>	<b>\$660,525</b>	<b>\$863,069</b>	<b>\$7,096,623</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**Service #:** 1.44x  
**Service Name:** Panorama Recreation

**CAPITAL BUDGET FORM**  
 2021 & Forecast 2022 to 2025

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

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

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

**Funding Source Codes (cont)**  
 Res = Reserve Fund  
 \$Loan = Short Term Loans  
 WU = Water Utility

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
15-01	Study	Inspection - asbestos inventory	Inspection - asbestos inventory	\$20,925	B	Cap	\$20,925	\$20,925	\$0	\$0	\$0	\$0	\$20,925
17-04	Renewal	Dessicant dehumidifier for Ice Plant	Replace Dessicant dehumidifier/socks for Ice Plant due to aging	\$350,000	B	Cap	\$314,357	\$314,357	\$0	\$0	\$0	\$0	\$314,357
17-08	Renewal	Arena concourse (lobby) roof	renew arena concourse (lobby) roof due to leakage	\$85,000	B	Cap	\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$80,000
18-02	New	Install Plant Maintenance SAP Program	Plant Maintenance SAP Program for PRC maintenance projects	\$150,000	E	Res	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
18-03	Replacement	DDC Replacement (direct digital controls)	Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.	\$112,000	B	Res	\$0	\$112,000	\$0	\$0	\$0	\$0	\$112,000
18-08	New	Install Welcome Figure (Aboriginal Art) (grant)	Installation Welcome Figure at Panorama site	\$15,000	S	Grant	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
18-09	Replacement	Replace Weight room HVAC Air handling Unit	Replace Weight room HVAC Air handling Unit due to end of life	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
18-14	New	Install roof safety guide wires - arenas, tennis buildings	Install roof safety guide wires, arenas, tennis buildings for safety of workers	\$168,000	B	Cap	\$151,897	\$151,897	\$0	\$0	\$0	\$0	\$151,897
19-08	Replacement	Replace weight room (stretching area) HVAC	Replace weight room (stretching area) HVAC due to end of life	\$9,000	B	Res	\$0	\$9,000	\$0	\$0	\$0	\$0	\$9,000
19-09	Replacement	Replace Ice Resurfacers	Replace Ice Resurfacers on 5 year cycle	\$209,000	V	ERF	\$0	\$209,000	\$0	\$0	\$0	\$0	\$209,000
19-13	Renewal	Accessibility Upgrades	Upgrades throughout facility for increased accessibility	\$20,000	B	Grant	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
19-15	New	Heat Recovery Plant	Construct heat recovery plant	\$2,453,000	B	Debt	\$0	\$1,753,000	\$0	\$0	\$0	\$0	\$1,753,000
19-15	New	Heat Recovery Plant	Construct heat recovery plant	\$700,000	B	Grant	\$0	\$700,000	\$0	\$0	\$0	\$0	\$700,000
20-06	Replacement	Replace Ice Resurfacers	Replace Ice Resurfacers on 5 year cycle	\$209,000	V	ERF	\$0	\$209,000	\$0	\$0	\$0	\$0	\$209,000
20-08	Renewal	Resurface/line painting (outdoor) Tennis courts	Resurface/line painting (outdoor) Tennis courts due to end of life	\$33,600	S	Res	\$0	\$0	\$33,600	\$0	\$0	\$0	\$33,600
20-10	New	Level 3 Electric Vehicle charging station	Level 3 Electric car charging station in parking area	\$65,000	S	Res	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000
20-10	New	Level 3 Electric Vehicle charging station	Level 3 Electric car charging station in parking area	\$0	S	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21-01	Renewal	Roof - Arena A, B & Tennis	Renewal Roof on both arenas and tennis building	\$120,000	B	Res	\$0	\$120,000	\$0	\$0	\$0	\$0	\$120,000
21-05	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$349,600	E	ERF	\$0	\$349,600	\$0	\$0	\$0	\$0	\$349,600
21-06	Replacement	Vehicle Replacement (Club car)	Replace Club Car due to end of life	\$12,000	V	ERF	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
22-01	Replacement	Replace Arena B rubber flooring	Replace Arena B rubber flooring due to end of life	\$110,000	B	Res	\$0	\$0	\$55,000	\$0	\$0	\$0	\$55,000
22-01	Replacement	Replace Arena B rubber flooring	Replace Arena B rubber flooring due to end of life	\$0	B	Grant	\$0	\$0	\$55,000	\$0	\$0	\$0	\$55,000
22-02	Replacement	Replace Daktronic/Electronic Road Sign	Replace Daktronic/Electronic Road Sign due to end of life	\$70,000	S	Res	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
22-05	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$286,150	E	ERF	\$0	\$0	\$286,150	\$0	\$0	\$0	\$286,150
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)	\$325,000	B	Res	\$0	\$310,000	\$0	\$0	\$0	\$0	\$310,000
23-01	Renewal	LED Lighting - Arenas, Pool, GG, Parking lot & general facility	Change lighting in all areas to LED (other than Tennis bldg)	\$0	B	Grant	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
23-04	Replacement	Replace Fitness Studio HVAC	Replace Fitness Studio HVAC due to end of life	\$50,000	B	Res	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
23-05	Replacement	Swirl pool boiler	Replace Swirl Pool boiler due to end of life	\$30,000	E	ERF	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000
23-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$150,500	E	ERF	\$0	\$0	\$0	\$150,500	\$0	\$0	\$150,500
23-07	Replacement	Replace Chevrolet Passenger car	Replace Chevrolet Passenger car due to end of life	\$38,000	V	ERF	\$0	\$38,000	\$0	\$0	\$0	\$0	\$38,000
23-08	Replacement	Replace Utility trailer	Replace Utility trailer due to end of life	\$15,000	V	ERF	\$0	\$0	\$0	\$15,000	\$0	\$0	\$15,000
23-09	Replacement	Replace Play in the Park Trailer	Replace Play in the Park Trailer due to end of life	\$11,000	V	ERF	\$0	\$0	\$0	\$11,000	\$0	\$0	\$11,000
23-13	Replacement	Overhead Doors Olympia bay - auto	replacement of automatic overhead doors to ice resurfacers bay #2	\$20,000	B	Res	\$0	\$0	\$0	\$20,000	\$0	\$0	\$20,000
24-01	Replacement	Arena A&B insulation	Replace and install insulation Arena A&B ceiling and walls due to end of life	\$110,000	B	Res	\$0	\$0	\$0	\$0	\$110,000	\$0	\$110,000
24-02	Replacement	Arena Lobby HVAC	Replace Arena Lobby HVAC due to end of life	\$30,000	E	ERF	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000
24-03	Replacement	Tennis Ceiling/Wall insulation	Replace Tennis insulation due to end of life	\$93,000	B	Res	\$0	\$93,000	\$0	\$0	\$0	\$0	\$93,000
24-04	Replacement	Refinish indoor tennis surface	Refinish indoor tennis surface due to end of life	\$26,000	B	Res	\$0	\$0	\$0	\$0	\$26,000	\$0	\$26,000
24-05	Replacement	Greenglade Playground	Replace Greenglade playground due to end of life	\$150,000	E	Res	\$0	\$0	\$0	\$0	\$150,000	\$0	\$150,000
24-06	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$324,525	E	ERF	\$0	\$0	\$0	\$0	\$324,525	\$0	\$324,525
24-07	Replacement	Overhead Doors Olympia bay - auto	replacement of automatic overhead doors to ice resurfacers bay #1	\$20,000	E	ERF	\$0	\$0	\$0	\$0	\$20,000	\$0	\$20,000
25-01	Replacement	Equipment Replacement (pooled)	Annual replacement of equipment in pooled account	\$418,069	E	ERF	\$0	\$0	\$0	\$0	\$0	\$418,069	\$418,069

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**Service #:** 1.44x

**Service Name:** Panorama Recreation

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp. Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total	
25-03	Renewal	Rebuild ice plant compressor	rebuild ice plant compressors #1 & #2	\$25,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000	
25-04	Replacement	Replace lap pool heater	replacement of lap pool heater	\$50,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	
25-05	Replacement	Replacement of underwater lighting	Replacement of underwater lighting in pool	\$50,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	
25-06	Renewal	Re-tile pool	Re-tile pool	\$200,000	B	Res	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000	
25-07	Replacement	Replace heating system in tennis courts	Replace heating system in tennis courts	\$60,000	E	Res	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000	
25-09	Replacement	Phone system	upgrade main phone system	\$60,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000	
<b>GRAND TOTAL</b>				<b>\$7,132,444</b>				<b>\$567,179</b>	<b>\$4,716,779</b>	<b>\$579,750</b>	<b>\$276,500</b>	<b>\$660,525</b>	<b>\$863,069</b>	<b>\$7,096,623</b>

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

<b>Proj. No.</b> 15-01	<b>Capital Project Title</b> Inspection - asbestos inventory	<b>Capital Project Description</b> Inspection - asbestos inventory
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> <i>Asbestos Inventory has not been completed for Panorama Recreation and Greenglade Community Centre. Inventory inspection will limit the possibility associated with potential exposure risks</i>		

<b>Proj. No.</b> 17-04	<b>Capital Project Title</b> Dessicant dehumidifier for Ice Plant	<b>Capital Project Description</b> Replace Dessicant dehumidifier/socks for Ice Plant due to aging
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> <i>Unit presently serves two arenas for dehumidification. New system to be designed for independent operations and control, allowing for adjustment of each arena. JS Refrigeration has submitted their report and estimated costs with the recommendation that we proceed with the purchase of two A20 Munters unit. Units comes from the US, so currency exchange has been considered in the budget. Budget includes contingency, hazmat, placement of units at ground level and engineering support. ***2018 Update*** Project to be tied to energy recovery project to utilize rejected heat from refrigeration plant instead of Natural Gas ***2019 Update*** awaiting energy recovery project approval. Current unit condition does not pose a high potential of failure in the 2019-2020 ice season ***2020 Update*** heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding</i>		

<b>Proj. No.</b> 17-08	<b>Capital Project Title</b> Arena concourse (lobby) roof	<b>Capital Project Description</b> renew arena concourse (lobby) roof due to leakage
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> <i>***2020 Update*** Roof is at end of life. Project on hold due until energy recovery project is complete as dehumidification equipment will be relocated from this roof.</i>		

<b>Proj. No.</b> 18-02	<b>Capital Project Title</b> Install Plant Maintenance SAP Program	<b>Capital Project Description</b> Plant Maintenance SAP Program for PRC maintenance projects
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> <i>SAP Plant Maintenance (PM) project focused on maintaining the already purchased, built and/or installed assets. Support departments' enhanced asset management activities to manage lifecycles and to plan and schedule maintenance activities as well as monitor job costs.***2018 Update*** update through David Hennigan. I.T. does not have the resources to initiate this project at this time. Will readdress as staffing availability and I.T. priorities change *** 2019 Update*** No change ***2020 Update*** No change</i>		

Service: 1.44x

Panorama Recreation

<b>Proj. No.</b> 18-03	<b>Capital Project Title</b> DDC Replacement (direct digital controls)	<b>Capital Project Description</b> Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware.
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. The present DDC system were installed in 1977. The software and hardware is nearing the end of its life cycle and requires upgrades to the software and controllers in order to fully automate the facilities. Integration will tie into the new Perfect Mind software which will ensure the two systems communicate, offering seamless bookings, control the HVAC, lighting and automated building controls. Houle Electric has provided a quote for this work. This will extend the automation controls for an additional 15 years. Budget includes contingency, hazmat, other unknown costs. ***2018 update*** project to initiate after energy recovery study and/or project construction. There are likely recommendations from the study to help guide the needs of the DDC system upgrade ***2019 Update*** waiting energy recover project approval. This project should directly follow energy recovery in 2021. If energy recovery project does not move forward project should happen in 2020 ***2020 Update*** heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding		

<b>Proj. No.</b> 18-08	<b>Capital Project Title</b> Install Welcome Figure (Aboriginal Art) (grant)	<b>Capital Project Description</b> Installation Welcome Figure at Panorama site
<b>Asset Class</b> S	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> The welcome figure is a proposed community project in partnership with two local aboriginal artists. The welcome figure would serve to welcome all of our community members into our facility. The project would include: purchase of supplies, two aboriginal artists providing carving and education sessions, community carving events, and unveiling event when project is complete. The budget was determined by working with the two aboriginal artists who have completed similar projects on the Peninsula. Total project cost estimated at \$15,000. ***2020 Update*** No Update		

<b>Proj. No.</b> 18-09	<b>Capital Project Title</b> Replace Weight room HVAC Air handling Unit	<b>Capital Project Description</b> Replace Weight room HVAC Air handling Unit due to end of life
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Installation of new software controls, additional wiring and upgrading of present DDC controllers and hardware. The present DDC system were installed in 1977. The software and hardware is nearing the end of its life cycle and requires upgrades to the software and controllers in order to fully automate the facilities. Integration will tie into the new Perfect Mind software which will ensure the two systems communicate, offering seamless bookings, control the HVAC, lighting and automated building controls. Houle Electric has provided a quote for this work. This will extend the automation controls for an additional 15 years. Budget includes contingency, hazmat, other unknown costs. ***2018 update*** project to initiate after energy recovery study and/or project construction. There are likely recommendations from the study to help guide the needs of the DDC system upgrade ***2019 Update*** waiting energy recover project approval. This project should directly follow energy recovery in 2021. If energy recovery project does not move forward project should happen in 2020 ***2020 Update*** heat recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding		

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

<b>Proj. No.</b> 18-14	<b>Capital Project Title</b> Install roof safety guide wires - arenas, tennis buildings	<b>Capital Project Description</b> Install roof safety guide wires, arenas, tennis buildings for safety of workers
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Install roof safety guide wires, arenas, tennis buildings for safety of workers		

<b>Proj. No.</b> 19-08	<b>Capital Project Title</b> Replace weight room (stretching area) HVAC	<b>Capital Project Description</b> Replace weight room (stretching area) HVAC due to end of life
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> This project should directly follow energy recovery project approved combining funding for this project. Approval contingent on securing a minimum of \$700k in grant funding		

<b>Proj. No.</b> 19-09	<b>Capital Project Title</b> Replace Ice Resurfacers	<b>Capital Project Description</b> Replace Ice Resurfacers on 5 year cycle
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> 2014 Olympia ice resurfacers (A) replaced with electric model \$209,000 (trade-in est. \$30,000) *** 2020 Update*** both ice resurfacers will be put out for bid together ***2020 Update*** RFP for 2 machines (2019 funded and 2020 funded) Order placed for units \$162,106.00 plus levies, fees and taxes per unit in addition to 32k and 30k trade ins. expected delivery of equipment Q3 2021		

<b>Proj. No.</b> 19-13	<b>Capital Project Title</b> Accessibility Upgrades	<b>Capital Project Description</b> Upgrades throughout facility for increased accessibility
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Grant funded upgrades for accessiblites		

<b>Proj. No.</b> 19-15	<b>Capital Project Title</b> Heat Recovery Plant	<b>Capital Project Description</b> Construct heat recovery plant
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Total Project Budget 2.8M. assumed 700k grant funded, dehumidifier replacement project (320k) and weight room HVAC (50k) all part of 2.453M. ***2020 Update*** project approved for \$2.4M contingent on \$700k grant funding. Also to utilize remaining funding from projects 17-04 and 18-09		



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

**Proj. No.** 20-06 **Capital Project Title** Replace Ice Resurfacer **Capital Project Description** Replace Ice Resurfacer on 5 year cycle

**Asset Class** V **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

**Project Rationale** 2015 Olympia ice resurfacer (A) replaced with electric model \$209,000 (trade-in est. \$30,000) \*\*\* 2020 Update\*\*\* unit going for bid at same time as 2019 unit \*\*\* 2020 Update\*\*\* both ice resurfacers will be put out for bid together \*\*\*2020 Update\*\*\* RFP for 2 machines (2019 funded and 2020 funded) Order placed for units \$162,106.00 plus levies, fees and taxes per unit in addition to 32k and 30k trade ins. expected delivery of equipment Q3 2021

**Proj. No.** 20-08 **Capital Project Title** Resurface/line painting (outdoor) Tennis courts **Capital Project Description** Resurface/line painting (outdoor) Tennis courts due to end of life

**Asset Class** S **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

**Project Rationale** The indoor/outdoor tennis courts are repaired and repainted every 5 years. A quote has been obtained from Tomko Sports. Budget includes contingency, hazmat inspection and support. \*\*\*2019 Update\*\*\* awaiting Geotech assemsnet of the stability of the bank. resurfacing to take place after bank has been determined stable \*\*\*2020 Update\*\*\* bank assment showed movement of ground with no certain cause without investagative excavation and disruption to playing surface. Funding moved to 2022 while we investigate options for surface stalalization prior to resurfacing.

**Proj. No.** 20-10 **Capital Project Title** Level 3 Electric Vehicle charging station **Capital Project Description** Level 3 Electric car charging station in parking area

**Asset Class** S **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

**Project Rationale** level 3 charging stations. \*\*\*2020 Update\*\*\* Project ready to move when we find an appropriate grant

**Proj. No.** 21-01 **Capital Project Title** Roof - Arena A, B & Tennis **Capital Project Description** Renewal Roof on both arenas and tennis building

**Asset Class** B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation

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

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

<b>Proj. No.</b> 21-05	<b>Capital Project Title</b> Equipment Replacement (pooled)	<b>Capital Project Description</b> Annual replacement of equipment in pooled account
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Annual replacement of equipment in pooled account due to end of life cycle		

<b>Proj. No.</b> 21-06	<b>Capital Project Title</b> Vehicle Replacement (Club car)	<b>Capital Project Description</b> Replace Club Car due to end of life
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Replacement of existing 2015 vehicle. Used on site, and is battery operated		

<b>Proj. No.</b> 22-01	<b>Capital Project Title</b> Replace Arena B rubber flooring	<b>Capital Project Description</b> Replace Arena B rubber flooring due to end of life
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Replacement of Arena B corridors and dressing room floors. Flooring is in need of replacement due to old age and continued patching of the high traffic areas. ***2019 Update*** Flooring in fair condition. Patching from Operation budget and move replacement to 2024 ***2020 Update*** Moved project into 2022 and added 50% grant funding requirement		

<b>Proj. No.</b> 22-02	<b>Capital Project Title</b> Replace Daktronic/Electronic Road Sign	<b>Capital Project Description</b> Replace Daktronic/Electronic Road Sign due to end of life
<b>Asset Class</b> S	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Replacement of existing Electric Road Signage due to end of life		

<b>Proj. No.</b> 22-05	<b>Capital Project Title</b> Equipment Replacement (pooled)	<b>Capital Project Description</b> Annual replacement of equipment in pooled account
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Annual replacement of equipment in pooled account due to end of life cycle		

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

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> LED Lighting - Arenas, Pool, GG, Parking lot & general facility	<b>Capital Project Description</b> Change lighting in all areas to LED (other than Tennis bldg)
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> ***2020 Update*** Pooled LED conversion projects from multiple years		

<b>Proj. No.</b> 23-04	<b>Capital Project Title</b> Replace Fitness Studio HVAC	<b>Capital Project Description</b> Replace Fitness Studio HVAC due to end of life
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> End of Life		

<b>Proj. No.</b> 23-05	<b>Capital Project Title</b> Swirl pool boiler	<b>Capital Project Description</b> Replace Swirl Pool boiler due to end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> ***2020 Update*** boiler nearing end of life		

<b>Proj. No.</b> 23-06	<b>Capital Project Title</b> Equipment Replacement (pooled)	<b>Capital Project Description</b> Annual replacement of equipment in pooled account
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Annual replacement of equipment in pooled account due to end of life cycle		

<b>Proj. No.</b> 23-07	<b>Capital Project Title</b> Replace Chevrolet Passenger car	<b>Capital Project Description</b> Replace Chevrolet Passenger car due to end of life
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> end of lifecycle ***2019 update*** project moved to 2021, for electification		

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

<b>Proj. No.</b> 23-08	<b>Capital Project Title</b> Replace Utility trailer	<b>Capital Project Description</b> Replace Utility trailer due to end of life
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> end of lifecycle, lowered ramp access trailer required		

<b>Proj. No.</b> 23-09	<b>Capital Project Title</b> Replace Play in the Park Trailer	<b>Capital Project Description</b> Replace Play in the Park Trailer due to end of life
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> end of lifecycle replacement. Consider larger trailer for equipment used ***2020 Update*** condition assesment shows life still remains. Usage has reduced due to COVID19		

<b>Proj. No.</b> 23-13	<b>Capital Project Title</b> Overhead Doors Olympia bay - auto	<b>Capital Project Description</b> replacement of automatic overhead doors to ice resurfacer bay #2
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Replace due to end of life cycle		

<b>Proj. No.</b> 24-01	<b>Capital Project Title</b> Arena A&B insulation	<b>Capital Project Description</b> Replace and install insulation Arena A&B ceiling and walls due to end of life
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> end of lifecycle and Increase building efficiency		

<b>Proj. No.</b> 24-02	<b>Capital Project Title</b> Arena Lobby HVAC	<b>Capital Project Description</b> Replace Arena Lobby HVAC due to end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> replace arena lobby HVAC replacement due to end of life		

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

<b>Proj. No.</b> 24-03	<b>Capital Project Title</b> Tennis Ceiling/Wall insulation	<b>Capital Project Description</b> Replace Tennis insulation due to end of life
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> End of lifecycle and improve building efficiency ***2020 Update*** moved to 2021		

<b>Proj. No.</b> 24-04	<b>Capital Project Title</b> Refinish indoor tennis surface	<b>Capital Project Description</b> Refinish indoor tennis surface due to end of life
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Refinish indoor tennis surface due to end of life		

<b>Proj. No.</b> 24-05	<b>Capital Project Title</b> Greenglade Playground	<b>Capital Project Description</b> Replace Greenglade playground due to end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> replace Greenglade Playground due to end of life. Project should be candidate for substantial grant funding		

<b>Proj. No.</b> 24-06	<b>Capital Project Title</b> Equipment Replacement (pooled)	<b>Capital Project Description</b> Annual replacement of equipment in pooled account
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Annual replacement of equipment in pooled account due to end of life cycle		

<b>Proj. No.</b> 24-07	<b>Capital Project Title</b> Overhead Doors Olympia bay - auto	<b>Capital Project Description</b> replacement of automatic overhead doors to ice resurfacer bay #1
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> ***2020 Update*** replacement due to end of life cycle		

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

<b>Proj. No.</b> 25-01	<b>Capital Project Title</b> Equipment Replacement (pooled)	<b>Capital Project Description</b> Annual replacement of equipment in pooled account
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> Annual replacement of equipment in pooled account due to end of life cycle		

<b>Proj. No.</b> 25-03	<b>Capital Project Title</b> Rebuild ice plant compressor	<b>Capital Project Description</b> rebuild ice plant compressors #1 & #2
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> 2 screw compressor rebuilds		

<b>Proj. No.</b> 25-04	<b>Capital Project Title</b> Replace lap pool heater	<b>Capital Project Description</b> replacement of lap pool heater
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> replace boilers for back up pool heat due to end of life cycle		

<b>Proj. No.</b> 25-05	<b>Capital Project Title</b> Replacement of underwater lighting	<b>Capital Project Description</b> Replacement of undrewater lighting in pool
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> replace due to end of life cycle		

<b>Proj. No.</b> 25-06	<b>Capital Project Title</b> Re-tile pool	<b>Capital Project Description</b> Re-tile pool
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> replace pool tile liner due to end of life		

Service: 1.44x Panorama Recreation

Proj. No.	25-07	Capital Project Title	Replace heating system in tennis courts	Capital Project Description	Replace heating system in tennis courts
Asset Class	E	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Recreation
Project Rationale ***2020 Update*** replace gas fired heaters in tennis if needed after energy recovery project					

**1.44X Panorama Recreation  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Panorama Recreation**

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

**Summary**

Reserve/Fund Summary Projected year end balance	Actual	Actual	Budget				
	2019	2020	2021	2022	2023	2024	2025
Operating Reserve	54,255	63,059	20,114	28,075	36,195	44,478	52,926
Operating Reserve - Legacy Fund	-	-	-	-	-	-	-
<b>Total projected year end balance</b>	<b>54,255</b>	<b>63,059</b>	<b>20,114</b>	<b>28,075</b>	<b>36,195</b>	<b>44,478</b>	<b>52,926</b>

See attached reserve schedules for projected annual cash flows.



**1.44X Panorama Recreation  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Panorama Recreation**

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

**Operating Reserve Schedule - FC 105302**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	54,255	63,059	20,114	28,075	36,195	44,478
Planned Purchase	-	(51,000)	-	-	-	-
Transfer from Ops Budget	7,728	7,805	7,961	8,120	8,283	8,448
Interest Income*	1,075	250				
<b>Total projected year end balance</b>	<b>63,059</b>	<b>20,114</b>	<b>28,075</b>	<b>36,195</b>	<b>44,478</b>	<b>52,926</b>

**Assumptions/Background:**

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

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

**1.44X Panorama Recreation Legacy Fund  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Panorama Recreation Legacy Fund**

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

**Operating Reserve Schedule - FC 105100**

Operating Reserve Schedule	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Beginning Balance	-	-	-	-	-	-
Planned Purchase						
Transfer from Ops Budget						
Interest Income*						
<b>Total projected year end balance</b>	-	-	-	-	-	-

**Assumptions/Background:**

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

**1.44X Panaroama Recreation  
 Asset and Reserve Summary Schedule  
 2021 - 2025 Financial Plan**

**Asset Profile**

**Saanich Peninsula Recreation**

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

**Summary**

<b>Reserve/Fund Summary Projected year end balance</b>	<b>Est. Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Capital Reserve	3,253,604	2,771,612	2,818,614	3,159,818	3,764,649	4,270,480
Equipment Replacement Fund	985,065	390,135	499,985	689,485	710,960	628,891
<b>Total projected year end balance</b>	<b>4,238,669</b>	<b>3,161,747</b>	<b>3,318,599</b>	<b>3,849,303</b>	<b>4,475,609</b>	<b>4,899,371</b>

1.44X Panorama Recreation  
 Capital Reserve Fund Schedule  
 2021 - 2025 Financial Plan

**Capital Reserve Fund Schedule**

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

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

Capital Reserve Fund	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	3,081,888	3,253,604	2,771,612	2,818,614	3,159,818	3,764,649
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	(338,000)	(909,000)	(158,600)	(70,000)	(286,000)	(385,000)
<b>Transfer from Operating Budget*</b>	451,204	382,008	205,602	411,204	890,831	890,831
<b>Donations \$ other Sponsorships</b>						
<b>Interest Income**</b>	58,512	45,000	-	-	-	-
<b>Ending Balance \$</b>	<b>3,253,604</b>	<b>2,771,612</b>	<b>2,818,614</b>	<b>3,159,818</b>	<b>3,764,649</b>	<b>4,270,480</b>

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

**1.44X Panaroama Recreation  
Equipment Replacement Fund Schedule (ERF)  
2021 - 2025 Financial Plan**

**Equipment Replacement Fund Schedule (ERF)**

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

Equipment Replacement Fund	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	625,006	985,065	390,135	499,985	689,485	710,960
<b>Planned Purchase (Based on Capital Plan) Transfer to Capital Fund</b>	(49,433)	(817,600)	(286,150)	(206,500)	(374,525)	(478,069)
<b>Transfer from Operating Budget Equipment and Vehicle Disposal Proceeds Interest Income*</b>	396,000 5,735 7,756	215,170 7,500	396,000	396,000	396,000	396,000
<b>Ending Balance \$</b>	<b>985,065</b>	<b>390,135</b>	<b>499,985</b>	<b>689,485</b>	<b>710,960</b>	<b>628,891</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **SEAPARC**

### **FINAL BUDGET**

MARCH 2021

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

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

**DEFINITION:**

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

**Bylaw history for reference purposes:**

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

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

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**COMMISSION:**

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

**CAPITAL DEBT:**

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

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

Commission: Sooke Electoral Area Parks & Rec

LEVY STATISTICS

Area	Year	Folios	Converted Assessment	Actual Assessment	Max. Levy	Actual Levy	Residential Tax Rate /1000
District of Sooke	2016	5,744	228,344,465	2,065,069,242		1,963,697	
JDF-Sooke Rec - Y(762) SRVA # 52	2016	3,125	139,989,660	1,147,296,930		644,883	
<b>Summary</b>	<b>2016</b>	<b>8,869</b>	<b>368,334,125</b>	<b>3,212,366,172</b>	<b>5,139,786</b>	<b>2,608,580</b>	
District of Sooke	2017	5,788	250,004,193	2,271,057,095		2,009,817	
JDF-Sooke Rec - Y(762) SRVA # 52	2017	3,136	153,100,410	1,259,577,981		657,933	
<b>Summary</b>	<b>2017</b>	<b>8,924</b>	<b>403,104,603</b>	<b>3,530,635,076</b>	<b>5,649,016</b>	<b>2,667,750</b>	
District of Sooke	2018	5,917	294,839,286	2,702,811,506		2,014,506	
JDF-Sooke Rec - Y(762) SRVA # 52	2018	3,185	173,538,125	1,425,245,746		653,484	
<b>Summary</b>	<b>2018</b>	<b>9,102</b>	<b>468,377,411</b>	<b>4,128,057,252</b>	<b>6,604,892</b>	<b>2,667,990</b>	
District of Sooke	2019	6,101	333,993,462	3,065,742,528		2,089,177	
JDF-Sooke Rec - Y(762) SRVA # 52	2019	3,215	196,338,432	1,614,823,137		680,332	
<b>Summary</b>	<b>2019</b>	<b>9,316</b>	<b>530,331,894</b>	<b>4,680,565,665</b>	<b>7,488,905</b>	<b>2,769,509</b>	
District of Sooke	2020	6,234	353,006,866	3,230,727,435		2,159,679	
JDF-Sooke Rec - Y(762) SRVA # 52	2020	3,245	209,766,738	1,733,273,570		700,197	
<b>Summary</b>	<b>2020</b>	<b>9,479</b>	<b>562,773,604</b>	<b>4,964,001,005</b>	<b>7,942,402</b>	<b>2,859,876</b>	
District of Sooke	2021	6,387	382,206,437	3,524,216,633		2,229,834	
JDF-Sooke Rec - M(762) LSA # 33	2021	2,837	208,459,967	1,730,905,327		687,297	
<b>Summary</b>	<b>2021</b>	<b>9,224</b>	<b>590,666,404</b>	<b>5,255,121,960</b>	<b>8,408,195</b>	<b>2,917,131</b>	



SEAPARC - ALL SERVICE AREAS	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS:</b>										
Salaries and Wages	2,042,409	2,064,590	2,120,982	-	-	2,120,982	2,304,848	2,353,569	2,403,315	2,454,290
Electricity & Utilities	214,570	215,030	234,737	-	-	234,737	239,431	244,221	249,106	254,088
Operating Supplies & Promotion	218,301	201,440	204,798	-	-	204,798	208,893	214,191	218,471	222,841
Maintenance and Repairs	160,680	167,310	176,910	-	-	176,910	180,448	184,055	187,739	191,494
Internal Allocations	208,140	208,140	245,509	-	-	245,509	252,737	257,792	262,948	268,208
Contract for Services	56,120	41,820	52,050	-	-	52,050	53,092	54,153	55,236	56,340
Vehicles and Travel	26,960	19,800	26,600	-	-	26,600	27,132	27,674	28,227	28,791
Operating - Other	65,450	50,950	57,432	-	-	57,432	58,581	59,751	60,946	62,163
Insurance Cost	25,290	25,290	25,950	-	-	25,950	26,460	26,980	28,060	28,060
Contingency	20,000	-	20,000	-	-	20,000	20,400	20,808	21,224	21,648
<b>TOTAL OPERATING COSTS</b>	<b>3,037,920</b>	<b>2,994,370</b>	<b>3,164,968</b>	-	-	<b>3,164,968</b>	<b>3,372,022</b>	<b>3,443,194</b>	<b>3,515,272</b>	<b>3,587,923</b>
Percentage increase over prior year		-1.4%	4.18%			4.18%	6.54%	2.1%	2.1%	2.1%
<b>CAPITAL / TRANSFER RESERVES</b>										
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	-	-
Transfer to Capital Reserve Fund	320,000	385,419	320,000	-	-	320,000	320,000	330,000	340,000	340,000
Transfer to Equipment Replacement Fund	90,000	90,000	90,000	-	-	90,000	95,000	95,000	100,000	100,000
Capital Equipment Purchases	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>415,000</b>	<b>480,419</b>	<b>415,000</b>	-	-	<b>415,000</b>	<b>420,000</b>	<b>430,000</b>	<b>440,000</b>	<b>440,000</b>
		15.8%	0.00%			0.00%	1.20%	2.4%	2.3%	0.0%
DEBT CHARGES	104,116	104,120	104,126	-	-	104,126	104,126	104,126	104,126	54,126
<b>TOTAL COSTS</b>	<b>3,557,036</b>	<b>3,578,909</b>	<b>3,684,094</b>	-	-	<b>3,684,094</b>	<b>3,896,148</b>	<b>3,977,320</b>	<b>4,059,398</b>	<b>4,082,049</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Balance C/F from Current to Next year						-				
Balance C/F from Prior to Current year						-				
Fee Income	(455,631)	(466,990)	(486,482)	-	-	(486,482)	(496,517)	(506,446)	(516,575)	(526,906)
Rental Income	(236,486)	(247,000)	(275,140)	-	-	(275,140)	(280,643)	(286,255)	(291,981)	(297,821)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Payments - In Lieu of Taxes	(5,043)	(5,043)	(5,341)	-	-	(5,341)	(5,043)	(5,043)	(5,043)	(5,043)
<b>TOTAL REVENUE</b>	<b>(697,160)</b>	<b>(719,033)</b>	<b>(766,963)</b>	-	-	<b>(766,963)</b>	<b>(782,203)</b>	<b>(797,744)</b>	<b>(813,599)</b>	<b>(829,770)</b>
			10.01%			10.01%	1.99%	2.0%	2.0%	2.0%
<b>REQUISITION</b>	<b>(2,859,876)</b>	<b>(2,859,876)</b>	<b>(2,917,131)</b>	-	-	<b>(2,917,131)</b>	<b>(3,113,945)</b>	<b>(3,179,576)</b>	<b>(3,245,799)</b>	<b>(3,252,279)</b>
Percentage increase over prior year requisition			2.00%			2.00%	6.75%	2.11%	2.08%	0.20%
<b>PARTICIPANTS: Sooke and JDF</b>										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	18.60	18.60	18.60	0.50	-	19.10	19.10	19.10	19.10	19.10

\* Amended Budget (approved September 9, 2020) - Budget amendment reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

SEAPARC - ALL SERVICE AREAS			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS</b>										
Arena	984,510	965,290	1,033,626	-	-	1,033,626	1,064,781	1,086,717	1,109,707	1,132,139
Golf Course	118,630	118,630	118,183	-	-	118,183	120,044	122,549	125,108	127,724
Community Recreation	518,840	497,320	608,810	-	-	608,810	624,221	638,363	651,565	665,075
Fitness Gym	109,340	109,340	99,440	-	-	99,440	149,226	152,372	155,588	158,877
Outdoor Facilities	33,150	33,150	38,960	-	-	38,960	36,737	37,497	38,272	39,061
Multi-Purpose Rooms	39,540	39,540	37,869	-	-	37,869	38,503	39,514	40,314	41,097
Concession	21,200	21,200	4,840	-	-	4,840	4,937	5,035	5,135	5,238
Pool	1,212,710	1,209,900	1,223,240	-	-	1,223,240	1,333,573	1,361,148	1,389,583	1,418,712
Port Renfrew						-				
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATION AND OVERHEAD COSTS</b>	<b>3,037,920</b>	<b>2,994,370</b>	<b>3,164,968</b>	-	-	<b>3,164,968</b>	<b>3,372,022</b>	<b>3,443,195</b>	<b>3,515,272</b>	<b>3,587,923</b>
*Percentage increase over prior year			4.18%			4.18%	6.54%	2.1%	2.1%	2.1%
<b>CAPITAL / RESERVE</b>										
Transfer to Capital Reserve Fund	320,000	385,419	320,000	-	-	320,000	320,000	330,000	340,000	340,000
Transfer to Equipment Replacement Fund	90,000	90,000	90,000	-	-	90,000	95,000	95,000	100,000	100,000
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	-	-
<b>TOTAL CAPITAL/RESERVES</b>	<b>415,000</b>	<b>480,419</b>	<b>415,000</b>	-	-	<b>415,000</b>	<b>420,000</b>	<b>430,000</b>	<b>440,000</b>	<b>440,000</b>
<b>DEBT CHARGES</b>										
Fitness Gym	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	-
Golf Course	54,116	54,120	54,126	-	-	54,126	54,126	54,126	54,126	54,126
<b>TOTAL OPERATING, CAPITAL AND DEBT COSTS</b>	<b>3,557,036</b>	<b>3,578,909</b>	<b>3,684,094</b>	-	-	<b>3,684,094</b>	<b>3,896,148</b>	<b>3,977,321</b>	<b>4,059,398</b>	<b>4,082,049</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Arena	(231,736)	(242,250)	(279,330)	-	-	(279,330)	(284,917)	(290,615)	(296,427)	(302,356)
Golf Course	(123,400)	(123,400)	(126,530)	-	-	(126,530)	(129,061)	(131,642)	(134,275)	(136,961)
Community Recreation	(153,660)	(153,660)	(166,860)	-	-	(166,860)	(170,198)	(173,601)	(177,074)	(180,616)
Outdoor Facilities						-				
Fitness Gym	(50,000)	(50,000)	(96,502)	-	-	(96,502)	(98,736)	(100,711)	(102,725)	(104,779)
Multi-Purpose Rooms	(4,500)	(4,500)	(1,100)	-	-	(1,100)	(1,122)	(1,144)	(1,167)	(1,190)
Concession	(17,600)	(17,600)	(5,100)	-	-	(5,100)	(5,202)	(5,306)	(5,412)	(5,520)
Pool	(111,221)	(122,580)	(86,200)	-	-	(86,200)	(87,924)	(89,682)	(91,476)	(93,305)
<b>TOTAL REVENUE</b>	<b>(692,117)</b>	<b>(713,990)</b>	<b>(761,622)</b>	-	-	<b>(761,622)</b>	<b>(777,160)</b>	<b>(792,701)</b>	<b>(808,556)</b>	<b>(824,727)</b>
Balance C/F from current to Next Year	-		-	-	-	-	-	-	-	-
Grants in lieu of Taxes	(5,043)	(5,043)	(5,341)	-	-	(5,341)	(5,043)	(5,043)	(5,043)	(5,043)
<b>REQUISITION</b>	<b>(2,859,876)</b>	<b>(2,859,876)</b>	<b>(2,917,131)</b>	-	-	<b>(2,917,131)</b>	<b>(3,113,945)</b>	<b>(3,179,577)</b>	<b>(3,245,799)</b>	<b>(3,252,279)</b>
*Percentage increase over prior year requisition		0.0%	2.00%			2.00%	6.75%	2.11%	2.08%	0.20%
PARTICIPANTS: District of Sooke, Sooke Recreation SA #6										
AUTHORIZED POSITIONS:										
Salaried	18.60	18.60	18.60	0.50	-	19.10	19.10	19.10	19.10	19.10

\* Amended Budget (approved September 9, 2020) - Budget amendment reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES	BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS - ARENA</b>										
Salaries and Wages	125,000	125,000	132,721	-	-	132,721	135,375	138,082	140,844	143,661
Internal Allocations - Maintenance	263,540	263,540	268,210	-	-	268,210	268,982	274,763	280,667	286,697
Internal Allocations - Operations	268,510	263,290	273,365	-	-	273,365	291,192	297,266	303,517	309,970
Utility	88,330	88,330	94,757	-	-	94,757	96,652	98,585	100,557	102,568
Other Internal Allocations & Insurance	145,010	145,010	168,145	-	-	168,145	171,499	174,920	178,958	181,976
Maintenance & Operating Supplies	84,120	80,120	86,428	-	-	86,428	90,881	92,697	94,552	96,443
Contingency	10,000	-	10,000	-	-	10,000	10,200	10,404	10,612	10,824
	<b>984,510</b>	<b>965,290</b>	<b>1,033,626</b>	-	-	<b>1,033,626</b>	<b>1,064,781</b>	<b>1,086,717</b>	<b>1,109,707</b>	<b>1,132,139</b>
<b>OPERATING COSTS - GOLF COURSE</b>										
Salaries and Wages	54,570	54,570	55,123	-	-	55,123	55,413	56,594	57,798	59,029
Internal Allocations - Maintenance	12,740	12,740	14,010	-	-	14,010	14,050	14,352	14,661	14,976
Internal Allocations - Operations	11,930	11,930	12,160	-	-	12,160	12,953	13,223	13,501	13,788
Utility	4,000	4,000	4,200	-	-	4,200	4,284	4,370	4,457	4,546
Maintenance & Supplies & Operating Cost	35,390	35,390	32,690	-	-	32,690	33,344	34,010	34,691	35,385
	<b>118,630</b>	<b>118,630</b>	<b>118,183</b>	-	-	<b>118,183</b>	<b>120,044</b>	<b>122,549</b>	<b>125,108</b>	<b>127,724</b>
<b>OPERATING COSTS - RECREATION PROGRAMS</b>										
Salaries and Wages	305,950	305,950	387,298	-	-	387,298	392,274	400,495	408,753	417,182
Internal Allocations - Maintenance	19,540	19,540	19,930	-	-	19,930	19,987	20,417	20,856	21,304
Internal Allocations - Operations	136,350	131,130	140,380	-	-	140,380	149,534	152,654	155,864	159,177
Operating Other	57,000	40,700	61,202	-	-	61,202	62,426	64,797	66,092	67,412
Contingency	-	-	-	-	-	-	-	-	-	-
	<b>518,840</b>	<b>497,320</b>	<b>608,810</b>	-	-	<b>608,810</b>	<b>624,221</b>	<b>638,363</b>	<b>651,565</b>	<b>665,075</b>
<b>OPERATING COSTS - FITNESS GYM</b>										
Salaries and Wages	40,000	40,000	22,000	-	-	22,000	70,101	71,577	73,084	74,622
Internal Allocations - Maintenance	44,340	44,340	45,900	-	-	45,900	46,032	47,021	48,032	49,064
Internal Allocations - Operations	20,000	20,000	20,400	-	-	20,400	21,730	22,184	22,650	23,132
Operating Other	5,000	5,000	11,140	-	-	11,140	11,363	11,590	11,822	12,059
Consultant Expenses	-	-	-	-	-	-	-	-	-	-
	<b>109,340</b>	<b>109,340</b>	<b>99,440</b>	-	-	<b>99,440</b>	<b>149,226</b>	<b>152,372</b>	<b>155,588</b>	<b>158,877</b>

SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OUTDOOR FACILITIES</u>	33,150	33,150	38,960	-	-	38,960	36,737	37,497	38,272	39,061
<u>MULTI-PURPOSE ROOMS</u>	39,540	39,540	37,869	-	-	37,869	38,503	39,514	40,314	41,097
<u>CONCESSION</u>	21,200	21,200	4,840	-	-	4,840	4,937	5,035	5,135	5,238
<b>TOTAL OPERATING COSTS</b>	<b>1,825,210</b>	<b>1,784,470</b>	<b>1,941,728</b>	-	-	<b>1,941,728</b>	<b>2,038,449</b>	<b>2,082,047</b>	<b>2,125,689</b>	<b>2,169,211</b>
Percentage Increase		-2.2%	6.38%			6.38%	5.0%	2.1%	2.1%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve fund	320,000	320,000	320,000	-	-	320,000	320,000	330,000	340,000	340,000
Transfer to Equipment Replacement Fund	90,000	90,000	90,000	-	-	90,000	95,000	95,000	100,000	100,000
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>415,000</b>	<b>415,000</b>	<b>415,000</b>	-	-	<b>415,000</b>	<b>420,000</b>	<b>430,000</b>	<b>440,000</b>	<b>440,000</b>
Golf Debt	54,116	54,120	54,126	-	-	54,126	54,126	54,126	54,126	54,126
Fitness Gym Debt	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	-
<b>DEBT CHARGES</b>	<b>104,116</b>	<b>104,120</b>	<b>104,126</b>	-	-	<b>104,126</b>	<b>104,126</b>	<b>104,126</b>	<b>104,126</b>	<b>54,126</b>
<b>TOTAL COSTS RECREATION SERVICES</b>	<b>2,344,326</b>	<b>2,303,590</b>	<b>2,460,854</b>	-	-	<b>2,460,854</b>	<b>2,562,575</b>	<b>2,616,173</b>	<b>2,669,815</b>	<b>2,663,337</b>
<u>OPERATION AND OVERHEAD COSTS</u>										
Salaries and Wages	461,300	461,300	473,410	-	-	473,410	515,219	526,179	537,504	549,252
Internal Allocations	50,230	50,230	58,349	-	-	58,349	59,496	60,686	61,901	63,140
Internet Services & Telephone	34,110	34,110	33,700	-	-	33,700	34,374	35,062	35,763	36,479
Advertising	70,240	70,240	66,560	-	-	66,560	67,891	69,249	70,633	72,046
Travel, Training & Consultants	28,010	19,120	23,640	-	-	23,640	24,113	24,594	25,086	25,587
Operating - Other	60,330	53,560	59,180	-	-	59,180	60,362	61,568	62,798	64,055
<b>TOTAL OPERATION AND OVERHEAD COSTS</b>	<b>704,220</b>	<b>688,560</b>	<b>714,839</b>	-	-	<b>714,839</b>	<b>761,455</b>	<b>777,338</b>	<b>793,685</b>	<b>810,559</b>
<u>MAINTENANCE COSTS - SALARIES</u>	<b>730,570</b>	<b>730,570</b>	<b>742,420</b>	-	-	<b>742,420</b>	<b>744,558</b>	<b>760,559</b>	<b>776,902</b>	<b>793,594</b>
<b>TOTAL OVERHEAD &amp; MAINTENANCE COSTS</b>	<b>1,434,790</b>	<b>1,419,130</b>	<b>1,457,259</b>	-	-	<b>1,457,259</b>	<b>1,506,013</b>	<b>1,537,897</b>	<b>1,570,587</b>	<b>1,604,153</b>
Internal Recovery - Operations	(704,220)	(688,560)	(714,839)	-	-	(714,839)	(761,455)	(777,338)	(793,685)	(810,559)
Internal Recovery - Maintenance	(730,570)	(730,570)	(742,420)	-	-	(742,420)	(744,558)	(760,559)	(776,902)	(793,594)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>2,344,326</b>	<b>2,303,590</b>	<b>2,460,854</b>	-	-	<b>2,460,854</b>	<b>2,562,575</b>	<b>2,616,173</b>	<b>2,669,815</b>	<b>2,663,337</b>

SEAPARC - ARENA, GOLF COURSE & RECREATION SERVICES	BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>FUNDING SOURCES (REVENUE)</b>										
Arena - Fee Charges	(31,750)	(31,750)	(34,280)	-	-	(34,280)	(34,966)	(35,665)	(36,377)	(37,104)
Arena - Rental Income	(199,986)	(210,500)	(245,050)	-	-	(245,050)	(249,951)	(254,950)	(260,050)	(265,252)
Golf Course - Fee Charges	(100,200)	(100,200)	(102,040)	-	-	(102,040)	(104,081)	(106,163)	(108,287)	(110,453)
Golf Course - Rental and Sales Income	(23,200)	(23,200)	(24,490)	-	-	(24,490)	(24,980)	(25,479)	(25,988)	(26,508)
Recreation - Fee Charges	(152,500)	(152,500)	(165,780)	-	-	(165,780)	(169,096)	(172,477)	(175,928)	(179,447)
Recreation - Other Misc Income	(1,160)	(1,160)	(1,080)	-	-	(1,080)	(1,102)	(1,124)	(1,146)	(1,169)
Fitness Gym - Fee Charges	(50,000)	(50,000)	(96,502)	-	-	(96,502)	(98,736)	(100,711)	(102,725)	(104,779)
Multi-Purpose Room - Rental Income	(4,500)	(4,500)	(1,100)	-	-	(1,100)	(1,122)	(1,144)	(1,167)	(1,190)
Concession - Sales and Commissions	(17,600)	(17,600)	(5,100)	-	-	(5,100)	(5,202)	(5,306)	(5,412)	(5,520)
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(580,896)</b>	<b>(591,410)</b>	<b>(675,422)</b>	<b>-</b>	<b>-</b>	<b>(675,422)</b>	<b>(689,236)</b>	<b>(703,019)</b>	<b>(717,080)</b>	<b>(731,422)</b>
<b>REQUISITION &amp; PILT</b>	<b>(1,763,430)</b>	<b>(1,712,180)</b>	<b>(1,785,432)</b>	<b>-</b>	<b>-</b>	<b>(1,785,432)</b>	<b>(1,873,339)</b>	<b>(1,913,154)</b>	<b>(1,952,735)</b>	<b>(1,931,915)</b>
Percentage Increase		-2.9%	1.25%			1.25%	4.9%	2.1%	2.1%	-1.1%
PARTICIPANTS: District of Sooke, Portion of JDF AUTHORIZED POSITIONS: AUTHORIZED POSITIONS: Salaried	15.45	15.45	15.45	0.00	0.00	15.45	15.45	15.45	15.45	15.45

\* Amended Budget (approved September 9, 2020) - Budget amendment reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

SEAPARC - SWIMMING POOL			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET*	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATION COSTS</b>										
Salaries and Wages	317,819	340,000	303,810	-	-	303,810	387,624	395,714	403,973	412,404
Internal Allocations - Maintenance	345,920	345,920	351,380	-	-	351,380	352,394	359,770	367,539	375,513
Internal Allocations - Operations	260,180	254,960	261,135	-	-	261,135	278,164	283,966	289,938	296,102
Utility	121,640	122,100	135,160	-	-	135,160	137,863	140,621	143,434	146,303
Operating - Supplies	69,591	52,730	60,790	-	-	60,790	62,006	63,245	64,510	65,798
Other Internal Allocations & Insurance	38,190	38,190	44,965	-	-	44,965	48,202	49,166	50,149	51,152
Maintenance	49,370	56,000	56,000	-	-	56,000	57,120	58,262	59,428	60,616
Contingency	10,000	-	10,000	-	-	10,000	10,200	10,404	10,612	10,824
<b>TOTAL OPERATING COSTS</b>	<b>1,212,710</b>	<b>1,209,900</b>	<b>1,223,240</b>	-	-	<b>1,223,240</b>	<b>1,333,573</b>	<b>1,361,148</b>	<b>1,389,583</b>	<b>1,418,712</b>
*Percentage Increase		-0.2%	0.87%			0.87%				
<b>TOTAL COSTS</b>	<b>1,212,710</b>	<b>1,209,900</b>	<b>1,223,240</b>	-	-	<b>1,223,240</b>	<b>1,333,573</b>	<b>1,361,148</b>	<b>1,389,583</b>	<b>1,418,712</b>
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recoveries - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>1,212,710</b>	<b>1,209,900</b>	<b>1,223,240</b>	-	-	<b>1,223,240</b>	<b>1,333,573</b>	<b>1,361,148</b>	<b>1,389,583</b>	<b>1,418,712</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Revenue - Fees	(97,641)	(109,000)	(80,100)	-	-	(80,100)	(81,702)	(83,336)	(85,003)	(86,703)
Other Income	(4,580)	(4,580)	(1,100)	-	-	(1,100)	(1,122)	(1,144)	(1,167)	(1,190)
Rental Income	(9,000)	(9,000)	(5,000)	-	-	(5,000)	(5,100)	(5,202)	(5,306)	(5,412)
<b>TOTAL REVENUE</b>	<b>(111,221)</b>	<b>(122,580)</b>	<b>(86,200)</b>	-	-	<b>(86,200)</b>	<b>(87,924)</b>	<b>(89,682)</b>	<b>(91,476)</b>	<b>(93,305)</b>
<b>REQUISITION &amp; PILT</b>	<b>(1,101,489)</b>	<b>(1,087,320)</b>	<b>(1,137,040)</b>	-	-	<b>(1,137,040)</b>	<b>(1,245,649)</b>	<b>(1,271,466)</b>	<b>(1,298,107)</b>	<b>(1,325,407)</b>
Percentage Increase		-1.3%	3.23%			3.23%	9.6%	2.1%	2.1%	2.1%
PARTICIPANTS: District of Sooke, Portion of JDF AUTHORIZED POSITIONS: AUTHORIZED POSITIONS: Salaried	3.15	3.15	3.15	0.50	0.00	3.65	3.65	3.65	3.65	3.65

\* Amended Budget (approved September 9, 2020) - Budget amendment reflects the 2020 closure of the centre from mid March to June, and the reduced service levels as a result of COVID-19.

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

<b>Service No.</b>	<b>1.40X SEAPARC</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$400,000	\$424,500	\$330,000	\$0	\$200,000	\$0	\$954,500
Equipment	E	\$18,500	\$266,700	\$118,700	\$116,000	\$66,000	\$0	\$567,400
Land	L	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
Engineered Structures	S	\$25,000	\$35,000	\$0	\$1,000,000	\$0	\$200,000	\$1,235,000
Vehicles	V	\$0	\$0	\$30,000	\$30,000	\$0	\$0	\$60,000
		<b>\$443,500</b>	<b>\$726,200</b>	<b>\$478,700</b>	<b>\$1,146,000</b>	<b>\$766,000</b>	<b>\$200,000</b>	<b>\$3,316,900</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$37,000	\$37,000	\$0	\$0	\$0	\$0	\$37,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
Equipment Replacement Fund	ERF	\$6,500	\$89,700	\$93,700	\$66,000	\$66,000	\$0	\$315,400
Grants (Federal, Provincial)	Grant	\$400,000	\$470,000	\$0	\$750,000	\$0	\$0	\$1,220,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$129,500	\$385,000	\$330,000	\$200,000	\$200,000	\$1,244,500
		<b>\$443,500</b>	<b>\$726,200</b>	<b>\$478,700</b>	<b>\$1,146,000</b>	<b>\$766,000</b>	<b>\$200,000</b>	<b>\$3,316,900</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.40X  
**Service Name:** SEAPARC

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

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

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

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

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

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

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

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

**FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
16-02	Renewal	Building Renewal	Building assessment and repairs	\$189,000	B	Res	\$0	\$0	\$130,000	\$0	\$0	\$0	\$130,000
17-06	Replacement	Mechanical Equipment	Replacement of pumps/motors/electrical/hvac	N/A	E	ERF	\$0	\$25,000	\$20,000	\$30,000	\$30,000	\$0	\$105,000
17-08	Replacement	Computer Replacement	Replacement of computers	N/A	E	ERF	\$0	\$7,200	\$2,700	\$0	\$0	\$0	\$9,900
18-01	Replacement	Pool Lectronator System	Replacement of lectrinator system	N/A	E	ERF	\$0	\$6,000	\$6,000	\$6,000	\$6,000	\$0	\$24,000
18-02	Replacement	Pool Tile Re-Grout	Replacement pool tile grout	\$19,000	B	Res	\$0	\$9,500	\$0	\$0	\$0	\$0	\$9,500
18-04	Renewal	Compressor Drive Motors	Renewal compressor drive motors	\$13,000	E	ERF	\$6,500	\$6,500	\$0	\$0	\$0	\$0	\$6,500
18-06	Renewal	Golf Course Irrigaion Upgrade	Renewal golf course irrigaion upgrade	\$22,000	E	Cap	\$12,000	\$12,000	\$0	\$0	\$0	\$0	\$12,000
18-06	Renewal	Golf Course Irrigaion Upgrade	Renewal golf course irrigaion upgrade		E	Res	\$0	\$5,000	\$5,000	\$0	\$0	\$0	\$10,000
18-07	Renewal	Access improvements	Facility improvements 15k/5k grant	\$15,000	B	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
19-04	New	Multi Sport Box	Construction of Multi Sport Box	\$400,000	B	Grant	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$400,000
20-04	Renewal	Parking Lot Remediation	Renewal parking lot remediation	\$25,000	S	Cap	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
20-05	Replacement	Community Recreation Bus	Replacement community recreation bus	\$30,000	V	ERF	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
20-06	New	Utility Service - Outdoor Facilities	New utility service outdoor facilities	\$10,000	S	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
20-08	Renewal	Electrical Distribution	Renewal electrical distribution	\$50,000	E	Res	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
20-09	Replacement	Arena DHW Storage	Replacement of original hot water storage tank	\$20,000	E	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-02	New	Outdoor Activity Space Development	New outdoor activity space development	\$140,000	E	Res	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000
21-02	New	Outdoor Activity Space Development	New outdoor activity space development		E	Grant	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000
21-03	Replacement	Grounds Equipment	Mower/Tractor Replacement	\$75,000	E	ERF	\$0	\$45,000	\$0	\$0	\$30,000	\$0	\$75,000
22-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$200,000	B	Res	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
22-03	Renewal	Radio Upgrade	Upgrade Radio System	\$35,000	E	ERF	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
23-01	Replacement	Truck	Replace pickup truck with replacement from Water	\$30,000	V	ERF	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000
23-02	Replacement	Chiller	Replace Ice plant chiller	\$80,000	E	Res	\$0	\$0	\$0	\$80,000	\$0	\$0	\$80,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal	\$1,000,000	S	Res	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000
23-03	Replacement	Skate Park Renewal	Replacement skate park renewal		S	Grant	\$0	\$0	\$0	\$750,000	\$0	\$0	\$750,000
24-01	New	Land Aquision	New land aquision	\$500,000	L	Debt	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
24-02	Renewal	Pool Roof Replacement	Pool Roof Replacement	\$200,000	B	Res	\$0	\$0	\$0	\$0	\$200,000	\$0	\$200,000
25-01	Replacement	Golf Works building	Replacement of work building	\$200,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
<b>GRAND TOTAL</b>				<b>\$3,253,000</b>			<b>\$443,500</b>	<b>\$726,200</b>	<b>\$478,700</b>	<b>\$1,146,000</b>	<b>\$766,000</b>	<b>\$200,000</b>	<b>\$3,316,900</b>



Service: 1.40X SEAPARC

Proj. No. 16-02 Capital Project Title Building Renewal Capital Project Description Building assessment and repairs  
 Asset Class B Board Priority Area Advocacy, Governance & Accountability Corporate Priority Area Recreation  
 Project Rationale Exterior finishes will have been in service for at least 19 years with no significant alterations. In order to ensure and building envelope integrity, and aesthetic appearance, repair and painting are required.

Proj. No. 17-06 Capital Project Title Mechanical Equipment Capital Project Description Replacement of pumps/motors/electrical/hvac  
 Asset Class E Board Priority Area Advocacy, Governance & Accountability Corporate Priority Area Recreation  
 Project Rationale Detail of replacement schedule of mechanical items is still in progress as part of the maintenance management system implementation. Items scheduled for 2017 include main circulation pump for hot tub, lap pool DX pump, boiler loop circulation pump, hot tub heat exchanger.

Proj. No. 17-08 Capital Project Title Computer Replacement Capital Project Description Replacement of computers  
 Asset Class E Board Priority Area Advocacy, Governance & Accountability Corporate Priority Area Recreation  
 Project Rationale CRD IT's infrastructure renewal plan for replacement

Proj. No. 18-01 Capital Project Title Pool Lectorator System Capital Project Description Replacement of lectionator system  
 Asset Class E Board Priority Area Advocacy, Governance & Accountability Corporate Priority Area Recreation  
 Project Rationale The pool disinfection system requeries is critical to the provision of safe water for the pool operation. Replacements for the controllers and cells is required and figures are based on previous years requierements and assement of current equipment.

Proj. No. 18-02 Capital Project Title Pool Tile Re-Grout Capital Project Description Replacement pool tile grout  
 Asset Class B Board Priority Area Advocacy, Governance & Accountability Corporate Priority Area Recreation  
 Project Rationale Sections of the pool deck, lap and leisure pool tanks, and changerooms require remediation. All areas have been in service without significant repair for 5 years.

**Service:** 1.40X **SEAPARC**

**Proj. No.** 18-04 **Capital Project Title** Compressor Drive Motors **Capital Project Description** Renewal compressor drive motors  
**Asset Class** E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation  
**Project Rationale** Preventive measure to ensure no interruption of service, motor has been in service since 1998.

**Proj. No.** 18-06 **Capital Project Title** Golf Course Irrigation Upgrade **Capital Project Description** Renewal golf course irrigation upgrade  
**Asset Class** E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation  
**Project Rationale** Consultation with TORO Canada has provided some options for enhancing the control of the irrigation system. It is expected that upgrading the control system will allow for more efficient use of the limited water resource and result in better turf conditions as well as some savings in staffing.

**Proj. No.** 18-07 **Capital Project Title** Access improvements **Capital Project Description** Facility improvements 15k/5k grant  
**Asset Class** B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation  
**Project Rationale** SEAPARC requires functional upgrades to assist individuals with mobility challenges to access services

**Proj. No.** 19-04 **Capital Project Title** Multi Sport Box **Capital Project Description** Construction of Multi Sport Box  
**Asset Class** B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation  
**Project Rationale** District of Sooke has identified property District property in Sun River dedicated to recreation development. SEAPARC will play a role in developing, constructing and operating this new amenity. Project is subject to funding from the District of Sooke

**Proj. No.** 20-04 **Capital Project Title** Parking Lot Remediation **Capital Project Description** Renewal parking lot remediation  
**Asset Class** S **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation  
**Project Rationale** Sections of the parking lot were replaced in 2015 after 15 years service and it is anticipated that other areas starting to show signs of deterioration will require remediation in 2020.

**Service:** 1.40X **SEAPARC**

**Proj. No.** 20-05 **Capital Project Title** Community Recreation Bus **Capital Project Description** Replacement community recreation bus  
**Asset Class** V **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation  
**Project Rationale** 2007 Chevy Express Van will be due for replacement due to vehicle age.

**Proj. No.** 20-06 **Capital Project Title** Utility Service - Outdoor Facilities **Capital Project Description** New utility service outdoor facilities  
**Asset Class** S **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation  
**Project Rationale** Construction of outdoor activity space

**Proj. No.** 20-08 **Capital Project Title** Electrical Distribution **Capital Project Description** Renewal electrical distribution  
**Asset Class** E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation  
**Project Rationale** Electrical distribution for the arena facility has been in place since 1975. The electrical service mast has been identified as an item requiring attention within the next 5 years.

**Proj. No.** 20-09 **Capital Project Title** Arena DHW Storage **Capital Project Description** Replacement of original hot water storage tank  
**Asset Class** E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation  
**Project Rationale** Tanks service life will be ending

**Proj. No.** 21-02 **Capital Project Title** Outdoor Activity Space Development **Capital Project Description** New outdoor activity space development  
**Asset Class** E **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation  
**Project Rationale** Strategic plan, and user feedback, along with current recreation trends, identify outdoor activity space as a community need and will help create capacity to meet the recreation needs of the growing service area.

**Service:** 1.40X                      **SEAPARC**

<b>Proj. No.</b> 21-03	<b>Capital Project Title</b> Grounds Equipment	<b>Capital Project Description</b> Mower/Tractor Replacement
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> <i>Mower/Tractor Replacement at end of useful life</i>		

<b>Proj. No.</b> 22-02	<b>Capital Project Title</b> Pool Roof Replacement	<b>Capital Project Description</b> Pool Roof Replacement
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> <i>Building envelope evaluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on condition and estimated remaining life. Continuing project to ensure integrity of building envelope.</i>		

<b>Proj. No.</b> 22-03	<b>Capital Project Title</b> Radio Upgrade	<b>Capital Project Description</b> Upgrade Radio System
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> <i>Radio system has been in service for over 20 years. Intermittent service issues have been experienced and upgrading components and altering system programming was recommended by CRD IT to enhance performance for offsite users and ensure reliable communications. System is used for staff check-</i>		

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Truck	<b>Capital Project Description</b> Replace pickup truck with replacement from Water
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> <i>Truck is a 2003 model is past general replacement timelines for CRD Fleet vehicle replacements. Given annual mileage is low, and generally restricted to local area use, replacement with a low mileage vehicle scheduled for replacement from CRD Fleet is pursued over purchasing new.</i>		

<b>Proj. No.</b> 23-02	<b>Capital Project Title</b> Chiller	<b>Capital Project Description</b> Replace Ice plant chiller
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Recreation
<b>Project Rationale</b> <i>Arena ice plant chiller was replaced in 2004. Given the critical nature of the equipment to arena ice operations, life and safety risk associated with failure, and age of the equipment, replacement is required.</i>		

**Service:** 1.40X **SEAPARC**

**Proj. No.** 23-03 **Capital Project Title** Skate Park Renewal **Capital Project Description** Replacement skate park renewal  
**Asset Class** S **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation  
**Project Rationale** Identified during asset management review and user feedback as in need of renewal and upgrades. Concrete surface is exhibiting areas of wear do to age. Numerous cracks throughout the slab and eroded curbs/park features need remediation to ensure contiued usage.

**Proj. No.** 24-01 **Capital Project Title** Land Aquistion **Capital Project Description** New land aquistion  
**Asset Class** L **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation  
**Project Rationale** Identified in strategic plan as ongiong priority to adress continued growth in the service area and demand for recreational opportunities.

**Proj. No.** 24-02 **Capital Project Title** Pool Roof Replacement **Capital Project Description** Pool Roof Replacement  
**Asset Class** B **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation  
**Project Rationale** Building envelope evaluation was conducted and replacement of various sections of roofing was identified to be replaced on a multi year plan based on condition and estmiated remaining life. Continuing project to ensure integrety of building envelope.

**Proj. No.** 25-01 **Capital Project Title** Golf Works building **Capital Project Description** Replacement of work building  
**Asset Class** S **Board Priority Area** Advocacy, Governance & Accountability **Corporate Priority Area** Recreation  
**Project Rationale** Replace building increase space and due to end of useful life

**1.40X SEAPARC**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**SEAPARC**

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

**Summary**

<b>Reserve/Fund Summary</b>	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Projected year end balance</b>						
Operating Reserve	21,570	26,870	31,870	36,870	36,870	36,870
Operating Reserve - Legacy Fund	1,930	1,960	1,960	1,960	1,960	1,960
<b>Total projected year end balance</b>	<b>23,501</b>	<b>28,831</b>	<b>33,831</b>	<b>38,831</b>	<b>38,831</b>	<b>38,831</b>

See attached reserve schedules for projected annual cash flows.

**1.40X Sooke and Electoral Area Recreation and Facilities (SEAPARC)  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

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

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

**Operating Reserve Schedule - FC 105301**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	16,224	21,570	26,870	31,870	36,870	36,870
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	5,000	5,000	5,000	5,000	-	-
Interest Income*	347	300				
<b>Total projected year end balance</b>	<b>21,570</b>	<b>26,870</b>	<b>31,870</b>	<b>36,870</b>	<b>36,870</b>	<b>36,870</b>

**Assumptions/Background:**

2019: 15K for SEAPARC program service delivery evaluation and Strategic Planning

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

**1.40X SEAPARC Legacy Fund  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**SEAPARC Legacy Fund**

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

**Operating Reserve Schedule - FC 105101**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,894	1,930	1,960	1,960	1,960	1,960
Planned Purchase						
Transfer from Ops Budget	-					
Interest Income*	36	30				
<b>Total projected year end balance</b>	<b>1,930</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>

**Assumptions/Background:**

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



**1.40X SEAPARC Recreation Combined  
 Asset and Reserve Summary Schedule  
 2021 - 2025 Financial Plan**

**Asset Profile**

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

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

**Summary**

<b>Reserve/Fund Summary</b>	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Projected year end balance</b>						
Capital Reserve	601,006	798,506	733,506	733,506	873,506	1,013,506
Equipment Replacement Fund	96,280	97,580	98,880	127,880	161,880	261,880
<b>Total projected year end balance</b>	<b>697,286</b>	<b>896,086</b>	<b>832,386</b>	<b>861,386</b>	<b>1,035,386</b>	<b>1,275,386</b>

1.40X SEAPARC Recreation Combined  
 Capital Reserve Fund Schedule  
 2021 - 2025 Financial Plan

**Capital Reserve Fund Schedule**

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

Capital Reserve Fund	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	522,460	601,006	798,506	733,506	733,506	873,506
Planned Capital Expenditure (Based on Capital Plan)	(400,000)	(129,500)	(385,000)	(330,000)	(200,000)	(200,000)
Transfer from Operating Budget	470,719	320,000	320,000	330,000	340,000	340,000
Interest Income*	7,827	7,000				
<b>Ending Balance \$</b>	<b>601,006</b>	<b>798,506</b>	<b>733,506</b>	<b>733,506</b>	<b>873,506</b>	<b>1,013,506</b>

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

**1.40X SEAPARC Recreation Combined  
 Equipment Replacement Fund Schedule (ERF)  
 2021 - 2025 Financial Plan**

**Equipment Replacement Fund Schedule (ERF)**

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

Equipment Replacement Fund	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	47,110	96,280	97,580	98,880	127,880	161,880
<b>Planned Purchase (Based on Capital Plan)</b>	(41,613)	(89,700)	(93,700)	(66,000)	(66,000)	-
<b>Transfer from Operating Budget</b>	90,000	90,000	95,000	95,000	100,000	100,000
<b>Equipment Disposal</b>	-					
<b>Interest Income*</b>	783	1,000				
<b>Ending Balance \$</b>	<b>96,280</b>	<b>97,580</b>	<b>98,880</b>	<b>127,880</b>	<b>161,880</b>	<b>261,880</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **ENVIRONMENTAL SERVICES**

#### **FINAL BUDGET**

MARCH 2021

# FINAL BUDGET

## March 24, 2021

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**March 24, 2021**  
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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

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

#### **FINAL BUDGET**

MARCH 2021

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

**Committee:** Environmental Services

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**FUNDING:**

Requisition



1.028 - GM - Environmental Services & Regional Parks

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<b>OPERATING COSTS</b>										
Salaries and Wages	376,402	375,500	385,672	-	-	385,672	386,641	394,963	403,461	412,150
Contract for Services	3,000	2,000	3,000	-	-	3,000	3,060	3,120	3,180	3,240
Allocation - Standard Overhead	25,987	25,987	35,214	-	-	35,214	43,718	44,592	45,484	46,393
Allocation - Human Resources	8,691	8,691	9,705	-	-	9,705	9,899	10,097	10,299	10,505
Allocation - Building Occupancy	13,543	13,543	14,339	-	-	14,339	14,753	15,037	15,327	15,622
Allocation - All other	190	190	213	-	-	213	214	218	223	228
Insurance	790	790	800	-	-	800	810	820	830	840
<b>TOTAL OPERATING COSTS</b>	<b>428,603</b>	<b>426,701</b>	<b>448,943</b>	<b>-</b>	<b>-</b>	<b>448,943</b>	<b>459,095</b>	<b>468,847</b>	<b>478,804</b>	<b>488,978</b>
*Percentage Increase over prior year						4.7%	2.3%	2.1%	2.1%	2.1%
Recovery for First Aid Officer	(90)	(90)	(92)	-	-	(92)	(94)	(96)	(98)	(100)
<b>NET COSTS</b>	<b>428,513</b>	<b>426,611</b>	<b>448,851</b>	<b>-</b>	<b>-</b>	<b>448,851</b>	<b>459,001</b>	<b>468,751</b>	<b>478,706</b>	<b>488,878</b>
*Percentage increase over prior year Net Costs						4.7%	2.3%	2.1%	2.1%	2.1%
<b>AUTHORIZED POSITIONS:</b>										
Salaried	2.0	2.0	2.0	-	-	2.0	2.0	2.0	2.0	2.0

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Environmental Administration Services**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.575 Environmental Administration Services

**Committee:** Environmental Services

**DEFINITION:**

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

**PARTICIPATION:**

All Functions administered by Environmental Sustainability.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

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

**OTHER:**

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

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

<b>Service No.</b>	<b>1.575</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>Environmental Administration Services</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$7,000	\$7,000	\$0	\$10,500	\$0	\$0	\$17,500
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$7,000</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$10,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,500</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$7,000	\$7,000	\$0	\$10,500	\$0	\$0	\$17,500
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$7,000</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$10,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,500</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.575  
**Service Name:** Environmental Administration Services

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	Replacement	Office Furniture	ERF replacement of desks, chairs, shelves	\$7,000	E	ERF	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$7,000
20-02	Replacement	Office Equipment	ERF replacement of computers, printers	\$10,500	E	ERF	\$0	\$0	\$0	\$10,500	\$0	\$0	\$10,500
<b>GRAND TOTAL</b>				<b>\$17,500</b>			<b>\$7,000</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$10,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,500</b>

1.575 - ENVIRONMENTAL SUSTAINABILITY - ADMIN.	BUDGET REQUEST						2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL				
<u>OPERATING COSTS:</u>										
Salaries and Wages	85,875	106,043	85,380			85,380	85,650	87,489	89,367	91,284
Allocations	99,264	57,745	56,046			56,046	55,605	56,703	57,823	58,965
Operating - Other Costs - Summary	71,242	40,610	52,069			52,069	52,924	53,987	55,073	56,179
<b>TOTAL OPERATING COSTS</b>	<b>256,382</b>	<b>204,397</b>	<b>193,495</b>	<b>-</b>	<b>-</b>	<b>193,495</b>	194,179	198,179	202,263	206,428
*Percentage Increase over prior year	0.00%	-20.28%	-24.53%	0.00%	0.00%	-24.53%	0.35%	2.06%	2.06%	2.06%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>256,382</b>	<b>204,397</b>	<b>193,495</b>	<b>-</b>	<b>-</b>	<b>193,495</b>	194,179	198,179	202,263	206,428
*Percentage Increase over prior year	0.00%	-20.28%	-24.53%	0.00%	0.00%	-24.53%	0.35%	2.06%	2.06%	2.06%
Internal Recoveries	(256,382)	(204,397)	(193,495)			(193,495)	(194,179)	(198,179)	(202,263)	(206,428)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>	-	-	0	-
<b>FUNDING SOURCES (REVENUE)</b>										
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	-	-	(0)	-
*Percentage Increase over prior year										
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Salaried	1.00	1.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Hourly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**1.575 ES Headquarters Administration  
 Operating Reserve Summary  
 2021 - 2025 Financial Plan**

**Profile**

**ES Headquarters Administration**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105523	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	43,245	44,071	44,071	44,071	44,071	44,071
<b>Planned Purchase</b>	-	-	-	-	-	-
<b>Transfer from Ops Budget</b>	-	-	-	-	-	-
<b>Interest Income*</b>	826	-	-	-	-	-
<b>Total projected year end balance</b>	<b>44,071</b>	<b>44,071</b>	<b>44,071</b>	<b>44,071</b>	<b>44,071</b>	<b>44,071</b>

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

1.575 ES Headquarters Administration  
 Equipment Reserve Summary  
 2021 - 2025 Financial Plan

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

ERF: Environmental Head Quarter/Administration support Senior Budget - ERF for Equipment

Equipment Replacement Fund Fund: 1022 Fund Center: 101449	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	150,590	148,386	141,386	141,386	130,886	130,886
Planned Purchase (Based on Capital Plan)	(3,537)	(7,000)	-	(10,500)	-	-
Transfer from Operating Budget	-	-	-	-	-	-
Interest Income*	1,333	-	-	-	-	-
<b>Total projected year end balance</b>	<b>148,386</b>	<b>141,386</b>	<b>141,386</b>	<b>130,886</b>	<b>130,886</b>	<b>130,886</b>

**Assumptions/Background:**

Contributions stopped effective 2015 budget given sufficient funds are available.

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



# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Environmental Resource Management**

#### **FINAL BUDGET**

MARCH 2021

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

<b>Service No.</b>	<b>1.521 Environmental Resource Management</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$250,000	\$843,000	\$283,000	\$283,000	\$283,000	\$0	\$1,692,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$3,198,000	\$10,133,000	\$16,565,000	\$17,398,000	\$5,050,000	\$2,000,000	\$51,146,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$3,448,000</b>	<b>\$10,976,000</b>	<b>\$16,848,000</b>	<b>\$17,681,000</b>	<b>\$5,333,000</b>	<b>\$2,000,000</b>	<b>\$52,838,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$853,000	\$1,953,000	\$250,000	\$0	\$250,000	\$0	\$2,453,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$1,762,541	\$1,185,375	\$0	\$2,947,916
Equipment Replacement Fund	ERF	\$0	\$643,000	\$283,000	\$1,233,000	\$283,000	\$0	\$2,442,000
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	\$2,595,000	\$8,380,000	\$16,315,000	\$14,685,459	\$3,614,625	\$2,000,000	\$44,995,084
		<b>\$3,448,000</b>	<b>\$10,976,000</b>	<b>\$16,848,000</b>	<b>\$17,681,000</b>	<b>\$5,333,000</b>	<b>\$2,000,000</b>	<b>\$52,838,000</b>

**CAPITAL REGIONAL DISTRICT 2021 BUDGET**

PROGRAM GROUP: ERM  SUMMARY: ERM GROUP	BUDGET REQUEST						2022 Budget	2023 BUDGET	2024 BUDGET	2025 BUDGET
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 Ongoing	2021 One-Time	2021 TOTAL				
<b>GENERAL PROGRAM EXPENDITURES:</b>										
Diversion Services	13,343,074	13,253,896	13,794,015	199,682	-	13,993,697	14,062,408	14,114,214	14,264,469	14,417,760
Landfilling Services	7,189,725	7,201,700	8,158,640	117,784	-	8,276,424	8,245,680	8,255,100	8,357,718	8,462,452
Energy Recovery Services	856,482	856,482	894,958	10,268	-	905,226	886,720	691,774	527,347	538,132
<b>TOTAL OPERATING EXPENDITURES</b>	<b>21,389,281</b>	<b>21,312,078</b>	<b>22,847,613</b>	<b>327,734</b>	<b>-</b>	<b>23,175,347</b>	<b>23,194,808</b>	<b>23,061,088</b>	<b>23,149,534</b>	<b>23,418,344</b>
*Percentage Change		-0.4%	6.8%			8.4%	0.1%	-0.6%	0.4%	1.2%
Sale of Renewable Natural Gas (net revenue)	-	-	-	-	-	-	-	-	(3,500,000)	(3,500,000)
Revenue - Other	(8,243,958)	(8,115,999)	(8,291,024)	-	-	(8,291,024)	(8,290,144)	(8,015,144)	(7,740,144)	(7,740,144)
<b>NET OPERATING EXPENDITURES</b>	<b>13,145,323</b>	<b>13,196,079</b>	<b>14,556,589</b>	<b>327,734</b>	<b>-</b>	<b>14,884,323</b>	<b>14,904,664</b>	<b>15,045,944</b>	<b>11,909,390</b>	<b>12,178,200</b>
<b>CAPITAL EXPENDITURES</b>										
Capital & Equip Replacement - Programs	283,000	283,000	-	-	-	-	-	192,694	62,365	406,047
<b>TOTAL CAPITAL EQUIPMENT</b>	<b>283,000</b>	<b>283,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>192,694</b>	<b>62,365</b>	<b>406,047</b>
Debt Service	1,383,043	1,383,043	202,270	-	-	202,270	202,270	226,152	359,644	438,620
Transfer to General Capital Reserve Fund	1,248,074	1,248,074	1,488,189	-	-	1,488,189	566,732	208,868	3,342,251	2,650,775
Transfer to Landfill Closure Fund	420,000	420,000	420,000	-	-	420,000	420,000	420,000	420,000	420,000
Transfer to Millstream Remediation Debt	320,000	320,000	176,961	-	-	176,961	69,834	69,842	69,850	69,858
<b>NET OPERATING &amp; CAPITAL EXPENDITURE</b>	<b>16,799,440</b>	<b>16,850,196</b>	<b>16,844,009</b>	<b>327,734</b>	<b>-</b>	<b>17,171,743</b>	<b>16,163,500</b>	<b>16,163,500</b>	<b>16,163,500</b>	<b>16,163,500</b>
*Percentage Change		0.3%	0.3%			2.2%	-5.9%	0.0%	0.0%	0.0%
Transfer (From) or To Sustainability Reserve Fund Balance Carry Forward	1,244,980 (943,420)	1,244,980 (943,420)	- (1,008,244)	-	-	- (1,008,244)	-	-	-	-
<b>TIPPING FEE (based on inflation)</b>	<b>(17,101,000)</b>	<b>(18,160,000)</b>	<b>(15,835,765)</b>	<b>(327,735)</b>	<b>-</b>	<b>(16,163,500)</b>	<b>(16,163,500)</b>	<b>(16,163,500)</b>	<b>(16,163,500)</b>	<b>(16,163,500)</b>
<b>(Surplus)/deficit</b>	<b>-</b>	<b>(1,008,244)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>\$/TONNE TIPPING FEE</b>							<b>\$ 110</b>	<b>\$ 110</b>	<b>\$ 110</b>	<b>\$ 110</b>
# FTE's Regular:	22.2	22.2	22.2	1.5	-	23.7	23.7	23.7	23.7	23.7
Term (2021-2023) - RNG Project Coordinator	1	1	-	1	-	1	1	1	-	-
Term (2021-2022) - Food Waste Attendant	-	-	-	1	-	1	1	-	-	-

**CAPITAL REGIONAL DISTRICT 2021 BUDGET**

PROGRAM GROUP: ERM	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 Ongoing	2021 One-Time	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 BUDGET	2025 BUDGET
<b>SUMMARY: ERM GROUP</b>										
<b>PROGRAM EXPENDITURES:</b>										
<u>Diversion Services</u>										
Operating Expenditures	13,343,074	13,253,896	13,794,016	199,682	-	13,993,698	14,062,408	14,114,214	14,264,469	14,417,761
Fee Revenue (kitchen scraps, recycling fees)	(1,747,600)	(1,670,000)	(1,738,999)	-	-	(1,738,999)	(1,739,000)	(1,739,000)	(1,739,000)	(1,739,000)
EPR Revenue (MMBC, paint, electronics)	(5,671,257)	(5,700,000)	(5,836,044)	-	-	(5,836,044)	(5,836,044)	(5,836,044)	(5,836,044)	(5,836,044)
Sale of Material Revenue (metal, appliances)	(120,100)	(152,856)	(60,100)	-	-	(60,100)	(60,100)	(60,100)	(60,100)	(60,100)
<b>DIVERSION SERVICES NET COSTS</b>	<b>5,804,117</b>	<b>5,731,040</b>	<b>6,158,873</b>	<b>199,682</b>	<b>-</b>	<b>6,358,554</b>	<b>6,427,264</b>	<b>6,479,070</b>	<b>6,629,325</b>	<b>6,782,617</b>
<u>Landfilling Services</u>										
Operating Expenditures	7,189,725	7,201,700	8,158,640	117,784	-	8,276,424	8,245,680	8,255,100	8,357,718	8,462,452
Debt Expenditures	1,383,043	1,383,043	202,270	-	-	202,270	202,270	226,152	359,644	438,620
Trf to Millstream Remediation Debt	320,000	320,000	176,961	-	-	176,961	69,834	69,842	69,850	69,858
Tipping Fee Revenue (general refuse, controlled waste)	(17,101,000)	(18,160,000)	(15,835,765)	(327,735)	-	(16,163,500)	(16,163,500)	(16,163,500)	(16,163,500)	(16,163,500)
Other (permits, fines, cell tower revenue)	(105,001)	(93,143)	(105,880)	-	-	(105,880)	(105,000)	(105,000)	(105,000)	(105,000)
<b>LANDFILLING SERVICES NET REVENUE</b>	<b>(8,313,233)</b>	<b>(9,348,400)</b>	<b>(7,403,774)</b>	<b>(209,951)</b>	<b>-</b>	<b>(7,613,725)</b>	<b>(7,750,716)</b>	<b>(7,717,406)</b>	<b>(7,481,288)</b>	<b>(7,297,570)</b>
<u>Energy Recovery Services</u>										
Operating Expenditures (electricity)	856,482	856,482	894,958	10,268	-	905,226	886,720	691,774	527,347	538,132
Other (sale of electricity)	(600,000)	(500,000)	(550,000)	-	-	(550,000)	(550,000)	(275,000)	-	-
Sale of Renewable Natural Gas (net revenue)	-	-	-	-	-	-	-	-	(3,500,000)	(3,500,000)
<b>ENERGY RECOVERY SERVICES NET COSTS</b>	<b>256,482</b>	<b>356,482</b>	<b>344,958</b>	<b>10,268</b>	<b>-</b>	<b>355,226</b>	<b>336,720</b>	<b>416,774</b>	<b>(2,972,653)</b>	<b>(2,961,868)</b>
<b>TOTAL NET COSTS</b>	<b>(2,252,634)</b>	<b>(3,260,878)</b>	<b>(899,943)</b>	<b>-</b>	<b>-</b>	<b>(899,945)</b>	<b>(986,732)</b>	<b>(821,562)</b>	<b>(3,824,616)</b>	<b>(3,476,821)</b>
Transfer (From) or To Sustainability Reserve	1,244,980	1,244,980	-	-	-	-	-	-	-	-
Transfer (From) or To Capital Reserve	1,244,074	1,244,074	1,484,188	-	-	1,484,188	562,732	204,868	3,338,251	2,646,775
Transfer (From) or To Recycling Depots	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
Transfer (From) or To Landfill Closure	420,000	420,000	420,000	-	-	420,000	420,000	420,000	420,000	420,000
Transfer (From) or To New Supplement for Air Space	-	-	-	-	-	-	-	-	-	-
Transfer (From) or To ERF	283,000	283,000	-	-	-	-	-	192,694	62,365	406,047
Fund Balance Carry Forward	(943,420)	(943,420)	(1,008,244)	-	-	(1,008,244)	-	-	-	-
<b>(Surplus)/deficit</b>	<b>-</b>	<b>(1,008,244)</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Sustainability Reserve Fund Balance</b>	<b>34,219,152</b>	<b>38,784,614</b>	<b>32,917,114</b>			<b>32,917,114</b>	<b>16,602,114</b>	<b>5,141,655</b>	<b>5,141,655</b>	<b>5,141,655</b>
<b>\$/TONNE TIPPING FEE</b>							\$ 110	\$ 110	\$ 110	\$ 110
# FTE's Regular:	22.2	22.2	22.2	1.5	-	23.7	23.7	23.7	23.7	23.7
Term (2021-2023) - RNG Project Coordinator	1	1	1	-	-	1	1	1	-	-
Term (2021-2022) - Food Waste Attendant	-	-	1	-	-	1	1	-	-	-

**CAPITAL REGIONAL DISTRICT 2021 BUDGET**

PROGRAM GROUP: ERM  SUMMARY: ERM GROUP	BUDGET REQUEST						2022 Budget	2023 BUDGET	2024 BUDGET	2025 BUDGET
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 Ongoing	2021 One-Time	2021 TOTAL				
<b><u>GENERAL PROGRAM EXPENDITURES:</u></b>										
Diversion Services	13,343,074	13,253,896	13,794,015	199,682	-	13,993,697	14,062,408	14,114,214	14,264,469	14,417,760
Landfilling Services	7,189,725	7,201,700	8,158,640	117,784	-	8,276,424	8,245,680	8,255,100	8,357,718	8,462,452
Energy Recovery Services	856,482	856,482	894,958	10,268	-	905,226	886,720	691,774	527,347	538,132
<b>TOTAL OPERATING EXPENDITURES</b>	<b>21,389,281</b>	<b>21,312,078</b>	<b>22,847,613</b>	<b>327,734</b>	<b>-</b>	<b>23,175,347</b>	<b>23,194,808</b>	<b>23,061,088</b>	<b>23,149,534</b>	<b>23,418,344</b>
*Percentage Change		-0.4%	6.8%			8.4%	0.1%	-0.6%	0.4%	1.2%
Sale of Renewable Natural Gas (net revenue)	-	-	-	-	-	-	-	-	(3,500,000)	(3,500,000)
Revenue - Other	(8,243,958)	(8,115,999)	(8,291,024)	-	-	(8,291,024)	(8,290,144)	(8,015,144)	(7,740,144)	(7,740,144)
<b>NET OPERATING EXPENDITURES</b>	<b>13,145,323</b>	<b>13,196,079</b>	<b>14,556,589</b>	<b>327,734</b>	<b>-</b>	<b>14,884,323</b>	<b>14,904,664</b>	<b>15,045,944</b>	<b>11,909,390</b>	<b>12,178,200</b>
<b><u>CAPITAL EXPENDITURES</u></b>										
Capital & Equip Replacement - Programs	283,000	283,000	-	-	-	-	-	192,694	62,365	406,047
<b>TOTAL CAPITAL EQUIPMENT</b>	<b>283,000</b>	<b>283,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>192,694</b>	<b>62,365</b>	<b>406,047</b>
Debt Service	1,383,043	1,383,043	202,270	-	-	202,270	202,270	226,152	359,644	438,620
Transfer to General Capital Reserve Fund	1,248,074	1,248,074	1,488,189	-	-	1,488,189	566,732	208,868	3,342,251	2,650,775
Transfer to Landfill Closure Fund	420,000	420,000	420,000	-	-	420,000	420,000	420,000	420,000	420,000
Transfer to Millstream Remediation Debt	320,000	320,000	176,961	-	-	176,961	69,834	69,842	69,850	69,858
<b>NET OPERATING &amp; CAPITAL EXPENDITURE</b>	<b>16,799,440</b>	<b>16,850,196</b>	<b>16,844,009</b>	<b>327,734</b>	<b>-</b>	<b>17,171,743</b>	<b>16,163,500</b>	<b>16,163,500</b>	<b>16,163,500</b>	<b>16,163,500</b>
*Percentage Change		0.3%	0.3%			2.2%	-5.9%	0.0%	0.0%	0.0%
Transfer (From) or To Sustainability Reserve Fund Balance Carry Forward	1,244,980 (943,420)	1,244,980 (943,420)	- (1,008,244)	-	-	- (1,008,244)	-	-	-	-
<b>TIPPING FEE (based on inflation)</b>	<b>(17,101,000)</b>	<b>(18,160,000)</b>	<b>(15,835,765)</b>	<b>(327,735)</b>	<b>-</b>	<b>(16,163,500)</b>	<b>(16,163,500)</b>	<b>(16,163,500)</b>	<b>(16,163,500)</b>	<b>(16,163,500)</b>
<b>(Surplus)/deficit</b>	<b>-</b>	<b>(1,008,244)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>\$/TONNE TIPPING FEE</b>							<b>\$ 110</b>	<b>\$ 110</b>	<b>\$ 110</b>	<b>\$ 110</b>
# FTE's Regular:	22.2	22.2	22.2	1.5	-	23.7	23.7	23.7	23.7	23.7
Term (2021-2023) - RNG Project Coordinator	1	1	-	1	-	1	1	1	-	-
Term (2021-2022) - Food Waste Attendant	-	-	-	1	-	1	1	-	-	-

**CAPITAL REGIONAL DISTRICT 2021 BUDGET**

PROGRAM GROUP: ERM  SUMMARY: ERM GROUP	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 Ongoing	2021 One-Time	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 BUDGET	2025 BUDGET
<b>PROGRAM EXPENDITURES:</b>										
<u>Diversion Services</u>										
Operating Expenditures	13,343,074	13,253,896	13,794,016	199,682	-	13,993,698	14,062,408	14,114,214	14,264,469	14,417,761
Fee Revenue (kitchen scraps, recycling fees)	(1,747,600)	(1,670,000)	(1,738,999)	-	-	(1,738,999)	(1,739,000)	(1,739,000)	(1,739,000)	(1,739,000)
EPR Revenue (MMBC, paint, electronics)	(5,671,257)	(5,700,000)	(5,836,044)	-	-	(5,836,044)	(5,836,044)	(5,836,044)	(5,836,044)	(5,836,044)
Sale of Material Revenue (metal, appliances)	(120,100)	(152,856)	(60,100)	-	-	(60,100)	(60,100)	(60,100)	(60,100)	(60,100)
<b>DIVERSION SERVICES NET COSTS</b>	<b>5,804,117</b>	<b>5,731,040</b>	<b>6,158,873</b>	<b>199,682</b>	<b>-</b>	<b>6,358,554</b>	<b>6,427,264</b>	<b>6,479,070</b>	<b>6,629,325</b>	<b>6,782,617</b>
<u>Landfilling Services</u>										
Operating Expenditures	7,189,725	7,201,700	8,158,640	117,784	-	8,276,424	8,245,680	8,255,100	8,357,718	8,462,452
Debt Expenditures	1,383,043	1,383,043	202,270	-	-	202,270	202,270	226,152	359,644	438,620
Trf to Millstream Remediation Debt	320,000	320,000	176,961	-	-	176,961	69,834	69,842	69,850	69,858
Tipping Fee Revenue (general refuse, controlled waste)	(17,101,000)	(18,160,000)	(15,835,765)	(327,735)	-	(16,163,500)	(16,163,500)	(16,163,500)	(16,163,500)	(16,163,500)
Other (permits, fines, cell tower revenue)	(105,001)	(93,143)	(105,880)	-	-	(105,880)	(105,000)	(105,000)	(105,000)	(105,000)
<b>LANDFILLING SERVICES NET REVENUE</b>	<b>(8,313,233)</b>	<b>(9,348,400)</b>	<b>(7,403,774)</b>	<b>(209,951)</b>	<b>-</b>	<b>(7,613,725)</b>	<b>(7,750,716)</b>	<b>(7,717,406)</b>	<b>(7,481,288)</b>	<b>(7,297,570)</b>
<u>Energy Recovery Services</u>										
Operating Expenditures (electricity)	856,482	856,482	894,958	10,268	-	905,226	886,720	691,774	527,347	538,132
Other (sale of electricity)	(600,000)	(500,000)	(550,000)	-	-	(550,000)	(550,000)	(275,000)	-	-
Sale of Renewable Natural Gas (net revenue)	-	-	-	-	-	-	-	-	(3,500,000)	(3,500,000)
<b>ENERGY RECOVERY SERVICES NET COSTS</b>	<b>256,482</b>	<b>356,482</b>	<b>344,958</b>	<b>10,268</b>	<b>-</b>	<b>355,226</b>	<b>336,720</b>	<b>416,774</b>	<b>(2,972,653)</b>	<b>(2,961,868)</b>
<b>TOTAL NET COSTS</b>	<b>(2,252,634)</b>	<b>(3,260,878)</b>	<b>(899,943)</b>	<b>-</b>	<b>-</b>	<b>(899,945)</b>	<b>(986,732)</b>	<b>(821,562)</b>	<b>(3,824,616)</b>	<b>(3,476,821)</b>
Transfer (From) or To Sustainability Reserve	1,244,980	1,244,980	-	-	-	-	-	-	-	-
Transfer (From) or To Capital Reserve	1,244,074	1,244,074	1,484,188	-	-	1,484,188	562,732	204,868	3,338,251	2,646,775
Transfer (From) or To Recycling Depots	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
Transfer (From) or To Landfill Closure	420,000	420,000	420,000	-	-	420,000	420,000	420,000	420,000	420,000
Transfer (From) or To New Supplement for Air Space	-	-	-	-	-	-	-	-	-	-
Transfer (From) or To ERF	283,000	283,000	-	-	-	-	-	192,694	62,365	406,047
Fund Balance Carry Forward	(943,420)	(943,420)	(1,008,244)	-	-	(1,008,244)	-	-	-	-
<b>(Surplus)/deficit</b>	<b>-</b>	<b>(1,008,244)</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Sustainability Reserve Fund Balance</b>	<b>34,219,152</b>	<b>38,784,614</b>	<b>32,917,114</b>			<b>32,917,114</b>	<b>16,602,114</b>	<b>5,141,655</b>	<b>1,141,655</b>	<b>1,141,655</b>
<b>\$/TONNE TIPPING FEE</b>							\$ 110	\$ 110	\$ 110	\$ 110
# FTE's Regular:	22.2	22.2	22.2	1.5	-	23.7	23.7	23.7	23.7	23.7
Term (2021-2023) - RNG Project Coordinator	1	1	1	-	-	1	1	1	-	-
Term (2021-2022) - Food Waste Attendant	-	-	1	-	-	1	1	-	-	-

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**Service #:** 1.521  
**Service Name:** Environmental Resource Management

**CAPITAL BUDGET FORM**  
 2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
16-06	Renewal	Replacing of Small Equipments	Replacing of Small Equipments	\$1,200,000	E	ERF	\$0	\$400,000	\$240,000	\$240,000	\$240,000	\$0	\$1,120,000
17-01	Renewal	Gas & Leachate Collection Pipe Extension	Gas & Leachate Collection Pipe Extension	\$2,550,000	S	Res	\$0	\$500,000	\$500,000	\$450,000	\$400,000	\$0	\$1,850,000
17-02	Renewal	Aggregate Production for Internal Use	Aggregate Production for Internal Use	\$12,064,625	S	Res	\$1,500,000	\$4,250,000	\$2,750,000	\$2,750,000	\$2,314,625	\$0	\$12,064,625
17-02	Renewal	Aggregate Production for Internal Use	Aggregate Production for Internal Use		S	Debt	\$0	\$0	\$0	\$0	\$1,185,375	\$0	\$1,185,375
17-04	Renewal	Progressive Closure of External Faces	Progressive Closure of External Faces	\$800,000	S	Res	\$100,000	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$800,000
17-05	Renewal	Ground/Surface Water Monitoring Upgrades	Ground/Surface Water Monitoring Upgrades	\$60,000	S	Cap	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$60,000
17-07	Renewal	Computer Equipment	Computer Equipment	\$52,000	E	ERF	\$0	\$13,000	\$13,000	\$13,000	\$13,000	\$0	\$52,000
17-09	Renewal	Vehicle Replacements	Vehicle Replacements	\$120,000	E	ERF	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$0	\$120,000
17-11	Renewal	Food Waste Transfer Station Relocation Planning	Food Waste Transfer Station Relocation Planning	\$250,000	S	ERF	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
17-12	New	Hartland Environmental Performance Model - Scoping/Procurement	Hartland Environmental Performance Model - Scoping/Procurement	\$250,000	S	Res	\$225,000	\$225,000	\$0	\$0	\$0	\$0	\$225,000
17-14	New	Landfill Gas Utilization	Landfill Gas Utilization	\$23,718,000	S	Res	\$470,000	\$1,355,000	\$10,615,000	\$9,235,459	\$0	\$0	\$21,205,459
17-14	New	Landfill Gas Utilization	Landfill Gas Utilization		S	Debt	\$0	\$0	\$0	\$1,762,541	\$0	\$0	\$1,762,541
18-01	New	Interim Covers - West and North Slopes	Interim Covers - West and North Slopes	\$800,000	S	Res	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$800,000
18-02	Renewal	Paving of Service Roads	Paving of Service Roads	\$200,000	S	Cap	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
18-03	Renewal	Cell 3 Bottom Lift Gas Wells / Leachate Drain	Cell 3 Bottom Lift Gas Wells / Leachate Drain	\$693,000	S	Cap	\$193,000	\$193,000	\$250,000	\$0	\$250,000	\$0	\$693,000
18-05	Renewal	Controlled Waste & Asbestos Area Development	Controlled Waste & Asbestos Area Development	\$100,000	S	Res	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0	\$100,000
18-08	New	Wheel Washing Station Upgrade	Wheel Washing Station Upgrade	\$100,000	S	Cap	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
19-04	New	Hartland North Building	Project Site Office/Scale House	\$400,000	S	Cap	\$300,000	\$400,000	\$0	\$0	\$0	\$0	\$400,000
20-02	New	New Equipment	Fork Lift	\$50,000	E	Res	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-04	New	New Scale Software	New Scale Software	\$350,000	E	Res	\$200,000	\$350,000	\$0	\$0	\$0	\$0	\$350,000
22-01	Renewal	Sedimentation Pond Relining	Sedimentation Pond Relining	\$350,000	S	Res	\$0	\$0	\$0	\$350,000	\$0	\$0	\$350,000
22-02	New	Cell 4 Liner Installation	Cell 4 Liner Installation	\$3,100,000	S	Res	\$0	\$100,000	\$2,000,000	\$1,000,000	\$0	\$0	\$3,100,000
24-01	New	Cell 5&6 GRW	Cell 5&6 Gravity Retaining Wall Construction	\$1,500,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$1,500,000
23-01	Replacement	Gas Flare	Gas Flare	\$700,000	S	ERF	\$0	\$0	\$0	\$700,000	\$0	\$0	\$700,000
22-03	Decommission	Leachate Line Decommissioning	Leachate Line Decommissioning	\$1,600,000	S	Res	\$0	\$100,000	\$0	\$500,000	\$500,000	\$500,000	\$1,600,000
22-04	Decommission	Cogen Unit Decommissioning	Cogen Unit Decommissioning	\$250,000	S	ERF	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000
21-01	New	Hartland North Site Buffer Acquisition	Hartland North Site Buffer Acquisition	\$1,000,000	S	Res	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
21-01	New	Hartland North Site Buffer Acquisition	Hartland North Site Buffer Acquisition	\$1,000,000	S	Cap	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
<b>GRAND TOTAL</b>				<b>\$53,257,625</b>			<b>\$3,448,000</b>	<b>\$10,976,000</b>	<b>\$16,848,000</b>	<b>\$17,681,000</b>	<b>\$5,333,000</b>	<b>\$2,000,000</b>	<b>\$52,838,000</b>

Service: 1.521

Environmental Resource Management

<b>Proj. No.</b> 16-06	<b>Capital Project Title</b> Replacing of Small Equipments	<b>Capital Project Description</b> Replacing of Small Equipments
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> Replacement of small equipments that have reached their end of life		

<b>Proj. No.</b> 17-01	<b>Capital Project Title</b> Gas & Leachate Collection Pipe Extension	<b>Capital Project Description</b> Gas & Leachate Collection Pipe Extension
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing header system to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each gas well and leachate collector. The gas is then conveyed to the gas plant, and the leachate is conveyed to the lined storage lagoons and then discharged into the municipal sewer. Cost estimate is derived from historical construction information.		

<b>Proj. No.</b> 17-02	<b>Capital Project Title</b> Aggregate Production for Internal Use	<b>Capital Project Description</b> Aggregate Production for Internal Use
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> Producing aggregate annually from in-situ rock provides the CRD with a number of benefits including: prolonging the landfill life (creating landfilling airspace), providing aggregate for on-site needs, effective interception of shallow groundwater inflows, cost and space savings by not having to import aggregate, and reduced social and environmental impacts by not having to truck in aggregate. Cost estimate is derived from historical tender data.		

<b>Proj. No.</b> 17-04	<b>Capital Project Title</b> Progressive Closure of External Faces	<b>Capital Project Description</b> Progressive Closure of External Faces
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> As specified under the BC Ministry of Environments Landfill Criteria for Municipal Solid Waste, completed landfill areas and slopes must be closed with a progressive closure system on an annual basis. The closure system consists of a clay or synthetic cover placed over a gravel drainage layer This progressive closure system stays in place until economies of scale makes it cost effective to proceed with installation of a final closure system.		



Service: 1.521

Environmental Resource Management

<b>Proj. No.</b> 17-05	<b>Capital Project Title</b> Ground/Surface Water Monitoring Upgrades	<b>Capital Project Description</b> Ground/Surface Water Monitoring Upgrades
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> <i>An annual surface water quality monitoring report is required to meet current landfill regulations. To facilitate this, water samples are regularly taken and analyzed to ensure that the landfill is in compliance with surface water quality guidelines. Monitoring upgrades are required to increase the efficiency and effectiveness of this monitoring program. Repair damaged monitoring wells, reinstallation of monitoring wells and replacement of specialized equipment. Decommissioning or replacing required to confirm hydraulic trap efficacy and ensure compliance with the Hartland Landfill Operational Certificate and applicable BC Acts and Regulations. Assumes redrilling and equipment installation at four locations (86s) in Phase 2 refuse. Routine repair, reinstallation and replacement of monitoring wells and specialized equipment as required to ensure compliance with the Hartland Landfill Operational Certificate and applicable BC Acts and Regulations.</i>		

<b>Proj. No.</b> 17-07	<b>Capital Project Title</b> Computer Equipment	<b>Capital Project Description</b> Computer Equipment
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> <i>Replacement of computer equipment due to end of life cycle</i>		

<b>Proj. No.</b> 17-09	<b>Capital Project Title</b> Vehicle Replacements	<b>Capital Project Description</b> Vehicle Replacements
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> <i>Replacement of vehicle due to end of life cycle</i>		

<b>Proj. No.</b> 17-11	<b>Capital Project Title</b> Food Waste Transfer Station Relocation Planning	<b>Capital Project Description</b> Food Waste Transfer Station Relocation Planning
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> <i>In order to minimize leachate runoff from site and reduce residential complaints surrounding odor migration, the food waste transfer station (FWTS) must be relocated. It is proposed that the FWTS be moved within the leachate collection footprint of the landfill.</i>		

Service: 1.521

## Environmental Resource Management

<b>Proj. No.</b> 17-12	<b>Capital Project Title</b> Hartland Environmental Performance Model - Scoping/Procurement	<b>Capital Project Description</b> Hartland Environmental Performance Model - Scoping/Procurement
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> Hartland's ground water / leachate / and surface water monitoring programs being completed and environmental monitoring compliance is being met. The groundwater, leachate, and storm water systems must be input into a modeling software so real-time monitoring can be completed.		
<b>Proj. No.</b> 17-14	<b>Capital Project Title</b> Landfill Gas Utilization	<b>Capital Project Description</b> Landfill Gas Utilization
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> The landfill gas is currently utilized as fuel to power a generator system to generate electricity and sold to BC Hydro. The excess landfill gas which is approximately 50% currently generated from the landfill is destructed by burning. ERM and EE have initiated a project to process the landfill gas to a higher quality could be utilized as natural gas. Fortis BC is interested to purchase the processed landfill gas from the CRD. The projected gas revenues from Fortis is significantly higher than the current arrangement with BC Hydro. This project is to carry out the feasibility study, preliminary engineering, and conduct business case and triple-bottom-line analysis, if the project proved to be feasible the detailed design and implementation will be followed.		
<b>Proj. No.</b> 18-01	<b>Capital Project Title</b> Interim Covers - West and North Slopes	<b>Capital Project Description</b> Interim Covers - West and North Slopes
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> Following Golder's Leachate Management Plan, once an active landfilling cell is completed, but hasn't reached future filling contours, tarping is required to shed rainwater and divert to the freshwater collection system to prevent it from entering the leachate collection system and overwhelming the leachate storage ponds. Cost estimate is derived from historical in-house cost data.		
<b>Proj. No.</b> 18-02	<b>Capital Project Title</b> Paving of Service Roads	<b>Capital Project Description</b> Paving of Service Roads
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> The East Perimeter Service Road is built around Phase 1, and some areas of this road are partially built over refuse. Settlement has occurred in areas along this road. To improve safety of road users, road maintenance and repair are required to prevent further settlement. The base gravels underneath the settled areas must be replaced with larger gravels that will prevent the road from settlement in the future. Once the base gravels are replaced, the areas will be repaved with asphalt. Cost estimate is derived from current asphalt paving rates within the Victoria region.		

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

<b>Proj. No.</b> 18-03	<b>Capital Project Title</b> Cell 3 Bottom Lift Gas Wells / Leachate Drain	<b>Capital Project Description</b> Cell 3 Bottom Lift Gas Wells / Leachate Drain
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> <i>To meet BC Ministry of Environment regulations, gas wells and leachate collectors are installed in each lift of refuse and have to be connected to the existing collection systems to collect methane gas. Well heads, valves, condensation traps, monitoring points, and piping has to be installed to each gas well and leachate collector. The gas is then conveyed to the gas plant, and the leachate is conveyed to the lined storage lagoons and then discharged into the municipal sewer. Estimate is derived from historical costs.</i>		

<b>Proj. No.</b> 18-05	<b>Capital Project Title</b> Controlled Waste & Asbestos Area Development	<b>Capital Project Description</b> Controlled Waste & Asbestos Area Development
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> <i>Controlled waste and asbestos areas within the landfill footprint are required to be developed in conjunction with active cells. BC Ministry of Environment regulatory requirements must be met on a continual basis. Asbestos is a high risk material that requires proper planning and special burial to ensure safe disposal.</i>		

<b>Proj. No.</b> 18-08	<b>Capital Project Title</b> Wheel Washing Station Upgrade	<b>Capital Project Description</b> Wheel Washing Station Upgrade
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> <i>The existing wheel washing station needs to be upgraded in order to manage the wastewater and sludge from the station.</i>		

<b>Proj. No.</b> 19-04	<b>Capital Project Title</b> Hartland North Building	<b>Capital Project Description</b> Project Site Office/Scale House
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> <i>Currently there are no offices or scales at the north site and this project will provide a scale house for the new scales, server room and interrim project office until a north admin facility is developed in the future.</i>		

Service: 1.521

Environmental Resource Management

Proj. No. 20-02

Capital Project Title New Equipment

Capital Project Description Fork Lift

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Landfill & Recycling

Project Rationale A small to medium sized fork lift is required to help load pallets at the front end material recycling area.

Proj. No. 20-04

Capital Project Title New Scale Software

Capital Project Description New Scale Software

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Landfill & Recycling

Project Rationale The current landfill scale software is antiquated, difficult to troubleshoot and is affecting smooth operation of the scales. This budget will allow for installation of new software at both the existing front end and the new scales at the RTF site.

Proj. No. 22-01

Capital Project Title Sedimentation Pond Relining

Capital Project Description Sedimentation Pond Relining

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Landfill & Recycling

Project Rationale To prevent leakage and fines from migrating off site into the north freshwater drainage area, the sedimentation pond must be relined.

Proj. No. 22-02

Capital Project Title Cell 4 Liner Installation

Capital Project Description Cell 4 Liner Installation

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Landfill & Recycling

Project Rationale To evaluate long term options for leachate treatment if current costs for disposal become cost prohibitive

Proj. No. 22-03

Capital Project Title Leachate Line Decommissioning

Capital Project Description Leachate Line Decommissioning

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Landfill & Recycling

Project Rationale Antiquated electrical systems across the site require upgrades to bring it up to current standards and code.

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

<b>Proj. No.</b> 22-04	<b>Capital Project Title</b> Cogen Unit Decommissioning	<b>Capital Project Description</b> Cogen Unit Decommissioning
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> Engineered Liner Installation is required along the North West edge of the property to protect the hydraulic trap and prevent off site leachate migration		

<b>Proj. No.</b> 24-01	<b>Capital Project Title</b> Cell 5&6 GRW	<b>Capital Project Description</b> Cell 5&6 Gravity Retaining Wall
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> This project will allow for the construction of a mass gravity retaining wall along the North West operating perimeter to increase the amount of final waste deposition and extend the life of the landfill		

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Gas Flare	<b>Capital Project Description</b> Gas Flare
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> This project will allow for the replacement of the old gas flare to allow for effective destruction of methane during RNG plant shutdowns		

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Hartland North Site Buffer Acquisition	<b>Capital Project Description</b> Hartland North Site Buffer Acquisition
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Landfill & Recycling
<b>Project Rationale</b> This project will allow for the decommissioning and deconstruction of the old Maxim Cogen Unit ahead of the new RNG plant construction.		

1.521 Environmental Resource Management  
 Capital Reserve Fund Schedule - ERM  
 2021 - 2025 Financial Plan

**Capital Reserve Fund Schedule - ERM**

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

**Capital Reserve Fund Schedule**

Bylaw 2164 established a Solid Waste Refuse Disposal Reserve Fund for the ERM Service (was called Solid Waste Service). There are three portions in the Reserve Fund: Landfill Closure, restricted funds to cover the liability of closing Phase 2 and post-closure maintenance. Capital Reserve is working capital and not restricted. Gulf Island Recycling Depots and the Compost Education Centre have budgeted amounts transferred to Capital Reserve Fund each year for the depots' capital needs.

Landfill Closure Portion Fund: 1020 Fund Centre: 101363	Actuals	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	10,658,112	11,281,091	11,701,091	12,121,091	12,541,091	12,961,091
<b>Planned Capital Expenditure (Based on Capital Plan)</b>		-	-	-	-	-
<b>Realized Loss (Gain)</b>		-	-	-	-	-
<b>Transfer to/from Ops Budget</b>	420,000	420,000	420,000	420,000	420,000	420,000
<b>Interest Income*</b>	202,979	-	-	-	-	-
<b>Ending Balance \$</b>	<b>11,281,091</b>	<b>11,701,091</b>	<b>12,121,091</b>	<b>12,541,091</b>	<b>12,961,091</b>	<b>13,381,091</b>

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

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

1.521 Environmental Resource Management  
 Capital Reserve Fund Schedule - ERM  
 2021 - 2025 Financial Plan

**Capital Reserve Fund Schedule - ERM**

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

**Capital Reserve Fund Schedule**

Capital Reserve Portion Fund: 1020 Fund Centre: 101364	Actuals	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	6,908,979	2,428,503	478,735	683,603	796,854	29,004
<b>Planned Capital Expenditure (RNG)</b>	(750,000)	(1,355,000)	(10,615,000)	(9,235,459)	-	-
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	(5,130,000)	(2,512,500)		(3,225,000)	(3,414,625)	(2,000,000)
<b>Transfer from Sustainability Reserve</b>		1,355,000	10,615,000	9,235,459		
<b>Transfer to/from Ops Budget</b>	1,321,031	562,732	204,868	3,338,251	2,646,775	3,129,317
<b>Interest Income*</b>	78,494	-	-	-	-	-
<b>Ending Balance \$</b>	<b>2,428,503</b>	<b>478,735</b>	<b>683,603</b>	<b>796,854</b>	<b>29,004</b>	<b>1,158,321</b>

**Assumptions/Background:**  
 Maintain balance at least \$0.5M as contingency

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

1.521 Environmental Resource Management  
 Capital Reserve Fund Schedule - ERM  
 2021 - 2025 Financial Plan

**Capital Reserve Fund Schedule - ERM**

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

**Capital Reserve Fund Schedule**

Recycling Depots/Compost Center Reserve Portion Fund: 1020 Fund Centre: 101592-96, 102102	Actuals	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	53,591	39,933	43,933	47,933	51,933	55,933
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	-	-	-	-	-	-
<b>Transfer to/from Ops Budget</b>	(13,658)	4,000	4,000	4,000	4,000	4,000
<b>Ending Balance \$</b>	<b>39,933</b>	<b>43,933</b>	<b>47,933</b>	<b>51,933</b>	<b>55,933</b>	<b>59,933</b>

**Assumptions/Background:**  
 Reimburse operating budget for capital expenditures spent by the following recycling depots: Pender Is, Mayne Is, Galiano, Is, Saturna Is, SSI Is, Pier's Is, Compost Center up to 2015. Compost Center only 2016 to 2020.



1.521 Environmental Resource Management  
 Capital Reserve Fund Schedule - ERM  
 2021 - 2025 Financial Plan

**Capital Reserve Fund Schedule - ERM**

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

**Capital Reserve Fund Schedule**

New Supplement for Air Space Reserve Portion Fund: 1020 Fund Centre: 102207	Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Planned Capital Expenditure (Based on Capital Plan)	-	-	-	-	-	-
Transfer to/from Ops Budget	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>

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

**1.521 Environmental Resource Management  
ERF Reserve Fund Schedule  
2021 - 2025 Financial Plan**

<b>ERF Reserve Fund Schedule</b>
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<b>ERF:</b> ERM ERF or PERS Fund for Equipment
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Equipment Replacement Fund Fund: 1022 Fund Centre: 101447	Actuals	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	3,173,611	3,240,062	2,597,062	2,314,062	1,273,756	1,053,121
<b>Planned Purchase (Based on Capital Plan)</b>	(258,020)	(643,000)	(283,000)	(1,233,000)	(283,000)	-
<b>Transfer to/from Ops Budget</b>	283,000	-	-	192,694	62,365	406,047
<b>Disposal of equipment</b>	13,133	-	-	-	-	-
<b>Interest Income*</b>	28,338	-	-	-	-	-
<b>Ending Balance \$</b>	<b>3,240,062</b>	<b>2,597,062</b>	<b>2,314,062</b>	<b>1,273,756</b>	<b>1,053,121</b>	<b>1,459,168</b>

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

**1.521 Environmental Resource Management**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**Environmental Resource Management**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center 105509	Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	33,724,173	38,784,614	32,917,114	16,602,114	5,141,655	5,141,655
Planned Purchase - RNG project		(1,355,000)	(10,615,000)	(9,235,459)	-	-
Planned Capital Expenditure (Based on Capital Plan)	-	(4,512,500)	(5,700,000)	(2,225,000)		
Transfer to/from Ops Budget	4,407,430					
Interest Income*	653,012	-	-	-	-	-
<b>Total projected year end balance</b>	<b>38,784,614</b>	<b>32,917,114</b>	<b>16,602,114</b>	<b>5,141,655</b>	<b>5,141,655</b>	<b>5,141,655</b>

**Assumptions/Background:**

Reserve expected to stabilize upon approval for implementation of new SWMP. Retain a minimum \$5M balance in ERM for rate stabilization

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Other Legislative & General - Climate**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.012 Other Legislative & General - Climate

**Committee:** Governance & Finance

**DEFINITION:**

Authorized by Letters Patent to provide for legislative expenditures of the Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

N/A

**FUNDING:**

Requisition

1.012 OTHER LEGISLATIVE & GENERAL - CLIMATE	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021		TOTAL	2022	2023	2024	2025
				ONGOING	ONE-TIME					
<u>OPERATING COSTS:</u>										
Salaries and Wages	106,907	94,700	114,081	-	-	114,081	114,340	116,804	119,320	121,890
Contributions - projects	30,000	-	-	-	-	-	-	-	-	-
Other Operating Expenses		744								
<b>TOTAL OPERATING COSTS</b>	<b>136,907</b>	<b>95,444</b>	<b>114,081</b>	<b>-</b>	<b>-</b>	<b>114,081</b>	<b>114,340</b>	<b>116,804</b>	<b>119,320</b>	<b>121,890</b>
*Percentage Increase over prior year							0.2%	2.2%	2.2%	2.2%
<u>CAPITAL / RESERVE</u>										
Transfer to Climate Action Reserve Fund	100,000	100,000	100,000	-	-	100,000	100,000	100,000	100,000	100,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>TOTAL COSTS</b>	<b>236,907</b>	<b>195,444</b>	<b>214,081</b>	<b>-</b>	<b>-</b>	<b>214,081</b>	<b>214,340</b>	<b>216,804</b>	<b>219,320</b>	<b>221,890</b>
*Percentage increase over prior year requisition							0.1%	1.1%	1.2%	1.2%
<b>REVENUE</b>										
Climate Action Grant	(55,000)	(69,927)	(55,000)	-	-	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
Transfer from Operating Project	(30,000)	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(85,000)</b>	<b>(69,927)</b>	<b>(55,000)</b>	<b>-</b>	<b>-</b>	<b>(55,000)</b>	<b>(55,000)</b>	<b>(55,000)</b>	<b>(55,000)</b>	<b>(55,000)</b>
<b>NET COSTS</b>	<b>151,907</b>	<b>125,517</b>	<b>159,081</b>	<b>-</b>	<b>-</b>	<b>159,081</b>	<b>159,340</b>	<b>161,804</b>	<b>164,320</b>	<b>166,890</b>
*Percentage increase over prior year Net Costs						4.7%	0.2%	1.5%	1.6%	1.6%
<u>AUTHORIZED POSITIONS:</u>										
Salaried	1.0	1.0	1.0	-	-	1.0	1.0	1.0	1.0	1.0

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

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

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.578 Environmental Protection

**Committee:** Environmental Services

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Method of cost allocation is:

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

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



ENVIRONMENTAL SUSTAINABILITY - PROTECTIVE PROGRAMS DIVISION	BUDGET REQUEST						2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL				
<u>OPERATING COSTS:</u>										
Protective Program Division Expenditures	5,981,939	5,874,944	6,127,526	55,000	-	6,182,526	6,227,769	6,359,104	6,493,194	6,630,093
Water Quality Program Division Expenditures	1,857,875	1,845,099	1,988,212	68,250	-	2,056,462	2,068,030	2,111,736	2,156,370	2,201,953
<b>TOTAL OPERATING COSTS</b>	<b>7,839,814</b>	<b>7,720,043</b>	<b>8,115,738</b>	<b>123,250</b>	<b>-</b>	<b>8,238,988</b>	<b>8,295,799</b>	<b>8,470,840</b>	<b>8,649,564</b>	<b>8,832,046</b>
*Percentage Increase over prior year	0.00%	-1.53%	3.52%	1.57%	0.00%	5.09%	0.69%	2.11%	2.11%	2.11%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Capital Costs	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>7,839,814</b>	<b>7,720,043</b>	<b>8,115,738</b>	<b>123,250</b>	<b>-</b>	<b>8,238,988</b>	<b>8,295,799</b>	<b>8,470,840</b>	<b>8,649,564</b>	<b>8,832,046</b>
*Percentage Increase over prior year	0.00%	-1.53%	3.52%	1.57%	0.00%	5.09%	0.69%	2.11%	2.11%	2.11%
Allocation Recovery - Environmental Services	(5,966,939)	(5,909,939)	(6,077,531)	(55,000)	-	(6,132,531)	(6,227,769)	(6,359,104)	(6,493,194)	(6,630,093)
Allocation Recovery - Water Quality	(1,812,875)	(1,800,099)	(1,988,212)	(68,250)	-	(2,056,462)	(2,068,030)	(2,111,736)	(2,156,370)	(2,201,953)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>60,000</b>	<b>10,005</b>	<b>49,995</b>	<b>-</b>	<b>-</b>	<b>49,995</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year	0.00%	-83.33%	-16.67%	0.00%	0.00%	-16.67%	0.00%	0.00%	0.00%	0.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>(Surplus) / Deficit</b>	<b>-</b>	<b>(49,995)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Balance C/F from Prior to Current year	(60,000)	(60,000)	(49,995)	-	-	(49,995)	-	-	-	-
Recovery Cost	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve - Env. Services	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve - Water Quality	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(60,000)	(10,005)	(49,995)	-	-	(49,995)	-	-	-	-
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Salaried	54.55	54.55	54.55	1.40	0.00	55.95	55.95	55.95	55.95	55.95
Term	2.00	2.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	0.00

ENVIRONMENTAL SUSTAINABILITY - PROTECTIVE PROGRAMS DIVISION	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	6,106,974	6,107,703	6,283,902	30,656	-	6,314,558	6,332,800	6,468,895	6,607,912	6,749,900
Allocations	1,149,692	1,185,560	1,272,760	-	-	1,272,760	1,286,944	1,312,368	1,338,316	1,364,770
Operating Costs - Other - Summary	583,148	426,779	559,076	92,594	-	651,670	676,055	689,577	703,336	717,376
<b>TOTAL OPERATING COSTS</b>	<b>7,839,814</b>	<b>7,720,043</b>	<b>8,115,738</b>	<b>123,250</b>	<b>-</b>	<b>8,238,988</b>	<b>8,295,799</b>	<b>8,470,840</b>	<b>8,649,564</b>	<b>8,832,046</b>
*Percentage Increase over prior year	0.00%	-1.53%	3.52%	1.57%	0.00%	5.09%	0.69%	2.11%	2.11%	2.11%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>7,839,814</b>	<b>7,720,043</b>	<b>8,115,738</b>	<b>123,250</b>	<b>-</b>	<b>8,238,988</b>	<b>8,295,799</b>	<b>8,470,840</b>	<b>8,649,564</b>	<b>8,832,046</b>
*Percentage Increase over prior year	0.00%	-1.53%	3.52%	1.57%	0.00%	5.09%	0.69%	2.11%	2.11%	2.11%
Allocation Recovery - Environmental Services	(7,779,814)	(7,710,038)	(8,065,743)	(123,250)	-	(8,188,993)	(8,295,799)	(8,470,840)	(8,649,564)	(8,832,046)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>60,000</b>	<b>10,005</b>	<b>49,995</b>	<b>-</b>	<b>-</b>	<b>49,995</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year	0.00%	-83.33%	-16.68%	0.00%	0.00%	-16.68%	0.00%	0.00%	0.00%	0.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>(Surplus) / Deficit</b>		(49,995)								
Balance C/F from Prior to Current year	(60,000)	(60,000)	(49,995)	-	-	(49,995)	-	-	-	-
Recovery Cost	-	-	-	-	-	-	-	-	-	-
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(60,000)	(109,995)	(49,995)	-	-	(49,995)	-	-	-	-
<b>REQUISITION</b>	-	-	-	-	-	-	-	-	-	-
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
Salaried	54.55	54.55	54.55	1.40	0.00	55.95	55.95	55.95	55.95	55.95
Term	2.00	2.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	0.00

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

<b>Service No.</b>	<b>1.578</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>Environmental Protection</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$67,000	\$415,000	\$76,000	\$96,000	\$98,000	\$75,500	\$760,500
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$42,000	\$240,000	\$0	\$0	\$0	\$282,000
		<b>\$67,000</b>	<b>\$457,000</b>	<b>\$316,000</b>	<b>\$96,000</b>	<b>\$98,000</b>	<b>\$75,500</b>	<b>\$1,042,500</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$67,000	\$457,000	\$316,000	\$96,000	\$98,000	\$75,500	\$1,042,500
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$67,000</b>	<b>\$457,000</b>	<b>\$316,000</b>	<b>\$96,000</b>	<b>\$98,000</b>	<b>\$75,500</b>	<b>\$1,042,500</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

Service #: 1.578

Service Name: Environmental Protection

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Annual Scientific/Field/Outreach/Printers/Copiers equipment replacement	ERF replacement of Scientific/Field/Outreach /Printers/Copiers equipment	\$355,000	E	ERF	\$40,000	\$104,000	\$40,000	\$70,000	\$64,000	\$37,000	\$315,000
18-02	Replacement	Annual Computer equipment replacement	ERF replacement of computer equipment	\$95,500	E	ERF	\$0	\$21,000	\$21,000	\$11,000	\$19,000	\$23,500	\$95,500
18-03	Replacement	Annual vehicle replacement	ERF replacement of vehicles	\$282,000	V	ERF	\$0	\$42,000	\$240,000	\$0	\$0	\$0	\$282,000
18-04	Replacement	Furniture replacement	ERF replacement of furniture	\$52,000	E	ERF	\$2,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
19-01	Replacement	IT Database Programs	Address based database & EQIS	\$300,000	E	ERF	\$25,000	\$275,000	\$0	\$0	\$0	\$0	\$275,000
20-01	New	Furniture	New furniture	\$25,000	E	ERF	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
<b>GRAND TOTAL</b>				<b>\$1,109,500</b>			<b>\$67,000</b>	<b>\$457,000</b>	<b>\$316,000</b>	<b>\$96,000</b>	<b>\$98,000</b>	<b>\$75,500</b>	<b>\$1,042,500</b>

Service: 1.578

Environmental Protection

Proj. No.	18-01	Capital Project Title	Annual Scientific/Field/Outreach/Printers/Copiers equipment replacement	Capital Project Description	ERF replacement of Scientific/Field/Outreach /Printers/Copiers equipment
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> Replacement of routine sampling/outreach/printers/copiers equipment.					

Proj. No.	18-02	Capital Project Title	Annual Computer equipment replacement	Capital Project Description	ERF replacement of computer equipment
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> Routine replacement of various computer equipment due to end of calculated lifecycle (4yrs). <i>Note: expense is calculated on 2020 values</i> . Each year includes a number of standard desktop/laptop replacements scheduled by IT.					

Proj. No.	18-03	Capital Project Title	Annual vehicle replacement	Capital Project Description	ERF replacement of vehicles
Asset Class	V	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> 2021-Replace F12004(Smart Car) 2022-Replace F11001(Dodge Caravan), F11003(Ford Ranger), F11009(Ford Transit), F0111(Chev Colorado).					

Service: 1.578

Environmental Protection

<b>Proj. No.</b> 18-04	<b>Capital Project Title</b> Furniture Replacement	<b>Capital Project Description</b> ERF furniture
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Replacement for stand-up desks & office chairs		

<b>Proj. No.</b> 19-01	<b>Capital Project Title</b> IT Database Programs	<b>Capital Project Description</b> Address based database & EQIS
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Database development and maintenance - Address based database & EQIS		

<b>Proj. No.</b> 20-01	<b>Capital Project Title</b> New Furniture	<b>Capital Project Description</b> New Furniture
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Office chairs, bookshelves and monitor arms		

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

<b>Service No.</b>	<b>1.579</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>Environmental Water Quality</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$21,000	\$0	\$0	\$0	\$0	\$21,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$21,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$21,000	\$0	\$0	\$0	\$0	\$21,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$21,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.579  
**Service Name:** Environmental Water Quality

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Furniture/Equipment replacement	ERF Replacement of furniture	\$21,000	E	ERF	\$0	\$21,000	\$0	\$0	\$0	\$0	\$21,000
<b>GRAND TOTAL</b>				<b>\$21,000</b>			<b>\$0</b>	<b>\$21,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,000</b>



Service: 1.579 Environmental Water Quality

Proj. No.	21-01	Capital Project Title	Furniture/Equipment replacement	Capital Project Description	ERF Replacement of furniture
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	Replacement of sample reception area log in/desk, replacement of 2 workstation desks in AE lab, replacement of T&O analytical station, dividers				

**1.578 Environmental Protection  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Environmental Protection**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105525 (105522)	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	758,097	773,577	773,577	773,577	773,577	773,577
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget	1,000	-	-	-	-	-
Interest Income*	14,480	-	-	-	-	-
<b>Total projected year end balance</b>	<b>773,577</b>	<b>773,577</b>	<b>773,577</b>	<b>773,577</b>	<b>773,577</b>	<b>773,577</b>

**Assumptions/Background:**

Reserve balance retained for charge-out rate stabilization

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

**1.578 Environmental Protection  
Equipment Reserve Summary  
2021 - 2025 Financial Plan**

**ERF Reserve Cash Flow**

Environmental Protection is responsible for providing scientific and technical expertise in order to protect the region's environmental resources and functions. Key areas of focus are the Climate Action Program, Integrated Watershed Management, Wastewater and Marine Environment Program. The total historical value as of Dec 31, 2019, for vehicles and equipment, was \$367K with a replacement value on equipment of \$442K\*.

Equipment Replacement Fund Fund: 1022 Fund Center: 101492/101647	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,140,293	1,293,285	836,285	520,285	424,285	326,285
Planned Purchase (Based on Capital Plan)	(39,285)	(457,000)	(316,000)	(96,000)	(98,000)	(75,500)
Transfer from Operating Budget	206,079	-	-	-	-	-
Interest Income*	(13,802)	-	-	-	-	-
<b>Total projected year end balance</b>	<b>1,293,285</b>	<b>836,285</b>	<b>520,285</b>	<b>424,285</b>	<b>326,285</b>	<b>250,785</b>

**Assumptions/Background:**

Contributions from Operating budget reduced starting 2016.

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

**1.579 Environmental Sustainability HQ Water Quality  
Equipment Reserve Summary  
2021 - 2025 Financial Plan**

**ERF Reserve Cash Flow**

Water Quality Senior Budget - Equipment Replacement for Equipment

Equipment Replacement Fund Fund: 1022 Fund Center: 102075	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	51,576	21,358	358	358	358	358
<b>Planned Purchase (Based on Capital Plan)</b>	(30,473)	(21,000)	-	-	-	-
<b>Transfer from Operating Budget</b>		-	-	-	-	-
<b>Interest Income*</b>	255	-	-	-	-	-
<b>Total projected year end balance</b>	<b>21,358</b>	<b>358</b>	<b>358</b>	<b>358</b>	<b>358</b>	<b>358</b>

**Assumptions/Background:**

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

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

**1.579 Environmental Sustainability HQ Water Quality  
 Operating Reserve Summary  
 2021 - 2025 Financial Plan**

**Profile**

**Environmental Sustainability HQ Water Quality**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105517	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	171,579	347,455	283,955	283,955	283,955	283,955
<b>Planned Purchase</b>	-	(63,500)	-	-	-	-
<b>Transfer from Ops Budget</b>	172,600	-	-	-	-	-
<b>Interest Income*</b>	3,275	-	-	-	-	-
<b>Total projected year end balance</b>	<b>347,455</b>	<b>283,955</b>	<b>283,955</b>	<b>283,955</b>	<b>283,955</b>	<b>283,955</b>

**Assumptions/Background:**

2021 planned purchase include \$8,500 for Leach River Sampling and \$20,000 Residential Tap Study

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Regional Source Control Program**

#### **FINAL BUDGET**

MARCH 2021

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

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

**COMMITTEE:**

Parks and Environment

**FUNDING:**

Requisition, permit fees and other fees

**COST APPORTIONMENT:**

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

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

	<u>Estimated Yearly Flow</u>	<u>% of Total Flows</u>	
Saanich	9,670,079	26.35%	
Oak Bay	3,069,465	8.11%	
Victoria	12,913,159	35.62%	
Esquimalt	2,204,366	5.72%	
View Royal	865,716	2.38%	
Colwood	1,235,991	3.41%	
Langford	2,872,068	7.21%	88.80%
Sidney	1,303,450	3.71%	
Central Saanich	1,379,908	3.90%	
North Saanich	502,860	1.44%	
Esquimalt Band	25,336	0.07%	
Tseycum Band	11,993	0.03%	
Pauquachin Band	27,618	0.08%	
Songhees Band	224,030	0.64%	
D.N.D.	133,506	0.41%	
Institute of Ocean Sciences (I.O.S.)	4,083	0.02%	
Ganges Sewer	155,257	0.51%	
Maliview Sewer	18,841	0.05%	
Magic Lake Estates Sewer	100,832	0.29%	
Port Renfrew Sewer	19,380	0.06%	11.20%
<b>TOTAL</b>	<b>36,737,938</b>	<b>100.00%</b>	<b>100.00%</b>



3.755 - REGIONAL SOURCE CONTROL PROGRAM			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Allocations - EPro Labour	1,344,687	1,310,000	1,344,687	-	-	1,344,687	1,397,640	1,425,590	1,454,100	1,483,180
Operation - Other Costs	137,558	87,723	110,276	-	-	110,276	111,559	113,798	116,074	118,385
Contract For Services	113,500	65,000	75,000	-	-	75,000	50,000	51,000	52,020	53,060
Consultant Expenses	10,000	70,000	155,273	-	-	155,273	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>1,605,745</b>	<b>1,532,723</b>	<b>1,685,236</b>	-	-	<b>1,685,236</b>	<b>1,559,199</b>	<b>1,590,388</b>	<b>1,622,194</b>	<b>1,654,625</b>
*Percentage Increase over prior year	0.00%	-4.55%	4.95%	0.00%	0.00%	4.95%	-7.48%	2.00%	2.00%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>1,605,745</b>	<b>1,532,723</b>	<b>1,685,236</b>	-	-	<b>1,685,236</b>	<b>1,559,199</b>	<b>1,590,388</b>	<b>1,622,194</b>	<b>1,654,625</b>
*Percentage Increase over prior year	0.00%	-4.55%	4.95%	0.00%	0.00%	4.95%	-7.48%	2.00%	2.00%	2.00%
Internal Recoveries	(53,696)	(53,696)	(54,610)	-	-	(54,610)	(55,700)	(56,810)	(57,950)	(59,110)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>1,552,049</b>	<b>1,479,027</b>	<b>1,630,626</b>	-	-	<b>1,630,626</b>	<b>1,503,499</b>	<b>1,533,578</b>	<b>1,564,244</b>	<b>1,595,515</b>
*Percentage Increase over prior year	0.00%	-4.70%	5.06%	0.00%	0.00%	5.06%	-7.80%	2.00%	2.00%	2.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>		67,096								
Balance C/F from Prior to Current year	(97,774)	(97,774)	(67,096)	-	-	(67,096)	-	-	-	-
Fees Charged	(53,000)	(53,000)	(53,900)	-	-	(53,900)	(54,980)	(56,080)	(57,200)	(58,340)
Revenue - Other	(2,000)	(500)	(2,030)	-	-	(2,030)	(2,070)	(2,110)	(2,150)	(2,190)
Grants in Lieu of Taxes	(93,922)	(93,922)	(89,593)	-	-	(89,593)	(89,593)	(89,593)	(89,593)	(89,593)
Transfer From Operating Reserve	(4,426)	-	(94,967)	-	-	(94,967)	(58,345)	(61,304)	(64,311)	(67,382)
<b>TOTAL REVENUE</b>	<b>(251,122)</b>	<b>(178,100)</b>	<b>(307,586)</b>	-	-	<b>(307,586)</b>	<b>(204,988)</b>	<b>(209,087)</b>	<b>(213,254)</b>	<b>(217,505)</b>
<b>REQUISITION</b>	<b>(1,300,927)</b>	<b>(1,300,927)</b>	<b>(1,323,040)</b>	-	-	<b>(1,323,040)</b>	<b>(1,298,511)</b>	<b>(1,324,491)</b>	<b>(1,350,990)</b>	<b>(1,378,010)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	-1.85%	2.00%	2.00%	2.00%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Oak Bay, C. Saanich, N. Saanich, Langford; Sewered Local Areas of Ganges, Maliview, Magic Lakes, Pt. Renfrew, DND, Songhees and Esquimalt Bands										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**3.755 Regional Source Control Program  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Regional Source Control Program**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105504	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	474,320	479,823	384,856	326,511	265,207	200,896
Planned Purchase	-	-	-	-	-	-
Transfer to/from Ops Budget	-	(94,967)	(58,345)	(61,304)	(64,311)	(67,382)
Interest Income*	5,503	-	-	-	-	-
<b>Total projected year end balance</b>	<b>479,823</b>	<b>384,856</b>	<b>326,511</b>	<b>265,207</b>	<b>200,896</b>	<b>133,514</b>

**Assumptions/Background:**

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Septage Disposal Agreement**

#### **FINAL BUDGET**

MARCH 2021

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

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

**COST APPORTIONMENT:**

- (1) Fees:
  - User charges permitted by Septage Processing Ltd. to its customers.
  - Mandatory Waste Tipping Fee:     \$0.29 per Imperial Gallon     2016
  - \$0.30 per Imperial Gallon     2017
  - \$0.31 per Imperial Gallon     2018
  - \$0.31 per Imperial Gallon     2019
  - \$0.32 per Imperial Gallon     2020

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

- (2) Remaining balance apportioned to all participating members on the basis of percentage of Septage/Sewage delivered to the Septage Facility in 2020.

	<u>2021 Budget</u>
Central Saanich	3.9270%
Colwood	6.8858%
Esquimalt	1.2627%
Highlands	20.7219%
Langford	9.3228%
Metchosin	3.7333%
North Saanich	5.4720%
Oak Bay	0.0813%
Saanich	10.5608%
Sidney	1.4286%
Sooke	8.5306%
Victoria	27.1744%
View Royal	0.2944%
Port Renfrew	0.5850%
Juan de Fuca	0.0194%
	<hr/>
	100.00%

**MAXIMUM LEVY:**

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

**SPL Liquid Waste Volumes - 2020**

	Septage Vol <sup>1</sup>	FOG Vol <sup>2</sup>	Other Vol <sup>3</sup>	TOTAL	Total %	Septage % <sup>1</sup>	FOG % <sup>2</sup>	Other % <sup>3</sup>
Central Saanich	248,837	27,317	93,268	369,422	3.93%	67.4	7.4	25.2
Colwood	589,907	3,558	54,305	647,770	6.89%	91.1	0.5	8.4
Esquimalt	1,200	10,697	106,892	118,789	1.26%	1.0	9.0	90.0
Highlands	133,541	0	1,815,829	1,949,370	20.72%	6.9	0.0	93.1
Langford	569,197	24,751	283,073	877,021	9.32%	64.9	2.8	32.3
Metchosin	311,193	5,352	34,658	351,203	3.73%	88.6	1.5	9.9
North Saanich	412,839	250	101,673	514,762	5.47%	80.2	0.0	19.8
Oak Bay	690	3,137	3,817	7,644	0.08%	9.0	41.0	49.9
Saanich	605,136	34,435	353,913	993,484	10.56%	60.9	3.5	35.6
Sidney	19,869	2,069	112,453	134,391	1.43%	14.8	1.5	83.7
Sooke	601,668	2,505	198,322	802,495	8.53%	75.0	0.3	24.7
Victoria	34,851	796,888	1,724,627	2,556,366	27.17%	1.4	31.2	67.5
View Royal	14,574	5,542	7,577	27,693	0.29%	52.6	20.0	27.4
Port Renfrew	19,552	1,165	34,319	55,036	0.59%	35.5	2.1	62.4
Juan de Fuca	1,827	0	0	1,827	0.02%	100.0	0.0	0.0
<b>TOTAL</b>	<b>3,564,881</b>	<b>917,666</b>	<b>4,924,726</b>	<b>9,407,273</b>	<b>100%</b>			

Notes:

1. Septage = Institutional, Commercial, and Residential

2. FOG = Fats, Oils and Greases

3. Other = Portable Toilets, San. Sew. Ships, San. Sew. Docks, PIT toilet, Car Wash, Catch Basin, Sew. Sludge, Other (whey, dairy, brewery), and Lift Station

3.700 - SEPTAGE DISPOSAL AGREEMENT	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	124,007	135,289	125,728	-	-	125,728	130,999	133,750	136,443	139,188
Contract For Services	16,319	38,068	14,901	-	-	14,901	15,190	15,490	15,800	16,120
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>140,326</b>	<b>173,358</b>	<b>140,629</b>	<b>-</b>	<b>-</b>	<b>140,629</b>	<b>146,189</b>	<b>149,240</b>	<b>152,243</b>	<b>155,308</b>
*Percentage Increase over prior year	0.00%	23.54%	0.22%	0.00%	0.00%	0.22%	3.95%	2.09%	2.01%	2.01%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Sewer Capital	63,582	46,550	65,891	-	-	65,891	55,630	56,750	57,880	59,040
<b>TOTAL CAPITAL / RESERVES</b>	<b>63,582</b>	<b>46,550</b>	<b>65,891</b>	<b>-</b>	<b>-</b>	<b>65,891</b>	<b>55,630</b>	<b>56,750</b>	<b>57,880</b>	<b>59,040</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>203,908</b>	<b>219,908</b>	<b>206,520</b>	<b>-</b>	<b>-</b>	<b>206,520</b>	<b>201,819</b>	<b>205,990</b>	<b>210,123</b>	<b>214,348</b>
*Percentage Increase over prior year	0.00%	7.85%	1.28%	0.00%	0.00%	1.28%	-2.28%	2.07%	2.01%	2.01%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>203,908</b>	<b>219,908</b>	<b>206,520</b>	<b>-</b>	<b>-</b>	<b>206,520</b>	<b>201,819</b>	<b>205,990</b>	<b>210,123</b>	<b>214,348</b>
*Percentage Increase over prior year	0.00%	7.85%	1.28%	0.00%	0.00%	1.28%	-2.28%	2.07%	2.01%	2.01%
<u>FUNDING SOURCES (REVENUE)</u>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	(64,310)	(64,310)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(2,596)	(2,596)	(2,623)	-	-	(2,623)	(2,690)	(2,740)	(2,790)	(2,840)
Fees Charged	(2,500)	(2,500)	(2,540)	-	-	(2,540)	(2,590)	(2,640)	(2,690)	(2,740)
Sale of Goods and Services	(84,000)	(100,000)	(150,000)	-	-	(150,000)	(160,000)	(163,200)	(166,460)	(169,790)
Revenue - Other	(2,187)	(2,187)	(2,220)	-	-	(2,220)	(2,260)	(2,310)	(2,360)	(2,410)
<b>TOTAL REVENUE</b>	<b>(155,593)</b>	<b>(171,593)</b>	<b>(157,383)</b>	<b>-</b>	<b>-</b>	<b>(157,383)</b>	<b>(167,540)</b>	<b>(170,890)</b>	<b>(174,300)</b>	<b>(177,780)</b>
<b>REQUISITION</b>	<b>(48,315)</b>	<b>(48,315)</b>	<b>(49,137)</b>	<b>-</b>	<b>-</b>	<b>(49,137)</b>	<b>(34,279)</b>	<b>(35,100)</b>	<b>(35,823)</b>	<b>(36,568)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	-30.24%	2.40%	2.06%	2.08%
PARTICIPANTS: All Muniipalities										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Millstream Site Remediation**

#### **FINAL BUDGET**

MARCH 2021



**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

<u>Municipality</u>	<u>Percentage</u>
City of Colwood	15.58%
City of Victoria	13.34%
District of Central Saanich	4.92%
Township of Esquimalt	2.71%
City of Langford	13.97%
District of Saanich	22.59%
District of Oak Bay	2.45%
District of North Saanich	4.83%
District of Metchosin	3.17%
Town of Sidney	1.66%
Town of View Royal	2.87%
District of Highland	0.95%
District of Sooke	6.88%
Juan de Fuca	4.08%
	<u>100.00%</u>

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

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

**COMMITTEE:**

Parks & Environment

**FUNDING:**

Capital Project cost shared:

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

3.701 - MILLSTREAM SITE REMEDIATION	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Allocations	3,339	3,339	1,441	-	-	1,441	769	784	800	816
<b>TOTAL OPERATING COSTS</b>	<b>3,339</b>	<b>3,339</b>	<b>1,441</b>	<b>-</b>	<b>-</b>	<b>1,441</b>	<b>769</b>	<b>784</b>	<b>800</b>	<b>816</b>
*Percentage Increase over prior year	0.00%	0.00%	-56.84%	0.00%	0.00%	-56.84%	-46.63%	1.95%	2.04%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Sewer Capital Fund (Millstream)	511,483	511,483	233,710	-	-	233,710	-	-	-	-
TOTAL CAPITAL / RESERVES	511,483	511,483	233,710	-	-	233,710	-	-	-	-
Debt Expenditures	144,904	144,904	138,920	-	-	138,920	138,900	138,900	138,900	138,900
<b>TOTAL COSTS</b>	<b>659,726</b>	<b>659,726</b>	<b>374,071</b>	<b>-</b>	<b>-</b>	<b>374,071</b>	<b>139,669</b>	<b>139,684</b>	<b>139,700</b>	<b>139,716</b>
*Percentage Increase over prior year	0.00%	0.00%	-43.30%	0.00%	0.00%	-43.30%	-62.66%	0.01%	0.01%	0.01%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>659,726</b>	<b>659,726</b>	<b>374,071</b>	<b>-</b>	<b>-</b>	<b>374,071</b>	<b>139,669</b>	<b>139,684</b>	<b>139,700</b>	<b>139,716</b>
*Percentage Increase over prior year	0.00%	0.00%	-43.30%	0.00%	0.00%	-43.30%	-62.66%	0.01%	0.01%	0.01%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	(17)	(17)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(19,709)	(19,709)	(20,150)	-	-	(20,150)	-	-	-	-
Transfer From Own Funds	(320,000)	(320,000)	(176,961)	-	-	(176,961)	(69,835)	(69,842)	(69,850)	(69,858)
Revenue - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(339,726)	(339,726)	(197,111)	-	-	(197,111)	(69,835)	(69,842)	(69,850)	(69,858)
<b>REQUISITION</b>	<b>(320,000)</b>	<b>(320,000)</b>	<b>(176,961)</b>	<b>-</b>	<b>-</b>	<b>(176,961)</b>	<b>(69,835)</b>	<b>(69,842)</b>	<b>(69,850)</b>	<b>(69,858)</b>
*Percentage Increase over prior year	0.00%	0.00%	-44.70%	0.00%	0.00%	-44.70%	-60.54%	0.01%	0.01%	0.01%
PARTICIPANTS: All Municipalities and JDF Electoral Area										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

<b>Service No.</b>	<b>3.701</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>Millstream Site Remediation</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$249,597	\$632,597	\$0	\$0	\$0	\$0	\$632,597
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$249,597</b>	<b>\$632,597</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$632,597</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$55,767	\$289,397	\$0	\$0	\$0	\$0	\$289,397
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	\$193,830	\$343,200	\$0	\$0	\$0	\$0	\$343,200
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$249,597</b>	<b>\$632,597</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$632,597</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
17-01	Renewal	Millstream Meadows Remediation	CRD contaminated site remediation	\$14,705,734	L	Cap	\$55,767	\$289,397	\$0	\$0	\$0	\$0	\$289,397
17-01	Renewal	Millstream Meadows Remediation	CRD contaminated site remediation		L	Grant	\$193,830	\$343,200	\$0	\$0	\$0	\$0	\$343,200
<b>GRAND TOTAL</b>				<b>\$14,705,734</b>			<b>\$249,597</b>	<b>\$632,597</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$632,597</b>

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

<b>Proj. No.</b> 17-01	<b>Capital Project Title</b> Millstream Meadows Remediation	<b>Capital Project Description</b> CRD contaminated site remediation
<b>Asset Class</b> L	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Millstream Site Remediation: 2017/2018 Detailed Site Investigation (Part 2), 2018/2019 Remediation/Risk Assessment(includes Planning/Estimating), 2019/2020 Finalize Site Investigation and Remediation/Risk Assessment, 2020/2021 Make application for Provincial certification, 2021/2022 Project Completion and site divestment</i>		

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

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

#### **FINAL BUDGET**

MARCH 2021

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

The participating areas are:

	2021 Budget Onsite Systems	%
Colwood	3,298	42.81%
Langford	2,092	27.15%
Saanich	2,254	29.26%
View Royal	60	0.78%
	7,704	100.00%

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Parks & Environment

**FUNDING:**

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

3.707 - LWMP - ON SITE SYSTEM MANAGEMENT PROGRAM	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	318,571	122,106	200,437	-	-	200,437	184,080	184,130	184,180	187,317
Contract For Services	-	5,979	6,000	-	-	6,000	6,120	6,240	6,360	3,393
<b>TOTAL OPERATING COSTS</b>	<b>318,571</b>	<b>128,085</b>	<b>206,437</b>	<b>-</b>	<b>-</b>	<b>206,437</b>	<b>190,200</b>	<b>190,370</b>	<b>190,540</b>	<b>190,710</b>
*Percentage Increase over prior year	0.00%	-59.79%	-35.20%	0.00%	0.00%	-35.20%	-7.87%	0.09%	0.09%	0.09%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	87,206	-	-	87,206	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	87,206	-	-	87,206	-	-	-	-
<b>TOTAL COSTS</b>	<b>318,571</b>	<b>128,085</b>	<b>293,643</b>	<b>-</b>	<b>-</b>	<b>293,643</b>	<b>190,200</b>	<b>190,370</b>	<b>190,540</b>	<b>190,710</b>
*Percentage Increase over prior year	0.00%	-59.79%	-7.82%	0.00%	0.00%	-7.82%	-35.23%	0.09%	0.09%	0.09%
Transfer from Operating Reserve Fund	(87,500)	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>231,071</b>	<b>128,085</b>	<b>293,643</b>	<b>-</b>	<b>-</b>	<b>293,643</b>	<b>190,200</b>	<b>190,370</b>	<b>190,540</b>	<b>190,710</b>
*Percentage Increase over prior year	0.00%	-44.57%	27.08%	0.00%	0.00%	27.08%	-35.23%	0.09%	0.09%	0.09%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>		102,986								
Balance C/F from Prior to Current year	(41,197)	(41,197)	(102,986)	-	-	(102,986)	-	-	-	-
Grants in Lieu of Taxes	(8,434)	(8,434)	(9,217)	-	-	(9,217)	(8,760)	(8,930)	(9,100)	(9,270)
TOTAL REVENUE	(49,631)	53,355	(112,203)	-	-	(112,203)	(8,760)	(8,930)	(9,100)	(9,270)
<b>REQUISITION</b>	<b>(181,440)</b>	<b>(181,440)</b>	<b>(181,440)</b>	<b>-</b>	<b>-</b>	<b>(181,440)</b>	<b>(181,440)</b>	<b>(181,440)</b>	<b>(181,440)</b>	<b>(181,440)</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PARTICIPANTS: Colwood, Langford, Saanich, View Royal										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



**3.707 L.W.M.P. On Site Systems Management Program  
 Operating Reserve Summary  
 2021 - 2025 Financial Plan**

**Profile**

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

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105526	Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	109,413	111,502	111,208	111,208	111,208	111,208
Planned Purchase	-	(87,500)	-	-	-	-
Transfer from Ops Budget		87,206	-	-	-	-
Interest Income*	2,089	-	-	-	-	-
<b>Total projected year end balance</b>	<b>111,502</b>	<b>111,208</b>	<b>111,208</b>	<b>111,208</b>	<b>111,208</b>	<b>111,208</b>

**Assumptions/Background:**  
 \$87,500 in 2021 planned for Onsite database rewrite, this project was deferred from 2020.

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

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

#### **FINAL BUDGET**

MARCH 2021

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

**Committee:** Environmental Services

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

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

**MAXIMUM LEVY:**

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

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Parks & Environment

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

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

Committee: Environmental Services

	<u>Operating</u>
Central Saanich	43.31%
North Saanich (*see note below)	15.78%
Sidney	40.91%
<b>Total</b>	<b><u><u>100.00%</u></u></b>

Note:

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

3.720 - LWMP (PENINSULA)	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	21,875	21,877	41,728	41,000	-	82,728	107,341	24,080	24,557	25,047
Contract For Services	25,000	20,000	-	-	-	-	11,799	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>46,875</b>	<b>41,877</b>	<b>41,728</b>	<b>41,000</b>	<b>-</b>	<b>82,728</b>	<b>119,140</b>	<b>24,080</b>	<b>24,557</b>	<b>25,047</b>
*Percentage Increase over prior year	0.00%	-10.66%	-10.98%	87.47%	0.00%	76.49%	44.01%	-79.79%	1.98%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	4,998	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>4,998</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>46,875</b>	<b>46,875</b>	<b>41,728</b>	<b>41,000</b>	<b>-</b>	<b>82,728</b>	<b>119,140</b>	<b>24,080</b>	<b>24,557</b>	<b>25,047</b>
*Percentage Increase over prior year	0.00%	0.00%	-10.98%	87.47%	0.00%	76.49%	44.01%	-79.79%	1.98%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>46,875</b>	<b>46,875</b>	<b>41,728</b>	<b>41,000</b>	<b>-</b>	<b>82,728</b>	<b>119,140</b>	<b>24,080</b>	<b>24,557</b>	<b>25,047</b>
*Percentage Increase over prior year	0.00%	0.00%	-10.98%	87.47%	0.00%	76.49%	44.01%	-79.79%	1.98%	2.00%
<u>FUNDING SOURCES (REVENUE)</u>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(200)	(200)	(200)	-	-	(200)	(210)	(210)	(210)	(210)
Transfer From Operating Reserve	(35,000)	(35,000)	(29,658)	-	-	(29,658)	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(35,200)</b>	<b>(35,200)</b>	<b>(29,858)</b>	<b>-</b>	<b>-</b>	<b>(29,858)</b>	<b>(210)</b>	<b>(210)</b>	<b>(210)</b>	<b>(210)</b>
<b>REQUISITION</b>	<b>(11,675)</b>	<b>(11,675)</b>	<b>(11,870)</b>	<b>(41,000)</b>	<b>-</b>	<b>(52,870)</b>	<b>(118,930)</b>	<b>(23,870)</b>	<b>(24,347)</b>	<b>(24,837)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.67%	351.18%	0.00%	352.85%	124.95%	-79.93%	2.00%	2.01%
PARTICIPANTS: Central Saanich, North Saanich, Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**3.720 L.W.M.P. Peninsula  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

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

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105527	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	59,471	40,947	11,289	11,289	11,289	11,289
<b>Planned Purchase</b>	(35,000)	(29,658)	-	-	-	-
<b>Transfer from Ops Budget</b>	15,599	-	-	-	-	-
<b>Interest Income*</b>	876	-	-	-	-	-
<b>Total projected year end balance</b>	<b>40,947</b>	<b>11,289</b>	<b>11,289</b>	<b>11,289</b>	<b>11,289</b>	<b>11,289</b>

**Assumptions/Background:**

Retain reserve balance for future LWMP planning projects.

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

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

#### **FINAL BUDGET**

MARCH 2021

**DEFINITION:**

To provide under authority of Trunk Sewers and Sewer Disposal Letters of Patent for the study, design, monitoring, materials acquisition, construction, equipment acquisition and all works necessary for the preparation of a Liquid Waste Management Plan and any related works within the Capital Regional District. Establishment Bylaw No. 2312 (1995), amended by Bylaw No. 3028 (2002), 3319 (2006), and 4304 (2020).

**SERVICE DESCRIPTION:**

To manage the Core Area and West Shore Liquid Waste Management Plan (CALWMP) and implement the commitments approved under the plan

- planning, siting, reporting, amendment preparation, implementation of commitments, public communications, liquid and solid resource recovery development

**PARTICIPATION:**

	<u>Flow Amounts*</u>	<u>Allocation for 2021</u>
Colwood	1,235,991	3.72%
Esquimalt	2,337,872	7.04%
Langford	2,872,068	8.65%
Oak Bay	3,069,465	9.24%
Saanich	9,670,079	29.11%
Victoria	12,913,159	38.88%
View Royal	865,716	2.61%
Esquimalt Nation	25,336	0.08%
Songhees Nation	224,030	0.67%
<b>TOTAL</b>	<b>33,213,716</b>	<b>100.000%</b>

\* = Average Annual Flow

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund



3.750 - LWMP - CORE AND WEST SHORE	BUDGET REQUEST				2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL		
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING					2021 ONE-TIME	2021 TOTAL
<b>OPERATING COSTS:</b>										
Operating Expenditures	1,169,917	1,169,278	178,461	-	-	178,461	184,345	188,047	191,817	195,664
Consultant Expenses	-	-	100,000	-	-	100,000	102,000	104,040	106,120	108,240
Contract For Services	35,000	35,639	35,600	-	-	35,600	36,310	37,040	37,780	38,540
<b>TOTAL OPERATING COSTS</b>	<b>1,204,917</b>	<b>1,204,917</b>	<b>314,061</b>	-	-	<b>314,061</b>	<b>322,655</b>	<b>329,127</b>	<b>335,717</b>	<b>342,444</b>
*Percentage Increase over prior year	0.00%	0.00%	-73.94%	0.00%	0.00%	-73.94%	2.74%	2.01%	2.00%	2.00%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	50,002	-	-	50,002	48,685	49,643	50,623	51,626
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>50,002</b>	<b>-</b>	<b>-</b>	<b>50,002</b>	<b>48,685</b>	<b>49,643</b>	<b>50,623</b>	<b>51,626</b>
Debt Expenditures MFA Debt Reserve										
<b>TOTAL COSTS</b>	<b>1,204,917</b>	<b>1,204,917</b>	<b>364,063</b>	<b>-</b>	<b>-</b>	<b>364,063</b>	<b>371,340</b>	<b>378,770</b>	<b>386,340</b>	<b>394,070</b>
*Percentage Increase over prior year	0.00%	0.00%	-69.79%	0.00%	0.00%	-69.79%	2.00%	2.00%	2.00%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>1,204,917</b>	<b>1,204,917</b>	<b>364,063</b>	<b>-</b>	<b>-</b>	<b>364,063</b>	<b>371,340</b>	<b>378,770</b>	<b>386,340</b>	<b>394,070</b>
*Percentage Increase over prior year	0.00%	0.00%	-69.79%	0.00%	0.00%	-69.79%	2.00%	2.00%	2.00%	2.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(27,359)	(27,359)	(20,767)	-	-	(20,767)	(21,180)	(21,610)	(22,040)	(22,480)
Transfer From Operating Reserve	(840,000)	(840,000)	-	-	-	-	-	-	-	-
Revenue - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(867,359)</b>	<b>(867,359)</b>	<b>(20,767)</b>	<b>-</b>	<b>-</b>	<b>(20,767)</b>	<b>(21,180)</b>	<b>(21,610)</b>	<b>(22,040)</b>	<b>(22,480)</b>
<b>REQUISITION</b>	<b>(337,558)</b>	<b>(337,558)</b>	<b>(343,296)</b>	<b>-</b>	<b>-</b>	<b>(343,296)</b>	<b>(350,160)</b>	<b>(357,160)</b>	<b>(364,300)</b>	<b>(371,590)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	2.00%	2.00%	2.00%	2.00%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford, Saanich, Oak Bay, View Royal, and Songhees and Esquimalt Bands										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**3.750 L.W.M.P. Core and West Shore  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

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

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105528	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	1,641,960	819,541	869,543	918,228	967,871	1,018,494
<b>Planned Purchase</b>	(846,886)	-	-	-	-	-
<b>Transfer from Ops Budget</b>	-	50,002	48,685	49,643	50,623	51,626
<b>Interest Income*</b>	24,467	-	-	-	-	-
<b>Total projected year end balance</b>	<b>819,541</b>	<b>869,543</b>	<b>918,228</b>	<b>967,871</b>	<b>1,018,494</b>	<b>1,070,120</b>

**Assumptions/Background:**

Retain reserve balance for future LWMP planning projects

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **L.W.M.P. - Harbour Studies**

#### **FINAL BUDGET**

MARCH 2021

**DEFINITION:**

Core Area Liquid Waste Management Plan program - provides for the CRD to work in partnership with other agencies to protect and improve the environmental quality of Victoria and Esquimalt harbours. Establishment Bylaw No. 3743, February 16, 2011, as amended by Bylaw No. 3837 (2012).

**SERVICE DESCRIPTION:**

The service coordinates harbour environmental protection and improvement efforts among community, local governments and senior governments under the Core Area LWMP.

**PARTICIPATION:**

	<u>2021 Allocation</u>
City of Colwood	6.1735%
City of Victoria	30.0869%
Township of Esquimalt	6.0594%
City of Langford	14.0433%
District of Saanich	39.8674%
Town of View Royal	3.7695%
TOTAL	<u>100.000%</u>

**MAXIMUM LEVY:**

Greater of \$350,000 or \$0.0064 per \$1,000 of actual assessments

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Core Area Liquid Waste Management Committee

**FUNDING:**

Requisition

**RESERVE FUND:**

Bylaw No. 4144 Operating Reserve Fund

3.752 - LWMP - HARBOURS STUDIES	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Allocations - EPro Labour	268,039	268,039	335,238	-	-	335,238	347,386	354,336	361,439	368,664
Consultant Expenses	70,333	70,333	-	-	-	-	-	-	-	-
Contract for Services	2,000	2,000	6,336	-	-	6,336	-	-	-	-
Operating - Other Costs	2,570	2,570	550	-	-	550	560	570	580	590
<b>TOTAL OPERATING COSTS</b>	<b>342,942</b>	<b>342,942</b>	<b>342,124</b>	<b>-</b>	<b>-</b>	<b>342,124</b>	<b>347,946</b>	<b>354,906</b>	<b>362,019</b>	<b>369,254</b>
*Percentage Increase over prior year	0.00%	0.00%	-0.24%	0.00%	0.00%	-0.24%	1.70%	2.00%	2.00%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>342,942</b>	<b>342,942</b>	<b>342,124</b>	<b>-</b>	<b>-</b>	<b>342,124</b>	<b>347,946</b>	<b>354,906</b>	<b>362,019</b>	<b>369,254</b>
*Percentage Increase over prior year	0.00%	0.00%	-0.24%	0.00%	0.00%	-0.24%	1.70%	2.00%	2.00%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>342,942</b>	<b>342,942</b>	<b>342,124</b>	<b>-</b>	<b>-</b>	<b>342,124</b>	<b>347,946</b>	<b>354,906</b>	<b>362,019</b>	<b>369,254</b>
*Percentage Increase over prior year	0.00%	0.00%	-0.24%	0.00%	0.00%	-0.24%	1.70%	2.00%	2.00%	2.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year										
Grants in Lieu of Taxes	(24,178)	(24,178)	(23,356)	-	-	(23,356)	(23,830)	(24,310)	(24,800)	(25,300)
Revenue - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(24,178)</b>	<b>(24,178)</b>	<b>(23,356)</b>	<b>-</b>	<b>-</b>	<b>(23,356)</b>	<b>(23,830)</b>	<b>(24,310)</b>	<b>(24,800)</b>	<b>(25,300)</b>
<b>REQUISITION</b>	<b>(318,764)</b>	<b>(318,764)</b>	<b>(318,768)</b>	<b>-</b>	<b>-</b>	<b>(318,768)</b>	<b>(324,116)</b>	<b>(330,596)</b>	<b>(337,219)</b>	<b>(343,954)</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.68%	2.00%	2.00%	2.00%
PARTICIPANTS: Colwood, Victoria, Esquimalt, Langford, Saanich, View Royal, Songhees and Esquimalt Bands (New 2021: North Saanich, Sidney, Central Saanich)										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hourly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Harbours Environmental Actions Service - Peninsula**

#### **FINAL BUDGET**

MARCH 2021

**DEFINITION:**

Harbours Environmental Action Service for Saanich Peninsula support environmental stewardship on the Peninsula in response to increasing stressors on the marine environment. Establishment Bylaw No. 4391, March 10th, 2021

**SERVICE DESCRIPTION:**

The service coordinates and implement harbours, waterbodies, and watercourses environmental protection and improvement initiatives on and surrounding the Saanich Peninsula, namely Sidney, North Saanich, and Central Saanich

**PARTICIPATION:**

	<u>2021</u>
Sidney	28.99%
District of North Saanich	28.15%
District of Central Saanich	42.86%
TOTAL	<u>100.00%</u>

**MAXIMUM LEVY:**

Greater of \$75,000 or \$0.0049 per \$1,000 of actual assessments

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Saanich Peninsula Wastewater Commission

**FUNDING:**

Requisition

**RESERVE FUND:**

N/A

3.756 - HABOUR ENVIRONMENTAL ACTION PENINSULA

			<b>BUDGET REQUEST</b>							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Allocations	-	-	45,100	-	-	45,100	46,002	46,922	47,860	48,818
Consultant Expenses	-	-	10,000	-	-	10,000	10,200	10,404	10,612	10,824
Contract For Services	-	-	5,000	-	-	5,000	5,100	5,202	5,306	5,412
Operating - other costs	-	-	5,190	-	-	5,190	5,294	5,400	5,508	5,618
<b>TOTAL OPERATING COSTS</b>	-	-	<b>65,290</b>	-	-	<b>65,290</b>	<b>66,596</b>	<b>67,928</b>	<b>69,286</b>	<b>70,672</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.00%	2.00%	2.00%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	-	-	<b>65,290</b>	-	-	<b>65,290</b>	<b>66,596</b>	<b>67,928</b>	<b>69,286</b>	<b>70,672</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.00%	2.00%	2.00%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	-	-	<b>65,290</b>	-	-	<b>65,290</b>	<b>66,596</b>	<b>67,928</b>	<b>69,286</b>	<b>70,672</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.00%	2.00%	2.00%	2.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>		-								
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	-	-	-	-	-	-	-	-	-	-
<b>REQUISITION</b>	-	-	<b>(65,290)</b>	-	-	<b>(65,290)</b>	<b>(66,596)</b>	<b>(67,928)</b>	<b>(69,286)</b>	<b>(70,672)</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.00%	2.00%	2.00%	2.00%
PARTICIPANTS: Sidney, District of North Saanich, District of Central Saanich										
AUTHORIZED POSITIONS:										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-



# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Climate Action and Adaptation**

#### **FINAL BUDGET**

MARCH 2021

**DEFINITION:**

Establishment Bylaw No. 3510 (Jan 2009), as amended by Bylaw No. 4058 (Feb 2016), to establish and to operate the service of regional climate action coordination, including:

- Collaboration and cooperation with members on climate action and adaptation, including carbon neutrality commitments
- Information dissemination and public education
- Seek funding from other regional levels of government to support regional climate action programs
- Monitoring and reporting on air quality, energy consumption and greenhouse gas emissions

**SERVICE DESCRIPTION:**

The service facilitates climate change action throughout the region, provides support for emission reduction and adaptation strategies to the corporation and municipal governments, and delivers outreach and education programs to the public.

**PARTICIPATION:**

All municipalities and electoral areas

**MAXIMUM LEVY:**

The greater of \$459,873 or \$0.0036 / \$1,000 of taxable value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

N/A

**FUNDING:**

Property value tax  
Cost apportionment: 50% RPS population and 50% converted assessments

1.309 - CLIMATE ACTION AND ADAPTATION	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS:</b>										
Salaries and Wages	98,264	112,065	109,038	-	-	109,038	109,286	-	-	-
Allocations - EPro Labour	321,749	312,570	327,219	-	-	327,219	334,420	341,110	347,930	354,890
Contract For Services	20,440	14,500	20,790	-	-	20,790	21,210	83,101	85,761	88,475
Consultant Expenses	23,389	27,075	23,790	-	-	23,790	24,270	24,760	25,260	25,770
Operating - Other Costs	104,587	23,522	95,665	-	-	95,665	42,292	42,141	41,991	41,832
Allocations - Others	8,252	8,252	10,358	-	-	10,358	11,782	12,018	12,258	12,503
Insurance Costs	870	870	910	-	-	910	930	950	970	990
<b>TOTAL OPERATING COSTS</b>	<b>577,551</b>	<b>498,853</b>	<b>587,770</b>	<b>-</b>	<b>-</b>	<b>587,770</b>	<b>544,190</b>	<b>504,080</b>	<b>514,170</b>	<b>524,460</b>
*Percentage Increase over prior year	0.00%	-13.63%	1.77%	0.00%	0.00%	1.77%	-7.41%	-7.37%	2.00%	2.00%
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	38,284	1,048	-	-	1,048	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>38,284</b>	<b>1,048</b>	<b>-</b>	<b>-</b>	<b>1,048</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>577,551</b>	<b>537,137</b>	<b>588,818</b>	<b>-</b>	<b>-</b>	<b>588,818</b>	<b>544,190</b>	<b>504,080</b>	<b>514,170</b>	<b>524,460</b>
*Percentage Increase over prior year	0.00%	-7.00%	1.95%	0.00%	0.00%	1.95%	-7.58%	-7.37%	2.00%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>577,551</b>	<b>537,137</b>	<b>588,818</b>	<b>-</b>	<b>-</b>	<b>588,818</b>	<b>544,190</b>	<b>504,080</b>	<b>514,170</b>	<b>524,460</b>
*Percentage Increase over prior year	0.00%	-7.00%	1.95%	0.00%	0.00%	1.95%	-7.58%	-7.37%	2.00%	2.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>		52,467								
Balance C/F from Prior to Current year	(51,153)	(51,153)	(45,082)	-	-	(45,082)	-	-	-	-
Grants in Lieu of Taxes	(25,642)	(25,641)	(25,317)	-	-	(25,317)	(26,600)	(27,140)	(27,690)	(28,250)
Grants - Federal/Provincial/Other	(50,000)	(62,000)	(50,000)	-	-	(50,000)	(50,000)	-	-	-
Transfer From Own Funds	-	(54)	(10,000)	-	-	(10,000)	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(126,795)</b>	<b>(86,381)</b>	<b>(130,399)</b>	<b>0</b>	<b>-</b>	<b>(130,399)</b>	<b>(76,600)</b>	<b>(27,140)</b>	<b>(27,690)</b>	<b>(28,250)</b>
<b>REQUISITION</b>	<b>(450,756)</b>	<b>(450,756)</b>	<b>(458,419)</b>	<b>0</b>	<b>-</b>	<b>(458,419)</b>	<b>(467,590)</b>	<b>(476,940)</b>	<b>(486,480)</b>	<b>(496,210)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	2.00%	2.00%	2.00%	2.00%
<b>PARTICIPANTS: All Municipalities and Electoral Areas</b>										
<b>AUTHORIZED POSITIONS:</b>										
Regular	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	1.00	1.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00	0.00

**1.309 Climate Action and Adaptation  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Climate Action and Adaptation**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105503	Actuals	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Beginning Balance	14,163	53,001	44,049	44,049	44,049	44,049
Planned Project	-	(10,000)	-	-	-	-
Transfer from Ops Budget	38,284	1,048	-	-	-	-
Interest Income*	554	-	-	-	-	-
<b>Total projected year end balance</b>	<b>53,001</b>	<b>44,049</b>	<b>44,049</b>	<b>44,049</b>	<b>44,049</b>	<b>44,049</b>

**Assumptions/Background:**

Reserve balance retained for projects to be co-funded by grants

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Sooke Stormwater Quality Management**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.531 Sooke Stormwater Quality Management

**Committee:** Electoral Areas

**DEFINITION:**

To provide for the control of pollution in stormwater runoff from land. "Stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses. Work is conducted for the District of Sooke by annual letter of agreement.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

The District of Sooke.

**MAXIMUM LEVY:**

None stated

**MAXIMUM CAPITAL DEBT:**

Nil

**FUNDING:**

Requisition

1.531 - STORMWATER QUALITY - SOOKE	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS:</b>										
Operating Expenditures	20,221	10,492	20,223	0	0	20,223	20,801	21,216	21,642	22,068
Contract For Services	4,500	14,230	46,181	0	0	46,181	56,491	10,380	10,590	10,800
Contingency	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OPERATING COSTS</b>	<b>24,721</b>	<b>24,722</b>	<b>66,404</b>	<b>0</b>	<b>0</b>	<b>66,404</b>	<b>77,292</b>	<b>31,596</b>	<b>32,232</b>	<b>32,868</b>
*Percentage Increase over prior year	0.00%	0.00%	168.61%	0.00%	0.00%	168.61%	16.40%	-59.12%	2.01%	1.97%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	0	0	0	0	0	0	0	0	0	0
Transfer to Operating Reserve Fund	12,200	12,200	(28,855)	0	0	(28,855)	(38,992)	7,464	7,608	7,772
<b>TOTAL CAPITAL / RESERVES</b>	<b>12,200</b>	<b>12,200</b>	<b>(28,855)</b>	<b>0</b>	<b>0</b>	<b>(28,855)</b>	<b>(38,992)</b>	<b>7,464</b>	<b>7,608</b>	<b>7,772</b>
Debt Expenditures	0	0	0	0	0	0	0	0	0	0
MFA Debt Reserve	0	0	0	0	0	0	0	0	0	0
<b>TOTAL COSTS</b>	<b>36,921</b>	<b>36,922</b>	<b>37,549</b>	<b>0</b>	<b>0</b>	<b>37,549</b>	<b>38,300</b>	<b>39,060</b>	<b>39,840</b>	<b>40,640</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	2.00%	1.98%	2.00%	2.01%
Internal Recoveries	0	0	0	0	0	0	0	0	0	0
Recovery - Other	0	0	0	0	0	0	0	0	0	0
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>36,921</b>	<b>36,922</b>	<b>37,549</b>	<b>0</b>	<b>0</b>	<b>37,549</b>	<b>38,300</b>	<b>39,060</b>	<b>39,840</b>	<b>40,640</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	2.00%	1.98%	2.00%	2.01%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	0	0	0	0	0	0	0	0	0	0
Grants in Lieu of Taxes	(77)	(77)	(79)	0	0	(79)	(80)	(80)	(80)	(80)
Transfer From Operating Reserve	0	0	0	0	0	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>(77)</b>	<b>(77)</b>	<b>(79)</b>	<b>0</b>	<b>0</b>	<b>(79)</b>	<b>(80)</b>	<b>(80)</b>	<b>(80)</b>	<b>(80)</b>
<b>REQUISITION</b>	<b>(36,844)</b>	<b>(36,845)</b>	<b>(37,470)</b>	<b>0</b>	<b>0</b>	<b>(37,470)</b>	<b>(38,220)</b>	<b>(38,980)</b>	<b>(39,760)</b>	<b>(40,560)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	2.00%	1.99%	2.00%	2.01%
PARTICIPANTS: Sooke										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**1.531 Storm Water Quality - Sooke**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**Storm Water Quality - Sooke**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105518	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Beginning Balance	55,674	70,847	41,992	3,000	10,464	18,072
Planned Purchase	-	(28,855)	(40,890)	-	-	-
Transfer from Ops Budget	13,983	-	1,898	7,464	7,608	7,772
Interest Income*	1,190	-	-	-	-	-
<b>Total projected year end balance</b>	<b>70,847</b>	<b>41,992</b>	<b>3,000</b>	<b>10,464</b>	<b>18,072</b>	<b>25,844</b>

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



# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Core and West Shore Stormwater Quality Management**

#### **FINAL BUDGET**

MARCH 2021

**DEFINITION:**

This program coordinates the management of stormwater quality and surface water resources in cooperation with the seven core municipalities. The program includes investigations to assess shoreline discharges and contaminant sources and protect the marine environment using a watershed management planning approach. Establishment Bylaw 2567, adopted Feb 25, 1998.

**SERVICE DESCRIPTION:**

The service provides a stormwater quality program in the Core Area to coordinate the management of stormwater quality and surface water resources. The program includes investigation to assess shoreline discharges and contaminant sources and protect the marine environment using an integrated watershed management approach.

**PARTICIPATION:**

The apportionment of annual operating costs among the participants shall be on the basis of:

- one-sixth in proportion to population of the participants
- one-sixth in proportion to land area of the participants
- one-third in proportion to converted assessments of the participants
- one-third in proportion to the number of high and medium priority discharges of stormwater to the environment in the prior year within the boundaries of each of the participants, as determined by the Capital Region District Board.

The participants are:

- City of Colwood
- City of Victoria
- Township of Esquimalt
- District of Langford
- District of Oak Bay
- District of Saanich
- Town of View Royal
- Esquimalt Band
- Songhees Band

**MAXIMUM LEVY:**

None listed in Establishing Bylaw

**COMMISSION:**

Core Area Liquid Waste Management Committee

**FUNDING:**

Requisition for Stormwater Program and Direct Agreement for coordinator for the Bowker Creek Initiative.

1.536 - STORMWATER QUALITY MANAGEMENT-CORE	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	589,296	569,203	570,173			570,173	575,442	586,945	598,686	610,657
Contract For Services	113,940	113,500	91,111			91,111	96,988	98,925	100,904	102,943
Consultant Expenses	30,700	45,000	59,075			59,075	60,260	61,470	62,700	63,950
<b>TOTAL OPERATING COSTS</b>	<b>733,936</b>	<b>727,703</b>	<b>720,359</b>	<b>0</b>	<b>0</b>	<b>720,359</b>	<b>732,690</b>	<b>747,340</b>	<b>762,290</b>	<b>777,550</b>
*Percentage Increase over prior year	0.00%	-0.85%	-1.85%	0.00%	0.00%	-1.85%	1.71%	2.00%	2.00%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	2,000	8,233	0			0	2,070	2,110	2,150	2,190
<b>TOTAL CAPITAL / RESERVES</b>	<b>2,000</b>	<b>8,233</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,070</b>	<b>2,110</b>	<b>2,150</b>	<b>2,190</b>
Debt Expenditures MFA Debt Reserve										
<b>TOTAL COSTS</b>	<b>735,936</b>	<b>735,936</b>	<b>720,359</b>	<b>0</b>	<b>0</b>	<b>720,359</b>	<b>734,760</b>	<b>749,450</b>	<b>764,440</b>	<b>779,740</b>
*Percentage Increase over prior year	0.00%	0.00%	-2.12%	0.00%	0.00%	-2.12%	2.00%	2.00%	2.00%	2.00%
Internal Recoveries	0	0	0	0	0	0	0	0	0	0
Recovery - Other	(33,107)	(33,107)	(33,769)	0	0	(33,769)	(34,440)	(35,130)	(35,830)	(36,550)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>702,829</b>	<b>702,829</b>	<b>686,590</b>	<b>0</b>	<b>0</b>	<b>686,590</b>	<b>700,320</b>	<b>714,320</b>	<b>728,610</b>	<b>743,190</b>
*Percentage Increase over prior year	0.00%	0.00%	-2.31%	0.00%	0.00%	-2.31%	2.00%	2.00%	2.00%	2.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	(27,716)	(27,716)								
Grants in Lieu of Taxes	(60,892)	(60,892)	(55,927)			(55,927)	(57,050)	(58,190)	(59,360)	(60,550)
Transfer From Operating Reserve			(6,003)			(6,003)	(6,120)	(6,240)	(6,360)	(6,490)
<b>TOTAL REVENUE</b>	<b>(88,608)</b>	<b>(88,608)</b>	<b>(61,930)</b>	<b>0</b>	<b>0</b>	<b>(61,930)</b>	<b>(63,170)</b>	<b>(64,430)</b>	<b>(65,720)</b>	<b>(67,040)</b>
<b>REQUISITION</b>	<b>(614,221)</b>	<b>(614,221)</b>	<b>(624,660)</b>	<b>0</b>	<b>0</b>	<b>(624,660)</b>	<b>(637,150)</b>	<b>(649,890)</b>	<b>(662,890)</b>	<b>(676,150)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	2.00%	2.00%	2.00%	2.00%
PARTICIPANTS: Victoria, Saanich, Esquimalt, View Royal, Langford, Colwood, Songhees Band, Esquimalt Band AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**1.536 Stormwater Quality Management - Core  
 Operating Reserve Summary  
 2021- 2025 Financial Plan**

**Profile**

**Stormwater Quality Management - Core**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105519	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Projected year end balance</b>						
<b>Beginning Balance</b>	69,696	84,869	78,866	72,746	66,506	60,146
<b>Planned Purchase</b>	-	(6,003)	(6,120)	(6,240)	(6,360)	(6,490)
<b>Transfer from Ops Budget</b>	13,983					
<b>Interest Income*</b>	1,190	-	-	-	-	-
<b>Total projected year end balance</b>	<b>84,869</b>	<b>78,866</b>	<b>72,746</b>	<b>66,506</b>	<b>60,146</b>	<b>53,656</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Saanich Peninsula - Stormwater Quality Management**

#### **FINAL BUDGET**

MARCH 2021

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Greater of \$106,017 or \$0.0103/\$1,000 of actual assessments. The actual assessment for 2019 was \$109,946.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater Commission

**FUNDING:**

The apportionment of annual operating costs among the participating areas shall be on the basis of one -sixth in proportion to the population of the participating areas, one-sixth in proportion to the land area of the participating areas, one -sixth in proportion to the length of shoreline in each of the participating areas, and one -half in proportion to the number of high and medium priority discharges of stormwater to the environment in the prior year within the boundaries of each of the participating areas, as determined by the Capital Regional District Board.

**USER CHARGE:**

N/A

	<u>Stormwater</u>
Central Saanich	31.79%
North Saanich	33.30%
Sidney	24.33%
Tsawout Band	2.26%
Tsartlip Band	4.70%
Pauquachin Band	2.18%
Tseycum Band	1.44%
<b>Total</b>	<b><u>100.00%</u></b>

Note:

\* Service established effective 2010; previously provided by agreement

1.537 Saanich Peninsula - Stormwater Quality Mgmt	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	72,938	83,005	75,443	-	-	75,443	77,371	78,919	80,488	82,091
Contract For Services	29,857	17,500	22,500	-	-	22,500	22,529	22,980	23,452	23,919
Consultant Expenses	11,000	2,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
<b>TOTAL OPERATING COSTS</b>	<b>113,795</b>	<b>102,505</b>	<b>112,943</b>	<b>-</b>	<b>-</b>	<b>112,943</b>	<b>115,200</b>	<b>117,509</b>	<b>119,860</b>	<b>122,250</b>
*Percentage Increase over prior year	0.00%	-9.92%	-0.75%	0.00%	0.00%	-0.75%	2.00%	2.00%	2.00%	1.99%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	11,290	2,822	-	-	2,822	2,840	2,891	2,950	3,010
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>11,290</b>	<b>2,822</b>	<b>-</b>	<b>-</b>	<b>2,822</b>	<b>2,840</b>	<b>2,891</b>	<b>2,950</b>	<b>3,010</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>113,795</b>	<b>113,795</b>	<b>115,765</b>	<b>-</b>	<b>-</b>	<b>115,765</b>	<b>118,040</b>	<b>120,400</b>	<b>122,810</b>	<b>125,260</b>
*Percentage Increase over prior year	0.00%	0.00%	1.73%	0.00%	0.00%	1.73%	1.97%	2.00%	2.00%	1.99%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>113,795</b>	<b>113,795</b>	<b>115,765</b>	<b>-</b>	<b>-</b>	<b>115,765</b>	<b>118,040</b>	<b>120,400</b>	<b>122,810</b>	<b>125,260</b>
*Percentage Increase over prior year	0.00%	0.00%	1.73%	0.00%	0.00%	1.73%	1.97%	2.00%	2.00%	1.99%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(3,849)	(3,849)	(3,945)	-	-	(3,945)	(3,980)	(4,060)	(4,140)	(4,220)
Transfer From Operating Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(3,849)</b>	<b>(3,849)</b>	<b>(3,945)</b>	<b>-</b>	<b>-</b>	<b>(3,945)</b>	<b>(3,980)</b>	<b>(4,060)</b>	<b>(4,140)</b>	<b>(4,220)</b>
<b>REQUISITION</b>	<b>(109,946)</b>	<b>(109,946)</b>	<b>(111,820)</b>	<b>-</b>	<b>-</b>	<b>(111,820)</b>	<b>(114,060)</b>	<b>(116,340)</b>	<b>(118,670)</b>	<b>(121,040)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	2.00%	2.00%	2.00%	2.00%
<b>PARTICIPANTS: Central Saanich, North Saanich, Sidney</b>										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



**1.537 Saanich Peninsula - Stormwater Quality Mgmt**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**Saanich Peninsula - Stormwater Quality Mgmt**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105520	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
Beginning Balance	27,114	27,632	30,454	33,294	36,185	39,135
Planned Purchase	-	-	-	-	-	-
Transfer from Ops Budget		2,822	2,840	2,891	2,950	3,010
Interest Income*	518	-	-	-	-	-
<b>Total projected year end balance</b>	<b>27,632</b>	<b>30,454</b>	<b>33,294</b>	<b>36,185</b>	<b>39,135</b>	<b>42,145</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Saanich Peninsula - Source Control Stormwater**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.538 Saanich Peninsula - Source Control Stormwater

**Commission:** Saanich Peninsula Waste Water

**DEFINITION:**

To regulate, prohibit and impose requirements in respect of discharges to the municipal stormwater system and water courses  
Bylaw No. 3906 (adopted August, 2013), amended by Bylaw No. 4140 (2016).

**SERVICE DESCRIPTION:**

The service provides a regulatory stormwater source control program in the Saanich Peninsula to manage stormwater quality in the municipal drainage systems.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

Maximum Levy: Greater of \$51,715 or \$0.005/\$1,000 of actual assessments.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMITTEE:**

Saanich Peninsula Wastewater

**FUNDING:**

The annual costs for the service, net of grants and other revenues, shall be apportioned on the basis of:

- a) The population of the participating areas; and
- b) The population estimate as determined annually by the Regional Planning Services department of the Capital Regional District.

**USER CHARGE:**

N/A

**Service: 1.538 Saanich Peninsula - Source Control Stormwater**

**Commission: Saanich Peninsula Waste Water**

	<u><b>2021</b></u>
Central Saanich	43.05%
North Saanich	28.07%
Sidney	28.88%
<b>Total</b>	<u><u><b>100.00%</b></u></u>

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

1.538 San Pen - Source Control Stormwater	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS:</b>										
Operating Expenditures	48,033	45,149	55,480	-	-	55,480	46,463	47,390	48,329	49,290
Contract For Services	13,400	2,500	7,000	-	-	7,000	7,140	7,280	7,430	7,580
Contingency	-	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>61,433</b>	<b>47,649</b>	<b>62,480</b>	<b>-</b>	<b>-</b>	<b>62,480</b>	<b>53,603</b>	<b>54,670</b>	<b>55,759</b>	<b>56,870</b>
*Percentage Increase over prior year	0.00%	-22.44%	1.70%	0.00%	0.00%	1.70%	-14.21%	1.99%	1.99%	1.99%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	9,684	-	-	-	-	2,217	2,260	2,311	2,360
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>9,684</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,217</b>	<b>2,260</b>	<b>2,311</b>	<b>2,360</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>61,433</b>	<b>57,333</b>	<b>62,480</b>	<b>-</b>	<b>-</b>	<b>62,480</b>	<b>55,820</b>	<b>56,930</b>	<b>58,070</b>	<b>59,230</b>
*Percentage Increase over prior year	0.00%	-6.67%	1.70%	0.00%	0.00%	1.70%	-10.66%	1.99%	2.00%	2.00%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>61,433</b>	<b>57,333</b>	<b>62,480</b>	<b>-</b>	<b>-</b>	<b>62,480</b>	<b>55,820</b>	<b>56,930</b>	<b>58,070</b>	<b>59,230</b>
*Percentage Increase over prior year	0.00%	-6.67%	1.70%	0.00%	0.00%	1.70%	-10.66%	1.99%	2.00%	2.00%
<b>FUNDING SOURCES (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	(3,519)	(3,519)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,550)	(1,550)	(1,514)	-	-	(1,514)	(1,610)	(1,640)	(1,670)	(1,700)
Transfer From Operating Reserve	(4,100)	-	(7,816)	-	-	(7,816)	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(9,169)</b>	<b>(5,069)</b>	<b>(9,330)</b>	<b>-</b>	<b>-</b>	<b>(9,330)</b>	<b>(1,610)</b>	<b>(1,640)</b>	<b>(1,670)</b>	<b>(1,700)</b>
<b>REQUISITION</b>	<b>(52,264)</b>	<b>(52,264)</b>	<b>(53,150)</b>	<b>-</b>	<b>-</b>	<b>(53,150)</b>	<b>(54,210)</b>	<b>(55,290)</b>	<b>(56,400)</b>	<b>(57,530)</b>
*Percentage Increase over prior year	0.00%	0.00%	1.70%	0.00%	0.00%	1.70%	1.99%	1.99%	2.01%	2.00%
PARTICIPANTS: Central Saanich, North Saanich, and Sidney										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**1.538 San Pen - Source Control Stormwater**  
**Operating Reserve Summary**  
**2021 - 2025 Financial Plan**

**Profile**

**San Pen - Source Control Stormwater**

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

**Operating Reserve Schedule**

Operating Reserve Schedule (Fund: 1500 / FC: 105521)	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Projected year end balance</b>						
<b>Beginning Balance</b>	48,986	50,680	42,864	45,081	47,341	49,652
<b>Planned Purchase</b>	-	(7,816)	-	-	-	-
<b>Transfer from Ops Budget</b>	759	-	2,217	2,260	2,311	2,360
<b>Interest Income*</b>	935	-	-	-	-	-
<b>Total projected year end balance</b>	<b>50,680</b>	<b>42,864</b>	<b>45,081</b>	<b>47,341</b>	<b>49,652</b>	<b>52,012</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Environmental Engineering Services**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.576 Environmental Engineering Services

**Committee:** Environmental Services

**DEFINITION:**

To provide Engineering Services relative to various Operating and Capital projects, for Environmental Sustainability, Integrated Water, Parks, and Corporate Services. The cost of this function is principally allocated to functions and capital projects using these Services.

**PARTICIPATION:**

All budgets and projects receiving Engineering Services

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

Time charges to Capital projects, Environment Resource Management and Service budgets.



1.576 - Engineering Services	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	1,939,212	1,833,680	1,989,602	133,239	-	2,122,841	2,142,518	2,188,445	2,235,352	2,283,261
Internal Allocations	349,655	336,890	352,706	-	-	352,706	358,710	365,452	372,325	379,340
Consulting and Legal	10,000	53,000	9,000	-	150,000	159,000	9,180	9,364	9,552	9,743
Operating Supplies	51,940	51,734	50,500	5,000	5,000	60,500	56,610	57,741	58,896	60,073
Telecommunication	37,648	31,836	35,000	-	-	35,000	35,700	36,414	37,143	37,886
Vehicle and Equipment	26,410	26,564	27,400	310	-	27,710	28,264	28,829	29,406	29,993
Operating Cost - Other	45,744	16,508	43,125	3,000	-	46,125	47,040	47,977	48,934	49,910
<b>TOTAL OPERATING COSTS</b>	<b>2,460,609</b>	<b>2,350,212</b>	<b>2,507,333</b>	<b>141,549</b>	<b>155,000</b>	<b>2,803,882</b>	<b>2,678,022</b>	<b>2,734,222</b>	<b>2,791,608</b>	<b>2,850,206</b>
*Percentage increase over prior year operating costs		-4.5%		1.90%		13.95%	-4.49%	2.10%	2.10%	2.10%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Fund	-	-	-	-	105,000	105,000	-	-	-	-
Transfer to ERF	-	-	-	-	-	-	20,000	20,000	20,000	20,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>105,000</b>	<b>105,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>TOTAL COSTS</b>	<b>2,460,609</b>	<b>2,350,212</b>	<b>2,507,333</b>	<b>141,549</b>	<b>260,000</b>	<b>2,908,882</b>	<b>2,698,022</b>	<b>2,754,222</b>	<b>2,811,608</b>	<b>2,870,206</b>
*Percentage increase over prior year operating costs		-4.5%				18.22%	-7.25%	2.08%	2.08%	2.08%
Internal Recoveries	(2,460,609)	(2,460,609)	(2,507,333)	(191,549)	-	(2,698,882)	(2,698,022)	(2,754,222)	(2,811,608)	(2,870,206)
*Percentage increase over prior year operating costs		0.0%				9.68%	-0.03%	2.08%	2.08%	2.08%
<b>OPERATING LESS RECOVERIES</b>	<b>-</b>	<b>(110,397)</b>	<b>-</b>	<b>(50,000)</b>	<b>260,000</b>	<b>210,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year										
Balance C/F from Prior to Current year			-	-	(210,000)	(210,000)				
Transfer Operating Reserve										
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(210,000)</b>	<b>(210,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>-</b>	<b>110,397</b>	<b>-</b>	<b>50,000</b>	<b>(50,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage increase over prior year requisition										
<u>AUTHORIZED POSITIONS:</u>										
Salaried	14	14	14	1	-	15	15	15	15	15

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

<b>Service No.</b>	<b>1.576</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>Environmental Engineering Service</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$125,000	\$0	\$40,000	\$80,000	\$0	\$245,000
		<b>\$0</b>	<b>\$165,000</b>	<b>\$40,000</b>	<b>\$80,000</b>	<b>\$120,000</b>	<b>\$40,000</b>	<b>\$445,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$120,000	\$40,000	\$80,000	\$120,000	\$40,000	\$400,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$165,000</b>	<b>\$40,000</b>	<b>\$80,000</b>	<b>\$120,000</b>	<b>\$40,000</b>	<b>\$445,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.576  
**Service Name:** Environmental Engineering Services

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-02	Replacement	Engineering Equipment	Engineering Equipment	\$75,000	E	ERF	\$0	\$15,000	\$15,000	\$0	\$0	\$0	\$30,000
18-03	Replacement	Computer Equipment	Computer Equipment	\$119,000	E	ERF	\$0	\$25,000	\$25,000	\$0	\$0	\$0	\$50,000
21-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F12013 (7 pass van) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.	\$40,000	V	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
21-02	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F01074 (light pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.	\$40,000	V	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
21-03	New	ES Vehicle	New ES vehicle	\$45,000	V	Cap		\$45,000	\$0	\$0	\$0	\$0	\$45,000
23-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F14016 (4x4 pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.	\$40,000	V	ERF	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000
23-02	Replacement	Engineering Equipment	Engineering Equipment	\$75,000	E	ERF	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000	\$45,000
23-03	Replacement	Computer Equipment	Computer Equipment	\$125,000	E	ERF	\$0	\$0	\$0	\$25,000	\$25,000	\$25,000	\$75,000
24-01	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #FQ14020 (Transit) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.	\$40,000	V	ERF	\$0	\$0	\$0	\$0	\$40,000	\$0	\$40,000
24-02	Replacement	Replacement ES Vehicle	Replace aging fleet vehicle unit #F14017 (4x4 pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.	\$40,000	V	ERF	\$0	\$0	\$0	\$0	\$40,000	\$0	\$40,000
<b>GRAND TOTAL</b>				<b>\$639,000</b>			<b>\$0</b>	<b>\$165,000</b>	<b>\$40,000</b>	<b>\$80,000</b>	<b>\$120,000</b>	<b>\$40,000</b>	<b>\$445,000</b>

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

<b>Proj. No.</b> 18-02	<b>Capital Project Title</b> Engineering Equipment	<b>Capital Project Description</b> Engineering Equipment
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>Replace engineering equipment based on life cycle assessment.</i>		

<b>Proj. No.</b> 18-03	<b>Capital Project Title</b> Computer Equipment	<b>Capital Project Description</b> Computer Equipment
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>Replace computer equipment based on life cycle assessment.</i>		

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Replacement ES Vehicle	<b>Capital Project Description</b> Replace aging fleet vehicle unit #F12013 (7 pass van) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>This vehicle is a 7 passenger mini-van used by all staff in the Engineering Services group as required for group travel to various sites. At replacement time the vehicle will be 9 years old, which is just beyond the CRD recommended replacement strategy of 7 years.</i>		

<b>Proj. No.</b> 21-02	<b>Capital Project Title</b> Replacement ES Vehicle	<b>Capital Project Description</b> Replace aging fleet vehicle unit #F01074 (light pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>This vehicle is a light pick-up used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 11 years old, which is beyond the CRD recommended replacement strategy of 7 years.</i>		

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

<b>Proj. No.</b> 21-03	<b>Capital Project Title</b> ES Vehicle	<b>Capital Project Description</b> New ES vehicle
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>New vehicle for ES fleet due to additional senior engineer.</i>		

Service: 1.576

Environmental Engineering Services

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Replacement ES Vehicle	<b>Capital Project Description</b> Replace aging fleet vehicle unit #F14016 (4x4 pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>This vehicle is a 4x4 pick-up used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 9 years old, which is just beyond the CRD recommended replacement strategy of 7 years.</i>		

<b>Proj. No.</b> 23-02	<b>Capital Project Title</b> Engineering Equipment	<b>Capital Project Description</b> Engineering Equipment
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>Replace engineering equipment based on life cycle assessment.</i>		

<b>Proj. No.</b> 23-03	<b>Capital Project Title</b> Computer Equipment	<b>Capital Project Description</b> Computer Equipment
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>Replace computer equipment based on life cycle assessment.</i>		

<b>Proj. No.</b> 24-01	<b>Capital Project Title</b> Replacement ES Vehicle	<b>Capital Project Description</b> Replace aging fleet vehicle unit #FQ14020 (Transit) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>This vehicle is a transit van up used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 10 years old, which is beyond the CRD recommended replacement strategy of 7 years.</i>		

Service: 1.576

Environmental Engineering Services

Proj. No. 24-02

Capital Project Title Replacement ES Vehicle

Capital Project Description

Replace aging fleet vehicle unit #F14017 (4x4 pick-up) that is experiencing increasing maintenance costs and downtime. Vehicle will be beyond the recommended CRD service life.

Asset Class V

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Accountability

Project Rationale *This vehicle is a 4x4 pick up used by project managers for visiting work sites for client meetings and construction inspections. At replacement the existing vehicle will be 10 years old, which is beyond the CRD recommended replacement strategy of 7 years.*

**1.576 ES Engineering  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**ES Engineering**

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

**Operating Reserve Schedule - FC 105524**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	362,443	440,316	446,316	446,316	446,316	446,316
Planned Purchase						
Transfer from Ops Budget	70,954					
Interest Income*	6,919	6,000				
<b>Total projected year end balance</b>	<b>440,316</b>	<b>446,316</b>	<b>446,316</b>	<b>446,316</b>	<b>446,316</b>	<b>446,316</b>

**Assumptions/Background:**

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



1.576 Engineering Services  
 Asset and Reserve Summary  
 2021 - 2025 Financial Plan

**ERF Reserve Cash Flow**

ERF: Engineering Senior Budget - ERF for Equipment and Vehicles

Equipment Replacement Schedule Projected year end balance	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	490,335	492,584	375,584	355,584	295,584	195,584
Planned Purchase (Based on Capital Plan)	(2,125)	(120,000)	(40,000)	(80,000)	(120,000)	(40,000)
Transfer from Ops Budget	-	-	20,000	20,000	20,000	20,000
Proceed disposal of Equipment	-					
Interest Income*	4,374	3,000				
<b>Total projected year end balance</b>	<b>492,584</b>	<b>375,584</b>	<b>355,584</b>	<b>295,584</b>	<b>195,584</b>	<b>175,584</b>

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Facility Management**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.105 Facility Management

**Committee:** Governance & Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**SERVICE DESCRIPTION:**

Full facility management services including administration, maintenance, technical and project management for nine facilities.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Governance & Finance

**FUNDING:**

**GENERAL INFORMATION:**

All costs are recovered from user departments and requisition.

1.105 Facility Management	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Salaries and Wages	915,639	891,904	884,751	289,214	-	1,173,965	1,178,371	1,202,995	1,228,139	1,253,811
Internal Allocations	268,025	268,022	244,612	-	-	244,612	247,316	252,007	256,790	261,670
Consulting Service	51,000	51,000	52,000	-	-	52,000	53,040	54,101	55,183	56,285
Operating Supplies	26,418	30,848	27,400	-	-	27,400	27,948	28,507	29,077	29,659
Telecommunication	13,372	15,576	14,840	-	-	14,840	15,137	15,440	15,748	16,063
Vehicle and Equipment	39,489	39,417	40,292	-	-	40,292	41,113	41,950	42,803	43,659
Operating Cost - Other	59,455	50,284	88,872	-	-	88,872	90,649	92,461	94,311	96,198
<b>TOTAL OPERATING COSTS</b>	<b>1,373,398</b>	<b>1,347,051</b>	<b>1,352,767</b>	<b>289,214</b>	<b>-</b>	<b>1,641,981</b>	<b>1,653,574</b>	<b>1,687,461</b>	<b>1,722,051</b>	<b>1,757,345</b>
*Percentage increase over prior year operating costs		-1.9%		-1.50%		19.56%	0.71%	2.05%	2.05%	2.05%
<u>CAPITAL / RESERVE</u>										
Transfer to ERF	45,593	45,593	48,891	-	-	48,891	49,155	49,738	50,336	50,940
<b>TOTAL CAPITAL / RESERVES</b>	<b>45,593</b>	<b>45,593</b>	<b>48,891</b>	<b>-</b>	<b>-</b>	<b>48,891</b>	<b>49,155</b>	<b>49,738</b>	<b>50,336</b>	<b>50,940</b>
<b>TOTAL COSTS</b>	<b>1,418,991</b>	<b>1,392,644</b>	<b>1,401,658</b>	<b>289,214</b>	<b>-</b>	<b>1,690,872</b>	<b>1,702,729</b>	<b>1,737,199</b>	<b>1,772,387</b>	<b>1,808,285</b>
*Percentage increase over prior year operating costs		-1.9%				19.16%	0.70%	2.02%	2.03%	2.03%
Internal Recoveries	(1,163,913)	(1,163,410)	(1,172,049)	(289,214)	-	(1,461,263)	(1,472,718)	(1,502,810)	(1,533,531)	(1,564,887)
<b>OPERATING LESS RECOVERIES</b>	<b>255,078</b>	<b>229,234</b>	<b>229,609</b>	<b>-</b>	<b>-</b>	<b>229,609</b>	<b>230,011</b>	<b>234,390</b>	<b>238,856</b>	<b>243,398</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue - Other	(99,788)	(73,944)	(70,435)	-	-	(70,435)	(67,654)	(68,785)	(69,940)	(71,103)
<b>TOTAL REVENUE</b>	<b>(99,788)</b>	<b>(73,944)</b>	<b>(70,435)</b>	<b>-</b>	<b>-</b>	<b>(70,435)</b>	<b>(67,654)</b>	<b>(68,785)</b>	<b>(69,940)</b>	<b>(71,103)</b>
Estimated balance C/F from current to Next year										
<b>REQUISITION</b>	<b>(155,290)</b>	<b>(155,290)</b>	<b>(159,174)</b>	<b>-</b>	<b>-</b>	<b>(159,174)</b>	<b>(162,357)</b>	<b>(165,605)</b>	<b>(168,916)</b>	<b>(172,295)</b>
*Percentage increase over prior year requisition						2.50%	2%	2%	2%	2%
AUTHORIZED POSITIONS FTE:	7	7	7	3	-	10	10	10	10	10

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

<b>Service No.</b>	<b>1.105</b>							
	<b>Facilities Management</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$18,600	\$2,000	\$2,000	\$3,500	\$2,000	\$28,100	
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Vehicles	V	\$0	\$120,000	\$50,000	\$50,000	\$50,000	\$0	\$270,000	
		<b>\$0</b>	<b>\$138,600</b>	<b>\$52,000</b>	<b>\$52,000</b>	<b>\$53,500</b>	<b>\$2,000</b>	<b>\$298,100</b>	

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$138,600	\$52,000	\$52,000	\$53,500	\$2,000	\$298,100
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
		<b>\$0</b>	<b>\$138,600</b>	<b>\$52,000</b>	<b>\$52,000</b>	<b>\$53,500</b>	<b>\$2,000</b>	<b>\$298,100</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.105  
**Service Name:** Facilities Management

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
17-02	Replacement	Desktop Computers	Replace desktop computers	\$16,200	E	ERF	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$0	\$8,000
19-01	Replacement	Laptop	Replace laptop	\$1,600	E	ERF	\$0	\$1,600	\$0	\$0	\$0	\$0	\$1,600
19-03	Replacement	Production Printer	Replace Production Printer	\$15,000	E	ERF	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
21-01	Replacement	Unit F01112	Replace 2010 Chev Express Van	\$50,000	V	ERF	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
21-02	New	New Vehicle	New CAWWTP Position	\$50,000	V	ERF	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
23-01	Replacement	Unit F12001	replace 2012 Jeep Patriot	\$50,000	V	ERF	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
24-01	Replacement	Unit F13022	replace 2014 Ford F250	\$50,000	V	ERF	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
24-02	Replacement	Laptop	Replace laptop	\$1,500	E	ERF	\$0	\$0	\$0	\$0	\$1,500	\$0	\$1,500
25-01	Replacement	Desktop Computers	Replace desktop computers	\$10,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
20-01	Replacement	Pool Vehicle - F00959	Replace 2005 Toyota Prius	\$35,000	V	ERF	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
20-02	Replacement	Pool Vehicle - F11004	Replace 2010 Chev Malibu	\$35,000	V	ERF	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
<b>GRAND TOTAL</b>				<b>\$314,300</b>			<b>\$0</b>	<b>\$138,600</b>	<b>\$52,000</b>	<b>\$52,000</b>	<b>\$53,500</b>	<b>\$2,000</b>	<b>\$298,100</b>

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

<b>Proj. No.</b> 17-02	<b>Capital Project Title</b> Desktop Computers	<b>Capital Project Description</b> Replace desktop computers
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>Replace desktop computers as scheduled by IT on a 3 year cycle.</i>		

<b>Proj. No.</b> 19-01	<b>Capital Project Title</b> Laptop	<b>Capital Project Description</b> Replace laptop
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>Replace laptop computer as scheduled by IT on a 3 year cycle.</i>		

<b>Proj. No.</b> 19-03	<b>Capital Project Title</b> Production Printer	<b>Capital Project Description</b> Replace Production Printer
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>Replace laser printer formally shared with Accounting Services on the 3rd floor.</i>		

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Unit F01112	<b>Capital Project Description</b> Replace 2010 Chev Express Van
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.</i>		

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

<b>Proj. No.</b> 21-02	<b>Capital Project Title</b> New Vehicle	<b>Capital Project Description</b> New CAWWTP Position
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>New all electric or hybrid vehicle as scheduled by Facility Management.</i>		

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Unit F12001	<b>Capital Project Description</b> replace 2012 Jeep Patriot
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.</i>		

<b>Proj. No.</b> 24-01	<b>Capital Project Title</b> Unit F13022	<b>Capital Project Description</b> replace 2014 Ford F250
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.</i>		

<b>Proj. No.</b> 24-02	<b>Capital Project Title</b> Laptop	<b>Capital Project Description</b> Replace laptop
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>Replace laptop computer as scheduled by IT on a 3 year cycle.</i>		

<b>Proj. No.</b> 25-01	<b>Capital Project Title</b> Desktop Computers	<b>Capital Project Description</b> Replace desktop computers
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>Replace desktop computers as scheduled by IT on a 3 year cycle.</i>		



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

<b>Proj. No.</b> 20-01	<b>Capital Project Title</b> Pool Vehicle - F00959	<b>Capital Project Description</b> Replace 2005 Toyota Prius
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.</i>		

<b>Proj. No.</b> 20-02	<b>Capital Project Title</b> Pool Vehicle - F11004	<b>Capital Project Description</b> Replace 2010 Chev Malibu
<b>Asset Class</b> V	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> <i>Replace the vehicle with an all electric or hybrid option as scheduled by Facility Management.</i>		

**1.105 Facility Management  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Facility Management**

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

**Operating Reserve Schedule - FC 105541**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	45,000	91,684	91,684	91,684	91,684	91,684
Planned Purchase						
Transfer from Ops Budget	45,825					
Interest Income*	859					
<b>Total projected year end balance</b>	<b>91,684</b>	<b>91,684</b>	<b>91,684</b>	<b>91,684</b>	<b>91,684</b>	<b>91,684</b>

**Assumptions/Background:**

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

**1.105 Facility Management  
Asset and Reserve Summary  
2021 - 2025 Financial Plan**

**Asset Profile**

**Facility Management ERF**

Facility Management assets consist of vehicles and equipment.

**Equipment Replacement Fund Schedule (ERF)**

Equipment Replacement Schedule	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Projected year end balance						
<b>Beginning Balance</b>	330,330	372,268	284,253	281,408	279,146	275,982
<b>Planned Purchase (Based on Capital Plan)</b>	(6,215)	(138,600)	(52,000)	(52,000)	(53,500)	(2,000)
<b>Transfer from Ops Budget</b>	45,000	48,585	49,155	49,738	50,336	50,940
<b>Proceed disposal of Equipment</b>						
<b>Interest Income*</b>	3,153	2,000				
<b>Total projected year end balance</b>	<b>372,268</b>	<b>284,253</b>	<b>281,408</b>	<b>279,146</b>	<b>275,982</b>	<b>324,922</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **CRD Headquarters Building**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.106 CRD Headquarter Building

**Committee:** Governance & Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Governance & Finance

**FUNDING:**

All costs are recovered by building allocation from CRD user departments and by lease revenue from tenant (Starbucks).

1.106 - CRD HQ BUILDING			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Internal Allocations	217,676	207,746	233,065	-	-	233,065	250,066	254,866	259,764	264,759
Insurance Cost	38,650	38,650	39,420	-	-	39,420	40,210	41,020	41,840	42,680
Repairs and Maintenance Costs	193,790	219,026	196,150	-	-	196,150	205,164	208,911	212,725	216,613
Rental and Leases	88,127	85,562	89,650	-	-	89,650	91,442	93,270	95,134	97,036
Electricity& Utilities	185,410	179,500	186,020	-	-	186,020	189,551	193,151	197,324	201,071
Operating Supplies	41,000	36,000	41,600	-	-	41,600	42,432	43,280	44,147	45,029
Internal Labour Cost	324,030	304,742	298,200	-	-	298,200	298,573	304,745	311,049	317,487
Operating Cost - Other	225,876	226,638	223,390	-	-	223,390	227,857	232,417	237,063	241,803
<b>TOTAL OPERATING COSTS</b>	<b>1,314,559</b>	<b>1,297,864</b>	<b>1,307,495</b>	<b>-</b>	<b>-</b>	<b>1,307,495</b>	<b>1,345,295</b>	<b>1,371,660</b>	<b>1,399,046</b>	<b>1,426,478</b>
*Percentage increase over prior year operating costs		-1.3%				-0.54%	2.89%	1.96%	2.00%	1.96%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	58,952	77,666	87,953	-	-	87,953	87,948	90,810	92,193	92,099
Transfer to ERF	-	17,000	35,000	-	-	35,000	35,000	35,000	35,000	35,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>58,952</b>	<b>94,666</b>	<b>122,953</b>	<b>-</b>	<b>-</b>	<b>122,953</b>	<b>122,948</b>	<b>125,810</b>	<b>127,193</b>	<b>127,099</b>
<b>TOTAL COSTS</b>	<b>1,373,511</b>	<b>1,392,530</b>	<b>1,430,448</b>	<b>-</b>	<b>-</b>	<b>1,430,448</b>	<b>1,468,243</b>	<b>1,497,470</b>	<b>1,526,239</b>	<b>1,553,577</b>
*Percentage increase over prior year operating costs		1.4%				4.15%	2.64%	1.99%	1.92%	1.79%
Internal Recoveries(Building Occupancy)	(1,252,348)	(1,247,520)	(1,281,578)	-	-	(1,281,578)	(1,319,055)	(1,344,750)	(1,370,953)	(1,397,688)
*Percentage increase over prior year operating costs		-0.4%				2.33%	2.92%	1.95%	1.95%	1.95%
<b>OPERATING LESS RECOVERIES</b>	<b>121,163</b>	<b>145,010</b>	<b>148,870</b>	<b>-</b>	<b>-</b>	<b>148,870</b>	<b>149,188</b>	<b>152,720</b>	<b>155,286</b>	<b>155,889</b>
		19.7%				22.87%	0.21%	2.37%	1.68%	0.39%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance C/F from current to next year										
Fees Charged	(2,700)	(2,700)	(2,700)	-	-	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)
Lease Revenue	(99,603)	(99,604)	(99,603)	-	-	(99,603)	(99,603)	(102,555)	(104,030)	(104,030)
Recovery - Other	(18,860)	(42,706)	(46,567)	-	-	(46,567)	(46,885)	(47,465)	(48,556)	(49,159)
<b>TOTAL REVENUE</b>	<b>(121,163)</b>	<b>(145,010)</b>	<b>(148,870)</b>	<b>-</b>	<b>-</b>	<b>(148,870)</b>	<b>(149,188)</b>	<b>(152,720)</b>	<b>(155,286)</b>	<b>(155,889)</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage increase over prior year requisition										

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

<b>Service No.</b>	<b>1.106</b>							
	<b>Facilities and Risk</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	B	\$59,729	\$2,234,729	\$250,000	\$1,115,000	\$1,600,000	\$100,000	\$5,299,729
Equipment	E	\$50,000	\$65,000	\$0	\$0	\$0	\$0	\$65,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$109,729</b>	<b>\$2,299,729</b>	<b>\$250,000</b>	<b>\$1,115,000</b>	<b>\$1,600,000</b>	<b>\$100,000</b>	<b>\$5,364,729</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$109,729	\$109,729	\$0	\$0	\$0	\$0	\$109,729
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	\$2,190,000	\$250,000	\$1,115,000	\$1,600,000	\$100,000	\$5,255,000
		<b>\$109,729</b>	<b>\$2,299,729</b>	<b>\$250,000</b>	<b>\$1,115,000</b>	<b>\$1,600,000</b>	<b>\$100,000</b>	<b>\$5,364,729</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.106  
**Service Name:** Facilities and Risk

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Parkade Floor Reseal	Reseal parkade floor	\$34,729	B	Cap	\$34,729	\$34,729	\$0	\$0	\$0	\$0	\$34,729
20-01	Replacement	Hot Water Tank	303 Liter hot water tank	\$20,000	B	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
20-03	New	New Flag Poles	Flag pole design and installation	\$30,000	B	Cap	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$25,000
20-04	New	Exterior Lighting Upgrades	New exterior lights with digital controls	\$65,000	E	Cap	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-04	New	Exterior Lighting Upgrades	New exterior lights with digital controls		E	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
21-01	Replacement	HVAC System Upgrade	Feasibility design and detailed project plan	\$2,650,000	B	Res	\$0	\$0	\$150,000	\$1,000,000	\$1,500,000	\$0	\$2,650,000
21-02	New	EV Charging Infrastructure	EV charging infrastructure - HQ Building	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-03	Replacement	Bike storage	Additional bike cage	\$20,000	B	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-04	Renewal	Centre for Engagement	Reconfiguration / re-design	\$0	B	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21-05	Renewal	Security Upgrades	Enhance physical security and monitoring	\$0	B	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21-06	New	Interior Renovations	Interior renovations - HQ Building	\$100,000	B	Res	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
21-07	Renewal	1st Floor re-design	Optimize space usage	\$1,885,000	B	Res	\$0	\$1,885,000	\$0	\$0	\$0	\$0	\$1,885,000
21-08	Defer	Emergency Repairs	For unforeseen emergency repairs	\$100,000	B	Res	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
23-01	Renewal	Exterior upgrades	Green roof upgrades	\$15,000	B	Res	\$0	\$0	\$0	\$15,000	\$0	\$0	\$15,000
<b>GRAND TOTAL</b>				<b>\$4,969,729</b>			<b>\$109,729</b>	<b>\$2,299,729</b>	<b>\$250,000</b>	<b>\$1,115,000</b>	<b>\$1,600,000</b>	<b>\$100,000</b>	<b>\$5,364,729</b>



Service: 1.106

Facilities and Risk

Proj. No.	19-01	Capital Project Title	Parkade Floor Reseal	Capital Project Description	Reseal parkade floor
Asset Class	B	Board Priority Area	Advocacy, Governance & Accountability	Corporate Priority Area	Accountability
<b>Project Rationale</b> <i>To refurbish the parkade ceiling to maintain the building substructure as per the VFA report.</i>					

Proj. No.	20-01	Capital Project Title	Hot Water Tank	Capital Project Description	303 Liter hot water tank
Asset Class	B	Board Priority Area	Advocacy, Governance &	Corporate Priority Area	Accountability
<b>Project Rationale</b> <i>Hot water tank expected to reach its useful life.</i>					

Proj. No.	20-03	Capital Project Title	New Flag Poles	Capital Project Description	Flag pole design and installation
Asset Class	B	Board Priority Area	Advocacy, Governance &	Corporate Priority Area	Accountability
<b>Project Rationale</b> <i>replacement of the existing flag pole and add additional flag poles; increase safety protocols for maintenance workers when accessing the flag pole(s).</i>					

Proj. No.	20-04	Capital Project Title	Exterior Lighting Upgrades	Capital Project Description	New exterior lights with digital controls
Asset Class	E	Board Priority Area	Advocacy, Governance &	Corporate Priority Area	Accountability
<b>Project Rationale</b> <i>enhanced lighting and controls to highlight the buildings façade for special events</i>					

Proj. No.	21-01	Capital Project Title	HVAC System Upgrade	Capital Project Description	Feasibility design and detailed project plan
Asset Class	B	Board Priority Area	Climate Action & Environmental	Corporate Priority Area	Climate Action & Adaptation
<b>Project Rationale</b> <i>Feasibility, design and replacement of the natural gas boilers with energy efficient electric heat pumps to reduce GHG's and to provide better comfortability for building occupants. Currently, the facility consumes the 3rd most natural gas of all CRD facilities and replacing the boilers with electric heat pumps will be a major step in meeting our GHG reduction targets.</i>					

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

<b>Proj. No.</b> 21-02	<b>Capital Project Title</b> EV Charging infrastructure	<b>Capital Project Description</b> EV charging infrastructure - HQ Building
<b>Asset Class</b> B	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Climate Action & Adaptation
<b>Project Rationale</b> Provide electrical infrastructure to accommodate additional EV chargers for CRD vehicles. Several vehicles are scheduled to be replaced in 2021 and the infrastructure is required prior to receiving the vehicles.		

<b>Proj. No.</b> 21-03	<b>Capital Project Title</b> Bike storage	<b>Capital Project Description</b> Additional bike cage
<b>Asset Class</b> B	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Climate Action & Adaptation
<b>Project Rationale</b> Providing additional bike storage through the installation of secure bike racks throughout the Fiskard parkade.		

<b>Proj. No.</b> 21-04	<b>Capital Project Title</b> Centre for Engagement	<b>Capital Project Description</b> Reconfiguration / re-design
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> Reconfigure the Centre for Engagement to better suite current programming needs. Work includes upgrades to the HVAC and electrical systems, and changes to the interior to reflect Corporate branding.		

<b>Proj. No.</b> 21-05	<b>Capital Project Title</b> Security Upgrades	<b>Capital Project Description</b> Enhance physical security and monitoring
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> Following a security analysis, enhancement to physical security measures and electronic monitoring		

<b>Proj. No.</b> 21-06	<b>Capital Project Title</b> Interior Renovations	<b>Capital Project Description</b> Interior renovations - HQ Building
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> Contingent amount for office and floor plate reconfiguration due to department and staff relocations		

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

<b>Proj. No.</b> 21-07	<b>Capital Project Title</b> 1st Floor re-design	<b>Capital Project Description</b> Optimize space usage
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> Responding to staffing growth, reconfiguration of 1st floor to optimize space usage including reception and lobby.		

<b>Proj. No.</b> 21-08	<b>Capital Project Title</b> Emergency Repairs	<b>Capital Project Description</b> For unforeseen emergency repairs
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Accountability
<b>Project Rationale</b> Contingency amount to cover unforeseen emergency repairs to the building.		

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Exterior upgrades	<b>Capital Project Description</b> Green roof upgrades
<b>Asset Class</b> B	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Climate Action & Adaptation
<b>Project Rationale</b> Major remedial work to the green roof at the CRD Headquarters Building.		

**1.106 Headquarters Facility  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Headquarters Facility**

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

**Operating Reserve Schedule - FC 105542**

Operating Reserve Schedule Projected year end balance	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	35,000	55,752	55,752	55,752	55,752	55,752
Planned Purchase						
Transfer from Ops Budget	20,083					
Interest Income*	668					
<b>Total projected year end balance</b>	<b>55,752</b>	<b>55,752</b>	<b>55,752</b>	<b>55,752</b>	<b>55,752</b>	<b>55,752</b>

**Assumptions/Background:**

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

**1.106 CRD HQ Building & 1.226 Health Facilities - VIHA**  
**Asset and Reserve Summary**  
**2021 - 2025 Financial Plan**

**Asset Profile**

**CRD HQ Office Facilities & Health Facilities - VIHA**

Office Facilities manages office buildings and rental units owned by the CRD. Assets include CRD Headquarters building, 3 buildings currently occupied by VIHA and JDF administration building currently occupied by JDF Planning, Building Inspection and Emergency Services. The total historical value as at December 31, 2015 was \$38M. Total replacement value for the facilities is \$39M (Note A).

Assets held by Health Facilities - VIHA consist of Peninsula Health Unit, Victoria Health Unit and Esquimalt Health unit built in 1994, 1986 and 1990. The total historical value as of Dec 31, 2015 for all three health units building structures was \$12M with an estimated replacement value of \$22M (Note A).

**Note A: Insured Value Table**

<b>Description</b>	<b>\$ Amount*</b>
<b>1.106 Office Facilities</b>	
CRD Headquarters Building- Phase 1 & 2	39,232,179
JDF Administration Building (New)	95,873
<b>Total</b>	<b>\$ 39,328,052</b>
<b>1.226 health Facilities - VIHA</b>	
Peninsula Health Unit	9,481,300
Victoria Health Unit	7,900,300
Esquimalt Health Unit	4,830,300
<b>Total</b>	<b>\$ 22,211,900</b>

\*Annual insurance renewal - replacement values as assessed in 2015.

**1.106 CRD HQ Building & 1.226 Health Facilities - VIHA**  
**Asset and Reserve Summary**  
**2021 - 2025 Financial Plan**

<b>1.106 Headquarters Facility &amp; 1.226 VIHA Health Facilities Capital Reserve Fund Cash Flow</b>						
<b>Reserve/Fund Summary</b>	<b>Actual</b>	<b>Budget</b>				
<b>Projected year end balance</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Beginning Balance</b>	7,623,363	7,576,314	6,016,637	3,919,710	3,323,405	2,303,748
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	(935,229)	(2,440,000)	(2,857,500)	(1,360,000)	(1,785,000)	(100,000)
<b>Transfer from Ops Budget</b>	735,121	760,323	760,573	763,695	765,343	765,520
<b>Interest Income**</b>	153,058	120,000				
<b>Total projected year end balance</b>	<b>7,576,314</b>	<b>6,016,637</b>	<b>3,919,710</b>	<b>3,323,405</b>	<b>2,303,748</b>	<b>2,969,268</b>

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

**1.106 CRD HQ Building  
Asset and Reserve Summary  
2021 - 2025 Financial Plan**

**Asset Profile**

**CRD HQ Building ERF**

CRD HQ Building assets building equipment.

**Equipment Replacement Fund Schedule (ERF)**

Equipment Replacement Schedule	Actual	Est. Actual	Budget				
	2019	2020	2021	2022	2023	2024	2025
Projected year end balance							
Beginning Balance	-	-	-	15,000	30,000	45,000	60,000
Planned Purchase (Based on Capital Plan)	-	-	-	-	-	-	-
Transfer from Ops Budget	-	-	15,000	15,000	15,000	15,000	15,000
Proceed disposal of Equipment							
Interest Income*	-	-					
<b>Total projected year end balance</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>30,000</b>	<b>45,000</b>	<b>60,000</b>	<b>75,000</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Corporate Satellite Facilities**

#### **FINAL BUDGET**

MARCH 2021



**Service:** 1.107 Corporate Satellite Facilities

**Committee:** Governance & Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

No limit

**MAXIMUM CAPITAL DEBT:**

**COMMITTEE:**

Governance & Finance

**FUNDING:**

All costs are recovered from user departments.

1.107 - CORPORATE SATELLITE FACILITIES

			<b>BUDGET REQUEST</b>							
	<b>2020 BOARD BUDGET</b>	<b>2020 ESTIMATED ACTUAL</b>	<b>2021 CORE BUDGET</b>	<b>2021 ONGOING</b>	<b>2021 ONE-TIME</b>	<b>2021 TOTAL</b>	<b>2022 TOTAL</b>	<b>2023 TOTAL</b>	<b>2024 TOTAL</b>	<b>2025 TOTAL</b>
<u>OPERATING COSTS:</u>										
Rentals and Leases	80,274	74,928	81,370	-	-	81,370	86,580	87,180	88,280	89,380
Internal Allocations	17,232	17,232	18,875	-	-	18,875	20,911	21,329	21,756	22,190
Insurance Cost	-	-	1,340	-	-	1,340	1,370	1,400	1,430	1,460
Electricity & Utilities	18,497	21,416	19,040	-	-	19,040	19,422	19,808	20,205	20,609
Repairs and Maintenance Costs	13,014	18,209	12,791	-	-	12,791	13,601	13,855	14,113	14,373
Operating Cost - Other	77,801	69,991	76,260	-	-	76,260	77,232	78,796	80,394	82,024
<b>TOTAL OPERATING COSTS</b>	<b>206,818</b>	<b>201,776</b>	<b>209,676</b>	<b>-</b>	<b>-</b>	<b>209,676</b>	<b>219,116</b>	<b>222,368</b>	<b>226,178</b>	<b>230,036</b>
*Percentage Increase over prior year		-2.44%	1.38%	-	-	1.38%	4.50%	1.48%	1.71%	1.71%
<u>CAPITAL / RESERVE</u>										
Transfer to Reserve Fund	12,750.00	12,750.00	12,750.00	-	-	12,750	13,005	13,265	13,530	13,801
TOTAL CAPITAL / RESERVES	12,750	12,750	12,750	-	-	12,750	13,005	13,265	13,530	13,801
<b>TOTAL COSTS</b>	<b>219,568</b>	<b>214,526</b>	<b>222,426</b>	<b>-</b>	<b>-</b>	<b>222,426</b>	<b>232,121</b>	<b>235,633</b>	<b>239,708</b>	<b>243,837</b>
*Percentage Increase over prior year		-2.30%	1.30%	-	-	1.30%	4.36%	1.51%	1.73%	1.72%
<b>Internal Recoveries</b>	<b>(219,568)</b>	<b>(214,526)</b>	<b>(222,426)</b>	<b>-</b>	<b>-</b>	<b>(222,426)</b>	<b>(232,121)</b>	<b>(235,633)</b>	<b>(239,708)</b>	<b>(243,837)</b>
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
PARTICIPANTS: Costs recovered internally										

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

Service No.	1.107 Corporate Satellite Facilities	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
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	\$0	\$0
		<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$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	\$25,000	\$0	\$0	\$0	\$0	\$25,000
		<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.107  
**Service Name:** Corporate Satellite 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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Emergency Repairs	For Unforeseen Emergency Repairs	\$25,000	B	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
<b>GRAND TOTAL</b>				<b>\$25,000</b>			<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Family Court Building**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.123 Family Court Building

**Committee:** Governance & Finance

**DEFINITION:**

Supplementary Letters Patent, Division VI - Family and Children's Court, March 16, 1967. Amended September 10, 1987.

**PARTICIPATION:**

The participants in this function were Victoria, Saanich, Oak Bay and Esquimalt. Although the District is the owner on record, the facility had previously been operated by the City under an arrangement dating from a time when the CRD had no property management capability.

Since 1998, excess rental revenues have been returned to function participants through a negative requisition.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

No debt shall be incurred by the Regional District for the purpose of this function other than temporary current borrowing.

**FUNDING:**

The budget provides for establishment of a reserve fund from rental revenues in order to establish a program of planned maintenance and upgrading. The facility has no debt. Costs are recovered from the tenant.

1.123 - FAMILY COURT BUILDING

			<b>BUDGET REQUEST</b>							
	<b>2020 BOARD BUDGET</b>	<b>2020 ESTIMATED ACTUAL</b>	<b>2021 CORE BUDGET</b>	<b>2021 ONGOING</b>	<b>2021 ONE-TIME</b>	<b>2021 TOTAL</b>	<b>2022 TOTAL</b>	<b>2023 TOTAL</b>	<b>2024 TOTAL</b>	<b>2025 TOTAL</b>
<b>OPERATING COSTS:</b>										
Internal Allocations	22,068	22,068	19,896	-	-	19,896	20,232	20,639	21,051	21,472
Insurance Cost	5,370	5,370	5,250	-	-	5,250	5,340	5,440	5,540	5,640
Repairs and Maintenance Costs	21,299	21,299	-	-	-	-	-	-	-	-
Electricity&Utilities	40,300	40,300	17,900	-	-	17,900	18,258	18,623	18,996	19,376
Internal Labour Cost	17,900	4,000	9,560	-	-	9,560	9,572	9,770	9,972	10,178
Operating Cost - Other	13,200	500	2,400	-	-	2,400	2,449	2,497	2,546	2,598
<b>TOTAL OPERATING COSTS</b>	<b>120,137</b>	<b>93,537</b>	<b>55,006</b>	<b>-</b>	<b>-</b>	<b>55,006</b>	<b>55,851</b>	<b>56,969</b>	<b>58,105</b>	<b>59,264</b>
*Percentage Increase over prior year						-54.21%	1.54%	2.00%	1.99%	1.99%
<b>CAPITAL / RESERVE</b>										
Transfer to Reserve Fund	25,158	51,758.00	94,354	-	-	94,354	93,509	92,391	91,255	90,096
<b>TOTAL CAPITAL / RESERVES</b>	<b>25,158</b>	<b>51,758.00</b>	<b>94,354</b>	<b>-</b>	<b>-</b>	<b>94,354</b>	<b>93,509</b>	<b>92,391</b>	<b>91,255</b>	<b>90,096</b>
<b>TOTAL COSTS</b>	<b>145,295</b>	<b>145,295</b>	<b>149,360</b>	<b>-</b>	<b>-</b>	<b>149,360</b>	<b>149,360</b>	<b>149,360</b>	<b>149,360</b>	<b>149,360</b>
*Percentage Increase over prior year						2.80%	0.00%	0.00%	0.00%	0.00%
<b>FUNDING SOURCES (REVENUE)</b>										
Surplus C/F from current to next year										
Rental Income	(149,360)	(149,360.00)	(149,360)	-	-	(149,360)	(149,360)	(149,360)	(149,360)	(149,360)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	4,065	4,065	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(145,295)</b>	<b>(145,295)</b>	<b>(149,360)</b>	<b>-</b>	<b>-</b>	<b>(149,360)</b>	<b>(149,360)</b>	<b>(149,360)</b>	<b>(149,360)</b>	<b>(149,360)</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

<b>Service No.</b>	<b>1.123</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>Family Court Building</b>							

**EXPENDITURE**

Buildings	B	\$87,500	\$287,500	\$0	\$0	\$0	\$0	\$287,500
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	\$0	\$0
		<b>\$87,500</b>	<b>\$287,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$287,500</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$87,500	\$87,500	\$0	\$0	\$0	\$0	\$87,500
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	\$200,000	\$0	\$0	\$0	\$0	\$200,000
		<b>\$87,500</b>	<b>\$287,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$287,500</b>



**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.123  
**Service Name:** Family Court Building

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-02	Replacement	Boiler Replacement	Feasibility work and replacement of Boiler	\$150,000	B	Cap	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000
19-02	Replacement	Boiler Replacement	Feasibility work and replacement of Boiler		B	Res		\$110,000	\$0	\$0	\$0	\$0	\$110,000
20-01	Renewal	AHU Replacement	Major repairs to AHU	\$40,000	B	Res	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
20-02	Renewal	Exterior Upgrades	Wood Window & Trim Replacement	\$47,500	B	Cap	\$47,500	\$47,500	\$0	\$0	\$0	\$0	\$47,500
21-01	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
<b>GRAND TOTAL</b>				<b>\$287,500</b>			<b>\$87,500</b>	<b>\$287,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$287,500</b>

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

<b>Proj. No.</b> 19-02	<b>Capital Project Title</b> Boiler Replacement	<b>Capital Project Description</b> Feasibility work and replacement of Boiler
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> Conduct feasibility study on the life cycle of this unit and for replacement of the unit		

<b>Proj. No.</b> 20-01	<b>Capital Project Title</b> AHU Replacement	<b>Capital Project Description</b> Major repairs to AHU
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> Reaching the end of life cycle, plan for major repairs on the air handling unit, as per the VFA report.		

<b>Proj. No.</b> 20-02	<b>Capital Project Title</b> Exterior Upgrades	<b>Capital Project Description</b> Wood Window & Trim Replacement
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> To refurbish the exterior windows and trim per the VFA report.		

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Emergency Repairs	<b>Capital Project Description</b> For Unforeseen Emergency Repairs
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> Contingency for unforeseen emergency repairs		

**1.123 Family Court Building  
 Asset and Reserve Summary  
 2021 - 2025 Financial Plan**

**Asset Profile**

**Family Court Building**

The Family Court Building assets include land and building which currently houses mental health built in 1980.

**Reserve Schedule**

<b>Family Court Building Reserve Fund Projected year end balance</b>	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Beginning Balance</b>	240,650	222,802	119,156	212,665	305,056	396,311
<b>Transfer to Cap Fund</b>	(47,500)	(200,000)	-	-	-	-
<b>Transfer from Ops Budget</b>	25,258	94,354	93,509	92,391	91,255	90,096
<b>Interest Income**</b>	4,394	2,000				
<b>Total projected year end balance</b>	<b>222,802</b>	<b>119,156</b>	<b>212,665</b>	<b>305,056</b>	<b>396,311</b>	<b>486,407</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Health Facilities - VIHA**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.226 Health Facilities - VIHA

**Committee:** Governance & Finance

**DEFINITION:**

Authorized by Letters Patent as part of the provision of administrative services to the CRD Board.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Governance & Finance

**FUNDING:**

All costs are recovered by lease payment from Island Health.

1.226 - HEALTH FACILITIES - VIHA

			<b>BUDGET REQUEST</b>							
	<b>2020 BOARD BUDGET</b>	<b>2020 ESTIMATED ACTUAL</b>	<b>2021 CORE BUDGET</b>	<b>2021 ONGOING</b>	<b>2021 ONE-TIME</b>	<b>2021 TOTAL</b>	<b>2022 TOTAL</b>	<b>2023 TOTAL</b>	<b>2024 TOTAL</b>	<b>2025 TOTAL</b>
<u>OPERATING COSTS:</u>										
Internal Allocation	294,487	215,925	255,769	-	-	255,769	273,809	279,286	284,870	290,568
Insurance Cost	24,420	24,420	24,660	-	-	24,660	25,150	25,650	26,150	26,660
Repairs and Maintenance Costs	189,540	190,040	180,855	-	-	180,855	184,473	188,161	191,920	195,759
Electricity&Utilities	165,200	165,200	196,400	-	-	196,400	200,328	204,335	208,421	212,589
Internal Labour Cost	311,670	292,031	311,750	-	-	311,750	312,140	318,593	325,184	331,913
Consultant Expenses	15,000	10,000	-	-	-	-	-	-	-	-
Operating Supplies	45,400	12,700	9,300	-	-	9,300	9,486	9,676	9,868	10,067
Operating Cost - Other	397,685	78,310	47,850	-	-	47,850	48,807	49,782	50,779	51,794
<b>TOTAL OPERATING COSTS</b>	<b>1,443,402</b>	<b>988,626.00</b>	<b>1,026,584</b>	<b>-</b>	<b>-</b>	<b>1,026,584</b>	<b>1,054,193</b>	<b>1,075,483</b>	<b>1,097,193</b>	<b>1,119,350</b>
*Percentage Increase over prior year						-28.88%	2.69%	2.02%	2.02%	2.02%
<u>CAPITAL / RESERVE</u>										
Transfer to Reserve Fund	553,670	553,670	553,670	-	-	553,670	553,670	553,670	553,670	553,670
TOTAL CAPITAL / RESERVES	553,670	553,670	553,670	-	-	553,670	553,670	553,670	553,670	553,670
<b>TOTAL COSTS</b>	<b>1,997,072</b>	<b>1,542,296</b>	<b>1,580,254</b>	<b>-</b>	<b>-</b>	<b>1,580,254</b>	<b>1,607,863</b>	<b>1,629,153</b>	<b>1,650,863</b>	<b>1,673,020</b>
*Percentage Increase over prior year						-20.87%	1.75%	1.32%	1.33%	1.34%
<b>FUNDING SOURCES (REVENUE)</b>										
Estimated Surplurs to VIHA						-				
Revenue - Other (Interest)	(3,500)	(3,500)	(3,500)	-	-	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)
Lease Revenue from VIHA	(1,993,572)	(1,538,796)	(1,576,754)	-	-	(1,576,754)	(1,604,363)	(1,625,653)	(1,647,362)	(1,669,520)
TOTAL REVENUE	(1,997,072)	(1,542,296)	(1,580,254)	-	-	(1,580,254)	(1,607,863)	(1,629,153)	(1,650,862)	(1,673,020)
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-20.87%</b>	<b>1.75%</b>	<b>1.32%</b>	<b>1.33%</b>	<b>1.34%</b>
									<b>(1)</b>	

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

<b>Service No.</b>	<b>1.226</b>							
	<b>Health Facilities - VIHA</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	B	\$680,000	\$830,000	\$2,522,500	\$0	\$0	\$0	\$3,352,500
Equipment	E	\$0	\$75,000	\$85,000	\$245,000	\$110,000	\$0	\$515,000
Land	L	\$0	\$0	\$0	\$0	\$75,000	\$0	\$75,000
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$680,000</b>	<b>\$905,000</b>	<b>\$2,607,500</b>	<b>\$245,000</b>	<b>\$185,000</b>	<b>\$0</b>	<b>\$3,942,500</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$680,000	\$680,000	\$0	\$0	\$0	\$0	\$680,000
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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$225,000	\$2,607,500	\$245,000	\$185,000	\$0	\$3,262,500
		<b>\$680,000</b>	<b>\$905,000</b>	<b>\$2,607,500</b>	<b>\$245,000</b>	<b>\$185,000</b>	<b>\$0</b>	<b>\$3,942,500</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
EHU-20-01	Renewal	Building Envelope Replacement	Building Envelope Replacement Detailed Design	\$2,022,500	B	Cap	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$150,000
EHU-20-01	Renewal	Building Envelope Replacement	Building Envelope Replacement Detailed Design		B	Res	\$0	\$0	\$1,872,500	\$0	\$0	\$0	\$1,872,500
EHU-21-01	Renewal	Roof Replacement	Replace Flat Roofs	\$400,000	B	Res	\$0	\$0	\$400,000	\$0	\$0	\$0	\$400,000
EHU-21-02	Replacement	Exterior Doors	Replace Exterior Doors to be accessible	\$50,000	B	Res	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
EHU-21-03	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
EHU-22-01	Renewal	HVAC Upgrades	Replace HWT and Distribution	\$70,000	E	Res	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
EHU-23-01	Renewal	HVAC Upgrades	Overhaul Air Handling Unit	\$70,000	E	Res	\$0	\$0	\$0	\$70,000	\$0	\$0	\$70,000
PHU-20-01	Renewal	Roof Replacement	Lower Flat Roof Replacement	\$465,000	B	Cap	\$465,000	\$465,000	\$0	\$0	\$0	\$0	\$465,000
PHU-21-01	Replacement	HVAC Upgrades	AHU Compressor Replacement	\$75,000	E	Res	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
PHU-21-02	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
PHU-23-01	Study	Boiler Replacement	Boiler Replacement Detailed Design & Construction	\$120,000	E	Res	\$0	\$0	\$0	\$10,000	\$110,000	\$0	\$120,000
PHU-24-01	Renewal	Asphalt Parking Lot	Repave Parking Lot	\$75,000	L	Res	\$0	\$0	\$0	\$0	\$75,000	\$0	\$75,000
VHU-20-01	Renewal	Exterior Upgrades	Repaint Exterior Cladding	\$55,000	B	Cap	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$55,000
VHU-20-02	Renewal	Roof Replacement	Replace Built-up Roofing Detailed Design & Construction	\$210,000	B	Cap	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
VHU-20-02	Renewal	Roof Replacement	Replace Built-up Roofing Detailed Design & Construction		B	Res	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
VHU-21-01	Defer	Emergency Repairs	For Unforeseen Emergency Repairs	\$50,000	B	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
VHU-22-01	Replacement	HVAC Upgrades	Overhaul AHU 1&2 and Condensing Units	\$180,000	E	Res	\$0	\$0	\$15,000	\$165,000	\$0	\$0	\$180,000
<b>GRAND TOTAL</b>				<b>\$3,942,500</b>			<b>\$680,000</b>	<b>\$905,000</b>	<b>\$2,607,500</b>	<b>\$245,000</b>	<b>\$185,000</b>	<b>\$0</b>	<b>\$3,942,500</b>



Service: 1.226

Health Facilities - VIHA

Proj. No. EHU-20-01

Capital Project Title Building Envelope Replacement

Capital Project Description Building Envelope Replacement Detailed Design

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Health Facilities

Project Rationale *detailed assessment and design of the building envelope , reached end of useful life*

Proj. No. EHU-21-01

Capital Project Title Roof Replacement

Capital Project Description Replace Flat Roofs

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Health Facilities

Project Rationale *refurbish flat roof, reached end of useful life*

Proj. No. EHU-21-02

Capital Project Title Exterior Doors

Capital Project Description Replace Exterior Doors to be accessible

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Health Facilities

Project Rationale *refurbish exterior doors to be more accessible*

Proj. No. EHU-21-03

Capital Project Title Emergency Repairs

Capital Project Description For Unforeseen Emergency Repairs

Asset Class B

Board Priority Area Advocacy, Governance & Accountability

Corporate Priority Area Health Facilities

Project Rationale *To cover unforeseen major emergency repairs*

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

<b>Proj. No.</b> EHU-22-01	<b>Capital Project Title</b> HVAC Upgrades	<b>Capital Project Description</b> Replace HWT and Distribution
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> <i>feasibility study of the HWT and distribution system per the VFA data</i>		

<b>Proj. No.</b> EHU-23-01	<b>Capital Project Title</b> HVAC Upgrades	<b>Capital Project Description</b> Overhaul Air Handling Unit
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> <i>refurbish AHU , reached end of useful life - per VFA report</i>		

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

<b>Proj. No.</b> PHU-20-01	<b>Capital Project Title</b> Roof Replacement	<b>Capital Project Description</b> Lower Flat Roof Replacement
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> <i>refurbish flat roof, reached end of useful life</i>		

<b>Proj. No.</b> PHU-21-01	<b>Capital Project Title</b> HVAC Upgrades	<b>Capital Project Description</b> AHU Compressor Replacement
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> <i>replacement of AHU compressor , reached end of useful life - per VFA report</i>		

<b>Proj. No.</b> PHU-21-02	<b>Capital Project Title</b> Emergency Repairs	<b>Capital Project Description</b> For Unforeseen Emergency Repairs
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> <i>To cover unforeseen major emergency repairs</i>		

<b>Proj. No.</b> PHU-23-01	<b>Capital Project Title</b> Boiler Replacement	<b>Capital Project Description</b> Boiler Replacement Detailed Design & Construction
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> <i>feasibility study and detailed design of Boiler , reached end of useful life - per VFA report</i>		

<b>Proj. No.</b> PHU-24-01	<b>Capital Project Title</b> Asphalt Parking Lot	<b>Capital Project Description</b> Repave Parking Lot
<b>Asset Class</b> L	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> <i>refurbish parking lot ; end of useful life</i>		

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

<b>Proj. No.</b> VHU-20-01	<b>Capital Project Title</b> Exterior Upgrades	<b>Capital Project Description</b> Repaint Exterior Cladding
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> <i>refurbish and paint exterior cladding - end of useful life</i>		

<b>Proj. No.</b> VHU-20-02	<b>Capital Project Title</b> Roof Replacement	<b>Capital Project Description</b> Replace Built-up Roofing Detailed Design & Construction
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> <i>feasibility study and detailed deisgn for roof replacement; end of useful life</i>		

<b>Proj. No.</b> VHU-21-01	<b>Capital Project Title</b> Emergency Repairs	<b>Capital Project Description</b> For Unforeseen Emergency Repairs
<b>Asset Class</b> B	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> <i>To cover unforeseen major emergency repairs</i>		

<b>Proj. No.</b> VHU-22-01	<b>Capital Project Title</b> HVAC Upgrades	<b>Capital Project Description</b> Overhaul AHU 1&2 and Condensing Units
<b>Asset Class</b> E	<b>Board Priority Area</b> Advocacy, Governance & Accountability	<b>Corporate Priority Area</b> Health Facilities
<b>Project Rationale</b> <i>refurbish AHU condensing units ; per VFA report</i>		

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **I & I Enhancement Program**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 3.709 I & I Enhancement Program

**Committee:** Core Area Liquid Waste Management

**DEFINITION:**

The Inflow and Infiltration (I&I) Program engages with Core area and Peninsula municipalities and First Nations to identify and reduce the amount of rain and ground water that enters the sanitary sewer system

**SERVICE DESCRIPTION:**

Requirement of the Core Area Liquid Waste Management Plan (LWMP) and Saanich Peninsula Liquid Waste Management Plan (SPLWMP).

Primary program goals include:

- manage and/or reduce Inflow & Infiltration (I&I) and overflows in accordance with LWMP and Municipal Sewage Regulation
- minimize conveyance, treatment and disposal costs

**PARTICIPATION:**

Core Area Sewer Participants (LWMP)

Districts of Central Saanich, North Saanich and Town of Sidney (SPLWMP).

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMITTEE:**

Core Area Liquid Waste Committee

Saanich Peninsula Wastewater Commission

**FUNDING:**

Funded by Core Area Wastewater Treatment Operations Budget and LWMP Peninsula Budget

3.709 - I & I ENHANCEMENT PROGRAM	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
Operating Expenditures	347,987	351,310	351,124	23,000	-	374,124	371,330	368,562	375,934	383,457
Consultant Expenses	44,864	44,800	45,630	-	-	45,630	46,540	47,470	48,420	49,390
Contract For Services	32,863	52,800	33,420	18,000	-	51,420	89,090	34,770	35,470	36,180
<b>TOTAL OPERATING COSTS</b>	<b>425,714</b>	<b>448,910</b>	<b>430,174</b>	<b>41,000</b>	<b>-</b>	<b>471,174</b>	<b>506,960</b>	<b>450,802</b>	<b>459,824</b>	<b>469,027</b>
*Percentage Increase over prior year	0.00%	5.45%	1.05%	9.63%	0.00%	10.68%	7.60%	-11.08%	2.00%	2.00%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	-	-	-	-	-	-	-	-	-	-
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>425,714</b>	<b>448,910</b>	<b>430,174</b>	<b>41,000</b>	<b>-</b>	<b>471,174</b>	<b>506,960</b>	<b>450,802</b>	<b>459,824</b>	<b>469,027</b>
*Percentage Increase over prior year	0.00%	5.45%	1.05%	9.63%	0.00%	10.68%	7.60%	-11.08%	2.00%	2.00%
Internal Recoveries	(425,714)	(448,910)	(430,174)	(41,000)	-	(471,174)	(506,960)	(450,802)	(459,824)	(469,027)
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<u>FUNDING SOURCES (REVENUE)</u>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Recovery Costs	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-	-
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PARTICIPANTS: Saanich, Victoria, Oak Bay, Esquimalt, View Royal Indian Affairs/Songhees, DND, Langford, Colwood										
AUTHORIZED POSITIONS:										
Salaried	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **PLANNING & PROTECTIVE SERVICES**

#### **FINAL BUDGET**

MARCH 2021



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**March 24, 2021**  
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**Planning and Protective Services**

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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **GM - Planning & Protective Services**

#### **FINAL BUDGET**

MARCH 2021

1.024 - GM - Planning & Protective Services

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	419,761	400,000	425,935	-	-	425,935	426,978	436,175	445,577	455,179
Contract for Services	13,020	13,000	13,240	-	-	13,240	13,500	13,770	14,050	14,330
Internal Allocations	81,305	81,305	84,604	-	-	84,604	85,651	87,338	89,058	90,813
Operating Other	17,702	15,840	20,010	-	-	20,010	20,400	20,790	21,190	21,590
<b>TOTAL OPERATING COSTS</b>	<b>531,788</b>	<b>510,145</b>	<b>543,789</b>	<b>-</b>	<b>-</b>	<b>543,789</b>	<b>546,529</b>	<b>558,073</b>	<b>569,875</b>	<b>581,912</b>
*Percentage Increase over prior year						2.3%	0.5%	2.1%	2.1%	2.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Internal Recoveries	(249,029)	(249,029)	(256,271)	-	-	(256,271)	(261,393)	(266,597)	(271,921)	(277,336)
<b>TOTAL REVENUES</b>	<b>(249,029)</b>	<b>(249,029)</b>	<b>(256,271)</b>	<b>-</b>	<b>-</b>	<b>(256,271)</b>	<b>(261,393)</b>	<b>(266,597)</b>	<b>(271,921)</b>	<b>(277,336)</b>
<b>NET COSTS</b>	<b>282,759</b>	<b>261,116</b>	<b>287,518</b>	<b>-</b>	<b>-</b>	<b>287,518</b>	<b>285,136</b>	<b>291,476</b>	<b>297,954</b>	<b>304,576</b>
*Percentage increase over prior year Net Costs						1.7%	-0.8%	2.2%	2.2%	2.2%
AUTHORIZED POSITIONS:										
Salaried	2.5	2.5	2.5	-	-	2.5	2.5	2.5	2.5	2.5

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

<b>Service No.</b>	<b>1.024</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>GM - Planning &amp; Protective Service</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$1,475	\$1,934	\$0	\$0	\$3,409
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$0</b>	<b>\$1,475</b>	<b>\$1,934</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,409</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$1,475	\$1,934	\$0	\$0	\$3,409
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$0</b>	<b>\$1,475</b>	<b>\$1,934</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,409</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.024  
**Service Name:** GM - Planning & Protective Services

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Computer Replacement	\$0	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
22-01	Replacement	Computer	Computer Replacement	\$1,475	E	ERF	\$0	\$0	\$1,475	\$0	\$0	\$0	\$1,475
23-01	Replacement	Computer	Computer Replacement	\$1,934	E	ERF	\$0	\$0	\$0	\$1,934	\$0	\$0	\$1,934
24-01	Replacement	Computer	Computer Replacement	\$0	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
25-01	Replacement	Computer	Computer Replacement	\$0	E	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>GRAND TOTAL</b>				<b>\$3,409</b>			<b>\$0</b>	<b>\$0</b>	<b>\$1,475</b>	<b>\$1,934</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,409</b>

**Reserve Schedule**

**Reserve Fund:** 1.024 - GM Planning & Protective Services

**Reserve Cash Flow**

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

	<b>ACTUAL</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Beginning Balance</b>	12,307	5,979	5,979	4,504	2,570	2,570
<b>Actual Purchases</b>	(6,412)					
<b>Planned Purchase (Based on Capital Plan)</b>	-	-	(1,475)	(1,934)	-	-
<b>Transfer from Operating Budget</b>	-	-				
<b>Interest Income</b>	84	-	-	-	-	-
<b>Ending Balance \$</b>	<b>5,979</b>	<b>5,979</b>	<b>4,504</b>	<b>2,570</b>	<b>2,570</b>	<b>2,570</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Health & Capital Planning Strategies**

#### **FINAL BUDGET**

MARCH 2021



1.018 - HEALTH AND CAPITAL PLANNING STRATEGIES	BUDGET REQUEST						2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL				
<b>OPERATING COSTS:</b>										
Salaries and Wages	270,900	270,900	277,567	114,085	-	391,652	392,545	284,197	290,322	296,578
Wages & Benefits - Summit Project Manager	18,555	16,622	-	-	-	-	-	-	-	-
Legal/Auditing Costs	21,534	21,000	22,470	-	-	22,470	22,922	23,380	23,844	24,322
Consultants	3,291	-	3,347	-	-	3,347	3,414	3,482	3,552	3,623
Allocations - Standard Overhead	124,039	124,039	104,466	-	-	104,466	108,315	110,481	112,691	114,944
Allocations - Human Resources	6,165	6,165	6,985	-	-	6,985	7,125	7,268	7,413	7,561
Allocations - Others	63,039	65,371	68,145	-	-	68,145	69,604	70,976	72,382	73,812
Operating - Other Costs	23,431	12,791	23,840	-	-	23,840	24,323	24,807	25,306	25,810
<b>TOTAL OPERATING COSTS</b>	<b>530,954</b>	<b>516,888</b>	<b>506,820</b>	<b>114,085</b>	<b>-</b>	<b>620,905</b>	<b>628,248</b>	<b>524,591</b>	<b>535,510</b>	<b>546,650</b>
*Percentage Increase over prior year	0.00%	-2.65%	-4.55%	21.49%	0.00%	16.94%	1.18%	-16.50%	2.08%	2.08%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Reserve	1,962	1,962	1,995	-	-	1,995	2,035	2,076	2,117	2,160
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>1,962</b>	<b>1,962</b>	<b>1,995</b>	<b>-</b>	<b>-</b>	<b>1,995</b>	<b>2,035</b>	<b>2,076</b>	<b>2,117</b>	<b>2,160</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>532,916</b>	<b>518,850</b>	<b>508,815</b>	<b>114,085</b>	<b>-</b>	<b>622,900</b>	<b>630,283</b>	<b>526,667</b>	<b>537,627</b>	<b>548,810</b>
*Percentage Increase over prior year	0.00%	-2.64%	-4.52%	21.41%	0.00%	16.89%	1.19%	-16.44%	2.08%	2.08%
Recovery - Capital Regional Hospital District	(514,361)	(514,361)	(508,815)	(114,085)	-	(622,900)	(630,283)	(526,667)	(537,627)	(548,810)
Recovery - Summit Capital for Project Manager (Apr/15-Feb/20)	(18,555)	(18,953)	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>-</b>	<b>(14,464)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Surplus / (Deficit)</b>		<b>14,464</b>								
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Balance transferred to HD Section 20 Reserve	-	(14,464)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
PARTICIPANTS: all Municipalities, Electoral Areas, Tsawout and Songhees First Nations										
AUTHORIZED POSITIONS:										
Salaried	2.00	2.00	2.00	0.00	0.00	2.00	2.00	2.00	2.00	2.00
Term Position - Summit Project Manager	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term Position - Senior Project Coordinator 2-year term (IBC 14a-1)	0.00	0.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00	0.00

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

<b>Service No.</b>	<b>1.018 Health &amp; Capital Planning Strategic</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$3,000	\$0	\$1,973	\$1,505	\$3,009	\$9,487
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$1,973</b>	<b>\$1,505</b>	<b>\$3,009</b>	<b>\$9,487</b>
		<b>\$0</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$1,973</b>	<b>\$1,505</b>	<b>\$3,009</b>	<b>\$9,487</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$3,000	\$0	\$1,973	\$1,505	\$3,009	\$9,487
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$1,973</b>	<b>\$1,505</b>	<b>\$3,009</b>	<b>\$9,487</b>
		<b>\$0</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$1,973</b>	<b>\$1,505</b>	<b>\$3,009</b>	<b>\$9,487</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.018  
**Service Name:** Health & Capital Planning Strategies

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Computer	Replace Computers	\$9,487	E	ERF	\$0	\$3,000	\$0	\$1,973	\$1,505	\$3,009	\$9,487
<b>GRAND TOTAL</b>				<b>\$9,487</b>			<b>\$0</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$1,973</b>	<b>\$1,505</b>	<b>\$3,009</b>	<b>\$9,487</b>

**Reserve Schedule**

**Reserve Fund:** 1.018 Health & Capital Planning Strategies

Assets held by the Health and Capital Planning Strategies are office equipment and office furniture.  
The equipment replacement funds set aside are for replacement of office equipment/furniture only.

**Reserve Cash Flow**

Fund: 1022 Fund Center: 101851  
ERF Group: HP.ERF

	<b>ACTUAL</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Beginning Balance</b>	17,793	17,503	16,498	18,533	14,429	16,509
<b>Actual Purchase</b>	(2,411)					
<b>Planned Purchase (Based on Capital Plan)</b>	-	(3,000)	-	(1,973)	(1,505)	(3,009)
<b>Transfer from Operating Budget</b>	1,962	1,995	2,035	2,076	2,117	2,160
<b>Interest Revenue</b>	160					
<b>Ending Balance \$</b>	<b>17,503</b>	<b>16,498</b>	<b>18,533</b>	<b>18,636</b>	<b>16,509</b>	<b>15,660</b>

**Assumptions/Background:**

2020 - 1 standard laptop and 1 printer  
 2021 - 2 standard laptops  
 2023 - 2 standard desktops  
 2024 - 1 standard laptops  
 2025 - 2 standard laptops

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Community Health**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.224 Community Health

**Committee:** Hospitals and Housing Committee

**SERVICE DESCRIPTION:**

Build regional capacity to improve health and well-being through outcomes monitoring (Regional Outcomes Monitoring Collaborative), designing and implementing community health and wellbeing initiatives, and policy development. Addresses homelessness by funding the Greater Victoria Coalition to End Homelessness. Responsible for the public health bylaws (i.e. Clean Air, Idling, and Tanning Bylaws) and regularly engages with Island Health to ensure bylaws remain relevant and responsive to regional public health risks.

**PARTICIPATION:**

All member municipalities and electoral areas based on converted hospital assessment values

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

NIL

**COMMITTEE:**

Hospitals and Housing Committee

**FUNDING:**

Requisition

1.224 - COMMUNITY HEALTH

			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS:</b>										
Salaries - Planner (Term)	104,654	104,654	-	107,149	-	107,149	107,392	109,706	28,017	-
Contract for Services - GVCEH	475,000	475,000	325,000	-	-	325,000	325,000	325,000	325,000	325,000
Contract for Services - Island Health	176,750	176,750	176,750	-	-	176,750	176,750	176,750	176,750	176,750
Contract for Services - ACEH	-	-	150,000	-	-	150,000	150,000	-	-	-
Consultant Costs	-	-	-	-	-	-	-	-	-	-
Legal Costs	4,000	-	4,068	-	-	4,068	4,136	4,207	4,279	4,350
Allocation - Corporate	20,969	20,969	33,042	-	-	33,042	42,198	43,042	43,903	44,781
Allocation - Building Occupancy	1,984	1,984	1,954	-	-	1,954	2,017	2,060	2,104	2,149
Allocation - Human Resources	2,146	2,146	2,698	-	-	2,698	2,752	2,807	2,863	2,920
Contribution to Projects - Public Health Bylaw Signage	34,505	34,505	-	-	-	-	-	-	-	-
Operating - Other Costs	7,411	8,312	5,455	-	-	5,455	5,542	5,627	5,715	5,805
<b>TOTAL OPERATING COSTS</b>	<b>827,419</b>	<b>824,320</b>	<b>698,967</b>	<b>107,149</b>	<b>-</b>	<b>806,116</b>	<b>815,787</b>	<b>669,199</b>	<b>588,631</b>	<b>561,755</b>
*Percentage Increase over prior year		-0.37%	-15.52%	12.95%	0.00%	-2.57%	1.20%	-17.97%	-12.04%	-4.57%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Reserve	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>827,419</b>	<b>824,320</b>	<b>698,967</b>	<b>107,149</b>	<b>-</b>	<b>806,116</b>	<b>815,787</b>	<b>669,199</b>	<b>588,631</b>	<b>561,755</b>
*Percentage Increase over prior year	0.00%	-0.37%	-15.52%	12.95%	0.00%	-2.57%	1.20%	-17.97%	-12.04%	-4.57%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>827,419</b>	<b>824,320</b>	<b>698,967</b>	<b>107,149</b>	<b>-</b>	<b>806,116</b>	<b>815,787</b>	<b>669,199</b>	<b>588,631</b>	<b>561,755</b>
*Percentage Increase over prior year		-0.37%	-15.52%	12.95%	0.00%	-2.57%	1.20%	-17.97%	-12.04%	-4.57%
<b>Surplus / (Deficit)</b>		15,097								
Balance C/F from Prior to Current year	(25,144)	(25,142)	(18,326)	-	-	(18,326)	-	-	-	-
Payments In Lieu of Taxes	(24,568)	(24,568)	(31,373)	-	-	(31,373)	(31,373)	(31,373)	(31,373)	(31,373)
Grants - City of Victoria Contribution GVCEH Agreement	(100,000)	(100,000)	(100,000)	-	-	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Grants - Island Health	(60,000)	(60,000)	(60,000)	-	-	(60,000)	(60,000)	(60,000)	-	-
Grants - ROM/CSPC Partnership (2019-2020)	(2,400)	(2,400)	-	-	-	-	-	-	-	-
Grants - BC Healthy Communities (2020-2021)	-	(12,000)	-	-	-	-	-	-	-	-
Revenue - Other	(880)	(880)	(880)	-	-	(880)	(880)	(880)	(880)	(880)
<b>TOTAL REVENUE</b>	<b>(212,992)</b>	<b>(209,893)</b>	<b>(210,579)</b>	<b>-</b>	<b>-</b>	<b>(210,579)</b>	<b>(192,253)</b>	<b>(192,253)</b>	<b>(132,253)</b>	<b>(132,253)</b>
<b>REQUISITION</b>	<b>(614,427)</b>	<b>(614,427)</b>	<b>(488,388)</b>	<b>(107,149)</b>	<b>-</b>	<b>(595,537)</b>	<b>(623,534)</b>	<b>(476,946)</b>	<b>(456,378)</b>	<b>(429,502)</b>
*Percentage Increase over prior year		0.00%	-20.51%	17.44%	0.00%	-3.07%	4.70%	-23.51%	-4.31%	-5.89%
PARTICIPANTS: all Municipalities, Electoral Areas, Tsawout and Songhees First Nations										
AUTHORIZED POSITIONS:										
Salaried Position (Term)	Term 1.00	Term 1.00	Term 0.00	1.00	0.00	Term 1.00	Term 1.00	Term 1.00	Term 0.00	Term 0.00
Hourly	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Land Banking and Housing (Regional Housing)**

#### **FINAL BUDGET**

MARCH 2021



**DEFINITION:**

Service was established by Bylaw No. 3712 cited as "Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010". 'Regional Housing' provides strategic planning and administrative oversight of the two service functions 'Housing Planning, Policy and Programs' and 'Capital Region Housing Corporation' (CRHC) for the Capital Regional District Board.

**SERVICE DESCRIPTION:**

The Service, originally established in 1966, empowers the CRD to undertake land assembly for the purpose of either public or private housing and to undertake the development and operation of public housing pursuant to the National and Provincial Housing Acts including all of the powers of a municipality.

In 1982, the Letters Patent were amended to allow the CRD to create one or more corporations and the Capital Region Housing Corporation (CRHC) was incorporated in 1982. The CRHC owns and operates more than 1,600 affordable housing units and will continue to consider adding additional units to the portfolio to maintain and deliver affordable housing for the region.

In 2007, the Regional Housing Affordability Strategy was adopted and the 'Housing Secretariat' was formed to facilitate the development of housing through collaboration with other levels of government, agencies and funders. The Housing Secretariat administered the Regional Housing Trust Fund which has 11 (2015) municipalities, and 2 (2015) electoral areas participating in raising funds to provide assistance to the development of new affordable housing units.

In 2010, the Supplementary Letters Patent were converted to Establishment Bylaw No. 3712. The original service functions have been maintained with the addition of the ability to borrow \$25 million for future land acquisition and housing development.

In 2015, 'Regional Housing' was assigned responsibility for strategic planning and administrative oversight of the two service functions 'Housing Planning, Policy and Programs' (formerly Housing Secretariat) and 'Capital Region Housing Corporation'. There will be no change to the CRD Service Participants as CRHC is funded independently through rental incomes and Federal/Provincial subsidies.

In 2016, the CRD Board approved the development of the Regional Housing First Program (RHFP). The RHFP is a six year capital housing program (2016-2021) that will be delivered in partnership with CMHC, BCHMC and Island Health in order to decrease the level of chronic homelessness in the capital region.

In 2020, the CRD Board approved an additional Loan Authorization Bylaw No. 4327 in the amount of \$10 million to match the commitments from the other RHFP partners and expand the RHFP program to 2022.

**PARTICIPATION:** All member municipalities and electoral areas based on converted hospital assessment values.

**MAXIMUM LEVY:**

Greater of \$2,423,000 or \$0.031 per \$1,000 Hospital actual assessments for land and improvements.

**MAXIMUM CAPITAL DEBT:**

Authorized:	LA Bylaw No. 3715 (Jan. 12, 2011)	25,000,000	
Authorized:	LA Bylaw No. 4327 (Mar. 11, 2020)	10,000,000	
Borrowed:	SI Bylaw No. 4009 (Feb. 11, 2015) 10yr term	<u>-9,413,000</u>	CRHC land purchase
Remaining:	Active via Temp. Borrowing Bylaw No. 3985 (nil expiry)	25,587,000	

**COMMITTEE:** Hospitals and Housing

**FUNDING:** Requisition and internal recoveries

**1.310 LAND BANKING AND HOUSING**

			<b>BUDGET REQUEST</b>							
	<b>2020 BOARD BUDGET</b>	<b>2020 ESTIMATED ACTUAL</b>	<b>2021 CORE BUDGET</b>	<b>2021 ONGOING</b>	<b>2021 ONE-TIME</b>	<b>2021 TOTAL</b>	<b>2022 TOTAL</b>	<b>2023 TOTAL</b>	<b>2024 TOTAL</b>	<b>2025 TOTAL</b>
<b>OPERATING COSTS:</b>										
Salaries (Regular Full & Auxiliary)	1,101,223	1,003,123	1,139,015	85,312	66,244	1,290,571	1,097,443	970,506	867,847	886,549
Allocation - Standard OH	65,128	65,128	75,810	5,110	-	80,920	85,515	87,225	88,970	90,749
Allocation - Building Occupancy	18,520	18,520	29,102	-	-	29,102	31,180	31,807	32,446	33,098
Allocation - Real Estate	82,382	82,382	42,015	-	-	42,015	-	-	-	-
Allocation - Human Resources	18,787	18,787	28,395	-	-	28,395	28,963	29,542	30,133	30,736
Allocation - GM Planning and Protective Services	36,280	36,280	37,337	-	-	37,337	38,080	38,840	39,620	40,410
Consultants	205,000	217,817	45,000	-	45,000	90,000	45,000	45,000	45,000	45,000
Legal	23,571	23,571	23,970	-	-	23,970	24,450	24,940	25,440	25,950
Conferences and Staff Training	13,018	6,300	9,180	-	-	9,180	9,370	9,560	9,750	9,940
New Workstations and Equipment	40,505	40,500	-	-	-	-	-	-	-	-
Operating - Other Costs	28,038	29,125	28,240	8,424	8,510	45,174	37,400	38,140	38,900	39,680
<b>TOTAL OPERATING COSTS</b>	<b>1,632,452</b>	<b>1,541,533</b>	<b>1,458,064</b>	<b>98,846.00</b>	<b>119,754</b>	<b>1,676,664</b>	<b>1,397,401</b>	<b>1,275,560</b>	<b>1,178,106</b>	<b>1,202,112</b>
*Percentage Increase over prior year		-5.57%	-10.68%	6.06%	7.34%	2.71%	-16.66%	-8.72%	-7.64%	2.04%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Reserve	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
Transfer to Operating Reserve	-	42,000	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>4,000</b>	<b>46,000</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
Debt Expenditures	1,033,963	1,009,463	1,009,463	-	-	1,009,463	1,746,988	2,200,258	2,968,513	2,864,970
MFA Debt Reserve	2,190	2,190	2,390	-	-	2,390	98,390	61,390	102,390	2,390
<b>TOTAL COSTS</b>	<b>2,672,605</b>	<b>2,599,186</b>	<b>2,473,917</b>	<b>98,846.00</b>	<b>119,754</b>	<b>2,692,517</b>	<b>3,246,779</b>	<b>3,541,208</b>	<b>4,253,009</b>	<b>4,073,472</b>
*Percentage Increase over prior year		-2.75%	-7.43%	3.70%	4.48%	0.75%	20.59%	9.07%	20.10%	-4.22%
Transfer from Operating Reserve	-	-	(65,236)	-	-	(65,236)	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>2,672,605</b>	<b>2,599,186</b>	<b>2,408,681</b>	<b>98,846</b>	<b>119,754</b>	<b>2,627,281</b>	<b>3,246,779</b>	<b>3,541,208</b>	<b>4,253,009</b>	<b>4,073,472</b>
<b>Surplus / (Deficit)</b>		57,195								
Balance C/F from Prior to Current year	(263,170)	(263,170)	(16,195)	-	(41,000)	(57,195)	-	-	-	-
Recovery - CRHC	(241,250)	(238,935)	(244,354)	-	0	(244,354)	(235,122)	(244,507)	(196,467)	(200,626)
Recovery - CRHD	(141,154)	(141,154)	(143,978)	-	0	(143,978)	(118,287)	(120,653)	-	-
Recovery - Capital Projects	(256,320)	(206,410)	(346,849)	-	(66,244)	(413,093)	(198,356)	(36,926)	-	-
FCM (Covid Response Fund)	-	(41,000)	-	-	-	-	-	-	-	-
Admin Fees - RHTF	(35,130)	(35,130)	(35,130)	-	-	(35,130)	(35,130)	(2,000)	(2,000)	(2,000)
Lease Revenue - CRHC	(63,000)	(63,000)	(63,000)	-	-	(63,000)	(63,000)	(63,000)	(63,000)	(63,000)
Grant Revenue	(293,729)	(293,729)	(184,261)	(66,356)	-	(250,617)	(308,550)	(301,092)	(198,009)	(163,648.20)
Interest Income	(12,190)	(7,190)	(7,390)	-	-	(7,390)	(7,390)	(7,390)	(7,390)	(7,390)
Payments In Lieu of Taxes	(74,735)	(74,735)	(65,499)	-	-	(65,499)	(137,233)	(137,233)	(137,233)	(137,233)
Deferred Revenue (Balance Sheet Account adj)	(9,463)	(9,463)	(9,463)	-	-	(9,463)	(9,463)	(9,463)	(9,463)	(9,163)
<b>TOTAL REVENUE</b>	<b>(1,390,141)</b>	<b>(1,316,721)</b>	<b>(1,116,119)</b>	<b>(66,356.40)</b>	<b>(107,244)</b>	<b>(1,289,719)</b>	<b>(1,112,530)</b>	<b>(922,264)</b>	<b>(613,562)</b>	<b>(583,060)</b>
<b>REQUISITION</b>	<b>(1,282,464)</b>	<b>(1,282,465)</b>	<b>(1,292,562)</b>	<b>(32,489.60)</b>	<b>(12,510)</b>	<b>(1,337,562)</b>	<b>(2,134,249)</b>	<b>(2,618,944)</b>	<b>(3,639,447)</b>	<b>(3,490,411)</b>
*Percentage Increase over prior year		0.00%	0.79%	2.53%	0.98%	4.30%	59.56%	22.71%	38.97%	-4.09%
<b>PARTICIPANTS: All Municipalities and Electoral Areas, Tsaout and Songhees First Nations</b>										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	6.00	6.00	6.00	0.00	0.00	6.00	6.00	6.00	6.00	6.00
Term	3.00	3.00	3.00	0.80	0.00	3.80	2.80	1.80	0.00	0.00

1.310 LAND BANKING AND HOUSING HOUSING PLANNING, POLICY AND PROGRAMS	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS:</b>										
Salaries (Regular Full & Auxiliary)	348,370	348,370	360,963	85,312	-	446,275	447,292	456,931	377,547	385,682
Allocation - Standard OH	23,901	23,901	35,631	5,110	-	40,741	40,192	40,996	41,816	42,652
Allocation - Human Resources	7,721	7,721	11,670	-	-	11,670	11,904	12,142	12,385	12,632
Allocation - Regional Housing Admin	91,560	90,365	92,502	-	-	92,502	93,702	97,988	101,210	103,353
Allocation - Building Occupancy	8,462	8,462	10,394	-	-	10,394	11,904	12,142	12,385	12,632
Consultants	180,000	160,000	20,000	-	45,000	65,000	20,000	20,000	20,000	20,000
Legal	7,730	7,730	7,860	-	-	7,860	8,020	8,180	8,340	8,510
Conferences and Staff Training	5,200	5,200	5,290	-	-	5,290	5,400	5,510	5,620	5,730
Operating - Other Costs	11,125	11,125	11,310	8,424	8,510	28,244	20,130	20,530	20,940	21,360
<b>TOTAL OPERATING COSTS</b>	<b>684,069</b>	<b>662,874</b>	<b>555,620</b>	<b>98,846</b>	<b>53,510</b>	<b>707,976</b>	<b>658,544</b>	<b>674,419</b>	<b>600,243</b>	<b>612,551</b>
*Percentage Increase over prior year		-3.10%	-18.78%	0	7.82%	3.49%	-6.98%	2.41%	-11.00%	2.05%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Reserve	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Transfer to Operating Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
Debt Expenditures	1,009,463	1,009,463	1,009,463	-	-	1,009,463	1,009,463	1,009,463	1,009,463	905,920
MFA Debt Reserve	2,190	2,190	2,390	-	-	2,390	2,390	2,390	2,390	2,390
<b>TOTAL COSTS</b>	<b>1,697,722</b>	<b>1,676,527</b>	<b>1,569,473</b>	<b>98,846</b>	<b>53,510</b>	<b>1,721,829</b>	<b>1,672,397</b>	<b>1,688,272</b>	<b>1,614,096</b>	<b>1,522,861</b>
*Percentage Increase over prior year		-1.25%	-7.55%	0	3.15%	1.42%	-2.87%	0.95%	-4.39%	-5.65%
Transfer from Operating Reserve	-	-	(65,236)	-	-	(65,236.00)	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>1,697,722</b>	<b>1,676,527</b>	<b>1,504,237</b>	<b>98,846</b>	<b>53,510</b>	<b>1,656,593</b>	<b>1,672,397</b>	<b>1,688,272</b>	<b>1,614,096</b>	<b>1,522,861</b>
<b>Surplus / (Deficit)</b>		57,195								
Balance C/F from Prior to Current year	(145,801)	(145,801)	(16,195)	-	(41,000)	(57,195)	-	-	-	-
Admin Fees Charged to RHTF-suspended 2022-2024	(35,130)	(35,130)	(35,130)	-	-	(35,130)	(35,130)	(2,000)	(2,000)	(2,000)
Federal Grants - Reaching Home Program	(143,729)	(143,729)	(184,261)	-	-	(184,261)	(238,521)	(232,370)	(180,829)	(163,648)
Reaching Home CCI Sub-Project Revenue				(66,356)		(66,356)	(70,029)	(68,722)	(17,181)	
FCM (Covid Response Fund)		(41,000)				0				0
Regional & Local Grants - UBCM (2020)	(150,000)	(150,000)	-	-	-	0	-	-	-	-
CRHC Annual Land Lease Payment (Willowdene)	(63,000)	(63,000)	(63,000)	-	-	(63,000)	(63,000)	(63,000)	(63,000)	(63,000)
Interest Income	(10,000)	(5,000)	(5,000)	-	-	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
MFA Debt Reserve Interest Earnings	(2,190)	(2,190)	(2,390)	-	-	(2,390)	(2,390)	(2,390)	(2,390)	(2,390)
Payments In Lieu of Taxes	(74,735)	(74,735)	(65,499)	-	-	(65,499)	(74,735)	(74,735)	(74,735)	(74,735)
Deferred Revenue (Balance Sheet Account adj)	(9,463)	(9,463)	(9,463)	-	-	(9,463)	(9,463)	(9,463)	(9,463)	(9,163)
<b>TOTAL REVENUE</b>	<b>(634,048)</b>	<b>(670,048)</b>	<b>(380,938)</b>	<b>(66,356)</b>	<b>(41,000)</b>	<b>(488,294)</b>	<b>(498,268)</b>	<b>(457,680)</b>	<b>(354,597)</b>	<b>(319,936)</b>
<b>REQUISITION</b>	<b>(1,063,674)</b>	<b>(1,063,674)</b>	<b>(1,123,300)</b>	<b>(32,490)</b>	<b>(12,510)</b>	<b>(1,168,299)</b>	<b>(1,174,129)</b>	<b>(1,230,592)</b>	<b>(1,259,499)</b>	<b>(1,202,925)</b>

**1.310 LAND BANKING AND HOUSING  
REGIONAL HOUSING FIRST PROGRAM**

			<b>BUDGET REQUEST</b>							
	<b>2020 BOARD BUDGET</b>	<b>2020 ESTIMATED ACTUAL</b>	<b>2021 CORE BUDGET</b>	<b>2021 ONGOING</b>	<b>2021 ONE-TIME</b>	<b>2021 TOTAL</b>	<b>2022 TOTAL</b>	<b>2023 TOTAL</b>	<b>2024 TOTAL</b>	<b>2025 TOTAL</b>
<b>OPERATING COSTS:</b>										
Salaries (Regular Full & Auxiliary)	449,072	385,000	466,983	-	66,244	533,227	338,372	262,316	267,969	273,744
Allocation - Standard OH	26,235	26,235	25,017	-	-	25,017	28,220	28,784	29,360	29,947
Allocation - Human Resources	6,275	6,275	9,484	-	-	9,484	9,674	9,867	10,064	10,266
Allocation - Real Estate	82,382	82,382	42,015	-	-	42,015	-	-	-	-
Allocation - Building Occupation	4,752	4,752	14,551	-	-	14,551	14,992	15,295	15,603	15,918
Consultants	25,000	57,817	25,000	-	-	25,000	25,000	25,000	25,000	25,000
Legal	15,841	15,841	16,110	-	-	16,110	16,430	16,760	17,100	17,440
Conferences and Staff Training	4,088	100	100	-	-	100	100	100	100	100
New Workstations and Equipment	40,505	40,500	-	-	-	0	-	-	-	-
Operating - Other Costs	6,337	15,000	15,260	-	-	15,260	15,570	15,880	16,200	16,520
<b>TOTAL OPERATING COSTS</b>	<b>660,487</b>	<b>633,902</b>	<b>614,520</b>	<b>0</b>	<b>66,244</b>	<b>680,764</b>	<b>448,358</b>	<b>374,002</b>	<b>381,396</b>	<b>388,935</b>
*Percentage Increase over prior year		-4.03%	-6.96%	0.00%	10.03%	3.07%	-34.14%	-16.58%	1.98%	1.98%
<b>CAPITAL / RESERVE</b>										
Transfer to Operating Reserve		42,000								
Transfer to Equipment Replacement Reserve	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>2,000.00</b>	<b>44,000</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
Debt Expenditures	24,500	-	-	-	-	-	737,525	1,190,795	1,959,050	1,959,050
MFA Debt Reserve	-	-	-	-	-	-	96,000	59,000	100,000	0
<b>TOTAL COSTS</b>	<b>686,987</b>	<b>677,902</b>	<b>616,520</b>	<b>0</b>	<b>66,244</b>	<b>682,764</b>	<b>1,283,883</b>	<b>1,625,797</b>	<b>2,442,446</b>	<b>2,349,985</b>
*Percentage Increase over prior year		-1.32%	-10.26%	0.00%	9.64%	-0.61%	88.04%	26.63%	50.23%	-3.79%
Transfer from Operating Reserve	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>686,987</b>	<b>677,902</b>	<b>616,520</b>	<b>0</b>	<b>66,244</b>	<b>682,764</b>	<b>1,283,883</b>	<b>1,625,797</b>	<b>2,442,446</b>	<b>2,349,985</b>
<b>Surplus / (Deficit)</b>		<b>0</b>								
Balance C/F from Prior to Current year	(117,369)	(117,369)	-	-	-	0	-	-	-	-
Recovery - CRHC and CRHD	(204,673)	(204,673)	(208,768)	-	-	(208,768)	(171,516)	(174,947)	-	-
Recovery - RHFP & CRHC Capital Projects	(146,154)	(137,069)	(238,489)	0	(66,244)	(304,733)	(89,749)	(62,498)	(62,498)	(62,498)
Payments in Lieu of Taxes	-	-	-	-	-	-	(62,498)	(62,498)	(62,498)	(62,498)
<b>TOTAL REVENUE</b>	<b>(468,196)</b>	<b>(459,111)</b>	<b>(447,257)</b>	<b>0</b>	<b>(66,244)</b>	<b>(513,501)</b>	<b>(323,763)</b>	<b>(237,445)</b>	<b>(62,498)</b>	<b>(62,498)</b>
<b>REQUISITION</b>	<b>(218,791)</b>	<b>(218,791)</b>	<b>(169,263)</b>	<b>-</b>	<b>-</b>	<b>(169,263)</b>	<b>(960,119)</b>	<b>(1,388,352)</b>	<b>(2,379,948)</b>	<b>(2,287,487)</b>
*Percentage Increase over prior year		0.00%	-22.64%	0.00%	0.00%	-22.64%	467.24%	44.60%	71.42%	-3.89%
PARTICIPANTS: All Municipalities and Electoral Areas, Tsawout and Songhees First Nations										
AUTHORIZED POSITIONS:										
Salaried	2.00	2.00	2.00	-	-	2.00	2.00	2.00	2.00	2.00
Term: Project Coordinator (2yr term) + Rental Assist (3r term)	2.00	2.00	2.00	-	-	2.00	1.00	-	-	-

1.310 LAND BANKING AND HOUSING REGIONAL HOUSING ADMINISTRATION	BUDGET REQUEST				2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL		
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING					2021 ONE-TIME	2021 TOTAL
<b>OPERATING COSTS:</b>										
Salaries (Regular Full & Part-time)	303,781	269,753	311,069	-	-	311,069	311,779	251,259	222,331	227,123
Allocation - Standard OH	14,992	14,992	15,162	-	-	15,162	17,103	17,445	17,794	18,150
Allocation - Human Resources	4,791	4,791	7,241	-	-	7,241	7,385	7,533	7,684	7,838
Allocation - GM Planning and Protective Services	36,280	36,280	37,337	-	-	37,337	38,080	38,840	39,620	40,410
Allocation - Building Occupation	5,306	5,306	4,157	-	-	4,157	4,284	4,370	4,458	4,548
Conferences and Staff Training	3,730	1,000	3,790	-	-	3,790	3,870	3,950	4,030	4,110
Operating - Other Costs	10,576	3,000	1,670	-	-	1,670	1,700	1,730	1,760	1,800
<b>TOTAL OPERATING COSTS</b>	<b>379,456</b>	<b>335,122</b>	<b>380,426</b>	<b>0</b>	<b>0</b>	<b>380,426</b>	<b>384,201</b>	<b>325,127</b>	<b>297,677</b>	<b>303,979</b>
*Percentage Increase over prior year		-11.68%	13.52%	0.00%	0.00%	13.52%	0.99%	-15.38%	-8.44%	2.12%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Reserve	-	-	-	-	-	-	-	-	-	-
Transfer to Operating Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>379,456</b>	<b>335,122</b>	<b>380,426</b>	<b>0</b>	<b>0</b>	<b>380,426</b>	<b>384,201</b>	<b>325,127</b>	<b>297,677</b>	<b>303,979</b>
*Percentage Increase over prior year		-11.68%	13.52%	0.00%	0.00%	13.52%	0.99%	-15.38%	-8.44%	2.12%
<b>INTERNAL RECOVERIES</b>										
RHFP & CRHC Capital Projects (3yr term)	(110,166.00)	(69,341)	(108,360)	0	-	(108,360)	(108,606)	(36,926)	-	-
Housing Planning & Programs 34%	(91,559)	(90,365)	(92,502)	-	-	(92,502)	(93,702)	(97,988)	(101,210)	(103,353)
Capital Region Housing Corp. 66%	(177,731)	(175,416)	(179,564)	-	-	(179,564)	(181,893)	(190,213)	(196,467)	(200,626)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Balance C/F from Prior to Current year	-	0	-	-	-	-	-	-	-	-
Revenue - Other	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
*Percentage Increase over prior year		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>PARTICIPANTS: Internal Recovery</b>										
<b>AUTHORIZED POSITIONS:</b>										
Salaried: Snr Manager Regional Housing	1.00	1.00	1.00	-	-	1.00	1.00	1.00	1.00	1.00
Term: Communications Coordinator (3yr term)	1.00	1.00	1.00	0.00	-	1.00	1.00	1.00	-	-

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

<b>Service No.</b>	<b>1.310</b>							
	<b>Land Banking and Housing</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	B	\$0	\$32,683,518	\$156,500,000	\$0	\$0	\$0	\$189,183,518
Equipment	E	\$0	\$2,000	\$1,500	\$4,000	\$5,000	\$0	\$12,500
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$32,685,518</b>	<b>\$156,501,500</b>	<b>\$4,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$189,196,018.00</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$21,300,000	\$0	\$0	\$0	\$21,300,000
Equipment Replacement Fund	ERF	\$0	\$2,000	\$1,500	\$4,000	\$5,000	\$0	\$12,500
Grants (Federal, Provincial)	Grant	\$0	\$7,200,000	\$0	\$0	\$0	\$0	\$7,200,000
Donations / Third Party Funding	Other	\$0	\$25,483,518	\$135,200,000	\$0	\$0	\$0	\$160,683,518
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$32,685,518</b>	<b>\$156,501,500</b>	<b>\$4,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$189,196,018.00</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-02b	New	RHFP - Hockley (Langford) (CRD/CMHC/CRHC)	CRD purchase 120 affordable housing units. 60 yr prepaid lease with CRHC as operator. Funding from CMHC \$7.2M grant (24 units) and CRHC \$25.5M prepaid lease (96 units)	\$32,683,518	B	Grant	\$0	\$7,200,000	\$0	\$0	\$0	\$0	\$7,200,000
18-02b	New	RHFP - Hockley (Langford) (CRD/CMHC/CRHC)	CRHC prepaid 60 yr lease		B	Other	\$0	\$25,483,518	\$0	\$0	\$0	\$0	\$25,483,518
18-03	New	RHFP - acquire 520 Housing Units (CRD/CRHD/CRHC)	CRD purchase 520 affordable housing units. 60yr prepaid lease with CRHC as operator. Funding from CRD \$11.3M + 10M debt (71 units) and CRHD \$10M (33 units) and CRHC \$125.2M mortgage (416 units)  Partnering Agreement - CRD, CRHD, BC Housing, CMHC & Island Health. Timing difference between capital expense and Partnering Agreement commitment.	\$156,500,000	B	Debt	\$0	\$0	\$21,300,000	\$0	\$0	\$0	\$21,300,000
18-03	New	RHFP - acquire 520 Housing Units (CRD/CRHD/CRHC)	CRHD debt \$10M (33 units)		B	Other	\$0	\$0	\$10,000,000	\$0	\$0	\$0	\$10,000,000
18-03	New	RHFP - acquire 520 Housing Units (CRD/CRHD/CRHC)	CRHC prepaid 60yr lease \$129.7M (416 units)		B	Other	\$0	\$0	\$125,200,000	\$0	\$0	\$0	\$125,200,000
20-01	Replacement	Office Equipment Replacement	Office equipment scheduled replacement	\$17,500	E	ERF	\$0	\$2,000	\$1,500	\$4,000	\$5,000	\$0	\$12,500
<b>GRAND TOTAL</b>				<b>\$189,201,018</b>			<b>\$0</b>	<b>\$32,685,518</b>	<b>\$156,501,500</b>	<b>\$4,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$189,196,018</b>

Service: 1.310

Land Banking and Housing

Proj. No.	18-02a	Capital Project Title	#N/A	Capital Project Description	#N/A
Asset Class	#N/A	Board Priority Area	#N/A	Corporate Priority Area	#N/A
<b>Project Rationale</b> <i>The Regional Housing Affordability Strategy (RHAS) supports CRD action to address homelessness. The Coalition to End Homelessness developed an evidence base that has helped establish targets. A critical shortage of housing units available at social assistance shelter rates has been identified and in 2016 the CRD/CRHD Boards approved borrowing up to \$30 million to build housing units to address the needs of people experiencing chronic homelessness. BC Housing matched the \$30 million and signed a partnering agreement in 2016 with CRD and Island Health. In 2018 CMHC matched an</i>					

Proj. No.	18-02b	Capital Project Title	RHFP - Hockley (Langford) (CRD/CMHC/CRHC)	Capital Project Description	CRD purchase 120 affordable housing units. 60 yr prepaid lease with CRHC as operator. Funding from CMHC \$7.2M grant (24 units) and CRHC \$25.5M prepaid lease (96 units)
Asset Class	B	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>In 2018 CMHC signed a definitive agreement with the CRD and BC Housing which created the Regional Housing First Program with a total of \$90 million to create new affordable housing units within the region. In 2020, each of the three partners increased their contribution by \$10 million to bring the total to \$120 million.</i>					

Proj. No.	18-02c	Capital Project Title	#N/A	Capital Project Description	#N/A
Asset Class	#N/A	Board Priority Area	RHFP - acquire 520 Housing Units	Corporate Priority Area	#N/A
<b>Project Rationale</b> <i>The Regional Housing Affordability Strategy (RHAS) supports CRD action to address homelessness. The Coalition to End Homelessness developed an evidence base that has helped establish targets. A critical shortage of housing units available at social assistance shelter rates has been identified and in 2016 the CRD/CRHD Boards approved borrowing up to \$30 million to build housing units to address the needs of people experiencing chronic homelessness. BC Housing matched the \$30 million and signed a partnering agreement in 2016 with CRD and Island Health. In 2018 CMHC matched an additional \$30 million in the form of a grant to CRD and signed a definitive agreement with CRD and BC Housing which created the Regional Housing First Program with a total of \$90 million to create new affordable housing units within the region.</i>					



Service: 1.310

Land Banking and Housing

<b>Proj. No.</b> 18-03	<b>Capital Project Title</b> RHFP - acquire 520 Housing Units (CRD/CRHD/CRHC)	<b>Capital Project Description</b> CRD purchase 520 affordable housing units. 60yr prepaid lease with CRHC as operator. Funding from CRD \$11.3M + 10M debt (71 units) and CRHD \$10M (33 units) and CRHC \$125.2M mortgage (416 units)  Partnering Agreement - CRD, CRHD, BC Housing, CMHC & Island Health. Timing difference between capital expense and Partnering Agreement commitment.
<b>Asset Class</b> B	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> In 2018 CMHC signed a definitive agreement with the CRD and BC Housing which created the Regional Housing First Program with a total of \$90 million to create new affordable housing units within the region. In 2020, each of the three partners increased their contribution by \$10 million to bring the total to \$120 million.		

<b>Proj. No.</b> 20-01	<b>Capital Project Title</b> Office Equipment Replacement	<b>Capital Project Description</b> Office equipment scheduled replacement
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Computers and printers will be replaced based on equipment lifecycle assessment managed by IT department. Other office equipment at discretion of management and staffing needs. HPP/RH Snr Manager/RHFP Computer/Printer Inventory: 4 laptops, 3 computers, 11 monitors, 2 printers, 1 copier. Workstations: 3 offices and 3 cubicles		

**1.310 Land Bank & Housing  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Land Bank & Housing**

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

**Operating Reserve Schedule - FC 105505**

Operating Reserve Schedule	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	56,371	99,447	43,447	43,447	43,447	43,447
<b>Transfer to Operating Budget</b>		(56,000)				
<b>Transfer to Capital Fund</b>						
<b>Transfer from Operating Budget</b>	42,000					
<b>Interest Income *</b>	1,076					
<b>Total projected year end balance</b>	<b>99,447</b>	<b>43,447</b>	<b>43,447</b>	<b>43,447</b>	<b>43,447</b>	<b>43,447</b>

**Assumptions/Background:**

2016-2019: funds transferred to Reserve to fund future affordable housing consulting contracts.

\* 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.

**1.310 Land Bank & Housing  
Asset and Reserve Summary  
2021 - 2025 Financial Plan**

**Asset Profile**

**Land Bank & Housing**

Assets held by the Land, Banking and Housing service area consist of land, 6 building units, built in 2012, and office equipment. The equipment replacement funds set aside are for replacement of office equipment only. The building units are currently under operating and maintenance contract and do not require ongoing capital investment. Lifecycle replacement funding has not been set aside for the buildings.

**Equipment Replacement Schedule - FC 102079**

Equipment Replacement Schedule	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	19,247	17,885	19,885	22,385	22,385	21,385
<b>Planned Purchase (Based on Capital Plan)</b>		(2,000)	(1,500)	(4,000)	(5,000)	-
<b>Actual Purchase</b>	(5,513)					
<b>Transfer from Operating Budget</b>	4,000	4,000	4,000	4,000	4,000	4,000
<b>Interest Income *</b>	151					
<b>Total projected year end balance</b>	<b>17,885</b>	<b>19,885</b>	<b>22,385</b>	<b>22,385</b>	<b>21,385</b>	<b>25,385</b>

**Assumptions/Background:**

2020 three computers replaced

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Regional Housing Trust Fund**

#### **FINAL BUDGET**

MARCH 2021

**DEFINITION:**

This service was established by Bylaw No. 3266 cited as "Capital Regional District Regional Housing Trust Fund Service Establishment Bylaw No. 1, 2005". Administered by Regional Housing, per Bylaw No.3294 cited as "Capital Regional District Housing Trust Fund Commission and Administrative Bylaw No. 1, 2005".

**SERVICE DESCRIPTION:**

The function enables the CRD to provide capital funding to:

- 1) assist in the acquisition, development and retention of housing that is affordable
- 2) facilitate social and economic investment in affordable housing
- 3) assist people in core housing need
- 4) facilitate achieving the strategic directions outlined in the CRD's Regional Growth Strategy / Housing Affordability Strategy

In 2016, the CRD Board approved the development of the Regional Housing First Program (RHFP) under service 1.310 Land Banking and Housing. As borrowing is undertaken in 2021 and 2022 for the RHFP, the Regional Housing Trust Fund will be wound-down and requisition capacity transferred from service 1.311 to service 1.310 to fund RHFP debt costs.

**PARTICIPATION:**

The member municipalities of Metchosin, North Saanich, Saanich, View Royal, Victoria, Salt Spring Island (2006), Sooke (2006), Central Saanich (2007), Esquimalt (2007), Oak Bay (2008), Sidney and Southern Gulf Islands (2010), Highlands (2014) based 50% on population and 50% on converted assessments.

**MAXIMUM LEVY:**

2011: \$882,594  
2012: \$901,570 (includes 2.15% increase for inflation)  
2013: \$910,585 (includes 1.0% increase for inflation)  
2014: \$925,300 (Highlands joined and includes 1.0% increase for inflation)  
2015: \$934,500 (includes 1.0% increase for inflation)  
2016: \$953,240 (includes 2.0% increase for inflation)  
2017: \$967,540 (includes 1.5% increase for inflation)  
2018: \$986,890 (includes 2.0% increase for inflation)  
2019: \$1,000,000 (includes 1.3% increase for inflation)  
2020: \$1,000,000 (includes 0% increase for inflation)  
2021-2022: Due to standard two year capital development cycle, RHTF staggered program suspension will start in 2021 and the max \$1M requisition capacity transferred to CRD Regional Housing First Program (RHFP) in 2022.

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

Regional Housing Trust Fund

**FUNDING:**

Requisition

1.311 - REGIONAL HOUSING TRUST FUND	BUDGET REQUEST				2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING				
<b>Note: Service Phased out 2021 &amp; Suspended 2022</b>								
<u>OPERATING COSTS:</u>								
Prior Year Unallocated Capital Grants	3,148,119	345,000	3,430,738	-	-	3,430,738	-	-
Current Year Capital Grants	1,042,082	804,000	1,041,962	-	-	1,041,962	223,085	-
Housing Programs Administration Service Fee	33,130	33,130	33,130	-	-	33,130	33,130	-
Allocation - Standard OH	2,848	2,848	0	-	-	0	0	-
Consultant Expenses	-	-	-	-	-	-	-	-
Legal Costs	4,000	4,000	4,070	-	-	4,070	4,150	-
Other Costs	2,040	2,040	2,070	-	-	2,070	2,110	-
<b>TOTAL OPERATING COSTS</b>	<b>4,232,219</b>	<b>1,191,018</b>	<b>4,511,970</b>	<b>-</b>	<b>-</b>	<b>4,511,970</b>	<b>262,475</b>	<b>-</b>
*Percentage Increase over prior year		-71.86%	6.61%	0.00%	0.00%	6.61%	0.00%	-
<u>CAPITAL / RESERVE</u>								
Transfer to Equipment Replacement Reserve	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>4,232,219</b>	<b>1,191,018</b>	<b>4,511,970</b>	<b>-</b>	<b>-</b>	<b>4,511,970</b>	<b>262,475</b>	<b>-</b>
*Percentage Increase over prior year		-71.86%	6.61%	-	-	6.61%	0.00%	-
Internal Recoveries	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>4,232,219</b>	<b>1,191,018</b>	<b>4,511,970</b>	<b>-</b>	<b>-</b>	<b>4,511,970</b>	<b>262,475</b>	<b>-</b>
*Percentage Increase over prior year	0.00%	-71.86%	6.61%	-	-	6.61%	0.00%	-
<b>Surplus / (Deficit)</b>		3,058,800						
Balance C/F from Prior to Current year	(3,148,119)	(3,148,119)	(3,430,738)	-	-	(3,430,738)	-	-
Revenue - Other Interest Income	(21,602)	(39,201)	(19,963)	-	-	(19,963)	0	-
Payments In Lieu of Taxes	(62,498)	(62,498)	(61,269)	-	-	(61,269)	0	-
Grants - Other	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(3,232,219)</b>	<b>(191,018)</b>	<b>(3,511,970)</b>	<b>-</b>	<b>-</b>	<b>(3,511,970)</b>	<b>0</b>	<b>-</b>
<b>REQUISITION</b>	<b>(1,000,000)</b>	<b>(1,000,000)</b>	<b>(1,000,000)</b>	<b>-</b>	<b>-</b>	<b>(1,000,000)</b>	<b>(262,475)</b>	<b>-</b>
*Percentage Increase over prior year		0.00%	0.00%	0.00%	0.00%	0.00%	-73.75%	-100.00%
PARTICIPANTS: Victoria, C.Saanich, Esquimalt, Saanich, Oak Bay, N. Saanich, Metchosin, View Royal, Sooke, Sidney, Highlands, SSI, SGI								
AUTHORIZED POSITIONS:								
Salaried	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Traffic Safety Commission**

#### **Final Budget**

**Service:** 1.230 Traffic Safety

**Committee:** Traffic Safety

**DEFINITION:**

To establish a Traffic Safety Commission as an extended service to participants.  
Establishment Bylaw No. 1828 (1990), Bylaw No. 1921 (1991), No. 3614 (2009), and No. 4166 (2017).

**SERVICE DESCRIPTION:**

This service provides funding and support for the Traffic Safety Commission, a CRD commission that advises the CRD Board on Traffic Safety problems and puts in place applicable Traffic Safety Programs. Representatives from about 14 organizations concerned with traffic safety, such as the BC Ambulance Service, make up the commission. This service primarily provides funding for advertising which is generally leveraged, resulting in about \$3 worth of advertising for every \$1 actually spent.

**PARTICIPATION:**

Participating municipalities and electoral areas on the basis of converted hospital assessment value of land and improvements.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

**FUNDING:**



1.230 - Traffic Safety Commission	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Allocation - Finance & Corp. Svc	3,222	3,222	5,135	-	-	5,135	5,744	5,859	5,976	6,096
Insurance Costs	300	300	350	-	-	350	350	350	350	350
Advertising, Promotion and Meetings	71,594	38,221	93,977	-	-	93,977	51,556	52,631	53,734	54,864
Other Expenses	37,514	8,638	38,190	-	-	38,190	18,510	18,840	19,170	19,510
<b>TOTAL COSTS</b>	<b>112,630</b>	<b>50,381</b>	<b>137,652</b>	<b>-</b>	<b>-</b>	<b>137,652</b>	<b>76,160</b>	<b>77,680</b>	<b>79,230</b>	<b>80,820</b>
*Percentage Increase over prior year						22.2%	-44.7%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	63,067	(63,067)	-	-	(63,067)	-	-	-	-
Balance c/fwd from 2019 to 2020	(38,013)	(38,013)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(3,305)	(3,305)	(3,273)	-	-	(3,273)	(3,430)	(3,500)	(3,570)	(3,650)
Other Revenue	(200)	(1,018)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
<b>TOTAL REVENUE</b>	<b>(41,518)</b>	<b>20,731</b>	<b>(66,540)</b>	<b>-</b>	<b>-</b>	<b>(66,540)</b>	<b>(3,630)</b>	<b>(3,700)</b>	<b>(3,770)</b>	<b>(3,850)</b>
<b>REQUISITION</b>	<b>(71,112)</b>	<b>(71,112)</b>	<b>(71,112)</b>	<b>-</b>	<b>-</b>	<b>(71,112)</b>	<b>(72,530)</b>	<b>(73,980)</b>	<b>(75,460)</b>	<b>(76,970)</b>
*Percentage increase over prior year Requisition						0.0%	2.0%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Regional Planning Services**

#### **Final Budget**

**DEFINITION:**

Regional Planning includes two service functions:

Regional Information – which maintains a regional information base and perspective on population, employment, economic development and land use trends. The service provides regional, sub-regional and municipal statistics, trend analysis and research tools to member municipalities and a wide variety of public, private and community clientele.

Regional Transportation – manages and applies the regional transportation model. The service analyzes the impacts of actual and projected changes to the transportation system and conducts/commissions transportation-related studies and reports. Regional transportation provides advice and information to the CRD Board, other departments and other jurisdictions on policies and issues related to the Regional Transportation Plan.

**SERVICE DESCRIPTION:**

Regional Planning provides information and planning services including regional, sub-regional and municipal statistics, trend analysis, transportation, policy development, planning and modeling. The information also assists in preparation of indicators relating to the annual legislative reporting requirement for the Regional Growth Strategy and as an information base for the development of municipal and electoral area official community plans. The information and analysis also supports the regional transportation and urban growth models and assists municipalities and local and regional agencies in their planning work.

**PARTICIPATION:**

All member municipalities (Central Saanich; Colwood; Esquimalt; Highlands; Langford; Metchosin; North Saanich; Oak Bay; Saanich; Sidney; Sooke; Victoria; View Royal) and Electoral Areas within the CRD (Juan de Fuca, Southern Gulf Islands, Salt Spring Island).

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

1.324 - Regional Planning Services	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
<b>Regional Information Systems (RIS):</b>										
Salaries & Wages	515,610	428,712	528,809	-	-	528,809	492,072	522,670	533,894	545,360
Contract for Services	10,956	122	10,995	-	-	10,995	11,210	11,430	11,660	11,890
Consulting	27,390	6,000	27,390	-	-	27,390	27,940	28,500	29,070	29,650
Allocations	154,078	154,078	180,298	-	-	180,298	185,429	189,150	192,950	196,823
Implementation of Data Review	50,000	35,198	-	-	50,000	50,000	50,000	50,000	50,000	50,000
Other Operating Expenses	49,574	18,193	26,450	-	-	26,450	26,990	27,540	28,090	28,640
<b>TOTAL OPERATING COSTS - RIS</b>	<b>807,607</b>	<b>642,303</b>	<b>773,942</b>	<b>-</b>	<b>50,000</b>	<b>823,942</b>	<b>793,641</b>	<b>829,290</b>	<b>845,664</b>	<b>862,363</b>
*Percentage Increase over prior year						2.0%	-3.7%	4.5%	2.0%	2.0%
<b>Regional Transportation (RT):</b>										
Salaries & Wages	451,269	369,028	454,665	-	-	454,665	401,837	410,461	419,271	428,270
Contract for Services	62,495	39,670	63,560	-	-	63,560	64,830	66,130	67,450	68,800
Ready, Step, Roll	50,000	15,774	50,000	-	-	50,000	50,000	50,000	50,000	50,000
Transportation Model Recalibration	-	-	-	-	-	-	225,000	-	-	-
Origin/Destination Study	-	-	-	-	-	-	475,000	-	-	-
Allocations	44,828	52,766	59,226	-	-	59,226	61,150	62,379	63,633	64,909
Other Operating Expenses	21,618	7,514	11,501	-	-	11,501	11,720	11,940	12,190	12,430
<b>TOTAL OPERATING COSTS - RT</b>	<b>630,211</b>	<b>484,752</b>	<b>638,952</b>	<b>-</b>	<b>-</b>	<b>638,952</b>	<b>1,289,537</b>	<b>600,910</b>	<b>612,544</b>	<b>624,409</b>
*Percentage Increase over prior year						1.4%	101.8%	-53.4%	1.9%	1.9%
<b>TOTAL OPERATING COSTS</b>	<b>1,437,817</b>	<b>1,127,055</b>	<b>1,412,894</b>	<b>-</b>	<b>50,000</b>	<b>1,462,894</b>	<b>2,083,178</b>	<b>1,430,200</b>	<b>1,458,208</b>	<b>1,486,772</b>
*Percentage Increase over prior year						1.7%	42.4%	-31.3%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	46,200	132,220	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	10,000	60,000	2,500	-	-	2,500	2,500	2,500	2,500	2,500
<b>TOTAL CAPITAL / RESERVES</b>	<b>56,200</b>	<b>192,220</b>	<b>2,500</b>	<b>-</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>TOTAL COSTS</b>	<b>1,494,017</b>	<b>1,319,275</b>	<b>1,415,394</b>	<b>-</b>	<b>50,000</b>	<b>1,465,394</b>	<b>2,085,678</b>	<b>1,432,700</b>	<b>1,460,708</b>	<b>1,489,272</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Carry forward from 2020 to 2021	-	197,639	(147,639)	-	(50,000)	(197,639)	-	-	-	-
Carry forward from 2019 to 2020	(173,970)	(173,970)	-	-	-	-	-	-	-	-
Revenue - Other	(2,760)	(5,448)	(2,830)	-	-	(2,830)	(2,900)	(2,970)	(3,040)	(3,100)
Recovery - Other	(530)	(1,485)	(540)	-	-	(540)	(550)	(560)	(570)	(580)
Grants in Lieu of Taxes	(60,526)	(60,526)	(59,663)	-	-	(59,663)	(63,310)	(64,700)	(66,130)	(67,450)
Transfer from Internal Reserve Account	(88,000)	(88,000)	(36,491)	-	-	(36,491)	(771,428)	(67,080)	(54,658)	(55,102)
<b>TOTAL REVENUE</b>	<b>(325,786)</b>	<b>(131,790)</b>	<b>(247,163)</b>	<b>-</b>	<b>(50,000)</b>	<b>(297,163)</b>	<b>(838,188)</b>	<b>(135,310)</b>	<b>(124,398)</b>	<b>(126,232)</b>
<b>REQUISITION</b>	<b>(1,168,231)</b>	<b>(1,168,231)</b>	<b>(1,168,231)</b>	<b>-</b>	<b>-</b>	<b>(1,168,231)</b>	<b>(1,247,490)</b>	<b>(1,297,390)</b>	<b>(1,336,310)</b>	<b>(1,363,040)</b>
*Percentage increase over prior year Requisition						0.0%	6.8%	4.0%	3.0%	2.0%
Salaried	6.5	6.5	6.5			6.5	6.5	6.5	6.5	6.5

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

<b>Service No.</b>	<b>1.324 Regional Planning Services</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$32,300	\$10,100	\$12,000	\$0	\$0	\$0	\$54,400
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$32,300</b>	<b>\$10,100</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$54,400</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$32,300	\$10,100	\$12,000	\$0	\$0	\$0	\$54,400
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$32,300</b>	<b>\$10,100</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$54,400</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.324

**Service Name:** Regional Planning Services

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Computer Replacement	Computer Replacement	\$36,700	E	ERF	\$0	\$17,300	\$5,100	\$2,000	\$0	\$0	\$24,400
22-01	Renewal	Photocopier Renewal	Photocopier Renewal	\$10,000	E	ERF	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000
21-01	Renewal	RSP Office Renovation	Ancillary costs associated with upgrading RSP office assets resulting from first floor HQ renovation project.	\$20,000	E	ERF	\$0	\$15,000	\$5,000		\$0	\$0	\$20,000
			<b>GRAND TOTAL</b>	<b>\$66,700</b>			<b>\$0</b>	<b>\$32,300</b>	<b>\$10,100</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$54,400</b>

Regional Planning Services  
 Reserve Summary Schedule  
 2021 - 2025 Financial Plan

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Equipment Replacement Fund	135,725	105,925	98,325	88,825	91,325	93,825
Operating Reserve Fund	2,026,801	1,990,310	1,218,882	1,151,802	1,097,144	1,042,042
<b>Total</b>	<b>2,162,526</b>	<b>2,096,235</b>	<b>1,317,207</b>	<b>1,240,627</b>	<b>1,188,469</b>	<b>1,135,867</b>

**Reserve Schedule**

**Reserve Fund: 1.324 Regional Planning Services - Equipment Replacement Fund**

ERF Group: RGPLAN.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101427	Actual	Budget				
		2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		82,596	135,725	105,925	98,325	88,825	91,325
<b>Transfer from Ops Budget</b>		60,000	2,500	2,500	2,500	2,500	2,500
<b>Planned Purchase</b>		(7,615)	(32,300)	(10,100)	(12,000)	-	-
<b>Interest Income*</b>		744	-	-	-	-	-
<b>Ending Balance \$</b>		<b>135,725</b>	<b>105,925</b>	<b>98,325</b>	<b>88,825</b>	<b>91,325</b>	<b>93,825</b>

**Assumptions/Background:**

Maintain adequate funding for lifecycle replacement of computer equipment and furnishings.

\* 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: 1.324 Regional Planning Services - Operating Reserve Fund**

Op Rsv Funds B#4102,03,4144,45,46,47

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105501	Actual	Budget				
		2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		1,945,734	2,026,801	1,990,310	1,218,882	1,151,802	1,097,144
<b>Transfer from Ops Budget</b>		44,220	-	-	-	-	-
<b>Transfer to Ops Budget</b>		-	(36,491)	(21,428)	(17,080)	(4,658)	(5,102)
<b>Transfer to Ops Budget</b>		-	-	(750,000)	(50,000)	(50,000)	(50,000)
<b>Interest Income</b>		36,847	-	-	-	-	-
<b>Ending Balance \$</b>		<b>2,026,801</b>	<b>1,990,310</b>	<b>1,218,882</b>	<b>1,151,802</b>	<b>1,097,144</b>	<b>1,042,042</b>

**Assumptions/Background:**

2021-2025 - \$50k - Implementation of Data Review  
 2022 - \$225k - Regional Transportation Model Update  
 2022 - \$475k - Origin and Destination Study

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Regional Growth Strategy**

#### **Final Budget**

**Service: 1.330 Regional Growth Strategy**

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

**DEFINITION:**

This service is responsible for developing, coordinating, monitoring and updating the Regional Growth Strategy (RGS). The service includes providing advice and information to the CRD Board and other departments on policies and issues related to the RGS including the ongoing monitoring of its implementation. The Regional Growth Strategy is contained within CRD Bylaw No.4017 (Adopted March 2018).

**SERVICE DESCRIPTION:**

The Regional Growth Strategy/Sustainability service is responsible for developing, coordinating, monitoring and updating the Regional Growth Strategy (RGS) pursuant to the legislative provisions of the *Local Government Act*. The RGS is contained within CRD Bylaw No.4017 (adopted March 2018). The service administers the RGS through the review and reporting on municipal regional context statements, assessment of compliance of regional district bylaws, and providing advice and information to the CRD Board and other departments on policies and issues related to the RGS including the ongoing monitoring of its implementation.

**PARTICIPATION:**

All member municipalities (Central Saanich; Colwood; Esquimalt; Highlands; Langford; Metchosin; North Saanich; Oak Bay; Saanich; Sidney; Sooke; Victoria; View Royal) and the Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

1.330 - Regional Growth Strategy	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	163,001	119,212	166,595	-	-	166,595	167,772	171,316	174,937	178,635
Contract for Services	1,063	-	1,060	-	-	1,060	1,080	1,100	1,120	1,140
Consulting	21,411	21,411	21,770	-	-	21,770	22,210	22,650	23,100	23,560
Special Projects	15,000	-	15,000	-	45,000	60,000	15,000	300,000	-	-
Allocations	101,870	101,870	105,280	-	-	105,280	111,107	113,338	115,612	117,927
Other Operating Expenses	29,344	12,000	24,500	-	-	24,500	24,990	25,500	26,010	26,530
<b>TOTAL OPERATING COSTS</b>	<b>331,689</b>	<b>254,493</b>	<b>334,205</b>	<b>-</b>	<b>45,000</b>	<b>379,205</b>	<b>342,159</b>	<b>633,904</b>	<b>340,779</b>	<b>347,792</b>
*Percentage Increase over prior year						14.3%	-9.8%	85.3%	-46.2%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	17,196	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVE</b>	<b>-</b>	<b>17,196</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COSTS</b>	<b>331,689</b>	<b>271,689</b>	<b>334,205</b>	<b>-</b>	<b>45,000</b>	<b>379,205</b>	<b>342,159</b>	<b>633,904</b>	<b>340,779</b>	<b>347,792</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance Carry Forward from 2020 to 2021	-	45,000	-	-	(45,000)	(45,000)	-	-	-	-
Transfer from Operating Reserve Fund	(15,000)	-	(21,250)	-	-	(21,250)	(15,000)	(300,000)	-	-
Grants in Lieu of Taxes	(20,915)	(20,915)	(15,810)	-	-	(15,810)	(22,540)	(23,030)	(23,540)	(24,010)
Revenue - Other	(1,000)	(1,000)	(1,020)	-	-	(1,020)	(1,040)	(1,060)	(1,080)	(1,100)
<b>TOTAL REVENUE</b>	<b>(36,915)</b>	<b>23,085</b>	<b>(38,080)</b>	<b>-</b>	<b>(45,000)</b>	<b>(83,080)</b>	<b>(38,580)</b>	<b>(324,090)</b>	<b>(24,620)</b>	<b>(25,110)</b>
<b>REQUISITION</b>	<b>(294,774)</b>	<b>(294,774)</b>	<b>(296,125)</b>	<b>-</b>	<b>-</b>	<b>(296,125)</b>	<b>(303,579)</b>	<b>(309,814)</b>	<b>(316,159)</b>	<b>(322,682)</b>
*Percentage increase over prior year Requisition						0.5%	2.5%	2.1%	2.0%	2.1%
<u>AUTHORIZED POSITIONS</u>										
Salaried	1.0	1.0	1.0			1.0	2.0	2.0	2.0	2.0

**Reserve Schedule**

**Reserve Fund: 1.330 Regional Growth Strategy - Operating Reserve Fund**

Op Rsv Funds B#4102,03,4144,45,46,47

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105502	Actual	Budget				
		2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		1,343,697	1,420,679	1,399,429	1,384,429	1,084,429	1,084,429
<b>Transfer from Ops Budget</b>		51,477	-	-	-	-	-
<b>Transfer to Ops Budget</b>		-	(21,250)	(15,000)	(300,000)	-	-
<b>Interest Income</b>		25,505	-	-	-	-	-
<b>Ending Balance \$</b>		<b>1,420,679</b>	<b>1,399,429</b>	<b>1,384,429</b>	<b>1,084,429</b>	<b>1,084,429</b>	<b>1,084,429</b>

**Assumptions/Background:**  
 2021/2022 - \$15k - Food Lands Trust Business Case  
 2023 - \$300k - Regional Growth Strategy Review and Update

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Corporate Emergency**

#### **Final Budget**

**Service:** 1.025 Corporate Emergency

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

**DEFINITION:**

Planning and coordination for disasters or emergencies.

**SERVICE DESCRIPTION:**

Coordinate and administer the Corporate Emergency Plan in accordance with the *Emergency Program Act* as a local authority and regional service provider and ensure integration with the three Electoral Area Emergency Plans to provide business continuity and CRD divisional coordination in the case of an emergency.

**PARTICIPATION:**

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

**MAXIMUM LEVY:**

N/A

**COMMITTEE:**

Planning, Transportation & Protective Services

**FUNDING:**

Requisition

1.025 - Corporate Emergency	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET*	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries and Wages	802,000	342,000	100,611	-	283,000	383,611	100,839	103,012	105,231	107,498
Allocations	125,835	125,835	151,652	-	50,000	201,652	153,915	157,103	160,360	163,548
Supplies	127,270	233,118	2,660	-	138,710	141,370	2,720	2,780	2,840	2,900
Other Operating Expenses	107,948	94,317	44,453	-	472,090	516,543	45,350	46,250	47,170	48,120
<b>TOTAL OPERATING COSTS</b>	<b>1,163,053</b>	<b>795,270</b>	<b>299,376</b>	<b>-</b>	<b>943,800</b>	<b>1,243,176</b>	<b>302,824</b>	<b>309,145</b>	<b>315,601</b>	<b>322,066</b>
*Percentage Increase over prior year						6.9%	-75.6%	2.1%	2.1%	2.0%
Transfer from Operating Reserve Fund	(710,000)	(295,000)	-	-	-	-	-	-	-	-
<b>NET OPERATING COSTS</b>	<b>453,053</b>	<b>500,270</b>	<b>299,376</b>	<b>-</b>	<b>943,800</b>	<b>1,243,176</b>	<b>302,824</b>	<b>309,145</b>	<b>315,601</b>	<b>322,066</b>
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	2,044	3,965	2,080	-	-	2,080	2,120	2,160	2,200	2,240
<b>TOTAL COSTS</b>	<b>455,097</b>	<b>504,235</b>	<b>301,456</b>	<b>-</b>	<b>943,800</b>	<b>1,245,256</b>	<b>304,944</b>	<b>311,305</b>	<b>317,801</b>	<b>324,306</b>
Internal Recoveries	(92,000)	(92,000)	(100,611)	-	-	(100,611)	(100,839)	(103,012)	(105,231)	(107,498)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>363,097</b>	<b>412,235</b>	<b>200,845</b>	<b>-</b>	<b>943,800</b>	<b>1,144,645</b>	<b>204,105</b>	<b>208,293</b>	<b>212,570</b>	<b>216,808</b>
Grant Revenue	(168,880)	(218,018)	-	-	(943,800)	(943,800)	-	-	-	-
<b>NET COSTS</b>	<b>194,217</b>	<b>194,217</b>	<b>200,845</b>	<b>-</b>	<b>-</b>	<b>200,845</b>	<b>204,105</b>	<b>208,293</b>	<b>212,570</b>	<b>216,808</b>
*Percentage increase over prior year						3.4%	1.6%	2.1%	2.1%	2.0%



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

<b>Service No.</b>	<b>1.025</b>	<b>Carry</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>Corporate Emergency</b>	<b>Forward from</b>						
		<b>2020</b>						

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$6,000	\$6,000	\$8,000	\$0	\$0	\$20,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$6,000	\$6,000	\$8,000	\$0	\$0	\$20,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>

### CAPITAL REGIONAL DISTRICT CAPITAL PLAN

**Service #:** 1.025  
**Service Name:** Corporate Emergency

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

#### FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
17-01	Replacement	EOC Laptop	EOC Equipment	\$18,000	E	ERF	\$0	\$0	\$6,000	\$6,000	\$6,000	\$0	\$18,000
24-01	Replacement	Surface Pro	EOC Equipment	\$2,000	E	ERF	\$0	\$0	\$0	\$0	\$2,000	\$0	\$2,000
			<b>GRAND TOTAL</b>	<b>\$20,000</b>			<b>\$0</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$20,000</b>

## Reserve Schedule

### Reserve Fund: 1.025 Corporate Emergency - Equipment Replacement Fund

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

## Reserve Cash Flow

Fund:	1022	Actual	Budget				
Fund Centre:	101978	2020	2021	2022	2023	2024	2025
Beginning Balance		77,220	104,178	106,258	102,378	98,538	92,738
Transfer from Op Budget		26,222	2,080	2,120	2,160	2,200	2,240
Expenditures		-	-	(6,000)	(6,000)	(8,000)	-
Interest Income		737	-	-	-	-	-
<b>Ending Balance \$</b>		<b>104,178</b>	<b>106,258</b>	<b>102,378</b>	<b>98,538</b>	<b>92,738</b>	<b>94,978</b>

#### Assumptions/Background:

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

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Electora Area Emergency Planning Coordination**

#### **Final Budget**

**Service:** 1.372 Emergency Planning Coordination

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

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**FUNDING:**

Allocations from protection services and requisition.

1.372 - Electora Area Emergency Planning Coordination	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET*	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries	509,587	482,000	532,583	-	-	532,583	534,073	545,559	557,295	569,275
Contract for Services	63,000	63,000	-	-	-	-	-	-	-	-
Travel Expenses	1,790	1,790	1,820	-	-	1,820	1,860	1,900	1,940	1,980
Telecommunications	6,700	6,700	6,810	-	-	6,810	6,950	7,090	7,230	7,370
Staff Training & Development	2,130	2,130	1,620	-	-	1,620	1,650	1,680	1,710	1,740
Supplies	14,300	1,560	2,010	-	-	2,010	2,050	2,090	2,130	2,170
Allocations	56,596	56,596	59,170	-	-	59,170	59,064	60,243	61,450	62,675
Other Operating Expenses	10,720	8,896	8,630	-	-	8,630	8,790	8,970	9,150	9,330
<b>TOTAL OPERATING COSTS</b>	<b>664,823</b>	<b>622,672</b>	<b>612,643</b>	<b>-</b>	<b>-</b>	<b>612,643</b>	<b>614,437</b>	<b>627,532</b>	<b>640,905</b>	<b>654,540</b>
*Percentage Increase over prior year						-7.8%	0.3%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	-	15,425	7,324	-	-	7,324	7,470	7,620	7,770	7,930
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>15,425</b>	<b>7,324</b>	<b>-</b>	<b>-</b>	<b>7,324</b>	<b>7,470</b>	<b>7,620</b>	<b>7,770</b>	<b>7,930</b>
<b>TOTAL COSTS</b>	<b>664,823</b>	<b>638,097</b>	<b>619,967</b>	<b>-</b>	<b>-</b>	<b>619,967</b>	<b>621,907</b>	<b>635,152</b>	<b>648,675</b>	<b>662,470</b>
Internal Recoveries	(413,859)	(413,859)	(459,671)	-	-	(459,671)	(468,864)	(479,179)	(489,721)	(499,520)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>250,964</b>	<b>224,238</b>	<b>160,296</b>	<b>-</b>	<b>-</b>	<b>160,296</b>	<b>153,043</b>	<b>155,973</b>	<b>158,954</b>	<b>162,950</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	14,486	(14,486)	-	-	(14,486)	-	-	-	-
Balance c/fwd from 2019 to 2020	(29,307)	(29,307)	-	-	-	-	-	-	-	-
Grants Revenue	(78,120)	(65,880)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(491)	(491)	(578)	-	-	(578)	(510)	(520)	(530)	(540)
Revenue - Other	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
<b>TOTAL REVENUE</b>	<b>(108,218)</b>	<b>(81,492)</b>	<b>(15,374)</b>	<b>-</b>	<b>-</b>	<b>(15,374)</b>	<b>(830)</b>	<b>(850)</b>	<b>(870)</b>	<b>(890)</b>
<b>REQUISITION</b>	<b>(142,746)</b>	<b>(142,746)</b>	<b>(144,922)</b>	<b>-</b>	<b>-</b>	<b>(144,922)</b>	<b>(152,213)</b>	<b>(155,123)</b>	<b>(158,084)</b>	<b>(162,060)</b>
*Percentage increase over prior year Requisition						1.5%	5.0%	1.9%	1.9%	2.5%

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

<b>Service No.</b>	<b>1.372 Emergency Planning Coordination</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>

### CAPITAL REGIONAL DISTRICT CAPITAL PLAN

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.372

**Service Name:** Emergency Planning Coordination

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

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

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

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

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

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

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

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

#### FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	\$0	E	ERF	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$5,000
<b>GRAND TOTAL</b>				<b>\$0</b>			<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$5,000</b>



**Reserve Schedule**

**Reserve Fund: 1.327 Emergency Planning Coordination - Equipment Replacement Fund**

ERF Group: EMERGCOORD.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101985	Actual	Budget				
		2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		2,646	2,670	7,494	14,964	22,584	27,854
<b>Transfer from Op Budget</b>		-	7,324	7,470	7,620	7,770	7,930
<b>Planned Purchase</b>		-	(2,500)	-	-	(2,500)	-
<b>Interest Income</b>		24	-	-	-	-	-
<b>Ending Balance \$</b>		<b>2,670</b>	<b>7,494</b>	<b>14,964</b>	<b>22,584</b>	<b>27,854</b>	<b>35,784</b>

**Assumptions/Background:**  
ERF to fund future replacement of vehicles and equipment.

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Regional Emergency Program Support**

#### **Final Budget**

**Service: 1.374 Regional Emergency Program Support**

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

**DEFINITION:**

An information and resource management system to coordinate with local emergency programs in support of local authorities and strengthen the capacity to manage a multi-jurisdictional emergency event or regional disaster.

**SERVICE DESCRIPTION:**

Under Bylaw 3530, this service was established in 2008 to provide an information and resource management system to coordinate with local emergency programs in support of local authorities and strengthen the capacity to manage a multi-jurisdictional emergency event or regional disaster.

This service also supports two advisory commissions, the Local Government Emergency Program Advisory Commission (LGE PAC – Bylaw 3531), consisting of municipal and electoral area representatives and the Regional Emergency Coordinators Advisory Commission (RECAC – Bylaw 3566), consisting of government, NGOs, education, utility and health representatives.

**PARTICIPATION:**

All municipalities and electoral areas.

**FUNDING:**

Requisition

1.374 - Regional Emergency Program Support	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries	109,230	109,230	114,085	-	-	114,085	114,345	116,808	119,324	121,895
REMP Contribution	39,020	8,640	9,000	-	25,000	34,000	9,190	9,380	9,570	9,770
Allocations	18,016	18,016	21,358	-	-	21,358	21,333	21,778	22,235	22,681
<b>TOTAL OPERATING COSTS</b>	<b>166,266</b>	<b>135,886</b>	<b>144,443</b>	<b>-</b>	<b>25,000</b>	<b>169,443</b>	<b>144,868</b>	<b>147,966</b>	<b>151,129</b>	<b>154,346</b>
*Percentage Increase over prior year						1.9%	-14.5%	2.1%	2.1%	2.1%
Transfer from Operating Reserve Fund	(30,000)	-	(7,760)	-	(25,000)	(32,760)	-	-	-	-
<b>NET OPERATING COSTS</b>	<b>136,266</b>	<b>135,886</b>	<b>136,683</b>	<b>-</b>	<b>-</b>	<b>136,683</b>	<b>144,868</b>	<b>147,966</b>	<b>151,129</b>	<b>154,346</b>
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve Fund	-	380	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVE</b>	<b>-</b>	<b>380</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COSTS</b>	<b>136,266</b>	<b>136,266</b>	<b>136,683</b>	<b>-</b>	<b>-</b>	<b>136,683</b>	<b>144,868</b>	<b>147,966</b>	<b>151,129</b>	<b>154,346</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(6,803)	(6,803)	(7,235)	-	-	(7,235)	(7,360)	(7,500)	(7,650)	(7,810)
Revenue - Other	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
<b>TOTAL REVENUE</b>	<b>(7,003)</b>	<b>(7,003)</b>	<b>(7,435)</b>	<b>-</b>	<b>-</b>	<b>(7,435)</b>	<b>(7,560)</b>	<b>(7,700)</b>	<b>(7,850)</b>	<b>(8,010)</b>
<b>REQUISITION</b>	<b>(129,263)</b>	<b>(129,263)</b>	<b>(129,248)</b>	<b>-</b>	<b>-</b>	<b>(129,248)</b>	<b>(137,308)</b>	<b>(140,266)</b>	<b>(143,279)</b>	<b>(146,336)</b>
*Percentage increase over prior year Requisition						0.0%	6.2%	2.2%	2.1%	2.1%

**Reserve Schedule**

**Reserve Fund: 1.374 Regional Emergency Program - Operating Reserve Fund - Bylaw 4244**

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

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105538	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		86,610	93,130	60,370	60,370	60,370	60,370
Transfer from Ops Budget		4,867	-	-	-	-	-
Expenditures		-	(32,760)	-	-	-	-
Interest Income		1,653	-	-	-	-	-
<b>Ending Balance \$</b>		<b>93,130</b>	<b>60,370</b>	<b>60,370</b>	<b>60,370</b>	<b>60,370</b>	<b>60,370</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Hazardous Material Incident Response**

#### **Final Budget**

**Service: 1.375 Hazardous Material Incident Response**

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

**DEFINITION:**

A service of preparation for a hazardous materials emergency and providing for a system of response to hazardous material emergency incidents in the Capital Regional District. Established by Bylaw No. 3322 (2006).

**SERVICE DESCRIPTION:**

This regional emergency response service was established in 2006 under Bylaw 3322. The service provides immediate response to hazardous spills or emergencies within the CRD.

The program provides a high level of professional expertise by providing specialized training and equipment to firefighters throughout the CRD to support the response by local fire departments to these events.

**PARTICIPATION:**

Electoral Area's of Juan de Fuca, Salt Spring Island and Southern Gulf Islands, the municipalities of North Saanich, Sidney, Central Saanich, Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Colwood, Langford, Highlands, Metchosin, Sooke, and Tsawout and Songhees First Nations.

**MAXIMUM LEVY:**

Greater of \$400,000 or \$0.007 / \$1,000

**FUNDING:**

Requisition

1.375 - Hazardous Material Incident Response	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
District of C Saanich Contract	65,600	65,600	67,240	-	-	67,240	68,920	70,640	72,050	73,490
Staff Training & Development	120,100	100,000	120,100	-	-	120,100	122,500	124,950	127,450	130,000
Purchased Maintenance - Equipment	12,830	10,000	13,050	-	-	13,050	13,310	13,580	13,850	14,130
Allocations	98,374	98,374	110,640	-	-	110,640	115,789	118,280	120,823	123,241
Other Operating Expenses	23,540	34,471	24,113	-	-	24,113	24,590	25,080	25,580	26,080
<b>TOTAL OPERATING COSTS</b>	<b>320,444</b>	<b>308,445</b>	<b>335,143</b>	<b>-</b>	<b>-</b>	<b>335,143</b>	<b>345,109</b>	<b>352,530</b>	<b>359,753</b>	<b>366,941</b>
*Percentage Increase over prior year						4.6%	3.0%	2.2%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	9,560	21,559	9,560	-	-	9,560	9,560	9,560	9,560	9,560
<b>TOTAL CAPITAL / RESERVES</b>	<b>9,560</b>	<b>21,559</b>	<b>9,560</b>	<b>-</b>	<b>-</b>	<b>9,560</b>	<b>9,560</b>	<b>9,560</b>	<b>9,560</b>	<b>9,560</b>
<b>TOTAL COSTS</b>	<b>330,004</b>	<b>330,004</b>	<b>344,703</b>	<b>-</b>	<b>-</b>	<b>344,703</b>	<b>354,669</b>	<b>362,090</b>	<b>369,313</b>	<b>376,501</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Interest Income	(310)	(310)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
Transfer from Operating Reserve Fund	-	-	(10,000)	-	-	(10,000)	-	-	-	-
Grants in Lieu of Taxes	(16,996)	(16,996)	(17,555)	-	-	(17,555)	(17,640)	(17,990)	(18,350)	(18,710)
<b>TOTAL REVENUE</b>	<b>(17,306)</b>	<b>(17,306)</b>	<b>(27,875)</b>	<b>-</b>	<b>-</b>	<b>(27,875)</b>	<b>(17,970)</b>	<b>(18,330)</b>	<b>(18,700)</b>	<b>(19,070)</b>
<b>REQUISITION</b>	<b>(312,698)</b>	<b>(312,698)</b>	<b>(316,828)</b>	<b>-</b>	<b>-</b>	<b>(316,828)</b>	<b>(336,699)</b>	<b>(343,760)</b>	<b>(350,613)</b>	<b>(357,431)</b>
*Percentage increase over prior year Requisition						1.3%	3.1%	3.0%	2.9%	2.9%



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

<b>Service No.</b>	<b>1.375</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>Hazardous Material Incident Respo</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$90,000	\$10,000	\$10,000	\$10,000	\$10,000	\$130,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$10,000</b>	<b>\$90,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$130,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$10,000	\$90,000	\$10,000	\$10,000	\$10,000	\$10,000	\$130,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$10,000</b>	<b>\$90,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$130,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.375

**Service Name:** Hazardous Material Incident Response

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Hazmat Equipment	Hazmat Equipment Replacement	\$50,000	E	ERF	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
22-01	Replacement	SCBA	SCBA Replacement	\$80,000	E	ERF	\$0	\$0	\$80,000	\$0	\$0	\$0	\$80,000
			<b>GRAND TOTAL</b>	<b>\$130,000</b>			<b>\$0</b>	<b>\$10,000</b>	<b>\$90,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$130,000</b>

**Hazardous Material Incident Response  
Reserve Summary Schedule  
2021 - 2025 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Equipment Replacement Fund	417,477	417,037	336,597	336,157	335,717	335,277
Operating Reserve Fund	34,589	24,589	24,589	24,589	24,589	24,589
<b>Total</b>	<b>452,066</b>	<b>441,626</b>	<b>361,186</b>	<b>360,746</b>	<b>360,306</b>	<b>359,866</b>

**Reserve Schedule**

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

ERF Group: HAZMAT.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101957	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		341,199	417,477	417,037	336,597	336,157	335,717
Transfer from Ops Budget		100,408	9,560	9,560	9,560	9,560	9,560
Planned Purchase		(27,198)	(10,000)	(90,000)	(10,000)	(10,000)	(10,000)
Interest Income		3,067	-	-	-	-	-
<b>Ending Balance \$</b>		<b>417,477</b>	<b>417,037</b>	<b>336,597</b>	<b>336,157</b>	<b>335,717</b>	<b>335,277</b>

**Assumptions/Background:**

Transfer as much as operating budget will allow in order to provide sufficient funds to replace expensive assets.

## Reserve Schedule

### Reserve Fund: 1.375 Hazardous Material Incident Response - Operating Reserve Fund

Operating Resrve Fund was created under bylaw No. 4147 (2016) to fund special projects, cover unforeseen opearting expenditures and stabilize revenue as required.

## Reserve Cash Flow

Fund: Fund Centre:	1500 105506	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		33,941	34,589	24,589	24,589	24,589	24,589
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		-	(10,000)	-	-	-	-
Interest Income*		648	-	-	-	-	-
<b>Ending Balance \$</b>		<b>34,589</b>	<b>24,589</b>	<b>24,589</b>	<b>24,589</b>	<b>24,589</b>	<b>24,589</b>

#### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **911 Call Answer**

#### **Final Budget**

**Service:** 1.911 911 Call Answer

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

**DEFINITION:**

To finance, install, operate and maintain a 911 Emergency Response Telephone Service within all or part of the participating member municipalities, all Electoral Areas, and the Tsawout and Songhees First Nations (CRD Bylaw No. 2468 "Emergency Response Extended Service Establishment Bylaw No. 1, 1997").

**SERVICE DESCRIPTION:**

To finance, install, operate and maintain a 911 emergency response telephone service within all or part of the Capital Region, and to provide primary call answer services (PSAP) at the Emergency Communications Vancouver Island Centre in Saanich operated by E-Comm.

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**FUNDING:**

Requisition, 911 call levy, and lease revenue

1.911 - 911 Call Answer	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Service Fees	195,750	141,320	141,320	-	-	141,320	141,320	141,320	141,320	141,320
Transfer to Municipalities	809,100	799,630	751,860	-	-	751,860	759,700	782,560	782,560	782,560
CRD Dispatch Centre Levy	271,060	298,440	300,750	-	-	300,750	310,900	321,420	332,330	338,980
Allocations	285,567	286,832	277,841	-	-	277,841	268,629	274,354	280,206	285,811
Other Operating Expenses	2,770	23,068	13,950	-	-	13,950	14,210	14,480	14,750	15,030
<b>TOTAL OPERATING COSTS</b>	<b>1,564,247</b>	<b>1,549,290</b>	<b>1,485,721</b>	<b>-</b>	<b>-</b>	<b>1,485,721</b>	<b>1,494,759</b>	<b>1,534,134</b>	<b>1,551,166</b>	<b>1,563,701</b>
*Percentage Increase over prior year						-5.0%	0.6%	2.6%	1.1%	0.8%
<u>DEBT / RESERVES</u>										
Transfer to Equipment Replacement Fund	94,518	94,518	96,120	-	-	96,120	98,040	100,000	102,000	104,040
Debt Servicing Costs	1,013,349	1,013,349	1,013,389	-	-	1,013,389	1,013,389	1,013,389	1,013,389	1,013,389
<b>TOTAL DEBT / RESERVES</b>	<b>1,107,867</b>	<b>1,107,867</b>	<b>1,109,509</b>	<b>-</b>	<b>-</b>	<b>1,109,509</b>	<b>1,111,429</b>	<b>1,113,389</b>	<b>1,115,389</b>	<b>1,117,429</b>
<b>TOTAL COSTS</b>	<b>2,672,114</b>	<b>2,657,157</b>	<b>2,595,230</b>	<b>-</b>	<b>-</b>	<b>2,595,230</b>	<b>2,606,188</b>	<b>2,647,523</b>	<b>2,666,555</b>	<b>2,681,130</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Service Fees	(195,750)	(141,320)	(141,320)	-	-	(141,320)	(141,320)	(141,320)	(141,320)	(141,320)
CAL Received	(1,305,000)	(1,289,725)	(1,212,678)	-	-	(1,212,678)	(1,225,327)	(1,262,187)	(1,262,187)	(1,262,187)
Lease Revenue	(1,009,800)	(1,009,800)	(1,009,800)	-	-	(1,009,800)	(1,009,800)	(1,009,800)	(1,030,000)	(1,050,600)
Grants in Lieu of Taxes	(9,164)	(9,164)	(9,254)	-	-	(9,254)	(9,510)	(9,700)	(9,890)	(10,090)
Transfer from Operating Reserve	-	(35,160)	(66,843)	-	-	(66,843)	(59,000)	(40,000)	(30,000)	(20,000)
Other Revenue	(1,400)	(20,988)	(1,990)	-	-	(1,990)	(2,000)	(2,010)	(2,020)	(2,030)
<b>TOTAL REVENUE</b>	<b>(2,521,114)</b>	<b>(2,506,157)</b>	<b>(2,441,885)</b>	<b>-</b>	<b>-</b>	<b>(2,441,885)</b>	<b>(2,446,957)</b>	<b>(2,465,017)</b>	<b>(2,475,417)</b>	<b>(2,486,227)</b>
<b>REQUISITION</b>	<b>(151,000)</b>	<b>(151,000)</b>	<b>(153,345)</b>	<b>-</b>	<b>-</b>	<b>(153,345)</b>	<b>(159,231)</b>	<b>(182,506)</b>	<b>(191,138)</b>	<b>(194,903)</b>
*Percentage increase over prior year Requisition						1.6%	3.8%	14.6%	4.7%	2.0%



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

<b>Service No.</b>	<b>1.911 911 Call Answer</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>

**SOURCE OF FUNDS**

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

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.911  
**Service Name:** 911 Call Answer

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
17-01	New	New Equipment	Next-Gen 911 Call Answer Technology-Placeholder	\$1,000,000	E	ERF	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
			<b>GRAND TOTAL</b>	<b>\$1,000,000</b>			<b>\$0</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>

**Service:** 1.911                      **911 Call Answer**

<b>Proj. No.</b> 17-01	<b>Capital Project Title</b> New Equipment	<b>Capital Project Description</b> Next-Gen 911 Call Answer Technology-Placeholder
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Placeholder for the next-Gen 911 call answer technology. Amount and timing are unknown.		

911 Call Answer  
 Reserves Summary Schedule  
 2021 - 2025 Financial Plan

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Equipment Replacement Fund	937,734	33,854	131,894	231,894	333,894	437,934
Operating Reserve Fund	236,840	169,997	110,997	70,997	40,997	20,997
<b>Total</b>	<b>1,174,574</b>	<b>203,851</b>	<b>242,891</b>	<b>302,891</b>	<b>374,891</b>	<b>458,931</b>

**Reserve Schedule**

**Reserve Fund: 911 Call Answer - Equipment Replacement Fund**

ERF Group: EMGTSV.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101460	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		835,240	937,734	33,854	131,894	231,894	333,894
Transfer from Ops Budget		94,518	96,120	98,040	100,000	102,000	104,040
Expenditures		-	(1,000,000)	-	-	-	-
Interest Income*		7,976	-	-	-	-	-
<b>Ending Balance \$</b>		<b>937,734</b>	<b>33,854</b>	<b>131,894</b>	<b>231,894</b>	<b>333,894</b>	<b>437,934</b>

**Assumptions/Background:**

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

**Reserve Schedule**

**Reserve Fund: 911 Call Answer - Operating Reserve Fund**

To mitigate fluctuating Call Answer Levies

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105508	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		263,006	236,840	169,997	110,997	70,997	40,997
Transfer from Ops Budget		212	-	-	-	-	-
Transfer to Ops Budget		(30,722)	(66,843)	(59,000)	(40,000)	(30,000)	(20,000)
Interest Income		4,343	-	-	-	-	-
<b>Ending Balance \$</b>		<b>236,840</b>	<b>169,997</b>	<b>110,997</b>	<b>70,997</b>	<b>40,997</b>	<b>20,997</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **912 Call Answer - Municipalities**

#### **Final Budget**

March 2021

**Service:** 1.912B - 911 Call Answer - Municipalities

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

**DEFINITION:**

To transfer Call Answer Levies received from the telecommunications service providers on behalf of the Victoria and Saanich PSAP participants to the municipalities (Saanich, Victoria, Central Saanich, Esquimalt, and Oak Bay).

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**MAXIMUM LEVY:**

Negative requisition; no stated limit



1.912B - 912 Call Answer - Municipalities	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>EXPENDITURES</u>										
Return Grants in Lieu of Taxes	54,678	54,678	60,243	-	-	60,243	54,678	54,678	54,678	54,678
*Percentage Increase over prior year						10.2%	-9.2%	0.0%	0.0%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Call Answer Levy Revenue	(809,100)	(782,756)	(751,860)	-	-	(751,860)	(759,700)	(782,560)	(782,560)	(782,560)
<b>TOTAL REVENUE</b>	<b>(809,100)</b>	<b>(782,756)</b>	<b>(751,860)</b>	<b>-</b>	<b>-</b>	<b>(751,860)</b>	<b>(759,700)</b>	<b>(782,560)</b>	<b>(782,560)</b>	<b>(782,560)</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>(754,422)</b>	<b>(728,078)</b>	<b>(691,617)</b>	<b>-</b>	<b>-</b>	<b>(691,617)</b>	<b>(705,022)</b>	<b>(727,882)</b>	<b>(727,882)</b>	<b>(727,882)</b>
Balance c/fwd from 2020 to 2021	-	(26,344)	26,344	-	-	26,344	-	-	-	-
Balance c/fwd from 2019 to 2020	(48,995)	(48,995)	-	-	-	-	-	-	-	-
<b>NEGATIVE REQUISITION</b>	<b>803,417</b>	<b>803,417</b>	<b>665,273</b>	<b>-</b>	<b>-</b>	<b>665,273</b>	<b>705,022</b>	<b>727,882</b>	<b>727,882</b>	<b>727,882</b>
*Percentage increase over prior year Requisition						-17.2%	6.0%	3.2%	0.0%	0.0%

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Langford Fire Dispatch**

#### **Final Budget**

**Service:** 1.913 913 Fire Dispatch

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

**DEFINITION:**

To finance, install, operate and maintain a 911 Emergency Response Telephone Service within all or part of the participating member municipalities, all Electoral Areas and the Tsawout and Songhees First Nations (CRD Bylaw No. 2468 "Emergency Response Telephone Extended Service Establishment Bylaw No. 1,1997"). The District of Langford has a contract to handle this dispatch through the fire hall.

**SERVICE DESCRIPTION:**

This service provides for call relay from the 911 PSAP to fire for the area of the CRD served by the Sooke, Westshore, and Gulf Islands RCMP detachments.

The service funds a contract with Langford Fire to receive fire calls from the 911 Call Answer Centre at the Westshore RCMP.

The review of services for 911 will allow the CRD to reinvest and replace outdated equipment, with technology able to utilize current trends in Next Generation and Phase II Wireless 911.

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**FUNDING:**

Requisition

1.913 - Langford Fire Dispatch	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services	640,060	640,060	656,062	-	-	656,062	672,460	689,270	706,500	720,630
Allocations	41,751	41,751	52,997	-	-	52,997	61,192	62,467	63,768	65,044
Other Operating Expenses	18,580	13,190	13,160	-	-	13,160	13,420	13,680	13,960	14,240
<b>TOTAL OPERATING COSTS</b>	<b>700,391</b>	<b>695,001</b>	<b>722,219</b>	<b>-</b>	<b>-</b>	<b>722,219</b>	<b>747,072</b>	<b>765,417</b>	<b>784,228</b>	<b>799,914</b>
*Percentage Increase over prior year						3.1%	3.4%	2.5%	2.5%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	6,300	11,690	3,000	-	-	3,000	6,300	6,430	6,560	6,690
<b>TOTAL CAPITAL / RESERVE</b>	<b>6,300</b>	<b>11,690</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>6,300</b>	<b>6,430</b>	<b>6,560</b>	<b>6,690</b>
<b>TOTAL COSTS</b>	<b>706,691</b>	<b>706,691</b>	<b>725,219</b>	<b>-</b>	<b>-</b>	<b>725,219</b>	<b>753,372</b>	<b>771,847</b>	<b>790,788</b>	<b>806,604</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(12,113)	(12,113)	(15,414)	-	-	(15,414)	(12,560)	(12,810)	(13,060)	(13,320)
Revenue - Other	(200)	(200)	(800)	-	-	(800)	(200)	(200)	(200)	(200)
<b>TOTAL REVENUE</b>	<b>(12,313)</b>	<b>(12,313)</b>	<b>(16,214)</b>	<b>-</b>	<b>-</b>	<b>(16,214)</b>	<b>(12,760)</b>	<b>(13,010)</b>	<b>(13,260)</b>	<b>(13,520)</b>
<b>REQUISITION</b>	<b>(694,378)</b>	<b>(694,378)</b>	<b>(709,005)</b>	<b>-</b>	<b>-</b>	<b>(709,005)</b>	<b>(740,612)</b>	<b>(758,837)</b>	<b>(777,528)</b>	<b>(793,084)</b>
*Percentage increase over prior year Requisition						2.1%	4.5%	2.5%	2.5%	2.0%

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

<b>Service No.</b>	<b>1.913</b>	<b>Carry</b>						
	<b>913 Fire Dispatch</b>	<b>Forward from</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
		<b>2020</b>						

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$25,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$25,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.913

**Service Name:** 913 Fire Dispatch

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Communication Equipment	Communication Equipment	\$25,000	E	ERF	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
			<b>GRAND TOTAL</b>	<b>\$25,000</b>			<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$25,000</b>

**Reserve Schedule**

**Reserve Fund: 1.913 Langford Fire Dispatch - Equipment Replacement Fund**

ERF Group: LANGFIRE.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 102125	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		44,346	79,613	77,613	78,913	80,343	81,903
Transfer from Ops Budget		34,771	3,000	6,300	6,430	6,560	6,690
Expenditures		-	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Interest Income		496	-	-	-	-	-
<b>Ending Balance \$</b>		<b>79,613</b>	<b>77,613</b>	<b>78,913</b>	<b>80,343</b>	<b>81,903</b>	<b>83,593</b>

**Assumptions/Background:**

Maintain balance which will allow for routine annual equipment replacements as well as unexpected expenditures.

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Regional CREST Contribution**

#### **Final Budget**



**Service:** 1.921 Regional CREST Contribution

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

**DEFINITION:**

To collect funding for the RCMP Dispatch area's share of costs in the regional emergency communications network (CREST).

**PARTICIPATION:**

On the basis of population as determined annually by the Regional Planning Services Department of the Capital Regional District.

**MAXIMUM LEVY:**

No stated limit in establishment bylaw on operating costs (Limited by Municipal Act).

**Funding:**

Requisition

1.921 - Regional CREST Contribution	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payments to CREST	1,681,602	1,681,602	1,715,234	-	-	1,715,234	1,749,539	1,784,529	1,820,220	1,856,624
Internal Interest	8,000	5,162	8,000	-	-	8,000	8,000	8,000	8,000	8,000
<b>TOTAL COSTS</b>	<b>1,689,602</b>	<b>1,686,764</b>	<b>1,723,234</b>	<b>-</b>	<b>-</b>	<b>1,723,234</b>	<b>1,757,539</b>	<b>1,792,529</b>	<b>1,828,220</b>	<b>1,864,624</b>
*Percentage Increase over prior year						2.0%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	962	(962)	-	-	(962)	-	-	-	-
Balance c/fwd from 2019 to 2020	882	882	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(98,300)	(98,300)	(98,434)	-	-	(98,434)	(101,970)	(104,010)	(106,090)	(108,210)
Revenue-Other	(3,000)	(1,124)	(3,000)	-	-	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
<b>TOTAL REVENUE</b>	<b>(100,418)</b>	<b>(97,580)</b>	<b>(102,396)</b>	<b>-</b>	<b>-</b>	<b>(102,396)</b>	<b>(104,970)</b>	<b>(107,010)</b>	<b>(109,090)</b>	<b>(111,210)</b>
<b>REQUISITION</b>	<b>(1,589,184)</b>	<b>(1,589,184)</b>	<b>(1,620,838)</b>	<b>-</b>	<b>-</b>	<b>(1,620,838)</b>	<b>(1,652,569)</b>	<b>(1,685,519)</b>	<b>(1,719,130)</b>	<b>(1,753,414)</b>
*Percentage increase over prior year Requisition						2.0%	2.0%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Animal Care Services**

#### **Final Budget**

**Service: 1.313 Animal Care Services**

**Committee: Electoral Area**

**DEFINITION:**

Care of domestic animals within all electoral areas of the Regional District (Letters Patent - February 16, 1979). We provide service to the three electoral areas as well as Sidney, Saanich, Central Saanich, North Saanich, Highlands, View Royal, Colwood, Langford, Sooke, Metchosin, the Pauquachin, Songhees and Tsawout First nations. We also provide pound keeping services to Saanich. Sooke, Metchosin and Highlands are charged as if they were part of the service provided to the Electoral Areas. All other participants are levied by contract.

**SERVICE DESCRIPTION:**

Enforces the Animal Control Bylaw for three Electoral Areas, 10 Municipalities, and 3 First Nations. Also provides Pound Service for the District of Saanich and the areas listed above. Ensures public safety with person/animal contacts, quick return of lost animals, investigations or animal/person public education, re-homing of animals, quality care of animals.

**PARTICIPATION:**

All Electoral Areas on basis of school assessments (excluding property that is taxable for school purposes only by Special Act).

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Sale of services, licences and dog tags, plus requisition

1.313 - Animal Care Services	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	714,132	784,200	732,246	-	-	732,246	735,596	751,301	767,332	783,704
Vehicle Operating Expenses	25,860	32,566	26,300	-	-	26,300	26,830	27,370	27,920	28,480
Telecommunications	42,970	36,970	43,700	-	-	43,700	44,570	45,460	46,370	47,300
Supplies	40,738	32,735	36,000	-	-	36,000	36,720	37,450	38,200	38,960
Allocations	185,769	173,818	193,011	-	-	193,011	203,412	206,682	210,263	213,852
Other Operating Expenses	122,550	67,807	121,765	-	-	121,765	124,180	126,630	129,150	131,720
<b>TOTAL OPERATING COSTS</b>	<b>1,132,019</b>	<b>1,128,096</b>	<b>1,153,022</b>	<b>-</b>	<b>-</b>	<b>1,153,022</b>	<b>1,171,308</b>	<b>1,194,893</b>	<b>1,219,235</b>	<b>1,244,016</b>
*Percentage Increase over prior year						1.9%	1.6%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	10,000	68,552	10,000	-	-	10,000	10,000	10,000	10,000	10,000
<b>TOTAL CAPITAL / RESERVE</b>	<b>10,000</b>	<b>68,552</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>TOTAL COSTS</b>	<b>1,142,019</b>	<b>1,196,648</b>	<b>1,163,022</b>	<b>-</b>	<b>-</b>	<b>1,163,022</b>	<b>1,181,308</b>	<b>1,204,893</b>	<b>1,229,235</b>	<b>1,254,016</b>
Internal Charges (Bylaw)	12,032	12,032	12,428	-	-	12,428	12,499	12,736	12,983	13,234
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>1,154,051</b>	<b>1,208,680</b>	<b>1,175,450</b>	<b>-</b>	<b>-</b>	<b>1,175,450</b>	<b>1,193,807</b>	<b>1,217,629</b>	<b>1,242,218</b>	<b>1,267,250</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Fees Charged	(29,000)	(30,840)	(29,440)	-	-	(29,440)	(29,960)	(30,500)	(31,060)	(31,620)
Sale of Goods and Services	(678,450)	(732,240)	(696,860)	-	-	(696,860)	(713,000)	(719,960)	(734,360)	(749,040)
Grants in Lieu of Taxes	(11,426)	(11,426)	(13,043)	-	-	(13,043)	(11,940)	(12,160)	(12,370)	(12,620)
Revenue - Other	(9,250)	(8,249)	(5,690)	-	-	(5,690)	(6,350)	(9,710)	(9,890)	(10,090)
<b>TOTAL REVENUE</b>	<b>(728,126)</b>	<b>(782,755)</b>	<b>(745,033)</b>	<b>-</b>	<b>-</b>	<b>(745,033)</b>	<b>(761,250)</b>	<b>(772,330)</b>	<b>(787,680)</b>	<b>(803,370)</b>
<b>REQUISITION</b>	<b>(425,925)</b>	<b>(425,925)</b>	<b>(430,417)</b>	<b>-</b>	<b>-</b>	<b>(430,417)</b>	<b>(432,557)</b>	<b>(445,299)</b>	<b>(454,538)</b>	<b>(463,880)</b>
*Percentage increase over prior year Requisition						1.1%	0.5%	2.9%	2.1%	2.1%
AUTHORIZED POSITIONS										
Salaried	7.3		7.3			7.3	7.3	7.3	7.3	7.3

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

Service No.	1.313 Animal Care Services	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$3,029	\$4,040	\$4,120	\$4,205	\$0	\$0	\$15,394
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$18,000	\$18,000	\$18,000	\$18,000	\$0	\$0	\$72,000
	<b>\$0</b>	<b>\$21,029</b>	<b>\$22,040</b>	<b>\$22,120</b>	<b>\$22,205</b>	<b>\$0</b>	<b>\$0</b>	<b>\$87,394</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$21,029	\$22,040	\$22,120	\$22,205	\$0	\$0	\$87,394
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$21,029</b>	<b>\$22,040</b>	<b>\$22,120</b>	<b>\$22,205</b>	<b>\$0</b>	<b>\$0</b>	<b>\$87,394</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.313

**Service Name:** Animal Care Services

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Computer Replacements	Replacement of computer equipment	\$18,364	E	ERF	\$0	\$3,029	\$4,040	\$4,120	\$4,205	\$0	\$15,394
19-02	Replacement	Vehicle Replacements	Replacement of vehicles (shared with Bylaw)	\$90,000	V	ERF	\$0	\$18,000	\$18,000	\$18,000	\$18,000	\$0	\$72,000
			<b>GRAND TOTAL</b>	<b>\$108,364</b>			<b>\$0</b>	<b>\$21,029</b>	<b>\$22,040</b>	<b>\$22,120</b>	<b>\$22,205</b>	<b>\$0</b>	<b>\$87,394</b>

**Animal Care Services  
Reserve Summary Schedule  
2021 - 2025 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Operating Reserve Fund	3,386	3,386	3,386	3,386	3,386	3,386
Equipment Replacement Fund	153,567	142,538	130,498	118,378	106,173	116,173
<b>Total</b>	<b>156,953</b>	<b>145,924</b>	<b>133,884</b>	<b>121,764</b>	<b>109,559</b>	<b>119,559</b>



**Reserve Schedule**

**Reserve Fund: 1.313 Animal Control - Operating Reserve Fund**

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

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105407 & 105103	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		3,323	3,386	3,386	3,386	3,386	3,386
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchases		-	-	-	-	-	-
Interest Income		63	-	-	-	-	-
<b>Ending Balance \$</b>		<b>3,386</b>	<b>3,386</b>	<b>3,386</b>	<b>3,386</b>	<b>3,386</b>	<b>3,386</b>

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

**Reserve Schedule**

**Reserve Fund: 1.313 Animal Control - Equipment Replacement Fund**

For replacement of vehicles, computers and furnishings.

ERF Group: ANICON.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101424	Actual	Budget				
		2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		85,133	153,567	142,538	130,498	118,378	106,173
<b>Transfer from Op Budget</b>		68,552	10,000	10,000	10,000	10,000	10,000
<b>Planned Purchases</b>		(1,059)	(21,029)	(22,040)	(22,120)	(22,205)	-
<b>Interest Income</b>		942	-	-	-	-	-
<b>Ending Balance \$</b>		<b>153,567</b>	<b>142,538</b>	<b>130,498</b>	<b>118,378</b>	<b>106,173</b>	<b>116,173</b>

**Assumptions/Background:**

Maintain level sufficient to fund required vehicle and computer replacements

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **NOISE CONTROL**

#### **Final Budget**

**Service: 1.320 Noise Control**

**Committee: Electoral Area**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All Electoral Areas, based on converted hospital assessments.

**MAXIMUM LEVY:**

**\$ 0.50 / \$1,000**

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

**MAXIMUM CAPITAL DEBT:**

Nil

**COMMISSION:**

**FUNDING:**

Requisition

1.320 - NOISE CONTROL	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Legal	7,340	2,866	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Allocations	1,953	1,953	2,304	-	-	2,304	2,607	2,656	2,706	2,757
Internal Time Charges	29,208	27,260	29,876	-	-	29,876	30,047	30,614	31,208	31,814
Other Operating Expenses	60	139	60	-	-	60	60	60	60	60
<b>TOTAL OPERATING COSTS</b>	<b>38,561</b>	<b>32,218</b>	<b>39,140</b>	<b>-</b>	<b>-</b>	<b>39,140</b>	<b>39,754</b>	<b>40,510</b>	<b>41,294</b>	<b>42,101</b>
*Percentage Increase over prior year						1.5%	1.6%	1.9%	1.9%	2.0%
Transfer to Operating Reserve Fund	-	6,435	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>38,561</b>	<b>38,653</b>	<b>39,140</b>	<b>-</b>	<b>-</b>	<b>39,140</b>	<b>39,754</b>	<b>40,510</b>	<b>41,294</b>	<b>42,101</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(131)	(131)	(155)	-	-	(155)	(100)	(100)	(100)	(100)
Revenue - Other	(100)	(192)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(231)</b>	<b>(323)</b>	<b>(255)</b>	<b>-</b>	<b>-</b>	<b>(255)</b>	<b>(200)</b>	<b>(200)</b>	<b>(200)</b>	<b>(200)</b>
<b>REQUISITION</b>	<b>(38,330)</b>	<b>(38,330)</b>	<b>(38,885)</b>	<b>-</b>	<b>-</b>	<b>(38,885)</b>	<b>(39,554)</b>	<b>(40,310)</b>	<b>(41,094)</b>	<b>(41,901)</b>
*Percentage increase over prior year Requisition						1.4%	1.7%	1.9%	1.9%	2.0%

**Reserve Schedule**

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

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

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105406	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		2,494	8,977	8,977	8,977	8,977	8,977
Transfer from Ops Budget		6,435	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		48	-	-	-	-	-
<b>Ending Balance \$</b>		<b>8,977</b>	<b>8,977</b>	<b>8,977</b>	<b>8,977</b>	<b>8,977</b>	<b>8,977</b>

**Assumptions/Background:**  
 Maintain balance at reasonable level to cover unexpected operating expenses such as legal.  
 \* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Nuisance & Unsightly Premises**

#### **Final Budget**

**Service:** 1.322 Nuisance & Unsightly Premises

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All Electoral Areas, based on converted hospital assessments.

**MAXIMUM LEVY:**

\$ 0.50 / \$1,000

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

**FUNDING:**

Requisition



1.322 - Nuisance & Unsightly Premises	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Legal	2,152	-	2,085	-	-	2,085	2,130	2,170	2,210	2,250
Allocations	2,384	2,384	2,825	-	-	2,825	3,247	3,309	3,373	3,437
Internal Time Charges	46,257	61,661	46,750	-	-	46,750	47,017	47,905	48,835	49,782
Other Operating Expenses	330	299	330	-	-	330	340	350	360	370
<b>TOTAL OPERATING COSTS</b>	<b>51,123</b>	<b>64,344</b>	<b>51,990</b>	<b>-</b>	<b>-</b>	<b>51,990</b>	<b>52,734</b>	<b>53,734</b>	<b>54,778</b>	<b>55,839</b>
*Percentage Increase over prior year						1.7%	1.4%	1.9%	1.9%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(178)	(178)	(206)	-	-	(206)	(170)	(170)	(170)	(170)
Transfer from Operating Reserve Fund	-	(13,321)	-	-	-	-	-	-	-	-
Other Revenue	(100)	-	(100)	-	-	(100)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(278)</b>	<b>(13,499)</b>	<b>(306)</b>	<b>-</b>	<b>-</b>	<b>(306)</b>	<b>(270)</b>	<b>(270)</b>	<b>(270)</b>	<b>(270)</b>
<b>REQUISITION</b>	<b>(50,845)</b>	<b>(50,845)</b>	<b>(51,684)</b>	<b>-</b>	<b>-</b>	<b>(51,684)</b>	<b>(52,464)</b>	<b>(53,464)</b>	<b>(54,508)</b>	<b>(55,569)</b>
*Percentage increase over prior year Requisition						1.7%	1.5%	1.9%	2.0%	1.9%

**Reserve Schedule**

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

For unforeseen legal expenses

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105403	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		15,264	2,234	2,234	2,234	2,234	2,234
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		(13,321)	-	-	-	-	-
Interest Income		291	-	-	-	-	-
<b>Ending Balance \$</b>		<b>2,234</b>	<b>2,234</b>	<b>2,234</b>	<b>2,234</b>	<b>2,234</b>	<b>2,234</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Bylaw Enforcement**

#### **Final Budget**

**Service: 1.323 Bylaw Services**

**Committee: Electoral Area**

**DEFINITION:**

To provide Bylaw enforcement to functions of the Capital Regional District as required. The cost of this service is reallocated to functions that use Bylaw enforcement services, such as Regional Parks, Noise Control, Nuisances & Unsightly Premises, and others.

**SERVICE DESCRIPTION:**

Respond to complaints, seek voluntary compliance and use regulatory and legal enforcement options to enforce bylaws in the three electoral areas for Noise, Nuisance and Unsightly Premises as well as Soil Deposit and Removal in the JdF EA.

Bylaw Enforcement services in Metchosin and the Highlands by contract.

Enforce bylaws for internal customers including Hartland Landfill, Environmental Services, Integrated Water, Parks, Community Planning, Building Inspection and Vancouver Island Health Authority.

**PARTICIPATION:**

Method of cost allocation on the basis of prior year's estimated usage.

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Functions within the CRD that use Bylaw enforcement.

**1.323 - Bylaw Enforcement**

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	335,117	356,375	345,927	-	-	345,927	347,343	354,771	362,362	370,111
Vehicle Operating Expenses	16,983	23,590	19,270	-	-	19,270	19,721	20,118	20,521	20,936
Telecommunications	5,070	6,264	5,160	-	-	5,160	5,260	5,370	5,480	5,590
Supplies	1,000	278	1,000	-	-	1,000	1,020	1,040	1,060	1,080
Allocations	68,664	73,955	72,179	-	-	72,179	73,045	74,219	75,661	77,118
Other Operating Expenses	28,712	15,081	28,800	-	-	28,800	29,360	29,950	30,540	31,140
<b>TOTAL OPERATING COSTS</b>	<b>455,546</b>	<b>475,543</b>	<b>472,336</b>	<b>-</b>	<b>-</b>	<b>472,336</b>	<b>475,749</b>	<b>485,468</b>	<b>495,624</b>	<b>505,975</b>
*Percentage Increase over prior year						3.7%	0.7%	2.0%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	36,960	109,093	36,960	-	-	36,960	36,960	36,960	36,960	36,960
<b>TOTAL CAPITAL / RESERVE</b>	<b>36,960</b>	<b>109,093</b>	<b>36,960</b>	<b>-</b>	<b>-</b>	<b>36,960</b>	<b>36,960</b>	<b>36,960</b>	<b>36,960</b>	<b>36,960</b>
<b>TOTAL COSTS</b>	<b>492,506</b>	<b>584,636</b>	<b>509,296</b>	<b>-</b>	<b>-</b>	<b>509,296</b>	<b>512,709</b>	<b>522,428</b>	<b>532,584</b>	<b>542,935</b>
<u>Internal Recoveries</u>	(464,907)	(532,688)	(480,016)	-	-	(480,016)	(482,849)	(491,978)	(501,524)	(511,255)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>27,599</b>	<b>51,948</b>	<b>29,280</b>	<b>-</b>	<b>-</b>	<b>29,280</b>	<b>29,860</b>	<b>30,450</b>	<b>31,060</b>	<b>31,680</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Sale of Goods and Services	(24,099)	(37,299)	(25,730)	-	-	(25,730)	(26,240)	(26,760)	(27,300)	(27,850)
Revenue - Other	(3,500)	(14,649)	(3,550)	-	-	(3,550)	(3,620)	(3,690)	(3,760)	(3,830)
<b>TOTAL REVENUE</b>	<b>(27,599)</b>	<b>(51,948)</b>	<b>(29,280)</b>	<b>-</b>	<b>-</b>	<b>(29,280)</b>	<b>(29,860)</b>	<b>(30,450)</b>	<b>(31,060)</b>	<b>(31,680)</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
AUTHORIZED POSITIONS:										
Salaried	2.9	2.9	2.9			2.9	2.9	2.9	2.9	2.9

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

<b>Service No.</b>	<b>1.323</b>	<b>Carry</b>						
	<b>ByLaw Services</b>	<b>Forward from</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
		<b>2020</b>						

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$970	\$990	\$1,010	\$1,030	\$0	\$0	\$4,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$0	\$60,000
	<b>\$0</b>	<b>\$15,970</b>	<b>\$15,990</b>	<b>\$16,010</b>	<b>\$16,030</b>	<b>\$0</b>	<b>\$0</b>	<b>\$64,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$15,970	\$15,990	\$16,010	\$16,030	\$0	\$0	\$64,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$15,970</b>	<b>\$15,990</b>	<b>\$16,010</b>	<b>\$16,030</b>	<b>\$0</b>	<b>\$0</b>	<b>\$64,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.323

**Service Name:** ByLaw Services

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Computers	Replacement of computer equipment	\$4,950	E	ERF	\$0	\$970	\$990	\$1,010	\$1,030	\$0	\$4,000
19-02	Replacement	Vehicle	Replacement of Bylaw vehicle	\$75,000	V	ERF	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$60,000
			<b>GRAND TOTAL</b>	<b>\$79,950</b>			<b>\$0</b>	<b>\$15,970</b>	<b>\$15,990</b>	<b>\$16,010</b>	<b>\$16,030</b>	<b>\$0</b>	<b>\$64,000</b>

**Reserve Schedule**

**Reserve Fund: 1.323 Bylaw Enforcement - Equipment Replacement Fund**

ERF Group: BYLAW.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101426	Actual	Budget				
		2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		25,831	132,389	153,379	174,349	195,299	216,229
<b>Transfer from Ops Budget</b>		109,093	36,960	36,960	36,960	36,960	36,960
<b>Proceed from Disposition</b>		-	-	-	-	-	-
<b>Planned Purchase</b>		(3,107)	(15,970)	(15,990)	(16,010)	(16,030)	-
<b>Interest Income</b>		572	-	-	-	-	-
<b>Ending Balance \$</b>		<b>132,389</b>	<b>153,379</b>	<b>174,349</b>	<b>195,299</b>	<b>216,229</b>	<b>253,189</b>

**Assumptions/Background:**

Maintain level sufficient to fund required vehicle and computer replacements

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



# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Building Inspection**

#### **Final Budget**

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

All Electoral Areas on the basis of converted hospital assessments.

**MAXIMUM LEVY:**

Not stated.

**FUNDING:**

Fees and charges and requisition to all Electoral Areas

1.318 - Building Inspection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	1,124,275	989,600	1,151,316	-	-	1,151,316	1,156,104	1,180,806	1,206,044	1,231,828
Telecommunications	35,290	34,455	35,890	-	-	35,890	36,610	37,340	38,090	38,850
Legal Expenses	10,220	4,327	10,390	-	-	10,390	10,600	10,810	11,030	11,250
Building Rent	33,706	33,706	34,450	-	-	34,450	35,210	35,980	36,770	37,510
Supplies	16,108	13,832	16,380	-	-	16,380	16,700	17,040	17,380	17,720
Allocations	188,554	209,518	225,494	-	-	225,494	240,721	245,480	250,332	255,284
Other Operating Expenses	120,006	127,138	146,070	-	-	146,070	149,210	152,160	155,160	158,229
<b>TOTAL OPERATING COSTS</b>	<b>1,528,159</b>	<b>1,412,576</b>	<b>1,619,990</b>	-	-	<b>1,619,990</b>	<b>1,645,155</b>	<b>1,679,616</b>	<b>1,714,806</b>	<b>1,750,671</b>
*Percentage Increase over prior year						6.0%	1.6%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	-	-	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
<b>TOTAL COSTS</b>	<b>1,561,459</b>	<b>1,445,876</b>	<b>1,653,290</b>	-	-	<b>1,653,290</b>	<b>1,678,455</b>	<b>1,712,916</b>	<b>1,748,106</b>	<b>1,783,971</b>
Internal Recoveries	(29,362)	(29,362)	(29,486)	-	-	(29,486)	(30,076)	(30,677)	(31,291)	(31,920)
<b>TOTAL COSTS LESS INTERNAL RECOVERIES</b>	<b>1,532,097</b>	<b>1,416,514</b>	<b>1,623,804</b>	-	-	<b>1,623,804</b>	<b>1,648,379</b>	<b>1,682,239</b>	<b>1,716,815</b>	<b>1,752,051</b>
<u>FUNDING SOURCES (REVENUE)</u>										
						6.0%	1.5%	2.1%	2.1%	2.1%
Fees Charged	(970,610)	(857,905)	(1,019,141)	-	-	(1,019,141)	(1,067,671)	(1,089,030)	(1,110,810)	(1,133,030)
Contract Revenue	(35,000)	(30,000)	(36,781)	-	-	(36,781)	(37,510)	(38,250)	(39,020)	(39,800)
Transfer from Operating Reserve	(114,247)	(116,369)	(126,400)	-	-	(126,400)	(37,409)	(4,000)	-	-
Grants in Lieu of Taxes	(1,443)	(1,443)	(1,656)	-	-	(1,656)	(1,540)	(1,570)	(1,600)	(1,630)
Revenue - Other	(2,000)	(2,000)	(2,562)	-	-	(2,562)	(2,672)	(2,796)	(2,921)	(2,880)
<b>TOTAL REVENUE</b>	<b>(1,123,300)</b>	<b>(1,007,717)</b>	<b>(1,186,540)</b>	-	-	<b>(1,186,540)</b>	<b>(1,146,802)</b>	<b>(1,135,646)</b>	<b>(1,154,351)</b>	<b>(1,177,340)</b>
<b>REQUISITION</b>	<b>(408,797)</b>	<b>(408,797)</b>	<b>(437,264)</b>	-	-	<b>(437,264)</b>	<b>(501,577)</b>	<b>(546,593)</b>	<b>(562,464)</b>	<b>(574,711)</b>
*Percentage increase over prior year Requisition						7.0%	14.7%	9.0%	2.9%	2.2%

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

<b>Service No.</b>	<b>1.318</b>	<b>Carry</b>						
	<b>Building Inspection</b>	<b>Forward from</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
		<b>2020</b>						

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$0	\$5,000	\$0	\$0	\$0	\$15,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$45,000	\$0	\$0	\$45,000	\$0	\$0	\$90,000
	<b>\$0</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$105,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$0	\$105,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$105,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 1.318

**Service Name:** Building Inspection

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	\$90,000	V	ERF	\$0	\$45,000	\$0	\$0	\$45,000	\$0	\$90,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	\$5,000	E	ERF	\$0	\$0	\$0	\$5,000	\$0	\$0	\$5,000
21-01	Replacement	Furniture Replacement	Salt Spring Island furniture replacement	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
<b>GRAND TOTAL</b>				<b>\$105,000</b>			<b>\$0</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$105,000</b>

**Building Inspection  
Reserve Summary Schedule  
2021 - 2025 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Operating Reserve Fund	189,592	63,192	25,783	21,783	21,783	21,783
Equipment Replacement Fund	77,605	32,605	42,605	47,605	12,605	22,605
<b>Total</b>	<b>267,197</b>	<b>95,797</b>	<b>68,388</b>	<b>69,388</b>	<b>34,388</b>	<b>44,388</b>

**Reserve Schedule**

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

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

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105544	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		281,907	189,592	63,192	25,783	21,783	21,783
Transfer from Ops Budget		21,932	-	-	-	-	-
Expenditures		(114,247)	(126,400)	(37,409)	(4,000)	-	-
Interest Income		-	-	-	-	-	-
<b>Ending Balance \$</b>		<b>189,592</b>	<b>63,192</b>	<b>25,783</b>	<b>21,783</b>	<b>21,783</b>	<b>21,783</b>

**Assumptions/Background:**

**Reserve Schedule**

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

ERF Group: BLDINS.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101425	Actual	Budget				
		2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		148,457	77,605	32,605	42,605	47,605	12,605
<b>Transfer from Ops Budget</b>		10,000	10,000	10,000	10,000	10,000	10,000
<b>Planned Purchase</b>		(82,255)	(55,000)	-	(5,000)	(45,000)	-
<b>Interest Income</b>		1,404	-	-	-	-	-
<b>Ending Balance \$</b>		<b>77,605</b>	<b>32,605</b>	<b>42,605</b>	<b>47,605</b>	<b>12,605</b>	<b>22,605</b>

**Assumptions/Background:**

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



# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **INTEGRATED WATER SERVICES**

#### **FINAL BUDGET**

MARCH 2021

**FINAL BUDGET**  
**March 24, 2021**  
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**7.2 Core Area Wastewater**

- 7.2.1 3.717 Core Area Wastewater Operations
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**FINAL BUDGET**  
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**Integrated Water Services**

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# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Regional Water Supply**

#### **FINAL BUDGET**

MARCH 2021

**DEFINITION:**

To finance, install, operate and maintain a water supply local service in the Capital Regional District, as per the Water Supply Local Service Establishment Bylaw No. 2537.

The establishment and operation of a Regional Water Supply Commission is done by Bylaw No. 2539.

**SERVICE DESCRIPTION:**

Regional Water Supply is responsible for the water supply, treatment and transmission system for the Greater Victoria region, providing wholesale water to municipalities that operate municipal distribution systems. The service administration and operation is provided by the Integrated Water Services Department.

**PARTICIPATION:**

City of Victoria	Town of Sidney	District of Metchosin
District of Oak Bay	District of North Saanich	District of Sooke
District of Saanich	Town of View Royal	Juan de Fuca Electoral Area
Township of Esquimalt	City of Colwood	District of Highlands
District of Central Saanich	City of Langford	

**MAXIMUM LEVY:**

No stated limit in establishment bylaw and no ability to requisition.

**MAXIMUM CAPITAL DEBT:**

Authorized:		\$137,700,000 Pre - (Consolidated MFA Loan Authorizations - Regional Water Supply Water Works Facilities)
Borrowed:		\$91,400,000 Pre - (Consolidated amounts borrowed - Regional Water Supply Water Works Facilities)
Remaining:	Expired	\$46,300,000
Authorized:		\$60,000,000 (MFA Bylaw No. 3451 - Regional Water Supply Land Acquisition)
Borrowed:		\$60,000,000 (MFA Bylaw No. 3451 - Regional Water Supply Land Acquisition)
Authorized:		\$12,500,000 2014 - (MFA Bylaw No. 3902 - Regional Water Supply Water Works Facilities)
Borrowed:		\$9,500,000
Remaining:	Expired	\$3,000,000

**FUNDING:**

Costs are recovered through the sale of bulk water.

### Rate Base for 2021 Revenue Year

	<u>2019</u> <u>Application</u>	<u>2020</u> <u>Application</u>	<u>End of 2020</u> <u>for '21 Applic.</u>	<u>Change</u>	
<b>Wholesale System</b>					
Physical Plant	\$ 232,755,867	\$ 231,437,695	\$ 231,156,835	\$ (280,860)	Note 1
Construction Work In Progress	4,667,513	6,285,937	8,055,763	1,769,827	Note 1
Cash Working Capital	1,840,531	1,991,738	2,088,652	96,914	
Inventory	<u>225,000</u>	<u>225,000</u>	<u>225,000</u>	<u>-</u>	
Total Wholesale Rate Base	\$ 239,488,911	\$ 239,940,370	<b>\$ 241,526,250</b>	\$ 1,585,880	

Note 1: Refer to the Schedule of Change in Physical Plant & work in Progress for details.

## Revenue Requirements for 2021 Year

	2019 Application	2020 Application	2021 Application	Change
<b>Wholesale</b>				
Operations & maintenance	\$ 14,928,749	\$ 16,155,207	\$ 16,941,286	\$ 786,079
Depreciation	6,207,713	6,243,311	6,694,087	\$ 450,776
Return on rate base	<u>10,948,000</u>	<u>11,626,400</u>	<u>11,252,300</u>	<u>\$ (374,100)</u> Note 1
Subtotal of above	\$ 32,084,462	\$ 34,024,918	\$ 34,887,673	\$ 862,755
Non-rate revenue including unaccounted water revenue	<u>(582,060)</u>	<u>(582,060)</u>	<u>(582,060)</u>	<u>\$ -</u>
Total wholesale	\$ 31,502,402	\$ 33,442,858	\$ 34,305,613	\$ 862,755

Note 1: Return on rate base is calculated with reference to the long term Canada bond rate & the average debt rate.

## Schedule of Change in Physical Plant & Work In Progress

### Wholesale

Projected Asset Additions	Projected Assets Capitalized
Japan Gulch Treatment Plant Upgrades	\$ 3,135,023
Lubbe Dam Safety Improvements	2,952,346
Kapoor Tunnel Repairs	500,000
Dam Actuators	373,497
Goldream River Bridge Replacement	324,736
Watershed Culvert Replacement	315,000
Water Supply Eqpt Upgrades	270,000
Sooke Dam Safety Improvements	200,000
Gravel Crushing	200,000
Reservoir Log Boom Replacement	200,000
Post Disaster Emergency Water Supply	200,000
Dam Improvements	180,000
Major Main Repairs	170,000
Stelly's Pump Station Assessment	158,843
Sooke Spillway Gate Standby Power	150,000
Meter Replacement	109,432
Building Modification	101,799
SCDA Repairs and Equipment Replacement	100,000
Valve Chamber Upgrades	100,000
Leech River Restoration	95,000
Computer upgrades	85,000
Parkdale Meter Decommissioning	80,000
Leech Tunnel Intake Stop Log Replacement	75,763
Generator for Pump Station	75,000
Forrest Fuel Management Roads	75,000
Leech Watershed Lake Assessment	75,000
Meter Station Backflow Installation	70,000
Transmission System Component Replacement	65,000
SRR Disinfection Facility component upgrades	64,163
Cathodic Protection Program	52,161
Humpback Overflow Channel Assessment	48,000
Other Projects (24 minor projects under \$50k)	<u>503,754</u>
Total projected assets capitalized	\$ 11,104,516
Less: current years depreciation	(6,162,783)
Less: change in prior year forecast addition estimates, & disposals.	<u>(5,222,593)</u>
Change in Physical Plant	<u>\$ (280,860)</u>

### Projected Construction Work In Progress (CWIP)

Sooke Intake Screens Condition Assessment/Replacement	\$ 2,936,485
Meter Replacement	497,289
Butchart Dam #5 Remediation	479,963
Post Disaster Emergency Water Supply	466,609
Sooke Dam Safety Improvements	435,246
Weeks Lake Pit Assessment	302,858
SCDA Repairs and Equipment Replacement	280,112
Dam Safety Review	251,833
Lab Information Management System	200,000
Strategic Asset Management Plan	169,249
Wildlife Habitat Assessment	125,984
Water Quality Main Lab Renovation	117,469
Dam Decommissioning	107,839
Cathodic Protection Program	105,360
Critical Equip Storage Building	103,146
Hydraulic Capacity Assessment	100,058
High Level Output Valve Replacement	100,000
Large Equipment Storage	95,250
Leech River Restoration	95,000
Dam Emergency Plan & Manual Updates	83,541
Asset Reconciliation/Transfer agreement study	77,708
Transmission system component upgrades	76,191
Supply System Vulnerability Assessment	75,464
Goldstream Field Operations Centre	75,000
Watershed Facilities Upgrade	62,392
Leech River Hydromet	55,427
Main No.3 Replacement	53,765
Water Quality Database Upgrade	52,022
Other Projects (25 minor projects under \$50k)	<u>474,503</u>
Projected CWIP	\$ 8,055,763
Less Prior years projected CWIP	(6,285,937)
Change in CWIP	<u>\$ 1,769,827</u>



## 2021 Demand Estimate

### Wholesale Demand

<u>Years</u>	<u>Actual Demand cu.metre</u>	<u>Budgeted Demand cu.metre</u>
2016	47,602,170	43,152,000
2017	46,515,000	45,000,000
2018	48,300,036	45,000,000
2019	47,734,121	46,500,000
2020	47,100,000*	48,000,000

### 2021 Demand Estimate

**48,000,000**

\* Projected consumption for 2020

### Summary of Wholesale Water Rates

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Change</u>
<b>Wholesale water rate</b>						
Unit cost per cu.m.	\$0.6375	\$0.6644	\$0.6775	\$0.6968	\$0.7148	\$0.0180

### Wholesale Water Rate Increase Impact on Residential Water Bill

Average Annual Consumption : 235.0 cubic metres

<u>Charge for Twelve Months Consumption</u>		<u>Annual Charge</u>	<u>2020 Annual Change \$</u>
Average Consumption	2020 Year	\$ 163.75	
	2021	\$ 167.98	\$ 4.23
Half Average Consumption	2020 Year	\$ 81.87	
	2021	\$ 83.99	\$ 2.12
Twice Average Consumption	2020 Year	\$ 327.50	
	2021	\$ 335.96	\$ 8.46

**CAPITAL REGIONAL DISTRICT**

Program Group: CRD-Regional Water Supply

SUMMARY	2021 BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET 2	2020 ESTIMATED ACTUAL 3	2021 CORE BUDGET 4	2021 ONGOING 5	2021 ONE-TIME 6	TOTAL (COL 4, 5 & 6) 7	2022 8	2023 9	2024 10	2025 11
<b>GENERAL PROGRAM EXPENDITURES:</b>										
WATERSHED PROTECTION	5,458,878	5,179,839	5,349,054	44,000	175,000	5,568,054	5,500,915	5,610,933	5,723,152	5,837,615
WATER MANAGEMENT	5,223,517	5,075,428	5,420,530	190,000	-	5,610,530	5,711,860	5,827,345	5,944,992	6,054,070
WATER QUALITY	1,611,591	1,634,545	1,775,256	55,000	-	1,830,256	1,843,700	1,882,386	1,921,900	1,962,233
CROSS CONNECTION	744,787	740,854	737,690	-	-	737,690	752,465	767,519	782,865	798,503
DEMAND MANAGEMENT	813,710	673,034	686,034	-	-	686,034	694,708	708,581	722,745	737,187
INFRASTRUCTURE ENGINEERING	494,110	491,110	486,900	-	-	486,900	496,640	506,570	516,710	527,040
FLEET OPERATION & MAINTENANCE	(299,295)	(287,024)	(297,540)	-	-	(297,540)	(303,491)	(309,561)	(315,751)	(322,067)
CUSTOMER TECHNICAL SERVICES & GM SUPPORT *	607,905	427,503	619,362	-	100,000	719,362	624,871	637,936	651,275	656,063
<b>TOTAL OPERATING EXPENDITURES</b>	<b>14,655,203</b>	<b>13,935,289</b>	<b>14,777,286</b>	<b>289,000</b>	<b>275,000</b>	<b>15,341,286</b>	<b>15,321,669</b>	<b>15,631,708</b>	<b>15,947,888</b>	<b>16,250,644</b>
<i>Percentage increase over prior year's board budget</i>			0.83%			4.68%	-0.13%	2.02%	2.02%	1.90%
<b>AGRICULTURAL WATER RATE FUNDING</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,600,000</b>	<b>-</b>	<b>-</b>	<b>1,600,000</b>	<b>1,650,000</b>	<b>1,700,000</b>	<b>1,750,000</b>	<b>1,800,000</b>
			6.67%			6.67%	3.13%	3.03%	2.94%	2.86%
<b>CAPITAL EXPENDITURES &amp; TRANSFERS</b>										
TRANSFER TO WATER CAPITAL FUND	9,107,214	9,237,453	9,297,180	-	-	9,297,180	9,500,000	10,200,000	14,652,000	15,873,204
TRANSFER TO EQUIPMENT REPLACEMENT FUND	299,294	299,294	297,540	-	-	297,540	303,491	309,561	315,751	322,066
TRANSFER TO DEBT RESERVE FUND	30,480	30,480	51,610	-	-	51,610	192,610	205,610	264,610	33,610
<b>TOTAL CAPITAL EXPENDITURES &amp; TRANSFERS</b>	<b>9,436,988</b>	<b>9,567,227</b>	<b>9,646,330</b>	<b>-</b>	<b>-</b>	<b>9,646,330</b>	<b>9,996,101</b>	<b>10,715,171</b>	<b>15,232,361</b>	<b>16,228,880</b>
<b>DEBT</b>										
DEBT - INTEREST AND PRINCIPAL	8,463,204	8,463,204	8,333,667	-	-	8,333,667	8,658,848	8,944,560	5,152,302	5,196,255
<b>TOTAL DEBT EXPENDITURES</b>	<b>8,463,204</b>	<b>8,463,204</b>	<b>8,333,667</b>	<b>-</b>	<b>-</b>	<b>8,333,667</b>	<b>8,658,848</b>	<b>8,944,560</b>	<b>5,152,302</b>	<b>5,196,255</b>
<b>DEFICIT TRANSFERRED TO FOLLOWING YR</b>										
TRANSFER TO FOLLOWING YEAR DEFICIT CARRY FORWARD										
<b>TOTAL EXPENDITURES</b>	<b>34,055,395</b>	<b>33,465,720</b>	<b>34,357,283</b>	<b>289,000</b>	<b>275,000</b>	<b>34,921,283</b>	<b>35,626,618</b>	<b>36,991,439</b>	<b>38,082,551</b>	<b>39,475,779</b>
<b>SOURCES OF FUNDING</b>										
REVENUE - SALES	(33,442,855)	(32,819,280)	(33,741,613)	(289,000)	(275,000)	(34,305,613)	(35,010,948)	(36,375,769)	(37,466,881)	(38,860,109)
REVENUE - OTHER	(612,540)	(646,440)	(615,670)	-	-	(615,670)	(615,670)	(615,670)	(615,670)	(615,670)
<b>TOTAL SOURCE OF FUNDING FROM OPERATIONS</b>	<b>(34,055,395)</b>	<b>(33,465,720)</b>	<b>(34,357,283)</b>	<b>(289,000)</b>	<b>(275,000)</b>	<b>(34,921,283)</b>	<b>(35,626,618)</b>	<b>(36,991,439)</b>	<b>(38,082,551)</b>	<b>(39,475,779)</b>
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR SURPLUS CARRY FORWARD										
<b>TOTAL SOURCES OF FUNDING</b>	<b>(34,055,395)</b>	<b>(33,465,720)</b>	<b>(34,357,283)</b>	<b>(289,000)</b>	<b>(275,000)</b>	<b>(34,921,283)</b>	<b>(35,626,618)</b>	<b>(36,991,439)</b>	<b>(38,082,551)</b>	<b>(39,475,779)</b>
<i>Percentage increase over prior year's board budget</i>			0.89%			2.54%	2.02%	3.83%	2.95%	3.66%

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

<b>Service No.</b>	<b>2.670</b>							
	<b>Regional Water Supply</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	\$410,000	\$400,000	\$2,155,000	\$2,130,000	\$0	\$0	\$4,685,000
Equipment	\$2,360,000	\$3,965,000	\$5,295,000	\$2,635,000	\$895,000	\$705,000	\$13,495,000
Land	\$275,350	\$1,615,350	\$845,000	\$730,000	\$500,000	\$400,000	\$4,090,350
Engineered Structures	\$8,648,000	\$15,048,000	\$16,575,000	\$21,425,000	\$21,500,000	\$2,850,000	\$77,398,000
Vehicles	\$168,000	\$520,000	\$215,000	\$265,000	\$280,000	\$280,000	\$1,560,000

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	<b>\$11,861,350</b>	<b>\$21,548,350</b>	<b>\$25,085,000</b>	<b>\$27,185,000</b>	<b>\$23,175,000</b>	<b>\$4,235,000</b>	<b>\$101,228,350</b>
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**SOURCE OF FUNDS**

Capital Funds on Hand	\$11,773,350	\$19,438,350	\$8,970,000	\$9,720,000	\$11,795,000	\$3,955,000	\$53,878,350
Debenture Debt (New Debt Only)	\$0	\$1,800,000	\$15,900,000	\$17,200,000	\$11,100,000	\$0	\$46,000,000
Equipment Replacement Fund	\$88,000	\$310,000	\$215,000	\$265,000	\$280,000	\$280,000	\$1,350,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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	<b>\$11,861,350</b>	<b>\$21,548,350</b>	<b>\$25,085,000</b>	<b>\$27,185,000</b>	<b>\$23,175,000</b>	<b>\$4,235,000</b>	<b>\$101,228,350</b>
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**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025**

<b>Service No.</b>	<b>2.670/2.680 Regional Water Supply &amp; JDF Water Distribution Combo</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
Equipment	\$500,000	\$1,490,000	\$980,000	\$330,000	\$330,000	\$330,000	\$330,000	\$3,460,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$500,000</b>	<b>\$1,570,000</b>	<b>\$1,060,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$3,860,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$500,000	\$1,570,000	\$1,060,000	\$410,000	\$410,000	\$410,000	\$410,000	\$3,860,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$500,000</b>	<b>\$1,570,000</b>	<b>\$1,060,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$3,860,000</b>

## CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

Service #:

2.670

Service Name:

Regional Water Supply

**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 Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
<b>WATERSHED PROTECTION</b>													
<b>Planning</b>													
17-01	Renewal	Repair of Historic Goldstream Powerhouse Building	Repairs of historic Goldstream Powerhouse building	\$90,000	B	WU	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
17-04	New	Water Supply Area - Fish Stream Assessments	Inventory and assessment of fish, fish habitat, and stream channel stability in priority streams in the GVWSA.	\$325,000	L	WU	\$93,350	\$93,350	\$0	\$0	\$0	\$0	\$93,350
18-01	New	Post-Wildfire Debris Flow Modelling	Site specific modelling of the potential impact to Sooke Lake Reservoir and infrastructure of a significant wildfire in the Sooke WSA.	\$150,000	L	WU	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$55,000
18-10	Study	Species-at-Risk Wildlife Habitat	An assessment (office and field) and plan for managing wildlife habitat, in particular species-at-risk habitat, in the GVWSA.	\$135,000	L	WU	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
19-30	Study	Leech WSA Lakes/Tributaries Assessment	An assessment of the physical, chemical and biological parameters of the lakes in the Leech WSA.	\$75,000	L	WU	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
20-05	Renewal	Leech WSA Terrestrial Ecosystem Mapping & Wetland Classification/Mapping	Classification and mapping of terrestrial ecosystems and wetlands and integration with Sooke and Goldstream data.	\$180,000	L	WU	\$0	\$0	\$180,000	\$0	\$0	\$0	\$180,000
20-06	Study	Addressing mining in Leech WSA (impacts, agreements)	Funding to support work to reduce the impact of mining claims in the Leech WSA	\$30,000	L	WU	\$15,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
20-27	Study	GVWSA Forest Resilience - wildfire/forest modelling and forest management field trials	Modelling forest and wildfire risk under climate change scenarios & forest/fuel management field trials.	\$260,000	L	WU	\$0	\$85,000	\$70,000	\$50,000	\$0	\$0	\$205,000
20-28	Study	GVWSA Forest Resilience - Assessments of forest health and resilience	Field assessments to better understand current forest health and resilience.	\$230,000	L	WU	\$75,000	\$75,000	\$95,000	\$60,000	\$0	\$0	\$230,000
21-19	Study	Lakes Assessment Sooke and Goldstream WSAs	An assessment of the physical, chemical and biological parameters of the natural lakes in Sooke and Goldstream WSAs	\$75,000	L	WU	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
21-20	Study	West Leech Road	Plan for future construction of a road to access the western portion of the Leech WSA.	\$20,000	L	WU	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
22-03	Study	GVWSA Land Exchange/Acquisition	Land surveys, appraisals to support decisions regarding land exchange to increase catchment area or buffer water supply areas.	\$300,000	L	WU	\$0	\$0	\$100,000	\$100,000	\$100,000	\$0	\$300,000

23-02	Renewal	GVWSA LIDAR Mapping	Detailed contour mapping of ground, vegetation and tree cover (3D scanning)	\$120,000	L	WU	\$0	\$0	\$0	\$120,000	\$0	\$0	\$120,000
<b>Capital</b>													
09-01	Renewal	Leech River Watershed Restoration	A 17 year project to restore the Leech WSA lands for water supply.	\$5,756,000	L	WU	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
16-01	Renewal	Replace Gatehouse at Goldstream Entrance	The GVWSA entry gatehouse at Goldstream is past end of life and is to be replaced with a purpose built structure with improved vehicle flow and security oversight.	\$600,000	B	WU	\$190,000	\$395,000	\$200,000	\$0	\$0	\$0	\$595,000
16-06	Renewal	Goldstream IWS Field Office	Renewal of Water Quality field office, lab and equipment and supplies storage and Watershed Protection office, training, emergency response, storage and interpretation space at Goldstream entrance, replacing temporary trailers.	\$4,050,000	B	WU	\$215,000	\$0	\$1,915,000	\$2,000,000	\$0	\$0	\$3,915,000
17-02	New	Leech River HydroMet System	Installation of a network of hydrometeorological stations to collect water quantity and quality information for the Leech WSA.	\$480,000	E	WU	\$100,000	\$125,000	\$0	\$0	\$0	\$0	\$125,000
17-06	New	Weeks Lake Area Environmental Assessment and Remediation	Assessment and remediation of the Weeks Lake gravel pit (lead from firearms) and Weeks Lake (metals and hydrocarbons from dumping).	\$365,000	L	WU	\$17,000	\$67,000	\$0	\$0	\$0	\$0	\$67,000
17-09	Renewal	Goldstream Gate Upgrade	The main entrance autogate in Goldstream is past end of life and requires replacement with lifting in/out gates along with project 16-01.	\$75,000	S	WU	\$68,000	\$68,000	\$0	\$0	\$0	\$0	\$68,000
18-05	New	GVWSA Forest Fuel Management/FireSmart Activities	Implementation of forest fuel management and FireSmart actions in strategic locations for wildfire risk management in the GVWSA.	\$750,000	L	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
18-11	New	Large Equipment Storage (Field Operations Centre)	Two additional bays are to be added to the existing fire/spill equipment warehouse at the FOC to shelter large water supply infrastructure equipment.	\$100,000	B	WU	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$5,000
19-02	New	Whiskey Creek Bridge Replacement (Sooke WSA)	Replacement of the existing undersized bridge with a longer and higher concrete structure.	\$300,000	S	WU	\$0	\$0	\$0	\$300,000	\$0	\$0	\$300,000
19-19	New	Hydromet Upgrades Sooke and Goldstream	Install additional hydrology monitoring sites on Sooke Lake Reservoir inflow streams and increase instrumentation on meteorological stations in Sooke and Goldstream watersheds.	\$170,000	E	WU	\$140,000	\$140,000	\$0	\$0	\$0	\$0	\$140,000
20-01	Replacement	Kapoor Main Mile 1 Bridge and Asphalt Upgrade	Replacement of the existing undersized culvert with a large bridge as well as nearby asphalt repair or replacement.	\$450,000	S	WU	\$0	\$0	\$450,000	\$0	\$0	\$0	\$450,000
20-29	Renewal	Gravel crushing 14G and 10S quarry (Sooke and Goldstream WSA)	Production of gravel at existing quarries in Sooke and Goldstream WSAs.	\$350,000	S	WU	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
21-01	New	31N Bridge to Replace Undersized Culvert (Goldstream WSA)	Replacement of the existing undersized and failing culvert with a bridge structure.	\$325,000	S	WU	\$0	\$325,000	\$0	\$0	\$0	\$0	\$325,000
21-26	New	Road Deactivation/Rehabilitation in the GVWSA	Deactivate or rehabilitate unneeded roads in the Sooke and Goldstream WSAs.	\$420,000	L	WU	\$0	\$20,000	\$100,000	\$100,000	\$100,000	\$100,000	\$420,000
21-27	New	Autogate Installations on Primary Access Routes	Install autogates on the main access routes where the Sooke Hills Wilderness Trail and E&N rail line cross to improve security	\$250,000	S	WU	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000
21-28	New	GVWSA Land Acquisition Priorities	Acquisition of priority GVWSA catchment and buffer lands.	\$750,000	L	WU	\$0	\$750,000	\$0	\$0	\$0	\$0	\$750,000
22-02	New	Muckpile Bridge Supply and Install (Deception)	Replacement of undersized culverts with bridge which will allow for fish and western toad migration.	\$325,000	S	WU	\$0	\$0	\$0	\$0	\$325,000	\$0	\$325,000
23-03	New	Air curtain burner for fuel management	A transportable burner that provides more effective and rapid burning of woody debris with reduced smoke emissions.	\$40,000	E	WU	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
23-04	Renewal	17S/Sooke Main Bridge Replacement	Undersized bridge replacement	\$300,000	S	WU	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
24-01	Renewal	6M/Judge Creek Culvert Replacement (Sooke WSA)	Undersized culvert replacement	\$200,000	S	WU	\$0	\$0	\$0	\$0	\$200,000	\$0	\$200,000
<b>WaterShed Protection Sub-Total</b>				<b>\$18,046,000</b>			<b>\$993,350</b>	<b>\$3,113,350</b>	<b>\$3,410,000</b>	<b>\$3,080,000</b>	<b>\$1,025,000</b>	<b>\$700,000</b>	<b>\$11,328,350</b>

INFRASTRUCTURE ENGINEERING AND OPERATIONS													
Planning													
16-10	New	Post Disaster Emergency Water Supply	Identify and procure emergency systems for post disaster preparedness.	\$1,300,000	S	WU	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
17-13	New	Asset Management Plan	Development of a plan to inform future areas of study and highlight critical infrastructure improvements.	\$300,000	S	WU	\$100,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
19-04	New	Seismic Assessment of Critical Facilities	Identified as a priority from Strategic Plan, a seismic assessment of critical facilities and a supply system resilience feasibility study will be undertaken.	\$255,000	S	WU	\$55,000	\$255,000	\$0	\$0	\$0	\$0	\$255,000
19-15	New	Hydraulic Capacity Assessment and Transient Pressure Analysis	Determine the existing level-of-service for the RWSC transmission system and conduct a transient pressure analysis	\$300,000	S	WU	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
19-28	Study	Goldstream System Hydraulic Analysis	Analysis and documentation of hydraulics of the Goldstream system.	\$50,000	S	WU	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-02	New	Supply System Resilience Feasibility Study	Identified as a priority from the Strategic Plan, a study of water supply system's resilience and high level measures to make important assets resilient will be undertaken	\$200,000	S	WU	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
20-07	Study	Deep Northern Intake & Transmission Pipeline Study	A technical and business case analysis will be carried out with possible expansion and filtration study upstream of the head tank - this is to replace 2016-09	\$250,000	S	WU	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
20-08	Study	Regional Water DCC Program	Design of a Regional DCC Program	\$200,000	S	WU	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$150,000
20-10	Study	Condition & Vulnerability Assessment	Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk.	\$200,000	S	WU	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
20-11	Study	Develop Master Plan	Develop a long term strategic plan to anticipate water demand, water treatment, and future siting of facilities.	\$500,000	S	WU	\$0	\$400,000	\$0	\$0	\$0	\$0	\$400,000
21-05	Study	Level of Service Agreement	From #19-15 & #20-11, develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure.	\$150,000	S	WU	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Capital													
15-03	Renewal	Sooke Intake Screens Condition Assessment & Replacement	Renewal of the aging Sooke Intake Tower and equipment to maintain water supply.	\$2,205,000	S	WU	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
18-07	New	Replacement of UV System	Replacement of the UV system at the Goldstream Water Treatment Plant	\$2,400,000	E	WU	\$0	\$400,000	\$0	\$1,800,000	\$0	\$0	\$2,200,000
18-07	New	Replacement of UV System	Replacement of the UV system at the Goldstream Water Treatment Plant	\$3,000,000	E	Debt			\$3,000,000	\$0	\$0	\$0	\$3,000,000
18-08	Replacement	Bulk Supply Meter Replacement Program	Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit.	\$2,200,000	E	WU	\$450,000	\$450,000	\$200,000	\$200,000	\$200,000	\$150,000	\$1,200,000
18-15	Renewal	Corrosion Protection Program	Study deficiencies in the current material protection and implement recommendations.	\$750,000	S	WU	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
18-18	Replacement	Main No.3 Segment Replacement	Replacement of segments of Main No. 3 based upon previous studies.	\$5,290,000	S	WU	\$100,000	\$350,000	\$0	\$0	\$4,900,000	\$0	\$5,250,000
18-18	Replacement	Main No.3 Segment Replacement	Replacement of segments of Main No. 3 based upon previous studies.	\$9,800,000	S	Debt	\$0	\$0	\$4,900,000	\$4,900,000	\$0	\$0	\$9,800,000
19-05	Renewal	Repairs - Kapoor Shutdown	Repair items such as defects in the Kapoor tunnel, replacement of critical valves, intake exterior inspection and actuator replacement while the Kapoor tunnel is shutdown.	\$500,000	S	WU	\$100,000	\$100,000	\$0	\$0	\$100,000	\$0	\$200,000
19-23	New	Critical Spare Equipment Storage & Pipe Yard	Plan, design and construct a critical equipment storage building.	\$400,000	S	WU	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$300,000
20-13	New	Electrical Isolation Audit	Inspection audit of facilities to ensure that there is sufficient electrical separation and isolation for safety.	\$50,000	S	WU	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
20-16	Replacement	Cecelia Meter Replacement	Replacement of the Cecelia billing meter as well as its enclosure.	\$1,000,000	S	WU	\$0	\$100,000	\$450,000	\$450,000	\$0	\$0	\$1,000,000
20-17	Replacement	Decommission Smith Hill Site	Plan and decommission the abandoned Smith Hill reservoir site.	\$650,000	S	WU	\$0	\$0	\$150,000	\$0	\$500,000	\$0	\$650,000
20-18	Replacement	Goldstream Main #4 Replacement	Plan and replacement of the concrete pipe portion of Main #4.	\$200,000	S	WU	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$150,000
20-32	New	pH Adjustment Facility	Design and construct a pH adjustment facility based upon the results of the pH and corrosion study.	\$1,600,000	S	WU	\$0	\$0	\$500,000	\$1,100,000	\$0	\$0	\$1,600,000
20-32	New	pH Adjustment Facility	Design and construct a pH adjustment facility based upon the results of the pH and corrosion study.	\$900,000	S	Debt	\$0	\$0	\$0	\$900,000	\$0	\$0	\$900,000
20-33	Replacement	Sooke Intake Screens Replacement	Emergency replacement of the Sooke Intake screens.	\$1,800,000	E	WU	\$800,000	\$800,000	\$0	\$0	\$0	\$0	\$800,000



21-06	Replacement	Sooke Lake Dam Spillway Hoist Replacement	Replacement of the sluice gate spillway hoist at Sooke Lake Dam.	\$75,000	E	WU	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
21-06	Replacement	Sooke Lake Dam Spillway Hoist Replacement	Replacement of the sluice gate spillway hoist at Sooke Lake Dam.	\$200,000	E	Debt	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
21-07	Replacement	Goldstream Water Treatment Plant Communications Upgrade	Increase reliability and resilience of data and voice communications between the UV Plant, Sodium Hypochlorite Building, Ammonia Building.	\$250,000	S	WU	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000
21-08	New	Goldstream Water Treatment Plant Emergency Automation	Installation of automatic valves and controls to safeguard chemicals in the event of dosing line breaks	\$145,000	E	WU	\$0	\$145,000	\$0	\$0	\$0	\$0	\$145,000
21-09	New	Goldstream Water Treatment Plant Demolition	Plan and construct provisions demolition.	\$200,000	S	WU	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
21-10	Replacement	SCADA Upgrades	Update the SCADA Master Plan in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.	\$650,000	E	WU	\$0	\$200,000	\$450,000	\$0	\$0	\$0	\$650,000
21-11	Replacement	RWS Supply Main No. 4 Upgrade	Upgrade vulnerable sections of the RWS Supply Main No. 4 and Main No. 1 to a resilient system to better able to withstand a seismic event. Vulnerable sections are Concrete Cylinder pipe material which is susceptible to failure during a seismic event. This is part of project partnered with the Saanich Peninsula Water system.	\$3,300,000	S	WU	\$0	\$0	\$0	\$0	\$2,400,000	\$900,000	\$3,300,000
21-11	Replacement	RWS Supply Main No. 4 Upgrade	Upgrade vulnerable sections of the RWS Supply Main No. 4 and Main No. 1 to a resilient system to better able to withstand a seismic event. Vulnerable sections are Concrete Cylinder pipe material which is susceptible to failure during a seismic event. This is part of project partnered with the Saanich Peninsula Water system.	\$32,100,000	S	Debt	\$0	\$1,800,000	\$7,800,000	\$11,400,000	\$11,100,000	\$0	\$32,100,000
21-12	New	SRRDF Upgrade	Increased water flows in the Sooke region have resulted in an additional sodium hypochlorite dosing pump and automation for summer flows.	\$75,000	E	WU	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
<b>Sub-Total Infrastructure Engineering and Operations</b>				<b>\$73,445,000</b>			<b>\$2,975,000</b>	<b>\$7,820,000</b>	<b>\$18,000,000</b>	<b>\$21,100,000</b>	<b>\$19,550,000</b>	<b>\$1,400,000</b>	<b>\$67,870,000</b>
<b>DAM SAFETY PROGRAM</b>													
16-16	Renewal	Implications from Goldstream Dam Safety Review	Conduct dam improvements at the Goldstream dams that resulted for the Dam Safety Review and routine inspections (refer to the Dam Safety Database).	\$705,000	S	WU	\$300,000	\$300,000	\$75,000	\$75,000	\$75,000	\$0	\$525,000
16-17	Renewal	Butchart Dam No. 5 Remediation	Phase 1 Rehabilitation (grouting) of Butchart Dam No. 5 and planning for Phase 2.	\$3,550,000	S	WU	\$2,900,000	\$2,900,000	\$0	\$0	\$0	\$0	\$2,900,000
17-25	Renewal	Implications from Sooke Lake Dam Safety Review	Conduct dam improvements at the Sooke Lake Dam that resulted from the Dam Safety Review and routine inspections (refer to the Dam Safety Database)	\$1,350,000	S	WU	\$900,000	\$900,000	\$0	\$0	\$0	\$0	\$900,000
18-19	New	Sooke Lake Dam - Instrumentation System Improvements	Complete dam performance instrumentation system/surveillance improvements for the Sooke Lake Dam.	\$1,300,000	S	WU	\$700,000	\$900,000	\$100,000	\$100,000	\$100,000	\$0	\$1,200,000
18-20	New	Sooke Lake Dam - Breach Risk Reduction Measures	Implement measures to reduce Sooke Lake Dam breach implications in the unlikely event of dam failure (refer to the NHC Consulting study).	\$600,000	S	WU	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000
19-07	New	Integrate Dam Performance and Hydromet to SCADA	Integrate the dam safety instrumentation/surveillance (i.e. piezometers and weirs) and HydroMet stations to report to WIO through the existing SCADA system.	\$1,100,000	E	WU	\$500,000	\$500,000	\$500,000	\$0	\$0	\$0	\$1,000,000
19-08	New	Charters Dam Decommissioning	Charters Dam has been retired from drinking water service, no other interested owners, plan to decommission.	\$450,000	S	WU	\$100,000	\$100,000	\$200,000	\$0	\$0	\$0	\$300,000
19-09	New	Cabin Pond Dams Decommissioning	The Cabin Pond Dams (x2) have been retired from drinking water service, plan to decommission.	\$600,000	S	WU	\$600,000	\$600,000	\$0	\$0	\$0	\$0	\$600,000
19-12	New	Goldstream Dams Instrumentation Improvements	Conduct dam safety instrumentation/surveillance improvements (refer to report from Thurber Engineering).	\$600,000	S	WU	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000
19-13	New	Dam Safety Instrumentation - Hydromet	The existing dam safety instrumentation/surveillance equipment is getting older and will need to be replaced/rehabilitated (does not include pending SCADA effort).	\$250,000	E	WU	\$50,000	\$100,000	\$50,000	\$50,000	\$50,000	\$0	\$250,000

20-19	Replacement	Goldstream System High Level Outlet Valve Replacements	The Goldstream and Butchart high level outlet valves have been identified as requiring replacement.	\$200,000	S	WU	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
20-20	Replacement	Saddle Dam Piezometer Installation	Dam safety instrumentation/surveillance installations (i.e. piezometers) are required to monitor the Saddle Dam to monitor the performance of Saddle Dam and for future stability assessments.	\$250,000	S	WU	\$0	\$125,000	\$0	\$0	\$0	\$0	\$125,000
21-03	New	Deception Dam - Dam Safety Review 2021 & Improvements	Conduct a Dam Safety Review and some improvements for the Deception Dam.	\$300,000	S	WU	\$100,000	\$200,000	\$100,000	\$0	\$0	\$0	\$300,000
21-04	New	Saddle Dam - Dam Safety Review 2021 & Improvements	Conduct a Dam Safety Review and some improvements for the Saddle Dam.	\$200,000	S	WU	\$100,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
21-21	Replacement	Goldstream Dams - Gate Improvements	logistics planning in 2021, installation in 2022	\$150,000	S	WU	\$0	\$50,000	\$100,000	\$0	\$0	\$0	\$150,000
21-22	Study	Charters Dam - Dam Safety Review 2021	Legislated obligation to conduct Dam Safety Review, contingent on outcome of the Decommissioning plan and DSO expectations (relates to Item 19-08)	\$250,000	S	WU	\$0	\$150,000	\$100,000	\$0	\$0	\$0	\$250,000
22-08	New	Deception Dam Surveillance Improvements	Replace and supplement the Dam Safety Instrumentation at Deception Dam.	\$450,000	S	WU	\$0	\$0	\$150,000	\$300,000	\$0	\$0	\$450,000
23-01	New	Sooke Lake Dam Update Seismic Assessment	Conduct a seismic assessment of the Sooke Lake Dam as per the previous Dam Safety Reviews.	\$150,000	E	WU	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
23-07	New	Sooke Lake Dam Seismic Retrofits	Detail and construct seismic retrofits for the existing structures initially focusing on the spillway and gates structures.	\$450,000	S	WU	\$0	\$0	\$0	\$150,000	\$300,000	\$0	\$450,000
23-08	Study	Regional Watershed Dams – Flood Forecasting System	Update the existing flood forecasting system (WD4Cast) to a modern version including Standard Operating Procedures and training for staff.	\$300,000	S	WU	\$0	\$0	\$0	\$150,000	\$150,000	\$0	\$300,000
23-09	Study	Sooke Lake Dam - Dam Safety Review 2023	Conduct a Dam Safety Review	\$200,000	S	WU	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000
25-01	Study	Goldstream Dams - Dam Safety Review 2025	Conduct a Dam Safety Review	\$150,000	S	WU	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000
25-02	Study	Probable Maximum Flood and Inflow Design Flood Updates	Update the previous edition from 2015 (recommended 10 year review cycle).	\$150,000	S	WU	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000
<b>Sub-Total Dam Safety Program</b>				<b>\$13,705,000</b>			<b>\$7,350,000</b>	<b>\$8,125,000</b>	<b>\$1,525,000</b>	<b>\$1,025,000</b>	<b>\$675,000</b>	<b>\$300,000</b>	<b>\$11,650,000</b>
<b>WATER QUALITY</b>													
19-29	Study	Leech River Water Quality Monitoring	Monitor water quality from the Leech River for 2 years	\$100,000	S	WU	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000
20-03	Study	Leech River Watershed - Implications for Supply Management	Review data of Leech Monitoring Project and report on implications of adding Leech to water supply	\$40,000	S	WU	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000
20-04	New	Sooke Lake HyDy Model Development	Critical data collection, model building+calibration, model utilization for 3 different scenarios	\$340,000	E	WU	\$320,000	\$80,000	\$180,000	\$30,000	\$30,000	\$0	\$320,000
21-13	New	Flowcam Imaging System	Utilize semi-automated algal analysis to meet increased demands without increasing FTEs	\$150,000	E	WU	\$0	\$140,000	\$10,000	\$0	\$0	\$0	\$150,000
21-14	Renewal	Sooke Lake Sampling Boat Repair	Refurbishment of structural boat parts (floor)	\$10,000	E	WU	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-29	Renewal	Microbiological plate pourer	Automation of manual process to increase capacity/worker safety	\$30,000	E	WU	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
22-05	New	WQ Lab Capital Improvements	Building improvements in the lab	\$40,000	B	WU	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
22-06	Study	Sooke Lake Food Web Study	Assess the aquatic food web structure and create an inventory of fish and invertebrate species and distribution in Sooke Lake Reservoir - to be used as indicators of stream health	\$100,000	S	WU	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
22-07	Study	Bulk-Water Connection Backflow Protection Study	Investigate all bulk-water connections to CRD or municipal systems and identify the need for backflow protection	\$50,000	S	WU	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
23-05	Renewal	Renovation of Samplers Hut (2955 Sooke Lk Road)	Building exterior paint, roof, gutters, flooring, bathroom	\$80,000	B	WU	\$0	\$0	\$0	\$80,000	\$0	\$0	\$80,000
23-06	Study	GVDWS Nitrification Study	Investigate nitrification occurrence and potential impacts on drinking water quality	\$50,000	S	WU	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
24-02	Replacement	Boat Motor Replacement with Electric Outboards (Sooke and Goldstream Boats)	50hp and 15hp motor replacement due to age and water quality concerns, large electric outboards are already available from Torqeedo for instance	\$60,000	E	WU	\$0	\$0	\$0	\$0	\$60,000	\$0	\$60,000
<b>Water Quality Sub-Total</b>				<b>\$1,050,000</b>			<b>\$375,000</b>	<b>\$315,000</b>	<b>\$380,000</b>	<b>\$160,000</b>	<b>\$90,000</b>	<b>\$0</b>	<b>\$945,000</b>
<b>ANNUAL PROVISIONAL</b>													
17-27	Replacement	Watershed Bridge and Culvert Replacement	Replacement of small culverts and bridges throughout the GVWSA.	\$1,000,000	S	WU	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
17-28	Replacement	Watershed Security Infrastructure Upgrade and Replacement	New, upgrade and replacement of security infrastructure in the GVWSA.	\$425,000	E	WU	\$0	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$425,000
17-29	Replacement	Water Supply Area Equipment Replacement	Hydrometeorological, fireweather and wildfire suppression equipment replacement.	\$650,000	E	WU	\$0	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$650,000

17-30	Replacement	Transmission Main Repairs	Emergency repairs to the transmission mains.	\$1,000,000	S	WU	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
17-31	Replacement	Transmission System Components Replacement	Replacement and repair of transmission components.	\$400,000	S	WU	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
17-33	Replacement	Disinfection Equipment Parts Replacement	Replacement of incidental equipment and parts associated with the disinfection system.	\$600,000	E	WU	\$0	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$600,000
17-34	Renewal	Supply System Computer Model Update	Annual update of the regional hydraulic model.	\$100,000	S	WU	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
19-16	Replacement	Dam Improvements	Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections and Dam Safety Reviews	\$1,300,000	S	WU	\$0	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
19-22	Replacement	SCADA Repairs & Equipment Replacement	Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System and revenue meter system.	\$750,000	E	WU	\$0	\$250,000	\$150,000	\$150,000	\$150,000	\$150,000	\$850,000
21-15	Replacement	Corrosion Protection	Replace corrosion protection assets, such as coatings, for the transmission system when identified.	\$250,000	S	WU	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
21-16	Replacement	Valve Chamber Upgrades	Replace failing valves and appurtenances along the RWS supply system.	\$1,000,000	S	WU	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
21-17	Replacement	Water Quality Equipment Replacement	Replacement of water quality equipment for the water quality lab and water quality operations	\$250,000	E	WU	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
21-18	Renewal	LIMS support	Support for LIMS database	\$100,000	E	WU	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
<b>Annual Provisional Sub-Total</b>				<b>\$7,825,000</b>			<b>\$0</b>	<b>\$1,655,000</b>	<b>\$1,555,000</b>	<b>\$1,555,000</b>	<b>\$1,555,000</b>	<b>\$1,555,000</b>	<b>\$7,875,000</b>
<b>CUSTOMER AND TECHNICAL SERVICES</b>													
17-35	Replacement	Vehicle & Equipment Replacement (Funding from Replacement Fund)	This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system.	\$2,495,000	V	ERF	\$88,000	\$310,000	\$215,000	\$265,000	\$280,000	\$280,000	\$1,350,000
20-22	New	Vehicle for the Dam Safety Program	New pick up	\$35,000	V	WU	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$35,000
20-23	New	Vehicle for the CSE Support Program	New Transit Van	\$45,000	V	WU	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$45,000
21-30	New	Vehicle for Warehouse Operations	New pick up	\$35,000	V	WU		\$35,000	\$0	\$0	\$0	\$0	\$35,000
21-24	Replacement	ATV with Tracks (replace Gator)	Vehicle to access weather stations during snow conditions	\$20,000	V	WU	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-25	Replacement	UV Plant Safety Audit and Equipment Replacement	Carry out an audit of the occupied office area of the UV Plant and carry out upgrades	\$75,000	V	WU	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
<b>Customer and Technical Services Sub-Total</b>				<b>\$2,705,000</b>			<b>\$168,000</b>	<b>\$520,000</b>	<b>\$215,000</b>	<b>\$265,000</b>	<b>\$280,000</b>	<b>\$280,000</b>	<b>\$1,560,000</b>
<b>GRAND TOTAL</b>				<b>\$116,776,000</b>			<b>\$11,861,350</b>	<b>\$21,548,350</b>	<b>\$25,085,000</b>	<b>\$27,185,000</b>	<b>\$23,175,000</b>	<b>\$4,235,000</b>	<b>\$101,228,350</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 2.670/2.680  
**Service Name:** Regional Water Supply & JDF Water Distribution Combo

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN													
Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
<b>SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION</b>													\$0
16-01	Renewal	Upgrades to Buildings at 479 Island Highway	Maintenance and changes to buildings and office layouts.	\$400,000	B	WU	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
17-01	Renewal	Voice Radio Upgrade	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.	\$1,560,000	E	WU	\$0	\$640,000	\$650,000	\$0	\$0	\$0	\$1,290,000
20-01	New	Portable Pump Station	Portable pump station to provide backup when a pump station is offline, in construction or to bypass a section of pipe.	\$500,000	E	WU	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000
21-01	New	Storage Container for vehicle and equipment Tires	Tires removed from vehicles are stored on site outside of the Fleet office. They need to be stored in a more safe and secured area.	\$20,000	E	WU	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
<b>Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution</b>				<b>\$2,480,000</b>			<b>\$500,000</b>	<b>\$1,240,000</b>	<b>\$730,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$2,210,000</b>
<b>ANNUAL PROVISIONAL CAPITAL ITEMS</b>													
17-03	Replacement	Office Equipment, Upgrades and Replacements	Upgrade and replacement of office equipment as required.	\$225,000	E	WU	\$0	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000
17-04	Replacement	Computer Upgrades	Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.	\$850,000	E	WU	\$0	\$170,000	\$170,000	\$170,000	\$170,000	\$170,000	\$850,000
17-05	New	Development of the Maintenance Management Systems	Develop maintenance management system.	\$100,000	E	WU	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
17-06	Replacement	Small Equipment & Tool Replacement (Water Operations)	Replacement of tools and small equipment for Water Operations as required.	\$400,000	E	WU	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
17-07	Replacement	Small Equipment & Tool Replacement (Corporate Fleet)	Replacement of tools and small equipment for Fleet as required.	\$75,000	E	WU	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
<b>Sub-Total for Annual Provisional Capital Items</b>				<b>\$ 1,650,000</b>			<b>\$ -</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>	<b>\$1,650,000</b>
<b>GRAND TOTAL</b>				<b>\$4,130,000</b>			<b>\$500,000</b>	<b>\$1,570,000</b>	<b>\$1,060,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$3,860,000</b>

Service: 2.670

Regional Water Supply

<b>Proj. No.</b> 17-01	<b>Capital Project Title</b> Repair of Historic Goldstream Powerhouse Building	<b>Capital Project Description</b> Repairs of historic Goldstream Powerhouse building
<b>Asset Class</b> B	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> No Alignment
<b>Project Rationale</b> Located near the Japan Gulch Treatment Plant and the Great Trail (Trans Canada Trail), is an 1897 brick hydroelectric powerplant that served Victoria (notably the streetcars) for approx. 60 years. The Powerhouse has its own Wikipedia entry: <a href="http://en.wikipedia.org/wiki/Lubbe_Powerhouse">http://en.wikipedia.org/wiki/Lubbe_Powerhouse</a> and has captured public interest as a unique structure in BC history. An engineering condition assessment including engineered drawings, site plan and approximate cost of repairs was conducted in 2017. A major repair in the masonry on the north side of the building was completed in 2018. Funds are required in 2019 (\$10,000) to repair a smaller hole in the masonry on the south side. Funds to repair the roof envelope (\$50,000) are planned for 2023. Grant funding opportunities to conserve the building and its history will continue to be sought.		

<b>Proj. No.</b> 17-04	<b>Capital Project Title</b> Water Supply Area - Fish Stream Assessments	<b>Capital Project Description</b> Inventory and assessment of fish, fish habitat, and stream channel stability in priority streams in the GVWSA.
<b>Asset Class</b> L	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> Presence or absence of fish as well as fish habitat information has only been collected in the Water Supply Areas on an as-needed basis related to specific road projects. In order to adequately plan and manage for fish habitat and water quality a systematic inventory and assessment of fish habitat, stream channel stability, and the hydrological condition of stream corridors will be conducted over three field seasons. The funding for 2019 is insufficient to conduct fish stream assessments in the entire Leech Water Supply Area. An additional \$100,000 in 2020 will allow for fish stream surveys to be carried out in the western and northern portions of the Leech which cannot be completed in 2019.		

<b>Proj. No.</b> 18-01	<b>Capital Project Title</b> Post-Wildfire Debris Flow Modelling	<b>Capital Project Description</b> Site specific modelling of the potential impact to Sooke Lake Reservoir and infrastructure of a significant wildfire in the Sooke WSA.
<b>Asset Class</b> L	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> Erosion and debris flows from areas burned by wildfire in the Greater Victoria Water Supply Area could pose a major threat to the quality of water in source reservoirs. A pilot project was completed in 2014-15 to model post-wildfire erosion and debris flow for two drainages close to the intake of Sooke Lake Reservoir. The results were then used to develop an emergency rehabilitation plan for these two drainages. A larger modelling project for all areas draining directly into Sooke Lake Reservoir is proposed for 2019 in order to develop further site specific emergency rehabilitation plans.		

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<b>Proj. No.</b> 18-10	<b>Capital Project Title</b> Species-at-Risk Wildlife Habitat	<b>Capital Project Description</b> An assessment (office and field) and plan for managing wildlife habitat, in particular species-at-risk habitat, in the GVWSA.
<b>Asset Class</b> L	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>An assessment (office and field) and conservation plan for managing wildlife habitat, in particular species-at-risk habitat, in the GVWSA. Funds in 2018 (\$35,000) will be used for compilation of existing knowledge of species, distribution, habitat, research. Funds in 2019 and 2020 (\$50,000 each) will be used to field verify species, critical habitat and movement corridors. Funds added in 2021 (\$25,000) are to develop a GVWSA specific conservation plan based on the office and field investigations.</i>		

<b>Proj. No.</b> 19-30	<b>Capital Project Title</b> Leech WSA Lakes/Tributaries Assessment	<b>Capital Project Description</b> An assessment of the physical, chemical and biological parameters of the lakes in the Leech WSA.
<b>Asset Class</b> L	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>To assess restoration of the Leech Water Supply Area and prepare for use of Leech River water to supplement Sooke Lake Reservoir, baseline monitoring of the hydrological, physical, chemical and biological parameters of the main Leech WSA source waterbodies will be conducted. The work will be undertaken in conjunction with the Water Quality division. (Action from the 2017 Strategic Plan for Regional Water Supply). The funding for this project has been moved forward to balance staff resources.</i>		

<b>Proj. No.</b> 20-05	<b>Capital Project Title</b> Leech WSA Terrestrial Ecosystem Mapping & Wetland Classification/Mapping	<b>Capital Project Description</b> Classification and mapping of terrestrial ecosystems and wetlands and integration with Sooke and Goldstream data.
<b>Asset Class</b> L	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>The existing Leech WSA terrestrial ecosystem mapping received from the previous landowner is not consistent with that of Sooke and Goldstream WSAs. The project is to renew the ecosystem mapping to a standard that matches Sooke and Goldstream for consistent data and analysis. There has been no detailed mapping of Leech WSA wetlands. The project is to conduct detailed wetland mapping in the Leech WSA to a standard that matches Sooke and Goldstream for consistent data and analysis. The projects have been combined (ecosystem mapping (20-05) and wetland mapping (20-06) and moved forward from 2020 to 2021. The project has been further moved forward from 2021 to 2022.</i>		

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<b>Proj. No.</b> 20-06	<b>Capital Project Title</b> Addressing mining in Leech WSA (impacts, agreements)	<b>Capital Project Description</b> Funding to support work to reduce the impact of mining claims in the Leech WSA
<b>Asset Class</b> L	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>Assessment and/or studies to determine and mitigate impacts from mining activities in the Leech Water Supply Area.</i>		

<b>Proj. No.</b> 20-27	<b>Capital Project Title</b> GVWSA Forest Resilience - wildfire/forest modelling and forest management field trials	<b>Capital Project Description</b> Modelling forest and wildfire risk under climate change scenarios & forest/fuel management field trials.
<b>Asset Class</b> L	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>Projects to: a). model impact of climate change on forests, forest fuel types, and associated wildfire behavior and probability and potential effects of management options; and b). trial forest and fuel management treatments that reduce wildfire risk, such as prescribed fire and stand diversification, in the Leech WSA prior to considering those treatment options in Sooke or Goldstream WSAs.</i>		

<b>Proj. No.</b> 20-28	<b>Capital Project Title</b> GVWSA Forest Resilience - Assessments of forest health and resilience	<b>Capital Project Description</b> Field assessments to better understand current forest health and resilience.
<b>Asset Class</b> L	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>Field assessments to better understand current forest health and resilience including: increasing pine mortality, increase in bark beetle killed trees, existing advance regeneration in the understory, sedimentation sources from roads. The project funding for 2021 and 2022 is moved forward by one year to 2022 and 2023.</i>		

<b>Proj. No.</b> 21-19	<b>Capital Project Title</b> Lakes Assessment Sooke and Goldstream WSAs	<b>Capital Project Description</b> An assessment of the physical, chemical and biological parameters of the natural lakes in Sooke and Goldstream WSAs
<b>Asset Class</b> L	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>Small lakes in the Sooke and Goldstream WSAs influence both watershed hydrology and water quality in downstream creeks and supply reservoirs. While basic water quality sampling has been undertaken in some of these water bodies, there is a need to map the bathymetry, calculate water volumes, and conduct more comprehensive sampling of the chemical and biological parameters and aquatic vegetation of these lakes. This will facilitate comparisons of these parameters with lakes in the Leech WSA and water quality in existing and future water supply lands.</i>		

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<b>Proj. No.</b> 21-20	<b>Capital Project Title</b> West Leech Road	<b>Capital Project Description</b> Plan for future construction of a road to access the western portion of the Leech WSA.
<b>Asset Class</b> L	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>A large portion of the western Leech WSA currently has overgrown unassessed roads. Brushing, upgrade, re-surfacing and some new road construction is required to provide access to this area for wildfire response, security patrols and forest management.</i>		

<b>Proj. No.</b> 22-03	<b>Capital Project Title</b> GVWSA Land Exchange/Acquisition	<b>Capital Project Description</b> Land surveys, appraisals to support decisions regarding land exchange to increase catchment area or buffer water supply areas
<b>Asset Class</b> L	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>There are opportunities to increase the catchment area of Sooke, Goldstream and the Leech WSA by purchase or land exchange with surrounding land owners. Funds would be used to undertake appraisals, legal surveys, and legal fees for work to develop agreements to purchase or exchange lands.</i>		

<b>Proj. No.</b> 23-02	<b>Capital Project Title</b> GVWSA LiDAR Mapping	<b>Capital Project Description</b> Detailed contour mapping of ground, vegetation and tree cover (3D scanning)
<b>Asset Class</b> L	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>LiDAR (which stands for Light Detection and Ranging) uses light in the form of a pulsed laser to measure ranges (distances). LiDAR can be acquired when orthophotography or other data is collected from the air. LiDAR provides three-dimensional information about the forest stand structure which can be used by GIS (Geographic Information Systems).</i>		



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<b>Proj. No.</b> 09-01	<b>Capital Project Title</b> Leech River Watershed Restoration	<b>Capital Project Description</b> A 17 year project to restore the Leech WSA lands for water supply.
<b>Asset Class</b> L	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> A 17 year project to 2025 to restore the Leech WSA lands for water supply. An update of projects completed and planned was provided in June 2019 (RWSC Report #19-13). Annual funding has been increased during this 5 year plan from \$150,000 to \$200,000 per year in order to match the overall project budget of \$5,756,000 in the last 7 years of the project. The proposed final year of funding in 2025 has been added to the plan.		

<b>Proj. No.</b> 16-01	<b>Capital Project Title</b> Replace Gatehouse at Goldstream Entrance	<b>Capital Project Description</b> The GVWSA entry gatehouse at Goldstream is past end of life and is to be replaced with a purpose built structure with improved vehicle flow and security
<b>Asset Class</b> B	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> Enhanced security is required at the Goldstream entrance to the Water Supply Area. The existing gatehouse/first aid trailer has reached end of life and is unsuitable and located inside the secured area. A site design and purpose built facility with in/out roads, fencing and upgraded autogates (17-09) is planned requiring funding consistent with the project. The scope and scale of this project has increased since the current location is no longer considered feasible/advantageous for the upgrade.		

<b>Proj. No.</b> 16-06	<b>Capital Project Title</b> Goldstream IWS Field Office	<b>Capital Project Description</b> Renewal of Water Quality field office, lab and equipment and supplies storage and Watershed Protection office, training, emergency response, storage and interpretation space at Goldstream entrance, replacing temporary trailers.
<b>Asset Class</b> B	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> Watershed Protection staff (26 FTE and 6 seasonal auxiliaries) are currently located in 2 trailers and a house at the Goldstream Gate entrance to the water supply area, and in office space at the Integrated Water Services office in View Royal. The ATCO trailers were considered temporary office space since their implementation over 10 years ago. The trailers are old, prone to leaks and a concern for mold. Water Quality field staff are located in another converted facility in the Goldstream area. The separation of staff between various Goldstream facilities and the View Royal location causes inefficiencies and organizational difficulties. In addition, there are insufficient facilities for training, equipment storage, emergency management and public education. An initial investment in 2016 was used to develop a needs assessment for the building and surrounding Goldstream entrance area. Funds in 2020 will be used to develop a design with building and site construction planned for 2021 and 2022. Funding has been moved forward by one year.		

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Proj. No. 17-02

Capital Project Title Leech River HydroMet System

Capital Project Description

Installation of a network of hydrometeorological stations to collect water quantity and quality information for the Leech WSA.

Asset Class E

Board Priority Area No Alignment

Corporate Priority Area Water

**Project Rationale** A 17 year \$ 5.756 M capital plan is being carried out to restore the Leech Water Supply Area (Project #09-01) to prepare for future water needs. Currently only one hydrological measuring station is capturing flow and turbidity measurements 3.8 km downstream of the future water intake on the Leech River. In order to understand and predict the effect of precipitation, storm events and various restoration management measures on Leech River water quality and quantity, a network of hydrological measuring stations is needed further upstream in the Leech River watershed. This capital project first funded a design study of the most effective and efficient monitoring system that could be implemented (\$10,000) prior to funding implementation beginning in 2018 (\$80,000). Additional funding requests of \$30,000 in 2020 (new total \$100,000) and \$10,000 in 2021 (new total \$25,000) to provide assistance in accessing and addressing safety issues at new weather and hydrology monitoring sites and installing the equipment. Funding requests reflect difficult terrain and access to reach monitoring locations.

Proj. No. 17-06

Capital Project Title Weeks Lake Area Environmental Assessment and Remediation

Capital Project Description

Assessment and remediation of the Weeks Lake gravel pit (lead from firearms) and Weeks Lake (metals and hydrocarbons from dumping).

Asset Class L

Board Priority Area No Alignment

Corporate Priority Area Water

**Project Rationale** Weeks Lake and the surrounding area are suspected to be contaminated by historic use of the area for unregulated public activities. An assessment for lead contamination in the Weeks Lake gravel pit from firearms use began in 2017 with remediation works planned for 2019. The assessment completed in 2018 found surficial soil contamination in the top 15 cm throughout most of the northern half of the gravel pit. A remediation plan (2019) estimated a cost of \$250,000 to remove and dispose of the contaminated soil (classed as hazardous waste). Additional funding of \$145,000 has been added to the original 2020 request to adequately fund the gravel pit remediation work. Funds in 2021 are estimated for further sampling and possible remediation of Weeks Lake which was found to have minor contamination in the lake sediment.

Proj. No. 17-09

Capital Project Title Goldstream Gate Upgrade

Capital Project Description

The main entrance autogate in Goldstream is past end of life and requires replacement with lifting in/out gates along with project 16-01.

Asset Class S

Board Priority Area No Alignment

Corporate Priority Area Water

**Project Rationale** The security autogates are past end of life and are to be replaced with more effective security infrastructure. This project has been delayed in order to coordinate with construction of a replacement Gatehouse at the Goldstream entrance (16-01).

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<b>Proj. No.</b> 18-05	<b>Capital Project Title</b> GVWSA Forest Fuel Management/FireSmart Activities	<b>Capital Project Description</b> Implementation of forest fuel management and FireSmart actions in strategic locations for wildfire risk management in the GVWSA.
<b>Asset Class</b> L	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>Wildfire is the greatest threat to water quality in the GVWSA. In 2014 - 2018 CRD staff completed two new fuel reduction corridor projects. Funding to tender contract projects is required in order to complete priority fuel management projects over and above existing staff effort which will be focused on maintenance of existing fuel managed sites. A requested increase from \$75,000 to \$100,000 annually reflects costs experienced in the first year of tendering fuel management work. The need for fuel management to address priority areas will be ongoing and funding is required annually for the 5 year period. An additional year of funding is added in 2025.</i>		

<b>Proj. No.</b> 18-11	<b>Capital Project Title</b> Large Equipment Storage (Field Operations Centre)	<b>Capital Project Description</b> Two additional bays are to be added to the existing fire/spill equipment warehouse at the FOC to shelter large water supply infrastructure equipment.
<b>Asset Class</b> B	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>Increased protected storage is required for IWS equipment at the Field Operations Centre in Goldstream. The existing Fire and Spill Equipment Warehouse and adjacent covered storage is sound and fully utilised. Funds are for additional covered storage bays to accommodate additional large IWS equipment. The upgrade was recommended in the Building Needs Assessment for the Watershed Protection Operations Centre (16-06).</i>		

<b>Proj. No.</b> 19-02	<b>Capital Project Title</b> Whiskey Creek Bridge Replacement (Sooke WSA)	<b>Capital Project Description</b> Replacement of the existing undersized bridge with a longer and higher concrete structure.
<b>Asset Class</b> S	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>Whiskey Creek bridge is located on the Leechtown Main Road, one of the main access routes to Sooke Lake Dam and other critical IWS infrastructure. Whiskey Creek requires a larger bridge as it has been overtopped by storm events in the past and this poses water quality, environmental and safety risks. The project has been moved forward from 2022 to 2023 to allow higher priorities to be addressed first.</i>		

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<b>Proj. No.</b> 19-19	<b>Capital Project Title</b> Hydromet Upgrades Sooke and Goldstream	<b>Capital Project Description</b> Install additional hydrology monitoring sites on Sooke Lake Reservoir inflow streams and increase instrumentation on meteorological stations in Sooke and Goldstream watersheds.
<b>Asset Class</b> E	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> Only the main tributary inflows into Sooke Lake Reservoir are monitored. To better understand the hydrology of the Sooke watershed, additional hydrology monitoring sites are required. The existing meteorological stations in Sooke and Goldstream watersheds have only basic instrumentation and would benefit from additional sensors and upgrades to improve the quality of the meteorological data. The proposed funds for 2020 have been increased by \$20,000 to cover the costs associated with site preparation, addressing site safety issues and assistance with station installation.		

<b>Proj. No.</b> 20-01	<b>Capital Project Title</b> Kapoor Main Mile 1 Bridge and Asphalt Upgrade	<b>Capital Project Description</b> Replacement of the existing undersized culvert with a large bridge as well as nearby asphalt repair or replacement.
<b>Asset Class</b> S	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> The existing culvert at Mile 1 on Kapoor Main is undersized, has evidence of buried organics in the fill material and has oversteeped, unstable banks. The culvert will be removed and a bridge installed to improve water carrying capacity at peak flows, fish passage and bank stability. The asphalt section uphill of the bridge will also be repaired or replaced as a component of the project. The project has been moved forward from 2021 to 2022 to allow higher priorities to be addressed first.		

<b>Proj. No.</b> 20-29	<b>Capital Project Title</b> Gravel crushing 14G and 10S quarry (Sooke and Goldstream WSA)	<b>Capital Project Description</b> Production of gravel at existing quarries in Sooke and Goldstream WSAs.
<b>Asset Class</b> S	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> The current supply of 19 mm road surfacing gravel needs to be replenished. A tender was let in 2020 to further develop both quarries. Based on the bids received, funds were only sufficient to proceed with one quarry and the 10S quarry was prioritized for gravel production. The additional funds requested in 2021 will allow gravel to be produced at 14G.		

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> 31N Bridge to Replace Undersized Culvert (Goldstream WSA)	<b>Capital Project Description</b> Replacement of the existing undersized and failing culvert with a bridge structure.
<b>Asset Class</b> S	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> The undersized and failing culvert on the 31N Road in the Goldstream Water Supply Area requires replacement with a bridge structure in 2021. Funding has been increased to reflect an estimated cost for bridge supply and install of \$325,000.		

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<b>Proj. No.</b> 21-26	<b>Capital Project Title</b> Road Deactivation/Rehabilitation in the GVWSA	<b>Capital Project Description</b> Deactivate or rehabilitate unneeded roads in the Sooke and Goldstream WSAs.
<b>Asset Class</b> L	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>A review was undertaken to identify roads in the Sooke and Goldstream WSAs that could be rehabilitated and removed from the road network without undue impact to operations, wildfire response and security. Funding is required over the 5 year period to make progress on the roads identified to be deactivated/rehabilitated.</i>		

<b>Proj. No.</b> 21-27	<b>Capital Project Title</b> Autogate Installations on Primary Access Routes	<b>Capital Project Description</b> Install autogates on the main access routes where the Sooke Hills Wilderness Trail and E&N rail line cross to improve
<b>Asset Class</b> S	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>Continued residential growth and corresponding increasing recreational pressure bring the public close to critical works (Goldstream Treatment Plant, and Ammonia Injection building). Recreational use of the Sooke Hills Wilderness Trail and Park also generate trespass into the GVWSA, and Drinking Water Protection Zone. The proposed autogates improve security by 24 hour recorded keycard access operation and improved location to increase security where the Sooke Hills Wilderness Trail crosses the primary GVWSA access road.</i>		

<b>Proj. No.</b> 21-28	<b>Capital Project Title</b> GVWSA Land Acquisition Priorities	<b>Capital Project Description</b> Acquisition of priority GVWSA catchment and buffer lands.
<b>Asset Class</b> L	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>Funding to support acquisition of priority GVWSA catchment and buffer lands to meet Regional Water Supply Strategic Plan goals.</i>		

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<b>Proj. No.</b> 22-02	<b>Capital Project Title</b> Muckpile Bridge Supply and Install (Deception)	<b>Capital Project Description</b> Replacement of undersized culverts with bridge which will allow for fish and western toad migration.
<b>Asset Class</b> S	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> Replacement of undersized culverts with a concrete deck L100 bridge which will also improve fish passage and western toad migration.		

<b>Proj. No.</b> 23-03	<b>Capital Project Title</b> Air curtain burner for fuel management	<b>Capital Project Description</b> A transportable burner that provides more effective and rapid burning of woody debris with reduced smoke emissions.
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Climate Action & Adaptation
<b>Project Rationale</b> In order to prevent forest fuels from accumulating from clearing and forest fuel management projects, the woody debris is chipped and dispersed as possible, and the remainder is piled and burned. Opening burning of woody debris is restricted by the Open Burning Smoke Control Regulation, which restricts the days and conditions under which woody debris can be burned in order to reduce the amount and dispersion of smoke generated, especially near urban areas. This limits the timing of burning in the GVWSA to few opportunities and may not allow all required burning to be completed in a given year. An air curtain burner can be transported to a site, fed with woody debris, and very little if any smoke is generated as the fuel is burned quickly by feeding it with air and an "air curtain" contains the smoke within the burner. The project budget has been moved ahead to 2021 and reduced due to shared funding with CRD Regional Parks and Environmental Protection programs.		

<b>Proj. No.</b> 23-04	<b>Capital Project Title</b> 17S/Sooke Main Bridge Replacement	<b>Capital Project Description</b> Undersized bridge replacement
<b>Asset Class</b> S	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> The current structure (3 concrete culverts side-by-side with a concrete deck) does not allow adequate room to pass potential storm debris. The most recent engineering inspection stated this recycled structure is in fair shape, with spalling of the concrete. The structure is planned to be replaced with a free span concrete bridge. The project has been moved forward from 2023 to 2025 to allow higher priorities to be addressed first.		

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<b>Proj. No.</b> 24-01	<b>Capital Project Title</b> 6M/Judge Creek Culvert Replacement (Sooke WSA)	<b>Capital Project Description</b> Undersized culvert replacement
<b>Asset Class</b> S	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>This culvert is very undersized on a slow moving section of creek, which seasonally can be overtopped and unpassable for vehicles. This culvert will be replaced with a larger, fish-friendly structure.</i>		

<b>Proj. No.</b> 16-10	<b>Capital Project Title</b> Post Disaster Emergency Water Supply	<b>Capital Project Description</b> Identify and procure emergency systems for post disaster preparedness.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. This item will see the study of the issue in 2016 and 2017 with the anticipated purchase of one or more emergency distribution systems in 2017. Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to start implementing these additional works.</i>		

<b>Proj. No.</b> 17-13	<b>Capital Project Title</b> Asset Management Plan	<b>Capital Project Description</b> Development of a plan to inform future areas of study and highlight critical infrastructure improvements.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This plan will bring various components together from items 14-01, 16-07, 16-08, 16-09, 16-10 and 16-11 and form a strategic plan that will identify future study and construction requirements with capital replacement budgets and schedules. Additional funds are required to complete additional investigations highlighted in the 2017 study.</i>		

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Proj. No. 19-04

Capital Project Title Seismic Assessment of Critical Facilities

Capital Project Description Identified as a priority from Strategic Plan, a seismic assessment of critical facilities and a supply system resilience feasibility study will be undertaken.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

**Project Rationale** A Water Supply System Strategic Plan update occurred in 2017. Seismically assessing critical facilities and ensuring water supply is resilient has been highlighted as a priority to ensure a functioning water supply system after a seismic event. With the exception of dams, all critical facilities including the Japan Gulch and Sooke River Road Disinfection facility will be seismically assessed in a desktop study and confirmed through field inspections to determine if they meet current post-disaster requirements. Additionally, a feasibility study of critical infrastructure will identify and assess whether plans, procedures and necessary infrastructure are in place in the event key infrastructure fails. The results of the assessment will inform future investigation and capital improvements if required. Funds are required to retain a consultant to seismically assess critical facilities within the water supply system.

Proj. No. 19-15

Capital Project Title Hydraulic Capacity Assessment and Transient Pressure Analysis

Capital Project Description Determine the existing level-of-service for the RWSC transmission system and conduct a transient pressure analysis

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

**Project Rationale** The RWSC transmission is complex with all the connection points to it. Funding is required to determine the available pressures and flows throughout the transmission system and whether it is susceptible to transient pressure waves.

Proj. No. 19-28

Capital Project Title Goldstream System Hydraulic Analysis

Capital Project Description Analysis and documentation of hydraulics of the Goldstream system.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

**Project Rationale** A study to quantify the volume and available flow rate from the Goldstream system is required to qualify the operational conditions in the event it is used as an emergency backup for the Sooke Lake system.

Proj. No. 20-02

Capital Project Title Supply System Resilience Feasibility Study

Capital Project Description Identified as a priority from the Strategic Plan, a study of water supply system's resilience and high level measures to

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

**Project Rationale** The RWSC currently has one primary water supply and one backup water supply with single feeds from each system. Funding is required to assess the water supply system's resilience and outline high level measures to make important assets resilient.



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<b>Proj. No.</b> 20-07	<b>Capital Project Title</b> Deep Northern Intake & Transmission Pipeline Study	<b>Capital Project Description</b> A technical and business case analysis will be carried out with possible expansion and filtration study upstream of the head tank - this is to replace 2016-09
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> A technical and business case analysis will be carried out on an additional intake from the deeper, northern area of the Sooke Lake Reservoir. Additionally, a filtration siting study will be undertaken due to the interconnectedness of the two works.		

<b>Proj. No.</b> 20-08	<b>Capital Project Title</b> Regional Water DCC Program	<b>Capital Project Description</b> Design of a Regional DCC Program
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> The municipalities are developing and growing and may result in upgrades to maintain the level of service due to development. Funds are required to design a Regional Water Development Cost Charge program.		

<b>Proj. No.</b> 20-10	<b>Capital Project Title</b> Condition & Vulnerability Assessment	<b>Capital Project Description</b> Conduct a condition assessment of critical supply infrastructure and assess its possibility of risk.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> The RWSC is a large system with infrastructure of various ages and condition. Funding is required to conduct a condition assessment of critical infrastructure, such as Humpback PRV, and assess their risk of failure and provide a high level timeline for replacement/renewal.		

<b>Proj. No.</b> 20-11	<b>Capital Project Title</b> Develop Master Plan	<b>Capital Project Description</b> Develop a long term strategic plan to anticipate water demand, water treatment, and future siting of facilities.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> The RWSC is providing water to an increasing population in the CRD. Due to the size and complexity of the supply system, improvements to increase capacity has to be identified and planned out well in advance of the need for the additional water. Funding is required to assess water demand vs available		

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<b>Proj. No.</b> 21-05	<b>Capital Project Title</b> Level of Service Agreement	<b>Capital Project Description</b> From #19-15 & #20-11, develop level-of-service agreements for participating municipalities to address hydraulic capacity of infrastructure.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The RWSC supplies water directly and indirectly to 12 municipalities. Based upon Capital Projects #19-15 and #20-11, level-of-service agreements for participating municipalities will be developed to address hydraulic capacity of infrastructure.</i>		

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<b>Proj. No.</b> 15-03	<b>Capital Project Title</b> Sooke Intake Screens Condition Assessment & Replacement	<b>Capital Project Description</b> Renewal of the aging Sooke Intake Tower and equipment to maintain water supply.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The Intake Tower is an integral part of the Regional Water System and is the primary raw water feed to Japan Gulch and Sooke River Road Water Treatment Plants. Currently there is no redundancy within the structure in the event of mechanical failure. In 2016 Stantec Consulting Ltd. completed an assessment of the overall structure including major components consisting of: Travelling Screen, Sluice Gates/Actuators, and Electrical System. The assessment identified required remedial works to the major components that will be carried out over 2017 and 2018. In 2016 a Seismic Structural Analysis will be completed to assess the vulnerability of this structure and identify options of upgrades or replacement of the structure to meet current seismic codes. In 2017 Stantec had provided renewal and replacement options for the Intake Tower, additional funds are required to renew the Intake Tower to ensure proper functioning screens, sluice gates/actuators and electrical system.</i>		

<b>Proj. No.</b> 18-07	<b>Capital Project Title</b> Replacement of UV System	<b>Capital Project Description</b> Replacement of the UV system at the Goldstream Water Treatment Plant
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Two 24" UV disinfection units that were decommissioned from the old Charters Creek plant are required to be installed at the JG plant along with electrical and control connections. Inlet and outlet valves are in place, but require 24" stainless steel piping to insert units into place. Funding is required to relocate existing UV disinfection units to the JG plant and provide electrical &amp; control and piping connections. Construction has been spread over two years to correspond with construction over the winter period.</i>		

<b>Proj. No.</b> 18-08	<b>Capital Project Title</b> Bulk Supply Meter Replacement Program	<b>Capital Project Description</b> Planned replacement of aging bulk meter replacement based upon a condition assessment and water audit.
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This item is to replace, upgrade and install new bulk water meters and related equipment that measure flow and volumes of water delivered to the wholesale customers. Many of the meter stations are in need of upgrading. Funding is required to replace the flow meter and appurtenances. Funding is required for Blue Ridge, Alderly, Holland and Maplewood replacements.</i>		

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<b>Proj. No.</b> 18-15	<b>Capital Project Title</b> Corrosion Protection Program	<b>Capital Project Description</b> Study deficiencies in the current material protection and implement recommendations.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This item is to assess, design and implement cathodic protection for the various infrastructure, including steel pipes, that are susceptible to corrosion. The supply system has various implementations of cathodic protection ranging from interior/exterior coatings for pipe and passive anodes to impressed current systems with variable results and condition. Funding is required to retain a specialist to conduct a high level assessment of existing infrastructure with recommendations for additional investigation or areas that require immediate attention.</i>		

<b>Proj. No.</b> 18-18	<b>Capital Project Title</b> Main No.3 Segment Replacement	<b>Capital Project Description</b> Replacement of segments of Main No. 3 based upon previous studies.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The existing Main No. 3 is approximately 70 years old. Some section of the 22 km main are steel pipe in known potentially corrosive soils. It is proposed to eventually replace a segment or Main #3 on Wale Road, Island Hwy. and Adams Place in Colwood and View Royal. Conceptual design and options analysis will be undertaken in 2018 with detailed design and construction commencing in 2019 to 2022. Funding is required to retain a consultant to undertake design and to construct a replacement to Main No. 3.</i>		

<b>Proj. No.</b> 19-05	<b>Capital Project Title</b> Repairs - Kapoor Shutdown	<b>Capital Project Description</b> Repair items such as defects in the Kapoor tunnel, replacement of critical valves, intake exterior inspection and actuator replacement while the Kapoor tunnel is shutdown.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>During the 2016 Kapoor Tunnel inspection numerous deficiencies were noted. Some of the repairs were made and inspected in 2017. Funds are required to complete remaining identified repairs as well as conduct other works, such as head tank valve maintenance, dive inspection of the Intake Tower, hydraulic actuator line replacement, that can only be conducted when the Kapoor Tunnel is offline.</i>		

<b>Proj. No.</b> 19-23	<b>Capital Project Title</b> Critical Spare Equipment Storage & Pipe Yard	<b>Capital Project Description</b> Plan, design and construct a critical equipment storage building.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Additional and accessible storage is required at the pipe yard for critical spare equipment such as repair bands and clamps. Funds are required to pland, design and construct an equipment storage building accessible by loading vehicles.</i>		

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<b>Proj. No.</b> 20-13	<b>Capital Project Title</b> Electrical Isolation Audit	<b>Capital Project Description</b> Inspection audit of facilities to ensure that there is sufficient electrical separation and isolation for safety.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The RWSC has numerous facilities with electrical and mechanical equipment within the same room. Funds are required to conduct and inspection of the facilities and ensure there is sufficient separation to reduce the risk of failure and for safety.</i>		

<b>Proj. No.</b> 20-16	<b>Capital Project Title</b> Cecelia Meter Replacement	<b>Capital Project Description</b> Replacement of the Cecelia billing meter as well as its enclosure.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The St Giles and Cecelia meters are aging and in hard to maintain locations. Funding is required to construct new meter sites and decommission and demolition the old sites.</i>		

<b>Proj. No.</b> 20-17	<b>Capital Project Title</b> Decommission Smith Hill Site	<b>Capital Project Description</b> Plan and decommission the abandoned Smith Hill reservoir site.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The Smith Hill reservoir has not been in operation for many years. Funds are required to plan for decommission the site in 2020 and then carry out decommissioning in 2023.</i>		

<b>Proj. No.</b> 20-18	<b>Capital Project Title</b> Goldstream Main #4 Replacement	<b>Capital Project Description</b> Plan and replacement of the concrete pipe portion of Main #4.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The Main #4 transmission main going through Goldstream Ave in Langford is concrete pipe and should be replaced. Funds are required to plan a new alignment and logistics of replacement in 2020 with actual replacement part of Project 21-11.</i>		

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<b>Proj. No.</b> 20-32	<b>Capital Project Title</b> pH Adjustment Facility	<b>Capital Project Description</b> Design and construct a pH adjustment facility based upon the results of the pH and corrosion study.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>From the 2019 Capital Project, pH and Corrosion Study, a new facility to adjust pH in the transmission system will be designed and constructed.</i>		

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Proj. No.	20-33	Capital Project Title	Sooke Intake Screens Replacement	Capital Project Description	Emergency replacement of the Sooke Intake screens.
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>In January 2020 the Intake Screens failed, funds are required for the emergency replacement of the screens over the winter of 2020-2021.</i>					

Proj. No.	21-06	Capital Project Title	Sooke Lake Dam Spillway Hoist Replacement	Capital Project Description	Replacement of the sluice gate spillway hoist at Sooke Lake Dam.
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>The Sooke Lake Dam Spillway Hoist is at it's end of life and poses a risk of failure when required for use of lowering the high level gate barriers. Funds are required to replace the hoist.</i>					

Proj. No.	21-07	Capital Project Title	Goldstream Water Treatment Plant Communications Upgrade	Capital Project Description	Increase reliability and resilience of data and voice communications between the UV Plant, Sodium Hypochlorite Building.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>The communications systems between the UV Plant, Sodium Hypochlorite Building and Ammonia Building operate on separate systems, requiring additional time and processes to access one from the other. Funds are required to optimize the communications system to increase reliability and resilience of data and voice communications between the facilities.</i>					

Proj. No.	21-08	Capital Project Title	Goldstream Water Treatment Plant Emergency Automation	Capital Project Description	Installation of automatic valves and controls to safeguard chemicals in the event of dosing line breaks
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>Funds are required to automate chemical dosing line isolation to ensure employee safety in the event of a chemical line break.</i>					

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<b>Proj. No.</b> 21-09	<b>Capital Project Title</b> Goldstream Water Treatment Plant Demolition	<b>Capital Project Description</b> Plan and construct provisions demolition.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The Goldstream Water Treatment Plant has undergone numerous upgrades and updates, both large and small since its initial construction. There are numerous vestigial mechanical and electrical assets that require planned removal. Funds are required to plan and remove unused assets that affect maintenance of the system.</i>		



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<b>Proj. No.</b> 21-10	<b>Capital Project Title</b> SCADA Upgrades	<b>Capital Project Description</b> Update the SCADA Master Plan in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The SCADA and radio system utilized by the RWS comprises of components ranging from 2-25 years in age. A planned replacement of assets, to be coordinated with the Juan de Fuca Water Distribution and Saanich Peninsula Water &amp; Wastewater Systems is required to create a more resilient and cohesive communications system.</i>		

<b>Proj. No.</b> 21-11	<b>Capital Project Title</b> RWS Supply Main No. 4 Upgrade	<b>Capital Project Description</b> Upgrade vulnerable sections of the RWS Supply Main No. 4 and Main No. 1 to a resilient system to better able to withstand a seismic event. Vulnerable sections are Concrete Cylinder pipe material which is susceptible to failure during a seismic event. This is part of project partnered with the Saanich Peninsula Water system.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Sections of RWS Supply Main No. 4 have been identified as being vulnerable due to age and material type during a seismic event and require replacement. To support replacement of the Goldstream section of Main No. 4, improvements to RWS Supply Main No. 1 are required, such as replacement of approximately 40 m of transmission Main #1 at Watkiss Way and upgrade of the Watkiss PRV, upgrade of the Millstream PRV, modifications to the Humpback PRV and construction of five new pressure control stations. This project is part of a project partnered with the Saanich Peninsula Water System to increase the resilience of the water system by replacing vulnerable sections of transmission mains. The budget breakdown of the works: Goldstream section of Main #4 \$21,975,000; Watkiss Way section of Main #1 \$950,000; Watkiss PRV \$1,250,000; Millstream PRV \$1,350,000; Humpback PRV improvements \$825,000; Five new PRVs \$9,050,000.</i>		

<b>Proj. No.</b> 21-12	<b>Capital Project Title</b> SRRDF Upgrade	<b>Capital Project Description</b> Increased water flows in the Sooke region have resulted in an additional sodium hypochlorite dosing pump and automation for summer flows.
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Due to increased water flows in the Sooke region, an additional sodium hypochlorite dosing pump and automation is required. Funds are required to carry out the upgrades.</i>		

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<b>Proj. No.</b> 16-16	<b>Capital Project Title</b> Implications from Goldstream Dam Safety Review	<b>Capital Project Description</b> Conduct dam improvements at the Goldstream dams that resulted for the Dam Safety Review and routine inspections (refer to the Dam Safety Database).
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The Goldstream Dams Dam Safety Review was initiated in 2015 and delivered in 2016 and the review provided recommendations for dam safety improvements for the 11 dams in the Goldstream Watershed. The dam deficiencies and related projects are identified in the Dam Safety Database.</i>		

<b>Proj. No.</b> 16-17	<b>Capital Project Title</b> Butchart Dam No. 5 Remediation	<b>Capital Project Description</b> Phase 1 Rehabilitation (grouting) of Butchart Dam No. 5 and planning for Phase 2.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Butchart Dam #5 was observed to have a sinkhole on the downstream slope. The earthfill dam was founded on limestone in the about 1905 and seepage issues have occurred since that time. A geotechnical investigation was conducted in 2016, and remediation has been recommended by geotechnical consultant. It is proposed to complete detailed design of remediation in 2018 and construction of repairs in 2019.</i>		

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<b>Proj. No.</b> 17-25	<b>Capital Project Title</b> Implications from Sooke Lake Dam Safety Review	<b>Capital Project Description</b> Conduct dam improvements at the Sooke Lake Dam that resulted from the Dam Safety Review and routine inspections (refer to the Dam Safety Database)
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The 2016 Dam Safety Review Audit was completed and provided a list of recommended improvements. Upcoming capital work to be completed is identified in the dam safety database.</i>		

<b>Proj. No.</b> 18-19	<b>Capital Project Title</b> Sooke Lake Dam - Instrumentation System Improvements	<b>Capital Project Description</b> Complete dam performance instrumentation system/surveillance improvements for the Sooke Lake Dam.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The 2016 Dam Safety Review identified and recommended various dam safety surveillance instrumentation improvements including piezometers, weirs, seismometers, etc. An Instrumentation system plan was completed and includes a prioritized list of improvement projects.</i>		

<b>Proj. No.</b> 18-20	<b>Capital Project Title</b> Sooke Lake Dam - Breach Risk Reduction Measures	<b>Capital Project Description</b> Implement measures to reduce Sooke Lake Dam breach implications in the unlikely event of dam failure (refer to the NHC Consulting study).
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>A Dam Breach Assessment and Inundation Zone Mapping project was completed in 2017 by an engineering consultant and risk mitigation measures included structural and non-structural measures to lower risk should a dam breach occur. The measures are captured in the Dam Safety Database.</i>		

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Proj. No.	19-07	Capital Project Title	Integrate Dam Performance and Hydromet to SCADA	Capital Project Description	Integrate the dam safety instrumentation/surveillance (i.e. piezometers and weirs) and HydroMet stations to report to WIO through the existing SCADA system.
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> Based on capital project 18-19, dam performance piezometers and weirs and Hydromet/Dam Safety Instrumentation stations will be integrated through the SCADA system.					

Proj. No.	19-08	Capital Project Title	Charters Dam Decommissioning	Capital Project Description	Charters Dam has been retired from drinking water service, no other interested owners, plan to decommission.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> The Charters Dam has been retired from drinking water service with no other interested owners. Funds are required to plan and implement decommissioning of the dam prior to the next legislated Dam Safety Review.					

Proj. No.	19-09	Capital Project Title	Cabin Pond Dams Decommissioning	Capital Project Description	The Cabin Pond Dams (x2) have been retired from drinking water service, plan to decommission.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> The two Cabin Pond Dams has been retired from drinking water service with no other interested owners. Funds are required to plan and implement decommissioning of the dams.					

Proj. No.	19-12	Capital Project Title	Goldstream Dams Instrumentation Improvements	Capital Project Description	Conduct dam safety instrumentation/surveillance improvements (refer to report from Thurber Engineering).
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> Thurber completed a study on the Goldstream Dam instrumentation and found numerous deficiencies with respect to dam safety. Funds are required to design and implement improvements to the Goldstream Dam instrumentation.					

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Proj. No.	19-13	Capital Project Title	Dam Safety Instrumentation - Hydromet	Capital Project Description	The existing dam safety instrumentation/surveillance equipment is getting older and will need to be replaced/rehabilitated (does not include pending SCADA effort).
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>Aging Hydromet/Dam Safety Instrumentation stations maintained by Infrastructure Engineering require replacement so that ongoing monitoring within the watersheds can be maintained. Funds are required for upgrades and replacement of existing Hydromet Stations.</i>					

Proj. No.	20-19	Capital Project Title	Goldstream System High Level Outlet Valve Replacements	Capital Project Description	The Goldstream and Butchart high level outlet valves have been identified as requiring replacement.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>Through dam safety inspections and routine operations, the Goldstream and Butchart high level outlet valves have been identified as requiring replacement. Funds are required to design and replace the valves.</i>					

Proj. No.	20-20	Capital Project Title	Saddle Dam Piezometer Installation	Capital Project Description	Dam safety instrumentation/surveillance installations (i.e. piezometers) are required to monitor the Saddle Dam to monitor the performance of Saddle Dam and for future stability assessments.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>From the 2019 Capital Project, #19-10, recommendations were made for piezometer installation at Saddle Dam to meet regulatory requirements. Funds are required to design and implement piezometer installation.</i>					

Proj. No.	21-03	Capital Project Title	Deception Dam - Dam Safety Review 2021 & Improvements	Capital Project Description	Conduct a Dam Safety Review and some improvements for the Deception Dam.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>Deception Dam has a consequence classification of "very high" and a dam safety review is required to be completed every ten years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2011. The dam safety review is anticipated to be an "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent year to complete recommended dam safety improvements.</i>					

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<b>Proj. No.</b> 21-04	<b>Capital Project Title</b> Saddle Dam - Dam Safety Review 2021 & Improvements	<b>Capital Project Description</b> Conduct a Dam Safety Review and some improvements for the Saddle Dam.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Saddle Dam has a consequence classification of "very high" and a dam safety review is required to be completed every ten years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2011. The dam safety review is anticipated to be and "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent year to complete recommended dam safety improvements.</i>		

<b>Proj. No.</b> 21-21	<b>Capital Project Title</b> Goldstream Dams - Gate Improvements	<b>Capital Project Description</b> logistics planning in 2021, installation in 2022
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Several of the water control gates related to the Goldstream dams are in need of repair and possibly replacement.</i>		

<b>Proj. No.</b> 21-22	<b>Capital Project Title</b> Charters Dam - Dam Safety Review 2021	<b>Capital Project Description</b> Legislated obligation to conduct Dam Safety Review, contingent on outcome of the Decommissioning plan and DSO expectations (relates to Item 19-08)
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Charters Dam has a consequence classification of "high" and a dam safety review is required to be completed every ten years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2011. The dam safety review is anticipated to be and "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. A dam decommissioning study is in progress and the DSR will only proceed if needed, as determined by the Dam Safety officer.</i>		

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<b>Proj. No.</b> 22-08	<b>Capital Project Title</b> Deception Dam Surveillance Improvements	<b>Capital Project Description</b> Replace and supplement the Dam Safety Instrumentation at Deception Dam.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The latest engineering data review identified deficiencies with the existing piezometers and seepage weir. It is proposed to prepare a system improvement plan and thereafter complete repairs, improvmetn and install supplementary dam performance instrumentation.</i>		

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Sooke Lake Dam Update Seismic Assessment	<b>Capital Project Description</b> Conduct a seismic assessment of the Sooke Lake Dam as per the previous Dam Safety Reiviews.
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The Sooke Lake Dam requires periodic seismic assessment updates. Funds are required to retain a consultant to conduct an update to the Sooke Lake Dam Seismic Assessment.</i>		

<b>Proj. No.</b> 23-07	<b>Capital Project Title</b> Sooke Lake Dam Seismic Retrofits	<b>Capital Project Description</b> Detail and construct seismic retrofits for the existing structures initially focusing on the spillway and gates structures.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The siesmic assessment completed in 2017 included recommendations for siesmic retrofits for Sooke Lake Dam including siesmic anchoring of the spillway, gate structure and the intake tower bridge..</i>		

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<b>Proj. No.</b> 23-08	<b>Capital Project Title</b> Regional Watershed Dams – Flood Forecasting System	<b>Capital Project Description</b> Update the existing flood forecasting system (WD4Cast) to a modern version including Standard Operating Procedures and training for staff.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The 2016 Dam Safety Review included a recommendation to improve the flood forecasting system, which is becoming more important with Climate Change. This item will update the existing flood forecasting system from WD4Cast to a modern version including Standard Operating Procedures and training for staff.</i>		

<b>Proj. No.</b> 23-09	<b>Capital Project Title</b> Sooke Lake Dam - Dam Safety Review 2023	<b>Capital Project Description</b> Conduct a Dam Safety Review
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Sooke Lake Dam has a consequence classification of "extreme" and a dam safety review is required to be completed every seven years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2016. The dam safety review is anticipated to be and "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent years to complete recommended dam safety improvements.</i>		

<b>Proj. No.</b> 25-01	<b>Capital Project Title</b> Goldstream Dams - Dam Safety Review 2025	<b>Capital Project Description</b> Conduct a Dam Safety Review
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The Goldstream Watershed Dams have a consequence classification of "low" to "high" and a dam safety review is required to be completed every ten years under the current B.C. Dam Safety Regulation. The last dam safety review was completed in 2015. The dam safety review is anticipated to be and "audit-style" assessment of the physical condition of the dam, operations, maintenance, surveillance, identification of dam safety deficiencies and recommendations for dam safety improvements. Project includes budget for subsequent years to complete recommended dam safety improvements.</i>		



**Service: 2.670**                      **Regional Water Supply**

<b>Proj. No.</b> 25-02	<b>Capital Project Title</b> Probable Maximum Flood and Inflow Design Flood Updates	<b>Capital Project Description</b> Update the previous edition from 2015 (recommended 10 year review cycle).
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The various Dam Safety Reviews and Canadian Dam Safety Guideline recommend updating the reservoir inflow design flood and freeboard analysis every ten years.</i>		

<b>Proj. No.</b> 19-29	<b>Capital Project Title</b> Leech River Water Quality Monitoring	<b>Capital Project Description</b> Monitor water quality from the Leech River for 2 years
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Prior to utilizing the Leech River as an additional drinking water source, water quality monitoring is required to determine if it is a suitable water source with the current treatment technology utilized. Funds are required to monitor and analyze the water quality from the Leech River.</i>		

<b>Proj. No.</b> 20-03	<b>Capital Project Title</b> Leech River Watershed - Implications for Supply Management	<b>Capital Project Description</b> Review data of Leech Monitoring Project and report on implications of adding Leech to water supply
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This item is to develop and implement a research program to evaluate the implications of adding Leech Watershed water supply to existing Sooke Reservoir when future demand exceeds current supply</i>		

<b>Proj. No.</b> 20-04	<b>Capital Project Title</b> Sooke Lake HyDy Model Development	<b>Capital Project Description</b> Critical data collection, model building+calibration, model utilization for 3 different scenarios
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This project consists of the following different phases: 2020/2021 Procurement/Rental of monitoring equipment to fill critical data gaps; 2022 Consulting contract to build the hydrodynamic lake model and calibrate it against existing data; 2022 Consulting contract to run the model for a North Basin intake scenario; 2023 Consulting Contract to run the model for investigating impacts of a diversion of Leech River water into Sooke Lake; 2024 Consulting Contract for investigating impacts of wind induced seiches in Sooke Lake.</i>		

Service: 2.670

Regional Water Supply

Proj. No. 21-13

Capital Project Title Flowcam Imaging System

Capital Project Description Utilize semi-automated algal analysis to meet increased demands without increasing FTEs

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

**Project Rationale** Demand for algal monitoring of the watershed areas has increased due to the monitoring of the Leech Watershed Area and overall increased monitoring due to the potential effects of climate change on the water supply for Greater Victoria. The Flowcam imaging system is a semiautomated flow cytometer imaging system that can increase sample analysis capacity substantially to meet the demand without increasing FTEs in an expert role. Water Quality also analyzes algal samples for CRD-operated local service area drinking water sources and recovers costs through internal charges back to RWS.

Proj. No. 21-14

Capital Project Title Sooke Lake Sampling Boat Repair

Capital Project Description Refurbishment of structural boat parts (floor)

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

**Project Rationale** The 1994 Sooke Lake Sampling Boat needs replacement of the wood-core floor and a few other smaller repairs to extend its structural life.

Proj. No. 21-29

Capital Project Title Microbiological plate pourer

Capital Project Description Automation of manual process to increase capacity/worker safety

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

**Project Rationale** Currently microbiological media is heated to melting on a hotplate and manually poured into Petri dishes, and sample workload has increased such that staff spend a significant amount of time on this potentially hazardous activity. This piece of equipment automates the process to eliminate the risk of burn injuries from handling hot, sterilized media in glassware.

**Service: 2.670**                      **Regional Water Supply**

<b>Proj. No.</b> 22-05	<b>Capital Project Title</b> WQ Lab Capital Improvements	<b>Capital Project Description</b> Building improvements in the lab
<b>Asset Class</b> B	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Replacement of floor covering and wooden cabinetry original to the building due to deterioration/ wear and tear.		

<b>Proj. No.</b> 22-06	<b>Capital Project Title</b> Sooke Lake Food Web Study	<b>Capital Project Description</b> Assess the aquatic food web structure and create an inventory of fish and invertebrate species and distribution in Sooke Lake Reservoir - to be used as
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> CRD has been using predominantly algal data as an indicator for stream health and condition assessment in the source waters. To gain a better understanding of the source water conditions and how they may change over time it is necessary to expand this indicator system for other trophic levels in the food web. Sooke Lake Reservoir is of particular interest as the primary and critical water source for the GVDWS and therefore a aquatic food web study will be commissioned on this lake.		

<b>Proj. No.</b> 22-07	<b>Capital Project Title</b> Bulk-Water Connection Backflow Protection Study	<b>Capital Project Description</b> Investigate all bulk-water connections to CRD or municipal systems and identify the need for backflow protection
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> While the CRD has a new policy requiring backflow considerations for the design of new connections to CRD supply mains, there are a number of existing connections that are unprotected or that are unknown if protected. Also, there are numerous bulk-water connections to municipal mains (Stratas, First Nation lands, federal lands) that may be unprotected. This study is to create an inventory of all bulk-water connections to public water systems in the GVDWS and to assess the risk of backflow.		

**Service: 2.670**                      **Regional Water Supply**

<b>Proj. No.</b> 23-05	<b>Capital Project Title</b> Renovation of Samplers Hut (2955 Sooke Lk Road)	<b>Capital Project Description</b> Building exterior paint, roof, gutters, flooring, bathroom
<b>Asset Class</b> B	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The CRD Samplers Hut at 2955 Sooke Lake Road will require extensive building renovations in 2023 to be able to continue to serve as a safe and adequate working place for CRD staff.</i>		

<b>Proj. No.</b> 23-06	<b>Capital Project Title</b> GVDWS Nitrification Study	<b>Capital Project Description</b> Investigate nitrification occurrence and potential impacts on drinking water quality
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>With the operation of the upgraded Goldstream disinfection process (liquid NH3 and hypo) the volatility of the residual products and potential for nitrification in the distribution systems needs to be studied to assess any potential impacts to the drinking water quality.</i>		

<b>Proj. No.</b> 24-02	<b>Capital Project Title</b> Boat Motor Replacement with Electric Outboards (Sooke and Goldstream Boats)	<b>Capital Project Description</b> Outboard and trim motor replacement due to age and water quality concerns, large electric outboards are already available from Torqeedo for instance
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>When the existing boat motors are due for replacement they shall be replaced with electric outboard motors to reduce emissions and to provide clean propulsion of CRD boats on the drinking water source lakes. This will reduce the risk of fuels spills and eliminate combustion exhausts entering the water.</i>		

Service: 2.670

Regional Water Supply

<b>Proj. No.</b> 17-27	<b>Capital Project Title</b> Watershed Bridge and Culvert Replacement	<b>Capital Project Description</b> Replacement of small culverts and bridges throughout the GVWSA.
<b>Asset Class</b> S	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>This provides annual funding for the replacement of culverts and bridges that have reached end of life and/or are undersized given present knowledge of potential peak water flows and anticipated climate change effects. With the completion of peak flow modelling of all major structures in the Sooke and Goldstream WSAs in 2017, additional funds are required beginning in 2018 to upgrade identified structures to current standards. Costs of upgrades have increased significantly in the last 5 years.</i>		

<b>Proj. No.</b> 17-28	<b>Capital Project Title</b> Watershed Security Infrastructure Upgrade and Replacement	<b>Capital Project Description</b> New, upgrade and replacement of security infrastructure in the GVWSA.
<b>Asset Class</b> E	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>The outer boundary of the Leech, Sooke and Goldstream Water Supply Areas is approximately 119 kilometers in length. Main access roads are gated and there are 11 kilometers of existing security fencing. A constant effort is needed to maintain a Closed Watershed Policy. Through monitoring, high incident areas are identified, security plans are developed, and security infrastructure (fencing, gates and signage) is installed or upgraded where required. The uplift in provisional funding requested in 2017 has been reduced given full integration of the Weeks Lake area within the GVWSA, completion of fencing and gates related to the Sooke Hills Wilderness Trail and with separate capital projects for autogates.</i>		

<b>Proj. No.</b> 17-29	<b>Capital Project Title</b> Water Supply Area Equipment Replacement	<b>Capital Project Description</b> Hydrometeorological, fireweather and wildfire suppression equipment replacement.
<b>Asset Class</b> E	<b>Board Priority Area</b> No Alignment	<b>Corporate Priority Area</b> Water
<b>Project Rationale</b> <i>This provides annual funding for the replacement or upgrading of equipment for wildfire suppression and spill response, fire weather stations, hydro-meteorological monitoring and water quality sampling and monitoring equipment. Given an expansion of the hydrology and meteorology network of stations and sensors, an additional \$50,000 per year is added in 2020 and going forward. In 2021 and going forward, funding is reduced by \$20,000 as water quality equipment will be funded under a separate line item (21-17).</i>		

<b>Proj. No.</b> 17-30	<b>Capital Project Title</b> Transmission Main Repairs	<b>Capital Project Description</b> Emergency repairs to the transmission mains.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Each year a visual inspection of this critical supply tunnel is carried out by CRD staff. This capital item allows for minor repairs that are discovered during these inspections. This also allows for annual funding for repair of emergency breaks on large diameter supply mains.</i>		

**Service: 2.670** **Regional Water Supply**

<b>Proj. No.</b> 17-31	<b>Capital Project Title</b> Transmission System Components Replacement	<b>Capital Project Description</b> Replacement and repair of transmission components.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This is an annual allowance for the capital costs for the replacement and repair of supply system components that fail under normal operation and maintenance during the year.</i>		

<b>Proj. No.</b> 17-33	<b>Capital Project Title</b> Disinfection Equipment Parts Replacement	<b>Capital Project Description</b> Replacement of incidental equipment and parts associated with the disinfection system.
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The annual work includes the replacement of the plastic gas feed piping that has become very brittle, installing air valves on the ammonia solution lines, installing and replacing shut off valves on the booster pumps supply piping, installing indicator stems on UV cooling water valves, relocating the UV cooling water feed pipes, improving the landscaping around the UV building to reduce dust and other minor upgrades.</i>		

<b>Proj. No.</b> 17-34	<b>Capital Project Title</b> Supply System Computer Model Update	<b>Capital Project Description</b> Annual update of the regional hydraulic model.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This item is to allow for staff and consultant time each year to keep the hydraulic computer model current.</i>		

<b>Proj. No.</b> 19-16	<b>Capital Project Title</b> Dam Improvements	<b>Capital Project Description</b> Items not covered by Dam Safety Reviews, but brought up in Dam Safety Inspections and Dam Safety Reviews
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Dam Satey Inspections are carried out throughout the year and result in minor improvements at each dam annually. These improvements are minor in nature and are typically not covered in the Dam Safety Review. Funds are required to carry out the dam safety improvements resulting from Dam Safety Inspections.</i>		

**Service: 2.670** **Regional Water Supply**

<b>Proj. No.</b> 19-22	<b>Capital Project Title</b> SCADA Repairs & Equipment Replacement	<b>Capital Project Description</b> Items not covered by the SCADA Replacement and SCADA Master Plan, but integral in maintaining the SCADA System and revenue meter system.
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This item is to allow for unplanned SCADA repairs and equipment replacement not covered by the capital projects SCADA Replacement.</i>		

<b>Proj. No.</b> 21-15	<b>Capital Project Title</b> Corrosion Protection	<b>Capital Project Description</b> Replace corrosion protection assets, such as coatings, for the transmission system when identified.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>There are numerous assets with varying levels of corrosion protection throughout the RWS system. Funds are required to ensure that corrosion protection assets are replaced or rehabilitated when identified.</i>		

<b>Proj. No.</b> 21-16	<b>Capital Project Title</b> Valve Chamber Upgrades	<b>Capital Project Description</b> Replace failing valves and appurtenances along the RWS supply system.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The RWS system has numerous isolation and air valves along the transmission system, usually in underground chambers. Funds are required for replacement of valves and chamber upgrades as they are identified.</i>		

<b>Proj. No.</b> 21-17	<b>Capital Project Title</b> Water Quality Equipment Replacement	<b>Capital Project Description</b> Replacement of water quality equipment for the water quality lab and water quality operations
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This provides annual funding for the replacement or upgrading of equipment for the water quality lab, sampling, and operations. Of this provisional budget, \$20,000 was previously included in item 17-29 (Water Supply Area annual provisional budget)</i>		

Service: 2.670

Regional Water Supply

Proj. No. 21-18

Capital Project Title LIMS support

Capital Project Description Support for LIMS database

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Provides for support for the laboratory information management system

Proj. No. 17-35

Capital Project Title Vehicle & Equipment Replacement  
(Funding from Replacement Fund)

Capital Project Description This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system.

Asset Class V

Board Priority Area 0

Corporate Priority Area 0

Project Rationale This is for replacement of vehicles and equipment used by CRD Water Services for the day-to-day operation and maintenance of the supply system. The Equipment Replacement Fund is used to fund the expenditure.

Proj. No. 20-22

Capital Project Title Vehicle for the Dam Safety Program

Capital Project Description New pick up

Asset Class V

Board Priority Area 0

Corporate Priority Area 0

Project Rationale An additional pick up is required for the dam safety program.

Proj. No. 20-23

Capital Project Title Vehicle for the CSE Support Program

Capital Project Description New Transit Van

Asset Class V

Board Priority Area 0

Corporate Priority Area 0

Project Rationale A new Transit van is required to support the Confined Space Entry Support program.



**Service: 2.670** **Regional Water Supply**

<b>Proj. No.</b> 21-30	<b>Capital Project Title</b> Vehicle for Warehouse Operations	<b>Capital Project Description</b> New pick up
<b>Asset Class</b> V	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> For use of the warehouse worker to source supplies and materials in support of the remote sites. This warehouse worker will maintain wastewater stores and will travel and transport as required items between stores locations. A pickup truck will be required.		

<b>Proj. No.</b> 21-24	<b>Capital Project Title</b> ATV with Tracks (replace Gator)	<b>Capital Project Description</b> Vehicle to access weather stations during snow conditions
<b>Asset Class</b> V	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> The replacement of the gator with an ATV with tracks will be used to access weather stations in the winter.		

<b>Proj. No.</b> 21-25	<b>Capital Project Title</b> UV Plant Safety Audit and Equipment Replacement	<b>Capital Project Description</b> Carry out an audit of the occupied office area of the UV Plant and carry out upgrades
<b>Asset Class</b> V	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> The UV Plant serves as the main occupational space for the UV and Chloramination plant operators. Since construction in 2004 an audit and update of the occupied space has not been carried out to ensure the space meets the current needs. Funds are required to carry out the audit and carry out upgrades.		

Service: 2.670/2.680

Regional Water Supply & JDF Water Distribution Combo

Proj. No.	16-01	Capital Project Title	Upgrades to Buildings at 479 Island Highway	Capital Project Description	Maintenance and changes to buildings and office layouts.
Asset Class	B	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	<p>The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway:</p> <ul style="list-style-type: none"><li>• Repairs, upgrades and changes to the buildings (provisional \$50,000)</li><li>• Painting of the buildings. (provisional \$10,000 annually)</li><li>• Repair and replacement of carpets, floors and walls. (provisional \$10,000 annually)</li><li>• Repair, refurbishment and replacement of equipment and property. (provisional \$10,000 annually)</li></ul>				

Proj. No.	17-01	Capital Project Title	Voice Radio Upgrade	Capital Project Description	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	<p>Service Life and projected replacement:</p> <ul style="list-style-type: none"><li>• The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005.</li><li>• The present radio models used in the system have just been taken out of production by the manufacturer, there will be no new units available for purchase as of July 1, 2015.</li><li>• Support for repairs and maintenance of the present radio will continue for the next 3 years at least.</li></ul> <p>There are no pressing issues with equipment maintenance or repairs, present repair rates suggest we can maintain the system for the next few years, and perhaps reach a 12-15 year lifespan on the present equipment.</p>				

Proj. No.	20-01	Capital Project Title	Portable Pump Station	Capital Project Description	Portable pump station to provide backup when a pump station is offline, in construction or to bypass a section of pipe.
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	<p>The RWS and JdF operation numerous water mains and pump stations. There are situations, when a pump station fails, construction of a pump station or bypassing a section of pipe, where a portable pump station is required to maintain the level of service. Funds will be used in 2020 to design and in 2021 to procure a portable pump station.</p>				

Service: 2.670/2.680

Regional Water Supply & JDF Water Distribution Combo

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Storage Container for vehicle and equipment Tires	<b>Capital Project Description</b> Tires removed from vehicles are stored on site outside of the Fleet office. They need to be stored in a more safe and secured area.
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The tires that are purchased for replacing and winter rotating are stored outside the fleet office on the mezzanine. These tires which include large truck and equipment tires are bulky and heavy. Lifting these tires onto the mezzanine has been identified as a safety hazzard and requires more than one person. A solution to this is to purchase a storage container that can be placed and locked in the yard at 479 for the storage of the tires. The container will be at ground level which means that the onsite forklift can be used to move the tires around.</i>		

<b>Proj. No.</b> 17-03	<b>Capital Project Title</b> Office Equipment, Upgrades and Replacements	<b>Capital Project Description</b> Upgrade and replacement of office equipment as required.
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Funds will be used for the replacement and upgrading of office equipment and furniture, as required.</i>		

<b>Proj. No.</b> 17-04	<b>Capital Project Title</b> Computer Upgrades	<b>Capital Project Description</b> Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This is an annual upgrading and replacement program of computers, photocopiers, network, monitoring and associated equipment, as required. This item has been increased from \$160,000 to \$175,000 annually to reflect actual costs.</i>		
<i>Capital Budget Network Switch Maintenance \$10,000 Additional Wireless Access Points and Maintenance \$15,000 Photocopier Replacement \$20,000 Additional Data Storage \$15,000 Replacement Computers \$75,000 Equipment Maintenance (contingency) \$23,000 Replace Access Control System - Gates/ Video Cameras \$12,000 Total Capital \$170,000</i>		

Service: 2.670/2.680

Regional Water Supply & JDF Water Distribution Combo

Proj. No.	17-05	Capital Project Title	Development of the Maintenance Management Systems	Capital Project Description	Develop maintenance management system.
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>The maintenance management system needs further development to meet user needs and to facilitate reporting. It is proposed that funds be approved for the following IT related projects:-</i> <ul style="list-style-type: none"><li>• Develop a dashboard to display information.</li><li>• Investigate standardization of SAP mobile platform.</li></ul>					

Proj. No.	17-06	Capital Project Title	Small Equipment & Tool Replacement (Water Operations)	Capital Project Description	Replacement of tools and small equipment for Water Operations as required.
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>Funds will be used for replacement of a variety of Operations and Welding equipment such as cutting saws, portable generators, gas detectors, Hilti drills, plasma cutter, wire welder, etc.</i>					

Proj. No.	17-07	Capital Project Title	Small Equipment & Tool Replacement (Corporate Fleet)	Capital Project Description	Replacement of tools and small equipment for Fleet as required.
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>Funds will be used for replacement of a variety of Fleet small equipment and tools as required. This includes provision to replace the Vehicle OBD reader for reading engine codes and the shop air compressor.</i>					

**2.670 Regional Water Supply  
Asset/ Reserve Schedule  
2021 - 2025 Financial Plan**

**Asset Profile**

**Regional Water Supply**

System assets include the lands, dams and source water reservoirs within the water supply areas, intake and source conduits, two water treatment plants, pressure regulating facilities, nine supply mains, three balancing reservoirs and revenue water meters in the water transmission system.

**Equipment Replacement Reserve Schedule**

**Reserve Fund: 2.670 Regional Water Supply Equipment Replacement Reserve (covered by CRD-ERF Bylaw)**

**Fund: 1022 Fund Center: 101454**

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	2,031,818	2,364,344	2,473,184	2,593,925	2,678,236	2,755,987
<b>Equipment purchases (Based on Capital Plan)</b>	(27,153)	(222,000)	(215,000)	(265,000)	(280,000)	(280,000)
<b>Transfer from Operating Budget</b>	299,294	297,540	303,491	309,561	315,751	322,066
<b>Proceeds on disposals</b>	40,475	33,300	32,250	39,750	42,000	42,000
<b>Interest Income*</b>	19,911					
<b>Ending Balance \$</b>	<b>2,364,344</b>	<b>2,473,184</b>	<b>2,593,925</b>	<b>2,678,236</b>	<b>2,755,987</b>	<b>2,840,053</b>

General Comments:

Reserve Fund is used for the purpose of replacing fleet vehicles including heavy equipment and associated mobile components, as outlined in the capital plan. Proceeds from disposals are estimated at 15% of replacement equipment purchases. Note not all vehicles are sold within the year in which they are replaced.

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **JDF Water Distribution**

#### **FINAL BUDGET**

MARCH 2021

**DEFINITION:**

To finance the administration, development, maintenance, and operational expenses, of the Juan de Fuca Water Distribution local service in the Western Communities of the Capital Regional District, as per the Water Distribution Local Service Area Establishment Bylaw No. 2538.

The establishment and operation of a Juan de Fuca water Distribution Commission is done by Bylaw No. 2540.

**SERVICE DESCRIPTION:**

Juan de Fuca Water Distribution Service provides retail water distribution system to participants within the Western Communities. The service administration and operation is provided by the Integrated Water Services Department.

**PARTICIPATION:**

City of Colwood	District of Metchosin
City of Langford	District of Sooke
Town of View Royal	District of Highlands
Juan de Fuca Electoral Area	

**MAXIMUM LEVY:**

The maximum amount that may be requisitioned is NIL.

**MAXIMUM CAPITAL DEBT:**

Authorized:		\$19,000,000 Pre - (Consolidated MFA Loan Authorizations - Juan de Fuca Water Distribution Facilities)
Borrowed:		\$17,500,000 Pre - (Consolidated amounts borrowed - Juan de Fuca Water Distribution Facilities)
Remaining:	Expired	\$1,500,000
Authorized:		\$14,800,000 2015 - (MFA Bylaw No. 3981 Juan de Fuca Water Distribution Facilities)
Borrowed:		\$10,100,000
Remaining:	Expired	\$4,700,000
Authorized:		\$10,000,000 DCC - (MFA Bylaw No. 3164 Juan de Fuca Water Distribution Facilities Development-DCC)
Borrowed:		\$3,500,000 DCC - (MFA Bylaw No. 3164 Juan de Fuca Water Distribution Facilities Development-DCC)
Remaining:	Expired	\$6,500,000

**FUNDING:**

Costs are recovered from Water Sales, and transfer from DCC reserves to service DCC debt.

### Rate Base for 2021 Revenue Year

	<u>2019 Applic</u>	<u>2020 Applic</u>	<u>End of 2020 for '21 Applic.</u>	<u>Change</u>	
<b>Retail System</b>					
Physical Plant	\$ 160,579,824	\$ 166,168,703	\$ 174,624,245	\$ 8,455,543	Note 1
Construction Work In Progress	1,593,750	1,019,107	962,562	(56,545)	Note 1
Cash Working Capital	741,992	826,902	854,959	28,056	
Inventory	<u>525,000</u>	<u>525,000</u>	<u>525,000</u>	<u>-</u>	
Total Retail Rate Base	\$ 163,440,566	\$ 168,539,712	<b>\$ 176,966,766</b>	\$ 8,427,055	

Note 1: Refer to the Schedule of Change in Physical Plant & Work in Progress for details.



## Schedule of Change in Physical Plant & Work In Progress

### Retail

<b>Projected Asset Additions</b>	<u>Projected Assets Capitalized</u>
Pipes	\$ 8,780,093
Meters	900,000
Pump Stations	643,555
Reservoir rehabilitation and upgrades	312,834
Reservoir Demolition	209,608
Scada	195,955
Hydrants	175,000
Disaster Response Studies	150,000
Bulk Water Station	140,000
Building improvements	120,000
Building Modification	101,799
Update procedures & Eng Specifications	85,257
Computer upgrades	85,000
Small Diameter Program Update	83,323
Generator for Pump Station	75,000
Studies (Hydraulic model)	60,000
Other Projects (15 minor projects under \$50k)	217,352
Total projected assets capitalized	<u>\$ 12,334,775</u>
Less: current years depreciation	\$ (4,556,394)
Less: change in prior year forecast addition estimates, & disposals.	677,161
Change in Physical Plant	<u><u>\$ 8,455,543</u></u>

### Projected Construction Work In Progress (CWIP)

Pump Stations	\$ 723,962
Reservoir rehabilitation and upgrades	60,262
Computer upgrades	51,750
Other Projects (8 minor projects under \$50k)	126,588
Projected CWIP	<u>\$ 962,562</u>
Less Prior years projected CWIP	(1,019,107)
Change in CWIP	<u><u>\$ (56,545)</u></u>

## Revenue Requirements for 2021 Year

	2019 Application	2020 Application	2021 Application	Change	
<b>Retail</b>					
Operations & maintenance	\$ 6,018,379	\$ 6,707,098	\$ 6,934,667	\$ 227,569	
Depreciation	4,269,223	4,532,773	4,833,774	301,002	
Return on rate base	<u>2,473,800</u>	<u>2,682,900</u>	<u>2,814,700</u>	<u>131,800</u>	Note 1
Subtotal of above	\$ 12,761,402	\$ 13,922,771	\$ 14,583,141	\$ 660,371	
Non-rate revenue	(174,500)	(174,500)	(174,500)	-	
DCC Repayment	<u>(239,785)</u>	<u>(228,160)</u>	<u>(228,160)</u>	<u>-</u>	
Total retail	\$ 12,347,117	\$ 13,520,111	\$ 14,180,481	\$ 660,371	

Note 1: Return on rate base is calculated with reference to the long term Canada bond rate & the average debt rate.

## 2021 Demand Estimate

### Retail Demand

<u>Years</u>	<u>Actual Demand cu.metre</u>	<u>Budgeted Demand cu.metre</u>
2016	8,622,990	7,710,000
2017	8,595,300	8,000,000
2018	8,853,800	8,200,000
2019	8,911,315	8,600,000
2020	8,900,000*	8,900,000

### 2021 Demand Estimate

**8,900,000**

*\* Projected consumption for 2020*

### Summary of Retail Water Rates

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Change</u>
<b>Retail (direct) water rate</b>						
Unit cost per cu.m.	\$1.9129	\$2.0739	\$2.1132	\$2.2159	\$2.3081	\$0.0922

### Retail Water Rate Increase Impact on Residential Water Bill

Average consumption per 2 month billing cycle: \*      39.0      cubic meters (annual = 234.0 cu.m)

<u>Charge for Two Months Consumption</u>	<u>Year</u>	<u>Bi monthly Charge</u>	<u>Annual Charge</u>	<u>2020 Annual Change \$</u>
Average Consumption	2020	\$ 86.42	\$ 518.52	
	2021	\$ 90.02	\$ 540.10	\$ 21.57
Half Average Consumption	2020	\$ 43.21	\$ 259.26	
	2021	\$ 45.01	\$ 270.05	\$ 10.79
Twice Average Consumption	2020	\$ 172.84	\$ 1,037.04	
	2021	\$ 180.03	\$ 1,080.19	\$ 43.15

**Schedule A**  
**Asset Useful Life Assignments - PSAB**

<u>Classes:</u>	<u>Code</u>	<u>Asset Categories</u>	<u>Useful Life, Years</u>
<b>Land</b>	LAND	Land & Rights of Way * (Note 1)	N/A
<b>Building</b>	BLDG	Building, Permanent	50
	BLOT	Building, Temporary/ Portable	20
	BLFX	Building fixture ( <i>sprinklers</i> )	20
<b>Equipment</b>	BOAT	Boats & Marine Equipment	10
	COMP	Computer Equipment ( <i>includes software</i> )	5
	ELEC	Electronic Equipment( <i>hydromet, weather stn eqpt</i> )	5
	FIRE	Fire & Safety Equipment	10
	GENT	Generator	20
	HYDR	Hydrants and Standpipes	20
	HYDY	Hydrology	10
	MTRS	Meters	20
	OFFE	Office Equipment	5
	OFFF	Office Furniture	10
	SCDA	SCADA Equipment	10
	SCRN	Intake Screens/Membranes ( <i>stop logs</i> )	20
	SHOP	Shop Equipment	10
	TELE	Telecommunication Eqpt ( <i>radios, phone systems</i> )	10
	WEQP	Water Works Eqpt( <i>W. Quality lab, Wshed eqpt</i> )	10
	NEW GRP	Weather stn & communication tower	15
<b>Vehicle</b>	VEHC	Vehicles	8
<b>Engineering</b>	BRDG	Bridge	50
<b>Structure</b>	CANL	Canal	50
	DAMS	Dam Structures	100
	PIPE	Pipelines, includes Vaults, Kiosks, Valve chambers	75
	PIPF	Pipelines, fittings	20
	PLPV	Parking lot paved	40
	PSEQ	Pump Station Equipment	20
	PSHS	Pump Station Housing	50
	PRVS	Valves, Flushes & PRV's	20
	RDGR	Roads gravel	20
	RDPV	Roads paved	40
	RESS	Reservoirs (steel & concrete)	50
	REST	Reservoirs (tower/tank)	35
	TANK	Storage tank	40
	TELP	Telephone and Power Lines	50
	TUNN	Tunnel, Culvert and Diversions	50
	WATP	Water Treatment Plant	25
	WELL	Wet well/ Well	50
<b>Other Assets</b>	CSTU	Capital Management Studies	5
	FENC	Fences	15
	LIMP	Land & Yard Improvements	20

Note 1: Land is not depreciated so a useful life assignment is not applicable.

**CAPITAL REGIONAL DISTRICT**

Program Group: CRD-JDF Water Distribution  <b>SUMMARY OF PROGRAMS</b>  1	2021 BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET 2	2020 ESTIMATED ACTUAL 3	2021 CORE BUDGET 4	2021 ONGOING 5	2021 ONE-TIME 6	TOTAL (COL 4, 5 & 6) 7	2022 8	2023 9	2024 10	2025 11
<b><u>OPERATING COSTS</u></b>										
ALLOCATION - OPERATIONS	4,298,560	4,586,339	4,539,881	-	-	4,539,881	4,617,043	4,713,263	4,802,799	4,895,671
OPERATING - OTHER COSTS	977,816	942,564	937,033	-	-	937,033	919,632	964,220	974,602	983,666
SALARIES AND WAGES	526,557	417,240	547,368	-	-	547,368	549,065	560,853	572,896	585,192
CONTRACT FOR SERVICES	540,916	465,208	395,935	-	40,000	435,935	423,452	430,411	437,611	444,219
ALLOCATION - STANDARD OVERHEAD	363,249	363,249	474,450	-	-	474,450	552,362	563,410	574,678	586,171
<b>TOTAL OPERATING EXPENDITURES</b>	<b>6,707,098</b>	<b>6,774,600</b>	<b>6,894,667</b>	<b>-</b>	<b>40,000</b>	<b>6,934,667</b>	<b>7,061,554</b>	<b>7,232,157</b>	<b>7,362,586</b>	<b>7,494,919</b>
Percentage increase over prior year's board budget			2.80%			3.39%	1.83%	2.42%	1.80%	1.80%
BULK WATER PURCHASE	6,201,520	6,201,520	6,361,720	-	-	6,361,720	6,564,600	6,895,980	7,181,520	7,529,280
<b>BULK WATER EXPENDITURES</b>	<b>6,201,520</b>	<b>6,201,520</b>	<b>6,361,720</b>	<b>-</b>	<b>-</b>	<b>6,361,720</b>	<b>6,564,600</b>	<b>6,895,980</b>	<b>7,181,520</b>	<b>7,529,280</b>
			2.58%			2.58%				
<b><u>CAPITAL EXPENDITURES &amp; TRANSFERS</u></b>										
TRANSFER TO WATER CAPITAL FUND	5,200,860	5,218,737	5,278,916	-	-	5,278,916	5,500,000	6,000,000	6,500,000	7,000,000
TRANSFER TO DEBT RESERVE FUND	56,050	56,050	71,730	-	-	71,730	65,730	27,730	9,730	6,730
TRANSFER TO EQUIPMENT REPLACEMENT FUND	213,945	213,945	258,003	-	-	258,003	263,163	268,426	273,795	279,270
<b>TOTAL CAPITAL EXPENDITURES &amp; TRANSFERS</b>	<b>5,470,855</b>	<b>5,488,732</b>	<b>5,608,649</b>	<b>-</b>	<b>-</b>	<b>5,608,649</b>	<b>5,828,893</b>	<b>6,296,156</b>	<b>6,783,525</b>	<b>7,286,000</b>
<b><u>DEBT SERVICING</u></b>										
DEBT - INTEREST & PRINCIPAL	1,749,868	1,749,868	1,888,336	-	-	1,888,336	2,370,709	2,721,305	2,851,316	2,869,346
<b>TOTAL DEBT EXPENDITURES</b>	<b>1,749,868</b>	<b>1,749,868</b>	<b>1,888,336</b>	<b>-</b>	<b>-</b>	<b>1,888,336</b>	<b>2,370,709</b>	<b>2,721,305</b>	<b>2,851,316</b>	<b>2,869,346</b>
<b>TOTAL EXPENDITURES</b>	<b>20,129,341</b>	<b>20,214,720</b>	<b>20,753,372</b>	<b>-</b>	<b>40,000</b>	<b>20,793,372</b>	<b>21,825,756</b>	<b>23,145,598</b>	<b>24,178,947</b>	<b>25,179,545</b>
<b><u>SOURCES OF FUNDING</u></b>										
REVENUE - SALES	(19,721,631)	(19,721,510)	(20,502,201)	-	(40,000)	(20,542,201)	(21,613,930)	(22,964,368)	(23,997,717)	(24,998,315)
REVENUE - OTHER	(179,550)	(265,050)	(181,230)	-	-	(181,230)	(181,230)	(181,230)	(181,230)	(181,230)
<b>TOTAL SOURCE OF FUNDING FROM OPERATIONS</b>	<b>(19,901,181)</b>	<b>(19,986,560)</b>	<b>(20,683,431)</b>	<b>-</b>	<b>(40,000)</b>	<b>(20,723,431)</b>	<b>(21,795,160)</b>	<b>(23,145,598)</b>	<b>(24,178,947)</b>	<b>(25,179,545)</b>
<b><u>SOURCES OF OTHER FUNDING</u></b>										
TRANSFER FROM DCC RESERVES TO FUND DCC DEBT	(228,160)	(228,160)	(69,941)	-	-	(69,941)	(30,596)	-	-	-
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR	-	-	-	-	-	-	-	-	-	-
<b>TOTAL SOURCES OF ALL FUNDING</b>	<b>(20,129,341)</b>	<b>(20,214,720)</b>	<b>(20,753,372)</b>	<b>-</b>	<b>(40,000)</b>	<b>(20,793,372)</b>	<b>(21,825,756)</b>	<b>(23,145,598)</b>	<b>(24,178,947)</b>	<b>(25,179,545)</b>
Percentage increase over prior year's board budget			3.10%			3.30%	5.17%	6.05%	4.46%	4.14%

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

<b>Service No.</b>	<b>2.680</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>JDF Water Distribution</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$4,400,000	\$24,565,000	\$14,665,000	\$7,910,000	\$6,660,000	\$6,555,000	\$60,355,000	
Vehicles	\$450,000	\$650,000	\$350,000	\$190,000	\$580,000	\$165,000	\$1,935,000	
	<b>\$4,850,000</b>	<b>\$25,215,000</b>	<b>\$15,015,000</b>	<b>\$8,100,000</b>	<b>\$7,240,000</b>	<b>\$6,720,000</b>	<b>\$62,290,000</b>	

**SOURCE OF FUNDS**

Capital Funds on Hand	\$1,900,000	\$12,340,000	\$3,590,000	\$5,790,000	\$6,340,000	\$6,535,000	\$34,595,000	
Debenture Debt (New Debt Only)	\$200,000	\$5,435,000	\$6,400,000	\$2,100,000	\$300,000	\$0	\$14,235,000	
Equipment Replacement Fund	\$250,000	\$450,000	\$350,000	\$190,000	\$580,000	\$165,000	\$1,735,000	
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Donations / Third Party Funding	\$0	\$2,360,000	\$0	\$0	\$0	\$0	\$2,360,000	
Reserve Fund	\$2,500,000	\$4,630,000	\$4,675,000	\$20,000	\$20,000	\$20,000	\$9,365,000	
	<b>\$4,850,000</b>	<b>\$25,215,000</b>	<b>\$15,015,000</b>	<b>\$8,100,000</b>	<b>\$7,240,000</b>	<b>\$6,720,000</b>	<b>\$62,290,000</b>	

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

<b>Service No.</b>	<b>2.670/2.680 Regional Water Supply &amp; JDF Water Distribution Combo</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
Equipment	\$500,000	\$1,490,000	\$980,000	\$330,000	\$330,000	\$330,000	\$330,000	\$3,460,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$500,000</b>	<b>\$1,570,000</b>	<b>\$1,060,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$3,860,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$500,000	\$1,570,000	\$1,060,000	\$410,000	\$410,000	\$410,000	\$410,000	\$3,860,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$500,000</b>	<b>\$1,570,000</b>	<b>\$1,060,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$3,860,000</b>



## CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

Service #:

2.680

Service Name:

JDF Water Distribution

**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 Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
<b>INFRASTRUCTURE ENGINEERING AND OPERATIONS</b>													
<b>Planning</b>													
16-03	Renewal	Asset Management Plan	Combine past studies to plan out future capital expenditures.	\$150,000	S	WU	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
21-14	Renewal	Fire Storage Analysis	Assess and update the fire flow upgrade program to inform future capital works.	\$120,000	S	Debt	\$0	\$120,000	\$0	\$0	\$0	\$0	\$120,000
<b>Capital</b>													
16-05	Renewal	Comprehensive Pump Station Upgrades (10 year Program)	Continue pump station condition assessments, plan and carry out upgrades.	\$5,000,000	S	WU	\$0	\$1,000,000	\$100,000	\$1,000,000	\$0	\$0	\$2,100,000
18-02	Renewal	JDF Reservoir Upgrades	Reservoir improvements are required at Walfred, Peacock, and Helgesen Reservoirs. In 2018 a review of all three reservoirs was conducted including implementing improvements to Walfred.	\$1,250,000	S	WU	\$480,000	\$480,000	\$450,000	\$0	\$0	\$0	\$930,000
18-03	Renewal	JDF Site Decommissioning Program	Decommissioning of facilities that are no longer in use based on preliminary work from Annual Provisional	\$1,050,000	S	WU	\$450,000	\$450,000	\$100,000	\$350,000	\$100,000	\$0	\$1,000,000
18-05	Replacement	Rocky Point Upgrades	Replacement of Rocky Point P.S., additional storage at Rocky Point Reservoir & water main upgrades. Partnered with DND.	\$3,550,000	S	WU	\$0	\$3,300,000	\$0	\$0	\$0	\$0	\$3,300,000
18-05	Replacement	Rocky Point Upgrades	Replacement of Rocky Point P.S., additional storage at Rocky Point Reservoir & water main upgrades. Partnered with DND.	\$2,060,000	S	Other	\$0	\$2,060,000	\$0	\$0	\$0	\$0	\$2,060,000
18-06	New	Disaster Response Plan for Water Supply and Distribution	Determine and supply response equipment for disaster response.	\$350,000	S	WU	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
19-06	Renewal	Corrosion Protection Program	Undertake a program to assess and prevent corrosion to existing steel pipe within the Juan du Fuca water system.	\$50,000	S	WU	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$20,000
19-09	New	Distribution System Seismic Resiliency Improvements	Determine and commence improvements to the distribution system to provide seismic resiliency.	\$1,750,000	S	WU	\$50,000	\$50,000	\$150,000	\$500,000	\$500,000	\$500,000	\$1,700,000
20-03	Replacement	AC Pipe Replacement Program	Replacement of aging asbestos cement pipe as highlighted in the 2019 update report	\$24,000,000	S	WU	\$0	\$3,000,000	\$0	\$1,700,000	\$3,000,000	\$3,000,000	\$10,700,000

20-03	Replacement	AC Pipe Replacement Program	Replacement of aging asbestos cement pipe as highlighted in the 2019 update report		S	Debt		\$0	\$3,000,000	\$1,300,000			\$4,300,000
20-04	Replacement	William Head & VGH Meter Replacement	Replacement of the meter and chambers at William Head & VGH with the possibility of resilient connections.	\$700,000	S	WU	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000
20-04	Replacement	William Head & VGH Meter Replacement	Replacement of the meter and chambers at William Head & VGH with the possibility of resilient connections.		S	Debt		\$400,000	\$250,000	\$0	\$0	\$0	\$650,000
20-05	New	Electrical Isolation Audit	Inspection audit of facilities to ensure that there is sufficient electrical separation and isolation for safety.	\$50,000	S	WU	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
20-06	Replacement	Sun River Reservoir Replacement	Replace the existing concrete tank with a steel tank for increase capacity and resilience.	\$900,000	S	WU	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0
20-06	Replacement	Sun River Reservoir Replacement	Replace the existing concrete tank with a steel tank for increase capacity and resilience.		S	Debt		\$800,000	\$0	\$0	\$0	\$0	\$800,000
20-07	Replacement	Goldstream AC Replacement	Replacement of aging asbestos cement pipe within Goldstream Rd, fromVMP to Spencer.	\$5,000,000	S	WU	\$0	\$2,300,000	\$0	\$0	\$0	\$0	\$2,300,000
20-07	Replacement	Goldstream AC Replacement	Replacement of aging asbestos cement pipe within Goldstream Rd, fromVMP to Spencer.		S	Debt		\$2,500,000	\$0	\$0	\$0	\$0	\$2,500,000
21-02	Replacement	Sooke Rd - 2,200m of 600m Pipe - VMP to Jacklin	Replacement of aged, large diameter water main from Jacklin Rd to VMP	\$2,400,000	S	WU	\$0	\$0	\$550,000	\$0	\$0	\$0	\$550,000
21-02	Replacement	Sooke Rd - 2,200m of 600m Pipe - VMP to Jacklin	Replacement of aged, large diameter water main from Jacklin Rd to VMP		S	Debt		\$0	\$1,850,000	\$0	\$0	\$0	\$1,850,000
21-11	Replacement	Marilyn Rd - 110m of 200mm Pipe	Replacement of 110m of watermain to ensure proper fire flows in the area.	\$150,000	S	Debt	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
21-12	New	Ironmine Recirculation Line	Installation of a recirculation line to improve water quality at the Silverspray Reservoir	\$165,000	S	Debt	\$0	\$165,000	\$0	\$0	\$0	\$0	\$165,000
21-13	Replacement	SCADA Master Plan Update & Upgrades	Update the SCADA Master Plan in conjunction with the RWS, Saanich Peninsula and Core Area infrastructure.	\$700,000	S	Debt	\$0	\$200,000	\$500,000	\$0	\$0	\$0	\$700,000
21-15	New	Florence Lake Inclusion Upgrades	Upgrades are required to the Florence Lake water system prior to including it into the JDF Water System.	\$300,000	S	Other	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
<b>Sub-Total System Infrastructure Engineering and Operations</b>				<b>\$49,695,000</b>			<b>\$1,900,000</b>	<b>\$17,450,000</b>	<b>\$7,005,000</b>	<b>\$4,905,000</b>	<b>\$3,655,000</b>	<b>\$3,550,000</b>	<b>\$36,565,000</b>
<b>CUSTOMER AND TECHNICAL SERVICES</b>													
16-06	Replacement	Vehicle & equipment replacement (funding from replacement fund)	Vehicle and equipment replacement.	\$1,395,000	V	ERF	\$250,000	\$450,000	\$350,000	\$190,000	\$580,000	\$165,000	\$1,735,000

20-09	New	Vehicle for the Meter Replacement Program	A new Service Van to be used for the meter replacement program	\$200,000	V	Debt	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000
<b>Sub-Total Customer and Technical Services</b>				<b>\$1,595,000</b>			<b>\$450,000</b>	<b>\$650,000</b>	<b>\$350,000</b>	<b>\$190,000</b>	<b>\$580,000</b>	<b>\$165,000</b>	<b>\$1,935,000</b>
<b>ANNUAL PROVISIONAL ITEMS</b>													
17-07	New	Site Decommissioning - General	Planning for decommissioning of unused sites.	\$50,000	S	WU	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
17-09	Replacement	Emergency Main Replacement	Major main replacement under emergencies.	\$500,000	S	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
17-12	Replacement	Large Meters/Meter Vaults Components Replacement	Replacement or repairs to components in large meters/vaults as required.	\$1,250,000	S	WU	\$0	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
17-13	New	Site Security Upgrades	Upgrading and replacement of security systems for sites as required.	\$200,000	S	WU	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000
17-15	Renewal	Distribution System Improvements	Unplanned distribution system improvements.	\$2,250,000	S	WU	\$0	\$50,000	\$450,000	\$450,000	\$450,000	\$450,000	\$1,850,000
17-15	Renewal	Distribution System Improvements	Unplanned distribution system improvements.		S	Debt		\$400,000	\$0	\$0	\$0	\$0	\$400,000
17-16	New	Hydraulic Model Yearly Update	Annual hydraulic model update.	\$300,000	S	WU	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
21-03	Replacement	Hydrant & Flush Replacement, Upgrades and Additions	Upgrade, replacement or installation of flushes and fire hydrants, and fire flow testing.	\$1,125,000	S	WU	\$0	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$1,125,000
21-04	Replacement	Residential Service & Meter Replacement	Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report.	\$3,600,000	S	WU	\$0	\$300,000	\$500,000	\$500,000	\$1,000,000	\$1,300,000	\$3,600,000
21-04	Replacement	Residential Service & Meter Replacement	Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report.		S	Debt		\$500,000	\$800,000	\$800,000	\$300,000	\$0	\$2,400,000
21-05	Replacement	Pump Station Equipment Replacements	Unplanned pump station repairs and equipment replacement	\$750,000	S	WU	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
21-06	Replacement	SCADA Equipment Replacement	Unplanned replacement of SCADA and electrical equipment.	\$500,000	S	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
21-07	Renewal	Reservoir Equipment Replacement	Replacement or repairs to components at reservoir sites.	\$500,000	S	WU	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
21-09	Replacement	Valve Replacement	Unplanned replacement and repair of isolation and line valves, and air valves.	\$1,000,000	S	WU	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
<b>Sub-Total for Annual Provisional Items</b>				<b>\$12,025,000</b>			<b>\$0</b>	<b>\$2,485,000</b>	<b>\$2,985,000</b>	<b>\$2,985,000</b>	<b>\$2,985,000</b>	<b>\$2,985,000</b>	<b>\$14,425,000</b>
<b>DEVELOPMENT COST CHARGE (DCC)</b>													
16-07	New	Update DCC Bylaw (Comprehensive Update in 2022)	Planned update of the DCC Bylaw.	\$255,000	S	Res	\$0	\$20,000	\$175,000	\$20,000	\$20,000	\$20,000	\$255,000
20-02	New	Bear Mountain Parkway Extension Supply Mains	Supply mains installed by the City of Langford.	\$2,000,000	S	Res	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000
21-01	New	Sooke Henlyn Supply & Distribution Mains	Construction of water mains based upon development predictions from the Helgesen Pump Station westwards.	\$1,000,000	S	Res	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000
23-01	New	Tank 4 and McCallum Pump Station (2020-2021) and Pump Station 7 and remaining Supply Main to Skirt Mtn Reservoir (2022)	Upgrades to complete the South Skirt Water System	\$7,110,000	S	Res	\$2,500,000	\$4,610,000	\$2,000,000	\$0	\$0	\$0	\$6,610,000
<b>Sub-Total for Development Cost Charges (DCC)</b>				<b>\$10,365,000</b>			<b>\$2,500,000</b>	<b>\$4,630,000</b>	<b>\$4,675,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$9,365,000</b>

<b>GRAND TOTAL</b>	<b>\$73,680,000</b>	<b>\$4,850,000</b>	<b>\$25,215,000</b>	<b>\$15,015,000</b>	<b>\$8,100,000</b>	<b>\$7,240,000</b>	<b>\$6,720,000</b>	<b>\$62,290,000</b>
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**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

**Service #:** 2.670/2.680  
**Service Name:** Regional Water Supply & JDF Water Distribution Combo

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN													
Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
<b>SYSTEM REPLACEMENT AND UPGRADES THAT BENEFIT REGIONAL WATER SUPPLY AND JUAN DE FUCA DISTRIBUTION</b>													\$0
16-01	Renewal	Upgrades to Buildings at 479 Island Highway	Maintenance and changes to buildings and office layouts.	\$400,000	B	WU	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
17-01	Renewal	Voice Radio Upgrade	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.	\$1,560,000	E	WU	\$0	\$640,000	\$650,000	\$0	\$0	\$0	\$1,290,000
20-01	New	Portable Pump Station	Portable pump station to provide backup when a pump station is offline, in construction or to bypass a section of pipe.	\$500,000	E	WU	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000
21-01	New	Storage Container for vehicle and equipment Tires	Tires removed from vehicles are stored on site outside of the Fleet office. They need to be stored in a more safe and secured area.	\$20,000	E	WU	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
<b>Sub-Total System Replacement and Upgrades That Benefit Regional Water Supply and Juan de Fuca Distribution</b>				<b>\$2,480,000</b>			<b>\$500,000</b>	<b>\$1,240,000</b>	<b>\$730,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$2,210,000</b>
<b>ANNUAL PROVISIONAL CAPITAL ITEMS</b>													
17-03	Replacement	Office Equipment, Upgrades and Replacements	Upgrade and replacement of office equipment as required.	\$225,000	E	WU	\$0	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000
17-04	Replacement	Computer Upgrades	Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.	\$850,000	E	WU	\$0	\$170,000	\$170,000	\$170,000	\$170,000	\$170,000	\$850,000
17-05	New	Development of the Maintenance Management Systems	Develop maintenance management system.	\$100,000	E	WU	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
17-06	Replacement	Small Equipment & Tool Replacement (Water Operations)	Replacement of tools and small equipment for Water Operations as required.	\$400,000	E	WU	\$0	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
17-07	Replacement	Small Equipment & Tool Replacement (Corporate Fleet)	Replacement of tools and small equipment for Fleet as required.	\$75,000	E	WU	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
<b>Sub-Total for Annual Provisional Capital Items</b>				<b>\$ 1,650,000</b>			<b>\$ -</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>	<b>\$1,650,000</b>
<b>GRAND TOTAL</b>				<b>\$4,130,000</b>			<b>\$500,000</b>	<b>\$1,570,000</b>	<b>\$1,060,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$410,000</b>	<b>\$3,860,000</b>

**Service: 2.680**                      **JDF Water Distribution**

<b>Proj. No.</b> 16-03	<b>Capital Project Title</b> Asset Management Plan	<b>Capital Project Description</b> Combine past studies to plan out future capital expenditures.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Several studies have been completed and are in progress to assess the JDF assets and programs and the proposed Strategic Asset Management Plan will consolidate the findings of the previous studies in a comprehensive approach to identify and prioritizes future capital expenditures and programs.</i>		

<b>Proj. No.</b> 21-14	<b>Capital Project Title</b> Fire Storage Analysis	<b>Capital Project Description</b> Assess and update the fire flow upgrade program to inform future capital works.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>In order to meet Fire Underwriters Survey recommendations for fire protection, it is necessary to provide certain volumes of water storage. It is proposed to assess fire storage volume requirements for different parts of the system and determine any required upgrades. Funding is required to retain a consultant to complete the analysis.</i>		

<b>Proj. No.</b> 16-05	<b>Capital Project Title</b> Comprehensive Pump Station Upgrades (10 year Program)	<b>Capital Project Description</b> Continue pump station condition assessments, plan and carry out upgrades.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>A previous capital project was completed by Delcan Corp. in 2012 which assessed each existing pump station and identified building deficiencies. This study concluded that on average approximately \$1.0M per year for the next ten years is needed to upgrade existing pump stations. A review of system hydraulics, electrical/mechanical issues and backup power is due to be completed in 2020. Funds in 2021 are for completion of design of and to start construction of the Coppermine PS.</i>		

**Service: 2.680**                      **JDF Water Distribution**

<b>Proj. No.</b> 18-02	<b>Capital Project Title</b> JDF Reservoir Upgrades	<b>Capital Project Description</b> Reservoir improvements are required at Walfred, Peacock, and Helgesen Reservoirs. In 2018 a review of all three reservoirs was conducted including implementing improvements to Walfred.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Numerous deficiencies at the Walfred, Peacock and Helgesen reservoirs have been identified while operating the infrastructure. In 2020 planning and design of improvements at the Helgesen reservoir was undertaken. Improvements like valve reconfiguration, site drainage and controls will be undertaken in 2021 at the Peacock and Skirt reservoirs.		

<b>Proj. No.</b> 18-03	<b>Capital Project Title</b> JDF Site Decommissioning Program	<b>Capital Project Description</b> Decommissioning of facilities that are no longer in use based on preliminary work from Annual Provisional
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Numerous pump station and PRV facilities have been made redundant or have been decommissioned within the JDF system. Sites have been identified as part of the annual provisional project and funds are required to complete decommission of the sites and then demolish them. In 2021 the Townsview tank and pump station will be carried out.		

Service: 2.680

JDF Water Distribution

<b>Proj. No.</b> 18-05	<b>Capital Project Title</b> Rocky Point Upgrades	<b>Capital Project Description</b> Replacement of Rocky Point P.S., additional storage at Rocky Point Reservoir & water main upgrades. Partnered with DND.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Proposed work includes the design and construction of upgrades to the existing Rocky Point Pump Station, storage tank and associated water main upgrades. This work will improve the level of service to both the existing Metchosin water users and the expected increase in flow associated with the Spirit Bay Development in Beecher Bay. Cost sharing with DND for design and construction is underway with construction completing in 2021.</i>		

<b>Proj. No.</b> 18-06	<b>Capital Project Title</b> Disaster Response Plan for Water Supply and Distribution	<b>Capital Project Description</b> Determine and supply response equipment for disaster response.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Proposed work includes developing a response plan to disasters to the Juan de Fuca water supply or distribution system. Funds are required to procure equipment and carry out works developed the in 2018 plan in conjunction with the Regional Water Supply disaster response Plan.</i>		

<b>Proj. No.</b> 19-06	<b>Capital Project Title</b> Corrosion Protection Program	<b>Capital Project Description</b> Undertake a program to assess and prevent corrosion to existing steel pipe within the Juan du Fuca water system.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>There are numerous steel pipes within the Juan du Fuca water distribution system. Some are located in corrosive conditions or connected to dissimilar metals. Funds are required to undertake a program to assess and prevent corrosion to existing pipes.</i>		

**Service: 2.680**                      **JDF Water Distribution**

<b>Proj. No.</b> 19-09	<b>Capital Project Title</b> Distribution System Seismic Resiliency Improvements	<b>Capital Project Description</b> Determine and commence improvements to the distribution system to provide seismic resiliency.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Determine and commence improvements to the distribution system to provide resiliency. In 2021, sites will be prioritized with design commencing in 2022 and construction starting in 2023.		

<b>Proj. No.</b> 20-03	<b>Capital Project Title</b> AC Pipe Replacement Program	<b>Capital Project Description</b> Replacement of aging asbestos cement pipe as highlighted in the 2019 update report
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> This item is the 2021 to 2025 program for replacement of the water mains identified in the Water Main Upgrading and Replacement Program Update in 2021. All mains were assessed for such criteria as age, pipe material, record of leaks and hydraulic adequacy, and a long-term replacement program was developed. Planned works for 2021 include 1.3km on Luxton Rd, funds for Walfred Rd Phase 2 were used in 2020.		



Service: 2.680

JDF Water Distribution

<b>Proj. No.</b> 20-04	<b>Capital Project Title</b> William Head & VGH Meter Replacement	<b>Capital Project Description</b> Replacement of the meter and chambers at William Head & VGH with the possibility of resilient connections.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Identified through Statement of Works, the William Head and Victoria General Hospital meters require replacement and redundancy to maintain service to the two facilities. In 2021 funds will be utilized to complete design of the two new meters that will allow for construction of the meters while maintaining service. Construction is to start in winter of 2021 and be completed in 2022.		

<b>Proj. No.</b> 20-05	<b>Capital Project Title</b> Electrical Isolation Audit	<b>Capital Project Description</b> Inspection audit of facilities to ensure that there is sufficient electrical separation and isolation for safety.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Identified through Statement of Works, numerous aging facilities with electrical services may pose safety hazards due to inadequate electrical separation from mechanical equipment.		

<b>Proj. No.</b> 20-06	<b>Capital Project Title</b> Sun River Reservoir Replacement	<b>Capital Project Description</b> Replace the existing concrete tank with a steel tank for increase capacity and resilience.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> The Sun River reservoir is experiencing leakage through concrete form tie holes as a result of the original construction process. Funding is required to replace the existing concrete tank with a bolted steel tank.		

<b>Proj. No.</b> 20-07	<b>Capital Project Title</b> Goldstream AC Replacement	<b>Capital Project Description</b> Replacement of aging asbestos cement pipe within Goldstream Rd, from VMP to Spencer.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> The existing water main within Goldstream Rd, from VMP to Spencer Rd, is aging asbestos cement and identified as a risk for failure. Due to the numerous large connections to the RWS transmission main and complexity replacement of this water main cannot be carried out within the AC Replacement Program. Funds are required to completed design and construct replacement of the water main in 2021.		

**Service: 2.680**                      **JDF Water Distribution**

<b>Proj. No.</b> 21-02	<b>Capital Project Title</b> Sooke Rd - 2,200m of 600m Pipe - VMP to Jacklin	<b>Capital Project Description</b> Replacement of aged, large diameter water main from Jacklin Rd to VMP
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>According to a corrosion assessment, a 2.2 kilometre section of an existing steel pipe along Sooke Road and Allendale Road (between Wishart to Jacklin) was unprotected and in need of replacement. In 2014, the design of both phases of the water main was completed by a consultant and construction of the main from Wishart to VMP was completed by CRD resources. The balance of the construction, from VMP to Jacklin Rd along Sooke Rd, is to occur in 2022.</i>		

<b>Proj. No.</b> 21-11	<b>Capital Project Title</b> Marilyn Rd - 110m of 200mm Pipe	<b>Capital Project Description</b> Replacement of 110m of watermain to ensure proper fire flows in the area.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Marilyn Road has an undersized pipe for fire flows and a hydrant, funds are required to replace 110 m of watermain to ensure proper fire flows in the area.</i>		

<b>Proj. No.</b> 21-12	<b>Capital Project Title</b> Ironmine Recirculation Line	<b>Capital Project Description</b> Installation of a recirculation line to improve water quality at the Silverspray Reservoir
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The Silverspray Reservoir experiences seasonal low disinfection residuals, funds are required to design and construct a recirculation line to ensure adequate disinfection residuals during low demand periods.</i>		

<b>Proj. No.</b> 21-13	<b>Capital Project Title</b> SCADA Master Plan Update & Upgrades	<b>Capital Project Description</b> Update the SCADA Master Plan in conjunction with the RWS, Saanich Peninsula and Core Area infrastructure.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The 2015 SCADA Master Plan requires an update, additionally data radio and SCADA upgrades are required. Funds are required to update the joint SCADA Master Plan and conduct upgrades to pump stations, reservoirs and other communication sites.</i>		

**Service: 2.680**                      **JDF Water Distribution**

<b>Proj. No.</b> 21-15	<b>Capital Project Title</b> Florence Lake Inclusion Upgrades	<b>Capital Project Description</b> Upgrades are required to the Florence Lake water system prior to including it into the JDF Water System.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Upgrades to the Florence Lake water system are required be before the system can be connected and included in the JDF Water System. Funding provided by the Florence Lake water system will be utilized to complete these upgrades.		

<b>Proj. No.</b> 16-06	<b>Capital Project Title</b> Vehicle & equipment replacement (funding from replacement fund)	<b>Capital Project Description</b> Vehicle and equipment replacement.
<b>Asset Class</b> V	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> This is for the replacement of vehicles and equipment used by CRD Integrated Water Services for the day-to-day operation and maintenance of the Juan De Fuca distribution system. These replacements are funded from the Juan De Fuca Vehicle and Equipment Replacement Fund.		

<b>Proj. No.</b> 20-09	<b>Capital Project Title</b> Vehicle for the Meter Replacement Program	<b>Capital Project Description</b> A new Service Van to be used for the meter replacement program
<b>Asset Class</b> V	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Funds are required for procurement of a new service van for the meter and service replacement.		

Service: 2.680

JDF Water Distribution

Proj. No.	17-07	Capital Project Title	Site Decommissioning - General	Capital Project Description	Planning for decommissioning of unused sites.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>This is a provisional item to allow engineering and planning reviews of old facilities with a view to possible future site uses.</i>					

Proj. No.	17-09	Capital Project Title	Emergency Main Replacement	Capital Project Description	Major main replacement under emergencies.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>This item is to fund the costs of responding to emergency major main breaks and conducting replacements.</i>					

Proj. No.	17-12	Capital Project Title	Large Meters/Meter Vaults Components Replacement	Capital Project Description	Replacement or repairs to components in large meters/vaults as required.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>This is an annual provision for the replacement of obsolete and worn out large (greater than 2" diameter) meters, adding new meters and upgrading meter vaults.</i>					

Proj. No.	17-13	Capital Project Title	Site Security Upgrades	Capital Project Description	Upgrading and replacement of security systems for sites as required.
Asset Class	S	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>This is an annual allowance for upgrading and maintaining equipment, security and control systems at distribution facilities such as pump stations, PRV chambers and reservoirs. Items such as access hatches, fencing, etc., will be modified to provide a larger degree of security.</i>					

Service: 2.680

JDF Water Distribution

<b>Proj. No.</b> 17-15	<b>Capital Project Title</b> Distribution System Improvements	<b>Capital Project Description</b> Unplanned distribution system improvements.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Historically, opportunities to complete work arise during the year which were not specifically identified and budgeted. This item typically relates to coordinating work programs (i.e. JDF water main replacements and municipal paving programs) with the municipalities or development and taking advantage of opportunities during the year that were not specifically identified.</i>		

<b>Proj. No.</b> 17-16	<b>Capital Project Title</b> Hydraulic Model Yearly Update	<b>Capital Project Description</b> Annual hydraulic model update.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This item is required to input the pipes installed that year into the hydraulic computer model, followed by calibration and testing in order to keep the model up to date for design and planning purposes.</i>		

<b>Proj. No.</b> 21-03	<b>Capital Project Title</b> Hydrant & Flush Replacement, Upgrades and Additions	<b>Capital Project Description</b> Upgrade, replacement or installation of flushes and fire hydrants, and fire flow testing.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This is an annual provision for replacing old and outdated hydrants, flushes and associated works and access, as well as adding new hydrants to the system where requested by the municipalities or fire departments.</i>		

<b>Proj. No.</b> 21-04	<b>Capital Project Title</b> Residential Service & Meter Replacement	<b>Capital Project Description</b> Replacement of residential water meters as highlighted by the 2017 KWL Water Audit report.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This is an annual provision for replacing failed residential services and meters, as well as proactively replacing services and meters in areas with historically large number of breaks.</i>		

**Service: 2.680** **JDF Water Distribution**

<b>Proj. No.</b> 21-05	<b>Capital Project Title</b> Pump Station Equipment Replacements	<b>Capital Project Description</b> Unplanned pump station repairs and equipment replacement
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This is an annual provision for unplanned pump station repairs and equipment replacement.</i>		

<b>Proj. No.</b> 21-06	<b>Capital Project Title</b> SCADA Equipment Replacement	<b>Capital Project Description</b> Unplanned replacement of SCADA and electrical equipment.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This is an annual provision for unplanned SCADA and electrical equipment replacement.</i>		

<b>Proj. No.</b> 21-07	<b>Capital Project Title</b> Reservoir Equipment Replacement	<b>Capital Project Description</b> Replacement or repairs to components at reservoir sites.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This is an annual provision for unplanned replacement of equipment, such as safety devices and mechanical fittings, at reservoir sites.</i>		

<b>Proj. No.</b> 21-09	<b>Capital Project Title</b> Valve Replacement	<b>Capital Project Description</b> Unplanned replacement and repair of isolation and line valves, and air valves.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This is an annual provision for unplanned replacement of valves, including air valves and check valves.</i>		

**Service: 2.680**                      **JDF Water Distribution**

<b>Proj. No.</b> 16-07	<b>Capital Project Title</b> Update DCC Bylaw (Comprehensive Update in 2022)	<b>Capital Project Description</b> Planned update of the DCC Bylaw.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This is a provisional item to cover questions that arise and referred to our consultants for advice. Every 5 years a comprehensive update is required and the previous DCC update was completed in 2017, with the next update scheduled for 2022 for \$175,000.</i>		

<b>Proj. No.</b> 20-02	<b>Capital Project Title</b> Bear Mountain Parkway Extension Supply Mains	<b>Capital Project Description</b> Supply mains installed by the City of Langford.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The City of Langford has installed DCC eligible supply water mains as part of their 2017 Bear Mountain Parkway extension road project to avoid future pavement restoration and traffic disruption. It is proposed to pay back the eligible costs in 2022.</i>		

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Sooke Henlyn Supply & Distribution Mains	<b>Capital Project Description</b> Construction of water mains based upon development predictions from the Helgesen Pump Station westwards.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Proposed work includes the continued installation of the supply and distribution water mains connected to the Helgesen pump station which was previously constructed in 2011 as part of the DCC program. The supply and distribution water mains will continue west as development proceeds towards the proposed Henlyn Tank.</i>		

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Tank 4 and McCallum Pump Station (2020-2021) and Pump Station 7 and remaining Supply Main to Skirt Mtn Reservoir (2022)	<b>Capital Project Description</b> Upgrades to complete the South Skirt Water System
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Design and construct Tank 4, Pump Station 7, McCallum Pump Station and remaining supply main to the Skirt Mountain Reservoir based upon development and demand.</i>		

Service: 2.670/2.680

Regional Water Supply & JDF Water Distribution Combo

Proj. No.	16-01	Capital Project Title	Upgrades to Buildings at 479 Island Highway	Capital Project Description	Maintenance and changes to buildings and office layouts.
Asset Class	B	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	<i>The budget includes the following funds to upgrade and renew the buildings at 479 Island Highway:</i> <ul style="list-style-type: none"><li>• Repairs, upgrades and changes to the buildings (provisional \$50,000)</li><li>• Painting of the buildings. (provisional \$10,000 annually)</li><li>• Repair and replacement of carpets, floors and walls. (provisional \$10,000 annually)</li><li>• Repair, refurbishment and replacement of equipment and property. (provisional \$10,000 annually)</li></ul>				

Proj. No.	17-01	Capital Project Title	Voice Radio Upgrade	Capital Project Description	Replacement of end of life voice radio system repeaters, office, vehicle and handheld radios.
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	<i>Service Life and projected replacement:</i> <ul style="list-style-type: none"><li>• The service life of the mobile and portable units was forecast as 10 years at minimum, 15 years at maximum in 2005.</li><li>• The present radio models used in the system have just been taken out of production by the manufacturer, there will be no new units available for purchase as of July 1, 2015.</li><li>• Support for repairs and maintenance of the present radio will continue for the next 3 years at least.</li></ul> <i>There are no pressing issues with equipment maintenance or repairs, present repair rates suggest we can maintain the system for the next few years, and perhaps reach a 12-15 year lifespan on the present equipment.</i>				

Proj. No.	20-01	Capital Project Title	Portable Pump Station	Capital Project Description	Portable pump station to provide backup when a pump station is offline, in construction or to bypass a section of pipe.
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
Project Rationale	<i>The RWS and JdF operation numerous water mains and pump stations. There are situations, when a pump station fails, construction of a pump station or bypassing a section of pipe, where a portable pump station is required to maintain the level of service. Funds will be used in 2020 to design and in 2021 to procure a portable pump station.</i>				



Service: 2.670/2.680

Regional Water Supply & JDF Water Distribution Combo

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Storage Container for vehicle and equipment Tires	<b>Capital Project Description</b> Tires removed from vehicles are stored on site outside of the Fleet office. They need to be stored in a more safe and secured area.
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The tires that are purchased for replacing and winter rotating are stored outside the fleet office on the mezzanine. These tires which include large truck and equipment tires are bulky and heavy. Lifting these tires onto the mezzanine has been identified as a safety hazzard and requires more than one person. A solution to this is to purchase a storage container that can be placed and locked in the yard at 479 for the storage of the tires. The container will be at ground level which means that the onsite forklift can be used to move the tires around.</i>		

<b>Proj. No.</b> 17-03	<b>Capital Project Title</b> Office Equipment, Upgrades and Replacements	<b>Capital Project Description</b> Upgrade and replacement of office equipment as required.
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Funds will be used for the replacement and upgrading of office equipment and furniture, as required.</i>		

<b>Proj. No.</b> 17-04	<b>Capital Project Title</b> Computer Upgrades	<b>Capital Project Description</b> Annual upgrade and replacement program for computers, copiers, printers, network equipment as required.
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This is an annual upgrading and replacement program of computers, photocopiers, network, monitoring and associated equipment, as required. This item has been increased from \$160,000 to \$175,000 annually to reflect actual costs.</i>		
<i>Capital Budget Network Switch Maintenance \$10,000 Additional Wireless Access Points and Maintenance \$15,000 Photocopier Replacement \$20,000 Additional Data Storage \$15,000 Replacement Computers \$75,000 Equipment Maintenance (contingency) \$23,000 Replace Access Control System - Gates/ Video Cameras \$12,000 Total Capital \$170,000</i>		

Service: 2.670/2.680

Regional Water Supply & JDF Water Distribution Combo

Proj. No.	17-05	Capital Project Title	Development of the Maintenance Management Systems	Capital Project Description	Develop maintenance management system.
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>The maintenance management system needs further development to meet user needs and to facilitate reporting. It is proposed that funds be approved for the following IT related projects:-</i> <ul style="list-style-type: none"><li>• Develop a dashboard to display information.</li><li>• Investigate standardization of SAP mobile platform.</li></ul>					

Proj. No.	17-06	Capital Project Title	Small Equipment & Tool Replacement (Water Operations)	Capital Project Description	Replacement of tools and small equipment for Water Operations as required.
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>Funds will be used for replacement of a variety of Operations and Welding equipment such as cutting saws, portable generators, gas detectors, Hilti drills, plasma cutter, wire welder, etc.</i>					

Proj. No.	17-07	Capital Project Title	Small Equipment & Tool Replacement (Corporate Fleet)	Capital Project Description	Replacement of tools and small equipment for Fleet as required.
Asset Class	E	Board Priority Area	0	Corporate Priority Area	0
<b>Project Rationale</b> <i>Funds will be used for replacement of a variety of Fleet small equipment and tools as required. This includes provision to replace the Vehicle OBD reader for reading engine codes and the shop air compressor.</i>					

**2.680 Juan de Fuca Water Distribution  
Summary Schedule  
2021 - 2025 Financial Plan**

**Asset Profile**

**Juan de Fuca Water Distribution**

Juan de Fuca assets include lands, office buildings, pump stations, pipe lines, meters, equipment, vehicles and other infrastructure.

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
DCC Reserve Account	9,229,337	9,229,396	6,723,800	8,903,800	11,083,800	13,263,800
Equipment Replacement Fund	556,248	644,251	609,914	716,840	497,635	636,655
<b>Total</b>	<b>9,863,191</b>	<b>9,951,255</b>	<b>7,411,324</b>	<b>9,698,252</b>	<b>11,659,049</b>	<b>13,978,071</b>

2.680 Juan de Fuca Water Distribution  
 Development Cost Charges  
 2021 - 2025 Financial Plan

**Development Cost Charges Reserve Schedule**

**Reserve Fund:** Development Cost Charges for Juan de Fuca Water Distribution (Bylaw # 2758)

Fund: 1055 Fund Center: 101532

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	7,436,981	9,229,337	9,229,396	6,723,800	8,903,800	11,083,800
Transfer to Cap Fund to fund DCC projects	(726,000)	(2,130,000)	(4,675,000)	(20,000)	(20,000)	(20,000)
Payment of P&I on LA 3164	(218,786)	(69,941)	(30,596)	-	-	-
Payment of DCC liability						
DCC's received From Member Municipalities	2,577,980	2,200,000	2,200,000	2,200,000	2,200,000	2,200,000
Interest Income*	159,163					
<b>Ending Balance \$</b>	<b>9,229,337</b>	<b>9,229,396</b>	<b>6,723,800</b>	<b>8,903,800</b>	<b>11,083,800</b>	<b>13,263,800</b>

General Comments:

Development Cost Charges Reserve Funds for Juan de Fuca Water Distribution was adopted in year 2000 for the purpose of providing funds for the capital costs of water facilities in the service areas.

These Reserve funds are received from Member Municipalities as Development Cost Charges (DCC's) to provide for the capital costs attributable to water system capacity improvements projects specified in the DCC capital expenditure program. Municipalities collect these DCC charges through building permits that are issued to developers for subdivision development.

Future years DCC's received from member municipalities are difficult to predict, due to unknown development activity in the Municipalities, influenced by market conditions. Estimates based on recent annual collections of DCCs, and the cyclical nature of property development.

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

**2.680 Juan de Fuca Water Distribution  
Equipment Replacement Reserve  
2021 - 2025 Financial Plan**

**Equipment Replacement Reserve Schedule**

**Reserve Fund:** Juan de Fuca Distribution Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

Fund: 1022 Fund Center: 101630	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	343,313	556,248	644,251	609,914	716,840	497,635
<b>Equipment purchases (Based on Capital Plan)</b>	(5,233)	(200,000)	(350,000)	(190,000)	(580,000)	(165,000)
<b>Transfer from Operating Budget</b>	213,945	258,003	263,163	268,426	273,795	279,270
<b>Proceeds on disposals</b>		30,000	52,500	28,500	87,000	24,750
<b>Interest Income*</b>	4,223					
<b>Ending Balance \$</b>	<b>556,248</b>	<b>644,251</b>	<b>609,914</b>	<b>716,840</b>	<b>497,635</b>	<b>636,655</b>

General Comments:

Reserve Fund is used for the purpose of replacing fleet vehicles including heavy equipment and associated mobile components, as outlined in the capital plan. Proceeds from disposals are estimated at 15% of replacement equipment purchases. Note not all vehicles are sold within the year in which they are replaced.

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Core Area Wastewater Operations**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 3.717 Core Area Wastewater Operations

**Committee:** Core Area Liquid Waste Management

**DEFINITION:**

Provision of sewage treatment and disposal through treatment plant facilities and outfalls for member participants.

**SERVICE DESCRIPTION:**

This program is for the provision of sub-regional wastewater collection and treatment in the Core Area and Western Communities. Although the largest component of the program budget is for the operation and maintenance of the McLoughlin Point Wastewater Treatment and Residuals Treatment Plants and conveyance systems, many other key programs are funded through and support these budgets including engineering (capital projects), odour control, and marine monitoring and protection.

**PARTICIPATION:**

Operating costs to be recovered by requisition to all participating members based on measured flow from previous year.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

See Debt Budget 3.798C

**AUTHORIZATION:**

N/A

**FUNDING:**

Requisition

**RESERVE FUND:**

N/A

Service: 3.717 Core Area Wastewater Operations

Committee: Core Area Liquid Waste Management

**COST SHARING ALLOCATION - ANNUAL FLOWS**

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Colwood	3.72%				
Esquimalt	6.64%				
Langford	8.65%				
Oak Bay	9.24%				
Saanich	29.11%				
Victoria	38.88%				
View Royal	2.61%				
Esquimalt Nation	0.08%				
Songhees Nation	0.67%				
D.N.D.	0.40%				
	<u>100%</u>	<u>0%</u>	<u>0%</u>	<u>0%</u>	<u>0%</u>



3.717 - CORE AREA WASTEWATER OPERATIONS	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS:</b>										
Allocation - IWS Operations	-	-	7,113,781	-	-	7,113,781	7,184,616	7,327,425	7,473,103	7,621,698
Allocation - Standard Overhead	-	-	1,007,283	-	-	1,007,283	1,056,190	1,079,794	1,102,947	1,125,006
Allocation - Enviro Monitoring & Marine Protection Programs	-	-	2,020,558	-	-	2,020,558	2,130,452	2,173,073	2,216,526	2,260,871
Contracts for Services - RTF Payments & Biosolids	-	-	5,832,978	-	124,527	5,957,505	6,112,313	6,245,157	6,380,855	6,528,152
Operating - Other	-	-	1,652,632	-	100,000	1,752,632	1,658,282	1,691,562	1,725,514	1,760,143
Repairs & Maintenance	-	-	1,822,892	-	-	1,822,892	2,215,232	1,888,306	2,355,053	3,281,562
Electricity & Utilities	-	-	4,349,026	-	-	4,349,026	4,344,764	4,440,417	4,538,460	4,638,968
Supplies - Chemical & Other	-	-	4,212,404	-	-	4,212,404	4,306,612	4,405,849	4,507,331	4,611,311
<b>TOTAL OPERATING COSTS</b>	-	-	<b>28,011,554</b>	-	<b>224,527</b>	<b>28,236,081</b>	<b>29,008,461</b>	<b>29,251,583</b>	<b>30,299,789</b>	<b>31,827,711</b>
*Percentage Increase over prior year							2.74%	0.84%	3.58%	5.04%
<b>RESERVE:</b>										
Transfer to Operating Reserve	-	-	1,026,086	-	-	1,026,086	1,046,608	1,067,540	1,088,891	1,110,669
Transfer to Equipment Replacement Fund	-	-	276,461	-	-	276,461	281,990	287,630	293,382	299,250
<b>TOTAL RESERVES</b>	-	-	<b>1,302,547</b>	-	-	<b>1,302,547</b>	<b>1,328,598</b>	<b>1,355,170</b>	<b>1,382,273</b>	<b>1,409,919</b>
<b>TOTAL COSTS</b>	-	-	<b>29,314,101</b>	-	<b>224,527</b>	<b>29,538,628</b>	<b>30,337,059</b>	<b>30,606,753</b>	<b>31,682,062</b>	<b>33,237,630</b>
*Percentage Increase over prior year							2.70%	0.89%	3.51%	4.91%
Internal Recoveries	-	-	(1,100,000)	-	-	(1,100,000)	(1,122,000)	(1,144,440)	(1,167,329)	(1,190,675)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	-	-	<b>28,214,101</b>	-	<b>224,527</b>	<b>28,438,628</b>	<b>29,215,059</b>	<b>29,462,313</b>	<b>30,514,733</b>	<b>32,046,955</b>
*Percentage Increase over prior year							2.73%	0.85%	3.57%	5.02%
<b>REVENUE:</b>										
Grants In Lieu of Taxes	-	-	(750,223)	-	-	(750,223)	(861,517)	(861,517)	(861,517)	(861,517)
Transfer from Operating Reserve	-	-	-	-	(70,000)	(70,000)	(437,482)	(75,000)	(505,482)	(1,395,000)
<b>TOTAL REVENUE</b>	-	-	<b>(750,223)</b>	-	<b>(70,000)</b>	<b>(820,223)</b>	<b>(1,298,999)</b>	<b>(936,517)</b>	<b>(1,366,999)</b>	<b>(2,256,517)</b>
<b>REQUISITION</b>	-	-	<b>(27,463,878)</b>	-	<b>(154,527)</b>	<b>(27,618,405)</b>	<b>(27,916,060)</b>	<b>(28,525,796)</b>	<b>(29,147,734)</b>	<b>(29,790,438)</b>
*Percentage Increase over prior year							1.08%	2.18%	2.18%	2.20%
PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich, View Royal, Colwood, Langford, Esquimalt FN, Songhees FN										

**3.717 Core Area Wastewater Asset and Reserve Summary**  
**Summary Schedule**  
**2021 - 2025 Financial Plan**

**Asset Profile**

**Core Area Wastewater Operations**

Construction of the Core Area Wastewater Treatment Plant, Residuals Treatment Plant, pump stations and conveyance systems will be completed in 2020. The treatment plants, pump stations and conveyance systems provide tertiary wastewater treatment to the Core Area and Westshore Communities.

**Summary**

**CAWW Reserve/Fund Summary**

**Projected year end balance**

	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Maintenance Reserves	-	4,028,416	4,637,542	5,630,082	6,213,491	5,929,160
Equipment Replacement Fund	700,163	4,663,652	4,743,305	5,030,935	5,121,980	4,821,230
<b>Total projected year end balance</b>	<b>700,163</b>	<b>8,692,068</b>	<b>9,380,847</b>	<b>10,661,017</b>	<b>11,335,471</b>	<b>10,750,390</b>

See attached reserve schedules for projected annual cash flows.

**3.717 Core Area Wastewater Operations  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Core Area Wastewater Operations**

Starting in 2021, the operating reserve account is established for operating and maintenance activities that typically do not occur annually. These maintenance activities are large expenses and to avoid large swings in the operating budget, funds are set aside annually to undertake this maintenance.

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105543	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	-	-	4,028,416	4,637,542	5,630,082	6,213,491
Planned Purchase	-	(70,000)	(437,482)	(75,000)	(505,482)	(1,395,000)
Transfer from Ops Budget	-	1,026,086	1,046,608	1,067,540	1,088,891	1,110,669
Transfer from Ops reserve 3.710	-	1,121,229	-	-	-	-
Transfer from Ops reserve 3.712	-	1,348,852	-	-	-	-
Transfer from Ops reserve 3.713	-	148,720	-	-	-	-
Transfer from Ops reserve 3.715	-	453,529	-	-	-	-
Interest Income*	-	-	-	-	-	-
<b>Total projected year end balance</b>	<b>-</b>	<b>4,028,416</b>	<b>4,637,542</b>	<b>5,630,082</b>	<b>6,213,491</b>	<b>5,929,160</b>

**Assumptions/Background:**

Transfer remaining balance from trunk budgets to fund amalgamated Core Area Wastewater service operating reserve fund.

\* 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.

**3.717 Core Area Wastewater  
Equipment Replacement Reserve Fund Schedule  
2021 - 2025 Financial Plan**

**ERF Reserve Fund Schedule CAWW**

**ERF: CAWW Fund for Equipment Replacement**

ERF Reserve to fund replacement of equipment that lasts less than 15 years in the CAWW System. Example motors, pumps etc.

Equipment Replacement Fund- CAWW Fund: 1022 Fund Center: 102229	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	-	700,163	4,663,652	4,743,305	5,030,935	5,121,980
Planned Purchase (Based on Capital Plan)	(29,318)	-	(202,337)	-	(202,337)	(600,000)
Transfer IN (from Ops Budget)	727,918	276,461	281,990	287,630	293,382	299,250
Transfer from ERF reserve 3.710	-	2,245,533	-	-	-	-
Transfer from ERF reserve 3.712	-	970,102	-	-	-	-
Transfer from ERF reserve 3.713	-	471,392	-	-	-	-
Interest Income*	1,563					
<b>Ending Balance \$</b>	<b>700,163</b>	<b>4,663,652</b>	<b>4,743,305</b>	<b>5,030,935</b>	<b>5,121,980</b>	<b>4,821,230</b>

**Assumptions/Background:**

Transfer remaining balance from trunk budgets to fund amalgamated Core Area Wastewater service equipment reserve fund.

\* Interest in planning years nets against inflation which is not included.

**3.710 North West Trunk Sewer Asset and Reserve Summary**  
**Summary Schedule**  
**2021 - 2025 Financial Plan**

**Asset Profile**

**North West Trunk Sewer**

On average, 100 million litres of wastewater is collected and discharged daily through the core area liquid waste management systems. Macaulay Point Outfall services the Northwest Trunk, which conveys wastewater from Colwood, Langford, View Royal, Esquimalt, Saanich & Victoria. Assets held by the Northwest Trunk include land, pump and odour control stations, sewage storage tank, regional trunk system and the Macaulay Point Outfall.

**Summary**

<b>Reserve/Fund Summary</b>	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Projected year end balance</b>						
Maintenance Reserves	1,121,229	-	-	-	-	-
Equipment Replacement Fund	2,245,533	-	-	-	-	-
<b>Total projected year end balance</b>	<b>3,366,762</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

See attached reserve schedules for projected annual cash flows.

**3.710 North West Trunk Sewer  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**North West Trunk Sewer**

Starting 2003, maintenance accounts started for operating costs (Carbon Replacement, outfall inspection and unexpected maintenance items that were not incurred annually, but incurred on a irregular basis.

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105200	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,116,272	1,121,229	-	-	-	-
Planned Purchase	(72,161)	-	-	-	-	-
Transfer to 3.717 Operating Reserve Fund	-	(1,121,229)	-	-	-	-
Transfer from Ops Budget	55,910	-	-	-	-	-
Interest Income*	21,208	-	-	-	-	-
<b>Total projected year end balance</b>	<b>1,121,229</b>	-	-	-	-	-

**Assumptions/Background:**

Balance transferred to amalgamated core area wastewater service operating reserve fund.

\* 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.

**3.710 North West Trunk Sewer  
ERF Reserve Fund Schedule NWT  
2021 - 2025 Financial Plan**

**ERF Reserve Fund Schedule NWT**

**ERF: NWT ERF or PERS Fund for Equipment**

Equipment Replacement Fund- NWT Fund: 1022 Fund Center 101455	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	2,042,407	2,245,533	-	-	-	-
Planned Purchase (Based on Capital Plan)	-	-	-	-	-	-
Transfer to ERF Reserve Fund 3.717	108,095	(2,245,533)	-	-	-	-
Transfer from Operating Budget	75,951	-	-	-	-	-
Proceeds of Disposal	-	-	-	-	-	-
Interest Income*	19,081	-	-	-	-	-
<b>Ending Balance \$</b>	<b>2,245,533</b>	-	-	-	-	-

**Assumptions/Background:**  
Balance transferred to amalgamated core area wastewater service equipment reserve fund.

\* 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.

**3.712 North East Trunk Sewer (Clover) Asset and Reserve Summary**  
**Summary Schedule**  
**2021 - 2025 Financial Plan**

**Asset Profile**

**North East Trunk Sewer**

On average, 100 million litres of wastewater is collected and discharged daily through the core area liquid waste management systems. Clover Point Outfall services the Northeast Trunk and East Coast Interceptor, which conveys wastewater from Oak Bay, Saanich and Victoria. Assets held by the Northeast Trunk include the land, Clover Point Pump Station (built in 1975) and the Harling Point Pump Station (built in 1981), regional trunk system and Clover Point Outfall.

**Summary**

<b>Reserve/Fund Summary</b>	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Projected year end balance</b>						
Maintenance Reserves	1,348,852	-	-	-	-	-
Equipment Replacement Fund	970,103	-	-	-	-	-
<b>Total projected year end balance</b>	<b>2,318,955</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

See attached reserve schedules for projected annual cash flows.



**3.712 North East Trunk Sewer  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**North East Trunk Sewer**

Starting 2003, maintenance accounts started for operating costs (Carbon Replacement, outfall inspection and unexpected maintenance items that were not incurred annually, but incurred on a irregular basis.

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105201	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,156,260	1,348,852	-	-	-	-
Planned Purchase	(100,825)	-	-	-	-	-
Transfer to 3.717 Operating Reserve Fund	-	(1,348,852)	-	-	-	-
Transfer from Ops Budget	272,381	-	-	-	-	-
Interest Income*	21,036	-	-	-	-	-
<b>Total projected year end balance</b>	<b>1,348,852</b>	-	-	-	-	-

**Assumptions/Background:**

Balance transferred to amalgamated core area wastewater service operating reserve fund.

\* 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.

**3.712 North East Trunk Sewer (Clover)**  
**ERF Reserve Fund Schedule NET**  
**2021 - 2025 Financial Plan**

**ERF Reserve Fund Schedule NET**

**ERF: NET ERF or PERS Fund for Equipment**

Equipment Replacement Fund- NET Fund: 1022 Fund Center 101456	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	927,650	907,103	-	-	-	-
Planned Purchase (Based on Capital Plan)	-	-	-	-	-	-
Transfer to 3.717 Equipment Replacement Reserve	-	(907,103)	-	-	-	-
Transfer from Operating Budget	33,960	-	-	-	-	-
Interest Income*	8,493	-	-	-	-	-
<b>Ending Balance \$</b>	<b>970,103</b>	-	-	-	-	-

**Assumptions/Background:**

Balance transferred to amalgamated core area wastewater service equipment reserve fund.

\* 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.

**3.713 East Coast Interceptor Sewer Asset and Reserve Summary**  
**Summary Schedule**  
**2021 - 2025 Financial Plan**

**Asset Profile**

**East Coast Interceptor Sewer Assets**

On average, 100 million litres of wastewater is collected and discharged daily through the core area liquid waste management systems. Clover Point Outfall services the East Coast Interceptor and Northeast Trunk, which conveys wastewater from Oak Bay, Saanich and Victoria. Assets held by the East Coast Interceptor include land, seven pump stations, and regional trunk system.

**Summary**

<b>Reserve/Fund Summary</b>	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Projected year end balance</b>						
Maintenance Reserves	148,720	-	-	-	-	-
Equipment Replacement Fund	408,117	-	-	-	-	-
<b>Total projected year end balance</b>	<b>620,112</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

See attached reserve schedules for projected annual cash flows.

**3.713 East Coast Interceptor  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**East Coast Interceptor**

Maintenance accounts started for operating costs (Carbon Replacement, outfall inspection and unexpected maintenance items that were not incurred annually, but incurred on an irregular basis.

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105203	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	268,296	148,720	-	-	-	-
Planned Purchase	(132,525)	-	-	-	-	-
Transfer to 3.717 Operating Reserve Fund	-	(148,720)	-	-	-	-
Transfer from Ops Budget	8,670	-	-	-	-	-
Interest Income*	4,279	-	-	-	-	-
<b>Total projected year end balance</b>	<b>148,720</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Assumptions/Background:**

Balance transferred to amalgamated core area wastewater service operating reserve fund.

\* 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.

**3.713 East Coast Interceptor Sewer  
ERF Reserve Fund Schedule  
2021 - 2025 Financial Plan**

**ERF Reserve Fund Schedule ECI**

**ERF:** ECI ERF or PERS Fund for Equipment

ERF Reserve to fund replacement of equipment that lasts less than 15 years in the ECI System. Also called PERS (Priority Equipment Replacement). Example motors, pumps etc.

Equipment Replacement Fund- ECI Fund: 1022 Fund Center: 101457	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	484,420	471,392	-	-	-	-
Planned Purchase (Based on Capital Plan)	(35,043)	-	-	-	-	-
Transfer to 3.717 Equipment Replacement Reserve	-	(471,392)	-	-	-	-
Transfer IN (from Ops Budget)	17,736	-	-	-	-	-
Interest Income*	4,278	-	-	-	-	-
<b>Ending Balance \$</b>	<b>471,392</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Assumptions/Background:**  
Balance transferred to amalgamated core area wastewater service equipment reserve fund.

\* 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.

**3.715 North East Trunk 2  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**North East Trunk 2**

Maintenance accounts started for operating costs (unexpected maintenance items) that were not incurred annually, but incurred on a irregular basis.

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105202	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	334,094	453,529	-	-	-	-
Planned Purchase	(40,509)	-	-	-	-	-
Transfer to 3.717 Operating Reserve Fund	-	(453,529)	-	-	-	-
Transfer from Ops Budget	153,829	-	-	-	-	-
Interest Income*	6,114	-	-	-	-	-
<b>Total projected year end balance</b>	<b>453,529</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Assumptions/Background:**

Balance transferred to amalgamated core area wastewater service operating reserve fund.

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Debt - Core Area Wastewater Capital**

#### **FINAL BUDGET**

MARCH 2021

3.798C - CORE AREA WASTEWATER CAPITAL			BUDGET REQUEST				FUTURE PROJECTIONS			
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	ongoing	one time	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS:</b>										
Viewfield Property Operations	150,350	112,827	-	-	-	-	-	-	-	-
Salaries & wages	1,774,170	1,396,589	-	-	-	-	-	-	-	-
Allocations	1,013,297	692,889	-	-	-	-	-	-	-	-
Contract for services	1,171,500	1,171,500	-	-	-	-	-	-	-	-
Operating expenses	2,079,091	1,326,411	-	-	-	-	-	-	-	-
Supplies	459,589	481,777	-	-	-	-	-	-	-	-
WTP Pre-Operation and Operating Costs	6,497,647	5,069,166	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>6,647,997</b>	<b>5,181,993</b>	-	-	-	-	-	-	-	-
<b>CAPITAL / RESERVE</b>										
Transfer to Operating Reserve	6,647,970	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Reserve	727,918	-	-	-	-	-	-	-	-	-
Transfer to CAWTP Capital	16,749,355	30,940,930	-	-	-	-	-	-	-	-
Transfer to RTF Capital	-	-	5,529,745	-	-	5,529,745	5,529,745	5,529,745	5,529,745	5,529,745
Transfer to Capital Replacement Reserve	-	-	2,721,119	-	-	2,721,119	2,721,119	2,721,119	2,721,119	2,721,119
Transfer to WTP Debt Retirement Reserve	-	-	6,318,949	-	-	6,318,949	4,590,106	4,590,106	630,000	4,971,429
<b>TOTAL CAPITAL / RESERVES</b>	<b>24,125,243</b>	<b>30,940,930</b>	<b>14,569,813</b>	-	-	<b>14,569,813</b>	<b>12,840,970</b>	<b>12,840,970</b>	<b>8,880,864</b>	<b>13,222,293</b>
CAWTP Debt	6,362,080	4,929,887	6,277,610	-	-	6,277,610	8,006,453	8,006,452	11,966,559	7,625,130
CAWW Debt	-	-	-	-	-	-	887,158	1,640,048	2,223,921	2,907,668
<b>Total Debt Expenditures</b>	<b>6,362,080</b>	<b>4,929,887</b>	<b>6,277,610</b>	-	-	<b>6,277,610</b>	<b>8,893,611</b>	<b>9,646,500</b>	<b>14,190,480</b>	<b>10,532,798</b>
MFA Debt Reserve	214,619	14,619	315,710	-	117,000	432,710	113,710	91,710	104,710	109,710
<b>TOTAL OPERATING COSTS</b>	<b>37,349,939</b>	<b>41,067,429</b>	<b>21,163,133</b>	-	117,000	<b>21,280,133</b>	<b>21,848,291</b>	<b>22,579,180</b>	<b>23,176,054</b>	<b>23,864,801</b>
*Percentage Increase over prior year						-43.0%	2.7%	3.3%	2.6%	3.0%
<b>FUNDING SOURCES (REVENUE)</b>										
Operating Surplus	-	724,602	-	-	-	-	-	-	-	-
Surplus Balance carry forward	-	-	(724,602)	-	-	(724,602)	-	-	-	-
Transfer from Own funds	(840,000)	(840,000)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,019,719)	(1,019,719)	(556,193)	-	-	(556,193)	(540,451)	(540,451)	(540,451)	(540,451)
Revenue - Other	(490,220)	(221,377)	(20,220)	-	-	(20,220)	(20,220)	(20,220)	(20,220)	(20,220)
Gain on sale of property	-	(4,710,935)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(2,349,939)</b>	<b>(6,067,429)</b>	<b>(1,301,015)</b>	-	-	<b>(1,301,015)</b>	<b>(560,671)</b>	<b>(560,671)</b>	<b>(560,671)</b>	<b>(560,671)</b>
<b>REQUISITION</b>	<b>(35,000,000)</b>	<b>(35,000,000)</b>	<b>(19,862,118)</b>	-	<b>(117,000)</b>	<b>(19,979,118)</b>	<b>(21,287,620)</b>	<b>(22,018,509)</b>	<b>(22,615,383)</b>	<b>(23,304,130)</b>
*Percentage Increase over prior year requisition						-42.9%	6.5%	3.4%	2.7%	3.0%
PARTICIPANTS: Victoria, Oak Bay, Esquimalt, Saanich, View Royal, Colwood, Langford, Esquimalt FN, Songhees FN										



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

Service No.	3.798C Debt - Core Area Wastewater Treat	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$580,000	\$1,080,000	\$0	\$0	\$0	\$0	\$0	\$1,080,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$104,981,466	\$126,774,817	\$18,410,095	\$15,392,969	\$16,679,745	\$18,379,745	\$18,379,745	\$195,637,372
Vehicles	\$290,000	\$840,000	\$0	\$0	\$0	\$0	\$0	\$840,000
	<b>\$105,851,466</b>	<b>\$128,694,817</b>	<b>\$18,410,095</b>	<b>\$15,392,969</b>	<b>\$16,679,745</b>	<b>\$18,379,745</b>	<b>\$18,379,745</b>	<b>\$197,557,372</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$3,595,000	\$9,674,745	\$6,670,095	\$6,092,969	\$5,529,745	\$5,529,745	\$33,497,299
Debenture Debt (New Debt Only)	\$20,000,000	\$31,300,000	\$11,740,000	\$9,300,000	\$11,150,000	\$12,850,000	\$76,340,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$82,256,466	\$87,720,072	\$0	\$0	\$0	\$0	\$87,720,072
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$105,851,466</b>	<b>\$128,694,817</b>	<b>\$18,410,095</b>	<b>\$15,392,969</b>	<b>\$16,679,745</b>	<b>\$18,379,745</b>	<b>\$197,557,372</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**Service #:** 3.798C

**Service Name:** Debt - Core Area Wastewater Treatment Program

**CAPITAL BUDGET FORM**  
2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
<b>McLOUGHLIN WASTEWATER TREATMENT PLANT</b>													
The new McLoughlin WWTP is being commissioned and should be fully operational by December 31, 2020. This is a new facility and should not require any significant projects in the first several years, but some upgrades may be required to improve operational performance and/or health and safety issues that may become known after the plant is in full operation.							\$102,256,466	\$113,249,817	\$10,993,351				
16-01a	New	CAWTP	Wastewater Treatment Project (including WWTP, RTF, Conveyance)	\$462,000,000	S	Grant	\$82,256,466	\$87,720,072	\$0	\$0	\$0	\$0	\$87,720,072
16-01b	New	CAWTP	Wastewater Treatment Project (including WWTP, RTF, Conveyance)	\$101,100,000	S	Debt	\$20,000,000	\$20,000,000	\$0	\$0	\$0	\$0	\$20,000,000
16-01c	New	CAWTP	Wastewater Treatment Project (including WWTP, RTF, Conveyance)	\$211,900,000	S	Cap	\$0	\$5,529,745	\$6,670,095	\$6,092,969	\$5,529,745	\$5,529,745	\$29,352,299
20-01a	New	IT Capital Purchases and Plant Optimization	IT hardware (monitors, computers, printers, etc.), software licenses, telephones, valves, meters etc.	\$900,000	E	Cap	\$580,000	\$580,000	\$0	\$0	\$0	\$0	\$580,000
20-02a	New	New Fleet Purchases	9 new vehicles (3 EIC, 3 mechanical trades, 3 operations); 1 spider crane; 1 scissor lift; 1 portable hotsty	\$1,400,000	V	Cap	\$290,000	\$840,000	\$0	\$0	\$0	\$0	\$840,000
<b>PUMP STATIONS</b>													
21-01	Renewal	Lang Cove Electrical and Building Upgrades	Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace PLC, SCADApack, communications), and building upgrades.	\$350,000	S	Debt	\$0	\$100,000	\$250,000	\$0	\$0	\$0	\$350,000
21-02	Renewal	Marigold Electrical and Building Upgrades	Renewals are based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades.	\$2,250,000	S	Debt	\$0	\$400,000	\$1,850,000	\$0	\$0	\$0	\$2,250,000
21-03	Renewal	Currie Major Electrical and Siesmic Upgrades	Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace VFDs, PLC, SCADApack, communications), siesmic upgrades and driveway repairs. Assessment and VFD replacement in 2021 and other upgrades in 2022.	\$2,300,000	S	Debt	\$0	\$400,000	\$0	\$0	\$1,900,000	\$0	\$2,300,000
21-04	Renewal	Craigflower Odour Control Upgrade	Increasing flows and off-gassing from the cortex drop are generating higher odours than expected. Improvements are required to mitigate odours and address health and safety concerns.	\$400,000	S	Debt	\$0	\$400,000	\$0	\$0	\$0	\$0	\$400,000
21-05	Replacement	Harling PS - Complete Replacement	Replacement of Harling Point PS is based on Delcan's 2013 condition assessment. The preliminary design was completed in 2018. Detailed Design will be completed in 2021 and construction in 2022.	\$1,900,000	S	Debt	\$0	\$200,000	\$1,700,000	\$0	\$0	\$0	\$1,900,000
22-01	Renewal	Odour Control HVAC Testing and Balancing	Based upon KWL's 2018 condition assessment review, upgrades are required to several odour control facilities (ie. carbon scrubbers, bioxide injection, etc). In addition, HVAC testing & balancing and process narratives are required.	\$200,000	S	Debt	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000
24-01	Renewal	Trent PLC Upgrade	The PLC needs to be upgraded to meet new software standards.	\$250,000	S	Debt	\$0	\$0	\$0	\$0	\$250,000	\$0	\$250,000
24-02	Renewal	Hood Mechanical and Electrical Renewal	Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump replacement, installation of a new valve chamber, RTU upgrade, and site improvements.	\$420,000	S	Debt	\$0	\$0	\$0	\$0	\$420,000	\$0	\$420,000
24-03	Renewal	Currie Minor Mechanical and Electrical Renewal	Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacement.	\$230,000	S	Debt	\$0	\$0	\$0	\$0	\$230,000	\$0	\$230,000
24-04	Renewal	Humber Electrical and Mechanical Renewal	Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.	\$290,000	S	Debt	\$0	\$0	\$0	\$0	\$290,000	\$0	\$290,000
24-05	Renewal	Rutland Electrical and Mechanical Renewal	Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.	\$290,000	S	Debt	\$0	\$0	\$0	\$0	\$290,000	\$0	\$290,000
24-06	Renewal	Penrhyn Electrical and Mechanical Renewal	Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes electrical (replace PLC and MCC), mechanical (replace pumps and upgrade HVAC), and structural/building upgrades.	\$670,000	S	Debt	\$0	\$0	\$0	\$0	\$120,000	\$550,000	\$670,000

GRAVITY SEWERS AND MANHOLES													
20-01b	Renewal	ECl Trunk Sewer Repairs and Replacement Section 3	Based upon CCTV inspection of Section 3 about 420m of trunk sewer along Beach Dr downstream of Estevan needs to be relined.	\$850,000	S	Cap	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$250,000
20-02b	Renewal	NW Trunk Sewer Rehabilitation Sections 1 & 2	Based on the Section 1&2 CCTV inspections, an approximately 1,200m section of trunk sewer from City Boundary to Gorge Siphon Inlet must be relined.	\$3,500,000	S	Cap	\$2,000,000	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000
20-04	Renewal	NWT CCTV Pipe and MH Inspection Program - Section 3	Regional sewers should be cleaned and inspected on a 5-year cycle. This project is the 3rd out of 4 sections from Selkirk to Macaulay. Results from the inspection will inform future repairs.	\$500,000	S	Cap	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$400,000
20-02c	Renewal	ECl CCTV Pipe and MH Inspection Program - Section 4	Regional sewers should be cleaned and inspected on a 5-year cycle. This project is the last section to be inspected and encompasses Foul Bay to Ross Bay. Results from the inspection will inform future repairs.	\$200,000	S	Cap	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$75,000
21-06	Renewal	Shoreline Trunk Sewer Upgrade	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet.	\$2,400,000	S	Debt	\$0	\$100,000	\$100,000	\$2,000,000	\$0	\$0	\$2,200,000
21-07	New	Western Trunk Sewer Twinning	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon. Complete an options study in 2021/22 and detailed design/construction between 2026-2030.	\$15,000,000	S	Debt	\$0	\$200,000	\$200,000	\$0	\$0	\$0	\$400,000
21-08	Replacement	Boundary Odour Control Replacement	The Boundary UV odour control unit has failed. Based on the 2018 KWL Odour Control Assessment review, a new carbon scrubber located closer to Gorge Siphon inlet chamber maybe more effective.	\$400,000	S	Debt	\$0	\$400,000	\$0	\$0	\$0	\$0	\$400,000
21-09	Renewal	Bowker Sewer Rehabilitation	Based on results of CCTV inspection about 1,685m of sewer from North Dairy to Richmond and 1,860m from Foul Bay to Currie PS needs to be relined.	\$8,600,000	S	Debt	\$0	\$4,300,000	\$4,300,000	\$0	\$0	\$0	\$8,600,000
21-10	Renewal	Sewer Cleaning and Inspection	Regional sewers should be cleaned and inspected on a 5-year cycle. The trunk sewers from Prospect to Currie PS and from Bushby to Clover PS will be inspected in 2021. The 5-year cycle will recommence in 2024.	\$450,000	S	Debt	\$0	\$150,000	\$0	\$0	\$150,000	\$150,000	\$450,000
21-11	Renewal	Manhole Repairs and Replacement	Based upon CCTV and staff inspections on manholes, high priority repairs and replacement of deteriorated MH's will start in 2021.	\$1,500,000	S	Debt	\$0	\$500,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,500,000
23-01	Renewal	Cecelia Ravine Pipe Protection	Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe.	\$300,000	S	Debt	\$0	\$0	\$0	\$300,000	\$0	\$0	\$300,000
PRESSURE PIPES AND APPURTENANCES													
21-12	Renewal	Gorge Siphon Inlet Chamber Upgrade	The control gates are seized on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.	\$500,000	S	Debt	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
21-13	New	Craigflower Forcemain Twinning	The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet.	\$9,600,000	S	Debt	\$0	\$300,000	\$300,000	\$4,500,000	\$4,500,000	\$0	\$9,600,000
21-14	Renewal	Marigold Siphon Assessment	The Marigold Siphon section is a pressurized (pre-stressed concrete pipe), nearing 50 years old, and has never been assessed. Assessment and eventual replacement of the pipe is required.	\$8,300,000	S	Debt	\$0	\$400,000	\$0	\$0	\$0	\$7,900,000	\$8,300,000
22-02	Renewal	Gorge and Harriet Siphon Assessment	The Gorge and Harriet Siphons are ductile iron pipe, nearing 50 years old, and have never been flushed or assessed. Flushing and assessment of the pipe is required.	\$250,000	S	Debt	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
23-02	Renewal	Penrhyn Siphon Assessment	The Penrhyn Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.	\$400,000	S	Debt	\$0	\$0	\$0	\$400,000	\$0	\$0	\$400,000
24-07	Renewal	Parsons Siphon Assessment	The Parsons Siphons are PVC and steel pipe, and have never been flushed or assessed. Flushing and assessment of the pipe is required.	\$400,000	S	Debt	\$0	\$0	\$0	\$0	\$400,000	\$0	\$400,000
25-01	Renewal	Admirals Siphon Assessment	The Admirals Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.	\$400,000	S	Debt	\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000
FLOW METERS													
21-15	Replacement	Parsons Meter Replacement	Based on KWL's 2018-19 Flow Meter Audit review, Parsons meter is to be replaced with two doppler meters and one magmeter on Wilfert PS (includes install of meters, kiosk and conduit).	\$250,000	S	Debt	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000
21-16	New	Gorge & Chapman Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetred Gorge and Chapman catchments. Includes installation of new metering manhole.	\$130,000	S	Debt	\$0	\$130,000	\$0	\$0	\$0	\$0	\$130,000
21-17	New	Esquimalt Nation Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new custom weir, kiosk and conduit to measure the unmetred Esquimalt Nation catchment.	\$200,000	S	Debt	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
21-18	New	Shoreline Trunk Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetred Shoreline catchment. Includes installation of FloDar meter, kiosk and conduit.	\$240,000	S	Debt	\$0	\$50,000	\$190,000	\$0	\$0	\$0	\$240,000
21-19	New	Selkirk Meter	Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flume meter to measure the unmetred Selkirk catchment (install weir, kiosk and conduit).	\$190,000	S	Debt	\$0	\$190,000	\$0	\$0	\$0	\$0	\$190,000
21-20	Replacement	Haultain, Hereward, Langford Replacement	Based on KWL's 2018-19 Flow Meter Audit review, ultrasonic meters are to be replaced with new LUT-440 models.	\$40,000	S	Debt	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
21-21	Replacement	Penrhyn Meter	Based on KWL's 2018-19 Flow Meter Audit review, the ADFM insertion probe meter is damaged and needs to be replaced.	\$90,000	S	Debt	\$0	\$90,000	\$0	\$0	\$0	\$0	\$90,000

GENERAL													
21-22	Study	Asset Management Plan Update	Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.	\$250,000	S	Debt	\$0	\$250,000	\$0	\$0	\$0	\$0	\$250,000
21-23	Study	DCC Program Development	With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw.	\$400,000	S	Debt	\$0	\$300,000	\$100,000	\$0	\$0	\$0	\$400,000
21-24	Renewal	Record Drawing and Wastewater Agreement Updates	The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.	\$500,000	S	Debt	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
21-25	Renewal	SCADA and Radio Assessment	Majority of the radio and SCADA equipment are nearing end of life. technological advances do not allow for straight replacements. funding is required for assessments of existing equipment and site requirements. Replacement will happen over many years commencing in 2022.	\$3,150,000	S	Debt	\$0	\$150,000	\$750,000	\$750,000	\$750,000	\$750,000	\$3,150,000
22-03	Renewal	Acquisition of Outstanding Right-of-Ways	Some of the infrastructure is located on privately owned land that do not have right-of-ways. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition.	\$1,200,000	S	Debt	\$0	\$0	\$200,000	\$0	\$0	\$1,000,000	\$1,200,000
21-26	Replacement	Annual Provisional Emergency Repairs	Unforeseen and unplanned emergency repairs can occur which require immediate attention.	\$5,000,000	S	Debt	\$0	\$500,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,500,000
21-27	New	New Infrastructure Optimization	Unforeseen and unplanned optimization and capital	\$500,000	E	Debt	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
OUTFALLS													
24-08	Renewal	Clover Point Outfall Retrofit	The existing outfall will see a significant reduction in usage once the Clover Point Pump Station is commissioned and wastewater flows up to 3 times ADWF are redirected to the McLoughlin WWTP. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on expected limited use instead of current continuous use.	\$500,000	S	Debt	\$0	\$0	\$0	\$0	\$500,000	\$0	\$500,000
25-02	Renewal	Macaulay Point Outfall Retrofit	A section of coating the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and modify the deep outfall.	\$750,000	S	Debt	\$0	\$0	\$0	\$0	\$0	\$750,000	\$750,000
RESIDUAL SOLIDS													
21-28	New	Scale house and Biosolids Beneficial Use Building	Scale house and Modular storage facility for mixing biosolids for application at Hartland.	\$150,000	S	Debt	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
21-29	Renewal	Quonset removal	Demo old storage facility	\$50,000	S	Debt	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
<b>GRAND TOTAL</b>				<b>\$853,990,000</b>			<b>\$105,851,466</b>	<b>\$128,694,817</b>	<b>\$18,410,095</b>	<b>\$15,392,969</b>	<b>\$16,679,745</b>	<b>\$18,379,745</b>	<b>\$197,557,372</b>

Service: 3.798C

Debt - Core Area Wastewater Treatment Program

Proj. No. 16-01

Capital Project Title #N/A

Capital Project Description #N/A

Asset Class #N/A

Board Priority Area #N/A

Corporate Priority Area #N/A

**Project Rationale** The Wastewater Treatment Project (WTP) will provide tertiary treatment for wastewater from the core area municipalities of Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood, and the Esquimalt and Songhees Nations. The WTP is being built to meet the provincial and federal regulations for treatment by December 31, 2020. The Project consists of three main elements.

- 1) McLoughlin Point Wastewater Treatment Plant, located at McLoughlin Point in Esquimalt, the treatment plant will provide tertiary treatment to the core area's wastewater.
- 2) Residuals Treatment Facility, residual solids from the wastewater treatment plant will be piped to a Residual Treatment Facility at Hartland Landfill, where they will be turned into what are known as "Class A" Biosolids such that it is safe for further use.
- 3) Conveyance System, includes the 'pumps and pipes' of the Wastewater Treatment Project. This system will carry wastewater from across the core area to the treatment plant, and residual solids to the Residuals Treatment Facility at Hartland Landfill.

The project will cost \$775 million and the federal and provincial governments are assisting the Capital Regional District in funding this project.

Proj. No. 20-02

Capital Project Title #N/A

Capital Project Description #N/A

Asset Class #N/A

Board Priority Area #N/A

Corporate Priority Area #N/A

**Project Rationale** Capital purchases required for integration with CRD operations and wastewater treatment system start-up. Purchases include vehicles and equipment.

Proj. No. 21-01

Capital Project Title Lang Cove Electrical and Building Upgrades

Capital Project Description Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace PLC, SCADApack, communications), and building upgrades.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

**Project Rationale** Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace PLC, SCADApack, communications), and building upgrades.

Proj. No. 21-02

Capital Project Title Marigold Electrical and Building Upgrades

Capital Project Description Renewals are based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

**Project Rationale** Renewals are based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace MCC, PLC, VFD's, 480v to 600v upgrade, etc), and building upgrades.

Service: 3.798C

Debt - Core Area Wastewater Treatment Program

Proj. No.	21-03	Capital Project Title	Currie Major Electrical and Siesmic Upgrades	Capital Project Description	Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace VFDs, PLC, SCADApack, communications), siesmic upgrades and driveway repairs. Assessment and VFD replacement in 2021 and other upgrades in 2022.
Asset Class	S	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Wastewater
<b>Project Rationale</b> <i>Renewals based upon Delcan's 2013 condition assessments and revised inspections. Work includes electrical (replace VFDs, PLC, SCADApack, communications), siesmic upgrades and driveway repairs. Assessment and VFD replacement in 2021 and other upgrades in 2022.</i>					

Proj. No.	21-04	Capital Project Title	Craigflower Odour Control Upgrade	Capital Project Description	Increasing flows and off-gassing from the cortex drop are generating higher odours than expected. Improvements are required to mitigate odours and address health and safety concerns.
Asset Class	S	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Wastewater
<b>Project Rationale</b> <i>Increasing flows and off-gassing from the cortex drop are generating higher odours than expected. Improvements are required to mitigate odours and address health and safety concerns.</i>					

Proj. No.	21-05	Capital Project Title	Harling PS - Complete Replacement	Capital Project Description	Replacement of Harling Point PS is based on Delcan's 2013 condition assessment. The preliminary design was completed in 2018. Detailed Design will be completed in 2021 and construction in 2022.
Asset Class	S	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Wastewater
<b>Project Rationale</b> <i>Replacement of Harling Point PS is based on Delcan's 2013 condition assessment. The preliminary design was completed in 2018. Detailed Design will be completed in 2021 and construction in 2022.</i>					

Proj. No.	22-01	Capital Project Title	Odour Control HVAC Testing and Balancing	Capital Project Description	Based upon KWL's 2018 condition assessment review, upgrades are required to several odour control facilities (ie. carbon scrubbers, bioxide injection, etc). In addition, HVAC testing & balancing and process narratives are required.
Asset Class	S	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Wastewater
<b>Project Rationale</b> <i>Based upon KWL's 2018 condition assessment review, upgrades are required to several odour control facilities (ie. carbon scrubbers, bioxide injection, etc). In addition, HVAC testing &amp; balancing and process narratives are required.</i>					

Proj. No.	24-01	Capital Project Title	Trent PLC Upgrade	Capital Project Description	The PLC needs to be upgraded to meet new software standards.
Asset Class	S	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Wastewater
<b>Project Rationale</b> <i>The PLC needs to be upgraded to meet new software standards and maintain reliability.</i>					

Service: 3.798C

Debt - Core Area Wastewater Treatment Program

Proj. No. 24-02

Capital Project Title Hood Mechanical and Electrical Renewal

Capital Project Description Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump replacement, installation of a new valve chamber, RTU upgrade, and site improvements.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump replacement, installation of a new valve chamber, RTU upgrade, and site improvements.

Proj. No. 24-03

Capital Project Title Currie Minor Mechanical and Electrical Renewal

Capital Project Description Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacement.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacement.

Proj. No. 24-04

Capital Project Title Humber Electrical and Mechanical Renewal

Capital Project Description Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.

Proj. No. 24-05

Capital Project Title Rutland Electrical and Mechanical Renewal

Capital Project Description Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes pump and valve replacements, PLC/RTU upgrade and site improvements.

Proj. No. 24-06

Capital Project Title Penrhyn Electrical and Mechanical Renewal

Capital Project Description Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes electrical (replace PLC and MCC), mechanical (replace pumps and upgrade HVAC), and structural/building upgrades.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Upgrades are based upon Delcan's 2013 condition assessments and revised inspections. The work includes electrical (replace PLC and MCC), mechanical (replace pumps and upgrade HVAC), and structural/building upgrades.

Service: 3.798C

Debt - Core Area Wastewater Treatment Program

Proj. No. 20-01b

Capital Project Title ECI Trunk Sewer Repairs and Replacement - Section 3

Capital Project Description Based upon CCTV inspection of Section 3 about 420m of trunk sewer along Beach Dr downstream of Estevan needs to be relined.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale

Proj. No. 20-02b

Capital Project Title NW Trunk Sewer Rehabilitation Sections 1 & 2

Capital Project Description Based on the Section 1&2 CCTV inspections, an approximately 1,200m section of trunk sewer from City Boundary to Gorge Siphon Inlet must be relined.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale

Proj. No. 20-04

Capital Project Title NWT CCTV Pipe and MH Inspection Program - Section 3

Capital Project Description Regional sewers should be cleaned and inspected on a 5-year cycle. This project is the 3rd out of 4 sections from Selkirk to Macaulay. Results from the inspection will inform future repairs.

Asset Class S

Board Priority Area 0

Corporate Priority Area

0

Project Rationale

Proj. No. 20-02c

Capital Project Title ECI CCTV Pipe and MH Inspection Program - Section 4

Capital Project Description Regional sewers should be cleaned and inspected on a 5-year cycle. This project is the last section to be inspected and encompasses Foul Bay to Ross Bay. Results from the inspection will inform future repairs.

Asset Class S

Board Priority Area 0

Corporate Priority Area

0

Project Rationale



Service: 3.798C

Debt - Core Area Wastewater Treatment Program

Proj. No. 21-06

Capital Project Title Shoreline Trunk Sewer Upgrade

Capital Project Description The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Shoreline Trunk must be twinned to prevent overflows into Portage Inlet.

Proj. No. 21-07

Capital Project Title Western Trunk Sewer Twinning

Capital Project Description The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon. Complete an options study in 2021/22 and detailed design/construction between 2026-2030.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Western Trunk Sewer must be twinned from Aldeane to Craigflower PS to prevent overflows upstream of Parson's siphon. Complete an options study in 2021/22 and detailed design/construction between 2026-2030.

Proj. No. 21-08

Capital Project Title Boundary Odour Control Replacement

Capital Project Description The Boundary UV odour control unit has failed. Based on the 2018 KWL Odour Control Assessment review, a new carbon scrubber located closer to Gorge Siphon inlet chamber maybe more effective.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale The Boundary UV odour control unit has failed. Based on the 2018 KWL Odour Control Assessment review, a new carbon scrubber located closer to Gorge Siphon inlet chamber maybe more effective.

Proj. No. 21-09

Capital Project Title Bowker Sewer Rehabilitation

Capital Project Description Based on results of CCTV inspection about 1,685m of sewer from North Dairy to Richmond and 1,860m from Foul Bay to Currie PS needs to be relined.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Based on results of CCTV inspection about 1,685m of sewer from North Dairy to Richmond and 1,860m from Foul Bay to Currie PS needs to be relined.

Service: 3.798C

Debt - Core Area Wastewater Treatment Program

Proj. No. 21-10

Capital Project Title Sewer Cleaning and Inspection

Capital Project Description Regional sewers should be cleaned and inspected on a 5-year cycle. The trunk sewers from Prospect to Currie PS and from Bushby to Clover PS will be inspected in 2021. The 5-year cycle will recommence in 2024.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship Corporate Priority Area Wastewater

Project Rationale Regional sewers should be cleaned and inspected on a 5-year cycle. The trunk sewers from Prospect to Currie PS and from Bushby to Clover PS will be inspected in 2021. The 5-year cycle will recommence in 2024.

Proj. No. 21-11

Capital Project Title Manhole Repairs and Replacement

Capital Project Description Based upon CCTV and staff inspections on manholes, high priority repairs and replacement of deteriorated MH's will start in 2021.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship Corporate Priority Area Wastewater

Project Rationale Based upon CCTV and staff inspections on manholes, high priority repairs and replacement of deteriorated MH's will start in 2021.

Proj. No. 23-01

Capital Project Title Cecelia Ravine Pipe Protection

Capital Project Description Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship Corporate Priority Area Wastewater

Project Rationale Based on geotechnical review, a section of the exposed NWT in Cecelia Ravine should be covered & protected from falling rocks upslope from the pipe.

Proj. No. 21-12

Capital Project Title Gorge Siphon Inlet Chamber Upgrade

Capital Project Description The control gates are siezed on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship Corporate Priority Area Wastewater

Project Rationale The control gates are siezed on this chamber and they need to be replaced so that the individual siphons can be isolated or activated.

Proj. No. 21-13

Capital Project Title Craigflower Forcemain Twinning

Capital Project Description The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship Corporate Priority Area Wastewater

Project Rationale The hydraulic model and capacity assessment of the system by KWL in 2018-19, has identified that the Craigflower Forcemain must be twinned to prevent overflows into Portage Inlet.

Service: 3.798C

Debt - Core Area Wastewater Treatment Program

Proj. No. 21-14

Capital Project Title Marigold Siphon Assessment

Capital Project Description The Marigold Siphon section is a pressurized (pre-stressed concrete pipe), nearing 50 years old, and has never been assessed. Assessment and eventual replacement of the pipe is required.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *The Marigold Siphon section is a pressurized (pre-stressed concrete pipe), nearing 50 years old, and has never been assessed. Assessment and eventual replacement of the pipe is required.*

Proj. No. 22-02

Capital Project Title Gorge and Harriet Siphon Assessment

Capital Project Description The Gorge and Harriet Siphons are ductile iron pipe, nearing 50 years old, and have never been flushed or assessed. Flushing and assessment of the pipe is required.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *The Gorge and Harriet Siphons are ductile iron pipe, nearing 50 years old, and have never been flushed or assessed. Flushing and assessment of the pipe is required.*

Proj. No. 23-02

Capital Project Title Penrhyn Siphon Assessment

Capital Project Description The Penrhyn Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *The Penrhyn Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.*

Proj. No. 24-07

Capital Project Title Parsons Siphon Assessment

Capital Project Description The Parsons Siphons are PVC and steel pipe, and have never been flushed or assessed. Flushing and assessment of the pipe is required.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *The Parsons Siphons are PVC and steel pipe, and have never been flushed or assessed. Flushing and assessment of the pipe is required.*

Proj. No. 25-01

Capital Project Title Admirals Siphon Assessment

Capital Project Description The Admirals Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *The Admirals Siphon is PVC pipe, and has never been flushed or assessed. Flushing and assessment of the pipe is required.*

Service: 3.798C

Debt - Core Area Wastewater Treatment Program

Proj. No. 21-15

Capital Project Title Parsons Meter Replacement

Capital Project Description Based on KWL's 2018-19 Flow Meter Audit review, Parsons meter is to be replaced with two doppler meters and one magmeter on Wilfert PS (includes install of meters, kiosk and conduit).

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Based on KWL's 2018-19 Flow Meter Audit review, Parsons meter is to be replaced with two doppler meters and one magmeter on Wilfert PS (includes install of meters, kiosk and conduit).

Proj. No. 21-16

Capital Project Title Gorge & Chapman Meter

Capital Project Description Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetred Gorge and Chapman catchments. Includes installation of new metering manhole.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetred Gorge and Chapman catchments. Includes installation of new metering manhole.

Proj. No. 21-17

Capital Project Title Esquimalt Nation Meter

Capital Project Description Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new custom weir, kiosk and conduit to measure the unmetred Esquimalt Nation catchment.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new custom weir, kiosk and conduit to measure the unmetred Esquimalt Nation catchment.

Proj. No. 21-18

Capital Project Title Shoreline Trunk Meter

Capital Project Description Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetred Shoreline catchment. Includes installation of FloDar meter, kiosk and conduit.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flodar meter to measure the unmetred Shoreline catchment. Includes installation of FloDar meter, kiosk and conduit.

Proj. No. 21-19

Capital Project Title Selkirk Meter

Capital Project Description Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flume meter to measure the unmetred Selkirk catchment (install weir, kiosk and conduit).

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Based on KWL's 2018-19 Flow Meter Audit review, KWL recommended a new flume meter to measure the unmetred Selkirk catchment (install weir, kiosk and conduit).

Service: 3.798C

Debt - Core Area Wastewater Treatment Program

Proj. No. 21-20

Capital Project Title Haultain, Hereward, Langford Replacement

Capital Project Description Based on KWL's 2018-19 Flow Meter Audit review, ultrasonic meters are to be replaced with new LUT-440 models.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Based on KWL's 2018-19 Flow Meter Audit review, ultrasonic meters are to be replaced with new LUT-440 models.

Proj. No. 21-21

Capital Project Title Penrhyn Meter

Capital Project Description Based on KWL's 2018-19 Flow Meter Audit review, the ADFM insertion probe meter is damaged and needs to be replaced.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Based on KWL's 2018-19 Flow Meter Audit review, the ADFM insertion probe meter is damaged and needs to be replaced.

Proj. No. 21-22

Capital Project Title Asset Management Plan Update

Capital Project Description Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Previous condition assessment studies will be updated and incorporated into a long-term asset management plan to meet expected level-of-service requirements.

Proj. No. 21-23

Capital Project Title DCC Program Development

Capital Project Description With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale With the completion of CAWTP and amendment of the Service Establishment Bylaw, it was noted that a DCC Program would be established to fund future wastewater projects related to growth. This project is to create the program, consult with stakeholders and prepare a new DCC bylaw.

Service: 3.798C

Debt - Core Area Wastewater Treatment Program

Proj. No. 21-24

Capital Project Title Record Drawing and Wastewater Agreement Updates

Capital Project Description The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale The old as-built drawings, connection points and wastewater agreements with the contributing municipalities has not been updated in many years. Updates are required to reflect changes in the system, identify clear demarcation points, and reflect updates in the LWMP.

Proj. No. 21-25

Capital Project Title SCADA and Radio Assessment

Capital Project Description Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements. Replacement will happen over many years commencing in 2022.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Majority of the radio and SCADA equipment are nearing end of life, technological advances do not allow for straight replacements, funding is required for assessments of existing equipment and site requirements.

Proj. No. 22-03

Capital Project Title Acquisition of Outstanding Right-of-Ways

Capital Project Description Some of the infrastructure is located on privately owned land that do not have right-of-ways. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Some of the infrastructure is located on privately owned land that do not have right-of-ways. A plan is being developed to acquire SRW's for all infrastructure over time. Initial spending requires a study and plan prior to acquisition.

Proj. No. 21-26

Capital Project Title Annual Provisional Emergency Repairs

Capital Project Description Unforeseen and unplanned emergency repairs can occur which require immediate attention.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale Funds are required for unforeseen and unplanned emergency repairs can occur which require immediate attention.

Service: 3.798C

Debt - Core Area Wastewater Treatment Program

Proj. No. 24-08

Capital Project Title Clover Point Outfall Retrofit

Capital Project Description

The existing outfall will see a significant reduction in usage once the Clover Point Pump Station is commissioned and wastewater flows up to 3 times ADWF are redirected to the McLoughlin WWTP. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on expected limited use instead of current continuous use.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

**Project Rationale** *The existing outfall will see a significant reduction in usage once the Clover Point Pump Station is commissioned and wastewater flows up to 3 times ADWF are redirected to the McLoughlin WWTP. As a result, the existing outfall will need to be assessed for best operational and maintenance practices based on expected limited use instead of current continuous use.*

Proj. No. 25-02

Capital Project Title Macaulay Point Outfall Retrofit

Capital Project Description

A section of coating the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and modify the deep outfall.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

**Project Rationale** *A section of coating the emergency short outfall has failed and the pipe is corroding, and the long outfall needs to be modified to suit reduced usage. This project is to repair the coating, provide shoreline protection, and modify the deep outfall.*

Proj. No. 21-27

Capital Project Title New Infrastructure Optimization

Capital Project Description

Unforeseen and unplanned optimization and capital

Asset Class E

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

**Project Rationale** *Required for storage of Biosolids when Lafarge kiln maintenance is underway, estimated 2 months per year.*

Proj. No. 21-28

Capital Project Title Scale house and Biosolids Beneficial Use Building

Capital Project Description

Scale house and Modular storage facility for mixing biosolids for application at Hartland.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

**Project Rationale** *Required for offloading of Biosolids at Lafarge facility*

Service: 3.798C

Debt - Core Area Wastewater Treatment Program

Proj. No. 21-29

Capital Project Title Quonset removal

Capital Project Description Demo old storage facility

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale *Hartland expansion planned in storage facility location*



**3.798C Core Area Wastewater Capital Asset and Reserve Summary**  
**Summary Schedule**  
**2021 - 2025 Financial Plan**

**Asset Profile**

**Core Area Wastewater Capital**

Construction of the Core Area Wastewater Treatment Plant, Residuals Treatment Plant, pump stations and conveyance systems will be completed in 2020. The treatment plants, pump stations and conveyance systems provide tertiary wastewater treatment to the Core Area and Westshore Communities.

**Summary**

**CAWW Capital Reserve/Fund Summary**  
**Projected year end balance**

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	-	2,721,119	5,442,239	8,163,358	10,884,478	13,605,597
Debt Repayment reserve	-	6,318,949	10,909,055	15,499,161	16,129,161	21,100,590
<b>Total projected year end balance</b>	<b>-</b>	<b>9,040,068</b>	<b>16,351,294</b>	<b>23,662,520</b>	<b>27,013,639</b>	<b>34,706,188</b>

See attached reserve schedules for projected annual cash flows.

**3.798C Core Area Wastewater Capital  
Capital Reserve Fund Schedule  
2021 - 2025 Financial Plan**

**Capital Reserve Fund Schedule - CAWW Capital**

**Capital Reserve Fund CAWW**

Reserve fund for Core Area Wastewater system capital renewal.

**Reserve Fund: 3.798C CAWW Capital Reserve Fund (Bylaw No. 4378)**

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	-	-	2,721,119	5,442,239	8,163,358	10,884,478
<b>Planned Capital Expenditure (Based on Capital Plan)</b>	-	-	-	-	-	-
<b>Transfer from Capital Budget</b>	-	2,721,119	2,721,119	2,721,119	2,721,119	2,721,119
<b>Interest Income*</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	-	<b>2,721,119</b>	<b>5,442,239</b>	<b>8,163,358</b>	<b>10,884,478</b>	<b>13,605,597</b>

**Assumptions/Background:**

Basis, total planned capital renewal (15 - 25 years) per Stantec \$52.2M.

\* 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.

**3.798C Core Area Wastewater Capital  
Debt Reserve Fund Schedule  
2021 - 2025 Financial Plan**

**Debt Repayment Reserve Fund Schedule - CAWW Capital**

**Debt Repayment Reserve Fund**

Reserve fund for payment of debt servicing costs and repayment of debts issued to fund the Core Area Wastewater Treatment Project.

**Reserve Fund: 3.798C CAWW Capital Debt Repayment Reserve Fund (Bylaw No. 4377)**

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	-	-	6,318,949	10,909,055	15,499,161	16,129,161
<b>Planned Accelerated Debt Repayment</b>	-	-	-	-	-	-
<b>Transfer from Capital Budget</b>	-	6,318,949	4,590,106	4,590,106	630,000	4,971,429
<b>Interest Income*</b>	-	-	-	-	-	-
<b>Ending Balance \$</b>	-	<b>6,318,949</b>	<b>10,909,055</b>	<b>15,499,161</b>	<b>16,129,161</b>	<b>21,100,590</b>

**Assumptions/Background:**

All CAWTP debts to be repaid on first renewal - year 10.

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Environmental Services - Operations**

#### **FINAL BUDGET**

MARCH 2021

**Service:** 1.577 Environmental Services - Operations

**Committee:** Environmental Services

**DEFINITION:**

To provide operations services to all water and wastewater functions of the Capital Regional District. Cost of this service is totally allocated to functions using Operations Division.

**PARTICIPATION:**

Method of cost allocation is on an hourly basis for services rendered to water and wastewater functions.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

N/A

**COST RECOVERY:**

A mixture of allocations and time charges to Water and Wastewater services of the CRD.

1.577 - ENVIRONMENTAL SERVICES - OPERATIONS			BUDGET REQUEST							
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	ONGOING	ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<u>OPERATING COSTS:</u>										
IWS OPERATIONS - OPERATIONS	7,845,803	8,206,720	11,328,794	-	-	11,328,794	11,510,985	11,755,783	12,004,683	12,258,854
<b>TOTAL OPERATING COSTS</b>	<b>7,845,803</b>	<b>8,206,720</b>	<b>11,328,794</b>	<b>-</b>	<b>-</b>	<b>11,328,794</b>	<b>11,510,985</b>	<b>11,755,783</b>	<b>12,004,683</b>	<b>12,258,854</b>
*Percentage Increase over prior year	0.00%	4.60%	44.39%	0.00%	0.00%	44.39%	1.61%	2.13%	2.12%	2.12%
<u>CAPITAL / RESERVE</u>										
Transfer to Own Funds	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	225,123	225,123	297,623	-	-	297,623	297,623	297,623	297,623	297,623
Transfer to Operating Reserve Fund	-	308,676	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	225,123	533,799	297,623	-	-	297,623	297,623	297,623	297,623	297,623
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>8,070,926</b>	<b>8,740,519</b>	<b>11,626,417</b>	<b>-</b>	<b>-</b>	<b>11,626,417</b>	<b>11,808,608</b>	<b>12,053,406</b>	<b>12,302,306</b>	<b>12,556,477</b>
*Percentage Increase over prior year						44.05%	1.57%	2.07%	2.06%	2.07%
Internal Recoveries	(7,978,526)	(8,736,451)	(11,534,017)	-	-	(11,534,017)	(11,716,208)	(11,961,006)	(12,209,906)	(12,464,077)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>92,400</b>	<b>4,068</b>	<b>92,400</b>	<b>-</b>	<b>-</b>	<b>92,400</b>	<b>92,400</b>	<b>92,400</b>	<b>92,400</b>	<b>92,400</b>
<u>FUNDING SOURCES (REVENUE)</u>										
<u>Surplus / (Deficit)</u>										
Funds Carried Forward										
Recovery other	(92,400)	(4,068)	(92,400)	-	-	(92,400)	(92,400)	(92,400)	(92,400)	(92,400)
TOTAL REVENUE	(92,400)	(4,068)	(92,400)	-	-	(92,400)	(92,400)	(92,400)	(92,400)	(92,400)
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
PARTICIPANTS: Costs recovered internally										
AUTHORIZED POSITIONS:										
IWS Operations	44.89	44.89	48.89			67.89	67.89	67.89	67.89	67.89
CAWTP (2020 FTE moved to 1.577 in 2021)	-	-	19.00							

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

<b>Service No.</b>	<b>1.577</b>							
<b>IW - Environmental Operations</b>		<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$776,200	\$604,600	\$418,100	\$311,400	\$379,300	\$2,489,600	
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		<b>\$0</b>	<b>\$776,200</b>	<b>\$604,600</b>	<b>\$418,100</b>	<b>\$311,400</b>	<b>\$379,300</b>	<b>\$2,489,600</b>	

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$776,200	\$604,600	\$418,100	\$311,400	\$379,300	\$2,489,600
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$776,200</b>	<b>\$604,600</b>	<b>\$418,100</b>	<b>\$311,400</b>	<b>\$379,300</b>	<b>\$2,489,600</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**Service #:** 1.577  
**Service Name:** IW - Environmental Operations

**CAPITAL BUDGET FORM**  
 2021 & Forecast 2022 to 2025

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

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

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

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

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

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

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

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

**FIVE YEAR FINANCIAL PLAN**

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-02	Replacement	Replace Computer Equipment	Computer replacements per IT cycle.	\$100,000	E	ERF	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$0	\$80,000
18-03	Replacement	Replace ERF Equipment	End of life replacement equipment; gas techs, mechanical, electrical, SCADA/Controls.	\$150,000	E	ERF	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$0	\$120,000
18-04	Replacement	SCADA Server Infrastructure Upgrade	Upgrade SCADA server to be under IT care/control	\$200,000	E	ERF	\$0	\$80,000	\$80,000	\$0	\$0	\$0	\$160,000
19-01	Replacement	Replace IWOps Vehicle FQS014	Vehicle replacement - end of life	\$40,000	E	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
19-02	Replacement	Replace IWOps Vehicle F00932	Vehicle replacement - end of life	\$150,000	E	ERF	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
19-03	Replacement	Replace IWOps Vehicle F00994	Vehicle replacement - end of life	\$40,400	E	ERF	\$0	\$0	\$0	\$40,400	\$0	\$0	\$40,400
19-05	Replacement	Replace IWOps Vehicle F01081	Vehicle replacement - end of life	\$27,000	E	ERF	\$0	\$0	\$27,000	\$0	\$0	\$0	\$27,000
19-07	Replacement	Furniture and Office Equipment Replacement	End of life replacement of furniture and office equipment	\$75,000	E	ERF	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
20-02	Replacement	Replace IWOps Vehicle F11030	Vehicle replacement - end of life	\$63,000	E	ERF	\$0	\$0	\$63,000	\$0	\$0	\$0	\$63,000
20-03	Replacement	Replace IWOps Vehicle F12006	Vehicle replacement - end of life	\$33,000	E	ERF	\$0	\$33,000	\$0	\$0	\$0	\$0	\$33,000
20-04	Replacement	Replace IWOps Vehicle F12009	Vehicle replacement - end of life	\$40,000	E	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
20-05	Replacement	Replace IWOps Vehicle F12024	Vehicle replacement - end of life	\$32,200	E	ERF	\$0	\$32,200	\$0	\$0	\$0	\$0	\$32,200
20-06	Replacement	Replace IWOps Vehicle F12002	Vehicle replacement - end of life	\$35,000	E	ERF	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
20-08	Replacement	Replace mechanical equipment	Replace Horizontal Band Saw	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
20-09	Replacement	Replace mechanical equipment	Replace Steam Cleaner	\$8,000	E	ERF	\$0	\$8,000	\$0	\$0	\$0	\$0	\$8,000
20-10	Replacement	Replace mechanical equipment	Replace Lathe.	\$45,000	E	ERF	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
20-11	Replacement	Replace IWOps Vehicle F01080	Vehicle replacement - end of life	\$35,000	E	ERF	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
21-02	Replacement	Replace IWOps Vehicle F11033	Vehicle replacement - end of life	\$40,000	E	ERF	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
21-03	Replacement	Replace IWOps Vehicle F12029	Vehicle replacement - end of life	\$33,000	E	ERF	\$0	\$33,000	\$0	\$0	\$0	\$0	\$33,000
21-04	Replacement	Replace IWOps Vehicle F13002	Vehicle replacement - end of life	\$33,000	E	ERF	\$0	\$33,000	\$0	\$0	\$0	\$0	\$33,000
21-07	Replacement	Replace IWOps Vehicle (mini excavator) F01103	Vehicle replacement - end of life	\$40,000	E	ERF	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000
21-08	Replacement	Replace mechanical equipment	Replace gas powered snow blower	\$5,000	E	ERF	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
21-09	Replacement	Replace mechanical equipment	Replace welding Table	\$5,000	E	ERF	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
21-10	Replacement	Replace mechanical equipment	Replace Mag Drill	\$2,000	E	ERF	\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000



Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total	
21-11	Replacement	Replace mechanical equipment	Oil Storage and Transfer	\$30,000	E	ERF	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000	
21-12	Study	Operational Technology (SCADA) Security Review	Operational Technology (SCADA) Security Review	\$100,000	E	ERF	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000	
22-01	Replacement	SPWWTP - Skid Steer F18036	Vehicle replacement - end of life	\$60,000	E	ERF	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000	
22-02	Replacement	Burgoyne - Skid Steer F19005	Vehicle replacement - end of life	\$60,000	E	ERF	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000	
22-03	Replacement	Replace IWOps Vehicle - Scissor Lift - F15018	Vehicle replacement - end of life	\$25,000	E	ERF	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000	
22-06	Replacement	Replace IWOps Vehicle F11027 2010 Mercedes Sprinter 2500 Van	Vehicle replacement - end of life	\$58,400	E	ERF	\$0	\$0	\$58,400	\$0	\$0	\$0	\$58,400	
22-04	Replacement	Replace IWOps Vehicle FWP076 2011 Ford F250	Vehicle replacement - end of life	\$41,200	E	ERF	\$0	\$0	\$41,200	\$0	\$0	\$0	\$41,200	
22-05	Replacement	Replace IWOps Vehicle F01028 2007 Kubota Tractor	Vehicle replacement - end of life	\$40,000	E	ERF	\$0	\$0	\$40,000	\$0	\$0	\$0	\$40,000	
23-01	Replacement	Replace IWOps Vehicle F00444 1991 DDDG46 Generator Trailer	Vehicle replacement - end of life	\$29,300	E	ERF	\$0	\$0	\$0	\$29,300	\$0	\$0	\$29,300	
23-02	Replacement	Replace IWOps Trailer F00753 1997 Generator Trailer	Vehicle replacement - end of life	\$30,000	E	ERF	\$0	\$0	\$0	\$30,000	\$0	\$0	\$30,000	
23-03	Replacement	Replace IWOps Trailer F00793 1998 Trailerman Box Trailer	Vehicle replacement - end of life	\$19,400	E	ERF	\$0	\$0	\$0	\$19,400	\$0	\$0	\$19,400	
23-04	Replacement	Replace IWOps Trailer F00845 1999 Ublit Generator Trailer	Vehicle replacement - end of life	\$61,600	E	ERF	\$0	\$0	\$0	\$61,600	\$0	\$0	\$61,600	
23-05	Replacement	Replace IWOps Trailer F00953 2004 Trailtech Tandem Trailer	Vehicle replacement - end of life	\$5,800	E	ERF	\$0	\$0	\$0	\$5,800	\$0	\$0	\$5,800	
23-06	Replacement	Replace IWOps Trailer F00976 2006 EZ Loader Boat Trailer	Vehicle replacement - end of life	\$6,000	E	ERF	\$0	\$0	\$0	\$6,000	\$0	\$0	\$6,000	
23-07	Replacement	Replace IWOps Trailer F00981 2006 Trailtech Flat Deck trailer	Vehicle replacement - end of life	\$4,600	E	ERF	\$0	\$0	\$0	\$4,600	\$0	\$0	\$4,600	
23-08	Replacement	Replace IWOps Trailer F01052 2008 Pace American Trailer	Vehicle replacement - end of life	\$10,000	E	ERF	\$0	\$0	\$0	\$10,000	\$0	\$0	\$10,000	
23-09	Replacement	Replace IWOps Trailer F01065 2009 Load Bank Trailer	Vehicle replacement - end of life	\$146,000	E	ERF	\$0	\$0	\$0	\$146,000	\$0	\$0	\$146,000	
24-01	Replacement	Replace IWOps Vehicle F13012	Vehicle replacement - end of life	\$63,000	E	ERF	\$0	\$0	\$0	\$0	\$63,000	\$0	\$63,000	
24-02	Replacement	Replace IWOps Trailer F00774 1998 G & M Generator Trailer	Vehicle replacement - end of life	\$183,400	E	ERF	\$0	\$0	\$0	\$0	\$183,400	\$0	\$183,400	
25-01	Replacement	Replace IWOps Vehicle F16012 2017 Ford Transit 250 Cargo Van	Vehicle replacement - end of life	\$44,900	E	ERF	\$0	\$0	\$0	\$0	\$0	\$44,900	\$44,900	
25-02	Replacement	Replace IWOps Vehicle F17021 2017 Ford Transit 350 Cube Van	Vehicle replacement - end of life	\$64,400	E	ERF	\$0	\$0	\$0	\$0	\$0	\$64,400	\$64,400	
25-03	Replacement	Replace IWOps Vehicle F17008 2017 Ford F150	Vehicle replacement - end of life	\$37,800	E	ERF	\$0	\$0	\$0	\$0	\$0	\$37,800	\$37,800	
25-04	Replacement	Replace IWOps Vehicle F17009 2017 Ford F150	Vehicle replacement - end of life	\$37,800	E	ERF	\$0	\$0	\$0	\$0	\$0	\$37,800	\$37,800	
25-05	Replacement	Replace IWOps Vehicle F17010 2017 Ford F150	Vehicle replacement - end of life	\$37,800	E	ERF	\$0	\$0	\$0	\$0	\$0	\$37,800	\$37,800	
25-06	Replacement	Replace IWOps Vehicle F17015 2017 Ford F150	Vehicle replacement - end of life	\$43,100	E	ERF	\$0	\$0	\$0	\$0	\$0	\$43,100	\$43,100	
25-07	Replacement	Replace IWOps Vehicle F17022 2017 Chev Silverado 3500 W/Crane	Vehicle replacement - end of life	\$63,600	E	ERF	\$0	\$0	\$0	\$0	\$0	\$63,600	\$63,600	
25-08	Replacement	Replace IWOps Vehicle F17019 2017 Toyota Rav4 Hybrid AWD	Vehicle replacement - end of life	\$34,900	E	ERF	\$0	\$0	\$0	\$0	\$0	\$34,900	\$34,900	
<b>GRAND TOTAL</b>				<b>\$2,579,600</b>				<b>\$0</b>	<b>\$776,200</b>	<b>\$604,600</b>	<b>\$418,100</b>	<b>\$311,400</b>	<b>\$379,300</b>	<b>\$2,489,600</b>

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<b>Proj. No.</b> 18-02	<b>Capital Project Title</b> Replace Computer Equipment	<b>Capital Project Description</b> Computer replacements per IT cycle.
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> Replace Computer Equipment - Computer replacements per IT cycle.		

<b>Proj. No.</b> 18-03	<b>Capital Project Title</b> Replace ERF Equipment	<b>Capital Project Description</b> End of life replacement equipment; gas techs, mechanical, electrical, SCADA/Controls.
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> Replace ERF Equipment - Gas Tech Replacements Core and Saan Pen		

<b>Proj. No.</b> 18-04	<b>Capital Project Title</b> SCADA Server Infrastructure Upgrade	<b>Capital Project Description</b> Upgrade SCADA server to be under IT care/control
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> SCADA Server Infrastructure Upgrade - Upgrade SCADA server to be under IT care/control		

<b>Proj. No.</b> 19-01	<b>Capital Project Title</b> Replace IWOps Vehicle FQS014	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> Replace IWOps Vehicle FQS014 - Vehicle replacement - end of life		

<b>Proj. No.</b> 19-02	<b>Capital Project Title</b> Replace IWOps Vehicle F00932	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> Replace IWOps Vehicle F00932 - Vehicle replacement - end of life		

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<b>Proj. No.</b> 19-03	<b>Capital Project Title</b> Replace IWOps Vehicle F00994	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> Replace IWOps Vehicle F00994 - Vehicle replacement - end of life		

<b>Proj. No.</b> 19-05	<b>Capital Project Title</b> Replace IWOps Vehicle F01081	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> Replace IWOps Vehicle F01081 - Vehicle replacement - end of life		

<b>Proj. No.</b> 19-07	<b>Capital Project Title</b> Furniture and Office Equipment Replacement	<b>Capital Project Description</b> End of life replacement of furniture and office equipment
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement of furniture and office equipment		

<b>Proj. No.</b> 20-02	<b>Capital Project Title</b> Replace IWOps Vehicle F11030	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> Replace IWOps Vehicle F11030 - Vehicle replacement - end of life		

<b>Proj. No.</b> 20-03	<b>Capital Project Title</b> Replace IWOps Vehicle F12006	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> Replace IWOps Vehicle F12006 - Vehicle replacement - end of life		

<b>Proj. No.</b> 20-04	<b>Capital Project Title</b> Replace IWOps Vehicle F12009	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> Replace IWOps Vehicle F12009 - Vehicle replacement - end of life		

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<b>Proj. No.</b> 20-05	<b>Capital Project Title</b> Replace IWOps Vehicle F12024	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> Replace IWOps Vehicle F12024 - Vehicle replacement - end of life		

<b>Proj. No.</b> 20-06	<b>Capital Project Title</b> Replace IWOps Vehicle F12002	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 20-08	<b>Capital Project Title</b> Replace mechanical equipment	<b>Capital Project Description</b> Replace Horizontal Band Saw
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 20-09	<b>Capital Project Title</b> Replace mechanical equipment	<b>Capital Project Description</b> Replace Steam Cleaner
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 20-10	<b>Capital Project Title</b> Replace mechanical equipment	<b>Capital Project Description</b> Replace Lathe.
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

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Proj. No. 20-11                      Capital Project Title Replace IWOps Vehicle F01080                      Capital Project Description Vehicle replacement - end of life  
Asset Class E                      Board Priority Area Climate Action & Environmental Stewardship                      Corporate Priority Area Wastewater  
Project Rationale End of life replacement

Proj. No. 21-02                      Capital Project Title Replace IWOps Vehicle F11033                      Capital Project Description Vehicle replacement - end of life  
Asset Class E                      Board Priority Area Climate Action & Environmental Stewardship                      Corporate Priority Area Wastewater  
Project Rationale End of life replacement

Proj. No. 21-03                      Capital Project Title Replace IWOps Vehicle F12029                      Capital Project Description Vehicle replacement - end of life  
Asset Class E                      Board Priority Area Climate Action & Environmental Stewardship                      Corporate Priority Area Wastewater  
Project Rationale End of life replacement

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Proj. No.	21-04	Capital Project Title	Replace IWOps Vehicle F13002	Capital Project Description	Vehicle replacement - end of life
Asset Class	E	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Wastewater
Project Rationale <i>End of life replacement</i>					

Proj. No.	21-05	Capital Project Title	#N/A	Capital Project Description	#N/A
Asset Class	#N/A	Board Priority Area	#N/A	Corporate Priority Area	#N/A
Project Rationale <i>End of life replacement</i>					

Proj. No.	21-06	Capital Project Title	#N/A	Capital Project Description	#N/A
Asset Class	#N/A	Board Priority Area	#N/A	Corporate Priority Area	#N/A
Project Rationale <i>End of life replacement</i>					

Proj. No.	21-07	Capital Project Title	Replace IWOps Vehicle (mini excavator) F01103	Capital Project Description	Vehicle replacement - end of life
Asset Class	E	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Wastewater
Project Rationale <i>End of life replacement</i>					

Proj. No.	21-08	Capital Project Title	Replace mechanical equipment	Capital Project Description	Replace gas powered snow blower
Asset Class	E	Board Priority Area	Climate Action & Environmental Stewardship	Corporate Priority Area	Wastewater
Project Rationale <i>End of life replacement</i>					

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<b>Proj. No.</b> 21-09	<b>Capital Project Title</b> Replace mechanical equipment	<b>Capital Project Description</b> Replace welding Table
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 21-10	<b>Capital Project Title</b> Replace mechanical equipment	<b>Capital Project Description</b> Replace Mag Drill
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 21-11	<b>Capital Project Title</b> Replace mechanical equipment	<b>Capital Project Description</b> Oil Storage and Transfer
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 21-12	<b>Capital Project Title</b> Operational Technology (SCADA) Security Review	<b>Capital Project Description</b> Operational Technology (SCADA) Security Review
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 22-01	<b>Capital Project Title</b> SPWWTP - Skid Steer F18036	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b>		

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<b>Proj. No.</b> 22-02	<b>Capital Project Title</b> Burgoyne - Skid Steer F19005	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 22-03	<b>Capital Project Title</b> Replace IWOps Vehicle - Scissor Lift - F15018	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 22-04	<b>Capital Project Title</b> Replace IWOps Vehicle FWP076 2011 Ford F250	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 22-05	<b>Capital Project Title</b> Replace IWOps Vehicle F01028 2007 Kubota Tractor	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 22-06	<b>Capital Project Title</b> Replace IWOps Vehicle F11027 2010 Mercedes Sprinter 2500 Van	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		



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<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Replace IWOps Vehicle F00444 1991 DDDG46 Generator Trailer	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> Replace IWOps Vehicle F13012 - Vehicle replacement - end of life		

<b>Proj. No.</b> 22-02	<b>Capital Project Title</b> Burgoyne - Skid Steer F19005	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 23-03	<b>Capital Project Title</b> Replace IWOps Trailer F00793 1998 TrILERMAN Box Trailer	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 23-04	<b>Capital Project Title</b> Replace IWOps Trailer F00845 1999 Ublit Generator Trailer	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 23-05	<b>Capital Project Title</b> Replace IWOps Trailer F00953 2004 Trailtech Tandem Trailer	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

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<b>Proj. No.</b> 23-06	<b>Capital Project Title</b> Replace IWOps Trailer F00976 2006 EZ Loader Boat Trailer	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 23-07	<b>Capital Project Title</b> Replace IWOps Trailer F00981 2006 Trailtech Flat Deck trailer	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 23-08	<b>Capital Project Title</b> Replace IWOps Trailer F01052 2008 Pace American Trailer	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 23-09	<b>Capital Project Title</b> Replace IWOps Trailer F01065 2009 Load Bank Trailer	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b>		

<b>Proj. No.</b> 24-01	<b>Capital Project Title</b> Replace IWOps Vehicle F13012	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

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<b>Proj. No.</b> 24-02	<b>Capital Project Title</b> Replace IWOps Trailer F00774 1998 G & M Generator Trailer	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 25-01	<b>Capital Project Title</b> Replace IWOps Vehicle F16012 2017 Ford Transit 250 Cargo Van	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 25-02	<b>Capital Project Title</b> Replace IWOps Vehicle F17021 2017 Ford Transit 350 Cube Van	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 25-03	<b>Capital Project Title</b> Replace IWOps Vehicle F17008 2017 Ford F150	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 25-04	<b>Capital Project Title</b> Replace IWOps Vehicle F17009 2017 Ford F150	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

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<b>Proj. No.</b> 25-05	<b>Capital Project Title</b> Replace IWOps Vehicle F17010 2017 Ford F150	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 25-06	<b>Capital Project Title</b> Replace IWOps Vehicle F17015 2017 Ford F150	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 25-07	<b>Capital Project Title</b> Replace IWOps Vehicle F17022 2017 Chev Silverado 3500 W/Crane	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

<b>Proj. No.</b> 25-08	<b>Capital Project Title</b> Replace IWOps Vehicle F17019 2017 Toyota Rav4 Hybrid AWD	<b>Capital Project Description</b> Vehicle replacement - end of life
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental Stewardship	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement		

**1.577 IW Environmental Operations Asset and Reserve Summary  
 Summary Schedule  
 2021 - 2025 Financial Plan**

**Asset Profile**

**IW Environmental Operations**

Assets held by the IW Environmental Operations consist of vehicles and equipment including mechanical, electronic, gas detectors, flow monitors, radio equipment, SCADA hardware and computers.

**Summary**

<b>Reserve/Fund Summary</b>	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Projected year end balance</b>						
Maintenance Reserves	965,190	965,190	965,190	965,190	965,190	965,190
Equipment Replacement Fund	2,505,158	2,026,581	1,719,604	1,599,127	1,585,350	1,503,673
<b>Total projected year end balance</b>	<b>3,470,348</b>	<b>2,991,771</b>	<b>2,684,794</b>	<b>2,564,317</b>	<b>2,550,540</b>	<b>2,468,863</b>

See attached reserve schedules for projected annual cash flows.

**1.577 IW ES Operations  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**IW ES Operations**

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

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105516	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	621,308	965,190	965,190	965,190	965,190	965,190
<b>Planned Purchase</b>	-	-	-	-	-	-
<b>Transfer from Ops Budget</b>	332,022	-	-	-	-	-
<b>Interest Income*</b>	11,861	-	-	-	-	-
<b>Total projected year end balance</b>	<b>965,190</b>	<b>965,190</b>	<b>965,190</b>	<b>965,190</b>	<b>965,190</b>	<b>965,190</b>

**Assumptions/Background:**

Funds are retained in the reserve for charge-out rate stabilization

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

**1.577 IW ES Operations  
Equipment Replacement Reserve Summary  
2021 - 2025 Financial Plan**

**Asset Profile**

**IW Environmental Operations**

Assets held by the IW Environmental Operations consist of vehicles and equipment including mechanical, electronic, gas detectors, flow monitors, radio equipment, SCADA hardware and computers.

**ERF Reserve Cash Flow**

**ERF: IW Wtr Mgmt Operations Senior Budget - Equipment Replacement for Equipment and Vehicles**

Equipment Replacement Fund Fund: 1022 Fund Center 101451	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	2,382,525	2,505,158	2,026,581	1,719,604	1,599,127	1,585,350
Planned Purchase (Based on Capital Plan)	(125,618)	(776,200)	(604,600)	(418,100)	(311,400)	(379,300)
Transfer from Operating Budget	225,123	297,623	297,623	297,623	297,623	297,623
Proceeds of Disposal	1,103					
Interest Income*	22,025					
<b>Total projected year end balance</b>	<b>2,505,158</b>	<b>2,026,581</b>	<b>1,719,604</b>	<b>1,599,127</b>	<b>1,585,350</b>	<b>1,503,673</b>

**Assumptions/Background:**

ERF Reserve to fund replacement of equipment, and vehicles of the IW Operations Division.

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Saanich Peninsula Water Supply**

#### **FINAL BUDGET**

MARCH 2021



Service: 2.610

Saanich Peninsula Water Supply

Committee: Saanich Peninsula Water

**DEFINITION:**

To purchase water and to acquire, design, construct, reconstruct, purchase, maintain and operate facilities and to acquire property easements, licences and authorities for the supply of water to Central Saanich, North Saanich, and Sidney, for distribution by the municipalities. Letters Patent, December 22, 1976; revised Sept. 27, 1984. Amended SLP April 27, 1978 and March 19, 1986.

**SERVICE DESCRIPTION:**

This service provides for the purchase of bulk water for supply to Central Saanich, North Saanich, and Sidney, for distribution within their municipalities. Included in the program is the responsibility to provide design, construction, operation and maintenance, licenses, and water quality monitoring to the service area.

**PARTICIPATION:**

Central Saanich /North Saanich/ Sidney

**MAXIMUM LEVY:**

**MAXIMUM CAPITAL DEBT:**

As established by Inspector of Municipalities.

**COMMISSION:**

Saanich Peninsula Water Commission established by Letters Patent to advise the Board with respect to this function.

**FUNDING:**

Water rates and debt cost allocation to be established by bylaw, charged to the individual municipalities.

**Bulk Water Rate**

To cover 100% of operating costs, billed monthly to each municipality.

**Requisition**

To cover 100% of debt costs by formula: levy of \$0.115 / \$1,000 of total hospital assessments for all members plus 1/3 of balance on each of members: number of connections, specified area school assessments and population.

**CAPITAL DEBT:**

All Bylaws have expired.

# SAANICH PENINSULA WATER SUPPLY

## 2021 Demand Estimate

### Retail Demand

<u>Years</u>	<u>Actual Demand cu.metre</u>	<u>Budgeted Demand cu.metre</u>
2016	6,870,557	6,270,000
2017	6,549,588	6,270,000
2018	7,044,786	6,300,000
2019	6,928,173	6,500,000
2020	6,800,000*	6,800,000
	<b><u>6,800,000</u></b>	

### 2021 Demand Estimate

*\* Projected consumption for 2020*

## SAANICH PENINSULA WATER SUPPLY

### Summary of Supply Water Rates to Participating Municipalities

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Change</u>	<u>% change</u>
<b>Retail (direct) water rate</b>							
Sannich Peninsula Retail cost per cu.m.	\$0.9111	\$0.9621	\$0.9815	\$1.0223	\$1.0536	\$0.0313	3.1%
Agricultural Research Station cost per cu.m.	\$0.9463	\$0.9973	\$1.0167	\$1.0575	\$1.0888	\$0.0313	3.0%

### Summary of Bulk Water Purchase Rates from Regional Water Supply

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Change</u>	<u>% change</u>
<b>CRD Bulk water purchase cost per cu.m.</b>	\$0.6375	\$0.6644	\$0.6775	\$0.6968	\$0.7148	\$0.0180	2.6%

# SAANICH PENINSULA WATER SUPPLY

## Summary of Supply Water Rates to Participating Municipalities

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>Change</u>	<u>% change</u>
<b>Retail (direct) water rate</b>								
Unit cost per cu.m.	\$ 0.9073	\$ 0.9111	\$ 0.9621	\$ 0.9815	\$ 1.0223	\$ 1.0536	\$ 0.0313	3.1%

### Retail Water Rate Increase Impact on Participating Municipalities Water Bill

Average consumption: 235.0 cubic meters

<u>Charge for Twelve Months Consumption</u>	<u>Year</u>	<u>Annual charge</u>	<u>2021 Annual Change \$</u>
Average Consumption	2020	\$ 240.24	
	2021	\$ 247.60	\$ 7.36
Half Average Consumption	2020	\$ 120.12	
	2021	\$ 123.80	\$ 3.68
Twice Average Consumption	2020	\$ 480.48	
	2021	\$ 495.19	\$ 14.72

**Schedule A**  
**Asset Useful Life Assignments - PSAB**

<b><u>Classes:</u></b>	<b><u>Code</u></b>	<b><u>Asset Categories</u></b>	<b><u>Useful Life, Years</u></b>
<b>Land</b>	LAND	Land & Rights of Way * (Note 1)	N/A
<b>Building</b>	BLDG	Building, Permanent	50
	BLOT	Building, Temporary/ Portable	20
	BLFX	Building fixture ( <i>sprinklers</i> )	20
<b>Equipment</b>	BOAT	Boats & Marine Equipment	10
	COMP	Computer Equipment ( <i>includes software</i> )	5
	ELEC	Electronic Equipment( <i>hydromet, weather stn eqpt</i> )	5
	FIRE	Fire & Safety Equipment	10
	GENT	Generator	20
	HYDR	Hydrants and Standpipes	20
	HYDY	Hydrology	10
	MTRS	Meters	20
	OFFE	Office Equipment	5
	OFFF	Office Furniture	10
	SCDA	SCADA Equipment	10
	SCRN	Intake Screens/Membranes ( <i>stop logs</i> )	20
	SHOP	Shop Equipment	10
	TELE	Telecommunication Eqpt ( <i>radios, phone systems</i> )	10
	WEQP	Water Works Eqpt( <i>W. Quality lab, Wshed eqpt</i> )	10
	NEW GRP	Weather stn & communication tower	15
<b>Vehicle</b>	VEHC	Vehicles	8
<b>Engineering</b>	BRDG	Bridge	50
<b>Structure</b>	CANL	Canal	50
	DAMS	Dam Structures	100
	PIPE	Pipelines, includes Vaults, Kiosks, Valve chambers	75
	PIPF	Pipelines, fittings	20
	PLPV	Parking lot paved	40
	PSEQ	Pump Station Equipment	20
	PSHS	Pump Station Housing	50
	PRVS	Valves, Flushes & PRV's	20
	RDGR	Roads gravel	20
	RDPV	Roads paved	40
	RESS	Reservoirs (steel & concrete)	50
	REST	Reservoirs (tower/tank)	35
	TANK	Storage tank	40
	TELP	Telephone and Power Lines	50
	TUNN	Tunnel, Culvert and Diversions	50
	WATP	Water Treatment Plant	25
	WELL	Wet well/ Well	50
<b>Other Assets</b>	CSTU	Capital Management Studies	5
	FENC	Fences	15
	LIMP	Land & Yard Improvements	20

Note 1: Land is not depreciated so a useful life assignment is not applicable

**Program Group: CRD-Saanich Peninsula Water Supply**

**SUMMARY**

**OPERATING EXPENDITURES:**

ALLOCATION - OPERATIONS  
 UTILITIES  
 OPERATING - OTHER COSTS  
 ALLOCATION - STANDARD OVERHEAD

**TOTAL OPERATING EXPENDITURES**  
 \*Percentage increase over prior year board budget

**TOTAL BULK WATER EXPENDITURES**

**CAPITAL EXPENDITURES & TRANSFERS**

TRANSFER TO CAPITAL RESERVE FUND  
 TRANSFER TO EQUIPMENT REPLACEMENT FUND

**TOTAL CAPITAL EXPENDITURES & TRANSFERS**

**DEBT SERVICING**

DEBT-INTEREST & PRINCIPAL

**TOTAL DEBT SERVICING EXPENDITURES**

**TOTAL EXPENDITURES**

**SOURCES OF FUNDING-OPERATIONS**

REVENUE -WATER SALES  
 REVENUE -OTHER

**TOTAL SOURCES OF FUNDING FROM OPERATIONS**

**SOURCES OF FUNDING-REQUISITION**

PROPERTY TAX REQUISITION FOR DEBT

**TOTAL REQUISITION**

TRANSFER FROM PRIOR YEAR  
 TRANSFER TO FOLLOWING YEAR

**TOTAL CARRY FORWARD (SURPLUS)/ DEFICIT**

**TOTAL SOURCES OF ALL FUNDING**

Percentage increase over prior year's board budget

	2021 BUDGET REQUEST						FUTURE PROJECTIONS			
	2020 BOARD BUDGET 2	2020 ESTIMATED ACTUAL 3	CORE BUDGET 4	ONGOING 5	ONE-TIME 6	TOTAL (COL 4, 5 & 6) 7	2022 8	2023 9	2024 10	2025 11
<b>OPERATING EXPENDITURES:</b>										
ALLOCATION - OPERATIONS	1,041,844	1,091,858	1,059,266	-	-	1,059,266	1,080,104	1,101,360	1,123,041	1,145,157
UTILITIES	214,440	232,040	218,086	-	-	218,086	222,447	226,896	231,434	236,063
OPERATING - OTHER COSTS	169,615	148,315	172,795	-	-	172,795	176,251	179,773	183,359	187,020
ALLOCATION - STANDARD OVERHEAD	93,232	93,232	109,212	-	-	109,212	123,961	126,440	128,969	131,548
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,519,131</b>	<b>1,565,445</b>	<b>1,559,359</b>	<b>-</b>	<b>-</b>	<b>1,559,359</b>	<b>1,602,763</b>	<b>1,634,469</b>	<b>1,666,803</b>	<b>1,699,788</b>
*Percentage increase over prior year board budget			2.65%			2.65%	2.78%	1.98%	1.98%	1.98%
<b>TOTAL BULK WATER EXPENDITURES</b>	<b>4,738,240</b>	<b>4,738,240</b>	<b>4,860,640</b>	<b>-</b>	<b>-</b>	<b>4,860,640</b>	<b>4,959,920</b>	<b>5,153,040</b>	<b>5,308,080</b>	<b>5,505,280</b>
<b>CAPITAL EXPENDITURES &amp; TRANSFERS</b>										
TRANSFER TO CAPITAL RESERVE FUND	650,000	597,885	700,000	-	-	700,000	750,000	550,000	300,000	250,000
TRANSFER TO EQUIPMENT REPLACEMENT FUND	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
<b>TOTAL CAPITAL EXPENDITURES &amp; TRANSFERS</b>	<b>700,000</b>	<b>647,885</b>	<b>750,000</b>	<b>-</b>	<b>-</b>	<b>750,000</b>	<b>800,000</b>	<b>600,000</b>	<b>350,000</b>	<b>300,000</b>
<b>DEBT SERVICING</b>										
DEBT-INTEREST & PRINCIPAL	-	-	-	-	-	-	57,800	311,356	691,413	923,664
<b>TOTAL DEBT SERVICING EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>57,800</b>	<b>311,356</b>	<b>691,413</b>	<b>923,664</b>
<b>TOTAL EXPENDITURES</b>	<b>6,957,371</b>	<b>6,951,570</b>	<b>7,169,999</b>	<b>-</b>	<b>-</b>	<b>7,169,999</b>	<b>7,420,483</b>	<b>7,698,865</b>	<b>8,016,296</b>	<b>8,428,732</b>
<b>SOURCES OF FUNDING-OPERATIONS</b>										
REVENUE -WATER SALES	(6,951,571)	(6,951,570)	(7,164,199)	-	-	(7,164,199)	(7,414,683)	(7,693,065)	(8,010,496)	(8,422,932)
REVENUE -OTHER	(5,800)	-	(5,800)	-	-	(5,800)	(5,800)	(5,800)	(5,800)	(5,800)
<b>TOTAL SOURCES OF FUNDING FROM OPERATIONS</b>	<b>(6,957,371)</b>	<b>(6,951,570)</b>	<b>(7,169,999)</b>	<b>-</b>	<b>-</b>	<b>(7,169,999)</b>	<b>(7,420,483)</b>	<b>(7,698,865)</b>	<b>(8,016,296)</b>	<b>(8,428,732)</b>
<b>SOURCES OF FUNDING-REQUISITION</b>										
PROPERTY TAX REQUISITION FOR DEBT	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
TRANSFER FROM PRIOR YEAR	-	-	-	-	-	-	-	-	-	-
TRANSFER TO FOLLOWING YEAR	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CARRY FORWARD (SURPLUS)/ DEFICIT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL SOURCES OF ALL FUNDING</b>	<b>(6,957,371)</b>	<b>(6,951,570)</b>	<b>(7,169,999)</b>	<b>-</b>	<b>-</b>	<b>(7,169,999)</b>	<b>(7,420,483)</b>	<b>(7,698,865)</b>	<b>(8,016,296)</b>	<b>(8,428,732)</b>
Percentage increase over prior year's board budget			3.06%			3.06%	3.49%	3.75%	4.12%	5.14%

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

<b>Service No.</b>	<b>2.610</b>							
	<b>Saanich Peninsula Water Supply</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$133,000	\$284,000	\$0	\$0	\$0	\$417,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$805,000	\$3,425,000	\$3,020,000	\$5,820,000	\$4,720,000	\$1,124,500	\$18,109,500
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$805,000</b>	<b>\$3,558,000</b>	<b>\$3,304,000</b>	<b>\$5,820,000</b>	<b>\$4,720,000</b>	<b>\$1,124,500</b>	<b>\$18,526,500</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$2,550,000	\$5,550,000	\$4,500,000	\$300,000	\$12,900,000
Equipment Replacement Fund	ERF	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
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	\$805,000	\$3,498,000	\$694,000	\$210,000	\$160,000	\$764,500	\$5,326,500
		<b>\$805,000</b>	<b>\$3,558,000</b>	<b>\$3,304,000</b>	<b>\$5,820,000</b>	<b>\$4,720,000</b>	<b>\$1,124,500</b>	<b>\$18,526,500</b>

## CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

Service #:

2.610

Service Name:

Saanich Peninsula Water Supply

**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 Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
<b>SYSTEM UPGRADES AND REPLACEMENTS</b>													
<b>Planning</b>													
19-02	New	Asset Management Plan Update	Update the asset management plan with recent study information (post disaster emergency water supply, Elk Lake Main Removals, ...)	\$100,000	S	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
<b>Capital</b>													
17-01	New	Reservoir Seismic Isolation Valves	Assessment, design and installation of seismic isolation valves at 7 of the reservoirs, and installation of restrained hydrants at reservoirs where possible.	\$500,000	S	Res	\$290,000	\$290,000	\$0	\$0	\$0	\$0	\$290,000
18-02	New	Site Security Assessment & Improvements	Assess the security of facilities and make improvements for the public and operators	\$215,000	S	Res	\$185,000	\$185,000	\$0	\$0	\$0	\$0	\$185,000
18-04	New	Post Disaster Emergency Water Supply	Identify and procure emergency systems for post disaster preparedness	\$1,050,000	S	Res	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
19-01	Renewal	Corrosion Protection Program	Carry out an investigation and monitoring program in conjunction with other services to prevent infrastructure failure due to corrosion	\$110,000	S	Res	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
20-02	New	Hamsterly Pump Station Backup Power Generator	Addition of a backup power generator at the Hamsterly Pump Station	\$335,000	S	Res	\$285,000	\$285,000	\$0	\$0	\$0	\$0	\$285,000
21-01	New	Level of Service Agreement	Determine and develop appropriate level of service agreements with the participating municipalities for water supply.	\$75,000	S	Res	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
21-02	Renewal	Stewart's Well Decommissioning	Decommission the well, and demolish the structures.	\$175,000	S	Res	\$0	\$75,000	\$100,000	\$0	\$0	\$0	\$175,000
21-03	Renewal	Upper Dean Reservoir Roof Replacement	Replace the roof membrane due to leaks.	\$400,000	S	Res	\$0	\$400,000	\$0	\$0	\$0	\$0	\$400,000
21-04	Renewal	SCADA Upgrades	SCADA upgrades and planning in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.	\$350,000	E	Res	\$0	\$100,000	\$250,000	\$0	\$0	\$0	\$350,000



21-05	Renewal	SPW System Upgrade and Expansion	Upgrade vulnerable sections of the SPW system to a resilient system better able to withstand a seismic event, and extend sections of the system to have dual feed redundancy. Vulnerable sections are cement pipe material which are susceptible to failure during a seismic event. This is part of a project in partner with the RWS system.	\$14,700,000	S	Res	\$0	\$1,800,000	\$0	\$0	\$0	\$0	\$1,800,000
21-05	Renewal	SPW System Upgrade and Expansion	Upgrade vulnerable sections of the SPW system to a resilient system better able to withstand a seismic event, and extend sections of the system to have dual feed redundancy. Vulnerable sections are cement pipe material which are susceptible to failure during a seismic event. This is part of a project in partner with the RWS system.		S	Debt	\$0	\$0	\$2,550,000	\$5,550,000	\$4,500,000	\$300,000	\$12,900,000
21-06	Renewal	Voice Radio Replacement	Replacement of the aging voice radio system with the Core Area, RWS, JDF and Saanich Peninsula Wastewater systems.	\$67,000	E	Res	\$0	\$33,000	\$34,000	\$0	\$0	\$0	\$67,000
25-01	New	Hamsterly Pump Station Capacity Upgrade	Increase the capacity of the Hamsterly Pump Station to address increased water demand. This is the service's contribution to the DCC project.	\$6,500	S	Res	\$0	\$0	\$0	\$0	\$0	\$6,500	\$6,500
<b>Sub-Total System Upgrades and Replacements</b>				<b>\$18,083,500</b>			<b>\$760,000</b>	<b>\$3,453,000</b>	<b>\$3,094,000</b>	<b>\$5,710,000</b>	<b>\$4,660,000</b>	<b>\$466,500</b>	<b>\$17,383,500</b>
<b>ANNUAL PROVISIONAL ITEMS</b>													
17-02	Renewal	Provisional Equipment Replacements	Funds to conduct emergency and unplanned repairs outside of normal Operations.	\$300,000	S	ERF	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
<b>DEVELOPMENT COST CHARGE (DCC) PROGRAM</b>													
20-02	New	Hamsterly Pump Station Backup Power Generator	Addition of a backup power generator at the Hamsterly Pump Station	\$95,000	S	Res	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$45,000
22-01	New	Water Strategic Plan Update	Update the strategic plan to inform future works and identify hydraulic deficiencies.	\$150,000	S	Res	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
23-01	New	DCC Program Update	5-year update of the DCC program.	\$50,000	S	Res	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000
25-01	New	Hamsterly Pump Station Capacity Upgrade	Increase the capacity of the Hamsterly Pump Station to address increased water demand.	\$598,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$598,000	\$598,000
<b>Sub-Total Development Cost Charge (DCC) Program</b>				<b>\$893,000</b>			<b>\$45,000</b>	<b>\$45,000</b>	<b>\$150,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$598,000</b>	<b>\$843,000</b>
<b>GRAND TOTAL</b>				<b>\$19,276,500</b>			<b>\$805,000</b>	<b>\$3,558,000</b>	<b>\$3,304,000</b>	<b>\$5,820,000</b>	<b>\$4,720,000</b>	<b>\$1,124,500</b>	<b>\$18,526,500</b>

**Service: 2.610**                      **Saanich Peninsula Water Supply**

<b>Proj. No.</b> 19-02	<b>Capital Project Title</b> Asset Management Plan Update	<b>Capital Project Description</b> Update the asset management plan with recent study information (post disaster emergency water supply, Elk Lake Main Removals, ...)
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Update the strategic asset management plan based upon recent studies such as the DCC Program Update, Post Disaster Response Plan, and Site Security Assessment. The update will inform future capital works.		

<b>Proj. No.</b> 17-01	<b>Capital Project Title</b> Reservoir Seismic Isolation Valves	<b>Capital Project Description</b> Assessment, design and installation of seismic isolation valves at 7 of the reservoirs, and installation of restrained hydrants at reservoirs where possible.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> The Commission has indicated a desire to include seismic valves on each of the 8 Saanich Peninsula Water System reservoirs. At present, the Dean Park Middle Reservoir is the only reservoir equipped with a seismic valve. In summary a seismic valve is a simple actuated system to shut the outlet valve(s) automatically if a seismic event (of a specific magnitude) is experienced. Each site is unique and installation complexity and associated costs will vary. The first task in this project will be to further define the proposed solution and budget for each site. The resulting detailed project will be reviewed in conjunction with the Strategic Asset Management Plan for the system to confirm affordability and value prior to initiating construction works.		

<b>Proj. No.</b> 18-02	<b>Capital Project Title</b> Site Security Assessment & Improvements	<b>Capital Project Description</b> Assess the security of facilities and make improvements for the public and operators
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> The Saanich Peninsula Water system is comprised of various pump stations, pressure control stations, meter facilities and storage tanks. The facilities have varying levels of security with no consistent intent. A site security assessment is proposed to secure all facilities so that operators can safely maintain the sites and keep the public and infrastructure safe. Funding is required to assess all facilities and conduct improvements to secure them.		

Service: 2.610

Saanich Peninsula Water Supply

<b>Proj. No.</b> 18-04	<b>Capital Project Title</b> Post Disaster Emergency Water Supply	<b>Capital Project Description</b> Identify and procure emergency systems for post disaster preparedness
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>In the event of a disaster, it is proposed to have in place the ability to source, treat (if required) and distribute drinking water during the initial and sustained response and recovery phases to the public. This item will see the study of the issue in 2017 and 2018 with the anticipated purchase of one or more emergency distribution systems in 2018 and beyond. Initial investigation has highlighted areas, such as having hardened hydrants/standpipes that the CRD should be investing in. Additional funds are required to start implementing these additional works.</i>		

<b>Proj. No.</b> 19-01	<b>Capital Project Title</b> Corrosion Protection Program	<b>Capital Project Description</b> Carry out an investigation and monitoring program in conjunction with other services to prevent infrastructure failure due to corrosion
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The Saanich Peninsula Water System comprises of many material types including steel. An investigation and monitoring program will be developed to prevent infrastructure failure due to corrosion. Funds are required to retain a qualified corrosion specialist to assess and aid in developing a monitoring program.</i>		

<b>Proj. No.</b> 20-02	<b>Capital Project Title</b> Hamsterly Pump Station Backup Power Generator	<b>Capital Project Description</b> Addition of a backup power generator at the Hamsterly Pump Station
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>From the 2018 DCC Update, KWL identified that the addition of backup power at the Hamsterly Pump Station is required. Funds are required to design and construct backup power for the Hamsterly Pump Station.</i>		

**Service: 2.610**                      **Saanich Peninsula Water Supply**

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Level of Service Agreement	<b>Capital Project Description</b> Determine and develop appropriate level of service agreements with the participating municipalities for water supply.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The SPW Service has numerous transfer points with the participating municipalities. Funding is required to determine the pressure and flow at transfer points with the participating municipalities for water supply.</i>		

<b>Proj. No.</b> 21-02	<b>Capital Project Title</b> Stewart's Well Decommissioning	<b>Capital Project Description</b> Decommission the well, and demolish the structures.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Stewart's Well site was previously used to provide potable water to the Elk Lake Main. The well has not been in use for a long time, with the accessory buildings long abandoned. The site located at the end of Cultra Ave in Central Saanich, situated between two residential properties. Funds are required in 2021 to conduct a hazardous soils test and prepare tender documents for demolition of the buildings and abandonment of the well</i>		

<b>Proj. No.</b> 21-03	<b>Capital Project Title</b> Upper Dean Reservoir Roof Replacement	<b>Capital Project Description</b> Replace the roof membrane due to leaks.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>During the wall leak repairs for the Upper Dean concrete tank, the concrete and membrane roof was assessed and the membrane was found to require replacement and the previous installation of the handrails could introduce future leaking. Design of the replacement was completed to get an estimate. Funds are required to retain a contractor to replace the roof membrane and relocate the hand rails.</i>		

<b>Proj. No.</b> 21-04	<b>Capital Project Title</b> SCADA Upgrades	<b>Capital Project Description</b> SCADA upgrades and planning in conjunction with the Juan de Fuca Water Distribution, Saanich Peninsula Water and Wastewater, and Core Area Wastewater Services.
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The existing SCADA system is nearing end of life for equipment. The SCADA system provides vital operational monitoring and control information for the Saanich Peninsula Water System. Additionally, the Juan de Fuca Water Distribution, Saanich Peninsula Wastewater, Regional Water System, and Core Area Wastewater services require similar upgrades and integration. This project will be carried out with the other services so that a fully integrated system can be implemented.</i>		

Service: 2.610

Saanich Peninsula Water Supply

<b>Proj. No.</b> 21-05	<b>Capital Project Title</b> SPW System Upgrade and Expansion	<b>Capital Project Description</b> Upgrade vulnerable sections of the SPW system to a resilient system better able to withstand a seismic event, and extend sections of the system to have dual feed redundancy. Vulnerable sections are cement pipe material which are susceptible to failure during a seismic event. This is part of a project in partner with the RWS system.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This project is for design and replacement of cement pipe sections that are susceptible to failure during a seismic event. Funds are required for detailed design and construction of the Bearhill section of transmission main from Mt Newton to the Dean Park Lower tank along East Saanich Road including a new PRV, detailed design of the transmission main from McTavish Tank to Mills Road. The budget breakdown of the works: Bearhill Section design and construction of new transmission main and PRV station \$14,200,000; conceptual and detailed design of the transmission main from Mctavish Reservoir to Mills Road \$500,000.</i>		

<b>Proj. No.</b> 21-06	<b>Capital Project Title</b> Voice Radio Replacement	<b>Capital Project Description</b> Replacement of the aging voice radio system with the Core Area, RWS, JDF and Saanich Peninsula Wastewater systems.
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The Saanich Peninsula Water System uses handheld and vehicle mounted radios for communications during emergency events. Replacement of the aging radios is required to maintain consistency with the Regional Water System, Core Area System, and Juan de Fuca Water Distribution system.</i>		

<b>Proj. No.</b> 25-01	<b>Capital Project Title</b> Hamsterly Pump Station Capacity Upgrade	<b>Capital Project Description</b> Increase the capacity of the Hamsterly Pump Station to address increased water demand. This is the service's contribution to the DCC project.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>In the 2018 KWL DCC Update report, the Hamsterly Pump Station was identified to require addition of a third pump to meet increased water demand. This is for the Saanich Peninsula Water service's contribution to the DCC project. Funds are required for the design and construction of the additional pump.</i>		

Service: 2.610

Saanich Peninsula Water Supply

<b>Proj. No.</b> 17-02	<b>Capital Project Title</b> Provisional Equipment Replacements	<b>Capital Project Description</b> Funds to conduct emergency and unplanned repairs outside of normal Operations.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Replace various system equipment that may fail during the year that is not specifically identified and funded through the operating and capital budgets.		

<b>Proj. No.</b> 20-02	<b>Capital Project Title</b> Hamsterly Pump Station Backup Power Generator	<b>Capital Project Description</b> Addition of a backup power generator at the Hamsterly Pump Station
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> From the 2018 DCC Update, KWL identified that the addition of backup power at the Hamsterly Pump Station. Funds are required to design and construct backup power for the Hamsterly Pump Station.		

<b>Proj. No.</b> 22-01	<b>Capital Project Title</b> Water Strategic Plan Update	<b>Capital Project Description</b> Update the strategic plan to inform future works and identify hydraulic deficiencies.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> A water distribution system changes with development demand. A periodic update of the strategic plan to identify hydraulic deficiencies and inform future works is periodically required to ensure the level of service.		

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> DCC Program Update	<b>Capital Project Description</b> 5-year update of the DCC program.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Funds are required to retain a consultant to complete the 5-year updated of the DCC program.		

Service: 2.610

Saanich Peninsula Water Supply

Proj. No. 25-01

Capital Project Title Hamsterly Pump Station Capacity Upgrade

Capital Project Description Increase the capacity of the Hamsterly Pump Station to address increased water demand. This is the service's contribution to the DCC project.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale *In the 2018 KWL DCC Update report, the Hamsterly Pump Station was identified to require addition of a third pump to meet increased water demand. DCC funds are required for the design and construction of the additional pump.*

**2.610 Saanich Peninsula Water  
Summary Schedule  
2021 - 2025 Financial Plan**

**Asset Profile**

**Saanich Peninsula Water**

One of the 16 CRD drinking water systems across the region, Saanich Peninsula Water Supply obtains treated drinking water from the Regional Water Supply System and is responsible for the bulk trunk water supply systems for Central Saanich, Sidney & North Saanich. Assets include land, 46 kilometres of water supply mains, nine balancing reservoirs, nine pumping stations, two pressure reducing stations, nine supply meters and two rechlorination stations.

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
DCC Reserve Account	2,036,836	2,036,836	1,886,836	1,836,836	1,836,836	1,238,836
Equipment Replacement Fund	1,809,620	1,809,620	1,809,620	1,809,620	1,809,620	1,809,620
Capital Reserve	5,651,881	3,658,881	3,864,881	4,254,881	4,394,881	4,478,381
<b>Total</b>	<b>9,498,337</b>	<b>7,505,337</b>	<b>7,561,337</b>	<b>7,901,337</b>	<b>8,041,337</b>	<b>7,526,837</b>



**2.610 Saanich Peninsula Water  
Development Cost Charges  
2021 - 2025 Financial Plan**

**Development Cost Charges Reserve Schedule**

**Reserve Fund: Saanich Peninsula Water Development Cost Charges (Bylaw # 3208)**

Fund: 1009 Fund Center: 101353- DCC Water System only	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	2,092,293	2,036,836	2,036,836	1,886,836	1,836,836	1,836,836
Transfers to Reserve						
Transfers from Reserve based on DCC-capital plan	(95,000)	-	(150,000)	(50,000)	-	(598,000)
DCC's received from Member Municipalities						
Interest Income*	39,543					
<b>Ending Balance \$</b>	<b>2,036,836</b>	<b>2,036,836</b>	<b>1,886,836</b>	<b>1,836,836</b>	<b>1,836,836</b>	<b>1,238,836</b>

General Comments:

Saanich Peninsula Water Development Cost Charges (DCC's) was adopted in 2005 for the purpose of providing funds to assist with the capital costs of providing, constructing, altering or expanding the Districts water & wastewater systems that services the Member Municipalities.

The above cash flow only reflects DCC Reserve information for Water System only (Wastewater's information will be provided in the Wastewater budgets). These Reserve funds are received from member municipalities as Development Cost Charges (DCC's) to provide for the capital costs of water capacity system improvements within the service areas.

In December 2018 the bylaw was ammended to remove Development Cost Charges on new projects to recognize that the fund's balance exceeded the total of current development projects.

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

2.610 Saanich Peninsula Water  
 Equipment Replacement Reserve Schedule  
 2021 - 2025 Financial Plan

**Equipment Replacement Reserve Schedule**

**Reserve Fund:** Saanich Peninsula Water-Equipment Replacement Reserve (covered by CRD-ERF Bylaw)

Fund: 1022 Fund Center: 101452	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,751,473	1,809,620	1,809,620	1,809,620	1,809,620	1,809,620
Equipment purchases (Based on Capital Plan)	(7,810)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Transfer from Operating Budget	50,000	50,000	50,000	50,000	50,000	50,000
Interest Income*	15,956					
<b>Ending Balance \$</b>	<b>1,809,620</b>	<b>1,809,620</b>	<b>1,809,620</b>	<b>1,809,620</b>	<b>1,809,620</b>	<b>1,809,620</b>

General Comments: The fund is used to replace water system infrastructure throughout the system as failing components are identified and not funded through operating budgets.

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

**2.610 Saanich Peninsula Water  
Capital Reserve Fund  
2021 - 2025 Financial Plan**

**Capital Reserve Fund Schedule**

**Reserve Fund:** Saanich Peninsula Water Capital Reserve Fund ( Bylaw #1397)

**Fund: 1009 Fund Center: 102159**

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	5,552,658	5,651,881	3,658,881	3,864,881	4,254,881	4,394,881
<b>Transfers from Reserve based on capital plan</b>	(780,000)	(2,693,000)	(544,000)	(160,000)	(160,000)	(166,500)
<b>Transfer from Operating Budget</b>	785,749	700,000	750,000	550,000	300,000	250,000
<b>Interest Income*</b>	93,474					
<b>Ending Balance \$</b>	<b>5,651,881</b>	<b>3,658,881</b>	<b>3,864,881</b>	<b>4,254,881</b>	<b>4,394,881</b>	<b>4,478,381</b>

General Comments:

Saanich Peninsula Water Capital Reserve Fund was adopted in 1985 for the purpose of capital payments including planning, engineering and legal costs for providing, latering or expanding water system infrastructure related to the Saanich Peninsula Water Supply System.

The fund is used for the purpose of funding the Service Capital infrastructure related directly or indirectly to water facilities, (excluding DCC) capital expenditures.

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Central Saanich Treatment Plant**

#### **FINAL BUDGET**

MARCH 2021

**DEFINITION:**

Provision of odour control and management.

**PARTICIPATION:**

Operating costs to be recovered by requisition from Central Saanich.

**MAXIMUM LEVY:**

N/A

**MAXIMUM CAPITAL DEBT:**

N/A

**CENTRAL SAANICH SEWER SYSTEM:**

<u>Population</u>	<u>Debt &amp; Operating</u>
18,353	100.00%

**FUNDING:**

Requisition

**RESERVE FUND:**

N/A

3.714 - CENTRAL SAANICH TREATMENT PLANT	2020		BUDGET REQUEST				2022-2025			
	BOARD BUDGET	ESTIMATED ACTUAL	2021 CORE BUDGET	ONGOING	ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS:</b>										
Operating - Other Costs	47,920	27,280	48,741	-	-	48,741	49,716	50,710	51,725	52,758
Allocations	18,193	12,990	18,071	-	-	18,071	18,158	18,519	18,889	19,266
Contingency	18,434	-	18,434	-	-	18,434	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>84,547</b>	<b>40,270</b>	<b>85,246</b>	<b>-</b>	<b>-</b>	<b>85,246</b>	<b>67,874</b>	<b>69,229</b>	<b>70,614</b>	<b>72,024</b>
*Percentage Increase over prior year	0.0%	-52.4%	0.83%	0.00%	0.00%	0.83%	-20.4%	2.0%	2.0%	2.0%
<b>CAPITAL / RESERVE</b>										
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Expenditures	-	-	-	-	-	-	-	-	-	-
MFA Debt Reserve	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>84,547</b>	<b>40,270</b>	<b>85,246</b>	<b>-</b>	<b>-</b>	<b>85,246</b>	<b>67,874</b>	<b>69,229</b>	<b>70,614</b>	<b>72,024</b>
*Percentage Increase over prior year	0.0%	-52.4%	0.8%			0.8%	-20.4%	2.0%	2.0%	2.0%
Internal Recoveries	-	-	-	-	-	-	-	-	-	-
Recovery - Other	-	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>84,547</b>	<b>40,270</b>	<b>85,246</b>	<b>-</b>	<b>-</b>	<b>85,246</b>	<b>67,874</b>	<b>69,229</b>	<b>70,614</b>	<b>72,024</b>
*Percentage Increase over prior year	0.0%	-52.4%	0.83%	0.00%	0.00%	0.83%	-20.4%	2.0%	2.0%	2.0%
<b>SOURCES OF FUNDING (REVENUE)</b>										
<b>Surplus / (Deficit)</b>		44,219								
Balance C/F from Prior to Current year	(30,581)	(30,581)	(53,529)	-	-	(53,528)	(10,000)	(10,000)	(10,000)	(10,000)
Revenue - Other	(428)	(370)	(435)	-	-	(435)	(444)	(453)	(462)	(471)
Grants In Lieu of Taxes	(208)	(208)	(130)	-	-	(130)	(216)	(221)	(224)	(229)
<b>TOTAL REVENUE</b>	<b>(31,217)</b>	<b>13,060</b>	<b>(54,094)</b>	<b>-</b>	<b>-</b>	<b>(54,093)</b>	<b>(10,660)</b>	<b>(10,674)</b>	<b>(10,686)</b>	<b>(10,700)</b>
<b>REQUISITION</b>	<b>(53,330)</b>	<b>(53,330)</b>	<b>(31,152)</b>			<b>(31,153)</b>	<b>(57,214)</b>	<b>(58,555)</b>	<b>(59,928)</b>	<b>(61,324)</b>
*Percentage Increase over prior year	0.0%	0.0%	-41.59%	0.00%	0.00%	-41.58%	83.7%	2.3%	2.3%	2.3%
<b>PARTICIPANTS: C. Saanich</b>										
<b>AUTHORIZED POSITIONS:</b>										
Salaried	-	-	-	-	-	-	-	-	-	-
Hourly	-	-	-	-	-	-	-	-	-	-

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **Saanich Peninsula Wastewater**

#### **FINAL BUDGET**

MARCH 2021

**DEFINITION:**

Provision of sewage treatment and disposal through treatment plant facilities and outfall for member participants.

**SERVICE DESCRIPTION:**

This program is for the provision of wastewater collection and treatment to the Saanich Peninsula municipalities of Central Saanich, North Saanich, and Sidney. Although the largest component of the program budget is for the operation and maintenance of the systems, many other key programs are funded through and support these budgets including engineering (capital projects), odour control, and marine monitoring and protection.

**PARTICIPATION:**

Operating costs to be recovered by requisition to all participating members based on measured flow from previous year.

**MAXIMUM LEVY:**

Establishment Bylaw No. 2388/2439 - Greater of \$5,663,000 or \$1.56 / \$1,000 of actual assessed value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

See Debt Budget 3.775 - debt fully retired in 2016

**SPWWS SEWER SYSTEM:**

<u>Location</u>	<u>Allocation for 2021</u>
Airport	1.96%
Sidney	39.57%
Pauquachin	0.84%
Central Saanich	41.89%
North Saanich	15.26%
Tseycum	0.36%
IOS	0.12%
Total	100.00%

**FUNDING:**

Requisition

**RESERVE FUND:**

Saanich Peninsula Wastewater Commission approved that operating surpluses be transferred to capital reserve fund, starting with 2009 budget (approved Nov 6, 2008).



3.718 - SAANICH PENINSULA WASTEWATER

	BUDGET REQUEST									
	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2025 TOTAL
<b>OPERATING COSTS:</b>										
Operating	2,366,992	2,377,990	2,477,627	-	-	2,477,627	2,501,432	2,550,984	2,601,533	2,653,082
Lab	170,136	158,530	185,557	-	-	185,557	187,055	190,973	194,963	199,048
Heat Recovery	145,971	129,572	143,899	-	-	143,899	146,768	149,689	152,673	155,718
Biosolids Mgmt.	649,001	598,740	630,913	405,000	-	1,035,913	1,056,631	1,077,764	1,099,319	1,121,305
Allocation - Standard Overhead	51,205	51,205	59,680	-	-	59,680	69,019	70,400	71,808	73,244
<b>TOTAL OPERATING COSTS</b>	<b>3,383,305</b>	<b>3,316,037</b>	<b>3,497,676</b>	<b>405,000</b>	<b>-</b>	<b>3,902,676</b>	<b>3,960,905</b>	<b>4,039,810</b>	<b>4,120,296</b>	<b>4,202,397</b>
*Percentage Increase over prior year	0.00%	-1.99%	3.38%	11.97%	0.00%	15.35%	1.49%	1.99%	1.99%	1.99%
<b>CAPITAL / RESERVE</b>										
Transfer to Operating Reserve Fund	47,439	47,439	49,650	-	-	49,650	51,983	54,429	56,996	59,687
Transfer to Equipment Replacement Fund	110,198	110,198	115,708	-	-	115,708	121,493	127,568	133,947	140,644
Transfer to Reserve Fund	308,763	274,605	336,912	-	-	336,912	367,931	401,998	439,416	480,522
<b>TOTAL CAPITAL / RESERVES</b>	<b>466,400</b>	<b>432,242</b>	<b>502,270</b>	<b>-</b>	<b>-</b>	<b>502,270</b>	<b>541,407</b>	<b>583,995</b>	<b>630,359</b>	<b>680,853</b>
<b>TOTAL COSTS</b>	<b>3,849,705</b>	<b>3,748,279</b>	<b>3,999,946</b>	<b>405,000</b>	<b>-</b>	<b>4,404,946</b>	<b>4,502,312</b>	<b>4,623,805</b>	<b>4,750,655</b>	<b>4,883,250</b>
*Percentage Increase over prior year	0.00%	-2.63%	3.90%	10.52%	0.00%	14.42%	2.21%	2.70%	2.74%	2.79%
Internal Recovery - Other	(218,850)	(117,879)	(153,311)	-	-	(153,311)	(156,377)	(159,504)	(162,693)	(165,949)
Recovery - Other	(455)	-	-	-	-	-	-	-	-	-
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>3,630,400</b>	<b>3,630,400</b>	<b>3,846,635</b>	<b>405,000</b>	<b>-</b>	<b>4,251,635</b>	<b>4,345,935</b>	<b>4,464,301</b>	<b>4,587,962</b>	<b>4,717,301</b>
*Percentage Increase over prior year	0.00%	0.00%	5.96%	11.16%	0.00%	17.11%	2.22%	2.72%	2.77%	2.82%
<b>SOURCES OF FUNDING (REVENUE)</b>										
<b>Surplus / (Deficit)</b>										
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Grants In Lieu of Taxes	(6,098)	(6,098)	(3,677)	-	-	(3,677)	(6,326)	(6,452)	(6,581)	(6,714)
Transfer From Own Funds	(20,000)	(20,000)	(130,000)	-	-	(130,000)	(55,000)	(130,000)	(110,000)	(20,000)
<b>TOTAL REVENUE</b>	<b>(26,098)</b>	<b>(26,098)</b>	<b>(133,677)</b>	<b>-</b>	<b>-</b>	<b>(133,677)</b>	<b>(61,326)</b>	<b>(136,452)</b>	<b>(116,581)</b>	<b>(26,714)</b>
<b>REQUISITION</b>	<b>(3,604,302)</b>	<b>(3,604,302)</b>	<b>(3,712,958)</b>	<b>(405,000)</b>	<b>-</b>	<b>(4,117,958)</b>	<b>(4,284,609)</b>	<b>(4,327,849)</b>	<b>(4,471,381)</b>	<b>(4,690,587)</b>
*Percentage Increase over prior year	0.00%	0.00%	3.01%	11.24%	0.00%	14.25%	4.05%	1.01%	3.32%	4.90%
PARTICIPANTS: C. Saanich, N. Saanich, Sidney, Airport, Pauquachin, Tseycum										

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

<b>Service No.</b>	<b>3.718</b>							
<b>Saanich Peninsula Wastewater</b>		<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$175,000	\$192,500	\$17,500	\$0	\$0	\$0	\$210,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$2,815,000	\$4,065,000	\$950,000	\$400,000	\$1,535,000	\$810,000	\$7,760,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$2,990,000</b>	<b>\$4,257,500</b>	<b>\$967,500</b>	<b>\$400,000</b>	<b>\$1,535,000</b>	<b>\$810,000</b>	<b>\$7,970,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$175,000	\$342,500	\$167,500	\$150,000	\$150,000	\$150,000	\$960,000
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	\$2,715,000	\$3,815,000	\$800,000	\$250,000	\$1,385,000	\$660,000	\$6,910,000
		<b>\$2,990,000</b>	<b>\$4,257,500</b>	<b>\$967,500</b>	<b>\$400,000</b>	<b>\$1,535,000</b>	<b>\$810,000</b>	<b>\$7,970,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

Service #: 3.718  
Service Name: Saanich Peninsula Wastewater

**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 Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
<b>WASTEWATER TREATMENT PLANT</b>													
16-06	New	Biosolids Treatment & Disposal Options Study	Study to determine viable options for treatment and disposal of biosolids from the SPWWTP.	\$100,000	S	Cap	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
19-01	Replacement	SPWWTP Replacement of Rotary Presses	Assess dewatering options of sludge and implement prior to possible failure of the rotary presses.	\$1,490,000	S	Res	\$800,000	\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000
20-01	Renewal	Isolation Valve Installation for Oxidation Ditches	To maintain operator safety isolation valves are required prior to the oxidation ditches at the SPWWTP.	\$130,000	S	Res	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000
20-02	Renewal	Replace Aerators in Oxidation Ditches	The existing 75hp aerators are at end of life and need to be upsized to 100hp to provide additional dissolved oxygen for future loading/increased strength of the wastewater.	\$200,000	E	ERF	\$175,000	\$175,000	\$0	\$0	\$0	\$0	\$175,000
20-06	Renewal	SPWWTP Road Upgrades & Repairs	The existing asphalt road at the SPWWTP requires some repairs and road extension around the clarifier tank.	\$300,000	S	Res	\$0	\$0	\$0	\$0	\$285,000	\$0	\$285,000
21-01	Renewal	SPWWTP Concrete Tank Repairs	Stantec completed an assessment and provided recommendations to repair significant internal corrosion in the clarifier, sludge tank, and process drain sump and this project will implement the repairs.	\$850,000	S	Res	\$0	\$850,000	\$0	\$0	\$0	\$0	\$850,000
21-03	Renewal	SPWWTP Screenings Bin	Debris from the raw sewage screenings is being co-mingled with dewatered sludge. It must be separated into its own bin so that dewatered sludge can be beneficially re-used.	\$300,000	S	Res	\$0	\$0	\$0	\$50,000	\$250,000	\$0	\$300,000
21-05	Renewal	SPWWTP HVAC Fan Replacements	The HVAC Fan's were identified in Stantec's 2014 condition assessment as requiring replacement, funds are required to reassess the fans, design replacement and carry out replacement.	\$200,000	S	Res	\$0	\$50,000	\$150,000	\$0	\$0	\$0	\$200,000

23-03	Renewal	SPWWTP Solids Handling Equipment Removal	The old RDP Lime Stabilization biosolids process equipment has not been used for many years and no longer is operable. This equipment should be removed and recycled making way for other solids handling upgrades pending the outcome of the Biosolids Options Study.	\$400,000	S	Res	\$0	\$0	\$0	\$0	\$50,000	\$100,000	\$150,000
23-02	Study	Bazan Bay Outfall Inspection	Follow-up electromagnetic inspection of Bazan Bay Outfall based upon the 2018 inspection.	\$200,000	S	Res	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000
<b>PUMP STATIONS</b>													
21-02	Renewal	Sidney Pump Station Wet Well Upgrades	The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion.	\$300,000	S	Res	\$0	\$50,000	\$250,000	\$0	\$0	\$0	\$300,000
<b>GENERAL</b>													
19-03	Renewal	Corrosion Prevention Program	In conjunction with the RWS and JdF system a corrosion protection program to assess and monitor assets susceptible to corrosion	\$120,000	S	Res	\$20,000	\$20,000	\$0	\$0	\$0	\$60,000	\$80,000
19-06	Renewal	Odour Control Upgrades	Based upon the 2018 KWL Odour Control Program study, upgrades to odour control systems like the biofilter at SPWWTP will be undertaken.	\$575,000	S	Res	\$150,000	\$150,000	\$400,000	\$0	\$0	\$0	\$550,000
21-04	Replacement	Voice Radio Replacement	Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.	\$35,000	E	ERF	\$0	\$17,500	\$17,500	\$0	\$0	\$0	\$35,000
18-10	Replacement	Equipment Replacement - Annual Provisional	Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.	\$750,000	S	ERF	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
<b>GRAVITY SEWERS &amp; MANHOLES</b>													
20-03	Renewal	Trunk Sewer Relining	Based upon CCTV inspection, high priority relining of about 1,300m of 500mm dia asbestos cement sewer will start in 2020. Another 800m may need to be relined within the next 5 years.	\$2,200,000	S	Res	\$1,100,000	\$1,100,000	\$0	\$0	\$500,000	\$500,000	\$2,100,000
20-04	Renewal	Manhole Repairs and Replacement	Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney 2020. Other repairs/relining will be scheduled in the next 5 years.	\$500,000	S	Res	\$475,000	\$225,000	\$0	\$0	\$250,000	\$0	\$475,000
<b>PRESSURE PIPES &amp; APPURTUNANCES</b>													
<b>DEVELOPMENT COST CHARGE (DCC) PROJECTS</b>													
19-04	Renewal	Asset Management Plan Update	Update the asset management plan to inform future works - DCC Share.	\$100,000	S	Res	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
19-04	Renewal	Asset Management Plan Update	Update the asset management plan to inform future works - Cap Reserve Share	\$30,000	S	Res	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
23-01	Renewal	DCC Program - 5-year Update	5-year update of the DCC program.	\$50,000	S	Res	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
<b>GRAND TOTAL</b>				<b>\$8,830,000</b>			<b>\$2,990,000</b>	<b>\$4,257,500</b>	<b>\$967,500</b>	<b>\$400,000</b>	<b>\$1,535,000</b>	<b>\$810,000</b>	<b>\$7,970,000</b>

Service: 3.718

Saanich Peninsula Wastewater

Proj. No. 16-06

Capital Project Title Biosolids Treatment & Disposal Options Study

Capital Project Description Study to determine viable options for treatment and disposal of biosolids from the SPWWTP.

Asset Class S

Board Priority Area Climate Action & Environmental Stewardship

Corporate Priority Area Wastewater

Project Rationale A study to determine viable options for treatment and disposal of biosolids from the SPWWTP will be undertaken.

Proj. No. 18-10

Capital Project Title Equipment Replacement - Annual Provisional

Capital Project Description Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.

Asset Class S

Board Priority Area Climate Action & Environmental

Corporate Priority Area Wastewater

Project Rationale Funds are required for emergency replacement of equipment that is unplanned and outside maintenance contingencies.

Proj. No. 19-01

Capital Project Title SPWWTP Replacement of Rotary Presses

Capital Project Description Assess dewatering options of sludge and implement prior to possible failure of the rotary presses.

Asset Class S

Board Priority Area Climate Action & Environmental

Corporate Priority Area Wastewater

Project Rationale The 2013 Stantec condition assessment of the SPWWTP highlighted that the rotary presses will reach their end of life approximately 2020. It is proposed to replace the rotary presses before they fail so that the SPWWTP can maintain operation. Funding is required to assess replacement thickening options (2019) and complete the design and installation of new replacement units (2020).

Proj. No. 19-03

Capital Project Title Corrosion Prevention Program

Capital Project Description In conjunction with the RWS and JdF system a corrosion protection program to assess and monitor assets susceptible to corrosion

Asset Class S

Board Priority Area Climate Action & Environmental

Corporate Priority Area Wastewater

Project Rationale The Saanich Peninsula Wastewater system is comprised of numerous steel infrastructure among other materials. The Regional Water and Juan du Fuca water systems will be utilizing a corrosion protection program in 2018 that the SPWW system can be assessed and monitored as well. Funds are required to retain a corrosion prevention specialist to produce a program for assessing and monitoring corrosion prevention within the Saanich Peninsula Wastewater system.

**Service: 3.718**                      **Saanich Peninsula Wastewater**

<b>Proj. No.</b> 19-04	<b>Capital Project Title</b> Asset Management Plan Update	<b>Capital Project Description</b> Update the asset management plan to inform future works - DCC Share.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> An update to the strategic plan to inform future works will be undertaken.		

<b>Proj. No.</b> 19-06	<b>Capital Project Title</b> Odour Control Upgrades	<b>Capital Project Description</b> Based upon the 2018 KWL Odour Control Program study, upgrades to odour control systems like the biofilter at SPWWTP will be undertaken.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> In 2017 KWL was retained to conduct an audit of the odour control systems in the Core Area and Saanich Peninsula Wastewater systems. KWL made recommendations on remediation, works include: SPWWTP odour control management study and Sidney and Keating PS ventilation study (2019); SPWWTP Odour Control Improvements Design (2020); SPWWTP Odour Control Improvements Construction (2021).		

<b>Proj. No.</b> 20-01	<b>Capital Project Title</b> Isolation Valve Installation for Oxidation Ditches	<b>Capital Project Description</b> To maintain operator safety isolation valves are required prior to the oxidation ditches at the SPWWTP.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> The oxidation ditches at SPWWTP currently have outlet piping with no isolation valves to allow for repairs. Funding is required to procure two 600mm diameter valves and install outside the oxidation ditches.		

<b>Proj. No.</b> 20-02	<b>Capital Project Title</b> Replace Aerators in Oxidation Ditches	<b>Capital Project Description</b> The existing 75hp aerators are at end of life and need to be upsized to 100hp to provide additional dissolved oxygen for future loading/increased strength of the wastewater.
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> The current aerators are at the end of life and are undersized necessitating replacement to maintain the treatment capacity of the existing WWTP. Funds are required to procure and install new aerators.		

Service: 3.718

Saanich Peninsula Wastewater

Proj. No. 20-03

Capital Project Title Trunk Sewer Relining

Capital Project Description

Based upon CCTV inspection, high priority relining of about 1,300m of 500mm dia asbestos cement sewer will start in 2020. Another 800m may need to be relined within the next 5 years.

Asset Class S

Board Priority Area Climate Action & Environmental

Corporate Priority Area Wastewater

**Project Rationale** The trunk sewer mains were inspected in 2018-2019 resulting in approximately 1,300 m of 500 mm diameter asbestos cement sewer pipe requiring relining to maintain integrity. Funds are required to retain a contractor to conduct the pipe relining.

Proj. No. 20-04

Capital Project Title Manhole Repairs and Replacement

Capital Project Description

Based upon inspections, high priority repairs and relining will start on some MH's in Central Saanich and Sidney 2020. Other repairs/relining will be scheduled in the next 5 years.

Asset Class S

Board Priority Area Climate Action & Environmental

Corporate Priority Area Wastewater

**Project Rationale** During the trunk sewer main inspections in 2018-2019, the manholes were inspected as well. A number of manholes were identified with major defects requiring repairs or relining, mostly in Central Saanich and Sidney. Funds are required to retain a contractor to carry out manhole repairs.

Proj. No. 20-06

Capital Project Title SPWWTP Road Upgrades & Repairs

Capital Project Description

The existing asphalt road at the SPWWTP requires some repairs and road extension around the clarifier tank.

Asset Class S

Board Priority Area Climate Action & Environmental

Corporate Priority Area Wastewater

**Project Rationale** The SPWWTP site's access road and existing bin loading area is having pavement failure, additionally, the gravel route around the facility is being used more often to alleviate traffic along the bin hauling route and it is creating dust. Funds are required to fix failed pavement and pave the route around the treatment plant.

Proj. No. 21-01

Capital Project Title SPWWTP Concrete Tank Repairs

Capital Project Description

Stantec completed an assessment and provided recommendations to repair significant internal corrosion in the clarifier, sludge tank, and process drain sump and this project will implement the repairs.

Asset Class S

Board Priority Area Climate Action & Environmental

Corporate Priority Area Wastewater

**Project Rationale** required repairs for significant internal corrosion in the clarifier, sludge tank, and process drain sump and this project will implement the repairs.

Service: 3.718

Saanich Peninsula Wastewater

<b>Proj. No.</b> 21-02	<b>Capital Project Title</b> Sidney Pump Station Wet Well Upgrades	<b>Capital Project Description</b> The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> The existing inlet gate to the wet well and the forcemain knife gate valves are seized and need to be replaced, and the catwalk in the wet well needs to be cleaned and painted to protect it from corrosion.		

<b>Proj. No.</b> 21-03	<b>Capital Project Title</b> SPWWTP Screenings Bin	<b>Capital Project Description</b> Debris from the raw sewage screenings is being co-mingled with dewatered sludge. It must be separated into its own bin so that dewatered sludge can be beneficially re-used.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> Debris from the raw sewage screenings is being co-mingled with dewatered sludge. It must be separated into its own bin so that dewatered sludge can be beneficially re-used.		

<b>Proj. No.</b> 21-04	<b>Capital Project Title</b> Voice Radio Replacement	<b>Capital Project Description</b> Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.
<b>Asset Class</b> E	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> End of life replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.		

<b>Proj. No.</b> 21-05	<b>Capital Project Title</b> SPWWTP HVAC Fan Replacements	<b>Capital Project Description</b> The HVAC Fan's were identified in Stantec's 2014 condition assessment as requiring replacement, funds are required to reassess the fans, design replacement and carry out replacement.
<b>Asset Class</b> S	<b>Board Priority Area</b> Climate Action & Environmental	<b>Corporate Priority Area</b> Wastewater
<b>Project Rationale</b> The HVAC Fan's were identified in Stantec's 2014 condition assessment as requiring replacement, funds are required to reassess the fans, design replacement and carry out replacement.		



Service: 3.718

Saanich Peninsula Wastewater

Proj. No. 23-01

Capital Project Title DCC Program - 5-year Update

Capital Project Description 5-year update of the DCC program.

Asset Class S

Board Priority Area Climate Action & Environmental

Corporate Priority Area Wastewater

Project Rationale This item is for a planned review and update of the DCC Program.

Proj. No. 23-02

Capital Project Title Bazan Bay Outfall Inspection

Capital Project Description Follow-up electromagnetic inspection of Bazan Bay Outfall based upon the 2018 inspection.

Asset Class S

Board Priority Area Climate Action & Environmental

Corporate Priority Area Wastewater

Project Rationale Follow-up electromagnetic inspection of Bazan Bay Outfall based upon the 2018 inspection.

Proj. No. 23-03

Capital Project Title SPWWTP Solids Handling Equipment Removal

Capital Project Description The old RDP Lime Stabilization biosolids process equipment has not been used for many years and no longer is operable. This equipment should be removed and recycled making way for other solids handling upgrades pending the outcome of the Biosolids Options Study.

Asset Class S

Board Priority Area Climate Action & Environmental

Corporate Priority Area Wastewater

Project Rationale The old RDP Lime Stabilization biosolids process equipment has not been used for many years and no longer is operable. This equipment should be removed and recycled making way for other solids handling upgrades pending the outcome of the Biosolids Options Study.

Proj. No. 21-04

Capital Project Title Voice Radio Replacement

Capital Project Description Replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.

Asset Class E

Board Priority Area Climate Action & Environmental

Corporate Priority Area Wastewater

Project Rationale End of life replacement of the voice radios, in coordination with the RWS, SPW, JDF, and Core Area services.

### 3.718 Saanich Peninsula Wastewater Asset and Reserve Summary

#### Summary Schedule

2021 - 2025 Financial Plan

#### Asset Profile

##### Saanich Peninsula Wastewater Assets

Construction of the Saanich Peninsula Wastewater Treatment Plant (SPWWTP) was completed in January 2000 to provide wastewater service for Central Saanich, North Saanich and Sidney, as well as the local First Nations, Victoria Airport Authority, and the Institute of Ocean Sciences Centre. Annually, the SPWWTP produces on average 3,600 tonnes of sludge which is currently hauled to the Hartland landfill for disposal as controlled waste. Treated effluent is discharged through the Bazan Bay Outfall to the marine environment. The SPWWTP heat recovery system was commissioned in February 2011 and has supplied treatment plant effluent waste heat to the Panorama Recreation Center for heating its swimming pools since then. Assets in the Saanich Peninsula Wastewater System include land, the SPWWTP and a secondary treatment plant, three pumping stations, PRV station, thermal recovery and other buildings, 14 kilometres of collections and conveyance (gravity & pressure) mains, and two marine outfalls.

#### Summary

SPWWTP Reserve/Fund Summary	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Projected year end balance</b>						
Maintenance Reserve Fund	517,714	437,364	434,347	358,776	305,772	345,459
Sewer Capital Reserve Funds	1,936,757	1,093,669	831,600	1,153,598	328,015	318,537
Equipment Replacement Fund	719,095	492,303	446,296	423,864	407,811	398,455
<b>Total projected year end balance</b>	<b>3,173,566</b>	<b>2,023,336</b>	<b>1,712,243</b>	<b>1,936,238</b>	<b>1,041,598</b>	<b>1,062,450</b>

See attached reserve schedules for projected annual cash flows.

**3.718 Saanich Peninsula Wastewater  
Operating Reserve Summary  
2021 - 2025 Financial Plan**

**Profile**

**Saanich Peninsula Wastewater**

Starting in 2003, maintenance reserve accounts were established for operating and maintenance activities that typically do not occur annually. These maintenance activities are large expense and to and to avoid large swings in the operating budget, funds are set aside annually to undertake this maintenance. The maintenance activities are the replacement and disposal of the odour control carbon at the treatment plant approximately every 2 years, replacement and disposal of the odour control carbon at Keating Pump Station every 5 years, the regulatory inspection of the Bazan Bay marine outfall every 5 years and the cleaning and rebuild of the District Energy Sharing System heat exchanger every 5-8 years.

**Operating Reserve Schedule**

Operating Reserve Schedule Fund: 1500 Fund Center: 105204	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	460,448	517,714	437,364	434,347	358,776	305,772
Planned Purchase	-	(130,000)	(55,000)	(130,000)	(110,000)	(20,000)
Transfer from Ops Budget	47,893	49,650	51,983	54,429	56,996	59,687
Interest Income*	9,373	-	-	-	-	-
<b>Total projected year end balance</b>	<b>517,714</b>	<b>437,364</b>	<b>434,347</b>	<b>358,776</b>	<b>305,772</b>	<b>345,459</b>

**Assumptions/Background:**

Maintenance Reserve Account: Outfall Inspection, Odour Control Carbon Replacement, Heat Recovery Exchange System Cleaning

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

**3.718 Saanich Peninsula Wastewater  
Capital Reserve Fund Schedule  
2021 - 2025 Financial Plan**

**Capital Reserve Fund Schedule - SPWWTP**

**Capital Reserve Fund SPWWTP - DCC Portion and Capital Reserve Portion**

Bylaw 2760 established a Reserve Fund for the Saanich Peninsula Wastewater System. There are two portions in the Reserve Fund: Development Cost Charges is deposited in the DCC portion and expenditures are restricted. Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.

<b>Capital Reserve Portion Fund: 1012 Fund Center: 102022</b>	<b>Actual</b>	<b>Budget</b>				
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Beginning Balance</b>	2,141,215	1,862,129	849,041	416,972	568,970	223,387
<b>Planned Capital Expenditure</b>	(2,358,147)	(1,350,000)	(800,000)	(250,000)	(1,385,000)	(660,000)
<b>Transfer from Ops Budget</b>	376,502	336,913	367,931	401,998	439,417	480,522
<b>Planned transfer from DCC Funds</b>	1,700,000	-	-	-	600,000	200,000
<b>Interest Income*</b>	2,559	-	-	-	-	-
<b>Ending Balance \$</b>	<b>1,862,129</b>	<b>849,041</b>	<b>416,972</b>	<b>568,970</b>	<b>223,387</b>	<b>243,909</b>

Saanich Peninsula Commission approved that operating surpluses be transferred to capital reserve fund each year, starting with 2009 budget.

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

**3.718 Saanich Peninsula Wastewater  
Capital Reserve Fund Schedule  
2021 - 2025 Financial Plan**

**Capital Reserve Fund Schedule - SPWWTP**

**Capital Reserve Fund SPWWTP - DCC Portion and Capital Reserve Portion**

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DCC Portion Fund: 1012 Fund Center: 101356	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,534,961	74,628	244,628	414,628	584,628	104,628
Planned Capital Expenditure (Based on Capital Plan)	-	-	-	-	(50,000)	-
Transfer OUT - To Capital Reserve	(1,700,000)	-	-	-	(600,000)	(200,000)
Transfer IN - DCC Funding	203,954	170,000	170,000	170,000	170,000	170,000
Interest Income	35,713	-	-	-	-	-
<b>Ending Balance \$</b>	<b>74,628</b>	<b>244,628</b>	<b>414,628</b>	<b>584,628</b>	<b>104,628</b>	<b>74,628</b>

**Assumptions/Background:**

Surplus funds from the Operating budget are deposited to the Capital Reserve portion and expenditures provide for capital works.  
Approved capital expenditures to be funded by DCC to be determined, as under review.

**3.718 Saanich Peninsula Wastewater  
Equipment Replacement Reserve Fund Schedule  
2021 - 2025 Financial Plan**

**ERF Reserve Fund Schedule SPWWTP**

**ERF: SPWWTP ERF or PERS Fund for Equipment**

Equipment Replacement Fund- SPWWTP Fund: 1022 Fund Center: 101700	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	929,158	719,095	667,303	621,296	598,864	582,811
Planned Purchase (Based on Capital Plan)	(326,636)	(167,500)	(167,500)	(150,000)	(150,000)	(150,000)
Transfer IN (from Ops Budget)	110,198	115,708	121,493	127,568	133,947	140,644
Interest Income*	6,374	-	-	-	-	-
<b>Ending Balance \$</b>	<b>719,095</b>	<b>667,303</b>	<b>621,296</b>	<b>598,864</b>	<b>582,811</b>	<b>573,455</b>

**Assumptions/Background:**

The ERF funds the replacement or repair of equipment with a service life of 15 years or less. In the past the ERF has also been referred to as a Priority Equipment Replacement Strategy (PERS). There are three individual ERF funds; Wastewater Treatment Plant (E00561), Trunk Sewers (E00562) and Saanich Peninsula Laboratory Equipment (E00586)

\* Interest in planning years nets against inflation which is not included.