

Appendix A-6: JDF Service Budgets

JOINTLY FUNDED SERVICES

1.103 Elections

1.104 UBCM

1.318 Building Inspection

1.320 Noise Control

1.322 Nuisance & Unsightly Premises

1.369 EA Fire Services - JDF & SGI

1.372 EA Emergency Coordination

JUAN DE FUCA

1.109 Administration

1.114 Grants in Aid

1.119 Vancouver Island Regional Library

1.129 Vancouver Island Regional Library-Debt

1.133 Greater Victoria Public Library

1.232 Port Renfrew Street Lighting

1.317 JDF Building Numbering

1.319 Soil Deposit and Removal

1.325 Community Planning

1.340 Livestock Injury Compensation

1.350 Willis Point Fire

1.353 Otter Point Fire

Appendix A-6: JDF Service Budgets

1.354 Malahat Fire

1.355 Durrance Road Fire

1.357 East Sooke Fire

1.358 Port Renfrew Fire

1.360 Shirley Fire

1.370 JDF Emergency Program

1.377 JDF Search and Rescue

1.405 JDF Community Parks

1.408 JDF Community Recreation

1.523 Port Renfrew Refuse Disposal

1.924 Emergency Communications – CREST

2.650 Port Renfrew Water

2.691 Wilderness Mountain Water

3.850 Port Renfrew Sewer

CAPITAL REGIONAL DISTRICT

2024 Budget

Elections

FINAL BUDGET

MARCH 2024

Service: 1.103 Elections

Committee: Electoral Area

DEFINITION:

To maintain voters lists for electoral areas and to undertake elections as required (Sec. 52 and 75 of the Local Government Act).

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and recovery from Islands Trust and school districts 61, 62, 63, 64

| 1.103 - Elections | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|--------------|-----------------|-----------------|--------------------|------------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2024 ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Electoral Area Elections | - | 429 | - | - | - | - | - | 177,620 | 500 | - |
| Islands Trust | - | - | - | - | - | - | - | 81,870 | - | - |
| Allocations and Insurance | 380 | 496 | 90 | - | - | 90 | 90 | 13,771 | 90 | 90 |
| TOTAL OPERATING COSTS | 380 | 925 | 90 | - | - | 90 | 90 | 273,261 | 590 | 90 |
| *Percentage Increase over prior year | | | | | | | | | | |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 65,380 | 64,915 | 65,490 | - | (25,000) | 40,490 | 65,490 | - | 65,490 | 65,490 |
| TOTAL COSTS | 65,760 | 65,840 | 65,580 | - | (25,000) | 40,580 | 65,580 | 273,261 | 66,080 | 65,580 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | - | - | - | - | - | - | - | (125,811) | (500) | - |
| Recovery from Islands Trust | - | - | - | - | - | - | - | (81,870) | - | - |
| Other Income | (270) | (350) | (271) | - | - | (271) | (90) | (90) | (90) | (90) |
| TOTAL REVENUE | (270) | (350) | (271) | - | - | (271) | (90) | (207,771) | (590) | (90) |
| REQUISITION | (65,490) | (65,490) | (65,309) | - | 25,000 | (40,309) | (65,490) | (65,490) | (65,490) | (65,490) |
| *Percentage increase over prior year Requisition | | | -0.3% | | -38.2% | -38.5% | 62.5% | 0.0% | 0.0% | 0.0% |

Reserve Schedule

Reserve Fund: 1.103 Elections - Operating Reserve Fund

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

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105515 | Actual | Budget | | | | |
|--------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 125,101 | 197,091 | 237,581 | 303,071 | 177,260 | 242,250 |
| Transfer from Op Budget | | 64,871 | 40,490 | 65,490 | - | 65,490 | 65,490 |
| Transfer to Op Budget | | - | - | - | (125,811) | (500) | - |
| Interest Income* | | 7,119 | | | | | |
| Ending Balance \$ | | 197,091 | 237,581 | 303,071 | 177,260 | 242,250 | 307,740 |

Assumptions/Background:

Budgeted transfers to reserve will provide funding for elections every 4 years

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

CAPITAL REGIONAL DISTRICT

2024 Budget

UBCM

FINAL BUDGET

MARCH 2024

Service: 1.104 Union of B.C. Municipalities

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

GENERAL INFORMATION:

Association of Vancouver Island and Coastal Communities (AVICC)

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

| 1.104 - UBCM | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|--------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2024 ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Membership Fee | 12,251 | 11,526 | 12,328 | - | - | 12,328 | 12,810 | 13,070 | 13,330 | 13,600 |
| Allocations & Other Expenses | 707 | 930 | 708 | - | - | 708 | 721 | 734 | 748 | 761 |
| TOTAL COSTS | 12,958 | 12,456 | 13,036 | - | - | 13,036 | 13,531 | 13,804 | 14,078 | 14,361 |
| *Percentage Increase over prior year | | | | | | 0.6% | 3.8% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Surplus c/fwd from 2023 to 2024 | - | 468 | (468) | - | - | (468) | - | - | - | - |
| Surplus c/fwd from 2022 to 2023 | (792) | (792) | - | - | - | - | - | - | - | - |
| Other Revenue | (92) | (58) | (90) | - | - | (90) | (90) | (90) | (90) | (90) |
| TOTAL REVENUE | (884) | (382) | (558) | - | - | (558) | (90) | (90) | (90) | (90) |
| REQUISITION | (12,074) | (12,074) | (12,478) | - | - | (12,478) | (13,441) | (13,714) | (13,988) | (14,271) |
| *Percentage increase over prior year Requisition | | | | | | 3.3% | 7.7% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2024 Budget

Building Inspection

FINAL BUDGET

MARCH 2024

Service: 1.318 Building Inspection

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

The building inspection department provides building inspection services to homeowners, builders and contractors in compliance with both the BC Building Code and CRD Building Bylaw 3741 (2010), Amendment 3780 (2011), and Amendment 4403 (2021). The Building inspection service includes receiving, reviewing and advising on building permit applications, processing of the applications including code analysis and referrals to other agencies, issuing building permits and verifying conditional requirements, arranging and carrying out site and construction inspections and granting final approval for occupancy. Staff also provides inspection services to other CRD departments on a cost recovery basis.

PARTICIPATION:

All Electoral Areas on the basis of their value of converted hospital assessments.

MAXIMUM LEVY:

Not stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

| 1.318 - Building Inspection | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|--------------------|--------------------|--------------------|----------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Salaries & Wages | 1,388,876 | 1,286,456 | 1,457,133 | - | - | 1,457,133 | 1,491,427 | 1,526,521 | 1,562,425 | 1,599,136 |
| Telecommunications | 37,710 | 40,210 | 41,530 | - | - | 41,530 | 42,360 | 43,210 | 44,070 | 44,950 |
| Legal Expenses | 10,920 | 18,000 | 18,630 | - | - | 18,630 | 19,000 | 19,380 | 19,770 | 20,170 |
| Building Rent | 35,480 | 35,480 | 36,720 | - | - | 36,720 | 37,460 | 38,210 | 38,980 | 39,760 |
| Supplies | 18,800 | 23,250 | 24,062 | - | - | 24,062 | 24,550 | 25,040 | 25,550 | 26,060 |
| Allocations | 324,529 | 330,529 | 367,722 | - | - | 367,722 | 384,165 | 401,708 | 414,921 | 425,658 |
| Other Operating Expenses | 167,110 | 159,897 | 177,056 | - | 75,000 | 252,056 | 255,640 | 184,320 | 188,080 | 191,890 |
| TOTAL OPERATING COSTS | 1,983,425 | 1,893,822 | 2,122,853 | - | 75,000 | 2,197,853 | 2,254,602 | 2,238,389 | 2,293,796 | 2,347,624 |
| *Percentage Increase over prior year | | | 7.0% | | 3.8% | 10.8% | 2.6% | -0.7% | 2.5% | 2.3% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 20,000 | 20,000 | 20,820 | - | - | 20,820 | 25,470 | 25,950 | 26,440 | 25,000 |
| Transfer to Operating Reserve Fund | - | 146,232 | - | - | - | - | - | - | - | 10,490 |
| TOTAL CAPITAL / RESERVES | 20,000 | 166,232 | 20,820 | - | - | 20,820 | 25,470 | 25,950 | 26,440 | 35,490 |
| Building Borrowing Repayment to Facilities Reserve | 23,300 | 23,300 | 23,300 | - | - | 23,300 | 23,300 | 23,300 | 23,300 | 25,230 |
| TOTAL COSTS | 2,026,725 | 2,083,354 | 2,166,973 | - | 75,000 | 2,241,973 | 2,303,372 | 2,287,639 | 2,343,536 | 2,408,344 |
| *Percentage Increase over prior year | | | 6.9% | | 3.7% | 10.6% | 2.7% | -0.7% | 2.4% | 2.8% |
| Internal Recoveries | (30,980) | (30,980) | (32,060) | - | - | (32,060) | (32,700) | (33,350) | (34,020) | (34,700) |
| TOTAL COSTS LESS INTERNAL RECOVERIES | 1,995,745 | 2,052,374 | 2,134,913 | - | 75,000 | 2,209,913 | 2,270,672 | 2,254,289 | 2,309,516 | 2,373,644 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (121,144) | (121,144) | (125,183) | - | (75,000) | (200,183) | (143,742) | (39,165) | (4,452) | - |
| Permit Fees Revenue | (1,340,000) | (1,401,522) | (1,400,000) | - | - | (1,400,000) | (1,428,000) | (1,456,570) | (1,485,710) | (1,515,430) |
| Contract Revenue | (38,640) | (33,747) | (39,990) | - | - | (39,990) | (40,790) | (41,610) | (42,440) | (43,300) |
| Grants in Lieu of Taxes | (1,921) | (1,921) | (1,924) | - | - | (1,924) | (2,030) | (2,070) | (2,110) | (2,150) |
| Revenue - Other | (2,660) | (2,660) | (2,660) | - | - | (2,660) | (2,660) | (2,660) | (2,660) | (2,660) |
| TOTAL REVENUE | (1,504,365) | (1,560,994) | (1,569,757) | - | (75,000) | (1,644,757) | (1,617,222) | (1,542,075) | (1,537,372) | (1,563,540) |
| REQUISITION | (491,380) | (491,380) | (565,156) | - | - | (565,156) | (653,450) | (712,214) | (772,144) | (810,104) |
| *Percentage increase over prior year | | | | | | 15.0% | 15.6% | 9.0% | 8.4% | 4.9% |
| Requisition | | | | | | 4.5% | 2.0% | 2.0% | 2.0% | 2.0% |
| Per Fees Revenue | | | | | | | | | | |
| AUTHORIZED POSITIONS | | | | | | | | | | |
| Salaried FTE | 11.2 | | 11.2 | | | 11.2 | 11.2 | 11.2 | 11.2 | 11.2 |

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

| | | | | | | | | |
|--------------------|----------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.318 | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
| | Building Inspection | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|----------------|-----------------|-----------------|-----------------|------------|------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$55,000 | \$60,500 | \$4,500 | \$6,000 | \$6,000 | \$6,000 | \$0 | \$77,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Vehicles | \$95,000 | \$125,000 | \$0 | \$60,000 | \$60,000 | \$60,000 | \$0 | \$245,000 |
| | | | | | | | | |
| | \$150,000 | \$185,500 | \$4,500 | \$66,000 | \$66,000 | \$66,000 | \$0 | \$322,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|----------------|-----------------|-----------------|-----------------|------------|------------------|
| Capital Funds on Hand | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$150,000 | \$185,500 | \$4,500 | \$66,000 | \$66,000 | \$66,000 | \$0 | \$322,000 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | |
| | \$150,000 | \$185,500 | \$4,500 | \$66,000 | \$66,000 | \$66,000 | \$0 | \$322,000 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

၇၀၇၂ - ၇၀၇၆

Service #: 1.318

Service Name: Building Inspection

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|--------------------|--------------------------|-----------------------|--|---------------------------|-------------|----------------|-------------------|-------------------|-----------------|------------------|------------------|-------------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2024 | 2025 | 2026 | 2027 | 2028 | 5 - Year Total auto-populates |
| 18-01 | Replacement | Vehicle Replacement | Vehicle Replacement | \$ 245,000 | V | ERF | \$ 95,000 | \$ 125,000 | \$ - | \$ 60,000 | \$ 60,000 | \$ - | \$ 245,000 |
| 19-01 | Replacement | Computer Replacement | Replacement of Computer equipment | \$ 30,600 | E | ERF | \$ - | \$ 5,500 | \$ 4,500 | \$ 6,000 | \$ 6,000 | \$ - | \$ 22,000 |
| 21-01 | Replacement | Furniture Replacement | Salt Spring Island furniture replacement | \$ 25,000 | E | ERF | \$ 25,000 | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ 25,000 |
| 23-01 | Replacement | Storage Room Shelving | Storage Room Shelving | \$ 30,000 | E | ERF | \$ 30,000 | \$ 30,000 | \$ - | \$ - | \$ - | \$ - | \$ 30,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| GRAND TOTAL | | | | \$ 330,600 | | | \$ 150,000 | \$ 185,500 | \$ 4,500 | \$ 66,000 | \$ 66,000 | \$ - | \$ 322,000 |

Service: **1.318** **Building Inspection**

Project Number 18-01 **Capital Project Title** Vehicle Replacement **Capital Project Description** Vehicle Replacement

Project Rationale Replaces vehicles with substantial miles that are used by the Building Inspectors to travel to remote locations in the Southern Gulf Islands and Juan de Fuca to carry out building inspections.

Project Number 19-01 **Capital Project Title** Computer Replacement **Capital Project Description** Replacement of Computer equipment

Project Rationale As per IT's replacement schedule for department computers.

Project Number 21-01 **Capital Project Title** Furniture Replacement **Capital Project Description** Salt Spring Island furniture replacement

Project Rationale Replace desks, chairs, shelving, cabinetry and other furniture that has become worn and requires replacement.

Project Number 23-01 **Capital Project Title** Storage Room Shelving **Capital Project Description** Storage Room Shelving

Project Rationale

**Building Inspection
Reserve Summary Schedule
2024 - 2028 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Operating Reserve Fund | 656,471 | 456,288 | 312,546 | 273,381 | 268,929 | 279,419 |
| Equipment Replacement Fund | 248,161 | 83,481 | 104,451 | 64,401 | 24,841 | 49,841 |
| Total | 904,631 | 539,768 | 416,996 | 337,781 | 293,769 | 329,259 |

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating permit fee revenues.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105544 | Actual | Budget | | | | |
|--------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 612,699 | 656,471 | 456,288 | 312,546 | 273,381 | 268,929 |
| Transfer from Ops Budget | | 136,808 | - | - | - | - | 10,490 |
| Transfer to Ops Budget | | (121,144) | (200,183) | (143,742) | (39,165) | (4,452) | - |
| Interest Income* | | 28,108 | | | | | |
| Ending Balance \$ | | 656,471 | 456,288 | 312,546 | 273,381 | 268,929 | 279,419 |

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund

ERF Group: BLDINS.ERF

Reserve Cash Flow

| Fund: Fund Centre: | 1022 101425 | Actual | Budget | | | | |
|---------------------------------|----------------|----------------|---------------|----------------|---------------|---------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 223,756 | 248,161 | 83,481 | 104,451 | 64,401 | 24,841 |
| Transfer from Ops Budget | | 40,000 | 20,820 | 25,470 | 25,950 | 26,440 | 25,000 |
| Planned Purchase | | (17,639) | (185,500) | (4,500) | (66,000) | (66,000) | - |
| Interest Income | | 2,044 | | | | | |
| Ending Balance \$ | | 248,161 | 83,481 | 104,451 | 64,401 | 24,841 | 49,841 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Noise Control

FINAL BUDGET

MARCH 2024

Service: 1.320 Noise Control

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed \$1.00 / \$1,000 overall.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

FUNDING:

Requisition

| 1.320 - Noise Control | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|--------------|-----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2024 ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Legal | 7,110 | 12,702 | 7,360 | - | - | 7,360 | 7,510 | 7,660 | 7,810 | 7,970 |
| Allocations | 2,678 | 2,678 | 2,761 | - | - | 2,761 | 2,813 | 2,865 | 2,918 | 2,971 |
| Internal Time Charges | 31,390 | 56,604 | 33,000 | - | - | 33,000 | 33,740 | 34,450 | 35,150 | 35,890 |
| Other Operating Expenses | 50 | 1,478 | 250 | - | - | 250 | 250 | 250 | 250 | 250 |
| TOTAL OPERATING COSTS | 41,228 | 73,462 | 43,371 | - | - | 43,371 | 44,313 | 45,225 | 46,128 | 47,081 |
| *Percentage Increase over prior year | | | 5.2% | | | 5.2% | 2.2% | 2.1% | 2.0% | 2.1% |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | - | 485 | 1,175 | 1,865 |
| TOTAL COSTS | 41,228 | 73,462 | 43,371 | - | - | 43,371 | 44,313 | 45,710 | 47,303 | 48,946 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Deficit CFW from 2023 to 2024 | - | (22,000) | - | - | 22,000 | 22,000 | - | - | - | - |
| Transfer from Operating Reserve Fund | - | (10,384) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (168) | (168) | (168) | - | - | (168) | (200) | (200) | (200) | (200) |
| Revenue - Other | (150) | - | (150) | - | - | (150) | (150) | (150) | (150) | (150) |
| TOTAL REVENUE | (318) | (32,552) | (318) | - | 22,000 | 21,682 | (350) | (350) | (350) | (350) |
| REQUISITION | (40,910) | (40,910) | (43,053) | - | (22,000) | (65,053) | (43,963) | (45,360) | (46,953) | (48,596) |
| *Percentage increase over prior year Requisition | | | 5.2% | | 53.8% | 59.0% | -32.4% | 3.2% | 3.5% | 3.5% |

Reserve Schedule

Reserve Fund: 1.320 Noise Control - Operating Reserve Fund - Bylaw 4146

- Capital Regional District Operating Reserve Fund was established in 2016 under Bylaw No. 4146. The funds in this reserve shall be expended for unforeseen legal expense or other operating costs. Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105406 | Actual | Budget | | | | |
|---------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 21,805 | 12,471 | 12,471 | 12,471 | 12,956 | 14,131 |
| Transfer from Ops Budget | | - | - | - | 485 | 1,175 | 1,865 |
| Deficit Recovery | | (10,384) | - | - | - | - | - |
| Interest Income* | | 1,051 | | | | | |
| Ending Balance \$ | | 12,471 | 12,471 | 12,471 | 12,956 | 14,131 | 15,996 |

Assumptions/Background:

Maintain balance at reasonable level to cover unexpected operating expenses such as legal.

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

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Nuisance & Unsightly Premises

FINAL BUDGET

MARCH 2024

Service: 1.322 Nuisance & Unsightly Premises

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed \$1.00 / \$1,000 overall.

FUNDING:

Requisition

| 1.322 - Nuisance & Unsightly Premises | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------|----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Legal | 2,190 | - | 2,000 | - | - | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Allocations | 3,346 | 3,346 | 3,449 | - | - | 3,449 | 3,514 | 3,580 | 3,648 | 3,716 |
| Internal Time Charges | 49,130 | 50,722 | 51,650 | - | - | 51,650 | 52,810 | 53,920 | 55,010 | 56,170 |
| Other Operating Expenses | 320 | 395 | 320 | - | - | 320 | 320 | 320 | 320 | 320 |
| TOTAL OPERATING COSTS | 54,986 | 54,463 | 57,419 | - | - | 57,419 | 58,644 | 59,820 | 60,978 | 62,206 |
| *Percentage Increase over prior year | | | 4.4% | | | 4.4% | 2.1% | 2.0% | 1.9% | 2.0% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 940 | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVE | - | 940 | - | - | - | - | - | - | - | - |
| TOTAL COSTS | 54,986 | 55,403 | 57,419 | - | - | 57,419 | 58,644 | 59,820 | 60,978 | 62,206 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | - | - | (519) | - | (5,000) | (5,519) | - | - | - | - |
| Grants in Lieu of Taxes | (225) | (225) | (230) | - | - | (230) | (250) | (260) | (270) | (280) |
| Other Revenue | (100) | (517) | (100) | - | - | (100) | (200) | (200) | (200) | (200) |
| TOTAL REVENUE | (325) | (742) | (849) | - | (5,000) | (5,849) | (450) | (460) | (470) | (480) |
| REQUISITION | (54,661) | (54,661) | (56,570) | - | 5,000 | (51,570) | (58,194) | (59,360) | (60,508) | (61,726) |
| *Percentage increase over prior year Requisition | | | 3.5% | | -9.1% | -5.7% | 12.8% | 2.0% | 1.9% | 2.0% |

Reserve Schedule

Reserve Fund: 1.322 Nuisances & Unsightly Premises - Operating Reserve Fund

For unforeseen legal expenses

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105403 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 19,000 | 20,855 | 15,336 | 15,336 | 15,336 | 15,336 |
| Transfer from Ops Budget | | 940 | - | - | - | - | - |
| Transfer to Ops Budget | | - | (5,519) | - | - | - | - |
| Interest Income* | | 916 | | | | | |
| Ending Balance \$ | | 20,855 | 15,336 | 15,336 | 15,336 | 15,336 | 15,336 |

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

CAPITAL REGIONAL DISTRICT

2024 Budget

Electoral Area Fire Services

FINAL BUDGET

MARCH 2024

Service: 1.369 Electoral Area Fire Services

Committee: Electoral Area

DEFINITION:

Service may undertake or cause to be undertaken for one or more electoral areas or defined areas thereof a program of fire regulation and may fix the terms and conditions under which the program will be provided, and, without limiting the generality of the foregoing, may, by bylaw, undertake different programs for different electoral areas or defined areas thereof (Juan de Fuca and Southern Gulf Islands).

PARTICIPATION:

Fire Service Areas within Juan de Fuca and Southern Gulf Islands Electoral Areas

CAPITAL DEBT:

N/A

COMMISSION:

N/A

MAXIMUM LEVY:

Supplementary LP's dated July 7, 1983 provide a maximum levy of \$0.246 per \$1,000.

FUNDING:

Requisition

| 1.369 - Electoral Area Fire Services | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|------------------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Fire Services Compliance and Coordination | 77,840 | 79,000 | - | - | 45,000 | 45,000 | - | - | - | - |
| Wages & Salaries | - | - | - | 194,602 | - | 194,602 | 199,269 | 204,046 | 208,933 | 213,935 |
| Contract for Service | 126,500 | 90,000 | 27,430 | - | - | 27,430 | 27,980 | 28,540 | 29,110 | 29,690 |
| Staff Training & Development | 5,370 | 2,851 | 5,560 | - | - | 5,560 | 5,670 | 5,780 | 5,900 | 6,020 |
| Software Licenses | 2,000 | 200 | 2,070 | - | - | 2,070 | 2,110 | 2,150 | 2,190 | 2,230 |
| Allocations | 90,126 | 90,126 | 90,712 | - | - | 90,712 | 92,527 | 94,375 | 96,266 | 98,190 |
| Contingency | 2,000 | - | - | - | - | - | - | - | - | - |
| Operating - Other | 2,130 | 1,951 | 2,190 | - | 8,000 | 10,190 | 2,220 | 2,250 | 2,280 | 2,310 |
| TOTAL OPERATING COSTS | 305,966 | 264,128 | 127,962 | 194,602 | 53,000 | 375,564 | 329,776 | 337,141 | 344,679 | 352,375 |
| *Percentage Increase over prior year | | | -58.2% | 63.6% | 17.3% | 22.7% | -12.2% | 2.2% | 2.2% | 2.2% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Equipment Purchases | 2,500 | - | 2,500 | - | - | 2,500 | 2,500 | 2,500 | 2,289 | 1,918 |
| Transfer to Operating Reserve Fund | - | 44,338 | - | - | - | - | - | 6,970 | 6,575 | 6,320 |
| TOTAL CAPITAL / RESERVE | 2,500 | 44,338 | 2,500 | - | - | 2,500 | 2,500 | 9,470 | 8,864 | 8,238 |
| TOTAL COSTS | 308,466 | 308,466 | 130,462 | 194,602 | 53,000 | 378,064 | 332,276 | 346,611 | 353,543 | 360,613 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (161,033) | (161,033) | - | (118,704) | (53,000) | (171,704) | (43,416) | - | - | - |
| Interest Income | (120) | (120) | (120) | - | - | (120) | (120) | (120) | (120) | (120) |
| TOTAL REVENUE | (161,153) | (161,153) | (120) | (118,704) | (53,000) | (171,824) | (43,536) | (120) | (120) | (120) |
| REQUISITION | (147,313) | (147,313) | (130,342) | (75,898) | - | (206,240) | (288,740) | (346,491) | (353,423) | (360,493) |
| *Percentage increase over prior year Requisition | | | -11.5% | 51.5% | | 40.0% | 40.0% | 20.0% | 2.0% | 2.0% |
| Salaried Positions FTE's | | | 0.0 | 1.5 | | 1.5 | 1.5 | 1.5 | 1.5 | 1.5 |

Reserve Schedule

Reserve Fund: 1.369 Electoral Area Fire Services - Operating Reserve Fund

For Consulting, FDM Upgrades, Training

Reserve Cash Flow

| Fund: 1500 Fund Centre: 105404 | Actual | Budget | | | | |
|-----------------------------------|----------------|---------------|--------------|---------------|---------------|---------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | 323,799 | 219,930 | 48,226 | 4,810 | 11,780 | 18,355 |
| Transfer from Ops Budget | 44,133 | - | - | 6,970 | 6,575 | 6,320 |
| Transfer to Ops Budget | (161,033) | (171,704) | (43,416) | - | - | - |
| Planned Expenditures | - | - | - | - | - | - |
| Interest Income* | 13,030 | | | | | |
| Ending Balance \$ | 219,930 | 48,226 | 4,810 | 11,780 | 18,355 | 24,675 |

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2024 BUDGET

Electoral Area Emergency Planning Coordination

FINAL BUDGET

MARCH 2024

Service: 1.372 Emergency Planning Coordination

Committee: Planning & Protective Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

FUNDING:

Allocations from protection services and requisition.

| 1.372 - Electoral Area Emergency Planning Coordination | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | | |
|--|------------------|------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|--|
| | BOARD BUDGET | ESTIMATED ACTUAL | 2024 | | | | 2025 | 2026 | 2027 | 2028 | |
| | | | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | | | | | |
| <u>OPERATING COSTS</u> | | | | | | | | | | | |
| Salaries | 578,160 | 515,850 | 591,902 | - | - | 591,902 | 606,031 | 620,493 | 635,283 | 650,420 | |
| Contract for Services | - | 9,000 | - | - | 55,000 | 55,000 | - | - | - | - | |
| Travel Expenses | 1,920 | 1,920 | 1,990 | - | - | 1,990 | 2,030 | 2,070 | 2,110 | 2,150 | |
| Telecommunications | 7,160 | 7,160 | 7,410 | - | - | 7,410 | 7,560 | 7,710 | 7,860 | 8,020 | |
| Staff Training & Development | 1,700 | 2,500 | 1,760 | - | 3,240 | 5,000 | 1,800 | 1,840 | 1,880 | 1,920 | |
| Supplies | 2,110 | 5,662 | 2,180 | - | - | 2,180 | 2,220 | 2,260 | 2,300 | 2,340 | |
| Allocations | 63,573 | 63,573 | 70,935 | - | - | 70,935 | 73,644 | 75,383 | 76,451 | 78,082 | |
| Other Operating Expenses | 9,276 | 13,540 | 9,580 | - | - | 9,580 | 9,770 | 9,960 | 10,150 | 10,340 | |
| TOTAL OPERATING COSTS | 663,899 | 619,205 | 685,757 | - | 58,240 | 743,997 | 703,055 | 719,716 | 736,034 | 753,272 | |
| *Percentage Increase over prior year | | | 3.3% | | | 12.1% | -5.5% | 2.4% | 2.3% | 2.3% | |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | | |
| Transfer to Operating Reserve Fund | - | 51,194 | - | - | - | - | - | - | - | 1,940 | |
| Transfer to Equipment Replacement Fund | 7,500 | 10,000 | 5,000 | - | - | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | |
| TOTAL CAPITAL / RESERVES | 7,500 | 61,194 | 5,000 | - | - | 5,000 | 5,000 | 5,000 | 5,000 | 6,940 | |
| TOTAL COSTS | 671,399 | 680,399 | 690,757 | - | 58,240 | 748,997 | 708,055 | 724,716 | 741,034 | 760,212 | |
| Internal Recoveries | (492,300) | (492,300) | (509,530) | - | - | (509,530) | (519,720) | (530,110) | (540,708) | (551,520) | |
| OPERATING COSTS LESS INTERNAL RECOVERIES | 179,099 | 188,099 | 181,227 | - | 58,240 | 239,467 | 188,335 | 194,606 | 200,326 | 208,692 | |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (22,939) | (22,939) | (14,170) | - | (58,240) | (72,410) | (10,485) | (6,135) | (1,535) | - | |
| Grants in Lieu of Taxes | (626) | (626) | (627) | - | - | (627) | (660) | (670) | (680) | (690) | |
| Revenue - Other | (330) | (9,330) | (340) | - | - | (340) | (330) | (330) | (330) | (330) | |
| TOTAL REVENUE | (23,895) | (32,895) | (15,137) | - | (58,240) | (73,377) | (11,475) | (7,135) | (2,545) | (1,020) | |
| REQUISITION | (155,204) | (155,204) | (166,090) | - | - | (166,090) | (176,860) | (187,471) | (197,781) | (207,672) | |
| *Percentage increase over prior year Requisition | | | 7.0% | | | 7.0% | 6.5% | 6.0% | 5.5% | 5.0% | |
| AUTHORIZED POSITIONS | | | | | | | | | | | |
| Salaried FTE | 4.0 | 4.0 | 4.0 | | | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | |

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

| | | | | | | | | |
|--------------------|--|--|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.372 Emergency Planning Coordination | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|--------------------|--|--|-------------|-------------|-------------|-------------|-------------|--------------|

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------|----------------|------------|----------------|-----------------|------------|------------|-----------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$2,500 | \$0 | \$2,500 | \$0 | \$0 | \$0 | \$5,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$70,000 | \$0 | \$70,000 |
| | | | | | | | | |
| | \$0 | \$2,500 | \$0 | \$2,500 | \$70,000 | \$0 | \$0 | \$75,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------|----------------|------------|----------------|-----------------|------------|------------|-----------------|
| Capital Funds on Hand | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$2,500 | \$0 | \$2,500 | \$70,000 | \$0 | \$0 | \$75,000 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | |
| | \$0 | \$2,500 | \$0 | \$2,500 | \$70,000 | \$0 | \$0 | \$75,000 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.372

Service Name: Emergency Planning Coordination

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|----------------|--------------------------|--------------------------------|--------------------------------|---------------------------|-------------|----------------|--------------|-----------------|-------------|-----------------|------------------|-------------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2024 | 2025 | 2026 | 2027 | 2028 | 5 - Year Total auto-populates |
| 20-01 | Replacement | Computer Equipment Replacement | Computer Equipment Replacement | \$ 5,000 | E | ERF | \$ - | \$ 2,500 | \$ - | \$ 2,500 | \$ - | \$ - | \$ 5,000 |
| 23-01 | Replacement | Vehicle Replacement | Vehicle replacement | \$ 70,000 | V | ERF | \$ - | \$ - | \$ - | \$ - | \$ 70,000 | \$ - | \$ 70,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | GRAND TOTAL | \$ 75,000 | | | \$ - | \$ 2,500 | \$ - | \$ 2,500 | \$ 70,000 | \$ - | \$ 75,000 |

Service:

1.372

Emergency Planning Coordination

| | | | | | |
|-------------------|-------|-----------------------|--------------------------------|-----------------------------|--------------------------------|
| Project Number | 20-01 | Capital Project Title | Computer Equipment Replacement | Capital Project Description | Computer Equipment Replacement |
| Project Rationale | | | | | |

| | | | | | |
|-------------------|-------|-----------------------|---------------------|-----------------------------|---------------------|
| Project Number | 23-01 | Capital Project Title | Vehicle Replacement | Capital Project Description | Vehicle replacement |
| Project Rationale | | | | | |

Electoral Area Emergency Planning Coordination
Reserve Summary Schedule
2024 - 2028 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|---------------|---------------|---------------|---------------|---------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Operating Reserve Fund | 102,929 | 30,519 | 20,034 | 13,899 | 12,364 | 14,304 |
| Equipment Replacement Fund | 64,330 | 66,830 | 71,830 | 74,330 | 9,330 | 14,330 |
| Total | 167,259 | 97,349 | 91,864 | 88,229 | 21,694 | 28,634 |

Reserve Schedule

Reserve Fund: 1.372 Emergency Planning Coordination - Operating Reserve Fund - Bylaw 4146

Surplus monies from operation are transferred into this reserve to to enable one-time programs and to cover unforeseen emergency response costs.

Reserve Cash Flow

| Fund: | 1500 | Actual | Budget | | | | |
|--------------------------|--------|----------------|---------------|---------------|---------------|---------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Fund Centre: | 105545 | | | | | | |
| Beginning Balance | | 60,373 | 102,929 | 30,519 | 20,034 | 13,899 | 12,364 |
| Transfer from Ops Budget | | 62,854 | - | - | - | - | 1,940 |
| Transfer to Ops Budget | | (22,939) | (72,410) | (10,485) | (6,135) | (1,535) | - |
| Interest Income* | | 2,640 | | | | | |
| Ending Balance \$ | | 102,929 | 30,519 | 20,034 | 13,899 | 12,364 | 14,304 |

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: 1.372 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

Reserve Cash Flow

| Fund: Fund Centre: | 1022 101985 | Actual | Budget | | | | |
|--------------------------------|----------------|---------------|---------------|---------------|---------------|--------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 53,804 | 64,330 | 66,830 | 71,830 | 74,330 | 9,330 |
| Transfer from Op Budget | | 10,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Planned Purchase | | - | (2,500) | - | (2,500) | (70,000) | - |
| Interest Income | | 526 | | | | | |
| Ending Balance \$ | | 64,330 | 66,830 | 71,830 | 74,330 | 9,330 | 14,330 |

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2024 Budget

Admin. Expenditures (JDF)

FINAL BUDGET

MARCH 2024

Service: 1.109 JDF 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 Juan de Fuca

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition

| 1.109 - Admin. Expenditures (JDF) | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Director's Remuneration | 47,817 | 47,817 | 49,586 | - | - | 49,586 | 50,580 | 51,590 | 52,620 | 53,670 |
| Travel | 1,760 | 1,760 | 1,825 | 4,000 | - | 5,825 | 5,940 | 6,060 | 6,180 | 6,300 |
| Allocations | 13,192 | 13,192 | 13,674 | - | - | 13,674 | 13,946 | 14,226 | 14,511 | 14,800 |
| Other Operating Expenses | 3,723 | 3,023 | 3,560 | - | - | 3,560 | 3,630 | 3,700 | 3,770 | 3,840 |
| TOTAL OPERATING COSTS | 66,492 | 65,792 | 68,645 | 4,000 | - | 72,645 | 74,096 | 75,576 | 77,081 | 78,610 |
| *Percentage Increase over prior year | | | 3.2% | 6.0% | | 9.3% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | - | 700 | - | - | - | - | - | - | - | - |
| Transfer to Operating Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVE | - | 700 | - | - | - | - | - | - | - | - |
| TOTAL COSTS | 66,492 | 66,492 | 68,645 | 4,000 | - | 72,645 | 74,096 | 75,576 | 77,081 | 78,610 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2022 to 2023 | (3,218) | (3,218) | - | - | - | - | - | - | - | - |
| Revenue - Other | (151) | (151) | (246) | - | - | (246) | (250) | (250) | (250) | (250) |
| TOTAL REVENUE | (3,369) | (3,369) | (246) | - | - | (246) | (250) | (250) | (250) | (250) |
| REQUISITION | (63,123) | (63,123) | (68,399) | (4,000) | - | (72,399) | (73,846) | (75,326) | (76,831) | (78,360) |
| *Percentage increase over prior year Requisition | | | 8.4% | 6.3% | | 14.7% | 2.0% | 2.0% | 2.0% | 2.0% |

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

| | | | | | | | | |
|--------------------|--------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.109 | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
| | JDF Admin. Expenditures | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------|----------------|------------|----------------|------------|------------|------------|----------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$2,000 | \$0 | \$2,000 | \$0 | \$0 | \$0 | \$4,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$2,000 | \$0 | \$2,000 | \$0 | \$0 | \$0 | \$4,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------|----------------|------------|----------------|------------|------------|------------|----------------|
| Capital Funds on Hand | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$2,000 | \$0 | \$2,000 | \$0 | \$0 | \$0 | \$4,000 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$2,000 | \$0 | \$2,000 | \$0 | \$0 | \$0 | \$4,000 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

ገበሬ ገበሬ

Service #: 1.109

Service Name: JDF Admin. Expenditures

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|--------------|----------|------|----------|------|------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2024 | 2025 | 2026 | 2027 | 2028 | 5 - Year Total auto-populates |
| 26-01 | Replacement | Computer Replacement | Computer Replacement | \$ 4,000 | E | ERF | \$ - | \$ 2,000 | \$ - | \$ 2,000 | \$ - | \$ - | \$ 4,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | GRAND TOTAL | \$ 4,000 | | | | \$ 2,000 | \$ - | \$ 2,000 | \$ - | \$ - | \$ 4,000 |

Service:

1.109

JDF Admin. Expenditures

Project Number

26-01

Capital Project Title

Computer Replacement

Capital Project Description

Computer Replacement

Project Rationale

[Redacted Project Rationale]

**Admin. Expenditures (JDF)
Reserve Summary Schedule
2024 - 2028 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Equipment Replacement Fund | 15,452 | 13,452 | 13,452 | 11,452 | 11,452 | 11,452 |
| Operating Reserve Fund | 74 | 74 | 74 | 74 | 74 | 74 |
| Total | 15,526 | 13,526 | 13,526 | 11,526 | 11,526 | 11,526 |

Reserve Schedule

Reserve Fund: 1.109 Admin Expenditures (JDF) - Equipment Replacement Fund

ERF Group: JDFADMIN.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|--------------------------|--------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Fund Centre: | 101839 | | | | | | |
| Beginning Balance | | 15,314 | 15,452 | 13,452 | 13,452 | 11,452 | 11,452 |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Planned Purchase | | - | (2,000) | - | (2,000) | - | - |
| Interest Income | | 138 | | | | | |
| Ending Balance \$ | | 15,452 | 13,452 | 13,452 | 11,452 | 11,452 | 11,452 |

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.109 Admin Expenditures (JDF) - Operating Reserve Fund

Bylaw No. 4584
Created in 2023

Reserve Cash Flow

| Fund: | 1500 | Actual | Budget | | | | |
|--------------------------|--------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Fund Centre: | 105556 | | | | | | |
| Beginning Balance | | - | 74 | 74 | 74 | 74 | 74 |
| Transfer from Ops Budget | | 74 | - | - | - | - | - |
| Transfer to Ops Budget | | - | - | - | - | - | - |
| Interest Income* | | - | | | | | |
| Ending Balance \$ | | 74 | 74 | 74 | 74 | 74 | 74 |

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2024 Budget

JDF Grants in Aid

FINAL BUDGET

MARCH 2024

Service: 1.114 JDF 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).

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

Greater of \$65,484 or \$0.05 / \$1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of: \$ 161,737

COMMISSION:

Committee: Electoral Areas Committee

FUNDING:

Requisition

| 1.114 - JDF Grants in Aid | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---------------------------------------|-----------------|------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Grants in Aid | 31,144 | 3,192 | 27,822 | - | - | 27,822 | 20,000 | 20,000 | 20,000 | 20,000 |
| Allocations | 2,721 | 2,721 | 1,693 | - | - | 1,693 | 1,727 | 1,762 | 1,797 | 1,833 |
| TOTAL OPERATING COSTS | 33,865 | 5,913 | 29,515 | - | - | 29,515 | 21,727 | 21,762 | 21,797 | 21,833 |
| *Percentage Increase over prior year | | | | | | -12.8% | -26.4% | 0.2% | 0.2% | 0.2% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | - | 29,225 | (29,225) | - | - | (29,225) | - | - | - | - |
| Balance c/fwd from 2022 to 2023 | (33,575) | (33,575) | - | - | - | - | - | - | - | - |
| Other Income | (290) | (1,563) | (290) | - | - | (290) | (290) | (290) | (290) | (290) |
| TOTAL REVENUE | (33,865) | (5,913) | (29,515) | - | - | (29,515) | (290) | (290) | (290) | (290) |
| REQUISITION | - | - | - | - | - | - | (21,437) | (21,472) | (21,507) | (21,543) |
| *Requisition increase over prior year | | | | | | 0.0% | N/A | 0.2% | 0.2% | 0.2% |

CAPITAL REGIONAL DISTRICT

2024 Budget

Vancouver Island Regional Library

FINAL BUDGET

MARCH 2024

Service: 1.119 Vancouver Island Regional Library

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Westerly portion of Juan de Fuca Electoral Area.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

| 1.119 - Vancouver Island Regional Library | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Payments to Vancouver Island Regional Library | 334,052 | 334,052 | 394,593 | - | - | 394,593 | 402,480 | 410,530 | 418,740 | 427,110 |
| Allocations | 6,456 | 6,456 | 6,835 | - | - | 6,835 | 6,972 | 7,111 | 7,253 | 7,398 |
| Other Operating Expenses | 1,240 | 3,935 | 1,250 | - | - | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 |
| TOTAL COSTS | 341,748 | 344,443 | 402,678 | - | - | 402,678 | 410,702 | 418,891 | 427,243 | 435,758 |
| *Percentage Increase over prior year | | | | | | 17.8% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | - | (1,769) | 1,769 | - | - | 1,769 | - | - | - | - |
| Balance c/fwd from 2022 to 2023 | (72) | (72) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (325) | (325) | (329) | - | - | (329) | (340) | (350) | (360) | (370) |
| Other Revenue | (260) | (1,186) | (300) | - | - | (300) | (300) | (300) | (300) | (300) |
| TOTAL REVENUE | (657) | (3,352) | 1,140 | - | - | 1,140 | (640) | (650) | (660) | (670) |
| REQUISITION | (341,091) | (341,091) | (403,818) | - | - | (403,818) | (410,062) | (418,241) | (426,583) | (435,088) |
| *Percentage increase over prior year Requisition | | | | | | 18.4% | 1.5% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2024 Budget

Vancouver Island Regional Library-Debt

FINAL BUDGET

MARCH 2024

CAPITAL REGIONAL DISTRICT

2024 Budget

Langford EA - GVPL

FINAL BUDGET

MARCH 2024

Service: 1.133 Langford EA - GVPL

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

A portion of the Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

Greater of \$17,850 or \$0.33 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$132,912.

FUNDING:

Requisition

| 1.133 - Langford EA - GVPL | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Payments to Greater Victoria Public Library | 31,890 | 31,890 | 33,010 | - | - | 33,010 | 33,670 | 34,340 | 35,030 | 35,730 |
| Allocations | 642 | 642 | 651 | - | - | 651 | 664 | 677 | 691 | 704 |
| Other Operating Expenses | 10 | 4 | 10 | - | - | 10 | 10 | 10 | 10 | 10 |
| TOTAL OPERATING COSTS | 32,542 | 32,536 | 33,671 | - | - | 33,671 | 34,344 | 35,027 | 35,731 | 36,444 |
| *Percentage Increase over prior year | | | | | | 3.5% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | - | 315 | (315) | - | - | (315) | - | - | - | - |
| Balance c/fwd from 2022 to 2023 | (16) | (16) | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (91) | (91) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| Interest Income | - | (309) | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | (107) | (101) | (415) | - | - | (415) | (100) | (100) | (100) | (100) |
| REQUISITION | (32,435) | (32,435) | (33,256) | - | - | (33,256) | (34,244) | (34,927) | (35,631) | (36,344) |
| *Percentage increase over prior year Requisition | | | | | | 2.5% | 3.0% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2024 Budget

Port Renfrew Street Lighting

FINAL BUDGET

MARCH 2024

Service: 1.232 Port Renfrew Street Lighting

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Greater of \$7,500 or \$3.42 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$176,877.

MAXIMUM CAPITAL DEBT:

N/A

COMMITTEE:

Port Renfrew Street Lighting Commission established by Bylaw No. 1770 in 1989.
Port Renfrew Utility Services Committee (Juan de Fuca EA) established by Bylaw No. 3281 (September 14, 2005).

USER CHARGE:

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

PARCEL TAX:

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

| 1.232 - Port Renfrew Street Lighting | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|----------------|------------------|----------------|----------|----------|----------------|--------------------|----------------|----------------|----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Electricity | 7,380 | 7,333 | 7,580 | - | - | 7,580 | 7,730 | 7,880 | 8,040 | 8,200 |
| Allocations | 449 | 449 | 457 | - | - | 457 | 466 | 476 | 485 | 495 |
| Contingency | 1,214 | - | 1,062 | - | - | 1,062 | 1,200 | 1,200 | 1,200 | 1,200 |
| Other Operating Expenses | 100 | 95 | 100 | - | - | 100 | 100 | 100 | 100 | 100 |
| TOTAL COSTS | 9,143 | 7,877 | 9,199 | - | - | 9,199 | 9,496 | 9,656 | 9,825 | 9,995 |
| *Percentage Increase over prior year | | | | | | 0.6% | 3.2% | 1.7% | 1.8% | 1.7% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | - | 1,233 | (1,233) | - | - | (1,233) | - | - | - | - |
| Balance c/fwd from 2022 to 2023 | (1,455) | (1,455) | - | - | - | - | - | - | - | - |
| User Charges | (3,760) | (3,762) | (3,892) | - | - | (3,892) | (3,970) | (4,050) | (4,130) | (4,210) |
| Grants in Lieu of Taxes | (79) | (79) | (82) | - | - | (82) | (80) | (80) | (80) | (80) |
| Revenue - Other | (260) | (225) | (270) | - | - | (270) | (280) | (290) | (300) | (310) |
| TOTAL REVENUE | (5,554) | (4,288) | (5,477) | - | - | (5,477) | (4,330) | (4,420) | (4,510) | (4,600) |
| REQUISITION - PARCEL TAX | (3,589) | (3,589) | (3,722) | - | - | (3,722) | (5,166) | (5,236) | (5,315) | (5,395) |
| *Percentage increase over prior year | | | | | | | | | | |
| User Fee | | | | | | 3.5% | 2.0% | 2.0% | 2.0% | 1.9% |
| Requisition | | | | | | 3.7% | 38.8% | 1.4% | 1.5% | 1.5% |
| Combined | | | | | | 3.6% | 20.0% | 1.6% | 1.7% | 1.7% |

CAPITAL REGIONAL DISTRICT

2024 Budget

JDF Building Numbering

FINAL BUDGET

MARCH 2024

Service: 1.317 JDF Building Numbering

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

| 1.317 - JDF Building Numbering | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|--------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2024 ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Building Inspection | 12,390 | 12,390 | 12,830 | - | - | 12,830 | 13,080 | 13,350 | 13,610 | 13,890 |
| Allocations | 655 | 655 | 674 | - | - | 674 | 687 | 701 | 715 | 729 |
| Other Operating Expenses | 430 | 379 | 380 | - | - | 380 | 390 | 400 | 410 | 420 |
| TOTAL COSTS | 13,475 | 13,424 | 13,884 | - | - | 13,884 | 14,157 | 14,451 | 14,735 | 15,039 |
| *Percentage Increase over prior year | | | | | | 3.0% | 2.0% | 2.1% | 2.0% | 2.1% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Surplus c/fwd from 2023 to 2024 | - | 84 | (84) | - | - | (84) | - | - | - | - |
| Surplus c/fwd from 2022 to 2023 | (153) | (153) | - | - | - | - | - | - | - | - |
| Other Income | (40) | (73) | (50) | - | - | (50) | (50) | (50) | (50) | (50) |
| TOTAL REVENUE | (193) | (142) | (134) | - | - | (134) | (50) | (50) | (50) | (50) |
| REQUISITION | (13,282) | (13,282) | (13,750) | - | - | (13,750) | (14,107) | (14,401) | (14,685) | (14,989) |
| *Percentage increase over prior year Requisition | | | | | | 3.5% | 2.6% | 2.1% | 2.0% | 2.1% |

CAPITAL REGIONAL DISTRICT

2024 Budget

Soil Deposit and Removal

FINAL BUDGET

MARCH 2024

Service: 1.319 Soil Deposit and Removal

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

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

FUNDING:

Requisition

| 1.319 - Soil Deposit and Removal | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|----------------|------------------|----------------|--------------|----------|----------------|--------------------|----------------|----------------|----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2024 ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Allocations | 1,249 | 1,249 | 1,290 | - | - | 1,290 | 1,312 | 1,334 | 1,356 | 1,379 |
| Internal Time Charges | 4,620 | 11,797 | 4,860 | - | - | 4,860 | 4,970 | 5,070 | 5,170 | 5,280 |
| Other Operating Expenses | 30 | 226 | 30 | - | - | 30 | 30 | 30 | 30 | 30 |
| TOTAL OPERATING COSTS | 5,899 | 13,272 | 6,180 | - | - | 6,180 | 6,312 | 6,434 | 6,556 | 6,689 |
| *Percentage Increase over prior year | | | | | | 4.8% | 2.1% | 1.9% | 1.9% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | - | (7,413) | (80) | - | - | (80) | (92) | (94) | (86) | (89) |
| Interest Income | (40) | - | (40) | - | - | (40) | (40) | (40) | (40) | (40) |
| TOTAL REVENUE | (40) | (7,413) | (120) | - | - | (120) | (132) | (134) | (126) | (129) |
| REQUISITION | (5,859) | (5,859) | (6,060) | - | - | (6,060) | (6,180) | (6,300) | (6,430) | (6,560) |
| *Percentage increase over prior year Requisition | | | | | | 3.4% | 2.0% | 1.9% | 2.1% | 2.0% |

Reserve Schedule

Reserve Fund: 1.319 Soil Deposit and Removal - Operating Reserve Fund

Reserve Cash Flow

| Fund: 1500 Fund Centre: 105405 | Actual | Budget | | | | |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | 74,675 | 70,862 | 70,782 | 70,690 | 70,596 | 70,510 |
| Transfer from Ops Budget | - | - | - | - | - | - |
| Transfer to Ops Budget | (7,413) | (80) | (92) | (94) | (86) | (89) |
| Interest Income* | 3,599 | | | | | |
| Ending Balance \$ | 70,862 | 70,782 | 70,690 | 70,596 | 70,510 | 70,421 |

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2024 Budget

Community Planning (JDF)

FINAL BUDGET

MARCH 2024

Service: 1.325 Community Planning

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

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

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

PARTICIPATION:

JDF Electoral Area on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition and user fees.

1.325 - Community Planning (JDF)

| | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Salaries & Wages | 496,208 | 491,362 | 520,818 | - | - | 520,818 | 522,821 | 535,101 | 547,667 | 560,523 |
| Consultants | 5,340 | 2,398 | 5,520 | - | - | 5,520 | 5,640 | 5,760 | 5,880 | 6,000 |
| Legal Expenses | 10,300 | 8,365 | 8,000 | - | - | 8,000 | 8,160 | 8,320 | 8,490 | 8,660 |
| LIDAR Photography | 13,500 | - | - | - | - | - | 17,000 | - | 19,000 | - |
| Supplies | 9,290 | 3,812 | 6,250 | - | - | 6,250 | 6,380 | 6,510 | 6,640 | 6,770 |
| Land Use and Advisory Planning Cttees | 15,810 | 5,207 | 16,710 | - | - | 16,710 | 16,990 | 17,270 | 17,560 | 17,850 |
| Allocations | 137,210 | 145,587 | 150,139 | - | - | 150,139 | 154,302 | 157,662 | 160,475 | 163,822 |
| Labour Charges | 33,050 | - | 34,530 | - | - | 34,530 | 35,270 | 36,000 | 36,730 | 37,480 |
| Other Operating Expenses | 61,560 | 48,506 | 61,400 | - | - | 61,400 | 62,670 | 63,980 | 65,310 | 66,670 |
| TOTAL OPERATING COSTS | 782,268 | 705,237 | 803,367 | - | - | 803,367 | 829,233 | 830,603 | 867,752 | 867,775 |
| *Percentage Increase over prior year | | | | | | 2.7% | 3.2% | 0.2% | 4.5% | 0.0% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 5,000 | 25,000 | 5,000 | - | - | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Transfer to Operating Reserve Fund | - | 55,499 | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVES | 5,000 | 80,499 | 5,000 | - | - | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Building Borrowing Repayment to Facilities Reserve | 70,770 | 70,770 | 70,770 | - | - | 70,770 | 70,770 | 70,770 | 70,770 | 70,770 |
| TOTAL COSTS | 858,038 | 856,506 | 879,137 | - | - | 879,137 | 905,003 | 906,373 | 943,522 | 943,545 |
| Internal Recoveries | (32,060) | (32,060) | (33,180) | - | - | (33,180) | (33,840) | (34,520) | (35,211) | (35,910) |
| OPERATING COSTS LESS INTERNAL RECOVERIES | 825,978 | 824,446 | 845,957 | - | - | 845,957 | 871,163 | 871,853 | 908,311 | 907,635 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | (59,681) | (59,681) | (55,016) | - | - | (55,016) | (57,853) | (35,543) | (48,311) | (23,235) |
| Processing Fee Revenue | (45,000) | (40,635) | (45,000) | - | - | (45,000) | (45,000) | (45,000) | (45,000) | (45,000) |
| Grants in Lieu of Taxes | (1,057) | (1,057) | (1,091) | - | - | (1,091) | (1,150) | (1,170) | (1,190) | (1,210) |
| Revenue - Other | (1,600) | (4,433) | (1,060) | - | - | (1,060) | (1,060) | (1,060) | (1,060) | (1,060) |
| TOTAL REVENUE | (107,338) | (105,806) | (102,167) | - | - | (102,167) | (105,063) | (82,773) | (95,561) | (70,505) |
| REQUISITION | (718,640) | (718,640) | (743,790) | - | - | (743,790) | (766,100) | (789,080) | (812,750) | (837,130) |
| *Percentage increase over prior year Requisition | | | | | | 3.5% | 3.0% | 3.0% | 3.0% | 3.0% |
| AUTHORIZED POSITIONS | | | | | | | | | | |
| Salaried | 3.7 | 3.7 | 3.7 | | | 3.7 | 3.7 | 3.7 | 3.7 | 3.7 |

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

| | | | | | | | | |
|--------------------|-------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.325 Community Planning | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|--------------------|-------------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|----------------|------------|----------------|------------|------------------|-----|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$49,355 | \$3,290 | \$0 | \$2,700 | \$0 | \$55,345 | |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Engineered Structures | \$200,000 | \$275,000 | \$0 | \$0 | \$0 | \$0 | \$275,000 | |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| | \$200,000 | \$324,355 | \$3,290 | \$0 | \$2,700 | \$0 | \$330,345 | |

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 | \$49,355 | \$3,290 | \$0 | \$2,700 | \$0 | \$55,345 |
| Grants (Federal, Provincial) | \$200,000 | \$275,000 | \$0 | \$0 | \$0 | \$0 | \$275,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$200,000 | \$324,355 | \$3,290 | \$0 | \$2,700 | \$0 | \$330,345 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.325

Service Name: Community Planning

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|----------------|--------------------------|--|--|---------------------------|-------------|----------------|-------------------|-------------------|-----------------|-------------|-----------------|-------------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2024 | 2025 | 2026 | 2027 | 2028 | 5 - Year Total auto-populates |
| 20-01 | Replacement | Computer Equipment | Computer Replacement | \$ 10,845 | E | ERF | \$ - | \$ 4,855 | \$ 3,290 | \$ - | \$ 2,700 | \$ - | \$ 10,845 |
| 22-01 | Replacement | Vehicle | Vehicle Replacement | \$ 40,000 | E | ERF | \$ - | \$ 40,000 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 |
| 22-02 | Study | Otter Point Ground Water Study (for OCP) | Study of ground water availability to aid in land use decision making and support OCP policy | \$ 100,000 | S | Grant | \$ 100,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ 100,000 |
| 23-01 | Study | Port Renfrew OCP | Port Renfrew Official Community Plan Review and Update | \$ 100,000 | S | Grant | \$ 100,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ 100,000 |
| 24-01 | Study | Willis Point OCP | Willis Point Official Community Plan Review and Update | \$ 75,000 | S | Grant | \$ - | \$ 75,000 | \$ - | \$ - | \$ - | \$ - | \$ 75,000 |
| 24-02 | Replacement | Office Furniture | Raising Desk | \$ 1,500 | E | ERF | \$ - | \$ 1,500 | \$ - | \$ - | \$ - | \$ - | \$ 1,500 |
| 24-03 | Renewal | Meeting Room Upgrade | TV and Video Conference Upgrade | \$ 3,000 | E | ERF | \$ - | \$ 3,000 | \$ - | \$ - | \$ - | \$ - | \$ 3,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | GRAND TOTAL | \$ 330,345 | | | \$ 200,000 | \$ 324,355 | \$ 3,290 | \$ - | \$ 2,700 | \$ - | \$ 330,345 |

Service:

1.325

Community Planning

| | | | | | |
|--------------------------|--|------------------------------|--------------------|------------------------------------|----------------------|
| Project Number | 20-01 | Capital Project Title | Computer Equipment | Capital Project Description | Computer Replacement |
| Project Rationale | Computer replacement in keeping with CRD corporate schedule. | | | | |

| | | | | | |
|--------------------------|---------------------|------------------------------|---------|------------------------------------|---------------------|
| Project Number | 22-01 | Capital Project Title | Vehicle | Capital Project Description | Vehicle Replacement |
| Project Rationale | Vehicle replacement | | | | |

| | | | | | |
|--------------------------|---|------------------------------|--|------------------------------------|--|
| Project Number | 22-02 | Capital Project Title | Otter Point Ground Water Study (for OCP) | Capital Project Description | Study of ground water availability to aid in land use decision making and support OCP policy |
| Project Rationale | Public comments received in response to a number of recent development proposals have raised concern that there is insufficient ground water resources to support both existing development and new development. The OCP supports development in rural areas where there are sufficient ground water resources and the development will not put resources at risk of contamination or depletion. The study will provide information to help determine this. The study may lead to further studies and monitoring. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|------------------|------------------------------------|--|
| Project Number | 23-01 | Capital Project Title | Port Renfrew OCP | Capital Project Description | Port Renfrew Official Community Plan Review and Update |
| Project Rationale | Port Renfrew Official Community Plan requires review and update to address emerging community needs. | | | | |

Service:

1.325

Community Planning

Project Number

24-01

Capital Project Title

Willis Point OCP

Capital Project Description

Willis Point Official Community Plan Review and Update

Project Rationale

Willis Point OCP requires review and upate to address emerging community needs.

Project Number

24-02

Capital Project Title

Office Furniture

Capital Project Description

Raising Desk

Project Rationale

Project Number

24-03

Capital Project Title

Meeting Room Upgrade

Capital Project Description

TV and Video Conference Upgrade

Project Rationale

Community Planning (JDF)
 Reserve Summary Schedule
 2024 - 2028 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Operating Reserve Fund | 399,333 | 344,317 | 286,464 | 250,921 | 202,610 | 179,375 |
| Equipment Replacement Fund | 200,730 | 156,375 | 158,085 | 163,085 | 165,385 | 170,385 |
| Total | 600,063 | 500,692 | 444,549 | 414,006 | 367,995 | 349,760 |

Reserve Schedule

Reserve Fund: 1.325 Community Planning - Operating Reserve Fund

Reserve Cash Flow

| Fund: | 1500 | Actual | Budget | | | | |
|---|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Fund Centre: | 105408 | | | | | | |
| Beginning Balance | | 385,628 | 399,333 | 344,317 | 286,464 | 250,921 | 202,610 |
| Transfer from Ops Budget | | 55,499 | - | - | - | - | - |
| Transfer to Ops Budget - Core | | (46,181) | (55,016) | (40,853) | (35,543) | (29,311) | (23,235) |
| Transfer to Ops Budget - Orthophotos | | (13,500) | - | (17,000) | - | (19,000) | - |
| Interest Income* | | 17,886 | | | | | |
| Ending Balance \$ | | 399,333 | 344,317 | 286,464 | 250,921 | 202,610 | 179,375 |

Assumptions/Background:

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

*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: 1.325 Community Planning - Equipment Replacement Fund

ERF Group: CMPLAN.ERF

Reserve Cash Flow

| Fund: Fund Centre: | 1022 101428 | Actual | Budget | | | | |
|--------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 176,692 | 200,730 | 156,375 | 158,085 | 163,085 | 165,385 |
| Transfer from Ops Budget | | 25,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Planned Purchase | | (2,568) | (49,355) | (3,290) | - | (2,700) | - |
| Interest Income | | 1,606 | | | | | |
| Ending Balance \$ | | 200,730 | 156,375 | 158,085 | 163,085 | 165,385 | 170,385 |

Assumptions/Background:

Maintain balance sufficient to fund required asset replacements

CAPITAL REGIONAL DISTRICT

2024 Budget

JDF Livestock Injury Compensation

FINAL BUDGET

MARCH 2024

Service: 1.340 JDF Livestock Injury Compensation

Committee: Electoral Area

DEFINITION:

The service is established for payment of claims of the owners of livestock killed or injured by a dog over the age of four months, the owner of which is unknown and, after diligent inquiry, cannot be found, as permitted by the *Local Government Act*.
(Livestock Injury Compensation Service (Juan de Fuca) Bylaw No. 1, 2021)

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

| 1.340 - JDF Livestock Injury Compensation | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|----------------|------------------|----------------|--------------|----------|----------------|--------------------|----------------|----------------|----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2024 ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Allocations | 158 | 158 | 158 | - | - | 158 | 161 | 164 | 168 | 171 |
| Compensation Claim Payments | 3,000 | - | 3,000 | - | - | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| TOTAL COSTS | 3,158 | 158 | 3,158 | - | - | 3,158 | 3,161 | 3,164 | 3,168 | 3,171 |
| *Percentage Increase over prior year | | | | | | 0.0% | 0.1% | 0.1% | 0.1% | 0.1% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Surplus c/fwd from 2023 to 2024 | - | 3,145 | (3,145) | - | - | (3,145) | - | - | - | - |
| Surplus c/fwd from 2022 to 2023 | (3,053) | (3,053) | - | - | - | - | - | - | - | - |
| Other Income | - | (145) | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | (3,053) | (53) | (3,145) | - | - | (3,145) | - | - | - | - |
| REQUISITION | (105) | (105) | (13) | - | - | (13) | (3,161) | (3,164) | (3,168) | (3,171) |
| *Percentage increase over prior year Requisition | | | | | | -87.6% | 24215.4% | 0.1% | 0.1% | 0.1% |

CAPITAL REGIONAL DISTRICT

2024 Budget

Willis Point Fire Protection & Recreation

FINAL BUDGET

MARCH 2024

Service: 1.350 Willis Point Fire

Committee: Electoral Area

DEFINITION:

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

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

PARTICIPATION:

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

COMMISSION:

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

MAXIMUM LEVY:

Bylaw No. 1951 states "Greater of \$41,000 or \$1.71 / \$1,000" to a maximum of \$490,970.

FUNDING:

Requisition

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

| | | | | | | | | |
|--------------------|--------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.350 | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
| | Willis Point Fire | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|-----------------|------------------|-----------------|----------------|-----------------|-----------------|-----------------|------------------|
| Buildings | \$0 | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$15,000 |
| Equipment | \$12,280 | \$155,500 | \$44,750 | \$7,500 | \$13,500 | \$13,500 | \$11,500 | \$232,750 |
| 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 |
| | \$12,280 | \$170,500 | \$44,750 | \$7,500 | \$13,500 | \$13,500 | \$11,500 | \$247,750 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|-----------------|------------------|-----------------|----------------|-----------------|-----------------|-----------------|------------------|
| Capital Funds on Hand | \$12,280 | \$0 | \$12,280 | \$0 | \$0 | \$0 | \$0 | \$12,280 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$11,500 | \$7,500 | \$7,500 | \$13,500 | \$13,500 | \$11,500 | \$51,500 |
| Grants (Federal, Provincial) | \$0 | \$108,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$108,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$51,000 | \$24,970 | \$0 | \$0 | \$0 | \$0 | \$75,970 |
| | \$12,280 | \$170,500 | \$44,750 | \$7,500 | \$13,500 | \$13,500 | \$11,500 | \$247,750 |

Service:

1.350

Willis Point Fire

| | | | | | |
|-------------------|-------|-----------------------|---------------|-----------------------------|---|
| Project Number | 21-01 | Capital Project Title | Turn Out Gear | Capital Project Description | Replace 10 sets every 5 years. Life span of 10 years. Total 20 sets budgeted for. |
| Project Rationale | | | | | |

| | | | | | |
|-------------------|-------|-----------------------|------|-----------------------------|--|
| Project Number | 22-01 | Capital Project Title | Hose | Capital Project Description | Replace 20x50 foot hose every 10 years |
| Project Rationale | | | | | |

| | | | | | |
|-------------------|-------|-----------------------|--------------------------|-----------------------------|-------------------------------|
| Project Number | 22-03 | Capital Project Title | Paving entrance for hall | Capital Project Description | Paving apron in front of hall |
| Project Rationale | | | | | |

| | | | | | |
|-------------------|-------|-----------------------|------------------|-----------------------------|------------------|
| Project Number | 24-01 | Capital Project Title | Washroom refresh | Capital Project Description | Washroom refresh |
| Project Rationale | | | | | |

Service:

1.350

Willis Point Fire

Project Number

24-02

Capital Project Title

Willis Point Water Supply for Fire Fighting

Capital Project Description

Purchase and install water tank

Project Rationale

[Redacted Project Rationale]

Project Number

24-03

Capital Project Title

SCBA

Capital Project Description

Replace 20 SCBA tanks over 20 years

Project Rationale

[Redacted Project Rationale]

Project Number

24-04

Capital Project Title

Computer

Capital Project Description

Replace 2 computers

Project Rationale

[Redacted Project Rationale]

**Willis Point Fire Protection & Recreation
Reserves Summary Schedule
2024 - 2028 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Capital Reserve Fund | 154,158 | 103,158 | 83,188 | 88,188 | 93,188 | 98,188 |
| Equipment Replacement Fund | 52,138 | 98,277 | 148,954 | 200,189 | 245,960 | 294,275 |
| Total | 206,296 | 201,435 | 232,142 | 288,377 | 339,148 | 392,463 |

Reserve Schedule

Reserve Fund: 1.350 Willis Point Fire Protection & Creation - Capital Reserve Fund - Bylaw 2189

Surplus money from the operation of the fire protection service and recreational facilities may be paid from time to time into the reserve fund.

Reserve Cash Flow

| Fund: Fund Centre: | 1014 101358 | Actual | Budget | | | | |
|--------------------------|----------------|----------------|----------------|---------------|---------------|---------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 145,782 | 154,158 | 103,158 | 83,188 | 88,188 | 93,188 |
| Transfer from Ops Budget | | 4,242 | - | 5,000 | 5,000 | 5,000 | 5,000 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | (2,970) | (51,000) | (24,970) | - | - | - |
| Interest Income* | | 7,105 | | | | | |
| Ending Balance \$ | | 154,158 | 103,158 | 83,188 | 88,188 | 93,188 | 98,188 |

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: 1.350 Willis Point Fire Protection & Creation - Equipment Replacement Fund

For replacement of firefighting equipment, fire trucks, tenders and pumpers.
ERF Group: WILLISPT.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|--------------------------|--------|---------------|---------------|----------------|----------------|----------------|----------------|
| | | | 2023 | 2024 | 2025 | 2026 | 2027 |
| Fund Centre: | 101429 | | | | | | |
| Beginning Balance | | 538,825 | 52,138 | 98,277 | 148,954 | 200,189 | 245,960 |
| Transfer from Ops Budget | | 89,766 | 57,639 | 58,177 | 58,735 | 59,271 | 59,815 |
| Expenditures | | (577,673) | (11,500) | (7,500) | (7,500) | (13,500) | (11,500) |
| Interest Income | | 1,219 | | | | | |
| Ending Balance \$ | | 52,138 | 98,277 | 148,954 | 200,189 | 245,960 | 294,275 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2024 Budget

Otter Point Fire

FINAL BUDGET

MARCH 2024

Service: 1.353 Otter Point Fire

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

COMMISSION:

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

MAXIMUM LEVY:

Greater of \$125,000 or \$2.50 / \$1,000. To a maximum of \$2,236,129.

FUNDING:

Requisition

| 1.353 - Otter Point Fire | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|----------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Fire Chief Salary and Honorariums | 86,865 | 86,001 | 296,230 | - | - | 296,230 | 302,150 | 308,190 | 314,350 | 320,630 |
| Travel & Vehicles | 24,705 | 32,515 | 25,570 | - | - | 25,570 | 26,080 | 26,600 | 27,130 | 27,670 |
| Contract for Services | 122,100 | 117,423 | 23,000 | - | - | 23,000 | 23,460 | 23,930 | 24,410 | 24,900 |
| Insurance | 12,740 | 11,410 | 11,817 | - | - | 11,817 | 12,230 | 12,650 | 13,090 | 13,550 |
| Staff Training & Program Development | 27,970 | 20,096 | 35,840 | - | - | 35,840 | 36,560 | 37,290 | 38,040 | 38,800 |
| Recruiting and Retention | 15,610 | 15,346 | 16,160 | - | - | 16,160 | 16,480 | 16,810 | 17,150 | 17,490 |
| Maintenance | 20,435 | 17,954 | 21,140 | - | - | 21,140 | 21,560 | 21,990 | 22,440 | 22,890 |
| Internal Allocations | 17,743 | 17,743 | 18,823 | - | - | 18,823 | 19,200 | 19,584 | 19,976 | 20,375 |
| Operating - Supplies | 19,550 | 19,168 | 20,240 | - | - | 20,240 | 20,640 | 21,050 | 21,470 | 21,890 |
| Operating - Other | 28,750 | 27,908 | 29,570 | - | - | 29,570 | 30,130 | 30,690 | 31,260 | 31,850 |
| TOTAL OPERATING COSTS | 376,468 | 365,564 | 498,390 | - | - | 498,390 | 508,490 | 518,784 | 529,316 | 540,045 |
| *Percentage Increase over prior year | | | | | | 32.4% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Capital Equipment Purchases | 5,670 | 5,253 | 5,870 | - | - | 5,870 | 5,990 | 6,110 | 6,230 | 6,350 |
| Transfer to Capital Reserve Fund | 42,000 | 42,000 | 42,000 | - | - | 42,000 | 32,000 | 35,000 | 37,000 | 39,000 |
| Transfer to Equipment Replacement Fund | 118,000 | 132,412 | 125,200 | - | - | 125,200 | 140,800 | 143,300 | 146,000 | 148,700 |
| TOTAL CAPITAL / RESERVES | 165,670 | 179,665 | 173,070 | - | - | 173,070 | 178,790 | 184,410 | 189,230 | 194,050 |
| TOTAL COSTS | 542,138 | 545,229 | 671,460 | - | - | 671,460 | 687,280 | 703,194 | 718,546 | 734,095 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Provincial Grants | - | (799) | - | - | - | - | - | - | - | - |
| Revenue - Other | (330) | (2,622) | (340) | - | - | (340) | (340) | (340) | (340) | (340) |
| TOTAL REVENUE | (330) | (3,421) | (340) | - | - | (340) | (340) | (340) | (340) | (340) |
| REQUISITION | (541,808) | (541,808) | (671,120) | - | - | (671,120) | (686,940) | (702,854) | (718,206) | (733,755) |
| *Percentage increase over prior year Requisition | | | | | | 23.9% | 2.4% | 2.3% | 2.2% | 2.2% |

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

| | | | | | | | | |
|--------------------|-----------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.353 Otter Point Fire | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|--------------------|-----------------------------------|--|-------------|-------------|-------------|-------------|-------------|--------------|

EXPENDITURE

| | | | | | | | |
|-----------------------|------------|-----------------|-----------------|-----------------|-----------------|------------------|--------------------|
| Buildings | \$0 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$0 | \$160,000 |
| Equipment | \$0 | \$15,000 | \$15,000 | \$20,000 | \$20,000 | \$20,000 | \$90,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$800,000 | \$800,000 |
| | | | | | | | |
| | \$0 | \$55,000 | \$55,000 | \$60,000 | \$60,000 | \$820,000 | \$1,050,000 |

SOURCE OF FUNDS

| | | | | | | | |
|---------------------------------|------------|-----------------|-----------------|-----------------|-----------------|------------------|--------------------|
| Capital Funds on Hand | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$15,000 | \$15,000 | \$20,000 | \$20,000 | \$820,000 | \$890,000 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$0 | \$160,000 |
| | | | | | | | |
| | \$0 | \$55,000 | \$55,000 | \$60,000 | \$60,000 | \$820,000 | \$1,050,000 |

Service:

1.353

Otter Point Fire

| | | | | | |
|-------------------|-------|-----------------------|--------------------------|-----------------------------|--------------------------|
| Project Number | 17-02 | Capital Project Title | Turnout Gear/Pagers/Hose | Capital Project Description | Turnout Gear/Pagers/Hose |
| Project Rationale | | | | | |

| | | | | | |
|-------------------|-------|-----------------------|---------------------------|-----------------------------|---------------------------|
| Project Number | 26-01 | Capital Project Title | Replace driveway pavement | Capital Project Description | Replace driveway pavement |
| Project Rationale | | | | | |

| | | | | | |
|-------------------|-------|-----------------------|--------------|-----------------------------|--------------|
| Project Number | 20-01 | Capital Project Title | Replace roof | Capital Project Description | Replace roof |
| Project Rationale | | | | | |

Service:

1.353

Otter Point Fire

Project Number

22-03

Capital Project Title

Building and Siding

Capital Project Description

Building and Siding

Project Rationale

Project Number

28-01

Capital Project Title

Replace E23

Capital Project Description

Replace E23 - triple combination engine pumper truck

Project Rationale

Otter Point Fire
Summary Schedule
2024 - 2028 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Capital Reserve Fund | 59,021 | 61,021 | 53,021 | 48,021 | 45,021 | 84,021 |
| Equipment Replacement Fund | 214,749 | 324,949 | 450,749 | 574,049 | 700,049 | 28,749 |
| Total | 273,770 | 385,970 | 503,770 | 622,070 | 745,070 | 112,770 |

Reserve Schedule

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

For improvements, repairs and replacement of Firehall and training centre

Reserve Cash Flow

| Fund: | 1090 | Actual | Budget | | | | |
|---------------------------------|--------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Fund Centre: | 102164 | | | | | | |
| Beginning Balance | | 15,571 | 59,021 | 61,021 | 53,021 | 48,021 | 45,021 |
| Transfer from Ops Budget | | 42,000 | 42,000 | 32,000 | 35,000 | 37,000 | 39,000 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | - | (40,000) | (40,000) | (40,000) | (40,000) | - |
| Interest Income* | | 1,450 | | | | | |
| Ending Balance \$ | | 59,021 | 61,021 | 53,021 | 48,021 | 45,021 | 84,021 |

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: 1.353 Otter Point Fire Protection - Equipment Replacement Fund

ERF Group: OTTERFIRE.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|--------------------------|--------|----------------|----------------|----------------|----------------|----------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Fund Centre: | 101432 | | | | | | |
| Beginning Balance | | 106,724 | 214,749 | 324,949 | 450,749 | 574,049 | 700,049 |
| Transfer from Ops Budget | | 127,467 | 125,200 | 140,800 | 143,300 | 146,000 | 148,700 |
| Expenditures | | (20,919) | (15,000) | (15,000) | (20,000) | (20,000) | (820,000) |
| Interest Income | | 1,475 | | | | | |
| Ending Balance \$ | | 214,749 | 324,949 | 450,749 | 574,049 | 700,049 | 28,749 |

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2024 Budget

Malahat Fire Protection

FINAL BUDGET

MARCH 2024

Service: 1.354 Malahat Fire

Committee: Electoral Area

DEFINITION:

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

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

ANNUAL LEVY:

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

MAXIMUM LEVY:

Greater of \$22,400 or \$1.28 / \$1,000 to a maximum of \$133,828.

FUNDING:

Requisition

| 1.354 - Malahat Fire Protection | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------|----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Payment to Cowichan Valley Regional District | 63,650 | 63,650 | 65,315 | - | - | 65,315 | 66,620 | 67,950 | 69,310 | 70,700 |
| Other Operating Expenses | 3,290 | 3,300 | 3,357 | - | 5,000 | 8,357 | 3,424 | 3,492 | 3,562 | 3,633 |
| TOTAL COSTS | 66,940 | 66,950 | 68,672 | - | 5,000 | 73,672 | 70,044 | 71,442 | 72,872 | 74,333 |
| *Percentage Increase over prior year | | | 2.6% | | 7.5% | 10.1% | -4.9% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | - | 617 | (617) | - | - | (617) | - | - | - | - |
| Balance c/fwd from 2022 to 2023 | (588) | (588) | - | - | - | - | - | - | - | - |
| Other Revenue | - | (627) | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | (588) | (598) | (617) | - | - | (617) | - | - | - | - |
| REQUISITION | (66,352) | (66,352) | (68,055) | - | (5,000) | (73,055) | (70,044) | (71,442) | (72,872) | (74,333) |
| *Percentage increase over prior year Requisition | | | 2.6% | | 7.5% | 10.1% | -4.1% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2024 Budget

Durrance Road Fire Protection

FINAL BUDGET

MARCH 2024

Service: 1.355 Durrance Road Fire

Committee: Electoral Area

DEFINITION:

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

MAXIMUM LEVY:

Greater of \$1,350 or \$0.70 / \$1,000 to maximum of \$7,083.

FUNDING:

Parcel Tax

| 1.355 - Durrance Road Fire Protection | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|----------------|------------------|----------------|----------|----------|----------------|--------------------|----------------|----------------|----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2024 | | TOTAL | 2025 | 2026 | 2027 | 2028 |
| | | | | ONGOING | ONE-TIME | | | | | |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Payment to District of Saanich | 2,500 | 2,500 | 2,500 | - | - | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| Other Operating Expenses | 216 | 161 | 216 | - | - | 216 | 219 | 221 | 224 | 227 |
| TOTAL OPERATING COSTS | 2,716 | 2,661 | 2,716 | - | - | 2,716 | 2,719 | 2,721 | 2,724 | 2,727 |
| *Percentage Increase over prior year | | | | | | 0.0% | 0.1% | 0.1% | 0.1% | 0.1% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Operating Reserve | 300 | 355 | 300 | - | - | 300 | 300 | 300 | 300 | 300 |
| TOTAL COSTS | 3,016 | 3,016 | 3,016 | - | - | 3,016 | 3,019 | 3,021 | 3,024 | 3,027 |
| *Percentage Increase over prior year | | | | | | 0.0% | 0.1% | 0.1% | 0.1% | 0.1% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| REQUISITION - PARCEL TAX | (3,016) | (3,016) | (3,016) | - | - | (3,016) | (3,019) | (3,021) | (3,024) | (3,027) |
| *Percentage increase over prior year Requisition | | | | | | 0.0% | 0.1% | 0.1% | 0.1% | 0.1% |

Reserve Schedule

Reserve Fund: 1.355 Durrance road Fire Protection - Operating Reserve Fund - Bylaw 4146

Reserve established to help offset fluctuations in operating revenues, special projects and cover operational expenditures as required.

Reserve Cash Flow

| Fund: | 1500 | Actual | Budget | | | | |
|--------------------------|--------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Fund Centre: | 105400 | | | | | | |
| Beginning Balance | | 2,951 | 3,453 | 3,753 | 4,053 | 4,353 | 4,653 |
| Transfer from Op Budget | | 355 | 300 | 300 | 300 | 300 | 300 |
| Planned Payments | | - | - | - | - | - | - |
| Interest Income* | | 147 | | | | | |
| Ending Balance \$ | | 3,453 | 3,753 | 4,053 | 4,353 | 4,653 | 4,953 |

Assumptions/Background:

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

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

CAPITAL REGIONAL DISTRICT

2024 Budget

East Sooke Fire Protection

FINAL BUDGET

MARCH 2024

Service: 1.357 East Sooke Fire

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

Bylaw No. 3390 (amended by Bylaw 3862, 2013) states "greater of \$550,000 or \$1.310 / \$1,000" of actual assessments. To a maximum of \$1,256,038.

COMMISSION:

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

MAXIMUM CAPITAL DEBT:

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

1.357 - East Sooke Fire Protection

| | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|--------------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2024 ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Salaries and Wages | 75,340 | 33,899 | 80,614 | - | - | 80,614 | 82,230 | 83,880 | 85,560 | 87,270 |
| Travel - Vehicles | 35,510 | 36,557 | 37,996 | - | - | 37,996 | 38,750 | 39,530 | 40,320 | 41,130 |
| Insurance | 6,035 | 6,044 | 12,926 | - | - | 12,926 | 13,315 | 13,710 | 14,120 | 14,550 |
| Contract for Service/Legal Expenses | 10,840 | 11,611 | 12,399 | - | - | 12,399 | 12,650 | 12,900 | 13,160 | 13,420 |
| Maintenance | 12,080 | 17,225 | 12,926 | - | - | 12,926 | 13,190 | 13,460 | 13,730 | 14,000 |
| Staff Training | 25,000 | 28,518 | 26,750 | - | - | 26,750 | 27,290 | 27,840 | 28,400 | 28,970 |
| Internal Allocations | 15,161 | 15,161 | 15,367 | - | - | 15,367 | 15,674 | 15,988 | 16,307 | 16,634 |
| Operating - Supplies | 29,382 | 54,217 | 29,719 | - | - | 29,719 | 30,310 | 30,920 | 31,540 | 32,170 |
| Contingency | 15,000 | - | 15,000 | - | - | 15,000 | 15,300 | 15,610 | 15,920 | 16,240 |
| Operating - Other | 43,170 | 50,199 | 48,433 | - | - | 48,433 | 49,390 | 50,350 | 51,330 | 52,340 |
| TOTAL FIRE DEP OPERATING COSTS | 267,518 | 253,431 | 292,130 | - | - | 292,130 | 298,099 | 304,188 | 310,387 | 316,724 |
| *Percentage Increase over prior year | | | | | | 9.2% | 2.0% | 2.0% | 2.0% | 2.0% |
| TOTAL COMMUNITY HALL OPERATING COSTS | 39,438 | 34,799 | 37,566 | - | - | 37,566 | 27,184 | 27,860 | 28,548 | 29,251 |
| TOTAL OPERATING COSTS | 306,956 | 288,230 | 329,696 | - | - | 329,696 | 325,283 | 332,048 | 338,935 | 345,975 |
| Percentage Increase over prior year | | | | | | | | | | |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | - | 10,000 | 5,000 | - | - | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Transfer to Equipment Replacement Fund | 103,362 | 127,486 | 96,121 | - | - | 96,121 | 101,102 | 106,173 | 111,364 | 116,637 |
| TOTAL CAPITAL / RESERVES | 103,362 | 137,486 | 101,121 | - | - | 101,121 | 106,102 | 111,173 | 116,364 | 121,637 |
| <u>DEBT SERVICING</u> | | | | | | | | | | |
| MFA Debt Reserve Fund | 380 | 725 | 380 | - | - | 380 | 380 | 380 | 380 | 380 |
| Principal Payment | 97,959 | 97,959 | 97,959 | - | - | 97,959 | 97,959 | 97,959 | 97,959 | 97,959 |
| Interest Payment | 57,150 | 57,150 | 57,150 | - | - | 57,150 | 57,150 | 57,150 | 57,150 | 57,150 |
| TOTAL DEBT SERVICING | 155,489 | 155,834 | 155,489 | - | - | 155,489 | 155,489 | 155,489 | 155,489 | 155,489 |
| TOTAL COSTS | 565,807 | 581,550 | 586,306 | - | - | 586,306 | 586,874 | 598,710 | 610,788 | 623,101 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | - | 11,043 | (11,043) | - | - | (11,043) | - | - | - | - |
| Balance c/fwd from 2022 to 2023 | (13,628) | (13,628) | - | - | - | - | - | - | - | - |
| District of Sooke (for Silver Spray) | (56,350) | (73,747) | (69,350) | - | - | (69,350) | (70,740) | (72,150) | (73,590) | (75,060) |
| MFA Debt Reserve Fund Earning | (380) | (725) | (380) | - | - | (380) | (380) | (380) | (380) | (380) |
| Rental Revenue | (25,610) | (27,353) | (26,323) | - | - | (26,323) | (26,984) | (27,660) | (28,348) | (29,051) |
| Other Income | (1,260) | (8,561) | (1,260) | - | - | (1,260) | (1,260) | (1,260) | (1,260) | (1,260) |
| TOTAL REVENUE | (97,228) | (112,971) | (108,356) | - | - | (108,356) | (99,364) | (101,450) | (103,578) | (105,751) |
| REQUISITION | (468,579) | (468,579) | (477,950) | - | - | (477,950) | (487,510) | (497,260) | (507,210) | (517,350) |
| *Percentage increase over prior year Requisition | | | | | | 2.0% | 2.0% | 2.0% | 2.0% | 2.0% |

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

| | | | | | | | | |
|--------------------|------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.357 | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
| | East Sooke Fire | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|-----------------|-----------------|------------------|-----------------|--------------------|-----|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$17,000 | \$51,551 | \$19,512 | \$51,578 | \$18,850 | \$14,000 | \$155,491 | |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Engineered Structures | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Vehicles | \$300,000 | \$300,000 | \$0 | \$0 | \$582,000 | \$0 | \$882,000 | |
| | \$317,000 | \$351,551 | \$19,512 | \$51,578 | \$600,850 | \$14,000 | \$1,037,491 | |

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 | \$300,000 | \$324,551 | \$19,512 | \$51,578 | \$600,850 | \$14,000 | \$1,010,491 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$17,000 | \$27,000 | \$0 | \$0 | \$0 | \$0 | \$27,000 |
| | \$317,000 | \$351,551 | \$19,512 | \$51,578 | \$600,850 | \$14,000 | \$1,037,491 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.357

Service Name: East Sooke Fire

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|----------------|--------------------------|--|--|---------------------------|-------------|----------------|-------------------|-------------------|------------------|------------------|-------------------|------------------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2024 | 2025 | 2026 | 2027 | 2028 | 5 - Year Total auto-populates |
| 17-05 | Replacement | Turn out Gear | Turn out Gear | \$ 67,791 | E | ERF | \$ - | \$ 13,051 | \$ 13,312 | \$ 13,578 | \$ 13,850 | \$ 14,000 | \$ 67,791 |
| 18-01 | Replacement | Tender 2 | Tender 2 Replacement | \$ 582,000 | V | ERF | \$ 300,000 | \$ - | \$ - | \$ - | \$ 582,000 | \$ - | \$ 582,000 |
| 19-01 | Replacement | Squad Car | Replace Squad Car 1999 Vehicle | \$ 300,000 | V | ERF | \$ - | \$ 300,000 | \$ - | \$ - | \$ - | \$ - | \$ 300,000 |
| 21-03 | Replacement | Extrication gear | Replacement of extrication gear (jaws of life) | \$ 33,000 | E | ERF | \$ - | \$ - | \$ - | \$ 33,000 | \$ - | \$ - | \$ 33,000 |
| 21-05 | Replacement | Roof seal replacement | Roof seal replacement | \$ 5,000 | E | ERF | \$ - | \$ - | \$ - | \$ 5,000 | \$ - | \$ - | \$ 5,000 |
| 22-01 | Replacement | Pagers | Replacement of old pagers | \$ 3,500 | E | ERF | \$ - | \$ 3,500 | \$ - | \$ - | \$ - | \$ - | \$ 3,500 |
| 22-02 | Replacement | Hoses | Replacement of structure fire hoses | \$ 6,200 | E | ERF | \$ - | \$ - | \$ 6,200 | \$ - | \$ - | \$ - | \$ 6,200 |
| 22-04 | Replacement | East Sooke Community Hall capital projects | East Sooke Community Hall capital projects | \$ 12,000 | E | Res | \$ 12,000 | \$ 12,000 | \$ - | \$ - | \$ - | \$ - | \$ 12,000 |
| 23-01 | New | Tablet trial | Equip trucks with tablets | \$ 5,000 | E | Res | \$ 5,000 | \$ 5,000 | \$ - | \$ - | \$ - | \$ - | \$ 5,000 |
| 24-01 | Replacement | TIC (infrared cameras) | Replacement of failing infrared cameras | \$ 8,000 | E | ERF | \$ - | \$ 8,000 | \$ - | \$ - | \$ - | \$ - | \$ 8,000 |
| 24-02 | New | Training Centre | Finishing the training center | \$ 10,000 | E | Res | \$ - | \$ 10,000 | \$ - | \$ - | \$ - | \$ - | \$ 10,000 |
| 27-01 | Replacement | Rope for Rope Rescue | Replacement of Ropes and other Rope Rescue Equipment | \$ 5,000 | E | ERF | \$ - | \$ - | \$ - | \$ - | \$ 5,000 | \$ - | \$ 5,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | GRAND TOTAL | \$ 1,037,491 | | | \$ 317,000 | \$ 351,551 | \$ 19,512 | \$ 51,578 | \$ 600,850 | \$ 14,000 | \$ 1,037,491 |

Service: **1.357** **East Sooke Fire**

Project Number 17-05 **Capital Project Title** Turn out Gear **Capital Project Description** Turn out Gear

Project Rationale Replacement of 4 sets of turnout gear. Turnout gear expires after 10 years.

Project Number 18-01 **Capital Project Title** Tender 2 **Capital Project Description** Tender 2 Replacement

Project Rationale Replacement for our 1998 Tender 2 . The plan is to replace the vehicle with a used 10-year old truck.

Project Number 19-01 **Capital Project Title** Squad Car **Capital Project Description** Replace Squad Car 1999 Vehicle

Project Rationale Replacement for our 1999 Squad1 (FR vehicle)

Project Number 21-03 **Capital Project Title** Extrication gear **Capital Project Description** Replacement of extrication gear (jaws of life)

Project Rationale Replacement of extrication gear (jaws of life)

Service: 1.357 East Sooke Fire

| | | | | | |
|-------------------|---|-----------------------|-----------------------|-----------------------------|-----------------------|
| Project Number | 21-05 | Capital Project Title | Roof seal replacement | Capital Project Description | Roof seal replacement |
| Project Rationale | Replacement of Roof seals (recommended every 5 years) | | | | |

| | | | | | |
|-------------------|---|-----------------------|--------|-----------------------------|---------------------------|
| Project Number | 22-01 | Capital Project Title | Pagers | Capital Project Description | Replacement of old pagers |
| Project Rationale | Replacement of Roof seals (recommended every 5 years) | | | | |

| | | | | | |
|-------------------|-------------------------------------|-----------------------|-------|-----------------------------|-------------------------------------|
| Project Number | 22-02 | Capital Project Title | Hoses | Capital Project Description | Replacement of structure fire hoses |
| Project Rationale | Replacement of structure fire hoses | | | | |

| | | | | | |
|-------------------|-------|-----------------------|----------------------|-----------------------------|--|
| Project Number | 27-01 | Capital Project Title | Rope for Rope Rescue | Capital Project Description | Replacement of Ropes and other Rope Rescue Equipment |
| Project Rationale | | | | | |

Service:

1.357

East Sooke Fire

Project Number

22-04

Capital Project Title

East Sooke Community Hall capital projects

Capital Project Description

East Sooke Community Hall capital projects

Project Rationale Placeholder for capital projects in East Sooke's community hall such as replacing the kitchen's countertop and exterior double doors.

Project Number

23-01

Capital Project Title

Tablet trial

Capital Project Description

Equip trucks with tablets

Project Rationale

Project Number

24-01

Capital Project Title

TIC (infrared cameras)

Capital Project Description

Replacement of failing infrared cameras

Project Rationale

**East Sooke Fire Protection
Reserve Summary Schedule
2024 - 2028 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Capital Reserve Fund-Fire Dep | 44,125 | 22,125 | 27,125 | 32,125 | 37,125 | 42,125 |
| Capital Reserve Fund-Comm Hall | 12,921 | 12,921 | 12,921 | 12,921 | 12,921 | 12,921 |
| Equipment Replacement Fund | 829,133 | 600,703 | 682,293 | 736,888 | 247,402 | 350,039 |
| Total | 886,179 | 635,749 | 722,339 | 781,934 | 297,448 | 405,085 |

Reserve Schedule

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

Reserve established for expenditures for or in respect of capital projects, construction, land purchases, machinery or equipment necessary for them and extension or renewal of existing capital works or payment of debt.

Reserve Cash Flow

| Fund: Fund Centre: | 1079 101309 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 40,624 | 44,125 | 22,125 | 27,125 | 32,125 | 37,125 |
| Transfer from Ops Budget | | 10,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Transfer from Cap Fund | | 1,759 | - | - | - | - | - |
| Transfer to Cap Fund | | (10,000) | (27,000) | - | - | - | - |
| Transfer from ERF | | - | - | - | - | - | - |
| Interest Income* | | 1,742 | | | | | |
| Ending Balance \$ | | 44,125 | 22,125 | 27,125 | 32,125 | 37,125 | 42,125 |

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: 1.357 East Sooke Community Hall - Capital Reserve Fund - Bylaw 3400

Reserve established for expenditures for or in respect of capital projects, construction, land purchases, machinery or equipment necessary for them and extension or renewal of existing capital works or payment of debt.

Reserve Cash Flow

| Fund: Fund Centre: | 1079 102246 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 12,327 | 12,921 | 12,921 | 12,921 | 12,921 | 12,921 |
| Transfer from Ops Budget | | - | - | - | - | - | - |
| Planned Purchase | | - | | | | | |
| Interest Income* | | 594 | | | | | |
| Ending Balance \$ | | 12,921 | 12,921 | 12,921 | 12,921 | 12,921 | 12,921 |

Assumptions/Background:

Reserve intended for Capital projects in Community Hall

*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: 1.357 East Sooke Fire Protection - Equipment Replacement Fund

ERF Group: ESOOKFIRE.ERF

Reserve Cash Flow

| Fund: Fund Centre: | 1022 101948 | Actual | Budget | | | | |
|--------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 703,592 | 829,133 | 600,703 | 682,293 | 736,888 | 247,402 |
| Transfer from Ops Budget | | 127,487 | 96,121 | 101,102 | 106,173 | 111,364 | 116,637 |
| Planned Purchase | | (8,858) | (324,551) | (19,512) | (51,578) | (600,850) | (14,000) |
| Transfer to CRF | | - | - | - | - | - | - |
| Interest Income | | 6,912 | | | | | |
| Ending Balance \$ | | 829,133 | 600,703 | 682,293 | 736,888 | 247,402 | 350,039 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2024 Budget

Port Renfrew Fire

FINAL BUDGET

MARCH 2024

Service: **1.358 Port Renfrew Fire**

Committee: **Electoral Area**

DEFINITION:

To provide, operate and maintain a Fire Protection Service for local service area in the Port Renfrew District of the Juan de Fuca Electoral Area Establishment Bylaw No. 1743 (November, 1989). Amended by Bylaw 3223 (2005)

Local Service Area #1 of Electoral Area of Juan de Fuca (A-762). Tax levy based on hospital assessments for land and improvements.

MAXIMUM LEVY:

Greater of \$10,000 or \$2.52 / \$1,000 of actual assessment. To a maximum of \$455,084.

COMMISSION:

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

MAXIMUM CAPITAL DEBT:

Bylaw 3456 (Nov 2007) - Authorized to borrow \$40,000 - \$0 issued

| | | | |
|-------------------------|---------------------------------|-----------|----------|
| AUTHORIZED: | LA Bylaw No. 3456 (Nov. 2007) | \$ | 40,000 |
| BORROWED: | Bylaw 3456 - 106 (2009 - 4.13%) | | (40,000) |
| REMAINING AUTHORIZATION | | <u>\$</u> | <u>-</u> |

FUNDING:

User fee and requisition.

| 1.358 - Port Renfrew Fire | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|-----------------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2024 ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Salaries, Wages, Benefits | 37,240 | 37,240 | 38,360 | 35,000 | - | 73,360 | 74,820 | 76,310 | 77,830 | 79,380 |
| Materials and Supplies | 18,130 | 18,130 | 18,760 | - | - | 18,760 | 19,130 | 19,520 | 19,910 | 20,310 |
| Repairs and Maintenance | 2,430 | 2,430 | 2,520 | - | - | 2,520 | 2,570 | 2,620 | 2,670 | 2,720 |
| Utilities | 14,110 | 14,110 | 14,560 | - | - | 14,560 | 14,850 | 15,150 | 15,460 | 15,770 |
| Allocations | 6,338 | 6,338 | 6,729 | - | - | 6,729 | 6,863 | 7,001 | 7,141 | 7,284 |
| Other Operating Expense | 56,320 | 56,320 | 58,247 | - | - | 58,247 | 59,480 | 60,760 | 62,050 | 63,370 |
| TOTAL OPERATING COSTS | 134,568 | 134,568 | 139,176 | 35,000 | - | 174,176 | 177,713 | 181,361 | 185,061 | 188,834 |
| *Percentage Increase over prior year | | | 3.4% | 26.0% | | 29.4% | 2.0% | 2.1% | 2.0% | 2.0% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | - | - | 1,854 | - | - | 1,854 | 3,000 | 2,000 | 2,000 | 2,000 |
| Transfer to Equipment Replacement Fund | 24,000 | 24,000 | 23,500 | - | - | 23,500 | 26,000 | 28,000 | 28,500 | 29,000 |
| TOTAL CAPITAL / RESERVES | 24,000 | 24,000 | 25,354 | - | - | 25,354 | 29,000 | 30,000 | 30,500 | 31,000 |
| TOTAL FIRE OPERATING COSTS | 158,568 | 158,568 | 164,530 | 35,000 | - | 199,530 | 206,713 | 211,361 | 215,561 | 219,834 |
| Debt Charges | 2,908 | 2,908 | 2,908 | - | - | 2,908 | - | - | - | - |
| TOTAL COSTS | 161,476 | 161,476 | 167,438 | 35,000 | - | 202,438 | 206,713 | 211,361 | 215,561 | 219,834 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Grants in Lieu of Taxes | (1,073) | (1,073) | (1,110) | - | - | (1,110) | (1,130) | (1,150) | (1,170) | (1,190) |
| User Charge | (64,106) | (64,106) | (66,698) | (14,000) | - | (80,698) | (82,145) | (83,996) | (85,668) | (87,370) |
| Other Revenue | (220) | (220) | (230) | - | - | (230) | (220) | (220) | (220) | (220) |
| TOTAL REVENUE | (65,399) | (65,399) | (68,038) | (14,000) | - | (82,038) | (83,495) | (85,366) | (87,058) | (88,780) |
| REQUISITION | (96,077) | (96,077) | (99,400) | (21,000) | - | (120,400) | (123,218) | (125,995) | (128,503) | (131,054) |
| *Percentage increase over prior year Requisition | | | 3.5% | 21.8% | | 25.3% | 2.3% | 2.3% | 2.0% | 2.0% |

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

| | | | | | | | | |
|--------------------|--------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.358 | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
| | Port Renfrew Fire | | | | | | | |

EXPENDITURE

| | | | | | | | |
|-----------------------|------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Buildings | \$0 | \$30,000 | \$10,000 | \$0 | \$0 | \$0 | \$40,000 |
| Equipment | \$0 | \$51,000 | \$16,000 | \$16,000 | \$16,000 | \$16,000 | \$115,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$0 | \$5,000 | \$0 | \$0 | \$0 | \$0 | \$5,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$86,000 | \$26,000 | \$16,000 | \$16,000 | \$16,000 | \$160,000 |

SOURCE OF FUNDS

| | | | | | | | |
|---------------------------------|------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Capital Funds on Hand | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$51,000 | \$16,000 | \$16,000 | \$16,000 | \$16,000 | \$115,000 |
| Grants (Federal, Provincial) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$35,000 | \$10,000 | \$0 | \$0 | \$0 | \$45,000 |
| | \$0 | \$86,000 | \$26,000 | \$16,000 | \$16,000 | \$16,000 | \$160,000 |

Service: 1.358 Port Renfrew Fire

Project Number 23-01 Capital Project Title Rescue Truck Improvements Capital Project Description Enhanced Fire Suppression Capability

Project Rationale

Project Number 24-01 Capital Project Title SCBA Fill Station Capital Project Description Replace SCBA Fill Station

Project Rationale

Project Number 24-02 Capital Project Title Firehall Electrical Assessment Capital Project Description Firehall Electrical Assessment

Project Rationale

Project Number 24-01 Capital Project Title SCBA Fill Station Capital Project Description Replace SCBA Fill Station

Project Rationale

Project Number 24-02 Capital Project Title Firehall Electrical Assessment Capital Project Description Firehall Electrical Assessment

Project Rationale

Service: 1.358 Port Renfrew Fire

Project Number 24-03

Capital Project Title Electrical Upgrade

Capital Project Description Electrical Upgrade

Project Rationale

Project Number 24-04

Capital Project Title Flag Pole

Capital Project Description Flag Pole

Project Rationale

Project Number 24-05

Capital Project Title Overhead Door Motors

Capital Project Description Overhead Door Motors

Project Rationale

Project Number 24-06

Capital Project Title Fire Hose

Capital Project Description Replace Fire Hose

Project Rationale

Project Number 25-01

Capital Project Title SCBA Replacements

Capital Project Description SCBA Replacements

Project Rationale

Port Renfrew Fire
Reserve Summary Schedule
2024 - 2028 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Capital Reserve Fund | 40,937 | 7,791 | 791 | 2,791 | 4,791 | 6,791 |
| Equipment Replacement Fund | 210,713 | 183,213 | 193,213 | 205,213 | 217,713 | 230,713 |
| Total | 251,650 | 191,004 | 194,004 | 208,004 | 222,504 | 237,504 |

Reserve Schedule

Reserve Fund: 1.358 Port Renfrew Fire - Capital Reserve Fund - Bylaw 2702

Surplus money from the operation may be paid from time to time into this reserve fund.

Reserve Cash Flow

| Fund: | 1089 | Actual | Budget | | | | |
|--------------------------|--------|---------------|--------------|------------|--------------|--------------|--------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Fund Centre: | 102161 | | | | | | |
| Beginning Balance | | 48,721 | 40,937 | 7,791 | 791 | 2,791 | 4,791 |
| Transfer from Ops Budget | | - | 1,854 | 3,000 | 2,000 | 2,000 | 2,000 |
| Transfer to Cap Fund | | (9,826) | (35,000) | (10,000) | - | - | - |
| Interest Income* | | 2,042 | | | | | |
| Ending Balance \$ | | 40,937 | 7,791 | 791 | 2,791 | 4,791 | 6,791 |

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: 1.358 Port Renfrew Fire - Equipment Replacement Fund

ERF Group: PTRENFIRE.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|---------------------------------|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Fund Centre: | 101434 | | | | | | |
| Beginning Balance | | 175,565 | 210,713 | 183,213 | 193,213 | 205,213 | 217,713 |
| Transfer from Ops Budget | | 24,576 | 23,500 | 26,000 | 28,000 | 28,500 | 29,000 |
| Planned Purchase | | 8,764 | (51,000) | (16,000) | (16,000) | (16,000) | (16,000) |
| Interest Income | | 1,808 | | | | | |
| Ending Balance \$ | | 210,713 | 183,213 | 193,213 | 205,213 | 217,713 | 230,713 |

Assumptions/Background:

Transfer as much as operating budget will allow in order to have funds sufficient to replace vehicles

CAPITAL REGIONAL DISTRICT

2024 Budget

Shirley Fire Protection

FINAL BUDGET

MARCH 2024

Service: 1.360 Shirley Fire Department

Committee: Electoral Area

DEFINITION:

A Specified Area to provide Fire Protection Service and Emergency Response on a volunteer basis in the Shirley District of the Juan de Fuca Electoral Areas local service. Establishment Bylaw No. 1927 (September 11, 1991). Amended by Bylaw 3220 (Feb 9, 2005).

MAXIMUM LEVY:

Greater of \$18,200 or \$1.31 / \$1,000 of actual assessment. To a maximum of \$457,667.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

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

FUNDING:

Requisition

| 1.360 - Shirley Fire Protection | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|---------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | 2024 | | | 2025 | 2026 | 2027 | 2028 | |
| | | | CORE BUDGET | ONGOING | ONE-TIME | | | | | TOTAL |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Honoraria | 41,330 | 26,960 | 42,580 | - | - | 42,580 | 43,430 | 44,300 | 45,190 | 46,090 |
| Travel - Vehicles | 6,340 | 6,340 | 4,470 | - | - | 4,470 | 4,560 | 4,650 | 4,740 | 4,830 |
| Insurance | 8,150 | 8,150 | 7,887 | - | - | 7,887 | 8,130 | 8,390 | 8,660 | 8,950 |
| Maintenance | 10,270 | 10,270 | 12,620 | - | - | 12,620 | 12,870 | 13,120 | 13,370 | 13,640 |
| Staff Development | 7,220 | 7,220 | 8,000 | - | - | 8,000 | 8,160 | 8,320 | 8,490 | 8,660 |
| Internal Allocations | 4,382 | 4,382 | 6,017 | - | - | 6,017 | 6,137 | 6,260 | 6,385 | 6,513 |
| Operating - Supplies | 22,890 | 22,890 | 20,700 | - | - | 20,700 | 21,120 | 21,540 | 21,970 | 22,410 |
| Contingency | 3,000 | 3,000 | 3,000 | - | - | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| Operating - Other | 16,750 | 16,750 | 20,360 | - | - | 20,360 | 20,760 | 21,160 | 21,560 | 21,970 |
| TOTAL OPERATING COSTS | 120,332 | 105,962 | 125,634 | - | - | 125,634 | 128,167 | 130,740 | 133,365 | 136,063 |
| *Percentage Increase over prior year | | | | | | 4.4% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Purchases - Equipment | 10,000 | 10,000 | 10,000 | - | - | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Transfer to Equipment Replacement Fund | 38,000 | 52,370 | 39,456 | - | - | 39,456 | 40,923 | 42,430 | 43,965 | 45,507 |
| Transfer to Capital Reserve Fund | 25,000 | 25,000 | 25,000 | - | - | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| TOTAL CAPITAL / RESERVES | 73,000 | 87,370 | 74,456 | - | - | 74,456 | 75,923 | 77,430 | 78,965 | 80,507 |
| TOTAL COSTS | 193,332 | 193,332 | 200,090 | - | - | 200,090 | 204,090 | 208,170 | 212,330 | 216,570 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Interest Income | (210) | (210) | (210) | - | - | (210) | (210) | (210) | (210) | (210) |
| TOTAL REVENUE | (210) | (210) | (210) | - | - | (210) | (210) | (210) | (210) | (210) |
| REQUISITION | (193,122) | (193,122) | (199,880) | - | - | (199,880) | (203,880) | (207,960) | (212,120) | (216,360) |
| *Percentage increase over prior year Requisition | | | | | | 3.5% | 2.0% | 2.0% | 2.0% | 2.0% |

Service:

1.360

Shirley Fire Department

Project Number

19-01

Capital Project Title

Firefighting Equipment

Capital Project Description

Firefighting Equipment

Project Rationale

[Redacted Project Rationale]

Shirley Fire Protection
Summary Schedule
2024 - 2028 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Capital Reserve Fund | 162,401 | 187,401 | 212,401 | 237,401 | 262,401 | 287,401 |
| Equipment Replacement Fund | 384,412 | 413,868 | 454,791 | 497,221 | 541,186 | 586,693 |
| Total | 546,814 | 601,270 | 667,193 | 734,623 | 803,588 | 874,095 |

Reserve Schedule

Reserve Fund: 1.360 Shirley Fire Protection - Capital Reserve Fund - Bylaw 2938

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

Reserve Cash Flow

| Fund: | 1062 | Actual | Budget | | | | |
|--------------------------|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Fund Centre: | 101701 | | | | | | |
| Beginning Balance | | 130,685 | 162,401 | 187,401 | 212,401 | 237,401 | 262,401 |
| Transfer from Ops Budget | | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| Transfer from Cap Fund | | - | - | - | - | - | - |
| Interest Income* | | 6,716 | | | | | |
| Ending Balance \$ | | 162,401 | 187,401 | 212,401 | 237,401 | 262,401 | 287,401 |

Assumptions/Background:

Transfers in accordance with long term capital 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: 1.360 Shirley Fire Protection - Equipment Replacement Fund

ERF Group: SHIRFIRE.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|--------------------------|--------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Fund Centre: | 101436 | | | | | | |
| Beginning Balance | | 319,018 | 384,412 | 413,868 | 454,791 | 497,221 | 541,186 |
| Transfer from Ops Budget | | 62,310 | 39,456 | 40,923 | 42,430 | 43,965 | 45,507 |
| Planned Purchase | | - | (10,000) | - | - | - | - |
| Interest Income | | 3,084 | | | | | |
| Ending Balance \$ | | 384,412 | 413,868 | 454,791 | 497,221 | 541,186 | 586,693 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2024 Budget

Emergency Program (JDF)

FINAL BUDGET

MARCH 2024

Service: 1.370 JDF Emergency Program

Committee: Electoral Area

DEFINITION:

To provide an Emergency Program as an Extended Service under the Emergency Program Act.
Establishment Bylaw No. 2109 (April 28, 1993). Repealed and replaced by Bylaw No. 2268 (December 14, 1994).
Order in Council #287 provides the CRD with the same powers as a local authority under the Emergency Program Act.

SERVICE DESCRIPTION:

Governed by Bylaw #3444, this service provides planning and management of an emergency response plan for the Juan de Fuca (JdF) Electoral Area, including Port Renfrew, Willis Point and the Malahat. The emergency response plan involves response to, and recovery from, a community disaster or emergency.

The Planning and Protective Services department has administrative responsibility for the service and the Senior Manager of Protective Services has immediate operational responsibility. The Juan de Fuca Emergency Management Commission (JDFEMC) administers the service.

PARTICIPATION:

Electoral Area of Juan de Fuca.

LEVY:

The annual costs of providing the Extended Service of Emergency Program, net of grants and other revenue, shall be recovered by requisition of money under Section 809.1 of the Municipal Act under Section 809.1 of the Municipal Act to be collected by a property value tax to be levied and collected under Section 810.1 (1) of the Municipal Act.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.370 - Emergency Program (JDF)

| | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|-----------------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Travel Expense | 3,500 | 554 | 3,570 | - | - | 3,570 | 3,640 | 3,710 | 3,780 | 3,860 |
| Contract for Services | 22,950 | 23,168 | 23,750 | 11,250 | - | 35,000 | 50,000 | 51,000 | 52,020 | 53,060 |
| Wages & Honoraria | 5,957 | 5,957 | 6,050 | 6,450 | - | 12,500 | 16,000 | 16,320 | 16,650 | 16,980 |
| Staff Training & Development | 3,000 | 500 | 3,100 | - | - | 3,100 | 3,160 | 3,220 | 3,280 | 3,350 |
| Supplies | 5,311 | 1,150 | 5,500 | - | - | 5,500 | 5,610 | 5,720 | 5,830 | 5,950 |
| Allocations | 13,943 | 13,943 | 14,901 | - | - | 14,901 | 15,204 | 15,515 | 15,831 | 16,156 |
| Other Operating Expenses | 19,412 | 15,455 | 20,440 | (2,596) | - | 17,844 | 17,600 | 17,960 | 18,320 | 18,710 |
| TOTAL OPERATING COSTS | 74,073 | 60,727 | 77,311 | 15,104 | - | 92,415 | 111,214 | 113,445 | 115,711 | 118,066 |
| *Percentage Increase over prior year | | | 4.4% | 20.4% | | 24.8% | 20.3% | 2.0% | 2.0% | 2.0% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 4,000 | 17,646 | 1,000 | - | - | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| TOTAL CAPITAL / RESERVE | 4,000 | 17,646 | 1,000 | - | - | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Building Borrowing Repayment to Facilities Reserve | 11,880 | 11,880 | 11,880 | - | - | 11,880 | 11,880 | 11,880 | 11,880 | 11,880 |
| TOTAL COSTS | 89,953 | 90,253 | 90,191 | 15,104 | - | 105,295 | 124,094 | 126,325 | 128,591 | 130,946 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Grants in Lieu of Taxes | (134) | (134) | (140) | - | - | (140) | (140) | (140) | (140) | (140) |
| Revenue - Other | (100) | (400) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| TOTAL REVENUE | (234) | (534) | (240) | - | - | (240) | (240) | (240) | (240) | (240) |
| REQUISITION | (89,719) | (89,719) | (89,951) | (15,104) | - | (105,055) | (123,854) | (126,085) | (128,351) | (130,706) |
| *Percentage increase over prior year Requisition | | | 0.3% | 16.8% | | 17.1% | 17.9% | 1.8% | 1.8% | 1.8% |

Service: **1.370** **JDF Emergency Program**

| | | | | | |
|--------------------------|--|------------------------------|-----------------|------------------------------------|-----------------|
| Project Number | 24-01 | Capital Project Title | InReach Devices | Capital Project Description | InReach Devices |
| Project Rationale | Replace 9 In-Reach satellite GPS devices | | | | |

Reserve Schedule

Reserve Fund: 1.370 Emergency Program (JDF) - Equipment Replacement Fund

ERF Group: JDFEMERG.ERF

Reserve Cash Flow

| Fund: Fund Centre: | 1022 101785 | Actual | Budget | | | | |
|--------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 111,133 | 126,223 | 123,123 | 124,123 | 125,123 | 126,123 |
| Transfer from Ops Budget | | 14,068 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Expenditures | | - | (4,100) | - | - | - | - |
| Interest Income | | 1,022 | | | | | |
| Ending Balance \$ | | 126,223 | 123,123 | 124,123 | 125,123 | 126,123 | 127,123 |

Assumptions/Background:

Reserve for maintenance of equipment inventory

CAPITAL REGIONAL DISTRICT

2024 Budget

Search and Rescue (JDF)

FINAL BUDGET

MARCH 2024

Service: 1.377 JDF Search and Rescue

Committee: Electoral Area

DEFINITION:

To establish the operation of a search and rescue service in the Juan de Fuca Electoral Area.
Establishment Bylaw No. 3101 (October 24, 2003).

SERVICE DESCRIPTION:

Governed by Bylaw #3128, the service provides Search and Rescue (SAR) for the Juan de Fuca (JdF) Electoral Area.

The Planning and Protective Services department has administrative responsibility for the service and the Senior Manager of Protective Services has immediate operational responsibility. The Juan de Fuca Search and Rescue Committee administrates the service.

PARTICIPATION:

The Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

Greater of \$62,000 or \$0.102 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$329,944.

FUNDING:

Requisition

| 1.377 - Search and Rescue (JDF) | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------|----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Contract for Services | 8,350 | 9,450 | 8,640 | - | - | 8,640 | 8,810 | 8,990 | 9,170 | 9,350 |
| Building Rent | 24,000 | 27,924 | 24,600 | - | - | 24,600 | 25,224 | 25,860 | 26,508 | 27,040 |
| Staff Training & Development | 13,958 | 3,456 | 12,499 | - | (50) | 12,449 | 11,247 | 9,961 | 8,672 | 7,476 |
| Supplies | 11,930 | 10,907 | 12,350 | - | - | 12,350 | 12,600 | 12,860 | 13,120 | 13,380 |
| Allocations | 4,354 | 4,354 | 4,403 | - | - | 4,403 | 4,491 | 4,581 | 4,672 | 4,766 |
| Other Operating Expenses | 25,466 | 33,331 | 26,310 | - | 9,500 | 35,810 | 26,860 | 27,420 | 27,980 | 28,570 |
| TOTAL OPERATING COSTS | 88,058 | 89,422 | 88,802 | - | 9,450 | 98,252 | 89,232 | 89,672 | 90,122 | 90,582 |
| *Percentage Increase over prior year | | | 0.8% | | 10.8% | 11.6% | -9.2% | 0.5% | 0.5% | 0.5% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 3,000 | 3,000 | 3,000 | - | - | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| TOTAL CAPITAL / RESERVE | 3,000 | 3,000 | 3,000 | - | - | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| TOTAL COSTS | 91,058 | 92,422 | 91,802 | - | 9,450 | 101,252 | 92,232 | 92,672 | 93,122 | 93,582 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | - | 9,450 | - | - | (9,450) | (9,450) | - | - | - | - |
| Grants in Lieu of Taxes | (106) | (106) | (110) | - | - | (110) | (110) | (110) | (110) | (110) |
| Revenue - Other | (21,000) | (31,814) | (21,740) | - | - | (21,740) | (22,170) | (22,610) | (23,060) | (23,520) |
| TOTAL REVENUE | (21,106) | (22,470) | (21,850) | - | (9,450) | (31,300) | (22,280) | (22,720) | (23,170) | (23,630) |
| REQUISITION | (69,952) | (69,952) | (69,952) | - | - | (69,952) | (69,952) | (69,952) | (69,952) | (69,952) |
| *Percentage increase over prior year Requisition | | | | | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.377

Service Name: JDF Search and Rescue

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|----------------|--------------------------|-----------------------|-----------------------------|---------------------------|-------------|----------------|--------------|------------------|-------------|-------------|-------------|-------------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2024 | 2025 | 2026 | 2027 | 2028 | 5 - Year Total auto-populates |
| 23-01 | Replacement | vehicle replacement | vehicle replacement | \$ 92,000 | E | ERF | | \$ 92,000 | \$ - | \$ - | \$ - | \$ - | \$ 92,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | GRAND TOTAL | \$ 92,000 | | | \$ - | \$ 92,000 | \$ - | \$ - | \$ - | \$ - | \$ 92,000 |

Service: **1.377** **JDF Search and Rescue**

| | | | | | |
|-------------------|-------|-----------------------|---------------------|-----------------------------|---------------------|
| Project Number | 23-01 | Capital Project Title | vehicle replacement | Capital Project Description | vehicle replacement |
| Project Rationale | | | | | |

Reserve Schedule

Reserve Fund: 1.377 Search and Rescue (JDF) - Equipment Replacement Fund

ERF Group: JDFSAR.ERF

Reserve Cash Flow

| Fund: Fund Centre: | 1022 101986 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|--------------|---------------|---------------|---------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 93,615 | 97,474 | 8,474 | 11,474 | 14,474 | 17,474 |
| Transfer from Ops Budget | | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| Expenditures | | | (92,000) | - | - | - | - |
| Interest Income | | 859 | | | | | |
| Ending Balance \$ | | 97,474 | 8,474 | 11,474 | 14,474 | 17,474 | 20,474 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2024 Budget

EA - Community Parks (JDF)

FINAL BUDGET

MARCH 2024

Service: 1.405 JDF EA Community Parks & Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

To acquire, develop, operate and maintain community parks in the JDF Electoral Area.
(Letters Patent - August 28, 1975).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for the Juan de Fuca Electoral Area. The services provide for ocean and lake beach/foreshore access, trails, right-of-ways, easements, playgrounds, sports fields, a tennis court and skate park.

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

Greater of \$227,173 or \$0.15 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$485,211.
(Bylaw 4087, Amend bylaw 245, March, 2016; Bylaw 4150, Juan de Fuca Community Parks Services Conversion Bylaw No. 1, 2017)

COMMISSION:

Continuation Bylaw #3763 (May 2011), an advisory commission for Community Parks and Recreation in the Juan de Fuca Electoral Area.
Original establishment Bylaw for this commission Dec 2004.

AUTHORITY:

Requires written approval of electoral area Director. Participating electoral areas must be designated by bylaw.

FUNDING:

Requisition

| 1.405 - EA - Community Parks (JDF) | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|------------------|------------------|------------------|-----------------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2024 | | TOTAL | 2025 | 2026 | 2027 | 2028 |
| | | | | ONGOING | ONE-TIME | | | | | |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Salaries & Wages | 104,814 | 84,647 | 107,181 | - | - | 107,181 | 109,575 | 112,025 | 114,531 | 117,094 |
| Contract for Services | 21,370 | 21,370 | 22,120 | - | - | 22,120 | 22,560 | 23,010 | 23,470 | 23,940 |
| Vehicles | 5,350 | 11,000 | 6,220 | 4,500 | - | 10,720 | 10,930 | 11,150 | 11,370 | 11,600 |
| Supplies | 8,550 | 5,150 | 9,000 | - | - | 9,000 | 9,180 | 9,360 | 9,540 | 9,730 |
| Allocations | 32,242 | 32,242 | 34,184 | - | - | 34,184 | 35,105 | 35,859 | 36,497 | 37,241 |
| Rentals | - | 15,000 | - | 21,500 | - | 21,500 | 21,930 | 22,370 | 22,820 | 23,280 |
| Other Operating Expenses | 11,430 | 11,315 | 10,930 | - | - | 10,930 | 11,150 | 11,370 | 11,600 | 11,840 |
| TOTAL OPERATING COSTS | 183,756 | 180,724 | 189,635 | 26,000 | - | 215,635 | 220,430 | 225,144 | 229,828 | 234,725 |
| *Percentage Increase over prior year | | | 3.2% | 14.1% | | 17.3% | 2.2% | 2.1% | 2.1% | 2.1% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 10,250 | 15,842 | 10,250 | - | - | 10,250 | 11,010 | 11,085 | 11,295 | 11,385 |
| Transfer to Equipment Replacement Fund | 8,000 | 8,000 | 8,000 | - | - | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| TOTAL CAPITAL / RESERVES | 18,250 | 23,842 | 18,250 | - | - | 18,250 | 19,010 | 19,085 | 19,295 | 19,385 |
| TOTAL COSTS | 202,006 | 204,566 | 207,885 | 26,000 | - | 233,885 | 239,440 | 244,229 | 249,123 | 254,110 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Grants in Lieu of Taxes | (293) | (293) | (302) | - | - | (302) | (280) | (290) | (300) | (310) |
| Revenue - Other | (590) | (3,150) | (610) | - | - | (610) | (620) | (630) | (640) | (650) |
| TOTAL REVENUE | (883) | (3,443) | (912) | - | - | (912) | (900) | (920) | (940) | (960) |
| REQUISITION | (201,123) | (201,123) | (206,973) | (26,000) | - | (232,973) | (238,540) | (243,309) | (248,183) | (253,150) |
| *Percentage increase over prior year Requisition | | | 2.9% | 12.9% | | 15.8% | 2.4% | 2.0% | 2.0% | 2.0% |
| <u>AUTHORIZED POSITIONS</u> | | | | | | | | | | |
| Salaried FTE | 0.42 | 0.42 | 0.42 | | | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 |

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

| | | | | | | | | |
|--------------------|---|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.405 | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
| | JDF EA Community Parks & Recre | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|------------------|------------------|------------------|------------|------------|------------|------------|------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land | \$0 | \$50,000 | \$100,000 | \$0 | \$0 | \$0 | \$0 | \$150,000 |
| Engineered Structures | \$429,000 | \$529,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$529,000 |
| Vehicles | \$0 | \$100,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$100,000 |
| | | | | | | | | |
| | \$429,000 | \$679,000 | \$100,000 | \$0 | \$0 | \$0 | \$0 | \$779,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------------|------------------|------------------|------------|------------|------------|------------|------------------|
| Capital Funds on Hand | \$379,000 | \$379,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$379,000 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$100,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$100,000 |
| Grants (Federal, Provincial) | \$50,000 | \$200,000 | \$100,000 | \$0 | \$0 | \$0 | \$0 | \$300,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | |
| | \$429,000 | \$679,000 | \$100,000 | \$0 | \$0 | \$0 | \$0 | \$779,000 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #: 1.405

Service Name: JDF EA Community Parks & Recreation

| | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|----------------|--------------------------|---|--|---------------------------|-------------|----------------|-------------------|-------------------|-------------------|-------------|-------------|-------------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2024 | 2025 | 2026 | 2027 | 2028 | 5 - Year Total auto-populates |
| 21-01 | Renewal | Wieland Trail | Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route | \$ 200,000 | L | Grant | \$ - | \$ 50,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ 150,000 |
| 22-02 | Renewal | Chubb Rd - Dock Installation | Install dock system at Chubb Rd on Kemp Lake | \$ 75,000 | S | Grant | \$ - | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ 25,000 |
| 23-01 | New | Port Renfrew Playground Equipment | Installation of new playground equipment in Port Renfrew | \$ 160,000 | S | Cap | \$ 160,000 | \$ 160,000 | \$ - | \$ - | \$ - | \$ - | \$ 160,000 |
| 23-02 | New | Elrose Park trail construction | Construct a Multi-use trail at Elrose Park | \$ 45,000 | S | Cap | \$ 45,000 | \$ 45,000 | \$ - | \$ - | \$ - | \$ - | \$ 45,000 |
| 23-03 | New | Priest Cabin Park Trail Construction | Construct a trail at Priest Cabin connecting to Matterhorn Access Trail | \$ 50,000 | S | Cap | \$ 25,000 | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ 25,000 |
| 23-05 | New | Trail Construction Wigglesworth Lake Park | Trail and other park infrastructure at Wigglesworth Lake Park (to facilitate park transfer to Regional Parks) | \$ 50,000 | S | Grant | \$ 50,000 | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| 23-06 | New | Trail Construction Admirals Forest Park | Construct/remediate trails at the recently purchased Admirals Forest Property | \$ 40,000 | S | Cap | \$ 40,000 | \$ 40,000 | \$ - | \$ - | \$ - | \$ - | \$ 40,000 |
| 23-07 | New | Playground Improvements Coppermine Park | Replace wooden playground equipment with new equipment Coppermine Park | \$ 100,000 | S | Cap | \$ 20,000 | \$ 20,000 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 |
| 23-08 | New | Trail and Park remediation Butler Park | Butler Park trail and park remediation | \$ 45,000 | S | Cap | \$ 35,000 | \$ 35,000 | \$ - | \$ - | \$ - | \$ - | \$ 35,000 |
| 23-09 | New | Fencing for Storage Compound | Installed fencing/gate to create secure storage compound for Parks equipment and materials | \$ 10,000 | S | Cap | \$ 4,000 | \$ 4,000 | \$ - | \$ - | \$ - | \$ - | \$ 4,000 |
| 23-10 | New | Lot 64 Trail Construction | Trail construction linking the tennis court with the Marina trail and improving parking lot | \$ 50,000 | S | Cap | \$ 50,000 | \$ 50,000 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 |
| 24-01 | New | Parks Truck Replacement | New Truck | \$ 100,000 | V | ERF | \$ - | \$ 100,000 | \$ - | \$ - | \$ - | \$ - | \$ 100,000 |
| 24-02 | New | Fish Boat Bay Improvements | Replace stairs and install viewing platform to improve accessibility. | \$ 75,000 | S | Grant | \$ - | \$ 75,000 | \$ - | \$ - | \$ - | \$ - | \$ 75,000 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | GRAND TOTAL | \$ 1,000,000 | | | \$ 429,000 | \$ 679,000 | \$ 100,000 | \$ - | \$ - | \$ - | \$ 779,000 |

Service:

1.405

JDF EA Community Parks & Recreation

Project Number 21-01

Capital Project Title

Wieland Trail

Capital Project Description

Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route

Project Rationale Recreational Trail connecting communities and keeping pedestrians off the main roads

Project Number 22-02

Capital Project Title

Chubb Rd - Dock Installation

Capital Project Description

Install dock system at Chubb Rd on Kemp Lake

Project Rationale Recreational Infrastructure serving the local community

Project Number 23-01

Capital Project Title

Port Renfrew Playground Equipment

Capital Project Description

Installation of new playground equipment in Port Renfrew

Project Rationale Playground requires updating

Project Number 23-02

Capital Project Title

Elrose Park trail construction

Capital Project Description

Construct a Multi-use trail at Elrose Park

Project Rationale Public Trail access and safe pedestrian movement

Project Number 23-03

Capital Project Title

Priest Cabin Park Trail Construction

Capital Project Description

Construct a trail at Priest Cabin connecting to Matterhorn Access Trail

Project Rationale Playground requires updating

Service: **1.405** **JDF EA Community Parks & Recreation**

Project Number 23-05 **Capital Project Title** Trail Construction Wigglesworth Lake Park **Capital Project Description** Trail and other park infrastructure at Wigglesworth Lake Park (to facilitate park transfer to Regional Parks)

Project Rationale Public Trail access and safe pedestrian movement

Project Number 23-06 **Capital Project Title** Trail Construction Admirals Forest Park **Capital Project Description** Construct/remediate trails at the recently purchased Admirals Forest Property

Project Rationale Provide/enhance infrastructure public enjoyment

Project Number 23-07 **Capital Project Title** Playground Improvements Coppermine Park **Capital Project Description** Replace wooden playground equipment with new equipment Coppermine Park

Project Rationale This project may not go ahead

Project Number 23-08 **Capital Project Title** Trail and Park remediation Butler Park **Capital Project Description** Butler Park trail and park remediation

Project Rationale Provide and enhance infrastructure for public enjoyment

Project Number 23-09 **Capital Project Title** Fencing for Storage Compound **Capital Project Description** Installed fencing/gate to create secure storage compound for Parks equipment and materials

Project Rationale Replace ageing playground equipment

Service:

1.405

JDF EA Community Parks & Recreation

Project Number 23-10

Capital Project Title

Lot 64 Trail Construction

Capital Project Description

Trail construction linking the tennis court with the Marina trail and improving parking lot

Project Rationale Local resident led volunteer project to enhance local park infrastructure and ecology

Project Number 24-01

Capital Project Title

Parks Truck Replacement

Capital Project Description

New Truck

Project Rationale Security for Park maintenance equipment and supplies

Project Number 24-02

Capital Project Title

Fish Boat Bay Improvements

Capital Project Description

Replace stairs and install viewing platform to improve accessibility.

Project Rationale Improve public access for safety and enjoyment

EA - Community Parks (JDF)
 Reserve Summary Schedule
 2024 - 2028 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Land Reserve Fund | 229,445 | 229,445 | 229,445 | 229,445 | 229,445 | 229,445 |
| Capital Reserve Fund | - | 10,250 | 21,260 | 32,345 | 43,640 | 55,025 |
| Equipment Replacement Fund | 127,206 | 35,206 | 43,206 | 51,206 | 59,206 | 67,206 |
| Total | 356,651 | 274,901 | 293,911 | 312,996 | 332,291 | 351,676 |

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Land Reserve Fund - Bylaw 1133

Pursuant to Section 686 of the Municipal Act the Regional District may, by by-law approved by the Minister of Municipal Affairs, dispose of any portion of land dedicated to the Public for the purpose of a park by subdivision plan deposited in the Land Titles Office, and provide that the proceeds shall be placed in a reserve fund for the purpose of acquiring other lands suitable for park purposes within the Sooke Electoral Area.

Reserve Cash Flow

| Fund: Fund Centre: | 1034 101378 | Actual | Budget | | | | |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 204,085 | 229,445 | 229,445 | 229,445 | 229,445 | 229,445 |
| Transfer from Ops Budget | | 22,135 | - | - | - | - | - |
| Transfer to Cap Fund | | (10,000) | - | - | - | - | - |
| Surplus return back from Cap Fund | | 3,785 | | | | | |
| Interest Income* | | 9,440 | | | | | |
| Ending Balance \$ | | 229,445 | 229,445 | 229,445 | 229,445 | 229,445 | 229,445 |

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: 1.405 Community Parks (JDF) - Capital Reserve Fund

TO BE CREATED IN 2024

Reserve Cash Flow

| Fund: Fund Centre: | TBD TBD | Actual | Budget | | | | |
|--------------------------------|------------|--------|---------------|---------------|---------------|---------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | - | - | 10,250 | 21,260 | 32,345 | 43,640 |
| Transfer from Parks Ops Budget | | - | 10,250 | 11,010 | 11,085 | 11,295 | 11,385 |
| Expenditures | | - | - | - | - | - | - |
| Interest Income | | - | | | | | |
| Ending Balance \$ | | - | 10,250 | 21,260 | 32,345 | 43,640 | 55,025 |

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Equipment Replacement Fund

ERF Group: JDFEAPRK.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|---------------------------------|--------|----------------|---------------|---------------|---------------|---------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Fund Centre: | 102158 | | | | | | |
| Beginning Balance | | 118,098 | 127,206 | 35,206 | 43,206 | 51,206 | 59,206 |
| Transfer from Ops Budget | | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| Expenditures | | - | (100,000) | - | - | - | - |
| Interest Income | | 1,108 | | | | | |
| Ending Balance \$ | | 127,206 | 35,206 | 43,206 | 51,206 | 59,206 | 67,206 |

Assumptions/Background:

Transfer as much as operating budget will allow.

CAPITAL REGIONAL DISTRICT

2024 Budget

EA - Community Recreation (JDF)

FINAL BUDGET

MARCH 2024

Service: 1.408 JDF EA Community Recreation

Committee: Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

Supplementary Letters Patent - October 3, 1975, established to provide recreational programs in the JDF Electoral Area.

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs for the Juan de Fuca Electoral Area.

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

\$0.063 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$171,226.

COMMISSION:

Continuation Bylaw #3763 (May 2011), an advisory commission for Community Parks and Recreation in the Juan de Fuca Electoral Area.
Original establishment Bylaw for this commission Dec 2004.

FUNDING:

Requisition

| 1.408 - EA - Community Recreation (JDF) | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------------|----------------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Salaries & Wages | 52,664 | 54,443 | 53,952 | - | - | 53,952 | 55,135 | 56,353 | 57,597 | 58,867 |
| Recreation Programs | 8,785 | 4,431 | 9,550 | - | - | 9,550 | 9,481 | 9,493 | 9,547 | 9,562 |
| Maintenance | 4,270 | 3,864 | 4,420 | - | 6,200 | 10,620 | 4,510 | 4,600 | 4,690 | 4,780 |
| Utilities & fuel | 6,400 | 5,535 | 6,630 | - | - | 6,630 | 6,760 | 6,890 | 7,030 | 7,170 |
| Supplies | 950 | 649 | 660 | - | - | 660 | 670 | 680 | 690 | 700 |
| Allocations | 12,863 | 12,863 | 13,870 | - | - | 13,870 | 14,264 | 14,574 | 14,826 | 15,131 |
| Other Operating Expenses | 7,930 | 4,204 | 8,030 | (4,500) | - | 3,530 | 3,650 | 3,770 | 3,900 | 4,030 |
| TOTAL OPERATING COSTS | 93,862 | 85,989 | 97,112 | (4,500) | 6,200 | 98,812 | 94,470 | 96,360 | 98,280 | 100,240 |
| *Percentage Increase over prior year | | | 3.5% | -4.7% | 6.5% | 5.3% | -4.4% | 2.0% | 2.0% | 2.0% |
| <u>CAPITAL / RESERVE</u> | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | - | 5,476 | - | - | - | - | - | - | - | - |
| TOTAL CAPITAL / RESERVE | - | 5,476 | - | - | - | - | - | - | - | - |
| TOTAL COSTS | 93,862 | 91,465 | 97,112 | (4,500) | 6,200 | 98,812 | 94,470 | 96,360 | 98,280 | 100,240 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | - | 6,200 | - | - | (6,200) | (6,200) | - | - | - | - |
| Rentals | (21,010) | (24,255) | (21,750) | - | - | (21,750) | (22,190) | (22,630) | (23,080) | (23,540) |
| Revenue - Other | (220) | (778) | (230) | - | - | (230) | (230) | (230) | (230) | (230) |
| TOTAL REVENUE | (21,230) | (18,833) | (21,980) | - | (6,200) | (28,180) | (22,420) | (22,860) | (23,310) | (23,770) |
| REQUISITION | (72,632) | (72,632) | (75,132) | 4,500 | - | (70,632) | (72,050) | (73,500) | (74,970) | (76,470) |
| *Percentage increase over prior year Requisition | | | 3.4% | -6.2% | | -2.8% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>AUTHORIZED POSITIONS</u> | | | | | | | | | | |
| Salaried FTE | 0.18 | 0.18 | 0.18 | | | 0.18 | 0.18 | 0.18 | 0.18 | 0.18 |

Reserve Schedule

Reserve Fund: 1.408 Community Recreation (JDF) - Equipment Replacement Fund

ERF Group: JDFCOMRES.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|--------------------------|--------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Fund Centre: | 102262 | | | | | | |
| Beginning Balance | | 835 | 6,319 | 6,319 | 6,319 | 6,319 | 6,319 |
| Transfer from Ops Budget | | 5,476 | - | - | - | - | - |
| Planned Expenditures | | - | - | - | - | - | - |
| Interest Income | | 8 | | | | | |
| Ending Balance \$ | | 6,319 | 6,319 | 6,319 | 6,319 | 6,319 | 6,319 |

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2024 Budget

Port Renfrew Refuse Disposal

FINAL BUDGET

MARCH 2024

Service: 1.523 Port Renfrew Refuse Disposal

Committee: Electoral Area

DEFINITION:

To provide, maintain, operate and regulate disposal facilities. Local Service Bylaw No. 1745 (November 8, 1989), latest amendment 3357 (February 19, 2007).

SERVICE DESCRIPTION:

Provision of recycling and solid waste transfer station operations in Port Renfrew.

PARTICIPATION:

Local Service Area #3 of the Electoral Area of Sooke B(762)

MAXIMUM LEVY:

\$15.18 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$2,753,682.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Bylaw No. 3280, continues Port Renfrew Local Services Committee (September 14, 2005).
Bylaw No. 3707, discontinues Local Services Committee (June 9, 2010).
Bylaw No. 3745, continues under Port Renfrew Utility Committee (December 8, 2010).

RESERVE FUND:

Bylaw No. 2665 - Port Renfrew Solid Waste Removal and Disposal Capital Reserve Fund.

| 1.523 - Port Renfrew Refuse Disposal | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--|-----------------|------------------|-----------------|----------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2024 | | TOTAL | 2025 | 2026 | 2027 | 2028 |
| | | | | ONGOING | ONE-TIME | | | | | |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Contract for Services | 26,950 | 26,950 | 27,890 | - | - | 27,890 | 28,450 | 29,020 | 29,600 | 30,190 |
| Contracts | 54,005 | 54,005 | 55,890 | - | - | 55,890 | 57,010 | 58,160 | 59,320 | 60,510 |
| Allocations | 4,175 | 4,175 | 4,471 | - | - | 4,471 | 4,560 | 4,652 | 4,745 | 4,840 |
| Electricity | 1,170 | 3,000 | 1,210 | - | - | 1,210 | 1,230 | 1,250 | 1,280 | 1,310 |
| Other Operating Expenses | 3,120 | 3,061 | 3,220 | - | - | 3,220 | 3,290 | 3,360 | 3,430 | 3,500 |
| TOTAL OPERATING COSTS | 89,420 | 91,191 | 92,681 | - | - | 92,681 | 94,540 | 96,442 | 98,375 | 100,350 |
| *Percentage Increase over prior year | | | 3.6% | | | 3.6% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>CAPITAL / RESERVES</u> | | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 2,000 | 4,229 | 2,000 | - | - | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Transfer to Capital Reserve Fund | 2,000 | 2,000 | 2,000 | 13,950 | - | 15,950 | 28,109 | 28,606 | 29,113 | 29,630 |
| TOTAL CAPITAL / RESERVES | 4,000 | 6,229 | 4,000 | 13,950 | - | 17,950 | 30,109 | 30,606 | 31,113 | 31,630 |
| TOTAL COSTS | 93,420 | 97,420 | 96,681 | 13,950 | - | 110,631 | 124,649 | 127,048 | 129,488 | 131,980 |
| Internal Recovery | (17,860) | (17,860) | (18,490) | (7,950) | - | (26,440) | (26,969) | (27,508) | (28,058) | (28,620) |
| NET COSTS | 75,560 | 79,560 | 78,191 | 6,000 | - | 84,191 | 97,680 | 99,540 | 101,430 | 103,360 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Sale - Recyclables | (5,000) | (9,000) | (5,000) | - | - | (5,000) | (5,000) | (5,000) | (5,000) | (5,000) |
| Recovery Cost | (35,280) | (35,280) | (36,375) | (3,000) | - | (39,375) | (46,115) | (47,040) | (47,980) | (48,940) |
| Grants in Lieu of Taxes | (374) | (374) | (390) | - | - | (390) | (400) | (410) | (420) | (430) |
| Other Revenue | (50) | (50) | (50) | - | - | (50) | (50) | (50) | (50) | (50) |
| TOTAL REVENUE | (40,704) | (44,704) | (41,815) | (3,000) | - | (44,815) | (51,565) | (52,500) | (53,450) | (54,420) |
| REQUISITION | (34,856) | (34,856) | (36,376) | (3,000) | - | (39,376) | (46,115) | (47,040) | (47,980) | (48,940) |
| *Percentage increase over prior year Requisition | | | 4.4% | 8.6% | | 13.0% | 17.1% | 2.0% | 2.0% | 2.0% |

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

| | | | | | | | | |
|--------------------|-------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.523 | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
| | Port Renfrew Refuse Disposal | | | | | | | |

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 | \$12,000 | \$304,500 | \$30,000 | \$27,500 | \$0 | \$0 | \$0 | \$362,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$12,000 | \$304,500 | \$30,000 | \$27,500 | \$0 | \$0 | \$0 | \$362,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|-----------------|------------------|-----------------|-----------------|------------|------------|------------|------------------|
| Capital Funds on Hand | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$292,500 | \$0 | \$0 | \$0 | \$0 | \$0 | \$292,500 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$12,000 | \$12,000 | \$30,000 | \$27,500 | \$0 | \$0 | \$0 | \$69,500 |
| | \$12,000 | \$304,500 | \$30,000 | \$27,500 | \$0 | \$0 | \$0 | \$362,000 |

Service:

1.523

Port Renfrew Refuse Disposal

| | | | | | |
|--------------------------|-------|------------------------------|-----------------------------|------------------------------------|---|
| Project Number | 23-01 | Capital Project Title | Covered recyclables storage | Capital Project Description | Required storage is needed in order to protect recyclables from the elements. It is also a contractual requirement under our agreement with Recycle BC. |
| Project Rationale | | | | | |

| | | | | | |
|--------------------------|-------|------------------------------|--------------------------|------------------------------------|---|
| Project Number | 24-01 | Capital Project Title | Site efficiency upgrades | Capital Project Description | Costs for site upgrades funded through the growing communities fund including: two refuse compactors and compactor containers, electrical upgrades, construction of operator shed and entrance culvert. These upgrades will increase the volume of material receivable at site and reduce transportation costs of materials by up to 75%. (\$262,500 - GCF; \$30,000 - CWF) |
| Project Rationale | | | | | |

Port Renfrew Refuse Disposal
Reserve Summary Schedule
2024 - 2028 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|----------------------------|---------------|---------------|---------------|---------------|----------------|----------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Capital Reserve Fund | 44,414 | 48,364 | 46,473 | 47,579 | 76,692 | 106,322 |
| Equipment Replacement Fund | 41,618 | 43,618 | 45,618 | 47,618 | 49,618 | 51,618 |
| Total | 86,031 | 91,981 | 92,090 | 95,196 | 126,309 | 157,939 |

Reserve Schedule

Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Capital Reserve Fund - Bylaw 2665

The capital Reserve Fund 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.

Surplus monies from the operation of the solid waste removal and disposal service may be paid from time to time into this reserve fund.

Reserve Cash Flow

| Fund: | 1021 | Actual | Budget | | | | |
|---------------------------------|--------|---------------|---------------|---------------|---------------|---------------|----------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Fund Centre: | 101365 | | | | | | |
| Beginning Balance | | 36,050 | 44,414 | 48,364 | 46,473 | 47,579 | 76,692 |
| Transfer from Ops Budget | | 6,593 | 15,950 | 28,109 | 28,606 | 29,113 | 29,630 |
| Transfer from Cap Fund | | | | | | | |
| Transfer to Cap Fund | | - | (12,000) | (30,000) | (27,500) | - | - |
| Interest Income* | | 1,771 | | | | | |
| Ending Balance \$ | | 44,414 | 48,364 | 46,473 | 47,579 | 76,692 | 106,322 |

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: 1.523 Port Renfrew Refuse Disposal - Equipment Replacement Fund

The Equipment Replacement Fund established for the purpose of vehicle and equipment replacement. Surplus monies from the operation of the solid waste removal and disposal service may be paid from time to time into this reserve fund.
ERF Group: PTRENREF.ERF

Reserve Cash Flow

| Fund: | 1022 | Actual | Budget | | | | |
|---------------------------------|--------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Fund Centre: | 101448 | | | | | | |
| Beginning Balance | | 39,253 | 41,618 | 43,618 | 45,618 | 47,618 | 49,618 |
| Transfer from Ops Budget | | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Transfer from Cap Fund | | - | | | | | |
| Planned Purchase | | - | | | | | |
| Interest Income | | 364 | | | | | |
| Ending Balance \$ | | 41,618 | 43,618 | 45,618 | 47,618 | 49,618 | 51,618 |

| |
|--|
| |
|--|

CAPITAL REGIONAL DISTRICT

2024 Budget

Emergency Comm - CREST (JDF)

FINAL BUDGET

MARCH 2024

Service: 1.924 JDF Emergency Comm. - CREST

Committee: Planning and Protective Services

DEFINITION:

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

PARTICIPATION:

The Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

| 1.924 - Emergency Comm - CREST (JDF) | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|------------------|---------------------|------------------|----------|-----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | 2024 | | | 2025 | 2026 | 2027 | 2028 | |
| | | | CORE BUDGET | ONGOING | ONE-TIME | | | | | TOTAL |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Payments to CREST | 132,057 | 120,209 | 136,964 | - | 10,784 | 147,748 | 139,700 | 142,490 | 145,340 | 148,250 |
| Allocations | 2,471 | 2,471 | 2,875 | - | - | 2,875 | 2,932 | 2,991 | 3,051 | 3,112 |
| Other Operating Expenses | 9,200 | 10,162 | 9,700 | - | - | 9,700 | 9,898 | 10,089 | 10,289 | 10,488 |
| TOTAL OPERATING COSTS | 143,728 | 132,842 | 149,539 | - | 10,784 | 160,323 | 152,530 | 155,570 | 158,680 | 161,850 |
| *Percentage Increase over prior year | | | 4.0% | | 7.5% | 11.5% | -4.9% | 2.0% | 2.0% | 2.0% |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Balance C/fwd from 2023 to 2024 | - | 11,784 | - | - | (11,784) | (11,784) | - | - | - | - |
| Balance C/fwd from 2022 to 2023 | 483 | 483 | - | - | - | - | - | - | - | - |
| Grants in Lieu of Taxes | (190) | (190) | (200) | - | - | (200) | (200) | (200) | (200) | (200) |
| Revenue-Other | (50) | (948) | (50) | - | - | (50) | (50) | (50) | (50) | (50) |
| TOTAL REVENUE | 243 | 11,129 | (250) | - | (11,784) | (12,034) | (250) | (250) | (250) | (250) |
| REQUISITION | (143,971) | (143,971) | (149,289) | - | 1,000 | (148,289) | (152,280) | (155,320) | (158,430) | (161,600) |
| *Percentage increase over prior year Requisition | | | 3.7% | | -0.7% | 3.0% | 2.7% | 2.0% | 2.0% | 2.0% |

CAPITAL REGIONAL DISTRICT

2024 Budget

Port Renfrew Water

FINAL BUDGET

MARCH 2024

Service: 2.650 Port Renfrew Water

Committee: Electoral Area

DEFINITION:

To establish, acquire, operate and maintain a water supply system for the Port Renfrew Water Area. The service is to supply, treat, convey, store and distribute water. Local Service Area Bylaw No.1747 (Nov 8, 1989). Amended Bylaw No. 1960 (Jan. 29, 1992)

PARTICIPATION:

Local Service Area #5, E(762)

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$2,879,128.

COMMITTEE:

Port Renfrew Local Service Committee established by Bylaw No. 1770 (November 22, 1989).
Port Renfrew Utility Services Committee (Juan de Fuca EA) established by Bylaw No. 3281 (September 14, 2005)

FUNDING:

User Charge:

50% of operating cost to be collected by an annual user fee to be charged per single family equivalency actually connected to the system

Parcel Tax:

50% of operating costs are collected as a parcel tax to be charged to every parcel within the local service area.

Connection Charges:

At cost - Bylaw No. 1803 (amended Bylaw 3892).

RESERVE FUND:

Approved by Bylaw No. 2138 (June 23, 1993); amended to sewer and water reserve fund by Bylaw No. 2577 (December 1997)

| 2.650 - Port Renfrew Water | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|-----------------|------------------|-----------------|----------|----------|-----------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Repairs & Maintenance | 8,980 | 5,920 | 8,610 | - | - | 8,610 | 8,780 | 8,950 | 9,120 | 9,290 |
| Allocations - Operations | 80,530 | 92,000 | 84,960 | - | - | 84,960 | 86,659 | 88,392 | 90,160 | 91,963 |
| Allocations - Other | 9,831 | 9,831 | 9,497 | - | - | 9,497 | 9,684 | 9,878 | 10,076 | 10,277 |
| Electricity | 5,300 | 4,904 | 5,440 | - | - | 5,440 | 5,550 | 5,660 | 5,770 | 5,890 |
| Supplies | 3,410 | 3,017 | 9,290 | - | - | 9,290 | 9,470 | 9,650 | 9,840 | 10,030 |
| Water Testing | 2,289 | 2,601 | 3,226 | - | - | 3,226 | 3,288 | 3,353 | 3,418 | 3,484 |
| Other Operating Expenses | 3,269 | 7,955 | 3,157 | - | - | 3,157 | 3,238 | 3,340 | 16,430 | 3,520 |
| TOTAL OPERATING COSTS | 113,609 | 126,228 | 124,180 | - | - | 124,180 | 126,669 | 129,223 | 144,814 | 134,454 |
| *Percentage Increase over prior year | | | | | | 9.3% | 2.0% | 2.0% | 12.1% | -7.2% |
| <u>DEBT / RESERVES</u> | | | | | | | | | | |
| Transfer to Operating Reserve Fund | 5,000 | 5,000 | 5,000 | - | - | 5,000 | 6,000 | 4,000 | 5,000 | 10,000 |
| Transfer to Capital Reserve Fund | 15,000 | 2,430 | 15,000 | - | - | 15,000 | 21,100 | 13,520 | 17,730 | 21,615 |
| MFA Debt Reserve Fund | - | - | - | - | - | - | 9,167 | 2,000 | 2,000 | - |
| Interest Payments | - | - | - | - | - | - | 9,854 | 43,717 | 52,317 | 56,617 |
| Principal Payments | - | - | - | - | - | - | - | 23,223 | 28,290 | 33,357 |
| TOTAL DEBT / RESERVES | 20,000 | 7,430 | 20,000 | - | - | 20,000 | 46,121 | 86,460 | 105,337 | 121,589 |
| TOTAL COSTS | 133,609 | 133,658 | 144,180 | - | - | 144,180 | 172,790 | 215,683 | 250,151 | 256,043 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Transfer from Operating Reserve Fund | - | - | - | - | - | - | - | - | (13,000) | - |
| User Charges | (66,247) | (66,456) | (70,830) | - | - | (70,830) | (85,000) | (106,253) | (116,881) | (126,233) |
| Other Revenue | (1,119) | (959) | (1,102) | - | - | (1,102) | (1,150) | (1,130) | (1,140) | (1,150) |
| TOTAL REVENUE | (67,366) | (67,415) | (71,932) | - | - | (71,932) | (86,150) | (107,383) | (131,021) | (127,383) |
| REQUISITION - PARCEL TAX | (66,243) | (66,243) | (72,248) | - | - | (72,248) | (86,640) | (108,300) | (119,130) | (128,660) |
| *Percentage increase over prior year | | | | | | | | | | |
| User Fees | | | | | | 6.9% | 20.0% | 25.0% | 10.0% | 8.0% |
| Requisition | | | | | | 9.1% | 19.9% | 25.0% | 10.0% | 8.0% |
| Combined | | | | | | 8.0% | 20.0% | 25.0% | 10.0% | 8.0% |

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

| | | | | | | | | |
|--------------------|---------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 2.650 | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
| | Port Renfrew Water | | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|-----------------|------------------|--------------------|------------------|------------------|------------------|------------|--------------------|
| Buildings | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | \$10,000 | \$20,000 | \$260,000 | \$10,000 | \$10,000 | \$10,000 | \$0 | \$300,000 |
| Land | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | \$0 | \$275,000 | \$1,915,000 | \$200,000 | \$200,000 | \$200,000 | \$0 | \$2,590,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | |
| | \$10,000 | \$295,000 | \$2,175,000 | \$210,000 | \$210,000 | \$210,000 | \$0 | \$2,890,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|-----------------|------------------|--------------------|------------------|------------------|------------------|------------|--------------------|
| Capital Funds on Hand | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$916,667 | \$200,000 | \$200,000 | \$200,000 | \$0 | \$1,316,667 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$275,000 | \$1,233,333 | \$0 | \$0 | \$0 | \$0 | \$1,508,333 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$10,000 | \$20,000 | \$25,000 | \$10,000 | \$10,000 | \$10,000 | \$0 | \$65,000 |
| | | | | | | | | |
| | \$10,000 | \$295,000 | \$2,175,000 | \$210,000 | \$210,000 | \$210,000 | \$0 | \$2,890,000 |

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

2.650

Service Name:

Port Renfrew Water

| PROJECT DESCRIPTION | | | | PROJECT BUDGET & SCHEDULE | | | | | | | | | |
|---------------------|--------------------------|--------------------------------------|---|---------------------------|-------------|----------------|------------------|-------------------|---------------------|-------------------|-------------------|-------------|-------------------------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward | 2024 | 2025 | 2026 | 2027 | 2028 | 5 - Year Total auto-populates |
| 20-01 | Replacement | Hydrant Replacement Program | Hydrants are reaching their end of life and require replacement. | \$ 95,000 | E | Res | \$ 10,000 | \$ 20,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ - | \$ 50,000 |
| 22-01 | Replacement | Alternative Approval Process | An alternative approval process to fund Supply System Replacement and AC Pipe Replacement Program | \$ 15,000 | S | Res | \$ - | \$ - | \$ 15,000 | \$ - | \$ - | \$ - | \$ 15,000 |
| 23-01 | Replacement | Supply System Replacement | Replacement of the remainder of the asbestos cement supply system is required to maintain level of service | \$ 2,000,000 | S | Grant | \$ - | \$ 100,000 | \$ 1,233,333 | \$ - | \$ - | \$ - | \$ 1,333,333 |
| 23-01 | Replacement | Supply System Replacement | Replacement of the remainder of the asbestos cement supply system is required to maintain level of service | | S | Debt | \$ - | \$ - | \$ 666,667 | \$ - | \$ - | \$ - | \$ 666,667 |
| 23-02 | Replacement | AC Pipe Replacement Program | Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service. | \$ 400,000 | S | Debt | \$ - | \$ - | \$ - | \$ 200,000 | \$ 200,000 | \$ - | \$ 400,000 |
| 23-03 | Replacement | Miscellaneous Repairs & Replacements | Replacement of SCADA equipment before equipment failure, and replacement of the water treatment root | \$ 250,000 | E | Debt | \$ - | \$ - | \$ 250,000 | \$ - | \$ - | \$ - | \$ 250,000 |
| 24-01 | Study | Water Master Plan Study | Master Planning study for the Port Renfrew service area (25% CWF) | \$ 175,000 | S | Grant | \$ - | \$ 43,750 | \$ - | \$ - | \$ - | \$ - | \$ 43,750 |
| 24-01 | Study | Water Master Plan Study | Master Planning study for the Port Renfrew service area (75% GCF) | | S | Grant | \$ - | \$ 131,250 | \$ - | \$ - | \$ - | \$ - | \$ 131,250 |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | \$ - |
| | | | GRAND TOTAL | \$ 2,935,000 | | | \$ 10,000 | \$ 295,000 | \$ 2,175,000 | \$ 210,000 | \$ 210,000 | \$ - | \$ 2,890,000 |

Service: 2.650 Port Renfrew Water

| | | | | | |
|--------------------------|--|------------------------------|-----------------------------|------------------------------------|--|
| Project Number | 20-01 | Capital Project Title | Hydrant Replacement Program | Capital Project Description | Hydrants are reaching their end of life and require replacement. |
| Project Rationale | The hydrants in the water system are nearing their end of life. To maintain fire protection planned hydrant replacement is required. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|------------------------------|------------------------------------|---|
| Project Number | 22-01 | Capital Project Title | Alternative Approval Process | Capital Project Description | An alternative approval process to fund Supply System Replacement and AC Pipe Replacement Program |
| Project Rationale | A referendum is required to seek elector consent to borrow to fund the supply system replacement, AC pipe replacement, and SCADA replacements. | | | | |

| | | | | | |
|--------------------------|---|------------------------------|---------------------------|------------------------------------|---|
| Project Number | 23-01 | Capital Project Title | Supply System Replacement | Capital Project Description | Replacement of the remainder of the asbestos cement supply system is required to maintain level of service. |
| Project Rationale | The 2017 project to replace a section of the aging asbestos supply pipe from the water treatment plant to the distribution system was complete. Funds are required to replace the remaining approximately 1.4 km of pipe so that service is maintained. | | | | |

| | | | | | |
|--------------------------|--|------------------------------|-----------------------------|------------------------------------|---|
| Project Number | 23-02 | Capital Project Title | AC Pipe Replacement Program | Capital Project Description | Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service. |
| Project Rationale | There have been frequent pipe breaks with the existing asbestos cement pipe, replacement is required to maintain the level of service. Funds are required to design and develop a replacement program and replace priority pipe, starting with pipe in the Beach Camp area and Queesto Drv and Tsonoqua Drv, approximately 1 km of pipe. | | | | |

Service:

2.650

Port Renfrew Water

Project Number 23-03

Capital Project Title Miscellaneous Repairs & Replacements

Capital Project Description

Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof

Project Rationale The SCADA equipment is nearing its end of life and requires replacement before the equipment fails. The water treatment roof has had some minor repairs to address leaks, but requires replacement.

Project Number 24-01

Capital Project Title Water Master Plan Study

Capital Project Description

Master Planning study for the Port Renfrew service area (25% CWF)

Project Rationale Master Planning study for the Port Renfrew service area - Existing, Future and Inclusion of Pacheedaht First Nation to be delivered in parallel with Sewer Master Plan Study. Based on recent application, anticipated 75% GCF and 25% CWF for grant funding.

Port Renfrew Water
Reserve Summary Schedule
2024 - 2028 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Operating Reserve Fund | 6,286 | 11,286 | 17,286 | 21,286 | 13,286 | 23,286 |
| Capital Reserve Fund | 44,275 | 39,275 | 35,375 | 38,895 | 46,625 | 68,240 |
| Total | 50,561 | 50,561 | 52,661 | 60,181 | 59,911 | 91,526 |

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Operating Reserve Fund - Bylaw 4242

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.

Reserve Cash Flow

| Fund: Fund Centre: | 1500 105536 | Actual | Budget | | | | |
|---------------------------------|----------------|--------------|---------------|---------------|---------------|--|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 1,171 | 6,286 | 11,286 | 17,286 | 21,286 | 13,286 |
| Transfer from Ops Budget | | 5,000 | 5,000 | 6,000 | 4,000 | 5,000 | 10,000 |
| Expenditures | | - | - | - | - | (13,000) | - |
| Planned Maintenance Activity | | | | | | Tree clearing for high voltage hydro lines | |
| Interest Income* | | 115 | | | | | |
| Ending Balance \$ | | 6,286 | 11,286 | 17,286 | 21,286 | 13,286 | 23,286 |

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Capital Reserve Fund - Bylaw 2577

The Capital Reserve Fund established for general capital services and facilities in the Port Renfrew Water Supply to be used for capital expenditures for the utilities, and redemption of debentures issued for the utilities.

Reserve Cash Flow

| Fund: Fund Centre: | 1026 101370 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 58,573 | 44,275 | 39,275 | 35,375 | 38,895 | 46,625 |
| Transfer from Ops Budget | | 13,593 | 15,000 | 21,100 | 13,520 | 17,730 | 21,615 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | (30,000) | (20,000) | (25,000) | (10,000) | (10,000) | - |
| Interest Income* | | 2,109 | | | | | |
| Ending Balance \$ | | 44,275 | 39,275 | 35,375 | 38,895 | 46,625 | 68,240 |

Assumptions/Background:

-Transfer as much as operating budget will allow.

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

CAPITAL REGIONAL DISTRICT

2024 Budget

Wilderness Mountain Water

FINAL BUDGET

MARCH 2024

Service: 2.691 Wilderness Mountain Water Service

Committee: Electoral Area

DEFINITION:

To finance, operate and maintain the supply, conveyance, treatment, storage and distribution of water to the Wilderness Mountain Local Service area that is within the JDF Electoral Area. The service was established by Bylaw No. 3503, adopted on May 14, 2008.

PARTICIPATION:

Wilderness Mountain Local Service Area

MAXIMUM LEVY:

Greater of \$130,000 or \$3.27/ \$1,000 of actual assessed value of land and improvements. To a maximum of \$314,309.

MAXIMUM CAPITAL DEBT:

| | |
|---------------------|--|
| Maximum Authorized: | \$281,000 (MFA Bylaw No.3504, Wilderness Mountain Water Service adopted on May 14, 2008) |
| Borrowed: | \$281,000 (MFA Bylaw No.3504, Wilderness Mountain Water Service) |

COMMISSION:

Wilderness Mountain Water Service Commission established by Bylaw No. 3511 (July 9, 2008).

FUNDING:

Consumption Charge:

Water Consumption charge will be collected from each Single Family Equivalent connected to the water system

User Charge:

Collected as a fixed user fee charged quarterly to each Single Family Equivalent connected to the system

Parcel Tax:

Charged to each taxable parcel in the service area whether connected or not.

RESERVE FUND # 1075:

Approved by Bylaw No. 3535 adopted on November 12, 2008.

2.691 - Wilderness Mountain Water

| | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|-----------------|------------------|-----------------|----------|----------------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| OPERATING COSTS | | | | | | | | | | |
| Contract for Services | 5,930 | 11,915 | 960 | - | 4,000 | 4,960 | 10,980 | 5,000 | 11,020 | 5,040 |
| Allocations | 10,434 | 10,434 | 10,547 | - | - | 10,547 | 10,757 | 10,973 | 11,191 | 11,416 |
| Electricity | 6,900 | 4,560 | 7,090 | - | - | 7,090 | 7,230 | 7,370 | 7,520 | 7,670 |
| Supplies | 25,050 | 23,010 | 25,930 | - | - | 25,930 | 26,450 | 26,980 | 27,520 | 28,070 |
| Labour Charges | 72,150 | 73,381 | 74,780 | - | - | 74,780 | 76,279 | 77,799 | 79,352 | 80,938 |
| Insurance | 1,440 | 1,440 | 1,450 | - | - | 1,450 | 1,520 | 1,590 | 1,670 | 1,750 |
| Water Testing | 9,180 | 8,764 | 9,500 | - | - | 9,500 | 9,693 | 9,888 | 10,085 | 10,284 |
| Other Operating Expenses | 2,030 | 3,680 | 2,090 | - | - | 2,090 | 2,130 | 2,170 | 2,210 | 2,250 |
| TOTAL OPERATING COSTS | 133,114 | 137,184 | 132,347 | - | 4,000 | 136,347 | 145,039 | 141,770 | 150,568 | 147,418 |
| *Percentage Increase over prior year | | | -0.58% | | 3.0% | 2.4% | 6.4% | -2.3% | 6.2% | -2.1% |
| DEBT / RESERVES | | | | | | | | | | |
| Transfer to Capital Reserve Fund | - | - | - | - | - | - | 7,190 | 4,050 | 9,835 | 31,785 |
| Transfer to Operating Reserve Fund | - | - | 6,000 | - | - | 6,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| MFA Debt Reserve Fund | 60 | 60 | 60 | - | - | 60 | 2,060 | 60 | 60 | - |
| MFA Debt Principal | 16,138 | 16,138 | 16,138 | - | - | 16,138 | 16,138 | 21,205 | 21,205 | 5,067 |
| MFA Debt Interest | 9,526 | 9,526 | 9,526 | - | - | 9,526 | 11,676 | 18,126 | 13,363 | 8,600 |
| TOTAL DEBT / RESERVES | 25,724 | 25,724 | 31,724 | - | - | 31,724 | 47,064 | 53,441 | 54,463 | 55,452 |
| TOTAL COSTS | 158,838 | 162,908 | 164,071 | - | 4,000 | 168,071 | 192,103 | 195,211 | 205,031 | 202,870 |
| FUNDING SOURCES (REVENUE) | | | | | | | | | | |
| Balance c/fwd from 2023 to 2024 | - | (3,000) | 3,000 | - | - | 3,000 | - | - | - | - |
| Transfer from Operating Reserve Fund | (5,600) | (6,460) | - | - | (4,000) | (4,000) | (10,000) | (4,000) | (10,000) | (4,000) |
| User Charges | (73,467) | (73,467) | (80,106) | - | - | (80,106) | (87,323) | (91,691) | (93,521) | (95,390) |
| Sale - Water | (17,760) | (17,760) | (19,360) | - | - | (19,360) | (21,100) | (22,160) | (22,600) | (23,050) |
| Other Revenue | (111) | (321) | (110) | - | - | (110) | (110) | (110) | (110) | (50) |
| TOTAL REVENUE | (96,938) | (101,008) | (96,576) | - | (4,000) | (100,576) | (118,533) | (117,961) | (126,231) | (122,490) |
| REQUISITION - PARCEL TAX | (61,900) | (61,900) | (67,495) | - | - | (67,495) | (73,570) | (77,250) | (78,800) | (80,380) |
| *Percentage increase over prior year | | | | | | | | | | |
| User Charge | | | 9.0% | | | 9.0% | 9.0% | 5.0% | 2.0% | 2.0% |
| Water Sale | | | 9.0% | | | 9.0% | 9.0% | 5.0% | 2.0% | 2.0% |
| Requisition | | | 9.0% | | | 9.0% | 9.0% | 5.0% | 2.0% | 2.0% |
| Combined | | | 9.0% | | | 9.0% | 9.0% | 5.0% | 2.0% | 2.0% |

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

| | | | | | | | | |
|--|--------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 2.691 | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
| Wilderness Mountain Water Service | | | | | | | | |

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 | \$50,000 | \$410,000 | \$0 | \$0 | \$0 | \$0 | \$460,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$0 | \$50,000 | \$410,000 | \$0 | \$0 | \$0 | \$0 | \$460,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|------------|-----------------|------------------|------------|------------|------------|------------|------------------|
| Capital Funds on Hand | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$200,000 | \$0 | \$0 | \$0 | \$0 | \$200,000 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$45,000 | \$200,000 | \$0 | \$0 | \$0 | \$0 | \$245,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$5,000 | \$10,000 | \$0 | \$0 | \$0 | \$0 | \$15,000 |
| | \$0 | \$50,000 | \$410,000 | \$0 | \$0 | \$0 | \$0 | \$460,000 |

Service:

2.691

Wilderness Mountain Water Service

| | | | | | |
|--------------------------|--|------------------------------|------------------------------------|------------------------------------|---|
| Project Number | 24-01 | Capital Project Title | Wooden Intake Platform Replacement | Capital Project Description | The intake platform is in dangerous condition and needs to be replaced. |
| Project Rationale | Replace platform to maintain current level of service. | | | | |

| | | | | | |
|--------------------------|-------|------------------------------|------------------------------|------------------------------------|---|
| Project Number | 24-03 | 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 grant does not provide full funding. |
| Project Rationale | | | | | |

| | | | | | |
|--------------------------|-------|------------------------------|---------------------|------------------------------------|--------------------------------------|
| Project Number | 25-01 | Capital Project Title | New Floating Intake | Capital Project Description | Installation of new floating intake. |
| Project Rationale | | | | | |

| | | | | | |
|--------------------------|-------|------------------------------|--------------------------|------------------------------------|--|
| Project Number | 25-02 | Capital Project Title | Treatment Plant Upgrades | Capital Project Description | Upgrades to achieve compliance with SWTO |
| Project Rationale | | | | | |

**Wilderness Mountain Reserves
 Summary Schedule
 2024 - 2028 Financial Plan**

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Operating Reserve Fund | 53 | 2,053 | 2,053 | 8,053 | 8,053 | 14,053 |
| Capital Reserve Fund | 46,513 | 41,513 | 38,703 | 42,753 | 52,588 | 84,373 |
| Total | 46,566 | 43,566 | 40,756 | 50,806 | 60,641 | 98,426 |

Reserve Schedule

Reserve Fund: 2.691 Wilderness Mountain - Operating Reserve Fund - Bylaw 4242

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.

Reserve Cash Flow

| Fund: | 1500 | Actual | Budget | | | | |
|--|--------|--|--|---|--|---|--|
| Fund Centre: | 105540 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 6,277 | 53 | 2,053 | 2,053 | 8,053 | 8,053 |
| Transfer from Ops Budget | | - | 6,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Transfer to Ops for Core Budget | | (600) | | | | | |
| Transfer to Ops Budget | | (5,000) | (4,000) | (10,000) | (4,000) | (10,000) | (4,000) |
| Planned Maintenance Activity | | PRV Maintenance And pump station walk way repair | Distribution System Flushing, Valve Exercising | Reservoir Cleaning and Inspection | Distribution System Flushing, Valve Exercising | Reservoir Cleaning and Inspection | Distribution System Flushing, Valve Exercising |
| Deficit Recovery | | (860) | | | | | |
| Interest Income* | | 237 | | | | | |
| Ending Balance \$ | | 53 | 2,053 | 2,053 | 8,053 | 8,053 | 14,053 |

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 2.691 Wilderness Mountain Water - Capital Reserve Fund - Bylaw 3535

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

Reserve Cash Flow

| Fund: Fund Centre: | 1075 101994 | Actual | Budget | | | | |
|--------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 43,553 | 46,513 | 41,513 | 38,703 | 42,753 | 52,588 |
| Transfer from Ops Budget | | - | - | 7,190 | 4,050 | 9,835 | 31,785 |
| Transfer from Cap Fund | | 1,859 | | | | | |
| Transfer to Cap Fund | | (998) | (5,000) | (10,000) | - | - | - |
| Interest Income* | | 2,099 | | | | | |
| Ending Balance \$ | | 46,513 | 41,513 | 38,703 | 42,753 | 52,588 | 84,373 |

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2024 Budget

Port Renfrew Sewer

FINAL BUDGET

MARCH 2024

Service: 3.850 Port Renfrew Sewer

Committee: Electoral Area

DEFINITION:

To provide, operate and maintain sewage collection and disposal facilities for the Port Renfrew Sewerage System Specified Area - Bylaw No.1744, November 8, 1989. Amended Bylaw No. 1961, January 29, 1992.

PARTICIPATION:

Local Service Area C(762) LSA#2.

MAXIMUM LEVY:

Greater of \$40,000 or \$18.28 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$945,411.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

Port Renfrew Local Services Committee established by Bylaw No. 1770, November 22, 1989.
Port Renfrew Utility Services Committee (Juan de Fuca EA) established by Bylaw No. 3281 (September 14, 2005)

FUNDING:

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

Parcel Tax: 50% of operating costs are collected as a parcel tax to be charged to every parcel within the local service area.

Connection Charge: Based on actual cost.

RESERVE FUND:

Port Renfrew Sewer System Capital Reserve Fund, Bylaw No. 2139 (June 23, 1993).

3.850 - Port Renfrew Sewer

| | 2023 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|--------------------------------------|-----------------|------------------|-----------------|--------------|----------|-----------------|--------------------|-----------------|-----------------|-----------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | 2024 ONGOING | ONE-TIME | TOTAL | 2025 | 2026 | 2027 | 2028 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| Grit Disposal | 12,000 | 13,716 | 11,300 | - | - | 11,300 | 11,530 | 11,760 | 12,000 | 12,240 |
| Electricity | 7,110 | 6,200 | 7,300 | - | - | 7,300 | 7,450 | 7,600 | 7,750 | 7,910 |
| Supplies | 2,660 | 1,530 | 2,750 | - | - | 2,750 | 2,800 | 2,850 | 2,910 | 2,970 |
| Allocations - Operations | 59,198 | 57,509 | 62,431 | - | - | 62,431 | 63,680 | 64,953 | 66,252 | 67,577 |
| Allocations - Other | 17,446 | 13,178 | 18,107 | - | - | 18,107 | 18,470 | 18,837 | 19,211 | 19,589 |
| Other Operating Expenses | 10,607 | 24,866 | 12,140 | - | - | 12,140 | 12,390 | 12,640 | 12,890 | 13,150 |
| TOTAL OPERATING COSTS | 109,021 | 116,999 | 114,028 | - | - | 114,028 | 116,320 | 118,640 | 121,013 | 123,436 |
| *Percentage Increase over prior year | | | | | | 4.6% | 2.0% | 2.0% | 2.0% | 2.0% |
| <u>DEBT / RESERVES</u> | | | | | | | | | | |
| Transfer to Capital Reserve | 18,000 | 10,042 | 17,580 | - | - | 17,580 | 17,920 | 18,370 | 18,815 | 19,270 |
| Transfer to Operating Reserve | 4,000 | 4,000 | 4,000 | - | - | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| MFA Debt Reserve Fund | - | - | - | - | - | - | - | - | - | - |
| MFA Debt Principal | - | - | - | - | - | - | - | - | - | - |
| MFA Debt Interest | - | - | - | - | - | - | - | - | - | - |
| TOTAL DEBT / RESERVES | 22,000 | 14,042 | 21,580 | - | - | 21,580 | 21,920 | 22,370 | 22,815 | 23,270 |
| TOTAL COSTS | 131,021 | 131,041 | 135,608 | - | - | 135,608 | 138,240 | 141,010 | 143,828 | 146,706 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| User Charges | (64,734) | (64,734) | (66,999) | - | - | (66,999) | (68,340) | (69,710) | (71,103) | (72,528) |
| Grants in Lieu of Taxes | (1,437) | (1,437) | (1,490) | - | - | (1,490) | (1,440) | (1,470) | (1,500) | (1,530) |
| Other Revenue | (100) | (120) | (100) | - | - | (100) | (100) | (100) | (100) | (100) |
| TOTAL REVENUE | (66,271) | (66,291) | (68,589) | - | - | (68,589) | (69,880) | (71,280) | (72,703) | (74,158) |
| REQUISITION - PARCEL TAX | (64,750) | (64,750) | (67,019) | - | - | (67,019) | (68,360) | (69,730) | (71,125) | (72,548) |
| *Percentage increase over prior year | | | | | | | | | | |
| User Fees | | | | | | 3.5% | 2.0% | 2.0% | 2.0% | 2.0% |
| Requisition | | | | | | 3.5% | 2.0% | 2.0% | 2.0% | 2.0% |
| Combined | | | | | | 3.5% | 2.0% | 2.0% | 2.0% | 2.0% |

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

| | | | | | | | | |
|--------------------|---------------------------|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 3.850 | Carry Forward from 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
| | Port Renfrew Sewer | | | | | | | |

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 | \$40,000 | \$215,000 | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$230,000 |
| Vehicles | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$40,000 | \$215,000 | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$230,000 |
| | \$40,000 | \$215,000 | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$230,000 |

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|-----------------|------------------|-----------------|------------|------------|------------|------------|------------------|
| Capital Funds on Hand | \$40,000 | \$40,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$40,000 |
| Debenture Debt (New Debt Only) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | \$0 | \$175,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$175,000 |
| Donations / Third Party Funding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | \$0 | \$0 | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$15,000 |
| | \$40,000 | \$215,000 | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$230,000 |
| | \$40,000 | \$215,000 | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$230,000 |

Service: 3.850 Port Renfrew Sewer

Project Number 22-01 **Capital Project Title** Genset Upgrade **Capital Project Description** A new genset is required to provide standby power for the whole WWTP.

Project Rationale The existing genset only provides standby power for the influent pumps. During a power outage the blowers do not operate and this is out of compliance with the regulations. A new genset is required to provide standby power for the whole WWTP.

Project Number 22-02 **Capital Project Title** Alternative Approval Process **Capital Project Description** Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases).

Project Rationale Based on information in the Options Study (21-02), carry out an alternative approval process in order to borrow funds for required system renewal (one or multiple phases).

Project Number 24-01 **Capital Project Title** Sewer Master Plan Study **Capital Project Description** Master Planning study for the Port Renfrew service area - existing, future and inclusion of Pacheedaht First Nation to be delivered in parallel with Water Master Plan Study.

Project Rationale Master Planning study for the Port Renfrew service area - Existing, Future and Inclusion of Pacheedaht First Nation to be delivered in parallel with Water Master Plan Study. 75% to be funded by GCF, 25% funded by CWF if grant application is successful.

Port Renfrew Sewer
Reserve Summary Schedule
2024 - 2028 Financial Plan

Reserve/Fund Summary

| | Actual | Budget | | | | |
|------------------------|---------------|---------------|---------------|---------------|----------------|----------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Operating Reserve Fund | 8,635 | 12,635 | 16,635 | 20,635 | 24,635 | 28,635 |
| Capital Reserve Fund | 38,844 | 56,424 | 59,344 | 77,714 | 96,529 | 115,799 |
| Total | 47,479 | 69,059 | 75,979 | 98,349 | 121,164 | 144,434 |

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer - Operating Reserve Fund - Bylaw 4242

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.

Reserve Cash Flow

| Fund: 1500 Fund Centre: 105537 | Actual | Budget | | | | |
|-----------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|
| | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | 4,377 | 8,635 | 12,635 | 16,635 | 20,635 | 24,635 |
| Transfer from Ops Budget | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| Transfer to Ops Budget | - | - | - | - | - | - |
| Interest Income* | 258 | | | | | |
| Ending Balance \$ | 8,635 | 12,635 | 16,635 | 20,635 | 24,635 | 28,635 |

Assumptions/Background:

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

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer - Capital Reserve Fund - Bylaw 2139

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

Reserve Cash Flow

| Fund: Fund Centre: | 1044 101388 | Actual | Budget | | | | |
|---------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|----------------|
| | | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
| Beginning Balance | | 24,997 | 38,844 | 56,424 | 59,344 | 77,714 | 96,529 |
| Transfer from Ops Budget | | 12,558 | 17,580 | 17,920 | 18,370 | 18,815 | 19,270 |
| Transfer from Cap Fund | | - | | | | | |
| Transfer to Cap Fund | | - | - | (15,000) | - | - | - |
| Interest Income* | | 1,290 | | | | | |
| Ending Balance \$ | | 38,844 | 56,424 | 59,344 | 77,714 | 96,529 | 115,799 |

Assumptions/Background:

Transfer as much as operating budget will allow.

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