

# **CAPITAL REGIONAL DISTRICT**

## **2021 BUDGET**

### **SOUTHERN GULF ISLAND ELECTORAL SERVICES**

#### **FINAL BUDGET**

MARCH 2021

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

## **2021 Budget**

### **Admin Expenditures (SGI)**

#### **Final Budget**

**Service:** 1.110 SGI Admin. Expenditures

**Committee:** Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Electoral Area of Southern Gulf Islands

**MAXIMUM LEVY:**

None Stated

**FUNDING:**

Requisition

**1.110 - Admin Expenditures (SGI)  
Director & Management**

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Director Admin	129,432	111,356	109,554	-	-	109,554	109,371	111,380	113,465	115,740
Management Services	290,265	250,183	276,069	8,000	25,000	309,069	285,319	291,280	297,358	303,545
<b>TOTAL OPERATING COSTS</b>	<b>419,697</b>	<b>361,539</b>	<b>385,623</b>	<b>8,000</b>	<b>25,000</b>	<b>418,623</b>	<b>394,690</b>	<b>402,660</b>	<b>410,823</b>	<b>419,285</b>
*Percentage Increase over prior year						-0.3%	-5.7%	2.0%	2.0%	2.1%
Transfer from Operating Reserve Fund	-	-	-	(8,000)	(25,000)	(33,000)	(17,877)	(5,817)	-	-
<b>NET OPERATING COSTS</b>	<b>419,697</b>	<b>361,539</b>	<b>385,623</b>	<b>-</b>	<b>-</b>	<b>385,623</b>	<b>376,813</b>	<b>396,843</b>	<b>410,823</b>	<b>419,285</b>
*Percentage Increase over prior year						-8.1%	-2.3%	5.3%	3.5%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	-	18,276	9,575	-	-	9,575	-	-	249	2,480
Transfer to Equipment Replacement Fund	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,020
Purchases Equipment	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>1,000</b>	<b>19,276</b>	<b>10,575</b>	<b>-</b>	<b>-</b>	<b>10,575</b>	<b>1,000</b>	<b>1,000</b>	<b>1,249</b>	<b>3,500</b>
<b>TOTAL COSTS</b>	<b>420,697</b>	<b>380,815</b>	<b>396,198</b>	<b>-</b>	<b>-</b>	<b>396,198</b>	<b>377,813</b>	<b>397,843</b>	<b>412,072</b>	<b>422,785</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	37,166	(37,166)	-	-	(37,166)	-	-	-	-
Balance c/fwd from 2019 to 2020	(57,835)	(57,835)	-	-	-	-	-	-	-	-
Transfer from Feasibility Fund	-	-	-	-	-	-	-	-	-	-
Cost Recovery	(17,426)	(14,510)	(13,717)	-	-	(13,717)	(13,896)	(14,075)	(14,296)	(14,522)
Grants in Lieu of Taxes	(2,851)	(2,851)	(3,551)	-	-	(3,551)	(2,790)	(2,850)	(2,910)	(2,970)
Other Revenue	(200)	(400)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
<b>TOTAL REVENUE</b>	<b>(78,312)</b>	<b>(38,430)</b>	<b>(54,634)</b>	<b>-</b>	<b>-</b>	<b>(54,634)</b>	<b>(16,886)</b>	<b>(17,125)</b>	<b>(17,406)</b>	<b>(17,692)</b>
<b>REQUISITION</b>	<b>(342,385)</b>	<b>(342,385)</b>	<b>(341,564)</b>	<b>-</b>	<b>-</b>	<b>(341,564)</b>	<b>(360,927)</b>	<b>(380,718)</b>	<b>(394,666)</b>	<b>(405,093)</b>
*Percentage increase over prior year Requisition						-0.2%	5.7%	5.5%	3.7%	2.6%

1.110 - Admin Expenditures (SGI) Director Admin	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Director's Remuneration	43,124	43,124	43,987	-	-	43,987	44,870	45,630	46,410	47,340
Contract for Services	30,300	19,850	20,160	-	-	20,160	20,560	20,970	21,390	21,820
Consulting	10,000	6,611	-	-	-	-	-	-	-	-
Travel	5,610	1,510	5,500	-	-	5,500	5,610	5,720	5,830	5,950
Allocations	15,272	15,672	15,042	-	-	15,042	12,997	13,257	13,521	13,790
Other Operating Expenses	25,126	24,589	24,865	-	-	24,865	25,334	25,803	26,314	26,840
<b>TOTAL OPERATING COSTS</b>	<b>129,432</b>	<b>111,356</b>	<b>109,554</b>	<b>-</b>	<b>-</b>	<b>109,554</b>	<b>109,371</b>	<b>111,380</b>	<b>113,465</b>	<b>115,740</b>
*Percentage Increase over prior year						-15.4%	-0.2%	1.8%	1.9%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Operating Reserve Fund	-	18,276	9,575	-	-	9,575	12,123	12,183	12,249	12,480
Transfer to Equipment Replacement Fund	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,020
Purchases Equipment	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>1,000</b>	<b>19,276</b>	<b>10,575</b>	<b>-</b>	<b>-</b>	<b>10,575</b>	<b>13,123</b>	<b>13,183</b>	<b>13,249</b>	<b>13,500</b>
<b>TOTAL COSTS</b>	<b>130,432</b>	<b>130,632</b>	<b>120,129</b>	<b>-</b>	<b>-</b>	<b>120,129</b>	<b>122,494</b>	<b>124,563</b>	<b>126,714</b>	<b>129,240</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,445)	(1,445)	-	-	-	-	-	-	-	-
Cost Recovery	(10,826)	(10,826)	(11,005)	-	-	(11,005)	(11,184)	(11,363)	(11,584)	(11,810)
Grants in Lieu of Taxes	(797)	(797)	(1,215)	-	-	(1,215)	(820)	(840)	(860)	(880)
Interest Income	(200)	(400)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
<b>TOTAL REVENUE</b>	<b>(13,268)</b>	<b>(13,468)</b>	<b>(12,420)</b>	<b>-</b>	<b>-</b>	<b>(12,420)</b>	<b>(12,204)</b>	<b>(12,403)</b>	<b>(12,644)</b>	<b>(12,890)</b>
<b>REQUISITION</b>	<b>(117,164)</b>	<b>(117,164)</b>	<b>(107,709)</b>	<b>-</b>	<b>-</b>	<b>(107,709)</b>	<b>(110,290)</b>	<b>(112,160)</b>	<b>(114,070)</b>	<b>(116,350)</b>
*Percentage increase over prior year Requisition						-8.1%	2.4%	1.7%	1.7%	2.0%

**1.110 - Admin Expenditures (SGI)  
Management 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	139,759	139,759	151,735	-	-	151,735	152,079	155,356	158,703	162,121
Contract for Services	69,000	54,288	68,040	-	-	68,040	69,400	70,790	72,210	73,650
Program Development	15,000	-	-	-	-	-	-	-	-	-
Travel	2,800	2,500	2,850	-	-	2,850	2,910	2,970	3,030	3,090
Memberships & Professional Dues	800	800	810	-	-	810	830	850	870	890
Allocations	20,846	20,846	20,424	-	-	20,424	19,080	19,464	19,855	20,254
Other Operating Expenses	42,060	31,990	32,210	8,000	25,000	65,210	41,020	41,850	42,690	43,540
<b>TOTAL OPERATING COSTS</b>	<b>290,265</b>	<b>250,183</b>	<b>276,069</b>	<b>8,000</b>	<b>25,000</b>	<b>309,069</b>	<b>285,319</b>	<b>291,280</b>	<b>297,358</b>	<b>303,545</b>
*Percentage Increase over prior year						6.5%	-7.7%	2.1%	2.1%	2.1%
Transfer from Operating Reserve Fund	-	-	-	(8,000)	(25,000)	(33,000)	(30,000)	(18,000)	(12,000)	(10,000)
<b>NET OPERATING COSTS</b>	<b>290,265</b>	<b>250,183</b>	<b>276,069</b>	<b>-</b>	<b>-</b>	<b>276,069</b>	<b>255,319</b>	<b>273,280</b>	<b>285,358</b>	<b>293,545</b>
*Percentage Increase over prior year						-4.9%	-7.5%	7.0%	4.4%	2.9%
<b>TOTAL COSTS</b>	<b>290,265</b>	<b>250,183</b>	<b>276,069</b>	<b>-</b>	<b>-</b>	<b>276,069</b>	<b>255,319</b>	<b>273,280</b>	<b>285,358</b>	<b>293,545</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	37,166	(37,166)	-	-	(37,166)	-	-	-	-
Balance c/fwd from 2019 to 2020	(56,390)	(56,390)	-	-	-	-	-	-	-	-
Sub-lease Recovery	(6,600)	(3,684)	(2,712)	-	-	(2,712)	(2,712)	(2,712)	(2,712)	(2,712)
Grants in Lieu of Taxes	(2,054)	(2,054)	(2,336)	-	-	(2,336)	(1,970)	(2,010)	(2,050)	(2,090)
Other revenue	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(65,044)</b>	<b>(24,962)</b>	<b>(42,214)</b>	<b>-</b>	<b>-</b>	<b>(42,214)</b>	<b>(4,682)</b>	<b>(4,722)</b>	<b>(4,762)</b>	<b>(4,802)</b>
<b>REQUISITION</b>	<b>(225,221)</b>	<b>(225,221)</b>	<b>(233,855)</b>	<b>-</b>	<b>-</b>	<b>(233,855)</b>	<b>(250,637)</b>	<b>(268,558)</b>	<b>(280,596)</b>	<b>(288,743)</b>
*Percentage increase over prior year Requisition						3.8%	7.2%	7.2%	4.5%	2.9%

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

<b>Service No.</b>	<b>1.110</b>	<b>Carry</b>						
	<b>SGI Admin. Expenditures</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	\$0	\$1,500	\$1,530	\$0	\$0	\$0	\$3,030
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>\$1,500</b>	<b>\$1,530</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,030</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	\$1,500	\$1,530	\$0	\$0	\$0	\$3,030
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>\$1,500</b>	<b>\$1,530</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,030</b>



**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

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

**Service #:** 1.110

**Service Name:** SGI Admin. Expenditures

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

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

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

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

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

**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	Computer Replacements for Director and Manager	\$4,470	E	ERF	\$0	\$0	\$1,500	\$1,530	\$0	\$0	\$3,030
<b>GRAND TOTAL</b>				<b>\$4,470</b>			<b>\$0</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$1,530</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,030</b>

**Admin Expenditures (SGI)  
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	47,981	24,556	6,679	862	1,111	3,591
Equipment Replacement Fund	8,926	9,926	9,426	8,896	9,896	10,916
<b>Total</b>	<b>56,907</b>	<b>34,482</b>	<b>16,105</b>	<b>9,758</b>	<b>11,007</b>	<b>14,507</b>

**Reserve Schedule**

**Reserve Fund: 1.110 Admin Expenditures (SGI) - Operating Reserve Fund - Bylaw 4146**

Surplus monies from operation are transferred into this reserve to fund one-time program costs and to mitigate the fluctuation in requisition.

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105546	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		-	47,981	24,556	6,679	862	1,111
Transfer from Ops Budget		47,981	9,575	12,123	12,183	12,249	12,480
Transfer to Ops Budget		-	(33,000)	(30,000)	(18,000)	(12,000)	(10,000)
Interest Income		-	-	-	-	-	-
<b>Ending Balance \$</b>		<b>47,981</b>	<b>24,556</b>	<b>6,679</b>	<b>862</b>	<b>1,111</b>	<b>3,591</b>

**Assumptions/Background:**

**Reserve Schedule**

**Reserve Fund: 1.110 Admin Expenditures (SGI) - Equipment Replacement Fund**

ERF Group: SGIADMIN.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101838	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		7,850	8,926	9,926	9,426	8,896	9,896
Transfer from Ops Budget		1,000	1,000	1,000	1,000	1,000	1,020
Planned Purchase		-	-	(1,500)	(1,530)	-	-
Interest Income		76	-	-	-	-	-
<b>Ending Balance \$</b>		<b>8,926</b>	<b>9,926</b>	<b>9,426</b>	<b>8,896</b>	<b>9,896</b>	<b>10,916</b>

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **SGI Grants in Aid**

#### **Final Budget**

Service: 1.117 SGI Grants in Aid

Committee: Electoral Area

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Southern Gulf Islands Electoral Area.

**MAXIMUM LEVY:**

Greater of \$129,912 or \$0.05 / \$1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of \$176,811.

**COMMISSION:**

Committee: Electoral Areas Committee

**FUNDING:**

Requisition

1.117 - SGI Grants in Aid	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Grants in Aid	60,000	59,905	60,000	40,000	40,000	140,000	100,000	100,000	100,000	100,000
Allocations	3,026	3,026	2,679	-	-	2,679	3,230	3,294	3,360	3,427
Payment to 3rd Parties	-	224,449	-	-	-	-	-	-	-	-
Other Expenses	300	16,549	800	-	-	800	800	800	800	800
<b>TOTAL COSTS</b>	<b>63,326</b>	<b>303,929</b>	<b>63,479</b>	<b>40,000</b>	<b>40,000</b>	<b>143,479</b>	<b>104,030</b>	<b>104,094</b>	<b>104,160</b>	<b>104,227</b>
*Percentage Increase over prior year						126.6%	-27.5%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance c/fwd from 2020 to 2021	-	(253)	253	-	-	253	-	-	-	-
Balance c/fwd from 2019 to 2020	317	317	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(752)	(752)	(651)	-	-	(651)	(790)	(800)	(820)	(840)
Provincial Grant	-	(240,449)	-	-	(40,000)	(40,000)	-	-	-	-
Other Revenue	(100)	(1)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(535)</b>	<b>(241,138)</b>	<b>(498)</b>	<b>-</b>	<b>(40,000)</b>	<b>(40,498)</b>	<b>(890)</b>	<b>(900)</b>	<b>(920)</b>	<b>(940)</b>
<b>REQUISITION</b>	<b>(62,791)</b>	<b>(62,791)</b>	<b>(62,981)</b>	<b>(40,000)</b>	<b>-</b>	<b>(102,981)</b>	<b>(103,140)</b>	<b>(103,194)</b>	<b>(103,240)</b>	<b>(103,287)</b>
*Percentage increase over prior year Requisition						64.0%	0.2%	0.1%	0.0%	0.0%

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **SGL Economic Development**

#### **Final Budget**



**Service:** 1.125 SGI Economic Development

**Committee:** Electoral Area

**DEFINITION:**

Economic Development Commission Establishing Bylaw No. 3803, with authority to offer an economic development service under Section 774.2 of the Local Government Act.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Levy on basis of converted hospital assessed value of land and improvements for the Electoral Area of Southern Gulf Islands.

**MAXIMUM LEVY:**

None

**COMMISSION:**

Five members including the Director representing the Southern Gulf Islands Electoral Area, and one individual from each of Galiano Island, Mayne Island, Saturna Island and Pender Islands.

**FUNDING:**

Requisition

1.125 - SGI Economic Development	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	20,000	20,000	57,000	15,000	-	72,000	73,440	74,910	76,410	77,940
Program Development	52,012	50,312	29,623	-	-	29,623	29,820	30,020	30,220	30,420
Internal Allocations	2,630	2,630	4,443	-	-	4,443	5,022	5,122	5,224	5,329
Building Rent	13,300	13,300	8,670	-	-	8,670	8,850	9,030	9,190	9,350
Operating - Other	10,520	10,520	4,990	-	-	4,990	5,090	5,190	5,290	5,390
<b>TOTAL OPERATING COSTS</b>	<b>98,462</b>	<b>96,762</b>	<b>104,726</b>	<b>15,000</b>	<b>-</b>	<b>119,726</b>	<b>122,222</b>	<b>124,272</b>	<b>126,334</b>	<b>128,429</b>
*Percentage Increase over prior year						21.6%	2.1%	1.7%	1.7%	1.7%
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>98,462</b>	<b>96,762</b>	<b>104,726</b>	<b>15,000</b>	<b>-</b>	<b>119,726</b>	<b>122,222</b>	<b>124,272</b>	<b>126,334</b>	<b>128,429</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	1,700	(1,700)	-	-	(1,700)	-	-	-	-
Balance c/fwd from 2019 to 2020	(6,952)	(6,952)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(579)	(579)	(942)	-	-	(942)	(610)	(620)	(630)	(640)
Interest Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(7,631)</b>	<b>(5,931)</b>	<b>(2,742)</b>	<b>-</b>	<b>-</b>	<b>(2,742)</b>	<b>(710)</b>	<b>(720)</b>	<b>(730)</b>	<b>(740)</b>
<b>REQUISITION</b>	<b>(90,831)</b>	<b>(90,831)</b>	<b>(101,984)</b>	<b>(15,000)</b>	<b>-</b>	<b>(116,984)</b>	<b>(121,512)</b>	<b>(123,552)</b>	<b>(125,604)</b>	<b>(127,689)</b>
*Percentage increase over prior year Requisition						28.8%	3.9%	1.7%	1.7%	1.7%

**Reserve Schedule**

**Reserve Fund: 1.125 SGI Economic Development - Operating Reserve Fund - Bylaw 4146**

Surplus monies from operation are transferred into this reserve to fund one-time program costs and to mitigate the fluctuation in requisition.

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105547	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		-	1,516	1,516	1,516	1,516	1,516
Transfer from Ops Budget		1,516	-	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		-	-	-	-	-	-
<b>Ending Balance \$</b>		<b>1,516</b>	<b>1,516</b>	<b>1,516</b>	<b>1,516</b>	<b>1,516</b>	<b>1,516</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Galiano Island Library Service**

#### **Final Budget**

**Service:** 1.137 Galiano Island Community Use Building

**Committee:** Electoral Area

**DEFINITION:**

To establish a service for the purpose of constructing and operating a building on Galiano Island that will be used for library, community and local government purposes by Bylaw No. 3792 adopted Dec 2011.

**SERVICE DESCRIPTION:**

This service provides funding to operate, build and debt service a public use building on Galiano Island. It was started after a successful referendum in 2011. This building is home to the local library run by the Galiano Island Library Society and has a room for public use.

**PARTICIPATION:**

A portion of the Electoral Area of Southern Gulf Islands.

**MAXIMUM LEVY:**

Greater of \$100,100 or \$0.17 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$136,256.

**MAXIMUM CAPITAL DEBT:**

AUTHORIZED:	LA Bylaw No. 3793 (2013)	\$ 440,000
BORROWED:	LA Bylaw No. 3793A (2014,3.85%)	(310,000)
REMAINING AUTHORIZATION		<u>\$ 130,000</u>

**FUNDING:**

Requisition

1.137 - Galiano Island Library Service

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Allocations	13,845	12,233	16,711	-	-	16,711	17,006	17,346	17,693	18,046
Insurance	3,020	990	970	-	-	970	990	1,010	1,030	1,050
Building Maintenance	6,190	2,276	5,000	-	-	5,000	5,110	5,220	5,330	5,440
Utilities	4,520	4,470	3,800	-	-	3,800	3,880	3,960	4,040	4,120
Contingency	1,280	-	1,500	-	-	1,500	1,530	1,560	1,590	1,620
Other Operating Expenses	4,510	3,283	4,990	-	-	4,990	5,090	5,200	5,310	5,420
<b>TOTAL OPERATING COSTS</b>	<b>33,365</b>	<b>23,252</b>	<b>32,971</b>	<b>-</b>	<b>-</b>	<b>32,971</b>	<b>33,606</b>	<b>34,296</b>	<b>34,993</b>	<b>35,696</b>
*Percentage Increase over prior year						-1.2%	1.9%	2.1%	2.0%	2.0%
<u>DEBT / RESERVE</u>										
Transfer to Capital Reserve Fund	-	10,113	1,500	-	-	1,500	2,094	2,664	3,250	3,857
MFA Debt Reserve Fund	80	80	80	-	-	80	80	80	80	80
MFA Principal Payment	15,482	15,482	15,482	-	-	15,482	15,482	15,482	15,482	15,482
MFA Interest Payment	11,935	11,935	11,935	-	-	11,935	11,935	11,935	11,935	11,935
<b>TOTAL DEBT / RESERVE</b>	<b>27,497</b>	<b>37,610</b>	<b>28,997</b>	<b>-</b>	<b>-</b>	<b>28,997</b>	<b>29,591</b>	<b>30,161</b>	<b>30,747</b>	<b>31,354</b>
<b>TOTAL COSTS</b>	<b>60,862</b>	<b>60,862</b>	<b>61,968</b>	<b>-</b>	<b>-</b>	<b>61,968</b>	<b>63,197</b>	<b>64,457</b>	<b>65,740</b>	<b>67,050</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(19)	(19)	(23)	-	-	(23)	(20)	(20)	(20)	(20)
Other Income	(147)	(147)	(150)	-	-	(150)	(147)	(147)	(150)	(150)
MFA Debt Resv FundEarnings	(80)	(80)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
<b>TOTAL REVENUE</b>	<b>(246)</b>	<b>(246)</b>	<b>(253)</b>	<b>-</b>	<b>-</b>	<b>(253)</b>	<b>(247)</b>	<b>(247)</b>	<b>(250)</b>	<b>(250)</b>
<b>REQUISITION</b>	<b>(60,616)</b>	<b>(60,616)</b>	<b>(61,715)</b>	<b>-</b>	<b>-</b>	<b>(61,715)</b>	<b>(62,950)</b>	<b>(64,210)</b>	<b>(65,490)</b>	<b>(66,800)</b>
*Percentage increase over prior year Requisition						1.8%	2.0%	2.0%	2.0%	2.0%

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

<b>Service No.</b>	<b>1.137</b>	<b>Carry</b>						
	<b>Galiano Island Community</b>	<b>Forward from</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>Use Building</b>	<b>2020</b>						

**EXPENDITURE**

Buildings	B	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
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>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</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	\$15,000	\$0	\$0	\$0	\$0	\$15,000
		<b>\$0</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>





## Reserve Schedule

### Reserve Fund: 1.137 Galiano Island Library Service - Capital Reserve Fund - Bylaw 3939

Reserve established to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works and related debt servicing payments.

## Reserve Cash Flow

Fund:	1083	Actual	Budget				
Fund Centre:	102135	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		61,990	72,083	58,583	60,677	63,341	66,591
Transfer from Ops Budget		8,910	1,500	2,094	2,664	3,250	3,857
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		-	(15,000)	-	-	-	-
Interest Income		1,183	-	-	-	-	-
<b>Ending Balance \$</b>		<b>72,083</b>	<b>58,583</b>	<b>60,677</b>	<b>63,341</b>	<b>66,591</b>	<b>70,448</b>

#### Assumptions/Background:

New Building. Transfers to reserve should provide for future capital repairs and improvements as well as replacement in long term

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **SGL Regional Library**

#### **Final Budget**

**Service:** 1.138 SGI Regional Library

**Committee:** Electoral Area

**DEFINITION:**

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the Southern Gulf Islands Library service by Bylaw No. 2880 adopted July 2001.

**SERVICE DESCRIPTION:**

This is a contribution service to provide funding and advisory support for the operation of the Pender Island Public Library and other 4 reading centres on the Southern Gulf Islands. Each centre is managed by volunteers and each has representation on the commission. Funding is provided under a 5-year agreement.

**PARTICIPATION:**

The Electoral Area of Southern Gulf Islands.

**MAXIMUM LEVY:**

Greater of \$165,391 or \$0.069 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$243,114.

**COMMISSION:**

Southern Gulf Islands Public Library Commission (Bylaw No. 3523, April 9, 2008)

**FUNDING:**

Requisition

1.138 - SGI Regional Library	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contribution to Library	197,570	197,570	200,930	21,000	-	221,930	226,370	230,900	235,520	240,230
Allocations	3,571	3,571	4,065	-	-	4,065	4,141	4,224	4,309	4,395
Insurance	130	130	140	-	-	140	140	140	140	140
Other Operating Expenses	1,730	-	1,760	-	-	1,760	1,790	1,830	1,870	1,910
<b>TOTAL COSTS</b>	<b>203,001</b>	<b>201,271</b>	<b>206,895</b>	<b>21,000</b>	<b>-</b>	<b>227,895</b>	<b>232,441</b>	<b>237,094</b>	<b>241,839</b>	<b>246,675</b>
*Percentage Increase over prior year						12.3%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	1,735	(1,735)	-	-	(1,735)	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,140)	(1,140)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,553)	(1,553)	(2,077)	-	-	(2,077)	(1,610)	(1,640)	(1,670)	(1,710)
Other Income	(30)	(35)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
<b>TOTAL REVENUE</b>	<b>(2,723)</b>	<b>(993)</b>	<b>(3,842)</b>	<b>-</b>	<b>-</b>	<b>(3,842)</b>	<b>(1,640)</b>	<b>(1,670)</b>	<b>(1,700)</b>	<b>(1,740)</b>
<b>REQUISITION</b>	<b>(200,278)</b>	<b>(200,278)</b>	<b>(203,053)</b>	<b>(21,000)</b>	<b>-</b>	<b>(224,053)</b>	<b>(230,801)</b>	<b>(235,424)</b>	<b>(240,139)</b>	<b>(244,935)</b>
*Percentage increase over prior year Requisition						11.9%	3.0%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Gossip Island Electric Power Supply**

#### **Final Budget**

**Service: 1.170 Gossip Island Electrical Power Supply**

**Committee: Electoral Area**

**DEFINITION:**

A service established to provide capital financing for the supply and installation of underwater cabling from Galiano Island to Gossip Island (Bylaw No. 3578 - June 2009).

**SERVICE DESCRIPTION:**

This is strictly a financial service by which the CRD has agreed to borrow \$770,000 to fund the replacement of electric cabling to Gossip Island, off Galiano Island. CRD Corporate Services Department, Finance Division manages the service which includes annual debt charges and the related recovery from Gossip Island taxpayers. The service was started in June 2009 after a petition by a majority of residents. Electrical cabling to the island is provided by BC Hydro. The Gossip Island Electrification Society provides liaison with BC Hydro on electrical cabling matters.

**PARTICIPATION:**

56 of 66 parcels on Gossip Island

**MAXIMUM LEVY:**

Greater of \$85,310 or \$3.76 / \$1,000 of actual assessed value of land and improvements.

**MAXIMUM CAPITAL DEBT:**

AUTHORIZED:	LA Bylaw No. 3579 (2012)	\$ 770,000
BORROWED:	S.I. Bylaw No. 3579 (2012, 2.9%)	(715,000)
REMAINING AUTHORIZATION		<u>\$ 55,000</u>

**FUNDING:**

Parcel tax

1.170 - Gossip Island Electric Power Supply

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Allocations	661	661	357	-	-	357	216	221	225	230
Other Operating Expenses	220	123	220	-	-	220	220	220	220	220
<b>TOTAL OPERATING COSTS</b>	<b>881</b>	<b>784</b>	<b>577</b>	<b>-</b>	<b>-</b>	<b>577</b>	<b>436</b>	<b>441</b>	<b>445</b>	<b>450</b>
*Percentage Increase over prior year						-34.5%	-24.4%	1.1%	0.9%	1.1%
<u>DEBT</u>										
MFA Debt Reserve Fund	180	180	200	-	-	200	200	200	200	200
MFA Principal Payment	35,708	35,708	35,708	-	-	35,708	35,708	35,708	35,708	35,708
MFA Interest Payment	20,735	20,735	20,735	-	-	20,735	20,735	20,735	20,735	20,735
<b>TOTAL DEBT</b>	<b>56,623</b>	<b>56,623</b>	<b>56,643</b>	<b>-</b>	<b>-</b>	<b>56,643</b>	<b>56,643</b>	<b>56,643</b>	<b>56,643</b>	<b>56,643</b>
<b>TOTAL COSTS</b>	<b>57,504</b>	<b>57,407</b>	<b>57,220</b>	<b>-</b>	<b>-</b>	<b>57,220</b>	<b>57,079</b>	<b>57,084</b>	<b>57,088</b>	<b>57,093</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	79	(79)	-	-	(79)	-	-	-	-
Balance c/fwd from 2019 to 2020	(152)	(152)	-	-	-	-	-	-	-	-
Interest Income	(93)	(75)	(93)	-	-	(93)	(93)	(93)	(93)	(90)
MFA Debt Reserve Fund Earnings	(180)	(180)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
<b>TOTAL REVENUE</b>	<b>(425)</b>	<b>(328)</b>	<b>(372)</b>	<b>-</b>	<b>-</b>	<b>(293)</b>	<b>(293)</b>	<b>(293)</b>	<b>(293)</b>	<b>(290)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(57,079)</b>	<b>(57,079)</b>	<b>(56,848)</b>	<b>-</b>	<b>-</b>	<b>(56,848)</b>	<b>(56,786)</b>	<b>(56,791)</b>	<b>(56,795)</b>	<b>(56,803)</b>
*Percentage increase over prior year Requisition						-0.4%	-0.1%	0.0%	0.0%	0.0%

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Saturna Health Service**

#### **Final Budget**



**Service:** 1.227 Saturna Health Service

**Committee:** Electoral Area

**DEFINITION:**

To establish and operate the service of numbering building for Southern Gulf Islands Electoral Area.  
Bylaw No. 4231 Saturna Health Service Establishment Bylaw adopted in 2018

**PARTICIPATION:**

Southern Gulf Islands

**MAXIMUM LEVY:**

Greater of \$40,000 or \$0.17 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$46,798.

**FUNDING:**

Requisition

1.227 - Saturna Health Service	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payment to Saturna Island Meduical Clinic	15,000	15,000	32,245	-	-	32,245	32,245	28,160	27,425	28,150
Other Operating Expenses	387	387	308	-	-	308	314	320	327	333
<b>TOTAL COSTS</b>	<b>15,387</b>	<b>15,387</b>	<b>32,553</b>	<b>-</b>	<b>-</b>	<b>32,553</b>	<b>32,559</b>	<b>28,480</b>	<b>27,752</b>	<b>28,483</b>
*Percentage Increase over prior year						111.6%	0.0%	-12.5%	-2.6%	2.6%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(8,000)	(8,000)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,701)	(1,701)	(373)	-	-	(373)	(1,760)	(1,800)	(1,840)	(1,880)
<b>TOTAL REVENUE</b>	<b>(9,701)</b>	<b>(9,701)</b>	<b>(373)</b>	<b>-</b>	<b>-</b>	<b>(373)</b>	<b>(1,760)</b>	<b>(1,800)</b>	<b>(1,840)</b>	<b>(1,880)</b>
<b>REQUISITION</b>	<b>(5,686)</b>	<b>(5,686)</b>	<b>(32,180)</b>	<b>-</b>	<b>-</b>	<b>(32,180)</b>	<b>(30,799)</b>	<b>(26,680)</b>	<b>(25,912)</b>	<b>(26,603)</b>
*Percentage increase over prior year Requisition						466.0%	-4.3%	-13.4%	-2.9%	2.7%

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Galiano Health Service**

#### **Final Budget**

**Service:** 1.228 Galiano Health Service

**Committee:** Electoral Area

**DEFINITION:**

To provide secure and predictable funding for the Galiano Health Care Centre  
Bylaw No. 3955 Galiano Health Care Centre Contribution Services Establishment Bylaw adopted in 2014

**PARTICIPATION:**

Galiano Island

**MAXIMUM LEVY:**

Greater of \$86,550 or \$0.19 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$156,901.

**FUNDING:**

Requisition

1.228 - Galiano Health Service	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payment to Galiano Health Society	120,750	120,750	126,788	-	-	126,788	133,127	139,783	146,772	154,111
Operating - Other	2,261	2,161	2,470	-	-	2,470	2,609	2,660	2,711	2,763
<b>TOTAL OPERATING COSTS</b>	<b>123,011</b>	<b>122,911</b>	<b>129,258</b>	<b>-</b>	<b>-</b>	<b>129,258</b>	<b>135,736</b>	<b>142,443</b>	<b>149,483</b>	<b>156,874</b>
*Percentage Increase over prior year						5.1%	5.0%	4.9%	4.9%	4.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	183	(183)	-	-	(183)	-	-	-	-
Balance c/fwd from 2019 to 2020	(289)	(289)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(38)	(38)	(46)	-	-	(46)	(40)	(40)	(40)	(40)
Other Revenue	-	(83)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(327.00)</b>	<b>(227)</b>	<b>(229)</b>	<b>-</b>	<b>-</b>	<b>(229)</b>	<b>(40)</b>	<b>(40)</b>	<b>(40)</b>	<b>(40)</b>
<b>REQUISITION</b>	<b>(122,684)</b>	<b>(122,684)</b>	<b>(129,029)</b>	<b>-</b>	<b>-</b>	<b>(129,029)</b>	<b>(135,696)</b>	<b>(142,403)</b>	<b>(149,443)</b>	<b>(156,834)</b>
*Percentage increase over prior year Requisition						5.2%	5.2%	4.9%	4.9%	4.9%

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **SIG Small Craft Harbour Facilities**

#### **Final Budget**

Compiled and Presented by CRD Finance

March 2021

**Service:**     **1.235**   **SGI Small Craft Harbour Facilities**

**Committee:** **Electoral Area**

**DEFINITION:**

A local service, established by Bylaw No. 2614, October 6, 1998, in the Southern Gulf Islands Electoral Area to establish, acquire and operate a service of small craft harbour facilities.

**SERVICE DESCRIPTION:**

The SGI Small Craft Harbour Facilities service funds and operates 12 small craft harbour facilities in the Southern Gulf Islands. The docks are located on Mayne, Galiano, North and South Pender, Saturna, Piers and Vancouver Islands. The service was undertaken by the CRD upon the Federal Government of Canada's divestiture of ownership and operation of small craft harbour facilities. The Federal Government provided 1-time funding of \$1.6 million to the CRD for dock rehabilitation. The service is administered by the Southern Gulf Islands Harbour Commission.

**MAXIMUM LEVY:**

Greater of \$112,878 or \$0.10 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$353,621.

**COMMISSION:**

Southern Gulf Islands Harbour Commission as established by Bylaw No. 2972 in 2002.

**FUNDING:**

Parcel Tax  
Moorage Fees

1.235 - SGI Small Craft Harbour Facilities	2020		BUDGET REQUEST				FUTURE PROJECTIONS (Revised)			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<b>OPERATING COSTS</b>										
<b>Management Expenditures:</b>										
Contract for Services	10,000	10,000	10,170	-	-	10,170	10,370	10,580	10,790	11,010
Supplies, Advertising	1,060	1,060	1,080	-	-	1,080	1,100	1,120	1,140	1,160
Travel and Training	7,290	2,200	7,420	-	-	7,420	7,570	7,720	7,870	8,030
Internal Allocations	24,028	27,758	25,504	-	-	25,504	27,107	27,648	28,202	28,766
Insurance	5,910	5,910	7,950	-	-	7,950	8,110	8,270	8,440	8,610
Other Operating Expenses	3,060	3,300	3,120	-	-	3,120	3,180	3,240	3,300	3,360
<b>TOTAL MANAGEMENT EXPENDITURES</b>	<b>51,348</b>	<b>50,228</b>	<b>55,244</b>	<b>-</b>	<b>-</b>	<b>55,244</b>	<b>57,437</b>	<b>58,578</b>	<b>59,742</b>	<b>60,936</b>
*Percentage Increase over prior year						7.6%	4.0%	2.0%	2.0%	2.0%
<b>Dock Expenditures:</b>										
Repairs and Maintenance	55,670	42,810	61,500	-	-	61,500	57,730	58,870	60,010	61,160
Wharfinger Compensation and Travel	49,890	42,310	56,700	-	-	56,700	52,730	53,790	54,860	55,950
Insurance	31,160	31,160	30,446	-	-	30,446	28,680	29,280	29,880	30,480
Electricity	3,080	2,730	3,130	-	-	3,130	2,620	2,670	2,720	2,770
Supplies	4,460	5,920	4,840	-	-	4,840	4,680	4,800	4,920	5,040
Operating - Other	4,150	-	4,490	-	-	4,490	4,270	4,390	4,510	4,630
<b>TOTAL DOCK EXPENDITURES</b>	<b>148,410</b>	<b>124,930</b>	<b>161,106</b>	<b>-</b>	<b>-</b>	<b>161,106</b>	<b>150,710</b>	<b>153,800</b>	<b>156,900</b>	<b>160,030</b>
*Percentage Increase over prior year						8.6%	-6.5%	2.1%	2.0%	2.0%
<b>TOTAL OPERATING COSTS</b>	<b>199,758</b>	<b>175,158</b>	<b>216,350</b>	<b>-</b>	<b>-</b>	<b>216,350</b>	<b>208,147</b>	<b>212,378</b>	<b>216,642</b>	<b>220,966</b>
<b>DEBT / RESERVE</b>										
Transfer to Capital Reserve Fund	170,000	188,880	170,000	-	-	170,000	150,000	150,000	150,000	150,000
MFA Debt Reserve Fund	-	-	7,100	-	-	7,100	4,700	-	-	-
MFA Interest	-	-	3,195	-	-	3,195	19,478	21,710	21,710	21,710
MFA Principal	-	-	-	-	-	-	29,221	48,565	48,565	48,565
<b>TOTAL DEBT / RESERVE</b>	<b>170,000</b>	<b>188,880</b>	<b>180,295</b>	<b>-</b>	<b>-</b>	<b>180,295</b>	<b>203,399</b>	<b>220,275</b>	<b>220,275</b>	<b>220,275</b>
<b>TOTAL COSTS</b>	<b>369,758</b>	<b>364,038</b>	<b>396,645</b>	<b>-</b>	<b>-</b>	<b>396,645</b>	<b>411,546</b>	<b>432,653</b>	<b>436,917</b>	<b>441,241</b>
<b>FUNDING SOURCES (REVENUE)</b>										
Revenue- Fees	(91,000)	(85,280)	(99,300)	-	-	(99,300)	(107,680)	(109,670)	(111,720)	(113,830)
Grants in Lieu of Taxes	(5,211)	(5,211)	(6,041)	-	-	(6,041)	(5,300)	(5,300)	(5,300)	(5,300)
Other Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
<b>TOTAL REVENUE</b>	<b>(96,411)</b>	<b>(90,691)</b>	<b>(105,541)</b>	<b>-</b>	<b>-</b>	<b>(105,541)</b>	<b>(113,180)</b>	<b>(115,170)</b>	<b>(117,220)</b>	<b>(119,330)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(273,347)</b>	<b>(273,347)</b>	<b>(291,104)</b>	<b>-</b>	<b>-</b>	<b>(291,104)</b>	<b>(298,366)</b>	<b>(317,483)</b>	<b>(319,697)</b>	<b>(321,911)</b>
*Percentage increase over prior year Requisition						6.5%	2.5%	6.4%	0.7%	0.7%



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

Service No.	1.235 SGI Small Craft Harbour Facilities	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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$160,000	\$1,624,000	\$520,000	\$125,000	\$175,000	\$50,000	\$2,494,000	\$2,494,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$160,000</b>	<b>\$1,624,000</b>	<b>\$520,000</b>	<b>\$125,000</b>	<b>\$175,000</b>	<b>\$50,000</b>	<b>\$2,494,000</b>	<b>\$2,494,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$160,000	\$362,000	\$0	\$0	\$0	\$0	\$362,000	\$362,000
Debenture Debt (New Debt Only)	\$0	\$710,000	\$470,000	\$0	\$0	\$0	\$1,180,000	\$1,180,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$552,000	\$50,000	\$125,000	\$175,000	\$50,000	\$952,000	\$952,000
	<b>\$160,000</b>	<b>\$1,624,000</b>	<b>\$520,000</b>	<b>\$125,000</b>	<b>\$175,000</b>	<b>\$50,000</b>	<b>\$2,494,000</b>	<b>\$2,494,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN (Revised)**

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

**Service #:** 1.235

**Service Name:** SGI Small Craft Harbour Facilities

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

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

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

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

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

**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	New	Anson Road	Construction of the Anson Road facility - gravel roadway, approach, main float and approximately 720 ft of moorage.	\$1,445,000	S	Res	\$0	\$552,000	\$0	\$0	\$0	\$0	\$552,000
					S	Cap	\$100,000	\$302,000	\$0	\$0	\$0	\$0	\$302,000
					S	Debt	\$0	\$116,000	\$0	\$0	\$0	\$0	\$116,000
19-02	Renewal	Retreat Cove	Upgrades to the Retreat Cove Dock Facility to maintain level of service.	\$185,000	S	Debt	\$0	\$0	\$185,000	\$0	\$0	\$0	\$185,000
19-03	Decommission	Horton Bay	Decommission the Horton Bay dock after construction of the Anson Road facility.	\$100,000	S	Debt	\$0	\$82,000	\$0	\$0	\$0	\$0	\$82,000
20-02	Renewal	Spanish Hills	Upgrades to the Spanish Hills Dock Facility to maintain level of service.	\$75,000	S	Cap	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$60,000
20-04	Renewal	Miners Bay Upgrades	Upgrades to the Miners Bay wharhead and approach upgrades.	\$277,000	S	Debt	\$0	\$277,000	\$0	\$0	\$0	\$0	\$277,000
21-01	Renewal	Port Washington	Dock improvements outlined from the 18-01 Inspections project.	\$195,000	S	Debt	\$0	\$0	\$195,000	\$0	\$0	\$0	\$195,000
21-02	Renewal	Inspections	Detailed inspections including underwater inspection.	\$125,000	S	Res	\$0	\$0	\$0	\$0	\$125,000	\$0	\$125,000
21-03	Renewal	ANNUAL PROVISIONAL: Dock Improvements	An annual provisional fund is required to address unplanned dock safety issues.	\$200,000	S	Res	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000
21-05	New	Piers Island Additional Float	Installation of an additional float at the Piers Island dock.	\$135,000	S	Debt	\$0	\$135,000	\$0	\$0	\$0	\$0	\$135,000
22-01	Renewal	Hope Bay	Dock improvements outlined from the 18-01 Inspections project.	\$90,000	S	Debt	\$0	\$0	\$90,000	\$0	\$0	\$0	\$90,000
22-02	Renewal	Swartz Bay Improvements & Dock Replacement	Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022.	\$175,000	S	Debt	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
				\$0	S	Res	\$0	\$0	\$0	\$75,000	\$0	\$0	\$75,000
				<b>\$3,002,000</b>			<b>\$160,000</b>	<b>\$1,624,000</b>	<b>\$520,000</b>	<b>\$125,000</b>	<b>\$175,000</b>	<b>\$50,000</b>	<b>\$2,494,000</b>

Service: 1.235 SGI Small Craft Harbour Facilities			
Proj. No. 19-01	Capital Project Title Anson Road	Capital Project Description Construction of the Anson Road facility - gravel roadway, approach, main float and approximately 720 ft of moorage.	
Asset Class S	Board Priority Area 0	Corporate Priority Area	0
<b>Project Rationale</b> Construction of a new dock facility at the end of Anson Road. Works include construction of a walkway ramp, gravel road and turnaround, pump out toilet, main float with 6 fingers to provide approximately 720 ft of moorage. Funding to be partially from reserves and partially from the capital reserve and funds from the acquisition of Horton Bay. Funds are required to carry out the required archeological investigation and procure a contractor for construction.			
Proj. No. 19-02	Capital Project Title Retreat Cove	Capital Project Description Upgrades to the Retreat Cove Dock Facility to maintain level of service.	
Asset Class S	Board Priority Area 0	Corporate Priority Area	0
<b>Project Rationale</b> This project includes works to maintain the current level of service as recommended in the Moffatt & Nichol Summary Report for Southern Gulf Islands Harbour Commission (SGIHC) Facilities December 11, 2015 and Stantec's 2018 top-side inspection. Recommended works include repairs to the approach piles, and repairs to the floats. Due to the quickly deteriorating condition of the Sturdies Bay facility, this project has been delayed to 2021.			
Proj. No. 19-03	Capital Project Title Horton Bay	Capital Project Description Decommission the Horton Bay dock after construction of the Anson Road facility.	
Asset Class S	Board Priority Area 0	Corporate Priority Area	0
<b>Project Rationale</b> This project is for decommissioning of the Horton Bay facility after construction of the Anson Road dock. Funds are required to carry out the required archeological investigation and retain a contractor to remove the infrastructure.			
Proj. No. 20-02	Capital Project Title Spanish Hills	Capital Project Description Upgrades to the Spanish Hills Dock Facility to maintain level of service.	
Asset Class S	Board Priority Area 0	Corporate Priority Area	0
<b>Project Rationale</b> This project includes works to maintain the current level of service as recommended in DFO commissioned assessment. Recommended works include preventative maintenance works on piles to extend service life, replace broken pile footing and repairs to the gangway. Funding are required for staff to retain a contractor to carry out the works.			
Proj. No. 20-04	Capital Project Title Miners Bay Upgrades	Capital Project Description Upgrades to the Miners Bay wharfhead and approach upgrades.	
Asset Class S	Board Priority Area 0	Corporate Priority Area	0
<b>Project Rationale</b> Additional works were highlighted during the completion of the 2018 upgrade works including the required to replace the wharf head decking, need to replace the electrical system and lighting, repairs and replacements for rails on the approach and additional piles requiring replacement. A grant has been submitted and unsuccessful in 2020, funding through borrowing is required.			
Proj. No. 21-01	Capital Project Title Port Washington	Capital Project Description Dock improvements outlined from the 18-01 Inspections project.	
Asset Class S	Board Priority Area 0	Corporate Priority Area	0
<b>Project Rationale</b> This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works.			

<b>Proj. No.</b> 21-02	<b>Capital Project Title</b> Inspections	<b>Capital Project Description</b> Detailed inspections including underwater inspection.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Dock inspection, repair and maintenance is an iterative process that requires periodic review of the facilities and re-evaluation of proposed work plans and residual life estimates. This budget is for a "Top Side and Underwater" inspection and will be used to re-evaluate the 5 Year capital Program. Due to recent inspections and resulting works this project has been deferred until 2023.		
<b>Proj. No.</b> 21-03	<b>Capital Project Title</b> ANNUAL PROVISIONAL: Dock Improvements	<b>Capital Project Description</b> An annual provisional fund is required to address unplanned dock safety issues.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Funds are required for unplanned & minor repairs such as minor board replacement, painting, emergency repairs, and electrical repairs.		
<b>Proj. No.</b> 21-05	<b>Capital Project Title</b> Piers Island Additional Float	<b>Capital Project Description</b> Installation of an additional float at the Piers Island dock.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> This project is to complete the Piers Island Additional Float replacement. Design, environmental assessment and majority of permitting is complete. Funds are required to retain a contractor to supply and install an additional float.		
<b>Proj. No.</b> 22-01	<b>Capital Project Title</b> Hope Bay	<b>Capital Project Description</b> Dock improvements outlined from the 18-01 Inspections project.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works.		
<b>Proj. No.</b> 22-02	<b>Capital Project Title</b> Swartz Bay Improvements & Dock Replacement	<b>Capital Project Description</b> Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works. In 2020 it was noted that float B had rotting frame indicating requirement to replace the float.		

**Reserve Schedule (Revised)**

**Reserve Fund: 1.235 SGI Harbour Facilities - Capital Reserve Fund - Bylaw 2719**

Surplus money from the operation of small craft harbour facilities services may be paid from time to time into the reserve fund

**Reserve Cash Flow**

Fund: Fund Centre:	1054 101467	Actual	Budget				
		2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		466,134	490,495	108,495	208,495	233,495	208,495
<b>Transfer from Ops Budget</b>		214,699	170,000	150,000	150,000	150,000	150,000
<b>Transfer from Cap Fund</b>		-	-	-	-	-	-
<b>Transfer to Cap Fund</b>		(207,000)	(552,000)	(50,000)	(125,000)	(175,000)	(50,000)
<b>Interest Income*</b>		16,662	-	-	-	-	-
<b>Ending Balance \$</b>		<b>490,495</b>	<b>108,495</b>	<b>208,495</b>	<b>233,495</b>	<b>208,495</b>	<b>308,495</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. Also offset with Realized Loss (Gain).

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **SGI House Numbering**

#### **Final Budget**

**Service:** 1.314 SGI Building Numbering

**Committee:** Electoral Area

**DEFINITION:**

To establish and operate the service of numbering building for Southern Gulf Islands Electoral Area.  
Established by Bylaw No. 3230 (2004).  
Southern Gulf Islands Building Numbering Regulation Bylaw No. 3231.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Southern Gulf Islands

**MAXIMUM LEVY:**

None

**FUNDING:**

Requisition

1.314 - SGI House Numbering	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Building Inspection	8,564	8,564	8,773	-	-	8,773	8,948	9,127	9,310	9,496
Allocations	539	539	497	-	-	497	468	477	487	496
Other Operating Expenses	70	33	70	-	-	70	70	70	70	70
<b>TOTAL COSTS</b>	<b>9,173</b>	<b>9,136</b>	<b>9,340</b>	<b>-</b>	<b>-</b>	<b>9,340</b>	<b>9,486</b>	<b>9,674</b>	<b>9,867</b>	<b>10,062</b>
*Percentage Increase over prior year						1.8%	1.6%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2020 to 2021	-	33	(33)	-	-	(33)	-	-	-	-
Balance c/fwd from 2019 to 2020	(22)	(22)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(82)	(82)	(94)	-	-	(94)	(120)	(120)	(120)	(120)
Interest Income	(10)	(6)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
<b>TOTAL REVENUE</b>	<b>(114)</b>	<b>(77)</b>	<b>(137)</b>	<b>-</b>	<b>-</b>	<b>(137)</b>	<b>(130)</b>	<b>(130)</b>	<b>(130)</b>	<b>(130)</b>
<b>REQUISITION</b>	<b>(9,059)</b>	<b>(9,059)</b>	<b>(9,203)</b>	<b>-</b>	<b>-</b>	<b>(9,203)</b>	<b>(9,356)</b>	<b>(9,544)</b>	<b>(9,737)</b>	<b>(9,932)</b>
*Percentage increase over prior year Requisition						1.6%	1.7%	2.0%	2.0%	2.0%



# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **South Galiano Fire Protection**

#### **Final Budget**

**Service:** 1.352 South Galiano Fire

**Committee:** Electoral Area

**DEFINITION:**

A local service area established to provide fire protection and emergency response on a volunteer basis to the southern part of Galiano Island. Fire department is operated by the South Galiano Fire Protection Society in accordance with a written agreement between the Society and the CRD. Bylaw No. 70 (January 13, 1971). Repealed and replaced by Bylaw No. 2148 (January 12, 1994) Local Service Area #25 - M-764. Amended by Bylaw No. 3224 to add emergency response.

**PARTICIPATION:**

On taxable school assessments, excluding property that is taxable for school purposes only by Special Act. Specified Area #1 - A(764).

**MAXIMUM LEVY:**

Greater of \$470,000 or \$1.157 / \$1,000 of actual assessments.

**FUNDING:**

Requisition

1.352 - South Galiano Fire Protection

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Honorarium and Call Out Pay	110,000	110,000	149,170	-	-	149,170	152,150	155,190	158,290	161,460
Travel - Vehicles	34,900	34,900	31,060	-	-	31,060	31,680	32,320	32,970	33,620
Insurance	1,760	1,760	5,240	-	-	5,240	5,350	5,460	5,570	5,680
Staff Development	30,000	30,000	30,510	-	-	30,510	31,120	31,740	32,370	33,020
Maintenance	9,020	9,020	9,170	-	-	9,170	9,350	9,540	9,730	9,920
Internal Allocations	7,928	7,928	10,655	-	-	10,655	12,624	12,876	13,134	13,397
Operating Supplies and Other	33,820	33,820	34,390	-	-	34,390	35,070	35,770	36,470	37,180
<b>TOTAL OPERATING COSTS</b>	<b>227,428</b>	<b>227,428</b>	<b>270,195</b>	<b>-</b>	<b>-</b>	<b>270,195</b>	<b>277,344</b>	<b>282,896</b>	<b>288,534</b>	<b>294,277</b>
*Percentage Increase over prior year						18.8%	2.6%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Capital Equipment Purchases	5,600	5,600	5,700	-	-	5,700	5,810	5,930	6,050	6,170
Transfer to Equipment Replacement Fund	79,695	79,695	82,050	-	-	82,050	83,440	84,860	86,500	87,770
<b>TOTAL CAPITAL / RESERVE</b>	<b>85,295</b>	<b>85,295</b>	<b>87,750</b>	<b>-</b>	<b>-</b>	<b>87,750</b>	<b>89,250</b>	<b>90,790</b>	<b>92,550</b>	<b>93,940</b>
<u>MFA DEBT</u>										
MFA Debt Reserve Fund	20,100	20,100	22,999	-	-	22,999	-	-	-	-
Principal Payment	-	-	-	-	-	-	71,804	71,804	71,804	71,804
Interest Payment	46,280	46,280	43,418	-	-	43,418	40,248	40,248	40,248	40,248
<b>TOTAL MFA DEBT</b>	<b>66,380</b>	<b>66,380</b>	<b>66,417</b>	<b>-</b>	<b>-</b>	<b>66,417</b>	<b>112,052</b>	<b>112,052</b>	<b>112,052</b>	<b>112,052</b>
<b>TOTAL COSTS</b>	<b>379,103</b>	<b>379,103</b>	<b>424,362</b>	<b>-</b>	<b>-</b>	<b>424,362</b>	<b>478,646</b>	<b>485,738</b>	<b>493,136</b>	<b>500,269</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Parcel Tax	(66,380)	(66,380)	(66,417)	-	-	(66,417)	(112,052)	(112,052)	(112,052)	(112,052)
Other Income	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
<b>TOTAL REVENUE</b>	<b>(66,680)</b>	<b>(66,680)</b>	<b>(66,727)</b>	<b>-</b>	<b>-</b>	<b>(66,727)</b>	<b>(112,372)</b>	<b>(112,382)</b>	<b>(112,392)</b>	<b>(112,402)</b>
<b>REQUISITION</b>	<b>(312,423)</b>	<b>(312,423)</b>	<b>(357,635)</b>	<b>-</b>	<b>-</b>	<b>(357,635)</b>	<b>(366,274)</b>	<b>(373,356)</b>	<b>(380,744)</b>	<b>(387,867)</b>
*Percentage increase over prior year										
Requisition						14.5%	2.4%	1.9%	2.0%	1.9%
Parcel Tax						0.1%	68.7%	0.0%	0.0%	0.0%
<b>Combined</b>						11.9%	12.8%	1.5%	1.5%	1.4%

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

<b>Service No.</b>	<b>1.352</b>	<b>Carry</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>South Galiano Fire</b>	<b>Forward from</b>						
		<b>2020</b>						

**EXPENDITURE**

Buildings	\$600,000	\$603,000	\$6,500	\$5,800	\$0	\$0	\$615,300
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$603,000	\$3,000	\$606,000
	<b>\$600,000</b>	<b>\$603,000</b>	<b>\$6,500</b>	<b>\$5,800</b>	<b>\$603,000</b>	<b>\$3,000</b>	<b>\$1,221,300</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$600,000	\$600,000	\$0	\$0	\$0	\$0	\$600,000
Equipment Replacement Fund	\$0	\$3,000	\$6,500	\$5,800	\$603,000	\$3,000	\$621,300
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$600,000</b>	<b>\$603,000</b>	<b>\$6,500</b>	<b>\$5,800</b>	<b>\$603,000</b>	<b>\$3,000</b>	<b>\$1,221,300</b>



**Reserve Schedule**

**Reserve Fund: 1.352 South Galiano Fire Protection - Equipment Replacement Fund**

ERF Group: SGALFIRE.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101431	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		232,672	350,801	429,851	506,791	585,851	69,351
Transfer from Ops Budget		118,447	82,050	83,440	84,860	86,500	87,770
Planned Purchase		(2,907)	(3,000)	(6,500)	(5,800)	(603,000)	(3,000)
Interest Income		2,589	-	-	-	-	-
<b>Ending Balance \$</b>		<b>350,801</b>	<b>429,851</b>	<b>506,791</b>	<b>585,851</b>	<b>69,351</b>	<b>154,121</b>

**Assumptions/Background:**  
 Need to transfer as much as operating budget will allow in order to fund replacement of fire vehicles and equipment.

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Pender Fire Protection**

#### **Final Budget**

**Service:** 1.356 Pender Island Fire Protection & Emergency Response Service

**Committee:** Electoral Area

**DEFINITION:**

A specified area established to provide fire protection and emergency response on a volunteer basis to Pender Islands. Local Service Bylaw No. 2050 (October 28, 1992). Amended by Bylaw No. 3015 (November 29, 2002) to increase the levy rate to \$1.87. Amended by Bylaw No. 3283 to change the name and geographical area to include both North and South Pender Islands to create one fire service area known as the Pender Islands Fire Protection & Emergency Response Service. This Amendment also decreased the levy to \$0.92.

**PARTICIPATION:**

On all lands and improvements on the basis of taxable hospital district assessments. Local Service Area #18 - J(764).

**MAXIMUM LEVY:**

Bylaw No. 3994 states "Greater of \$918,000 or \$0.998 / \$1,000" to a maximum of \$1,292,767.

**FUNDING:**

Requisition



1.356 - Pender Fire Protection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Travel - Vehicles	12,000	12,000	12,200	-	-	12,200	12,440	12,690	12,940	13,200
Insurance	7,130	7,130	7,720	-	-	7,720	7,870	8,030	8,190	8,350
Payment - Fire Protection Society	766,712	766,712	779,834	-	-	779,834	795,431	811,339	827,566	844,117
Internal Allocations	29,537	29,537	35,660	-	-	35,660	42,074	42,915	43,774	44,649
Operating - Other	9,600	9,600	9,770	6,010	-	15,780	16,090	16,410	16,750	17,090
<b>TOTAL OPERATING COSTS</b>	<b>824,979</b>	<b>824,979</b>	<b>845,184</b>	<b>6,010</b>	<b>-</b>	<b>851,194</b>	<b>873,905</b>	<b>891,384</b>	<b>909,220</b>	<b>927,406</b>
*Percentage Increase over prior year						3.2%	2.7%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	71,956	71,956	73,771	-	-	73,771	75,246	76,752	78,287	79,852
Transfer to Capital Reserve Fund	71,956	71,956	73,771	-	-	73,771	75,247	76,751	78,286	79,852
<b>TOTAL CAPITAL / RESERVE</b>	<b>143,912</b>	<b>143,912</b>	<b>147,542</b>	<b>-</b>	<b>-</b>	<b>147,542</b>	<b>150,493</b>	<b>153,503</b>	<b>156,573</b>	<b>159,704</b>
Debt Costs	58,200	-	116,400	-	-	116,400	116,400	116,400	116,400	116,400
<b>TOTAL COSTS</b>	<b>1,027,091</b>	<b>968,891</b>	<b>1,109,126</b>	<b>6,010</b>	<b>-</b>	<b>1,115,136</b>	<b>1,140,798</b>	<b>1,161,287</b>	<b>1,182,193</b>	<b>1,203,510</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Reserve Fund	(58,200)	-	(116,400)	-	-	(116,400)	(116,400)	(116,400)	(116,400)	(116,400)
Grants in Lieu of Taxes	(7,281)	(7,281)	(8,749)	-	-	(8,749)	(7,764)	(7,920)	(8,078)	(8,239)
Other Income	(1,500)	(1,500)	(1,500)	-	-	(1,500)	(1,530)	(1,560)	(1,591)	(1,624)
<b>TOTAL REVENUE</b>	<b>(66,981)</b>	<b>(8,781)</b>	<b>(126,649)</b>	<b>-</b>	<b>-</b>	<b>(126,649)</b>	<b>(125,694)</b>	<b>(125,880)</b>	<b>(126,069)</b>	<b>(126,263)</b>
<b>REQUISITION</b>	<b>(960,110)</b>	<b>(960,110)</b>	<b>(982,477)</b>	<b>(6,010)</b>	<b>-</b>	<b>(988,487)</b>	<b>(1,015,104)</b>	<b>(1,035,407)</b>	<b>(1,056,124)</b>	<b>(1,077,247)</b>
*Percentage increase over prior year Requisition						3.0%	2.7%	2.0%	2.0%	2.0%

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

<b>Service No.</b>	<b>1.356</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>Pender Island Fire</b>							

**EXPENDITURE**

Buildings	B	\$20,000	\$53,000	\$115,000	\$0	\$0	\$0	\$168,000
Equipment	E	\$5,000	\$24,500	\$10,000	\$10,000	\$28,000	\$105,000	\$177,500
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$625,000	\$625,000	\$300,000	\$0	\$0	\$0	\$925,000
		<b>\$650,000</b>	<b>\$702,500</b>	<b>\$425,000</b>	<b>\$10,000</b>	<b>\$28,000</b>	<b>\$105,000</b>	<b>\$1,270,500</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	\$85,000	\$104,500	\$310,000	\$10,000	\$28,000	\$105,000	\$557,500
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	\$20,000	\$53,000	\$115,000	\$0	\$0	\$0	\$168,000
Short Term Loans	STLoan	\$545,000	\$545,000	\$0	\$0	\$0	\$0	\$545,000
		<b>\$650,000</b>	<b>\$702,500</b>	<b>\$425,000</b>	<b>\$10,000</b>	<b>\$28,000</b>	<b>\$105,000</b>	<b>\$1,270,500</b>



**Pender Fire Protection  
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>
Capital Reserve Fund	404,184	299,955	85,202	86,953	90,239	95,091
Equipment Replacement Fund	301,393	279,264	103,110	128,462	137,349	70,801
<b>Total</b>	<b>705,577</b>	<b>579,219</b>	<b>188,312</b>	<b>215,415</b>	<b>227,588</b>	<b>165,892</b>

**Reserve Schedule**

**Reserve Fund: 1.356 Pender Fire Protection - Capital Reserve Fund**

Bylaw 3313

**Reserve Cash Flow**

Fund: Fund Centre:	1013 101357	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		427,093	404,184	299,955	85,202	86,953	90,239
Transfer from Ops Budget		67,087	73,771	75,247	76,751	78,286	79,852
Transfer from Cap Fund		24,507	-	-	-	-	-
Transfer to Cap Fund		(47,455)	(53,000)	(115,000)	-	-	-
Transfer to ERF		(75,000)	(125,000)	(175,000)	(75,000)	(75,000)	(75,000)
Interest Income		7,953					
<b>Ending Balance \$</b>		<b>404,184</b>	<b>299,955</b>	<b>85,202</b>	<b>86,953</b>	<b>90,239</b>	<b>95,091</b>

**Assumptions/Background:**

Maintain fund at level required under long term capital plan. Considered sufficient. Level to resume life cycle funding after ERF replenished

**Reserve Schedule**

**Reserve Fund: 1.356 Pender Fire Protection - Equipment Replacement Fund**

For replacement of firefighting equipment and vehicles  
 ERF Group: NPENDFIRE.ERF & SPENDFIRE.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101433	Actual	Budget				
		2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		236,940	301,393	279,264	103,110	128,462	137,349
<b>Expenditures (Based on Capital Plan)</b>		(84,963)	(104,500)	(310,000)	(10,000)	(28,000)	(105,000)
<b>Transfer from Ops Budget</b>		71,956	73,771	75,246	76,752	78,287	79,852
<b>Transfer from Capital Reserve Fund</b>		75,000	125,000	175,000	75,000	75,000	75,000
<b>Transfer to OPEX to pay ST Loan</b>		-	(116,400)	(116,400)	(116,400)	(116,400)	(116,400)
<b>Interest Income</b>		2,460					
<b>Ending Balance \$</b>		<b>301,393</b>	<b>279,264</b>	<b>103,110</b>	<b>128,462</b>	<b>137,349</b>	<b>70,801</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **North Galiano Fire Protection**

#### **Final Budget**

**DEFINITION:**

A Specified Area to provide Fire Protection Services for North Galiano Island. Establishment Bylaw No. 1852 (November 17, 1990). Amended by Bylaw No. 2989 (November 27, 2002) to increase the levy rate to \$1.60. amended by Bylaw 3143 (Feb 11, 2004) to change boundaries. Amended by Bylaw 3221 (Feb 9, 2005).

**MAXIMUM LEVY:**

Greater of \$138,500 or \$1.60 / \$1,000 to a maximum of \$267,000.

**COMMISSION:**

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

**MAXIMUM CAPITAL DEBT:**

Authorized:	LA Bylaw No. 3844 (Dec/12)	670,000
Borrowed:	SI Bylaw No. 3910 (July/13)	(290,000)
	SI Bylaw No. 3936 (Feb/14)	(280,000)
Remaining:		<u><u>\$100,000</u></u>

**FUNDING:**

Requisition and parcel tax.



**1.359 - North Galiano Fire Protection**

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Honoraria	72,365	71,001	73,600	-	-	73,600	75,070	76,570	78,100	79,660
Travel - Vehicles	19,193	15,246	17,920	-	-	17,920	18,280	18,640	19,010	19,390
Insurance	5,620	5,620	5,800	-	-	5,800	5,920	6,040	6,160	6,290
Maintenance	5,928	5,928	4,300	-	-	4,300	4,380	4,470	4,560	4,650
Staff Training & Development	12,000	12,000	12,200	-	-	12,200	12,440	12,690	12,940	13,200
Internal Allocations	5,451	5,451	6,716	-	-	6,716	8,009	8,169	8,332	8,499
Operating - Supplies	19,296	19,296	13,050	-	-	13,050	13,310	13,580	13,850	14,130
Operating - Other	17,037	17,037	16,330	-	-	16,330	16,660	16,990	17,330	17,670
<b>TOTAL OPERATING COSTS</b>	<b>156,890</b>	<b>151,579</b>	<b>149,916</b>	<b>-</b>	<b>-</b>	<b>149,916</b>	<b>154,069</b>	<b>157,149</b>	<b>160,282</b>	<b>163,489</b>
*Percentage Increase over prior year						-4.4%	2.8%	2.0%	2.0%	2.0%
<u>DEBT / RESERVES</u>										
Capital Equipment Purchases	13,132	6,388	6,270	-	-	6,270	6,400	6,530	6,660	6,790
Transfer to Capital Reserve Fund	5,000	5,000	5,090	-	-	5,090	5,190	5,290	5,400	5,510
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Debt Principal	28,467	28,467	28,467	-	-	28,467	28,467	28,467	28,467	28,467
Debt Interest	20,545	20,545	20,555	-	-	20,555	20,555	20,555	20,555	20,555
<b>TOTAL DEBT / RESERVES</b>	<b>67,144</b>	<b>60,400</b>	<b>60,382</b>	<b>-</b>	<b>-</b>	<b>60,382</b>	<b>60,612</b>	<b>60,842</b>	<b>61,082</b>	<b>61,322</b>
<b>TOTAL COSTS</b>	<b>224,034</b>	<b>211,979</b>	<b>210,298</b>	<b>-</b>	<b>-</b>	<b>210,298</b>	<b>214,681</b>	<b>217,991</b>	<b>221,364</b>	<b>224,811</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	12,270	(12,270)	-	-	(12,270)	-	-	-	-
Balance c/fwd from 2019 to 2020	(21,654)	(21,654)	-	-	-	-	-	-	-	-
Parcel Tax	(24,440)	(24,440)	(24,440)	-	-	(24,440)	(24,440)	(24,440)	(24,440)	(24,440)
Grants in lieu of Taxes	(277)	(277)	(314)	-	-	(314)	(310)	(320)	(330)	(340)
Other Income	(390)	(605)	(400)	-	-	(400)	(410)	(420)	(430)	(440)
<b>TOTAL REVENUE</b>	<b>(46,761)</b>	<b>(34,706)</b>	<b>(37,424)</b>	<b>-</b>	<b>-</b>	<b>(37,424)</b>	<b>(25,160)</b>	<b>(25,180)</b>	<b>(25,200)</b>	<b>(25,220)</b>
<b>REQUISITION</b>	<b>(177,273)</b>	<b>(177,273)</b>	<b>(172,874)</b>	<b>-</b>	<b>-</b>	<b>(172,874)</b>	<b>(189,521)</b>	<b>(192,811)</b>	<b>(196,164)</b>	<b>(199,591)</b>
*Percentage increase over prior year Requisition						-2.5%	9.6%	1.7%	1.7%	1.7%

North Galiano Fire Protection  
 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>
Capital Reserve Fund	66,404	71,494	76,684	81,974	87,374	92,884
Equipment Replacement Fund	172,555	172,555	172,555	172,555	172,555	172,555
<b>Total</b>	<b>238,960</b>	<b>244,050</b>	<b>249,240</b>	<b>254,530</b>	<b>259,930</b>	<b>265,440</b>

## Reserve Schedule

### Reserve Fund: 1.359 North Galiano Fire Protection - Capital Reserve Fund - Bylaw 3944

Reserve established to provide for capital expenditures for or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works and related debt servicing payments.

## Reserve Cash Flow

Fund: Fund Centre:	1085 102137	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		61,119	66,404	71,494	76,684	81,974	87,374
Transfer from Ops Budget		5,000	5,090	5,190	5,290	5,400	5,510
Transfer to Cap Fund		(930)	-	-	-	-	-
Interest Income		1,216	-	-	-	-	-
<b>Ending Balance \$</b>		<b>66,404</b>	<b>71,494</b>	<b>76,684</b>	<b>81,974</b>	<b>87,374</b>	<b>92,884</b>

#### Assumptions/Background:

Gradual increase in fund as per long term plan

**Reserve Schedule**

**Reserve Fund: 1.359 North Galiano Fire Protection - Equipment Replacement Fund**

ERF Group: NGALFIRE.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 101435	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		152,966	172,555	172,555	172,555	172,555	172,555
Transfer from Ops Budget		18,180	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		1,410	-	-	-	-	-
<b>Ending Balance \$</b>		<b>172,555</b>	<b>172,555</b>	<b>172,555</b>	<b>172,555</b>	<b>172,555</b>	<b>172,555</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Saturna Fire Protection**

#### **Final Budget**

**Service: 1.363 Saturna Fire Protection**

**Committee: Electoral Area**

**DEFINITION:**

A Specified Area to provide Fire Protection and Emergency Response Services. Establishment Bylaw No.2165 (Nov. 29, 1993); Bylaw No.2575 (Jan. 28, 1998); Amended Bylaw No.2734 (Nov. 24, 1999).

**MAXIMUM LEVY:**

Greater of \$73,500 or \$0.85 / \$1,000 to a maximum of \$235,234.

**FUNDING:**

Requisition

1.363 - Saturna Fire Protection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Payment - Fire Protection Society	167,000	167,000	165,000	-	-	165,000	175,000	185,000	190,000	200,000
Operating - Other	3,002	3,002	3,269	-	-	3,269	3,468	3,537	3,608	3,680
<b>TOTAL COSTS</b>	<b>170,002</b>	<b>170,002</b>	<b>168,269</b>	<b>-</b>	<b>-</b>	<b>168,269</b>	<b>178,468</b>	<b>188,537</b>	<b>193,608</b>	<b>203,680</b>
*Percentage Increase over prior year						-1.0%	6.1%	5.6%	2.7%	5.2%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	(23)	23	-	-	23	-	-	-	-
Balance c/fwd from 2019 to 2020	(20)	(20)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(7,181)	(7,181)	(10,560)	-	-	(10,560)	(7,450)	(7,600)	(7,750)	(7,910)
Interest Income	(60)	(37)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
<b>TOTAL REVENUE</b>	<b>(7,261)</b>	<b>(7,261)</b>	<b>(10,597)</b>	<b>-</b>	<b>-</b>	<b>(10,597)</b>	<b>(7,510)</b>	<b>(7,660)</b>	<b>(7,810)</b>	<b>(7,970)</b>
<b>REQUISITION</b>	<b>(162,741)</b>	<b>(162,741)</b>	<b>(157,672)</b>	<b>-</b>	<b>-</b>	<b>(157,672)</b>	<b>(170,958)</b>	<b>(180,877)</b>	<b>(185,798)</b>	<b>(195,710)</b>
*Percentage increase over prior year Requisition						-3.1%	8.4%	5.8%	2.7%	5.3%

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Emergency Program (SGI)**

#### **Final Budget**



**Service: 1.373 SGI Emergency Program**

**Committee: Electoral Area**

**DEFINITION:**

To establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness responses and recovery measures for emergencies and disasters for the Electoral Area of Southern Gulf Islands.

Establishment Bylaw No. 2656 (November, 1998).

Order in Council #287 provides the CRD with the same powers as a local authority under the Emergency Program Act.

**SERVICE DESCRIPTION:**

Governed by Bylaw #3445, this service provides planning and management of an emergency response plan for the Southern Gulf Islands Electoral Area. The service was started in 1998 in response to the *Provincial Emergency Program Act*. The emergency response plan involves response to, and recovery from, a community disaster or emergency.

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

The Southern Gulf Islands Emergency Management Commission (SGIEMC) advises the service.

**PARTICIPATION:**

The service and participating area shall be coterminous with the Electoral Area of Southern Gulf Islands.

**FUNDING:**

Requisition

1.373 - Emergency Program (SGI)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Travel Expense	11,480	9,780	11,380	-	-	11,380	11,610	11,840	12,080	12,320
Contract for Services	64,700	64,700	64,700	-	-	64,700	65,990	67,310	68,650	70,030
Staff Training & Development	8,348	6,220	6,220	-	-	6,220	6,350	6,480	6,610	6,740
Educational Material	16,000	-	16,000	-	-	16,000	16,320	16,650	16,980	17,320
Payments to 3rd Parties	11,960	1,950	9,960	-	28,000	37,960	10,160	10,360	10,570	10,780
Supplies	17,270	19,575	19,575	-	-	19,575	19,980	20,390	20,800	21,220
Allocations	6,974	6,974	9,561	-	-	9,561	11,599	11,831	12,068	12,309
Property Taxes	-	677	750	-	-	750	770	790	810	830
Other Operating Expenses	90,705	91,788	90,981	-	-	90,981	92,210	94,020	95,840	97,740
<b>TOTAL OPERATING COSTS</b>	<b>227,437</b>	<b>201,664</b>	<b>229,127</b>	<b>-</b>	<b>28,000</b>	<b>257,127</b>	<b>234,989</b>	<b>239,671</b>	<b>244,408</b>	<b>249,289</b>
*Percentage Increase over prior year						13.1%	-8.6%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	12,500	9,000	9,600	-	-	9,600	9,600	9,600	9,600	9,600
Transfer to Operating Reserve Fund	5,000	6,973	6,500	-	-	6,500	5,000	5,000	5,000	5,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>17,500</b>	<b>15,973</b>	<b>16,100</b>	<b>-</b>	<b>-</b>	<b>16,100</b>	<b>14,600</b>	<b>14,600</b>	<b>14,600</b>	<b>14,600</b>
<b>TOTAL COSTS</b>	<b>244,937</b>	<b>217,637</b>	<b>245,227</b>	<b>-</b>	<b>28,000</b>	<b>273,227</b>	<b>249,589</b>	<b>254,271</b>	<b>259,008</b>	<b>263,889</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance C/FW from 2020 to 2021	-	28,000	-	-	(28,000)	(28,000)	-	-	-	-
Grants in Lieu of Taxes	(1,949)	(1,949)	(2,519)	-	-	(2,519)	(2,020)	(2,060)	(2,100)	(2,140)
Revenue - Other	(100)	(800)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(2,049)</b>	<b>25,251</b>	<b>(2,619)</b>	<b>-</b>	<b>(28,000)</b>	<b>(30,619)</b>	<b>(2,120)</b>	<b>(2,160)</b>	<b>(2,200)</b>	<b>(2,240)</b>
<b>REQUISITION</b>	<b>(242,888)</b>	<b>(242,888)</b>	<b>(242,608)</b>	<b>-</b>	<b>-</b>	<b>(242,608)</b>	<b>(247,469)</b>	<b>(252,111)</b>	<b>(256,808)</b>	<b>(261,649)</b>
*Percentage increase over prior year Requisition						-0.1%	2.0%	1.9%	1.9%	1.9%

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

Service No.	1.373 SGI Emergency Program	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$47,000	\$0	\$0	\$0	\$0	\$47,000
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>\$47,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,000</b>
		<b>\$0</b>	<b>\$47,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,000</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	\$47,000	\$0	\$0	\$0	\$0	\$47,000
		<b>\$0</b>	<b>\$47,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,000</b>
		<b>\$0</b>	<b>\$47,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

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

**Service #:** 1.373  
**Service Name:** SGI Emergency Program

**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	New	Shipping Containers	Storage for emergency program	\$35,000	E	Res	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
21-02	New	Computer	Computer replacement for Island coordinators	\$12,000	E	Res	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
		<b>GRAND TOTAL</b>		<b>\$47,000</b>			<b>\$0</b>	<b>\$47,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,000</b>

Emergency Program (SGI)  
 Reserve Summary Schedule  
 2021 - 2025 Financial Plan

<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>
Capital Reserve Fund	248,354	210,954	220,554	230,154	239,754	249,354
Operating Reserve Fund	111,361	117,861	122,861	127,861	132,861	137,861
<b>Total</b>	<b>359,714</b>	<b>328,814</b>	<b>343,414</b>	<b>358,014</b>	<b>372,614</b>	<b>387,214</b>

**Reserve Schedule**

**Reserve Fund: 1.373 SGI Emergency Program - Capital Reserve Fund - Bylaw 2965**

Surplus money from the operation of fire protection services may be paid from time to time into the reserve fund.

**Reserve Cash Flow**

Fund: Fund Centre:	1063 101723	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		202,916	248,354	210,954	220,554	230,154	239,754
Transfer from Ops Budget		41,441	9,600	9,600	9,600	9,600	9,600
Planned Expenditures		-	(47,000)	-	-	-	-
Interest Income		3,996					
<b>Ending Balance \$</b>		<b>248,354</b>	<b>210,954</b>	<b>220,554</b>	<b>230,154</b>	<b>239,754</b>	<b>249,354</b>

**Assumptions/Backgrounds:**

Require sufficient funding to meet long range capital plan

**Reserve Schedule**

**Reserve Fund: 1.373 SGI Emergency Program - Operating Reserve Fund**

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105401	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		104,320	111,361	117,861	122,861	127,861	132,861
Transfer from Ops Budget		5,000	6,500	5,000	5,000	5,000	5,000
Transfer to Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		2,040					
<b>Ending Balance \$</b>		<b>111,361</b>	<b>117,861</b>	<b>122,861</b>	<b>127,861</b>	<b>132,861</b>	<b>137,861</b>

**Assumptions/Backgrounds:**

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Saturna Island Comm. Parks**

#### **Final Budget**



**Service:** 1.465 Saturna Island Community Parks

**Committee:** Saturna Island Parks & Recreation

**DEFINITION:**

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Saturna Island (Bylaw No. 2080, December 16, 1992).

**SERVICE DESCRIPTION:**

This is a service for the provision of community parks for Saturna Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds and sports fields.

**PARTICIPATION:**

Saturna Island - A defined area in the Southern Gulf Islands Electoral Area

**MAXIMUM LEVY:**

\$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$41,317. (Bylaw 4088 - Amends 2080 - March, 2016)

**COMMISSION:**

Saturna Island Parks and Recreation Commission (Bylaw No. 3485, November 14, 2007)

**FUNDING:**

Requisition

1.465 - Saturna Island Comm. Parks	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Contract for Services	1,500	1,500	1,530	-	-	1,530	1,560	1,590	1,620	1,650
Supplies	400	400	400	-	-	400	400	400	400	400
Repairs & Maintenance	9,500	9,500	9,660	-	-	9,660	9,850	10,050	10,250	10,450
Allocations	1,267	1,267	982	-	-	982	949	968	988	1,007
Contingency	2,938	2,938	2,940	-	-	2,940	3,000	3,060	3,120	3,180
Other Operating Expenses	3,010	3,010	3,070	-	-	3,070	3,130	3,190	3,250	3,310
<b>TOTAL OPERATING COSTS</b>	<b>18,615</b>	<b>18,615</b>	<b>18,582</b>	<b>-</b>	<b>-</b>	<b>18,582</b>	<b>18,889</b>	<b>19,258</b>	<b>19,628</b>	<b>19,997</b>
*Percentage Increase over prior year						-0.2%	1.7%	2.0%	1.9%	1.9%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	-	-	5,478	-	-	5,478	5,751	5,872	6,012	6,153
<b>TOTAL CAPITAL / RESERVE</b>	<b>-</b>	<b>-</b>	<b>5,478</b>	<b>-</b>	<b>-</b>	<b>5,478</b>	<b>5,751</b>	<b>5,872</b>	<b>6,012</b>	<b>6,153</b>
<b>TOTAL COSTS</b>	<b>18,615</b>	<b>18,615</b>	<b>24,060</b>	<b>-</b>	<b>-</b>	<b>24,060</b>	<b>24,640</b>	<b>25,130</b>	<b>25,640</b>	<b>26,150</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(1,011)	(1,011)	(1,144)	-	-	(1,144)	(1,130)	(1,150)	(1,180)	(1,200)
Revenue - Other	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
<b>TOTAL REVENUE</b>	<b>(1,061)</b>	<b>(1,061)</b>	<b>(1,194)</b>	<b>-</b>	<b>-</b>	<b>(1,194)</b>	<b>(1,180)</b>	<b>(1,200)</b>	<b>(1,230)</b>	<b>(1,250)</b>
<b>REQUISITION</b>	<b>(17,554)</b>	<b>(17,554)</b>	<b>(22,866)</b>	<b>-</b>	<b>-</b>	<b>(22,866)</b>	<b>(23,460)</b>	<b>(23,930)</b>	<b>(24,410)</b>	<b>(24,900)</b>
*Percentage increase over prior year Requisition						30.3%	2.6%	2.0%	2.0%	2.0%

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

<b>Service No.</b>	<b>1.465</b>	<b>Carry</b>						
	<b>Saturna Island Community Parks</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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$33,000	\$23,000	\$9,000	\$6,000	\$6,000	\$6,000	\$77,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$33,000</b>	<b>\$23,000</b>	<b>\$9,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$77,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$33,000	\$23,000	\$9,000	\$6,000	\$6,000	\$6,000	\$77,000
	<b>\$0</b>	<b>\$33,000</b>	<b>\$23,000</b>	<b>\$9,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$77,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

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

**Service #:** 1.465  
**Service Name:** Saturna Island Community Parks

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

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

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

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

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

**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	Renewal	Park upgrades	Improvements to Saturna's 70 acre "Money Watershed and New Park"	\$34,000	S	Res	\$0	\$11,000	\$13,000	\$2,000	\$4,000	\$4,000	\$34,000
21-02	Renewal	Park upgrades	Construction of Thomson Park Disc Golf course and Bocce court	\$21,000	S	Res	\$0	\$11,000	\$5,000	\$3,000	\$1,000	\$1,000	\$21,000
21-03	Renewal	Park upgrades	Salmon Enhancing Facility and Community Garden (Lyllal Creek Park)	\$22,000	S	Res	\$0	\$11,000	\$5,000	\$4,000	\$1,000	\$1,000	\$22,000
			<b>GRAND TOTAL</b>	<b>\$77,000</b>			<b>\$0</b>	<b>\$33,000</b>	<b>\$23,000</b>	<b>\$9,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$77,000</b>

Saturna Island Comm. Parks  
 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>
Capital Reserve Fund	64,010	36,488	19,239	16,111	16,123	16,276
Land Reserve Fund	3,196	3,196	3,196	3,196	3,196	3,196
<b>Total</b>	<b>67,205</b>	<b>39,683</b>	<b>22,434</b>	<b>19,306</b>	<b>19,318</b>	<b>19,471</b>

## Reserve Schedule

### Reserve Fund: 1.465 Saturna Comm Parks - Capital Reserve Fund - Bylaw 2627

Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into this reserve fund.

## Reserve Cash Flow

Fund:	1036	Actual	Budget				
Fund Centre:	101380	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		79,605	64,010	36,488	19,239	16,111	16,123
<b>Transfer from Ops Budget</b>		1,735	5,478	5,751	5,872	6,012	6,153
<b>Transfer from CAP Fund</b>		1,383					
<b>Transfer to Cap Fund</b>		(20,000)	(33,000)	(23,000)	(9,000)	(6,000)	(6,000)
<b>Interest Income*</b>		1,286	-	-	-	-	-
<b>Ending Balance \$</b>		<b>64,010</b>	<b>36,488</b>	<b>19,239</b>	<b>16,111</b>	<b>16,123</b>	<b>16,276</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: 1.465 Saturna Comm Parks - Land Reserve Fund - Bylaw 2398**

- Saturna Island Park Land Acquisition Reserve Fund was established in 1996 under bylaw 2398.
- The monies in the reserve fund and interest earned on it, shall be expended only for the purchase of park land.

**Reserve Cash Flow**

Fund: Fund Centre:	1018 101361	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		3,136	3,196	3,196	3,196	3,196	3,196
Transfer from Ops Budget		-	-	-	-	-	-
Interest Income*		60	-	-	-	-	-
<b>Ending Balance \$</b>		<b>3,196</b>	<b>3,196</b>	<b>3,196</b>	<b>3,196</b>	<b>3,196</b>	<b>3,196</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**

### **Saturna Island Comm. Recreation**

#### **Final Budget**



**Service:** 1.468 Saturna Island Community Recreation

**Committee:** Saturna Island Parks & Recreation

**DEFINITION:**

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Saturna Island (Bylaw No. 1463, June 25, 1986).

**SERVICE DESCRIPTION:**

This is a service for the provision of community recreation programs on Saturna Island.

**PARTICIPATION:**

Saturna Island - A defined area in the Southern Gulf Islands Electoral Area

**MAXIMUM LEVY:**

Greater of \$17,237 or \$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$21,760.

**COMMISSION:**

Saturna Island Parks and Recreation Commission (Bylaw No. 3485, November 14, 2007)

**FUNDING:**

Requisition

1.468 - Saturna Island Comm. Recreation	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Recreation Programs	8,660	3,838	8,810	-	6,361	15,171	8,990	9,170	9,350	9,540
Special Events	2,200	1,667	2,240	-	-	2,240	2,280	2,330	2,380	2,430
Allocations	759	759	778	-	-	778	690	704	718	732
Other Operating Expenses	1,910	962	1,920	-	-	1,920	1,960	2,000	2,040	2,080
<b>TOTAL OPERATING COSTS</b>	<b>13,529</b>	<b>7,226</b>	<b>13,748</b>	<b>-</b>	<b>6,361</b>	<b>20,109</b>	<b>13,920</b>	<b>14,204</b>	<b>14,488</b>	<b>14,782</b>
*Percentage Increase over prior year						48.6%	-30.8%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	6,361	-	-	(6,361)	(6,361)	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,565)	(1,565)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(323)	(323)	(757)	-	-	(757)	(370)	(380)	(390)	(400)
Revenue - Other	(20)	(78)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
<b>TOTAL REVENUE</b>	<b>(1,908)</b>	<b>4,395</b>	<b>(777)</b>	<b>-</b>	<b>(6,361)</b>	<b>(7,138)</b>	<b>(390)</b>	<b>(400)</b>	<b>(410)</b>	<b>(420)</b>
<b>REQUISITION</b>	<b>(11,621)</b>	<b>(11,621)</b>	<b>(12,971)</b>	<b>-</b>	<b>-</b>	<b>(12,971)</b>	<b>(13,530)</b>	<b>(13,804)</b>	<b>(14,078)</b>	<b>(14,362)</b>
*Percentage increase over prior year Requisition						11.6%	4.3%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Mayne Island Community Parks & Rec**

#### **Final Budget**

**Service:** 1.475 Mayne Island Community Parks

**Committee:** Mayne Island Parks & Recreation

**DEFINITION:**

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Mayne Island (Bylaw No. 1602, January 13, 1988).

**SERVICE DESCRIPTION:**

This is a service for the provision of community parks for Mayne Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds, a Japanese Garden and sports fields.

**PARTICIPATION:**

Mayne Island - A defined area in the Southern Gulf Islands Electoral Area

**MAXIMUM LEVY:**

\$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$120,814.

**COMMISSION:**

Mayne Island Parks and Recreation Commission (Bylaw No. 3488, November 14, 2007)

**FUNDING:**

Requisition

1.475 - Mayne Island Community Parks & Rec	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Honoraria, Wages & Benefits	3,280	-	1,100	-	-	1,100	1,120	1,140	1,160	1,180
Supplies	3,238	1,700	2,310	-	-	2,310	2,360	2,410	2,460	2,510
Repairs, Maintenance, & Improvements	60,157	50,000	56,180	-	-	56,180	57,300	58,450	59,620	60,820
Allocations	4,847	4,847	5,504	-	-	5,504	6,198	6,321	6,446	6,572
Other Operating Expenses	10,003	8,852	11,370	-	-	11,370	11,600	11,830	12,060	12,290
<b>TOTAL OPERATING COSTS</b>	<b>81,525</b>	<b>65,399</b>	<b>76,464</b>	-	-	<b>76,464</b>	<b>78,578</b>	<b>80,151</b>	<b>81,746</b>	<b>83,372</b>
*Percentage Increase over prior year						-6.2%	2.8%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	-	16,946	7,020	-	-	7,020	7,150	7,290	7,450	7,610
<b>TOTAL COSTS</b>	<b>81,525</b>	<b>82,345</b>	<b>83,484</b>	-	-	<b>83,484</b>	<b>85,728</b>	<b>87,441</b>	<b>89,196</b>	<b>90,982</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(62)	(62)	(69)	-	-	(69)	(70)	(70)	(70)	(70)
Revenue - Other	(200)	(1,020)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
<b>TOTAL REVENUE</b>	<b>(262)</b>	<b>(1,082)</b>	<b>(269)</b>	-	-	<b>(269)</b>	<b>(270)</b>	<b>(270)</b>	<b>(270)</b>	<b>(270)</b>
<b>REQUISITION</b>	<b>(81,263)</b>	<b>(81,263)</b>	<b>(83,215)</b>	-	-	<b>(83,215)</b>	<b>(85,458)</b>	<b>(87,171)</b>	<b>(88,926)</b>	<b>(90,712)</b>
*Percentage increase over prior year Requisition						2.4%	2.7%	2.0%	2.0%	2.0%

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

<b>Service No.</b>	<b>1.475</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>Mayne Island Community Parks</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$4,000	\$3,000	\$7,000	\$0	\$14,000
Equipment	\$0	\$0	\$5,000	\$0	\$5,000	\$0	\$10,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$18,000	\$2,000	\$10,000	\$0	\$15,000	\$45,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$18,000</b>	<b>\$11,000</b>	<b>\$13,000</b>	<b>\$12,000</b>	<b>\$15,000</b>	<b>\$69,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$3,000	\$11,000	\$13,000	\$12,000	\$15,000	\$0
	<b>\$0</b>	<b>\$18,000</b>	<b>\$11,000</b>	<b>\$13,000</b>	<b>\$12,000</b>	<b>\$15,000</b>	<b>\$69,000</b>



**Service: 1.475** **Mayne Island Community Parks**

<b>Proj. No.</b> 21-02	<b>Capital Project Title</b> Cotton Park fencing	<b>Capital Project Description</b> Replace garden fencing at Cotton Park
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The flower gardens at Cotton Park must be protected by fencing to keep the deer out. The fencing is rusted, piecemeal and needs to be replaced with stronger posts and wire fencing. This project has been deferred since 2019 and should take place in 2021.</i>		

<b>Proj. No.</b> 21-03	<b>Capital Project Title</b> Emma and Felix Jack Park	<b>Capital Project Description</b> Cultural and Heritage improvements to Emma and Felix Jack
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>A park dedicated to First Nations is important to restore thus promoting heritage and cultural awareness for the public and to aid in reconciliation with First Nations.</i>		

<b>Proj. No.</b> 22-01	<b>Capital Project Title</b> Miners Bay washrooms	<b>Capital Project Description</b> Upgrade washroom facilities
<b>Asset Class</b> B	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The washrooms need to be upgraded with three new taps (\$1000); flush valves (5 @\$400) and a new hot water tank (\$700).</i>		

<b>Proj. No.</b> 22-02	<b>Capital Project Title</b> Miners Bay gazebo	<b>Capital Project Description</b> Repair and rehabilitate gazebo
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The gazebo needs structural repairs for safety and appearance</i>		



<b>Proj. No.</b> 22-03	<b>Capital Project Title</b> Miners Bay Christmas Lights	<b>Capital Project Description</b> Replace Christmas tree lights with energy efficient lights
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Replace Christmas tree lights with energy efficient lights in Miners Bay</i>		

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Dinner Bay water upgrade	<b>Capital Project Description</b> Upgrade water system as it's outdated; replace water line
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The water system should be upgraded as it is outdated and needs to meet current standards given the public use of the Adachi Pavilion (\$8,000) Also the water line between the Japanese Garden and the park needs to be replaced as it is leaking (\$2,000)</i>		

<b>Proj. No.</b> 23-02	<b>Capital Project Title</b> Dinner Bay washrooms	<b>Capital Project Description</b> Upgrade washroom facilities
<b>Asset Class</b> B	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The washroom facilities need to be upgraded with new fixtures and valves (9@\$300)</i>		

<b>Proj. No.</b> 24-01	<b>Capital Project Title</b> Miners Bay parking wall	<b>Capital Project Description</b> Instal a retaining wall in front of the street parking
<b>Asset Class</b> B	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The split rail fence is old and falling down. A sturdier more attractive wall is required to separate street parking from the park and protect park users.</i>		

<b>Proj. No.</b> 24-02	<b>Capital Project Title</b> Miners Bay maintenance shed	<b>Capital Project Description</b> Build a maintenance shed for mower
<b>Asset Class</b> B	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Miners Bay does not have any storage for a ride on mower and hazardous materials such as gas which cannot be stored in the library basement for safety reasons.</i>		

<b>Proj. No.</b> 24-03	<b>Capital Project Title</b> Miners Bay mower	<b>Capital Project Description</b> Dedicated mower and tools for Miners Bay
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Miners Bay needs a dedicated mower; weed eater and tools to maintain the park. Driving the tractor over from Dinner Bay places unnecessary wear and tear on the tractor and is extremely time consuming.</i>		

<b>Proj. No.</b> 25-01	<b>Capital Project Title</b> Dinner Bay pump house	<b>Capital Project Description</b> Rebuild pump house for well head
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The existing pump house is old and needs to be rebuilt to ensure adequate insulation and protection of the pumps for the well.</i>		

<b>Proj. No.</b> 25-02	<b>Capital Project Title</b> Dinner Bay well pumps	<b>Capital Project Description</b> Replace two well pumps
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The existing pumps are getting old and should be replaced when the pump house is rebuilt as part of the sustainable service delivery plan.</i>		

<b>Proj. No.</b> 25-03	<b>Capital Project Title</b> Kippen Road staircase	<b>Capital Project Description</b> Replace heavy wooden staircase with lighter metal staircase
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The heavy wooden staircase is very difficult to raise and lower every year and a safety hazard for volunteers. It should be replaced with a lighter metal staircase to reduce risk of injury.</i>		

**Mayne Island Community Parks & Rec**  
**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>
Capital Reserve Fund	93,976	97,996	94,146	88,436	83,886	76,496
Equipment Replacement Fund	-	-	-	-	-	-
<b>Total</b>	<b>93,976</b>	<b>97,996</b>	<b>94,146</b>	<b>88,436</b>	<b>83,886</b>	<b>76,496</b>

## Reserve Schedule

### Reserve Fund: 1.475 Mayne Comm. Parks & Rec - Capital Reserve Fund - Bylaw 2866

Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into this reserve fund.

## Reserve Cash Flow

Fund: Fund Centre:	1061 101611	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		99,633	93,976	97,996	94,146	88,436	83,886
Transfer from Ops Budget		23,774	7,020	7,150	7,290	7,450	7,610
Transfer from ERF		59	-	-	-	-	-
Transfer to Cap Fund		(31,000)	(3,000)	(11,000)	(13,000)	(12,000)	(15,000)
Interest Income*		1,510	-	-	-	-	-
<b>Ending Balance \$</b>		<b>93,976</b>	<b>97,996</b>	<b>94,146</b>	<b>88,436</b>	<b>83,886</b>	<b>76,496</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: 1.475 Mayne Comm. Parks & Rec - Equipment Replacement Fund**

ERF Group: MAYNEPRK.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101921						
Beginning Balance		59	-	-	-	-	-
Transfer to Caps Fund		(59)	-	-	-	-	-
Planned Expenditures		-	-	-	-	-	-
Interest Income*		-	-	-	-	-	-
<b>Ending 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.

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Mayne Island Community Parks Donations**

#### **Final Budget**

1.476 - Mayne Island Community Parks Donations	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Japanese Garden	21,627	12,013	19,883	-	-	19,883	3,337	3,306	3,335	3,400
Dinner Bay	400	-	400	-	-	400	400	400	400	410
Putting Green	150	-	150	-	-	150	150	150	150	150
<b>TOTAL COSTS</b>	<b>22,177</b>	<b>12,013</b>	<b>20,433</b>	<b>-</b>	<b>-</b>	<b>20,433</b>	<b>3,887</b>	<b>3,856</b>	<b>3,885</b>	<b>3,960</b>
*Percentage Increase over prior year						-7.9%	-81.0%	-0.8%	0.8%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	16,510	(16,510)	-	-	(16,510)	-	-	-	-
Balance c/fwd from 2019 to 2020	(18,167)	(18,167)	-	-	-	-	-	-	-	-
Donations & Fees	(3,790)	(10,024)	(3,703)	-	-	(3,703)	(3,667)	(3,636)	(3,665)	(3,740)
Other Income	(220)	(332)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
<b>TOTAL REVENUE</b>	<b>(22,177)</b>	<b>(12,013)</b>	<b>(20,433)</b>	<b>-</b>	<b>-</b>	<b>(20,433)</b>	<b>(3,887)</b>	<b>(3,856)</b>	<b>(3,885)</b>	<b>(3,960)</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**

### **Mayne Island Community Rec.**

#### **Final Budget**



**Service:** 1.478 Mayne Island Community Recreation

**Committee:** Mayne Island Parks & Recreation

**DEFINITION:**

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Mayne Island (Bylaw No. 1463, June 25, 1986).

**SERVICE DESCRIPTION:**

This is a service for the provision of community recreation programs on Mayne Island.

**PARTICIPATION:**

Mayne Island - A defined area in the Southern Gulf Islands Electoral Area

**MAXIMUM LEVY:**

Greater of \$46,532 or \$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$63,629. (Bylaw 4153 Sept 13, 2017)

**COMMISSION:**

Mayne Island Parks and Recreation Commission (Bylaw No. 3488, November 14, 2007)

**FUNDING:**

Requisition

1.478 - Mayne Island Community Rec.	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Recreation Programs	25,877	24,388	35,474	-	-	35,474	24,190	28,980	25,670	26,190
Special Events	3,624	716	3,690	-	-	3,690	3,760	3,840	3,920	4,000
Allocations	1,414	1,414	1,627	-	-	1,627	1,823	1,859	1,897	1,935
Other Operating Expenses	4,830	1,128	1,650	-	-	1,650	5,180	1,710	5,240	1,770
<b>TOTAL OPERATING COSTS</b>	<b>35,745</b>	<b>27,646</b>	<b>42,441</b>	<b>-</b>	<b>-</b>	<b>42,441</b>	<b>34,953</b>	<b>36,389</b>	<b>36,727</b>	<b>33,895</b>
*Percentage Increase over prior year						18.7%	-17.6%	4.1%	0.9%	-7.7%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	8,174	(8,174)	-	-	(8,174)	-	-	-	-
Balance c/fwd from 2019 to 2020	(2,892)	(2,892)	-	-	-	-	-	-	-	-
Revenue - Other	(26)	(26)	(28)	-	-	(28)	(30)	(30)	(30)	(30)
Grants in Lieu of Taxes	(30)	(105)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
<b>TOTAL REVENUE</b>	<b>(2,948)</b>	<b>5,151</b>	<b>(8,232)</b>	<b>-</b>	<b>-</b>	<b>(8,232)</b>	<b>(60)</b>	<b>(60)</b>	<b>(60)</b>	<b>(60)</b>
<b>REQUISITION</b>	<b>(32,797)</b>	<b>(32,797)</b>	<b>(34,209)</b>	<b>-</b>	<b>-</b>	<b>(34,209)</b>	<b>(34,893)</b>	<b>(36,329)</b>	<b>(36,667)</b>	<b>(33,835)</b>
*Percentage increase over prior year Requisition						4.3%	2.0%	4.1%	0.9%	-7.7%

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Pender Parks**

#### **Final Budget**

**Service:** 1.485 Pender Island Community Parks

**Committee:** Pender Islands Parks & Recreation

**DEFINITION:**

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Pender Island (Bylaw No. 1601, January 13, 1988)

**SERVICE DESCRIPTION:**

This is a service for the provision of community parks for Pender Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds a disc park and sports fields.

**PARTICIPATION:**

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

**MAXIMUM LEVY:**

\$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$196,029. (Bylaw 4091 - March, 2016)

**COMMISSION:**

Pender Islands Parks and Recreation Commission (Bylaw No. 3561, September 10, 2008)

**FUNDING:**

Requisition

1.485 - Pender Parks	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	19,530	19,530	27,620	-	-	27,620	28,170	28,730	29,300	29,890
Supplies	12,040	12,040	12,250	-	-	12,250	12,490	12,740	12,990	13,240
Repairs, Maintenance, & Improvements	43,210	43,210	43,940	-	-	43,940	44,820	45,720	46,630	47,560
Allocations	8,034	8,034	8,922	-	-	8,922	9,854	10,051	10,250	10,450
Contingency	4,560	4,560	4,000	-	-	4,000	4,080	4,160	4,240	4,320
Other Operating Expenses	17,026	17,026	17,350	-	-	17,350	17,680	18,010	18,360	18,710
<b>TOTAL OPERATING COSTS</b>	<b>104,400</b>	<b>104,400</b>	<b>114,082</b>	<b>-</b>	<b>-</b>	<b>114,082</b>	<b>117,094</b>	<b>119,411</b>	<b>121,770</b>	<b>124,170</b>
*Percentage Increase over prior year						9.3%	2.6%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	50,560	50,560	43,000	-	-	43,000	43,000	43,000	43,000	43,000
<b>TOTAL CAPITAL / RESERVE</b>	<b>50,560</b>	<b>50,560</b>	<b>43,000</b>	<b>-</b>	<b>-</b>	<b>43,000</b>	<b>43,000</b>	<b>43,000</b>	<b>43,000</b>	<b>43,000</b>
<b>TOTAL COSTS</b>	<b>154,960</b>	<b>154,960</b>	<b>157,082</b>	<b>-</b>	<b>-</b>	<b>157,082</b>	<b>160,094</b>	<b>162,411</b>	<b>164,770</b>	<b>167,170</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(1,040)	(1,040)	(1,323)	-	-	(1,323)	(1,060)	(1,080)	(1,100)	(1,120)
Revenue - Other	(200)	(200)	(410)	-	-	(410)	(410)	(410)	(410)	(410)
<b>TOTAL REVENUE</b>	<b>(1,240)</b>	<b>(1,240)</b>	<b>(1,733)</b>	<b>-</b>	<b>-</b>	<b>(1,733)</b>	<b>(1,470)</b>	<b>(1,490)</b>	<b>(1,510)</b>	<b>(1,530)</b>
<b>REQUISITION</b>	<b>(153,720)</b>	<b>(153,720)</b>	<b>(155,349)</b>	<b>-</b>	<b>-</b>	<b>(155,349)</b>	<b>(158,624)</b>	<b>(160,921)</b>	<b>(163,260)</b>	<b>(165,640)</b>
*Percentage increase over prior year Requisition						1.1%	2.1%	1.4%	1.5%	1.5%

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

<b>Service No.</b>	<b>1.485</b>	<b>Carry</b>						
	<b>Pender Island Community Parks</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	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$10,000	\$261,563	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$301,563
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$10,000</b>	<b>\$276,563</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$316,563</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$243,963	\$0	\$0	\$0	\$0	\$0	\$243,963
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$10,000	\$32,600	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$72,600
	<b>\$10,000</b>	<b>\$276,563</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$316,563</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

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

**Service #:** 1.485  
**Service Name:** Pender Island Community Parks

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

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

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

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

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

**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	Renewal	Park upgrades	Upgrades and improvements to Pender Island Parks	\$50,000	S	Res	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
21-01	New	Einar's Hill By-Pass Route (Multi Use Trail)	Einar's Hill By-Pass Route (Multi Use Trail)	\$251,563	S	Grant	\$0	\$243,963	\$0	\$0	\$0	\$0	\$243,963
					S	Res	\$0	\$7,600	\$0	\$0	\$0	\$0	\$7,600
21-02	Replacement	Maintenance Shed Roof replacement	Maintenance Shed Roof replacement	\$15,000	B	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
			<b>GRAND TOTAL</b>	<b>\$277,600</b>			<b>\$10,000</b>	<b>\$276,563</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$316,563</b>

**Pender Parks  
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>
Capital Reserve Fund	321,175	331,575	364,575	397,575	430,575	463,575
Land Reserve Fund	36,164	36,164	36,164	36,164	36,164	36,164
<b>Total</b>	<b>357,339</b>	<b>367,739</b>	<b>400,739</b>	<b>433,739</b>	<b>466,739</b>	<b>499,739</b>



## Reserve Schedule

### Reserve Fund: 1.485 PenderParks - Capital Reserve Fund - Bylaw 2236

- Capital Reserve Fund for Pender Island Parks was established in 1994 under Bylaw No. 2236.
- These reserves can only be used to fund capital expenditure.
- Surplus money from the operation of parks, recreational and related community programs and facilities

## Reserve Cash Flow

Fund:	1038	Actual	Budget				
Fund Centre:	101382	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		231,170	321,175	331,575	364,575	397,575	430,575
<b>Transfer from Ops Budget</b>		85,097	43,000	43,000	43,000	43,000	43,000
<b>Transfer from Cap Fund</b>		-	-	-	-	-	-
<b>Transfer to Cap Fund</b>		-	(32,600)	(10,000)	(10,000)	(10,000)	(10,000)
<b>Interest Income*</b>		4,908	-	-	-	-	-
<b>Ending Balance \$</b>		<b>321,175</b>	<b>331,575</b>	<b>364,575</b>	<b>397,575</b>	<b>430,575</b>	<b>463,575</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: 1.485 Pender Parks - Land Reserve Fund - Bylaw 2399

- Land Reserve Fund for Pender Island Parks was established in 1994 under Bylaw No. 2399.
- These reserves can only be used to fund capital expenditure.
- Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into the reserve fund.

## Reserve Cash Flow

Fund:	1019	Actual	Budget				
Fund Centre:	101362	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		35,486	36,164	36,164	36,164	36,164	36,164
<b>Transfer from Ops Budget</b>		-	-	-	-	-	-
<b>Transfer to Cap Fund</b>		-	-	-	-	-	-
<b>Interest Income*</b>		677	-	-	-	-	-
<b>Ending Balance \$</b>		<b>36,164</b>	<b>36,164</b>	<b>36,164</b>	<b>36,164</b>	<b>36,164</b>	<b>36,164</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**

### **Pender Island Community Rec**

#### **Final Budget**

**Service:** 1.488 Pender Island Community Rec

**Committee:** Pender Islands Parks & Recreation

**DEFINITION:**

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Pender Island (Bylaw No. 1360, June 26, 1985).

**SERVICE DESCRIPTION:**

This is a service for the provision of community recreation programs on Pender Island.

**PARTICIPATION:**

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

**MAXIMUM LEVY:**

Greater of \$71,560 or \$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$103,242.

**COMMISSION:**

Pender Islands Parks and Recreation Commission (Bylaw No. 3561, September 10, 2008)

**FUNDING:**

Requisition

1.488 - Pender Island Community Rec	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Recreation Programs	57,940	58,521	58,920	-	-	58,920	60,100	61,300	62,530	63,780
Allocations	2,306	2,306	2,667	-	-	2,667	3,079	3,140	3,203	3,267
Other Operating Expenses	120	86	2,720	-	-	2,720	2,820	2,920	3,020	3,120
<b>TOTAL OPERATING COSTS</b>	<b>60,366</b>	<b>60,913</b>	<b>64,307</b>	<b>-</b>	<b>-</b>	<b>64,307</b>	<b>65,999</b>	<b>67,360</b>	<b>68,753</b>	<b>70,167</b>
*Percentage Increase over prior year						6.5%	2.6%	2.1%	2.1%	2.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	(615)	615	-	-	615	-	-	-	-
Balance c/fwd from 2019 to 2020	(896)	(896)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(557)	(557)	(505)	-	-	(505)	(610)	(620)	(630)	(640)
Revenue - Other	(260)	(192)	(260)	-	-	(260)	(270)	(280)	(290)	(300)
<b>TOTAL REVENUE</b>	<b>(1,713)</b>	<b>(2,260)</b>	<b>(150)</b>	<b>-</b>	<b>-</b>	<b>(150)</b>	<b>(880)</b>	<b>(900)</b>	<b>(920)</b>	<b>(940)</b>
<b>REQUISITION</b>	<b>(58,653)</b>	<b>(58,653)</b>	<b>(64,157)</b>	<b>-</b>	<b>-</b>	<b>(64,157)</b>	<b>(65,119)</b>	<b>(66,460)</b>	<b>(67,833)</b>	<b>(69,227)</b>
*Percentage increase over prior year Requisition						9.4%	1.5%	2.1%	2.1%	2.1%

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Galiano Island Community Parks**

#### **Final Budget**

**Service:** 1.495 Galiano Community Parks

**Committee:** Galiano Island Parks & Recreation

**DEFINITION:**

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).

A defined area for the purpose of participating in community parks on Galiano Island (Bylaw No. 2294, February 22, 1995).

**SERVICE DESCRIPTION:**

This is a service for the provision of community parks for Galiano Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds and sports fields.

**PARTICIPATION:**

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

**MAXIMUM LEVY:**

\$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$112,925.

**COMMISSION:**

Galiano Island Parks and Recreation Commission (Bylaw No. 3486, November 14, 2007)

**FUNDING:**

Requisition

1.495 - Galiano Island Community Parks	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Repairs, Maintenance, & Improvements	67,600	62,244	68,750	-	-	68,750	70,120	71,520	72,950	74,410
Allocations	2,376	2,376	3,259	-	-	3,259	3,850	3,927	4,005	4,085
Contingency	670	-	680	-	-	680	690	700	710	720
Other Operating Expenses	4,840	3,060	4,970	-	-	4,970	5,060	5,160	5,260	5,360
<b>TOTAL OPERATING COSTS</b>	<b>75,486</b>	<b>67,680</b>	<b>77,659</b>	<b>-</b>	<b>-</b>	<b>77,659</b>	<b>79,720</b>	<b>81,307</b>	<b>82,925</b>	<b>84,575</b>
*Percentage Increase over prior year						2.9%	2.7%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	14,594	22,400	14,481	-	-	14,481	15,000	15,000	15,000	15,000
<b>TOTAL CAPITAL / RESERVE</b>	<b>14,594</b>	<b>22,400</b>	<b>14,481</b>	<b>-</b>	<b>-</b>	<b>14,481</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>TOTAL COSTS</b>	<b>90,080</b>	<b>90,080</b>	<b>92,140</b>	<b>-</b>	<b>-</b>	<b>92,140</b>	<b>94,720</b>	<b>96,307</b>	<b>97,925</b>	<b>99,575</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(30)	(30)	(37)	-	-	(37)	(30)	(30)	(30)	(30)
Revenue - Other	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
<b>TOTAL REVENUE</b>	<b>(60)</b>	<b>(60)</b>	<b>(67)</b>	<b>-</b>	<b>-</b>	<b>(67)</b>	<b>(60)</b>	<b>(60)</b>	<b>(60)</b>	<b>(60)</b>
<b>REQUISITION</b>	<b>(90,020)</b>	<b>(90,020)</b>	<b>(92,073)</b>	<b>-</b>	<b>-</b>	<b>(92,073)</b>	<b>(94,660)</b>	<b>(96,247)</b>	<b>(97,865)</b>	<b>(99,515)</b>
*Percentage increase over prior year Requisition						2.3%	-18.9%	0.0%	0.0%	0.0%



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

<b>Service No.</b>	<b>1.495</b>	<b>Carry</b>						
	<b>Galiano Community Parks</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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$17,186	\$49,145	\$16,500	\$18,500	\$32,000	\$25,900	\$142,045	
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$17,186</b>	<b>\$49,145</b>	<b>\$16,500</b>	<b>\$18,500</b>	<b>\$32,000</b>	<b>\$25,900</b>	<b>\$142,045</b>	

**SOURCE OF FUNDS**

Capital Funds on Hand	\$6,186	\$6,186	\$0	\$0	\$0	\$0	\$6,186	
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	\$11,000	\$42,959	\$16,500	\$18,500	\$32,000	\$25,900	\$135,859	
	<b>\$17,186</b>	<b>\$49,145</b>	<b>\$16,500</b>	<b>\$18,500</b>	<b>\$32,000</b>	<b>\$25,900</b>	<b>\$142,045</b>	

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

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

**Service #:** 1.495  
**Service Name:** Galiano Community Parks

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

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

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

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

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

**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	New	Galiano Island Park Upgrades	Complete DL 79 Park Project - Vault Toilet Enclosure	\$47,959	S	Cap	\$6,186	\$6,186	\$0	\$0	\$0	\$0	\$6,186
18-01					S	Res	\$0	\$12,459	\$0	\$0	\$0	\$0	\$12,459
18-02	New	Galiano Island Park Upgrades	Wesley Road Shore Access	\$3,900	S	Res	\$0	\$0	\$0	\$0	\$1,000	\$2,900	\$3,900
19-01	New	Galiano Island Park Upgrades	Zayer Shore Access	\$10,000	S	Res	\$6,000	\$0	\$0	\$2,000	\$8,000	\$0	\$10,000
19-02	Study	Sturdies Bay Trail Extension	Study to Assess feasibility and cost to extend trail to BC Ferries	\$3,500	S	Res	\$2,000	\$0	\$2,000	\$0	\$0	\$0	\$2,000
19-03	Study	Galiano Island Park Upgrades	Asset Management-Inventory Study/Replacement Program	\$15,000	S	Res	\$2,000	\$5,000	\$2,000	\$2,000	\$2,000	\$4,000	\$15,000
20-01	Renewal	Galiano Island Park Upgrades	Mathews Stairs to Beach	\$17,500	S	Res	\$1,000	\$0	\$0	\$3,500	\$10,000	\$4,000	\$17,500
21-01	New	Galiano Island Park Upgrades	New Trail at Millard Learning Centre	\$1,000	S	Res	\$0	\$0	\$0	\$0	\$1,000	\$0	\$1,000
21-03	Renewal	Galiano Island Park Upgrades	Zuker Shore Access Restoration- Remove Invasives and Restore	\$15,500	S	Res	\$0	\$8,000	\$7,500	\$0	\$0	\$0	\$15,500
21-04	New	Galiano Island Park Upgrades	Shaw Landing Access Improvement for Mobility Impaired	\$5,500	S	Res	\$0	\$5,500	\$0	\$0	\$0	\$0	\$5,500
21-05	New	Galiano Island Park Upgrades	Construct two handicap beach accesses	\$25,000	S	Res	\$0	\$0	\$5,000	\$10,000	\$10,000	\$0	\$25,000
22-01	Study	Galiano Island Park Upgrades	Study to construct Viewpoint at Graham	\$1,000	S	Res	\$0	\$0	\$0	\$1,000	\$0	\$0	\$1,000
22-02	New	Galiano Island Park Upgrades	Install New Vault Toilet - Activity Centre	\$12,000	S	Res	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
25-01	Renewal	Install Gulf Toilet at Gulfside	Replace Porta Potti with Vault toilet at popular beach access	\$15,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000
<b>GRAND TOTAL</b>				<b>\$172,859</b>			<b>\$17,186</b>	<b>\$49,145</b>	<b>\$16,500</b>	<b>\$18,500</b>	<b>\$32,000</b>	<b>\$25,900</b>	<b>\$142,045</b>

**Service: 1.495** **Galiano Community Parks**

<b>Proj. No.</b> 18-01	<b>Capital Project Title</b> Galiano Island Park Upgrades	<b>Capital Project Description</b> Complete DL 79 Park Project - Vault Toilet Enclosure
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>It is anticipated that construction of parking lot, trails, and vault toilet will be completed in 2020. It is forecast that the completion of the vault toilet enclosure will be carried over into early 2021. Project Funds of 6,645 are carried over to 2021 to allow for this.</i>		

<b>Proj. No.</b> 18-02	<b>Capital Project Title</b> Galiano Island Park Upgrades	<b>Capital Project Description</b> Wesley Road Shore Access
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Wesley Road Site has been identified for a number of years as very suitable for shore access development. Project construction deferred to 2024-2025.</i>		

<b>Proj. No.</b> 19-01	<b>Capital Project Title</b> Galiano Island Park Upgrades	<b>Capital Project Description</b> Zayer Shore Access
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Public has long requested safe access to the small lovely beach on Active Pass at this location. It is a very short but steep access. Due to the site possibly having historical archeological significance, it is not yet clear if and how access can be provided. This is being investigated with Government and FN bodies. The engineering study and construction have therefore been deferred to 2023 and 2024.</i>		

<b>Proj. No.</b> 19-02	<b>Capital Project Title</b> Sturdies Bay Trail Extension	<b>Capital Project Description</b> Study to Assess feasibility and cost to extend trail to BC Ferries
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This trail is the most heavily used by Galiano residents/pedestrians, as it parallels a very busy narrow road to the main centre of shopping and commerce on the island as well as leading almost to the BC Ferries terminal, the busiest spot on the island. Improvements were made to the trail in 2019. An engineering study needs to be done to determine the cost and feasibility of extending the trail further, right up to the BC Ferries terminal at Sturdies Bay. This study is planned for 2022.</i>		

<b>Proj. No.</b> 19-03	<b>Capital Project Title</b> Galiano Island Park Upgrades	<b>Capital Project Description</b> Asset Management-Inventory Study/Replacement Program
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>A detailed inventory of all GIPRC current assets and their condition must be carried out and a plan made for the timely renewal of the assets where appropriate. The inventory study has been deferred for several years and is now planned for for 2021. Renewal of assets would commence in 2022.</i>		

<b>Proj. No.</b> 20-01	<b>Capital Project Title</b> Galiano Island Park Upgrades	<b>Capital Project Description</b> Matthews Stairs to Beach
<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 very popular beach access adjoining CRD regional park at Matthews point. The plan is to link the two areas. The GIPRC trail and access to the beach was improved in 2019. However the last section of the beach access trail is very steep and a challenge for many. We have had one emergency services rescue from this trail in 2020. This entire area which also links to the Galiano Club's Bluffs park is a real Galiano Showcase and a very heavily visited area. A safer, easier access down to the Active Pass beach would require an engineered stair way. Engineering study to determine feasibility and cost set for 2024 and construction in 2025.</i>		

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Galiano Island Park Upgrades	<b>Capital Project Description</b> New Trail at Millard Learning Centre
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>GIPRC had made a commitment to work with Galiano Conservancy to construct a new trail at the learning centre in conjunction with some rezoning. Planned Study to assess construction needs deferred to 2025. Conservancy may take on the project themselves, in which case it will be dropped in future.</i>		

<b>Proj. No.</b> 21-03	<b>Capital Project Title</b> Galiano Island Park Upgrades	<b>Capital Project Description</b> Zuker Shore Access Restoration-Remove Invasives and Restore
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Zuker, very popular shore access to Active pass near Mount Galiano Park trail head is overrun with invasive species Spurge Laurel and Broom which is spreading uncontained. It is proposed over the next two years to remove the invasive species and replant with suitable local species. The project will be eligible for supporting grants from BC Hydro, Tree Canada, TD Friends of the Environment Foundation of up to 3,600.</i>		

<b>Proj. No.</b> 21-04	<b>Capital Project Title</b> Galiano Island Park Upgrades	<b>Capital Project Description</b> Shaw Landing Access Improvement for Mobility Impaired
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Following public demand, a study to be completed in 2020 has selected a site and design for a beach access suitable for use by the mobility impaired. Construction of the Shaw Landing beach access improvements will take place in 2021. The project will be eligible for reimbursement from the Rick Hansen Foundation, only after completion.</i>		

<b>Proj. No.</b> 21-05	<b>Capital Project Title</b> Galiano Island Park Upgrades	<b>Capital Project Description</b> Construct two handicap beach accesses
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Carrying on from Shaw Landing Project, a further study will be carried out in 2022 to define/engineer two more beach access improvement projects for the mobility impaired, with construction planned for 2023 and 2024.</i>		

<b>Proj. No.</b> 22-01	<b>Capital Project Title</b> Galiano Island Park Upgrades	<b>Capital Project Description</b> Study to construct Viewpoint at Graham
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>This site overlooking Trincomali Channel has been identified by past commissions as a very popular and suitable location for development of an access to an outstanding viewpoint in an area where currently not much public access is available. A study to determine design and construction needs is deferred to 2023.</i>		

<b>Proj. No.</b> 22-02	<b>Capital Project Title</b> Galiano Island Park Upgrades	<b>Capital Project Description</b> Install New Vault Toilet - Activity Centre
<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 high public use area adjacent to the library and school with many sporting and recreation facilities but no toilet facilities. Will also serve as emergency facilities for school during power outages</i>		

<b>Proj. No.</b> 25-01	<b>Capital Project Title</b> Install Gulf Toilet at Gulfside	<b>Capital Project Description</b> Replace Porta Potti with Vault toilet at popular beach access
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Heavily visited beach access on East coast of the island serviced by aging porta-potti bathroom facility. Needs to be replaced with vault toilet. Currently planned for 2025. Was previously lumped in together with Activity Centre Vault Toilet project. Now made a separate project.</i>		

## Reserve Schedule

### Reserve Fund: 1.495 Galiano Island Community Parks - Capital Reserve Fund - Bylaw 2851

Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into this reserve fund.

## Reserve Cash Flow

Fund:	1058	Actual	Budget				
Fund Centre:	101604	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		80,482	73,807	45,329	43,829	40,329	23,329
<b>Transfer from Ops Budget</b>		22,371	14,481	15,000	15,000	15,000	15,000
<b>Transfer from Cap Fund</b>		147	-	-	-	-	-
<b>Transfer to Cap Fund</b>		(30,500)	(42,959)	(16,500)	(18,500)	(32,000)	(25,900)
<b>Interest Income*</b>		1,307	-	-	-	-	-
<b>Ending Balance \$</b>		<b>73,807</b>	<b>45,329</b>	<b>43,829</b>	<b>40,329</b>	<b>23,329</b>	<b>12,429</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**

### **Galiano Community Recreation**

#### **Final Budget**

**Service:** 1.498 Galiano Community Recreation

**Committee:** Galiano Island Parks & Recreation

**DEFINITION:**

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).

A defined area for the purpose of participating in community recreation on Galiano Island (Bylaw No. 2295, February 22, 1995).

**SERVICE DESCRIPTION:**

This is a service for the provision of community recreation programs on Galiano Island.

**PARTICIPATION:**

Galiano Island - A defined area in the Southern Gulf Islands Electoral Area

**MAXIMUM LEVY:**

Greater of \$41,624 or \$0.079 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$59,474.

**COMMISSION:**

Galiano Island Parks and Recreation Commission (Bylaw No. 3486, November 14, 2007)

**FUNDING:**

Requisition



1.498 - Galiano Community Recreation	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Recreation Programs	33,870	29,765	34,450	-	4,454	38,904	35,140	35,840	36,560	37,290
Allocations	1,431	1,431	1,590	-	-	1,590	1,835	1,872	1,909	1,947
Other Operating Expenses	680	399	680	-	-	680	700	720	740	760
<b>TOTAL OPERATING COSTS</b>	<b>35,981</b>	<b>31,595</b>	<b>36,720</b>	<b>-</b>	<b>4,454</b>	<b>41,174</b>	<b>37,675</b>	<b>38,432</b>	<b>39,209</b>	<b>39,997</b>
*Percentage Increase over prior year						14.4%	-8.5%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balnace c/fwd from 2020 to 2021	-	4,454	-	-	(4,454)	(4,454)	-	-	-	-
Balnace c/fwd from 2019 to 2020	(71)	(71)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(16)	(16)	(15)	-	-	(15)	(20)	(20)	(20)	(20)
Other Revenue	-	(68)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(87)</b>	<b>4,299</b>	<b>(15)</b>	<b>-</b>	<b>(4,454)</b>	<b>(4,469)</b>	<b>(20)</b>	<b>(20)</b>	<b>(20)</b>	<b>(20)</b>
<b>REQUISITION</b>	<b>(35,894)</b>	<b>(35,894)</b>	<b>(36,705)</b>	<b>-</b>	<b>-</b>	<b>(36,705)</b>	<b>(37,655)</b>	<b>(38,412)</b>	<b>(39,189)</b>	<b>(39,977)</b>
*Percentage increase over prior year Requisition						2.3%	2.6%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Storm Water Quality Management (SGI)**

#### **Final Budget**

**Service:** 1.533 SGI Stormwater Quality Management

**Committee:** Electoral Area Services

**DEFINITION:**

To provide for the control of pollution in stormwater runoff from land. In Bylaw No. 2452 (adopted February, 1997 for the EA of Southern Gulf Islands) "stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses.

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

The Electoral Area of the Southern Gulf Islands.

**MAXIMUM LEVY:**

None stated

**FUNDING:**

Requisition

1.533 - Storm Water Quality Management (SGI)	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 & Consulting	5,224	23,152	5,371	-	-	5,371	5,420	5,530	5,640	5,750
Allocations	39,583	21,655	32,895	-	-	32,895	33,839	34,515	35,202	35,911
Other Operating Expenses	70	70	70	-	-	70	70	70	70	70
<b>TOTAL COSTS</b>	<b>44,877</b>	<b>44,877</b>	<b>38,336</b>	-	-	<b>38,336</b>	<b>39,329</b>	<b>40,115</b>	<b>40,912</b>	<b>41,731</b>
*Percentage Increase over prior year						-14.6%	2.6%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(389)	(389)	(461)	-	-	(461)	(410)	(420)	(430)	(440)
Other Revenue	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(389)</b>	<b>(389)</b>	<b>(461)</b>	-	-	<b>(461)</b>	<b>(410)</b>	<b>(420)</b>	<b>(430)</b>	<b>(440)</b>
<b>REQUISITION</b>	<b>(44,488)</b>	<b>(44,488)</b>	<b>(37,875)</b>	-	-	<b>(37,875)</b>	<b>(38,919)</b>	<b>(39,695)</b>	<b>(40,482)</b>	<b>(41,291)</b>
*Percentage increase over prior year Requisition						-14.9%	2.8%	2.0%	2.0%	2.0%

**Reserve Schedule**

**Reserve Fund: Storm Water Quality Management (SGI) - Operating Reserve Fund**

This service operates on a two-year work cycle with reporting and data analysis every second year. Reserve is also held for special projects (such as spills) and contaminant investigations.

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105530	Actual	Budget				
		2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		6,568	6,693	6,693	6,693	6,693	6,693
<b>Transfer from Ops Budget</b>		-	-	-	-	-	-
<b>Transfer to Ops Budget</b>		-	-	-	-	-	-
<b>Interest Income</b>		125	-	-	-	-	-
<b>Ending Balance \$</b>		<b>6,693</b>	<b>6,693</b>	<b>6,693</b>	<b>6,693</b>	<b>6,693</b>	<b>6,693</b>

**Assumptions/Background:**

Retain about &7,000 for special investigations and spill response

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **SGI Emergency Comm. - CREST**

#### **Final Budget**

**Service:** 1.923 SGI Emergency Comm. - CREST

**Committee:** Governance & Finance

**923 SGI EMERGENCY COMMUNICATIONS CREST**

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

**PARTICIPATION:**

The Electoral Area of Southern Gulf Islands.

**MAXIMUM LEVY:**

None stated.

**FUNDING:**

Requisition

1.923 - SGI Emergency Comm. - CREST	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	157,498	157,497	175,997	-	-	175,997	179,520	183,110	186,770	190,510
Allocations	3,223	3,223	3,247	-	-	3,247	3,295	3,361	3,429	3,497
Other Operating Expenses	820	668	820	-	-	820	820	820	820	820
<b>TOTAL COSTS</b>	<b>161,541</b>	<b>161,388</b>	<b>180,064</b>	<b>-</b>	<b>-</b>	<b>180,064</b>	<b>183,635</b>	<b>187,291</b>	<b>191,019</b>	<b>194,827</b>
*Percentage Increase over prior year						11.5%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	122	(122)	-	-	(122)	-	-	-	-
Balance c/fwd from 2019 to 2020	(564)	(564)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,416)	(1,416)	(1,654)	-	-	(1,654)	(1,530)	(1,530)	(1,530)	(1,530)
Other Income	(100)	(69)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(2,080)</b>	<b>(1,927)</b>	<b>(1,876)</b>	<b>-</b>	<b>-</b>	<b>(1,876)</b>	<b>(1,630)</b>	<b>(1,630)</b>	<b>(1,630)</b>	<b>(1,630)</b>
<b>REQUISITION</b>	<b>(159,461)</b>	<b>(159,461)</b>	<b>(178,188)</b>	<b>-</b>	<b>-</b>	<b>(178,188)</b>	<b>(182,005)</b>	<b>(185,661)</b>	<b>(189,389)</b>	<b>(193,197)</b>
*Percentage increase over prior year Requisition						11.7%	2.1%	2.0%	2.0%	2.0%



# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Magic Lake Water**

#### **Final Budget**

Compiled and Presented by CRD Finance

March 2021

**Service: 2.630 Magic Lake Estates Water**

**Committee: Electoral Area**

**DEFINITION:**

LSA -1 To provide and operate water supply and distribution facilities for the Magic Lake Estates Water System. Specified Area on North Pender Island. Bylaw No. 1874 (June 11, 1991).

**PARTICIPATION:**

Local Service Area # 1 - D(764) LSA #9.

**MAXIMUM LEVY:**

Greater of \$160,000 or \$3.50 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$1,908,996.

**MAXIMUM CAPITAL DEBT:**

AUTHORIZED:	LA Bylaw No. 3633 (Nov 2009).	\$	2,560,000
BORROWED:	SI Bylaw 3677 (Feb 2010).	\$	(723,000)
BORROWED:	SI Bylaw 3769 (Feb 2011).	\$	(250,000)
BORROWED:	SI Bylaw 3850 (Aug 2012).	\$	(559,500)
BORROWED:	SI Bylaw 3882 (Apr 2013).	\$	(1,002,500)
BORROWED:	SI Bylaw 3910 (July 2013).	\$	(25,000)
REMAINING AUTHORIZATION:		\$	<u>0</u>

**COMMITTEE:**

Magic Lake Estates Water & Sewer Committee established by Bylaw No. 1870 (November 28, 1990).

**FUNDING:**

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

**User Charge:** Annual charge per single family equivalency unit connected to the system.  
The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate:

- Greater than 50 cubic metres - \$0.50 / cubic metre
- Greater than 80 cubic metres - \$1.00 / cubic metre

**Parcel Tax:** LSA-1 Annual charge only on properties capable of being connected to the system.

**Turn on/Turn Off Fee:** \$0 during normal working hours; \$25 outside of normal working hours

**Connection Charges:** Actual Engineering and Construction costs, plus 15% Administration costs. The minimum charge is \$500

**RESERVE FUND:**

Magic Lake Estates - Water System Capital Reserve Fund. Bylaw No. 1498

Magic Lake Estates - Water System Operating Reserve Fund. Bylaw No. 4144

2.630 - Magic Lake Water	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Repairs & Maintenance	42,080	46,830	25,910	5,000	40,000	70,910	31,540	32,200	32,870	33,520
Allocations	44,164	44,164	48,363	-	-	48,363	52,280	53,230	54,208	55,183
Water Testing	18,850	14,200	19,170	-	-	19,170	19,550	19,940	20,340	20,750
Electricity	51,380	45,460	48,640	-	-	48,640	49,610	50,600	51,610	52,640
Supplies	45,820	58,090	46,590	-	-	46,590	47,520	48,460	49,430	50,410
Labour Charges	377,009	400,000	383,418	11,200	-	394,618	402,346	410,228	418,266	426,465
Other Operating Expenses	47,330	43,450	49,190	-	-	49,190	50,150	51,120	52,130	53,160
<b>TOTAL OPERATING COSTS</b>	<b>626,633</b>	<b>652,194</b>	<b>621,281</b>	<b>16,200</b>	<b>40,000</b>	<b>677,481</b>	<b>652,996</b>	<b>665,778</b>	<b>678,854</b>	<b>692,128</b>
*Percentage Increase over prior year						8.1%	-3.6%	2.0%	2.0%	2.0%
Transfer from Operating Reserve Fund	(20,000)	(20,000)	-	-	(40,000)	(40,000)	-	-	-	-
<b>NET OPERATING COSTS</b>	<b>606,633</b>	<b>632,194</b>	<b>621,281</b>	<b>16,200</b>	<b>-</b>	<b>637,481</b>	<b>652,996</b>	<b>665,778</b>	<b>678,854</b>	<b>692,128</b>
Percentage Increase over prior year										
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Capital Reserve Fund	92,390	61,449	92,390	-	-	92,390	92,390	92,390	92,390	92,390
MFA Debt Reserve Fund	670	670	730	-	-	730	730	730	730	730
MFA Debt Principal	127,860	127,860	130,553	-	-	130,553	130,553	130,553	130,553	130,553
MFA Debt Interest	91,810	91,810	68,521	-	-	68,521	68,521	68,521	68,521	63,894
<b>TOTAL DEBT / RESERVES</b>	<b>322,730</b>	<b>291,789</b>	<b>302,194</b>	<b>-</b>	<b>-</b>	<b>302,194</b>	<b>302,194</b>	<b>302,194</b>	<b>302,194</b>	<b>297,567</b>
<b>TOTAL COSTS</b>	<b>929,363</b>	<b>923,983</b>	<b>923,475</b>	<b>16,200</b>	<b>-</b>	<b>939,675</b>	<b>955,190</b>	<b>967,972</b>	<b>981,048</b>	<b>989,695</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Sales - Water	(18,000)	(11,043)	(18,000)	-	-	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)
Lease Revenue	(8,500)	(8,100)	(8,100)	-	-	(8,100)	(8,100)	(8,100)	(8,100)	(8,100)
User Charges	(332,903)	(335,550)	(327,355)	(16,200)	-	(343,555)	(353,387)	(360,429)	(367,705)	(370,482)
Other Revenue	(1,443)	(773)	(1,503)	-	-	(1,503)	(1,503)	(1,503)	(1,503)	(1,513)
<b>TOTAL REVENUE</b>	<b>(360,846)</b>	<b>(355,466)</b>	<b>(354,958)</b>	<b>(16,200)</b>	<b>-</b>	<b>(371,158)</b>	<b>(380,990)</b>	<b>(388,032)</b>	<b>(395,308)</b>	<b>(398,095)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(568,517)</b>	<b>(568,517)</b>	<b>(568,517)</b>	<b>-</b>	<b>-</b>	<b>(568,517)</b>	<b>(574,200)</b>	<b>(579,940)</b>	<b>(585,740)</b>	<b>(591,600)</b>
*Percentage increase over prior year										
Sales - Water						0.0%	0.0%	0.0%	0.0%	0.0%
User Fees						3.2%	2.9%	2.0%	2.0%	0.8%
Requisition						0.0%	1.0%	1.0%	1.0%	1.0%
<b>Combined</b>						<b>1.2%</b>	<b>1.7%</b>	<b>1.4%</b>	<b>1.4%</b>	<b>0.9%</b>

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

Service No.	2.630 Magic Lake Estates Water (Pender)	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	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$90,000	\$35,000	\$15,000	\$135,000	\$45,000	\$45,000	\$320,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$340,000</b>	<b>\$35,000</b>	<b>\$15,000</b>	<b>\$135,000</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>\$570,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$340,000	\$35,000	\$15,000	\$135,000	\$45,000	\$45,000	\$570,000
	<b>\$0</b>	<b>\$340,000</b>	<b>\$35,000</b>	<b>\$15,000</b>	<b>\$135,000</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>\$570,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**Service #:** 2.630  
**Service Name:** Magic Lake Estates Water (Pender)

**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
21-02	Replacement	Design and Construction Buck Lake and Magic Lake Adjustable Intakes	Detailed design and construction of adjustable intakes to inform future capital works to maintain water quality.	\$225,000	E	Res	\$0	\$225,000	\$0	\$0	\$0	\$0	\$225,000
21-03	Renewal	Safety Improvements	Improve sampling site safety with a pull out.	\$20,000	S	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
21-04	Renewal	Buck Lake Dam Repairs - Phase 1	Conduct additional inspections, minor repairs, and performance analysis highlighted in the 2019 Dam Safety Review. Phase 2 dam improvements to be completed in the following five years.	\$180,000	S	Res	\$0	\$70,000	\$35,000	\$15,000	\$40,000	\$20,000	\$180,000
21-05	New	WTP SCADA Hot Standby	Provide a second human interface to operate the WTP in the event the single one fails.	\$15,000	E	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
21-06	Replacement	Buck Lake Lighting Replacement	The Buck Lake pump station lighting requires replacement.	\$10,000	E	Res	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
23-01	Renewal	Decommission Magic Lake old Syphon	The old syphon is still in place and will require decommissioning to ensure dam performance.	\$35,000	S	Res	\$0	\$0	\$0	\$0	\$35,000	\$0	\$35,000
23-02	New	ISOPAC Permanent Handling & Storage	Safety improvements to the handling of ISOPAC for the WTP were carried out in 2020, permanent solution to reduce drum waste and reduce handling is proposed.	\$60,000	S	Res	\$0	\$0	\$0	\$0	\$60,000	\$0	\$60,000
25-01	Renewal	Public Engagement and Referendum	Undertake a referendum to borrow funds to carry out water system and dam safety improvements in future years.	\$25,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
<b>GRAND TOTAL</b>				<b>\$570,000</b>			<b>\$0</b>	<b>\$340,000</b>	<b>\$35,000</b>	<b>\$15,000</b>	<b>\$135,000</b>	<b>\$45,000</b>	<b>\$570,000</b>

Service: 2.630

Magic Lake Estates Water (Pender)

Proj. No. 21-02

Capital Project Title Design and Construction Buck Lake and Magic Lake Adjustable Intakes

Capital Project Description Detailed design and construction of adjustable intakes to inform future capital works to maintain water quality.

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Both the Buck and Magic Lake adjustable intakes are unsafe to clean and adjust without the employing divers. Funds are required to design and construct adjustable intakes.

Proj. No. 21-03

Capital Project Title Safety Improvements

Capital Project Description Improve sampling site safety with a pull out.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale A water sampling site is positioned off side from a road, but has inadequate road shoulder for staff to pull over without impeding traffic. Funds are required to widen the shoulder to allow for the pull out.

Proj. No. 21-04

Capital Project Title Buck Lake Dam Repairs - Phase 1

Capital Project Description Conduct additional inspections, minor repairs, and performance analysis highlighted in the 2019 Dam Safety Review. Phase 2 dam improvements to be completed in the following five years.

Asset Class S

Board Priority Area 0

Corporate Priority Area 0

Project Rationale Resulting from the Hatch 2019 Dam Safety Review, funds are required to conduct additional inspections, minor dam repairs, and performance analysis. Phase 2 dam improvements to be completed in the following five years.

Proj. No. 21-05

Capital Project Title WTP SCADA Hot Standby

Capital Project Description Provide a second human interface to operate the WTP in the event the single one fails.

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale The water treatment plant has only one human interface to operate the treatment plant, in the event of an equipment failure the plant may not be able to be operated. Funds are required to supply and install a second human interface to operate the water treatment plant.

Proj. No. 21-06

Capital Project Title Buck Lake Lighting Replacement

Capital Project Description The Buck Lake pump station lighting requires replacement.

Asset Class E

Board Priority Area 0

Corporate Priority Area 0

Project Rationale The lighting at the Buck Lake pump station is failing and requires replacement. Funding is required to supply and install new lighting.

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Decommission Magic Lake old Syphon	<b>Capital Project Description</b> The old syphon is still in place and will require decommissioning to ensure dam performance.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>The old syphon at Magic Lake is no longer required, and does not function. Funds are required to remove the overland and underwater pipe, and decommission the underground pipe.</i>		

<b>Proj. No.</b> 23-02	<b>Capital Project Title</b> ISOPAC Permanent Handling & Storage	<b>Capital Project Description</b> Safety improvements to the handling of ISOPAC for the WTP were carried out in 2020, permanent solution to reduce drum waste and reduce handling is proposed.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Safety improvements to reduce Operator injury when handling the ISOPAC drums were carried out in 2019-2020. A permanent solution to reduce the use of drums which cannot be readily disposed of, and reduce handling of the product is proposed in 2023.</i>		

<b>Proj. No.</b> 25-01	<b>Capital Project Title</b> Public Engagement and Referendum	<b>Capital Project Description</b> Undertake a referendum to borrow funds to carry out water system and dam safety improvements in future years.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <i>Funds are required to conduct a referendum for future funding of water system improvements including major dam improvements.</i>		

**Magic Lake Water  
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>
Capital Reserve Fund	816,280	568,670	626,060	703,450	660,840	708,230
Operating Reserve Fund	118,424	88,424	98,424	108,424	118,424	128,424
<b>Total</b>	<b>934,704</b>	<b>657,094</b>	<b>724,484</b>	<b>811,874</b>	<b>779,264</b>	<b>836,654</b>



**Reserve Schedule**

**Reserve Fund: 2.630 Magic Lakes Estate Water - Capital Reserve Fund**

Bylaw 1498

**Reserve Cash Flow**

Fund: Fund Centre:	1024 101368	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		754,542	816,280	568,670	626,060	703,450	660,840
Transfer from Ops Budget		32,775	92,390	92,390	92,390	92,390	92,390
Transfer to Cap Fund		(124,000)	(340,000)	(35,000)	(15,000)	(135,000)	(45,000)
Transfer from Cap Fund		138,729					
Interest Income		14,234	-	-	-	-	-
<b>Ending Balance \$</b>		<b>816,280</b>	<b>568,670</b>	<b>626,060</b>	<b>703,450</b>	<b>660,840</b>	<b>708,230</b>

**Assumptions/Background:**

**Reserve Schedule**

**Reserve Fund: 2.630 Magic Lakes Estate Water - Operating Reserve Fund - Bylaw 4144**

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

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105212	Actual	Budget				
		2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		106,481	118,424	88,424	98,424	108,424	118,424
<b>Transfer from Ops Budget</b>		10,000	10,000	10,000	10,000	10,000	10,000
<b>Transfer to Ops Budget</b>		-	(40,000)	-	-	-	-
Planned Maintenance Activity			Frigate and Captains Reservoir cleaning & inspection				
<b>Interest Income</b>		1,943	-	-	-	-	-
<b>Ending Balance \$</b>		<b>118,424</b>	<b>88,424</b>	<b>98,424</b>	<b>108,424</b>	<b>118,424</b>	<b>128,424</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Lyall Harbour Water**

#### **Final Budget**

**Service:** 2.640 Lyall Harbour Boot Cove Water (Saturna)

**Committee:** Electoral Area

**DEFINITION:**

To provide and operate and maintain a domestic water supply and distribution system for the Saturna Island Water Supply and Distribution System Specified Area in the Lyall Harbour/Boot Cove district on Saturna Island. Bylaw No. 513 (November 22, 1978).

**PARTICIPATION:**

Specified Area #14 - G(764)

**MAXIMUM LEVY:**

Greater of \$150,000 or \$6.90 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$450,006.

**MAXIMUM CAPITAL DEBT:**

AUTHORIZED:	LA Bylaw No. 3587 (Jan 14, 2009)	\$430,000
BORROWED:	SI Bylaw 3634 (Aug 12, 2009)	\$250,000
BORROWED:	SI Bylaw 3677 (Feb 10, 2010)	\$180,000
REMAINING:		<hr/> \$0

**COMMITTEE:**

Lyall Harbour/Boot Cove Water Committee established by Resolution - September 29, 1982  
Lyall Harbour/Boot Cove Water Local Services Committee established by Bylaw No. 1875 (December 12, 1990)

**FUNDING:**

**User Charge:** Annual charge per single family equivalency unit connected to the system.  
**Parcel Tax:** Annual charge levied only on properties capable of being connected to the system.  
**Connection Charges:** Actual Cost + 15% Admin Fee (Minimum Connection \$400)

**RESERVE FUND:**

Bylaw No. 1785 (February 14, 1990)

**2.640 - Lyall Harbour Water**

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Repairs & Maintenance	5,110	5,677	5,200	-	10,000	15,200	15,510	20,440	25,780	6,290
Allocations	11,623	12,955	11,820	-	-	11,820	11,787	11,995	12,217	12,442
Water Testing	8,140	8,906	8,280	-	-	8,280	8,450	8,620	8,790	8,970
Electricity	4,160	2,939	4,230	-	-	4,230	4,310	4,400	4,490	4,580
Supplies	2,640	7,695	5,680	-	-	5,680	5,790	5,910	6,030	6,150
Labour Charges	108,375	129,856	110,217	-	-	110,217	112,420	114,670	116,960	119,300
Other Operating Expenses	10,260	8,867	10,460	-	-	10,460	10,660	10,860	11,070	11,290
<b>TOTAL OPERATING COSTS</b>	<b>150,308</b>	<b>176,894</b>	<b>155,887</b>	<b>-</b>	<b>10,000</b>	<b>165,887</b>	<b>168,927</b>	<b>176,895</b>	<b>185,337</b>	<b>169,022</b>
*Percentage Increase over prior year			3.7%			10.4%	1.8%	4.7%	4.8%	-8.8%
Transfer from Operating Reserve Fund	-	-	-	-	(10,000)	(10,000)	(10,200)	(15,000)	(20,000)	-
<b>NET OPERATING COSTS</b>	<b>150,308</b>	<b>176,894</b>	<b>155,887</b>	<b>-</b>	<b>-</b>	<b>155,887</b>	<b>158,727</b>	<b>161,895</b>	<b>165,337</b>	<b>169,022</b>
*Percentage Increase over prior year			3.7%			3.7%	1.8%	2.0%	2.1%	2.2%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	7,500	7,500	15,000	-	-	15,000	22,500	22,500	22,500	22,500
Transfer to Capital Reserve Fund	10,000	10,000	15,000	-	-	15,000	35,000	30,000	30,000	50,000
MFA Debt Reserve Fund	120	119	130	-	-	130	1,560	130	130	130
MFA Debt Principal	21,474	21,474	22,148	-	-	22,148	22,148	30,417	30,417	17,932
MFA Debt Interest	13,725	9,493	7,929	-	-	7,929	8,608	10,646	10,646	3,869
<b>TOTAL DEBT / RESERVES</b>	<b>52,819</b>	<b>48,586</b>	<b>60,207</b>	<b>-</b>	<b>-</b>	<b>60,207</b>	<b>89,816</b>	<b>93,693</b>	<b>93,693</b>	<b>94,431</b>
<b>TOTAL COSTS</b>	<b>203,127</b>	<b>225,480</b>	<b>216,094</b>	<b>-</b>	<b>-</b>	<b>216,094</b>	<b>248,543</b>	<b>255,588</b>	<b>259,030</b>	<b>263,453</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	(22,103)	22,103	-	-	22,103	-	-	-	-
Balance c/fwd from 2019 to 2020	33,573	33,573	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(697)	(697)	(767)	-	-	(767)	(100)	(100)	(100)	(100)
User Charges	(104,753)	(104,757)	(109,462)	-	-	(109,462)	(118,213)	(130,258)	(138,700)	(148,223)
Other Revenue	(220)	(466)	(230)	-	-	(230)	(230)	(230)	(230)	(130)
<b>TOTAL REVENUE</b>	<b>(72,097)</b>	<b>(94,450)</b>	<b>(88,356)</b>	<b>-</b>	<b>-</b>	<b>(88,356)</b>	<b>(118,543)</b>	<b>(130,588)</b>	<b>(139,030)</b>	<b>(148,453)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(131,030)</b>	<b>(131,030)</b>	<b>(127,738)</b>	<b>-</b>	<b>-</b>	<b>(127,738)</b>	<b>(130,000)</b>	<b>(125,000)</b>	<b>(120,000)</b>	<b>(115,000)</b>
*Percentage increase over prior year										
User Fees						4.5%	8.0%	10.2%	6.5%	6.9%
Requisition						-2.51%	1.8%	-3.8%	-4.0%	-4.2%
<b>Combined</b>						<b>0.6%</b>	<b>4.6%</b>	<b>2.8%</b>	<b>1.3%</b>	<b>1.7%</b>

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

<b>Service No.</b>	<b>2.640</b>	<b>Carry</b>						
	<b>Lyall Harbour Boot Cove</b>	<b>Forward from</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>Water (Saturna)</b>	<b>2020</b>						

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$20,000	\$66,000	\$45,000	\$0	\$0	\$0	\$131,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$725,600	\$420,000	\$0	\$0	\$0	\$1,145,600
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$20,000</b>	<b>\$791,600</b>	<b>\$465,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,276,600</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$143,000	\$0	\$0	\$0	\$0	\$143,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$625,600	\$465,000	\$0	\$0	\$0	\$1,090,600
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$20,000	\$23,000	\$0	\$0	\$0	\$0	\$43,000
	<b>\$0</b>	<b>\$20,000</b>	<b>\$791,600</b>	<b>\$465,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,276,600</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

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

**Service #:** 2.640  
**Service Name:** Lyall Harbour Boot Cove Water (Saturna)

**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	Air Valve Replacement - Ph 2	Replace aging air valves that are a safety concern.	\$20,000	E	Debt	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
19-02	Replacement	PRV Bypass Assembly Replacement	Construct bypasses on the East Point, Narvaez and Boot Cove PRV stations to maintain system operation while the PRV's undergo maintenance.	\$8,000	E	Res	\$0	\$0	\$8,000	\$0	\$0	\$0	\$8,000
19-03	Replacement	Standpipe and Valve Replacement	Replace the standpipe valves at 119 and 155 East Point Road that are seized and inoperable	\$8,000	E	Debt	\$0	\$0	\$8,000	\$0	\$0	\$0	\$8,000
19-04	New	Alternative Approval Process	Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds. If the grant is not successful.	\$15,000	S	Res	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
19-05	New	Autoflush Installation	Install 3 autoflushes within the water distribution system to maintain distribution water quality.	\$20,000	E	Grant	\$0	\$0	\$20,000	\$0	\$0	\$0	\$20,000
19-06	New	Seepage Pit Construction	Construct a new seepage pit to increase ground filtered water production.	\$45,000	E	Grant	\$0	\$0	\$0	\$45,000	\$0	\$0	\$45,000
20-02	New	Raw Water Turbidity Meter	Supply and install a new turbidity meter in the raw water line to aid in operation of the WTP.	\$10,000	E	Grant	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000
21-01	Replacement	Source Water Viability Study	Study to determine vulnerability of the source water and its viability.	\$15,000	S	Debt	\$0	\$0	\$15,000	\$0	\$0	\$0	\$15,000
21-02	Renewal	Dam Safety Review	Conduct an audit type dam safety review.	\$50,000	S	Debt	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
22-01	New	Install Larger Supply Line to Tank	Construct a larger supply line to the tank to improve system reliability and operation.	\$175,000	S	Grant	\$0	\$0	\$175,000	\$0	\$0	\$0	\$175,000
22-02	Renewal	Money Lake Dam Seismic Upgrade	Seismic reinforcement of Money Lake Dam based upon the 2016 Dam Safety Review. To be coordinated with 19-06 Seepage Pit Construction.	\$420,000	S	Grant	\$0	\$0	\$0	\$420,000	\$0	\$0	\$420,000
22-03	New	Improvements for Water Age Reduction	Upgrades to reduce short circuiting, and include rechlorination station at WTP (also satisfies need for second chlorine pump for high demand period).	\$20,000	E	Res	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
23-01	New	WTP Upgrades	Upgrades to the water treatment plant to meet IHA requirements including ozone upgrades and chlorination upgrades.	\$470,600	S	Grant	\$0	\$0	\$420,600	\$0	\$0	\$0	\$420,600
					S	Debt	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
			<b>GRAND TOTAL</b>	<b>\$1,276,600</b>			<b>\$0</b>	<b>\$20,000</b>	<b>\$791,600</b>	<b>\$465,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,276,600</b>

<b>Service:</b> 2.640 Lyall Harbour Boot Cove Water (Saturna)		
Proj. No. 19-01	Capital Project Title Air Valve Replacement - Ph 2	Capital Project Description Replace aging air valves that are a safety concern.
Asset Class E	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale The air valves are 35 years old and are corroded, giving rise to safety concerns. Project has been deferred to 2022.		
Proj. No. 19-02	Capital Project Title PRV Bypass Assembly Replacement	Capital Project Description Construct bypasses on the East Point, Narvaez and Boot Cove PRV stations to maintain system operation while the PRV's undergo maintenance.
Asset Class E	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale The inlet and outlet piping at the East Point, Narvaez and Boot Cove PRV stations are very corroded and there is no way to isolate the stations to replace or maintain the pressure reducing valves. It is proposed that new inlet and outlet piping be installed with 100mm gate valves and bypass piping so that customers are not without water when PRV's are being serviced. Project has been deferred to 2022.		
Proj. No. 19-03	Capital Project Title Standpipe and Valve Replacement	Capital Project Description Replace the standpipe valves at 119 and 155 East Point Road that are seized and inoperable
Asset Class E	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale The standpipe valves at 119 and 155 East Point Road are seized and inoperable. Therefore, the operators cannot use them for flushing or draining of the mains. It is proposed the valves and corroded 50mm supply line to the standpipe be replaced. The scope of work and material pricing was re-evaluated in 2016. It was determined that the budget needed to be increased from \$5,000 to \$8,000 to accommodate the required works. Project has been deferred to 2022.		
Proj. No. 19-04	Capital Project Title Alternative Approval Process	Capital Project Description Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds. If the grant is not successful.
Asset Class S	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale Future required projects to maintain public safety and level of service require funding in excess of current projected reserve balance. Future funding will be for improvements the Water Treatment Plant to increase reliability and optimize for improved operations, conducting a regulatory requirement for a dam safety review and construct a larger supply line to the storage tank. Funding is required to undertake public consultation to inform borrow strategies and conduct a referendum.		
Proj. No. 19-05	Capital Project Title Autoflush Installation	Capital Project Description Install 3 autoflushes within the water distribution system to maintain distribution water quality.
Asset Class E	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale Three water mains require frequent flushing to maintain disinfectant residuals and water quality. Flushing requires operator time which can be utilized conducting other maintenance tasks. Funds are required to construct 3 autoflushes. Project has been deferred to 2022.		
Proj. No. 19-06	Capital Project Title Seepage Pit Construction	Capital Project Description Construct a new seepage pit to increase ground filtered water production.
Asset Class E	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale There have been water quality issues at times when the turbidity in Money Lake increases and water is being directly drawn from the lake. The seepage pit downstream doesn't encounter the same water quality issues. To reduce water quality issues funds are required to construct another seepage pit. Project has been deferred to 2023		
Proj. No. 20-02	Capital Project Title Raw Water Turbidity Meter	Capital Project Description Supply and install a new turbidity meter in the raw water line to aid in operation of the WTP.
Asset Class E	Board Priority Area No Alignment	Corporate Priority Area Water
Project Rationale Install a new turbidity meter in the raw water line to aid in operation of the WTP.		



Proj. No. 21-01	Capital Project Title	Source Water Viability Study	Capital Project Description	Study to determine vulnerability of the source water and its viability.
Asset Class S	Board Priority Area	No Alignment	Corporate Priority Area	Water
Project Rationale Study to determine the medium to long term vulnerability of the source water (Money Lake) and its viability as a water source (quantity and quality) for the LHBC system in light of pressures such as projected demand changes and climate change. Deferred to 2022.				

Proj. No. 21-02	Capital Project Title	Dam Safety Review	Capital Project Description	Conduct an audit type dam safety review.
Asset Class S	Board Priority Area	No Alignment	Corporate Priority Area	Water
Project Rationale The Dam Safety Regulation (Water Sustainability Act) requires that dams with a "HIGH" failure consequence rating undergo a Dam Safety Review (DSR) at a frequency of every ten years. The previous DSR was conducted in 2011 and the proposed type for the 2021 DSR is a simpler "audit" type.				

Proj. No. 22-01	Capital Project Title	Install Larger Supply Line to Tank	Capital Project Description	Construct a larger supply line to the tank to improve system reliability and operation.
Asset Class S	Board Priority Area	No Alignment	Corporate Priority Area	Water
Project Rationale The supply line to the tank is undersized, installation of a larger supply line will improve operation. Funding is required to construct a larger supply line to the tank.				

Proj. No. 22-02	Capital Project Title	Money Lake Dam Seismic Upgrade	Capital Project Description	Seismic reinforcement of Money Lake Dam based upon the 2016 Dam Safety Review. To be coordinated with 19-06 Seepage Pit Construction.
Asset Class S	Board Priority Area	No Alignment	Corporate Priority Area	Water
Project Rationale This is a continuation of project 18-03, where seismic reinforcement of the Money Lake Dam will commence. Funds are required to retain a contractor to undertake the works. Project deferred to 2023.				

Proj. No. 22-03	Capital Project Title	Improvements for Water Age Reduction	Capital Project Description	Upgrades to reduce short circuiting, and include rechlorination station at WTP (also satisfies need for second chlorine pump for high demand period).
Asset Class E	Board Priority Area	No Alignment	Corporate Priority Area	Water
Project Rationale 0				

Proj. No. 23-01	Capital Project Title	WTP Upgrades	Capital Project Description	Upgrades to the water treatment plant to meet IHA requirements including ozone upgrades and chlorination upgrades.
Asset Class S	Board Priority Area	No Alignment	Corporate Priority Area	Water
Project Rationale Funds are required to upgrade the water treatment plant to meet IHA requirements including ozone upgrades and chlorination works.				

**Lyall Harbour Water**  
**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>
Capital Reserve Fund	23,489	18,489	30,489	60,489	90,489	140,489
Operating Reserve Fund	7,592	12,592	24,892	32,392	34,892	57,392
<b>Total</b>	<b>31,081</b>	<b>31,081</b>	<b>55,381</b>	<b>92,881</b>	<b>125,381</b>	<b>197,881</b>

## Reserve Schedule

### Reserve Fund: 2.640 Lyall Harbour Water System - Capital Reserve Fund - Bylaw 1785

Surplus money from the operation of the water system may be paid from time to time into the reserve fund.

## Reserve Cash Flow

Fund: Fund Centre:	1025 101369	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		6,193	23,489	18,489	30,489	60,489	90,489
Transfer from Ops Budget		10,000	15,000	35,000	30,000	30,000	50,000
Transfer from Cap Fund		7,072	-	-	-	-	-
Transfer to Cap Fund		-	(20,000)	(23,000)	-	-	-
Interest Income*		224					
<b>Ending Balance \$</b>		<b>23,489</b>	<b>18,489</b>	<b>30,489</b>	<b>60,489</b>	<b>90,489</b>	<b>140,489</b>

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

To fully fund capital expenditure plan

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

## Reserve Schedule

### Reserve Fund: 2.640 Lyall Harbour Water System - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, filter media replacement etc. Optimum minimum balance of \$13,000 (approximately 10%) of the annual operating budget.

## Reserve Cash Flow

Fund: Fund Centre:	1500 105213	Actual	Budget				
		2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		12	7,592	12,592	24,892	32,392	34,892
<b>Transfer from Ops Budget</b>		7,500	15,000	22,500	22,500	22,500	22,500
<b>Transfer to Ops Budget</b>		-	(10,000)	(10,200)	(15,000)	(20,000)	-
Planned maintenance activity			Chlorine Contact Tank Inspection		Reservoir Cleaning and inspection	Replace filtration Media	
<b>Interest Income</b>		80					
<b>Ending Balance \$</b>		<b>7,592</b>	<b>12,592</b>	<b>24,892</b>	<b>32,392</b>	<b>34,892</b>	<b>57,392</b>

### Assumptions/Background:

Set level of transfers in order to avoid spikes in requisition resulting from unforeseen breakdowns in water infrastructure

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Skana Water (Mayne)**

#### **Final Budget**

Compiled and Presented by CRD Finance

March 2021

**Service:** 2.642 Skana Water (Mayne)

**Committee:** Electoral Area

**DEFINITION:**

To provide for the construction of water supply and distribution facilities for Skana Water Service Area.  
Bylaw No. 3090 (November 12, 2003).

**PARTICIPATION:**

Southern Gulf Islands Skana Water Service Area #47, U(764)

**MAXIMUM LEVY:**

Greater of \$54,100 or \$9.65 / \$1,000 to a maximum of \$205,703.

**MAXIMUM CAPITAL DEBT:**

AUTHORIZED:	LA Bylaw No. 3090 (Nov. 12/03)	157,700	
BORROWED:	S.I. Bylaw No. 3154 (Apr. 22/04)	-78,850	2.40%
	S.I. Bylaw No. 3196	-39,500	2.00%
	S.I. Bylaw No. 3457 (2007)	-29,200	4.82%
	Expired Nov 2008	-10,150	
REMAINING:		<u>0</u>	

**COMMISSION:**

Skana Water Service committee established by Bylaw # 3133 (Dec 10, 2003).

**FUNDING:**

**User Charge:** Annual charge per single family equivalency unit connected to the system.

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

**Connection Charges:** At cost or minimum of \$1,000.

**RESERVE FUND:**

Capital Reserve Fund, established by Bylaw # 3192 (July 14, 2004)  
Operating Reserve Fund, established by Bylaw # 4144 (December 14, 2016)

2.642 - Skana Water (Mayne)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
JLB Services Contract	11,070	12,700	11,260	-	-	11,260	11,450	11,640	11,840	12,040
Repairs & Maintenance	1,170	2,500	1,180	-	2,000	3,180	1,180	1,190	1,200	6,210
Allocations	5,890	5,890	5,828	-	-	5,828	5,709	5,824	5,940	6,058
Water Testing	2,790	2,500	2,840	-	-	2,840	2,890	2,940	2,990	3,040
Electricity	2,500	2,750	2,540	-	-	2,540	2,580	2,620	2,660	2,710
Supplies	700	1,000	710	-	-	710	720	730	740	750
Labour Charges	21,165	15,000	21,526	-	-	21,526	21,956	22,395	22,843	23,300
Other Operating Expenses	3,380	3,920	3,440	-	-	3,440	3,490	3,540	3,590	3,640
<b>TOTAL OPERATING COSTS</b>	<b>48,665</b>	<b>46,260</b>	<b>49,324</b>	-	<b>2,000</b>	<b>51,324</b>	<b>49,975</b>	<b>50,879</b>	<b>51,803</b>	<b>57,748</b>
*Percentage Increase over prior year						5.5%	-2.6%	1.8%	1.8%	11.5%
Transfer from Operating Reserve Fund	-	-	-	-	(2,000)	(2,000)	-	-	-	(5,000)
<b>NET OPERATING COSTS</b>	<b>48,665</b>	<b>46,260</b>	<b>49,324</b>	-	-	<b>49,324</b>	<b>49,975</b>	<b>50,879</b>	<b>51,803</b>	<b>52,748</b>
*Percentage Increase over prior year						1.4%	1.3%	1.8%	1.8%	1.8%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	1,040	1,040	1,060	-	-	1,060	1,500	2,000	2,000	2,000
Transfer to Capital Reserve Fund	15,000	17,405	15,000	-	-	15,000	15,000	18,000	20,000	20,000
MFA Debt Principal	1,458	1,458	1,458	-	-	1,458	1,458	-	2,024	2,024
MFA Debt Interest	657	657	657	-	-	657	657	166	665	2,565
MFA Debt Reserve Fund	50	50	10	-	-	10	10	360	10	4,010
<b>TOTAL DEBT / RESERVES</b>	<b>18,205</b>	<b>20,610</b>	<b>18,185</b>	-	-	<b>18,185</b>	<b>18,625</b>	<b>20,526</b>	<b>24,699</b>	<b>30,599</b>
<b>TOTAL COSTS</b>	<b>66,870</b>	<b>66,870</b>	<b>67,509</b>	-	-	<b>67,509</b>	<b>68,600</b>	<b>71,405</b>	<b>76,502</b>	<b>83,347</b>
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(43,650)	(43,650)	(44,514)	-	-	(44,514)	(48,490)	(52,769)	(53,693)	(54,638)
Other Revenue	(150)	(150)	(110)	-	-	(110)	(110)	(110)	(110)	(110)
<b>TOTAL REVENUE</b>	<b>(43,800)</b>	<b>(43,800)</b>	<b>(44,624)</b>	-	-	<b>(44,624)</b>	<b>(48,600)</b>	<b>(52,879)</b>	<b>(53,803)</b>	<b>(54,748)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(23,070)</b>	<b>(23,070)</b>	<b>(22,885)</b>	-	-	<b>(22,885)</b>	<b>(20,000)</b>	<b>(18,526)</b>	<b>(22,699)</b>	<b>(28,599)</b>
*Percentage increase over prior year										
User Fees						2.0%	8.9%	8.8%	1.8%	1.8%
Requisition						-0.8%	-12.6%	-7.4%	22.5%	26.0%
<b>Combined</b>						<b>1.0%</b>	<b>1.6%</b>	<b>4.1%</b>	<b>7.1%</b>	<b>9.0%</b>

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

Service No.	2.642 Skana Water (Mayne)	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	\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$50,000	\$30,000	\$60,000	\$0	\$0	\$0	\$140,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$50,000</b>	<b>\$30,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$540,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$35,000	\$0	\$0	\$400,000	\$435,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$50,000	\$30,000	\$25,000	\$0	\$0	\$0	\$105,000
	<b>\$0</b>	<b>\$50,000</b>	<b>\$30,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$540,000</b>



**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**Service #:** 2.642  
**Service Name:** Skana Water (Mayne)

**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
17-03	New	Public Engagement/Referendum	Conduct public engage and referendum (or AAP) to seek elector assent to borrow funds for storage tank replacement.	\$25,000	S	Res	\$0	\$0	\$0	\$25,000	\$0	\$0	\$25,000
17-04	Renewal	Well #8 Upgrade	Conduct well improvements including new well liner, replacement of well seal and SCADA automation; relocate first customer service line to achieve proper CT.	\$30,000	S	Res	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
18-01	Replacement	Storage Tank Replacement	Replace the existing storage tanks.	\$400,000	E	Debt	\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000
20-02	Decommission	Well Decommissioning	Numerous wells are not in use and are required to be decommissioned as per MoE requirements.	\$50,000	S	Res	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
23-01	Renewal	Well Protection Upgrades	Carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.	\$35,000	S	Debt	\$0	\$0	\$0	\$35,000	\$0	\$0	\$35,000
<b>GRAND TOTAL</b>				<b>\$540,000</b>			<b>\$0</b>	<b>\$50,000</b>	<b>\$30,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$540,000</b>

**Service:** 2.642 **Skana Water (Mayne)**

<b>Proj. No.</b> 17-03	<b>Capital Project Title</b> Public Engagement/Referendum	<b>Capital Project Description</b> Conduct public engage and referendum (or AAP) to seek elector assent to borrow funds for storage tank replacement.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> A loan will be required to fund the storage tank replacement any other capital work which will not be included under the capital reserve fund. The proposed loan will required public engagement and a referendum.		

<b>Proj. No.</b> 17-04	<b>Capital Project Title</b> Well #8 Upgrade	<b>Capital Project Description</b> Conduct well improvements including new well liner, replacement of well seal and SCADA automation; relocate first customer service line to achieve proper CT.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> A recent inspection of Well #8 identified a number of deficiencies. Recommended improvements include the installation of new well liner, replacement of the well seal, and other associated minor improvements to protect it from surface runoff.		

<b>Proj. No.</b> 18-01	<b>Capital Project Title</b> Storage Tank Replacement	<b>Capital Project Description</b> Replace the existing storage tanks.
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> The existing storage tanks are at the end of their design life and do not meet seismic requirements. It is proposed to replace the existing tanks with a glass fused steel tank.		

<b>Proj. No.</b> 20-02	<b>Capital Project Title</b> Well Decommissioning	<b>Capital Project Description</b> Numerous wells are not in use and are required to be decommissioned as per MoE requirements.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> The Skana Water System has numerous wells not in service and are a liability to the service and risk to the aquifer. Funds are required to decommission the wells as per Ministry of Environment requirements.		

<b>Proj. No.</b> 23-01	<b>Capital Project Title</b> Well Protection Upgrades	<b>Capital Project Description</b> Carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.
<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 carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.		

**Skana Water 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>
Operating Reserve Fund	9,820	8,880	10,380	12,380	14,380	11,380
Capital Reserve Fund	82,024	47,024	32,024	25,024	45,024	65,024
<b>Total</b>	<b>91,844</b>	<b>55,904</b>	<b>42,404</b>	<b>37,404</b>	<b>59,404</b>	<b>76,404</b>

**Reserve Schedule**

**Reserve Fund: 2.642 Skana Water (Mayne) - Operating Reserve Fund**

Bylaw 4144

**Reserve Cash Flow**

Fund: 1500 Fund Centre: 105214	<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>	8,604	9,820	8,880	10,380	12,380	14,380
<b>Transfer from Ops Budget</b>	1,040	1,060	1,500	2,000	2,000	2,000
<b>Transfer to Ops Budget</b>	-	(2,000)	-	-	-	(5,000)
Planned Maintenance Activity		Reservoir cleaning & inspection				Well inspection
<b>Interest Income</b>	177					
<b>Ending Balance \$</b>	<b>9,820</b>	<b>8,880</b>	<b>10,380</b>	<b>12,380</b>	<b>14,380</b>	<b>11,380</b>

**Assumptions/Backgrounds:**

Maintain a minimum balance of \$4,000

**Reserve Schedule**

**Reserve Fund: 2.642 Skana Water (Mayne) - Capital Reserve Fund**

Bylaw 3192

**Reserve Cash Flow**

Fund: 1067 Fund Centre: 101849	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	77,042	82,024	47,024	32,024	25,024	45,024
Transfer from Ops Budget	9,061	15,000	15,000	18,000	20,000	20,000
Transfer to Cap Fund	(15,000)	(50,000)	(30,000)	(25,000)	-	-
Transfer from Cap Fund	9,470	-	-	-	-	-
Interest Income*	1,451					
<b>Ending Balance \$</b>	<b>82,024</b>	<b>47,024</b>	<b>32,024</b>	<b>25,024</b>	<b>45,024</b>	<b>65,024</b>

**Assumptions/Backgrounds:**

Transfer whatever the operating budget will allow

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

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Sticks Allison Water**

#### **Final Budget**

Compiled and Presented by CRD Finance

March 2021

**DEFINITION:**

To establish, acquire, operate and maintain a water supply system for the Sticks Allison Water Area. The service is to supply, treat convey, store and distribute water. Local Service Area Bylaw No.2556 (January 28, 1998)

**PARTICIPATION:**

Local Service Area

**MAXIMUM LEVY:**

Greater of \$18,700 or \$2.27 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$53,558.

**MAXIMUM CAPITAL DEBT:**

AUTHORIZED TO BORROW:	LA Bylaw No. 2557	148,000		
BORROWED:	SI Bylaw No. 2632 - Mar '99	-20,000	15 Year	ended 2013
	SI Bylaw No. 2684 - Dec '99	-81,260	15 Year	ends 2014
PREPAYMENT:	\$3,895 x 12	-46,740		
REMAINING:		\$0		

**COMMISSION:**

Sticks Allison Local Service Committee established by Bylaw No. 2558

**FUNDING:**

User Charge: Annual charge per single family equivalency unit connected to the system  
Excess Consumption Fee-for metered water use per service connection in excess of 136 cubic meters per three months: \$2.20 per cubic mete

Parcel Tax: Annual parcel tax levied only on properties capable of being connected to the system, and participating in debt servicing

Connection Charges: Actual cost plus 15% administration fee - minimum connection of \$400

**RESERVE FUND:**

Capital Reserve Fund - Bylaw No. 2740.  
Operating Reserve Fund - Bylaw No. 4144.

2.665 - Sticks Allison Water	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Repairs & Maintenance	970	970	980	-	5,000	5,980	990	6,000	6,010	1,070
Allocations	35,472	40,100	35,459	-	-	35,459	36,038	36,750	37,476	38,216
Water Testing	2,110	2,110	2,150	-	-	2,150	2,190	2,230	2,270	2,320
Electricity	1,340	1,340	1,360	-	-	1,360	1,390	1,420	1,450	1,480
Supplies	780	620	790	-	-	790	810	830	850	870
Other Operating Expenses	3,230	4,170	3,260	-	-	3,260	3,300	3,340	3,380	3,420
<b>TOTAL OPERATING COSTS</b>	<b>43,902</b>	<b>49,310</b>	<b>43,999</b>	<b>-</b>	<b>5,000</b>	<b>48,999</b>	<b>44,718</b>	<b>50,570</b>	<b>51,436</b>	<b>47,376</b>
*Percentage Increase over prior year						11.6%	-8.7%	13.1%	1.7%	-7.9%
Transfer from Operating Reserve Fund	-	(4,500)	-	-	(5,000)	(5,000)	-	(5,000)	(5,000)	-
<b>NET OPERATING COSTS</b>	<b>43,902</b>	<b>44,810</b>	<b>43,999</b>	<b>-</b>	<b>-</b>	<b>43,999</b>	<b>44,718</b>	<b>45,570</b>	<b>46,436</b>	<b>47,376</b>
*Percentage Increase over prior year						0.2%	1.6%	1.9%	1.9%	2.0%
<u>CAPITAL/RESERVES</u>										
Transfer to Operating Reserve Fund	3,200	3,200	6,000	-	-	6,000	6,000	6,000	6,000	6,000
Transfer to Capital Reserve Fund	5,000	5,000	5,000	-	-	5,000	11,000	11,000	11,000	11,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>8,200</b>	<b>8,200</b>	<b>11,000</b>	<b>-</b>	<b>-</b>	<b>11,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>
<b>TOTAL COSTS</b>	<b>52,102</b>	<b>53,010</b>	<b>54,999</b>	<b>-</b>	<b>-</b>	<b>54,999</b>	<b>61,718</b>	<b>62,570</b>	<b>63,436</b>	<b>64,376</b>
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(46,902)	(47,310)	(49,299)	-	-	(49,299)	(50,018)	(50,870)	(51,736)	(52,676)
Other Revenue	(200)	(700)	(700)	-	-	(700)	(700)	(700)	(700)	(700)
<b>TOTAL REVENUE</b>	<b>(47,102)</b>	<b>(48,010)</b>	<b>(49,999)</b>	<b>-</b>	<b>-</b>	<b>(49,999)</b>	<b>(50,718)</b>	<b>(51,570)</b>	<b>(52,436)</b>	<b>(53,376)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>-</b>	<b>-</b>	<b>(5,000)</b>	<b>(11,000)</b>	<b>(11,000)</b>	<b>(11,000)</b>	<b>(11,000)</b>
*Percentage increase over prior year										
User Fee						5.1%	1.5%	1.7%	1.7%	1.8%
Requisition						0.0%	120.0%	0.0%	0.0%	0.0%
<b>Combined</b>						<b>4.6%</b>	<b>12.4%</b>	<b>1.4%</b>	<b>1.4%</b>	<b>1.5%</b>



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

<b>Service No.</b>	<b>2.665</b>	<b>Carry</b>						
	<b>Sticks Allison Water (Galiano)</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	\$5,000	\$9,500	\$10,000	\$5,000	\$0	\$0	\$0	\$24,500
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$5,000</b>	<b>\$9,500</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,500</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$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	\$5,000	\$9,500	\$10,000	\$5,000	\$0	\$0	\$0	\$24,500
	<b>\$5,000</b>	<b>\$9,500</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,500</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

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

**Service #:** 2.665

**Service Name:** Sticks Allison Water (Galiano)

**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	New	Tank High Level Alarm	Supply and install a high level alarm on the storage tank	\$9,500	E	Res	\$0	\$9,500	\$0	\$0	\$0	\$0	\$9,500
20-02	New	Aquifer Impact Study	Study impacts with adjoining wells on aquifer to review short and long term viability.	\$5,000	E	Res	\$5,000	\$0	\$0	\$5,000	\$0	\$0	\$5,000
22-01	New	Supply of Backup Genset	Supply and install required appurtenances of a backup genset.	\$10,000	E	Res	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000
		<b>GRAND TOTAL</b>		<b>\$24,500</b>			<b>\$5,000</b>	<b>\$9,500</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$24,500</b>

**Service:** 2.665 **Sticks Allison Water (Galiano)**

**Proj. No.** 20-01 **Capital Project Title** Tank High Level Alarm **Capital Project Description** Supply and install a high level alarm on the storage tank  
**Asset Class** E **Board Priority Area** 0 **Corporate Priority Area** 0  
**Project Rationale** *The Sticks Allison storage tank does not have a high level alarm and will overflow if filled with no operator notification. Funds are required to supply and install a high level alarm on the storage tank.*

**Proj. No.** 20-02 **Capital Project Title** Aquifer Impact Study **Capital Project Description** Study impacts with adjoining wells on aquifer to review short and long term viability.  
**Asset Class** E **Board Priority Area** 0 **Corporate Priority Area** 0  
**Project Rationale** *Funds are required to conduct a study with adjoining wells on the impacts to the aquifer to review long and short term viability.*

**Proj. No.** 22-01 **Capital Project Title** Supply of Backup Genset **Capital Project Description** Supply and install required appurtenances of a backup genset.  
**Asset Class** E **Board Priority Area** 0 **Corporate Priority Area** 0  
**Project Rationale** *Funds are required to supply and install a backup genset with required appurtenances to have in use.*

**Sticks Allison 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>
Capital Reserve Fund	10,542	6,042	7,042	13,042	24,042	35,042
Operating Reserve Fund	2,326	3,326	9,326	10,326	11,326	17,326
<b>Total</b>	<b>12,868</b>	<b>9,368</b>	<b>16,368</b>	<b>23,368</b>	<b>35,368</b>	<b>52,368</b>

## Reserve Schedule

### Reserve Fund: 2.665 Sticks Allison Water - Capital Reserve Fund - Bylaw 2740

To provide for capital expenditures or in respect of capital projects and to provide redemption of debentures issued.

## Reserve Cash Flow

Fund:	1068	Actual	Budget				
Fund Centre:	101890	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		2,688	10,542	6,042	7,042	13,042	24,042
<b>Transfer from Ops Budget</b>		4,000	5,000	11,000	11,000	11,000	11,000
<b>Transfer from Cap Fund</b>		3,750	-	-	-	-	-
<b>Transfer to Cap Fund</b>		-	(9,500)	(10,000)	(5,000)	-	-
<b>Interest Income*</b>		104	-	-	-	-	-
<b>Ending Balance \$</b>		<b>10,542</b>	<b>6,042</b>	<b>7,042</b>	<b>13,042</b>	<b>24,042</b>	<b>35,042</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: 2.665 - Sticks Allison Water - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance and well inspections.  
 Optimum minimum balance of \$4,000 (approximately 10%) of the annual operating budget.

## Reserve Cash Flow

Fund:	1500	Actual	Budget				
Fund Centre:	105215	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		1,299	2,326	3,326	9,326	10,326	11,326
<b>Transfer from Ops Budget</b>		3,200	6,000	6,000	6,000	6,000	6,000
<b>Transfer to Ops Budget</b>		(2,237)	-	-	-	-	-
<b>Expenditures</b>		-	(5,000)	-	(5,000)	(5,000)	-
Planned Maintenance Activity			Well and well pump inspection		Reservoir cleaning and inspection	Hydrant maintenance	
<b>Interest Income</b>		64	-	-	-	-	-
<b>Ending Balance \$</b>		<b>2,326</b>	<b>3,326</b>	<b>9,326</b>	<b>10,326</b>	<b>11,326</b>	<b>17,326</b>

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Surfside Park Estates (Mayne)**

#### **Final Budget**

Compiled and Presented by CRD Finance

March 2021

**Service:** 2.667 Surfside Park Estates (Mayne)

**Committee:** Electoral Area

**DEFINITION:**

To provide for the construction of water supply and distribution facilities for the Surfside Park Estates Water Service Area. Bylaw No. 3088 (November 12, 2003).

**PARTICIPATION:**

The Southern Gulf Islands Surfside Park Estates Water Service Area #46, V(764).

**MAXIMUM LEVY:**

Greater of \$79,500 or \$13.97 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$270,238.

**MAXIMUM CAPITAL DEBT:**

AUTHORIZED:	LA Bylaw No. 3088 (Nov. 12/03)	272,000
BORROWED:	S.I. Bylaw No. 3154 (Apr. 22/04)	(100,000)
	S.I. Bylaw No. 3196	(104,000)
	S.I. Bylaw No. 3258	(48,000)
	S.I. Bylaw No. 3291	(20,000)
REMAINING:		<u><u>\$0</u></u>

**COMMISSION:**

Surfside Park Estates Water Service committee established by Bylaw No 3131 (June 14, 2004)

**FUNDING:**

- User charge:** Annual charge per single family equivalency unit connected to the system.
- Parcel Tax:** Annual charge only on properties capable of being connected to the system.
- Connection Charge:** Actual Cost + 15% Admin fee (minimum connection \$400)

**RESERVE:**

Capital Reserve Fund, established by Bylaw # 3191 (July 16, 2004)  
Operating Reserve Fund, established by Bylaw # 4144 (December 14, 2016)



**2.667 - Surfside Park Estates (Mayne)**

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<b>OPERATING COSTS</b>										
JLB Services Contract	18,650	18,650	18,970	-	-	18,970	19,350	19,740	20,130	20,530
Repairs & Maintenance	9,030	7,980	4,110	-	5,000	9,110	4,190	5,770	4,400	4,480
Allocations	7,741	7,741	7,982	-	-	7,982	7,893	8,039	8,198	8,359
Water Testing	3,890	3,100	3,960	-	-	3,960	4,040	4,120	4,200	4,280
Electricity	3,950	3,630	4,020	-	-	4,020	4,100	4,180	4,260	4,350
Supplies	7,780	4,690	7,910	-	-	7,910	8,060	8,220	8,390	8,560
Labour Charges	32,851	22,000	33,409	-	-	33,409	34,078	34,759	35,454	36,163
Other Operating Expenses	5,770	5,240	5,890	-	-	5,890	6,000	6,120	6,240	6,360
<b>TOTAL OPERATING COSTS</b>	<b>89,662</b>	<b>73,031</b>	<b>86,251</b>	<b>-</b>	<b>5,000</b>	<b>91,251</b>	<b>87,711</b>	<b>90,948</b>	<b>91,272</b>	<b>93,082</b>
*Percentage Increase over prior year						1.8%	-3.9%	3.7%	0.4%	2.0%
Transfer from Operating Reserve Fund	(5,000)	(5,000)	-	-	(5,000)	(5,000)	-	(1,500)	-	-
<b>NET OPERATING COSTS</b>	<b>84,662</b>	<b>68,031</b>	<b>86,251</b>	<b>-</b>	<b>-</b>	<b>86,251</b>	<b>87,711</b>	<b>89,448</b>	<b>91,272</b>	<b>93,082</b>
*Percentage Increase over prior year						1.9%	1.7%	2.0%	2.0%	2.0%
<b>DEBT / RESERVES</b>										
Transfer to Operating Reserve Fund	1,880	20,861	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	15,000	15,000	15,000	-	-	15,000	15,000	15,000	15,000	15,000
MFA Debt Principal	3,471	3,471	-	-	-	-	-	-	-	-
MFA Debt Interest	732	732	-	-	-	-	-	-	-	-
MFA Debt Reserve Fund	100	100	-	-	-	-	-	-	-	-
<b>TOTAL DEBT / RESERVES</b>	<b>21,183</b>	<b>40,164</b>	<b>17,000</b>	<b>-</b>	<b>-</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>
<b>TOTAL COSTS</b>	<b>105,845</b>	<b>108,195</b>	<b>103,251</b>	<b>-</b>	<b>-</b>	<b>103,251</b>	<b>104,711</b>	<b>106,448</b>	<b>108,272</b>	<b>110,082</b>
<b>FUNDING SOURCES (REVENUE)</b>										
User Charges	(77,802)	(80,152)	(81,151)	-	-	(81,151)	(83,611)	(87,348)	(91,172)	(94,982)
Other Revenue	(200)	(200)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(78,002)</b>	<b>(80,352)</b>	<b>(81,251)</b>	<b>-</b>	<b>-</b>	<b>(81,251)</b>	<b>(83,711)</b>	<b>(87,448)</b>	<b>(91,272)</b>	<b>(95,082)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(27,843)</b>	<b>(27,843)</b>	<b>(22,000)</b>	<b>-</b>	<b>-</b>	<b>(22,000)</b>	<b>(21,000)</b>	<b>(19,000)</b>	<b>(17,000)</b>	<b>(15,000)</b>
*Percentage increase over prior year										
User Fee						4.3%	3.0%	4.5%	4.4%	4.2%
Requisition						-21.0%	-4.5%	-9.5%	-10.5%	-11.8%
<b>Combined</b>						<b>-2.4%</b>	<b>1.4%</b>	<b>1.7%</b>	<b>1.7%</b>	<b>1.7%</b>

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

<b>Service No.</b>	<b>2.667</b>							
	<b>Surfside Park Estates</b>	<b>Carry</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>(Mayne)</b>	<b>Forward from</b>						
		<b>2020</b>						

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

**SOURCE OF FUNDS**

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

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

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

**Service #:** 2.667

**Service Name:** Surfside Park Estates (Mayne)

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

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

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

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

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

**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	System Review	Review the system with tank location and accessibility taken into account.	\$25,000	E	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
				\$25,000			\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

**Service:** 2.667 **Surfside Park Estates (Mayne)**

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> System Review	<b>Capital Project Description</b> Review the system with tank location and accessibility taken into account.
<b>Asset Class</b> E	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Review the location and replacement of the existing tanks, with accessibility taken into account, resulting in recommendations for future improvements.		

**Surfside Park Estates (Mayne)**  
**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>
Capital Reserve Fund	49,087	39,087	54,087	69,087	84,087	99,087
Operating Reserve Fund	27,842	24,842	26,842	27,342	29,342	31,342
<b>Total</b>	<b>76,929</b>	<b>63,929</b>	<b>80,929</b>	<b>96,429</b>	<b>113,429</b>	<b>130,429</b>

## Reserve Schedule

### Reserve Fund: Surfside Water - Capital Reserve Fund - Bylaw 3191

To provide for capital expenditures or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works.

## Reserve Cash Flow

Fund:	1066	Actual	Budget				
Fund Centre:	101850	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		35,820	49,087	39,087	54,087	69,087	84,087
Transfer from Ops Budget		15,000	15,000	15,000	15,000	15,000	15,000
Transfer from Cap Fund		458	-	-	-	-	-
Transfer to Cap Fund		(3,000)	(25,000)	-	-	-	-
Interest Income*		809	-	-	-	-	-
<b>Ending Balance \$</b>		<b>49,087</b>	<b>39,087</b>	<b>54,087</b>	<b>69,087</b>	<b>84,087</b>	<b>99,087</b>

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

Transfer as much as operating budget will allow.

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

**Reserve Schedule**

**Reserve Fund: Surfside Water - Operating Reserve Fund Bylaw 4144**

The Operating Reserve Fund (ORF) is used to undertake the cyclical maintenance activities, to fund the procurement of equipment and supplies that typically do not occur on an annual basis and also to be used for emergency unplanned repairs. Operating surplus from time to time can be transferred to ORF.

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105216	Actual	Budget				
		2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		4,188	27,842	24,842	26,842	27,342	29,342
<b>Transfer from Ops Budget</b>		23,604	2,000	2,000	2,000	2,000	2,000
<b>Transfer to Ops Budget</b>		-	-	-	-	-	-
<b>Expenditures</b>		-	(5,000)	-	(1,500)	-	-
Planned Maintenance Activity			Reservoir cleaning and inspection		Hydrant maintenance		
<b>Interest Income</b>		50	-	-	-	-	-
<b>Ending Balance \$</b>		<b>27,842</b>	<b>24,842</b>	<b>26,842</b>	<b>27,342</b>	<b>29,342</b>	<b>31,342</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **Magic Lake Estates Sewer**

#### **Final Budget**

Compiled and Presented by CRD Finance

March 2021



**Service:** 3.830 Magic Lake Sewer Utility (Pender)

**Committee:** Electoral Area

**DEFINITION:**

To provide, operate and maintain sewage collection and disposal facilities for the Magic Lake Estates Sewerage System Specified Area on North Pender Island (Local Service Establishment Bylaw No. 1873 - June 26, 1991).

**PARTICIPATION:**

Specified Area - B(764) SA#8

**MAXIMUM LEVY:**

Greater of \$200,000 or \$7.10 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$2,386,373.

**MAXIMUM CAPITAL DEBT:**

AUTHORIZED: LA Bylaw No. 4048 (Dec 2015). Fall Borrowing \$1,530,000 for 10 years

**COMMITTEE:**

Magic Lake Estates Water & Sewer Committee established by Bylaw No. 1870 (November 28, 1990).

**FUNDING:**

**User Charge:** Per single family equivalency unit to connected properties only

**Parcel Tax:** Only on properties capable of being connected to system.

**Connection Charge:** Actual Engineering and Construction costs, plus 15% Administration costs. The minimum charge is \$500.

**RESERVE FUND:**

Magic Lake Estates sewage system capital reserve fund (Dec 17, 1986). Bylaw No. 1497.

3.830 - Magic Lake Estates Sewer	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Sludge Hauling Contracts	87,450	87,450	88,940	-	-	88,940	90,720	92,530	94,380	96,270
Grit & Waste Sludge Disposal	87,450	84,000	88,940	-	-	88,940	90,720	92,530	94,380	96,270
Repairs & Maintenance	23,480	5,760	8,640	-	15,000	23,640	18,810	8,990	9,180	9,370
Allocations	37,588	37,588	43,961	-	-	43,961	46,557	47,394	48,246	49,115
Electricity	22,810	20,040	23,200	-	-	23,200	23,660	24,130	24,610	25,100
Supplies	21,160	19,880	21,520	-	-	21,520	21,940	22,360	22,800	23,240
Labour Charges	261,136	265,777	264,429	-	-	264,429	269,738	275,133	280,635	286,248
Other Operating Expenses	32,300	30,250	32,500	-	-	32,500	33,140	33,800	34,470	35,150
<b>TOTAL OPERATING COSTS</b>	<b>573,374</b>	<b>550,745</b>	<b>572,130</b>	<b>-</b>	<b>15,000</b>	<b>587,130</b>	<b>595,285</b>	<b>596,867</b>	<b>608,701</b>	<b>620,763</b>
*Percentage Increase over prior year						2.4%	1.4%	0.3%	2.0%	2.0%
Transfer from Operating Reserve Fund	(15,000)	-	-	-	(15,000)	(15,000)	(10,000)	-	-	-
<b>NET OPERATING COSTS</b>	<b>558,374</b>	<b>550,745</b>	<b>572,130</b>	<b>-</b>	<b>-</b>	<b>572,130</b>	<b>585,285</b>	<b>596,867</b>	<b>608,701</b>	<b>620,763</b>
Percentage Increase over prior year										
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve Fund	80,000	89,139	80,000	-	-	80,000	80,000	80,000	80,000	80,000
Transfer to Operating Reserve Fund	13,260	13,260	13,260	-	-	13,260	13,260	13,260	13,260	13,260
Transfer to Capital Project Fund (6M Phase 1)	-	133,064	-	-	-	-	-	-	-	-
Debt Reserve Fund	50,260	260	370	-	-	370	370	370	370	370
MFA Principal Payment	133,470	133,470	133,463	-	-	133,463	133,463	133,463	133,463	133,463
MFA Interest Payment	123,704	40,640	40,640	-	-	40,640	40,640	40,640	40,640	40,640
<b>TOTAL DEBT / RESERVES</b>	<b>400,694</b>	<b>409,833</b>	<b>267,733</b>	<b>-</b>	<b>-</b>	<b>267,733</b>	<b>267,733</b>	<b>267,733</b>	<b>267,733</b>	<b>267,733</b>
<b>Sludge Disposal Recovery</b>	<b>(10,424)</b>	<b>(10,424)</b>	<b>(10,654)</b>	<b>-</b>	<b>-</b>	<b>(10,654)</b>	<b>(10,888)</b>	<b>(11,128)</b>	<b>(11,372)</b>	<b>(11,600)</b>
<b>TOTAL COSTS NET OF RECOVERIES</b>	<b>948,644</b>	<b>950,154</b>	<b>829,209</b>	<b>-</b>	<b>-</b>	<b>829,209</b>	<b>842,130</b>	<b>853,472</b>	<b>865,062</b>	<b>876,896</b>
<u>FUNDING SOURCES (REVENUE)</u>										
User Charges	(248,230)	(250,000)	(250,203)	-	-	(250,203)	(290,913)	(352,234)	(413,804)	(475,615)
Grants in Lieu	(743)	(743)	(985)	-	-	(985)	(10)	(10)	(10)	(10)
Other Revenue	(1,060)	(800)	(1,190)	-	-	(1,190)	(1,210)	(1,230)	(1,250)	(1,270)
<b>TOTAL REVENUE</b>	<b>(250,033)</b>	<b>(251,543)</b>	<b>(252,378)</b>	<b>-</b>	<b>-</b>	<b>(252,378)</b>	<b>(292,133)</b>	<b>(353,474)</b>	<b>(415,064)</b>	<b>(476,895)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(698,611)</b>	<b>(698,611)</b>	<b>(576,831)</b>	<b>-</b>	<b>-</b>	<b>(576,831)</b>	<b>(549,997)</b>	<b>(499,998)</b>	<b>(449,998)</b>	<b>(400,001)</b>
*Percentage increase over prior year										
User Fees						0.8%	16.3%	21.1%	17.5%	14.9%
Requisition						-17.4%	-4.7%	-9.1%	-10.0%	-11.1%
<b>Combined</b>						<b>-12.7%</b>	<b>1.7%</b>	<b>1.3%</b>	<b>1.4%</b>	<b>1.4%</b>

**3.830 - Magic Lake Estates Sewer - Debt Only**  
*- 6M Phase 1 Wastewater Treatment Plan Upgrade*

DEBT

Debt Reserve Fund  
MFA Principal Payment  
MFA Interest Payment

**TOTAL DEBT**

**REQUISITION - PARCEL TAX**

\*Percentage increase over prior year  
Requisition

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
Debt Reserve Fund	-	-	37,600	-	-	37,600	10,000	-	-	-
MFA Principal Payment	-	-	-	-	-	-	92,684	117,334	117,334	117,334
MFA Interest Payment	-	-	41,610	-	-	41,610	85,690	90,440	90,440	90,440
<b>TOTAL DEBT</b>	-	-	<b>79,210</b>	-	-	<b>79,210</b>	<b>188,374</b>	<b>207,774</b>	<b>207,774</b>	<b>207,774</b>
<b>REQUISITION - PARCEL TAX</b>	-	-	<b>(79,210)</b>	-	-	<b>(79,210)</b>	<b>(188,374)</b>	<b>(207,774)</b>	<b>(207,774)</b>	<b>(207,774)</b>
*Percentage increase over prior year Requisition							137.8%	10.3%	0.0%	0.0%

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

<b>Service No.</b>	<b>3.830</b>	<b>Carry</b>						
	<b>Magic Lake Sewer Utility</b>	<b>Forward from</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
	<b>(Pender)</b>	<b>2020</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	\$5,750,000	\$8,780,000	\$3,150,000	\$0	\$0	\$0	\$0	\$11,930,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$5,750,000</b>	<b>\$8,780,000</b>	<b>\$3,150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,930,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$5,750,000	\$5,750,000	\$0	\$0	\$0	\$0	\$0	\$5,750,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$3,000,000	\$3,150,000	\$0	\$0	\$0	\$0	\$6,150,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
	<b>\$5,750,000</b>	<b>\$8,780,000</b>	<b>\$3,150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,930,000</b>

**CAPITAL REGIONAL DISTRICT CAPITAL PLAN**

**Service #:** 3.830  
**Service Name:** Magic Lake Sewer Utility (Pender)

**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
20-01	Renewal	Wastewater Improvements - Phase I	1. Upgrade Schooner WWTP (add screen & grit removal, EQ tank, access road, electrical upgrades, genset) 2. Renew Buccaneer, Galleon and Schooner PS 3. Replace 4.6 km of failing AC pipe and rehab 84 manholes	\$6,000,000	S	Debt	\$5,750,000	\$5,750,000	\$0	\$0	\$0	\$0	\$5,750,000
21-01	New	Safety Upgrades	Various safety upgrades to address risks identified through safety audit completed in early 2020.	\$30,000	S	Res	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
24-01	Renewal	Wastewater Improvements - Phase II	1. Replace Cannon WWTP with a new pump station 2. Upgrade Schooner WWTP (2nd aeration tank, new clarifiers, electrical)	\$3,000,000	S	Grant	\$0	\$3,000,000	\$0	\$0	\$0	\$0	\$3,000,000
29-01	Renewal	Wastewater Improvements - Phase III	1. Renew Capstan, Cutlass and Masthead Pump Stns 2. Replace 1.8 km of failing AC pipe and rehab 36 manholes 3. Upgrade Sludge Thickening at Schooner WWTP	\$3,150,000	S	Grant	\$0	\$0	\$3,150,000	\$0	\$0	\$0	\$3,150,000
<b>GRAND TOTAL</b>				<b>\$12,180,000</b>			<b>\$5,750,000</b>	<b>\$8,780,000</b>	<b>\$3,150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,930,000</b>

**Service:** 3.830 Magic Lake Sewer Utility (Pender)

<b>Proj. No.</b> 20-01	<b>Capital Project Title</b> Wastewater Improvements - Phase I	<b>Capital Project Description</b> <ul style="list-style-type: none"> <li>1. Upgrade Schooner WWTP (add screen &amp; grit removal, EQ tank, access road, electrical upgrades, genset)</li> <li>2. Renew Buccaneer, Galleon and Schooner PS</li> <li>3. Replace 4.6 km of failing AC pipe and rehab 84 manholes</li> </ul>
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Funding is required to carry out Phase I of wastewater improvements including: <ul style="list-style-type: none"> <li>1. Upgrade Schooner WWTP (add screen &amp; grit removal, EQ tank, access road, electrical upgrades, genset)</li> <li>2. Renew Buccaneer, Galleon and Schooner PS</li> <li>3. Replace 4.6 km of failing AC pipe and rehab 84 manholes</li> </ul>		

<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Safety Upgrades	<b>Capital Project Description</b> Various safety upgrades to address risks identified through safety audit completed in early 2020.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Funding is required to make safety upgrades, such as replacement of heavy hatches, ventilation of the testing building and access improvements.		

<b>Proj. No.</b> 24-01	<b>Capital Project Title</b> Wastewater Improvements - Phase II	<b>Capital Project Description</b> <ul style="list-style-type: none"> <li>1. Replace Cannon WWTP with a new pump station</li> <li>2. Upgrade Schooner WWTP (2nd aeration tank, new clarifiers, electrical)</li> </ul>
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <ul style="list-style-type: none"> <li>1. Replace Cannon WWTP with a new pump station</li> <li>2. Upgrade Schooner WWTP (2nd aeration tank, new clarifiers, electrical)</li> </ul>		

<b>Proj. No.</b> 29-01	<b>Capital Project Title</b> Wastewater Improvements - Phase III	<b>Capital Project Description</b> <ul style="list-style-type: none"> <li>1. Renew Capstan, Cutlass and Masthead Pump Stns</li> <li>2. Replace 1.8 km of failing AC pipe and rehab 36 manholes</li> <li>3. Upgrade Sludge Thickening at Schooner WWTP</li> </ul>
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> <ul style="list-style-type: none"> <li>1. Renew Capstan, Cutlass and Masthead Pump Stns</li> <li>2. Replace 1.8 km of failing AC pipe and rehab 36 manholes</li> <li>3. Upgrade Sludge Thickening at Schooner WWTP</li> </ul>		

**Magic Lake Estates Sewer  
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>
Capital Reserve Fund	278,391	328,391	408,391	488,391	568,391	648,391
Operating Reserve Fund	44,740	43,000	46,260	59,520	72,780	86,040
<b>Total</b>	<b>323,131</b>	<b>371,391</b>	<b>454,651</b>	<b>547,911</b>	<b>641,171</b>	<b>734,431</b>

**Reserve Schedule**

**Reserve Fund: 3.830 Magic Lake Sewer System - Capital Reserve Fund**

Bylaw 1497

**Reserve Cash Flow**

Fund: 1042 Fund Centre: 101386	Actual	Budget				
	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>	137,087	278,391	328,391	408,391	488,391	568,391
<b>Transfer from Ops Budget</b>	106,667	80,000	80,000	80,000	80,000	80,000
<b>Transfer to Cap Fund</b>	-	(30,000)	-	-	-	-
<b>Transfer from Cap Fund</b>	31,164	-	-	-	-	-
<b>Interest Income</b>	3,472	-	-	-	-	-
<b>Ending Balance \$</b>	<b>278,391</b>	<b>328,391</b>	<b>408,391</b>	<b>488,391</b>	<b>568,391</b>	<b>648,391</b>

**Assumptions/Background:**



## Reserve Schedule

### Reserve Fund: 3.830 Magic Lake Sewer System - Operating Reserve Fund - Bylaw 4144

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

## Reserve Cash Flow

Fund:	1500	Actual	Budget				
Fund Centre:	105217	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		30,743	44,740	43,000	46,260	59,520	72,780
<b>Transfer from Ops Budget</b>		13,260	13,260	13,260	13,260	13,260	13,260
<b>Planned Expenditures</b>		-	(15,000)	(10,000)	-	-	-
Planned Maintenance Activity			Clean Schooner aeration ditch	Outfall inspection			
<b>Interest Income</b>		737	-	-	-	-	-
<b>Ending Balance \$</b>		<b>44,740</b>	<b>43,000</b>	<b>46,260</b>	<b>59,520</b>	<b>72,780</b>	<b>86,040</b>

### Assumptions/Background: