

CAPITAL REGIONAL DISTRICT

2021 BUDGET

JOINT ELECTORAL SERVICES

FINAL BUDGET

MARCH 2021

FINAL BUDGET
March 24, 2021
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Joint Electoral Services

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CAPITAL REGIONAL DISTRICT

2021 Budget

Elections

Final Budget

Service: 1.103 Elections

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and contribution from Islands Trust.

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

Reserve Schedule

Reserve Fund: 1.103 Elections - Operating Reserve Fund

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

Reserve Cash Flow

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

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

CAPITAL REGIONAL DISTRICT

2021 Budget

UBCM

Final Budget

Service: 1.104 Union of B.C. Municipalities

Committee: Electoral Area

DEFINITION:

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

PARTICIPATION:

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

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

GENERAL INFORMATION:

Association of Vancouver Island and Coastal Communities (AVICC)

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

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

CAPITAL REGIONAL DISTRICT

2021 Budget

Building Inspection

Final Budget

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 converted hospital assessments.

MAXIMUM LEVY:

Not stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

1.318 - Building Inspection	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Salaries & Wages	1,124,275	989,600	1,151,316	-	-	1,151,316	1,156,104	1,180,806	1,206,044	1,231,828
Telecommunications	35,290	34,455	35,890	-	-	35,890	36,610	37,340	38,090	38,850
Legal Expenses	10,220	4,327	10,390	-	-	10,390	10,600	10,810	11,030	11,250
Building Rent	33,706	33,706	34,450	-	-	34,450	35,210	35,980	36,770	37,510
Supplies	16,108	13,832	16,380	-	-	16,380	16,700	17,040	17,380	17,720
Allocations	188,554	209,518	225,494	-	-	225,494	240,721	245,480	250,332	255,284
Other Operating Expenses	120,006	127,138	146,070	-	-	146,070	149,210	152,160	155,160	158,229
TOTAL OPERATING COSTS	1,528,159	1,412,576	1,619,990	-	-	1,619,990	1,645,155	1,679,616	1,714,806	1,750,671
*Percentage Increase over prior year						6.0%	1.6%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
TOTAL COSTS	1,561,459	1,445,876	1,653,290	-	-	1,653,290	1,678,455	1,712,916	1,748,106	1,783,971
Internal Recoveries	(29,362)	(29,362)	(29,486)	-	-	(29,486)	(30,076)	(30,677)	(31,291)	(31,920)
TOTAL COSTS LESS INTERNAL RECOVERIES	1,532,097	1,416,514	1,623,804	-	-	1,623,804	1,648,379	1,682,239	1,716,815	1,752,051
<u>FUNDING SOURCES (REVENUE)</u>										
						6.0%	1.5%	2.1%	2.1%	2.1%
Fees Charged	(970,610)	(857,905)	(1,019,141)	-	-	(1,019,141)	(1,067,671)	(1,089,030)	(1,110,810)	(1,133,030)
Contract Revenue	(35,000)	(30,000)	(36,781)	-	-	(36,781)	(37,510)	(38,250)	(39,020)	(39,800)
Transfer from Operating Reserve	(114,247)	(116,369)	(126,400)	-	-	(126,400)	(37,409)	(4,000)	-	-
Grants in Lieu of Taxes	(1,443)	(1,443)	(1,656)	-	-	(1,656)	(1,540)	(1,570)	(1,600)	(1,630)
Revenue - Other	(2,000)	(2,000)	(2,562)	-	-	(2,562)	(2,672)	(2,796)	(2,921)	(2,880)
TOTAL REVENUE	(1,123,300)	(1,007,717)	(1,186,540)	-	-	(1,186,540)	(1,146,802)	(1,135,646)	(1,154,351)	(1,177,340)
REQUISITION	(408,797)	(408,797)	(437,264)	-	-	(437,264)	(501,577)	(546,593)	(562,464)	(574,711)
*Percentage increase over prior year Requisition						7.0%	14.7%	9.0%	2.9%	2.2%

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

Service No.	1.318 Building Inspection	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$10,000	\$0	\$5,000	\$0	\$0	\$0	\$15,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$45,000	\$0	\$0	\$45,000	\$0	\$0	\$90,000
	\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$0	\$105,000

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	\$55,000	\$0	\$5,000	\$45,000	\$0	\$0	\$105,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$0	\$105,000

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.318

Service Name: Building Inspection

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	\$90,000	V	ERF	\$0	\$45,000	\$0	\$0	\$45,000	\$0	\$90,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	\$5,000	E	ERF	\$0	\$0	\$0	\$5,000	\$0	\$0	\$5,000
21-01	Replacement	Furniture Replacement	Salt Spring Island furniture replacement	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
GRAND TOTAL				\$105,000			\$0	\$55,000	\$0	\$5,000	\$45,000	\$0	\$105,000

**Building Inspection
Reserve Summary Schedule
2021 - 2025 Financial Plan**

Reserve/Fund Summary

	Actual	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	189,592	63,192	25,783	21,783	21,783	21,783
Equipment Replacement Fund	77,605	32,605	42,605	47,605	12,605	22,605
Total	267,197	95,797	68,388	69,388	34,388	44,388

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund

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

Reserve Cash Flow

Fund: Fund Centre:	1500 105544	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		281,907	189,592	63,192	25,783	21,783	21,783
Transfer from Ops Budget		21,932	-	-	-	-	-
Expenditures		(114,247)	(126,400)	(37,409)	(4,000)	-	-
Interest Income		-	-	-	-	-	-
Ending Balance \$		189,592	63,192	25,783	21,783	21,783	21,783

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund

ERF Group: BLDINS.ERF

Reserve Cash Flow

Fund: Fund Centre:	1022 101425	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		148,457	77,605	32,605	42,605	47,605	12,605
Transfer from Ops Budget		10,000	10,000	10,000	10,000	10,000	10,000
Planned Purchase		(82,255)	(55,000)	-	(5,000)	(45,000)	-
Interest Income		1,404	-	-	-	-	-
Ending Balance \$		77,605	32,605	42,605	47,605	12,605	22,605

Assumptions/Background:

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

CAPITAL REGIONAL DISTRICT

2021 BUDGET

NOISE CONTROL

Final Budget

Service: 1.320 Noise Control

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

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

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

FUNDING:

Requisition

1.320 - NOISE CONTROL	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2021 ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Legal	7,340	2,866	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Allocations	1,953	1,953	2,304	-	-	2,304	2,607	2,656	2,706	2,757
Internal Time Charges	29,208	27,260	29,876	-	-	29,876	30,047	30,614	31,208	31,814
Other Operating Expenses	60	139	60	-	-	60	60	60	60	60
TOTAL OPERATING COSTS	38,561	32,218	39,140	-	-	39,140	39,754	40,510	41,294	42,101
*Percentage Increase over prior year						1.5%	1.6%	1.9%	1.9%	2.0%
Transfer to Operating Reserve Fund	-	6,435	-	-	-	-	-	-	-	-
TOTAL COSTS	38,561	38,653	39,140	-	-	39,140	39,754	40,510	41,294	42,101
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(131)	(131)	(155)	-	-	(155)	(100)	(100)	(100)	(100)
Revenue - Other	(100)	(192)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(231)	(323)	(255)	-	-	(255)	(200)	(200)	(200)	(200)
REQUISITION	(38,330)	(38,330)	(38,885)	-	-	(38,885)	(39,554)	(40,310)	(41,094)	(41,901)
*Percentage increase over prior year Requisition						1.4%	1.7%	1.9%	1.9%	2.0%

Reserve Schedule

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

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

Reserve Cash Flow

Fund: Fund Centre:	1500 105406	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		2,494	8,977	8,977	8,977	8,977	8,977
Transfer from Ops Budget		6,435	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		48	-	-	-	-	-
Ending Balance \$		8,977	8,977	8,977	8,977	8,977	8,977

Assumptions/Background:
 Maintain balance at reasonable level to cover unexpected operating expenses such as legal.
 * Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Nuisance & Unsightly Premises

Final Budget

Service: 1.322 Nuisance & Unsightly Premises

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

\$ 0.50 / \$1,000

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

FUNDING:

Requisition

1.322 - Nuisance & Unsightly Premises	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Legal	2,152	-	2,085	-	-	2,085	2,130	2,170	2,210	2,250
Allocations	2,384	2,384	2,825	-	-	2,825	3,247	3,309	3,373	3,437
Internal Time Charges	46,257	61,661	46,750	-	-	46,750	47,017	47,905	48,835	49,782
Other Operating Expenses	330	299	330	-	-	330	340	350	360	370
TOTAL OPERATING COSTS	51,123	64,344	51,990	-	-	51,990	52,734	53,734	54,778	55,839
*Percentage Increase over prior year						1.7%	1.4%	1.9%	1.9%	1.9%
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(178)	(178)	(206)	-	-	(206)	(170)	(170)	(170)	(170)
Transfer from Operating Reserve Fund	-	(13,321)	-	-	-	-	-	-	-	-
Other Revenue	(100)	-	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(278)	(13,499)	(306)	-	-	(306)	(270)	(270)	(270)	(270)
REQUISITION	(50,845)	(50,845)	(51,684)	-	-	(51,684)	(52,464)	(53,464)	(54,508)	(55,569)
*Percentage increase over prior year Requisition						1.7%	1.5%	1.9%	2.0%	1.9%

Reserve Schedule

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

For unforeseen legal expenses

Reserve Cash Flow

Fund: Fund Centre:	1500 105403	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		15,264	2,234	2,234	2,234	2,234	2,234
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		(13,321)	-	-	-	-	-
Interest Income		291	-	-	-	-	-
Ending Balance \$		2,234	2,234	2,234	2,234	2,234	2,234

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Electoral Area Fire Services

Final Budget

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

	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
Consulting	15,330	13,000	15,330	-	65,000	80,330	15,640	15,950	16,270	16,600
Staff Training & Development	5,110	5,110	5,110	-	-	5,110	5,210	5,310	5,420	5,530
Software Licenses	15,930	11,000	11,607	-	-	11,607	11,840	12,080	12,320	12,570
Allocation to Finance & Corp	12,392	12,392	9,244	-	-	9,244	6,287	6,413	6,541	6,672
Allocation to Emergency Coordination	67,401	67,401	74,862	-	-	74,862	76,359	78,039	79,756	81,352
Contingency	4,060	4,060	4,060	-	-	4,060	4,140	4,220	4,300	4,390
Operating - Other	3,050	2,980	3,060	-	-	3,060	3,120	3,180	3,240	3,300
TOTAL OPERATING COSTS	123,273	115,943	123,273	-	65,000	188,273	122,596	125,192	127,847	130,414
*Percentage Increase over prior year						52.7%	-34.9%	2.1%	2.1%	2.0%
Transfer from Operating Reserve Fund	-	-	-	-	(65,000)	(65,000)	-	-	-	-
NET OPERATING COSTS	123,273	115,943	123,273	-	-	123,273	122,596	125,192	127,847	130,414
<u>CAPITAL / RESERVE</u>										
Equipment Purchases	7,370	7,370	7,370	-	-	7,370	7,520	7,670	7,820	7,980
Transfer to Operating Reserve Fund	11,647	18,977	11,647	-	-	11,647	15,014	15,168	15,323	15,616
TOTAL CAPITAL / RESERVE	19,017	26,347	19,017	-	-	19,017	22,534	22,838	23,143	23,596
TOTAL COSTS	142,290	142,290	142,290	-	-	142,290	145,130	148,030	150,990	154,010
<u>FUNDING SOURCES (REVENUE)</u>										
Interest Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
REQUISITION	(142,190)	(142,190)	(142,190)	-	-	(142,190)	(145,030)	(147,930)	(150,890)	(153,910)
*Percentage increase over prior year Requisition						0.0%	2.0%	2.0%	2.0%	2.0%

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

Service No.	1.369	Carry						
	Electoral Area Fire Services	Forward from	2021	2022	2023	2024	2025	TOTAL
		2020						

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300
		\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.369

Service Name: Electoral Area Fire Services

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

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

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

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

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

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

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

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

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Study	Structure Protection Unit (Sprinkler trailer)	Provision of capacity to protect infrastructure and structures from wildfire	\$156,300	E	Res	\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300
			GRAND TOTAL	\$156,300			\$0	\$156,300	\$0	\$0	\$0	\$0	\$156,300

Reserve Schedule

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

For Consulting, FDM Upgrades, Training

Reserve Cash Flow

Fund: Fund Centre:	1500 105404	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Beginning Balance		257,382	316,689	107,036	122,050	137,218	152,541
Transfer from Ops Budget		54,393	11,647	15,014	15,168	15,323	15,616
Transfer to Ops Budget		-	(65,000)	-	-	-	-
Planned Expenditures		-	(156,300)	-	-	-	-
Interest Income		4,913	-	-	-	-	-
Ending Balance \$		316,689	107,036	122,050	137,218	152,541	168,157

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Electora Area Emergency Planning Coordination

Final Budget

Service: 1.372 Emergency Planning Coordination

Committee: Planning, Transportation & Protective Services

DEFINITION:

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

SERVICE DESCRIPTION:

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

FUNDING:

Allocations from protection services and requisition.

1.372 - Electora Area Emergency Planning Coordination	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET*	ESTIMATED ACTUAL	2021				2022	2023	2024	2025
			CORE BUDGET	ONGOING	ONE-TIME	TOTAL				
<u>OPERATING COSTS</u>										
Salaries	509,587	482,000	532,583	-	-	532,583	534,073	545,559	557,295	569,275
Contract for Services	63,000	63,000	-	-	-	-	-	-	-	-
Travel Expenses	1,790	1,790	1,820	-	-	1,820	1,860	1,900	1,940	1,980
Telecommunications	6,700	6,700	6,810	-	-	6,810	6,950	7,090	7,230	7,370
Staff Training & Development	2,130	2,130	1,620	-	-	1,620	1,650	1,680	1,710	1,740
Supplies	14,300	1,560	2,010	-	-	2,010	2,050	2,090	2,130	2,170
Allocations	56,596	56,596	59,170	-	-	59,170	59,064	60,243	61,450	62,675
Other Operating Expenses	10,720	8,896	8,630	-	-	8,630	8,790	8,970	9,150	9,330
TOTAL OPERATING COSTS	664,823	622,672	612,643	-	-	612,643	614,437	627,532	640,905	654,540
*Percentage Increase over prior year						-7.8%	0.3%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	-	15,425	7,324	-	-	7,324	7,470	7,620	7,770	7,930
TOTAL CAPITAL / RESERVES	-	15,425	7,324	-	-	7,324	7,470	7,620	7,770	7,930
TOTAL COSTS	664,823	638,097	619,967	-	-	619,967	621,907	635,152	648,675	662,470
Internal Recoveries	(413,859)	(413,859)	(459,671)	-	-	(459,671)	(468,864)	(479,179)	(489,721)	(499,520)
OPERATING COSTS LESS INTERNAL RECOVERIES	250,964	224,238	160,296	-	-	160,296	153,043	155,973	158,954	162,950
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	-	14,486	(14,486)	-	-	(14,486)	-	-	-	-
Balance c/fwd from 2019 to 2020	(29,307)	(29,307)	-	-	-	-	-	-	-	-
Grants Revenue	(78,120)	(65,880)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(491)	(491)	(578)	-	-	(578)	(510)	(520)	(530)	(540)
Revenue - Other	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	(108,218)	(81,492)	(15,374)	-	-	(15,374)	(830)	(850)	(870)	(890)
REQUISITION	(142,746)	(142,746)	(144,922)	-	-	(144,922)	(152,213)	(155,123)	(158,084)	(162,060)
*Percentage increase over prior year Requisition						1.5%	5.0%	1.9%	1.9%	2.5%

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

Service No.	1.372 Emergency Planning Coordination	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000

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	\$0	\$2,500	\$0	\$0	\$5,000
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$5,000

Reserve Schedule

Reserve Fund: 1.327 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

Reserve Cash Flow

Fund:	1022	Actual	Budget				
		2020	2021	2022	2023	2024	2025
Fund Centre:	101985						
Beginning Balance		2,646	2,670	7,494	14,964	22,584	27,854
Transfer from Op Budget		-	7,324	7,470	7,620	7,770	7,930
Planned Purchase		-	(2,500)	-	-	(2,500)	-
Interest Income		24	-	-	-	-	-
Ending Balance \$		2,670	7,494	14,964	22,584	27,854	35,784

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.