

# **CAPITAL REGIONAL DISTRICT**

## **2022 BUDGET**

### **JUAN DE FUCA ELECTORAL SERVICES**

#### **FINAL BUDGET**

MARCH 2022

**FINAL BUDGET**  
**March 16, 2022**  
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# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Admin. Expenditures (JDF)**

**FINAL BUDGET**

MARCH 2022

**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)	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Director's Remuneration	46,978	43,882	47,789	-	-	47,789	48,740	49,710	50,700	51,710
Travel	1,680	49	1,710	-	-	1,710	1,740	1,770	1,810	1,850
Allocations	5,819	5,819	3,038	5,000	-	8,038	13,099	13,361	13,624	13,899
Contingency	3,000	-	3,000	-	-	3,000	-	-	-	-
Other Operating Expenses	3,290	2,344	3,300	-	-	3,300	3,360	3,420	3,480	3,540
<b>TOTAL OPERATING COSTS</b>	<b>60,767</b>	<b>52,094</b>	<b>58,837</b>	<b>5,000</b>	<b>-</b>	<b>63,837</b>	<b>66,939</b>	<b>68,261</b>	<b>69,614</b>	<b>70,999</b>
*Percentage Increase over prior year						5.1%	4.9%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	5,171	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVE</b>	<b>-</b>	<b>5,171</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COSTS</b>	<b>60,767</b>	<b>57,265</b>	<b>58,837</b>	<b>5,000</b>	<b>-</b>	<b>63,837</b>	<b>66,939</b>	<b>68,261</b>	<b>69,614</b>	<b>70,999</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	-	3,570	(3,570)	-	-	(3,570)	-	-	-	-
Balance c/fwd from 2020 to 2021	(3,952)	(3,952)	-	-	-	-	-	-	-	-
Revenue - Other	(133)	(201)	(138)	-	-	(138)	(130)	(130)	(130)	(130)
<b>TOTAL REVENUE</b>	<b>(4,085)</b>	<b>(583)</b>	<b>(3,708)</b>	<b>-</b>	<b>-</b>	<b>(3,708)</b>	<b>(130)</b>	<b>(130)</b>	<b>(130)</b>	<b>(130)</b>
<b>REQUISITION</b>	<b>(56,682)</b>	<b>(56,682)</b>	<b>(55,129)</b>	<b>(5,000)</b>	<b>-</b>	<b>(60,129)</b>	<b>(66,809)</b>	<b>(68,131)</b>	<b>(69,484)</b>	<b>(70,869)</b>
*Percentage increase over prior year Requisition						6.1%	11.1%	2.0%	2.0%	2.0%

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026**

<b>Service No.</b>	<b>1.109</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
	<b>JDF Admin. Expenditures</b>							

**EXPENDITURE**

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

**SOURCE OF FUNDS**

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

CAPITAL REGIONAL DISTRICT  
 5 YEAR CAPITAL PLAN  
 2022 - 2026

<p><b>Project Number</b>          Project number format is "yy-##"          "yy" is the last two digits of the year the project is planned to start.          "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p><b>Capital Project Description</b>          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".</p>	<p><b>Carryforward from 2021</b>          Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p><b>Project Drivers</b>  <b>Maintain Level of Service</b> = Project maintains existing or improved level of service.  <b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority.  <b>Emergency</b> = Project is required for health or safety reasons.  <b>Cost Benefit</b> = Economic benefit to the organization.</p>
<p><b>Capital Expenditure Type</b>  <b>Study</b> - Expenditure for feasibility and business case report.  <b>New</b> - Expenditure for new asset only  <b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service  <b>Replacement</b> - Expenditure replaces an existing asset</p>	<p><b>Total Project Budget</b>          Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p> <p><b>Funding Source Codes</b>          Debt = Debenture Debt (new debt only)          ERF = Equipment Replacement Fund          Grant = Grants (Federal, Provincial)          Cap = Capital Funds on Hand          Other = Donations / Third Party Funding          Res = Reserve Fund          SLoan = Short Term Loans          WU = Water Utility          If there is more than one funding source, use additional rows for the project.</p>	<p><b>Long-term Planning</b>  <b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs.  <b>Asset Management Plan / Sustainable Service Delivery Plan</b> = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.  <b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age or asset material/type.  <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.</p>	
<p><b>Capital Project Title</b>          Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p><b>Asset Class</b>  <b>L</b> - Land  <b>S</b> - Engineering Structure  <b>B</b> - Buildings  <b>V</b> - Vehicles</p>	<p><b>Cost Estimate Class</b>          Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.          Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.          Class C (+25-40%) = Estimate based on limited site information; used for program planning.          Class D (+50%) = Estimate based on little/no site information; used for long-term planning.</p>	

**Service #:** 1.109  
**Service Name:** JDF Admin. Expenditures

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
19-01	Replacement	Computer	Computer Replacement	\$2,000	E	ERF	\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000
			<b>GRAND TOTAL</b>	<b>\$2,000</b>			<b>\$0</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>

**Reserve Schedule**

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

ERF Group: JDFADMIN.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
			2021	2022	2023	2024	2025
Fund Centre:	101839						
Beginning Balance		5,665	10,880	8,880	8,880	8,880	8,880
Transfer from Ops Budget		5,171	-	-	-	-	-
Planned Purchase		-	(2,000)	-	-	-	-
Interest Income		44					
<b>Ending Balance \$</b>		<b>10,880</b>	<b>8,880</b>	<b>8,880</b>	<b>8,880</b>	<b>8,880</b>	<b>8,880</b>

**Assumptions/Background:**

Fund Balance should remain approximately between \$5,000 and \$10,000.

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **JDF Grants in Aid**

#### **FINAL BUDGET**

MARCH 2022

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 \$147,057.

**COMMITTEE:**

Electoral Areas Committee

**FUNDING:**

Requisition

1.114 - JDF Grants in Aid	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Grants in Aid	96,453	42,823	32,667	-	18,505	51,172	20,000	20,000	20,000	20,000
Allocations	1,858	1,858	3,253	-	-	3,253	3,318	3,384	3,452	3,521
<b>TOTAL OPERATING COSTS</b>	<b>98,311</b>	<b>44,681</b>	<b>35,920</b>	<b>-</b>	<b>18,505</b>	<b>54,425</b>	<b>23,318</b>	<b>23,384</b>	<b>23,452</b>	<b>23,521</b>
*Percentage Increase over prior year						-44.6%	-57.2%	0.3%	0.3%	0.3%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	-	54,135	(35,630)	-	(18,505)	(54,135)	-	-	-	-
Balance c/fwd from 2020 to 2021	(36,941)	(36,941)	-	-	-	-	-	-	-	-
Provincial Grant	(61,078)	(61,078)	-	-	-	-	-	-	-	-
Other Income	(292)	(797)	(290)	-	-	(290)	(290)	(290)	(290)	(290)
<b>TOTAL REVENUE</b>	<b>(98,311)</b>	<b>(44,681)</b>	<b>(35,920)</b>	<b>-</b>	<b>(18,505)</b>	<b>(54,425)</b>	<b>(290)</b>	<b>(290)</b>	<b>(290)</b>	<b>(290)</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(23,028)</b>	<b>(23,094)</b>	<b>(23,162)</b>	<b>(23,231)</b>
*Requisition increase over prior year						N/A	N/A	0.3%	0.3%	0.3%

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Vancouver Island Regional Library**

#### **FINAL BUDGET**

MARCH 2022

**Service: 1.119 Van. Island Regional Library**

**Committee: Electoral Area**

**2020 Budget**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

Westerly portion of Juan de Fuca Electoral Area.

**MAXIMUM LEVY:**

No limit

**FUNDING:**

Requisition

1.119 - Vancouver Island Regional Library	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Payments to Vancouver Island Regional Library	304,095	304,095	315,360	-	-	315,360	321,670	328,100	334,660	341,350
Allocations	5,562	5,562	6,218	-	-	6,218	6,342	6,469	6,599	6,730
Other Operating Expenses	1,240	1,095	1,240	-	-	1,240	1,240	1,240	1,240	1,240
<b>TOTAL COSTS</b>	<b>310,897</b>	<b>310,752</b>	<b>322,818</b>	<b>-</b>	<b>-</b>	<b>322,818</b>	<b>329,252</b>	<b>335,809</b>	<b>342,499</b>	<b>349,320</b>
*Percentage Increase over prior year						3.8%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	-	141	(141)	-	-	(141)	-	-	-	-
Balance c/fwd from 2020 to 2021	46	46	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(299)	(299)	(325)	-	-	(325)	(300)	(300)	(300)	(300)
Other Revenue	(250)	(246)	(250)	-	-	(250)	(250)	(250)	(250)	(250)
<b>TOTAL REVENUE</b>	<b>(503)</b>	<b>(358)</b>	<b>(716)</b>	<b>-</b>	<b>-</b>	<b>(716)</b>	<b>(550)</b>	<b>(550)</b>	<b>(550)</b>	<b>(550)</b>
<b>REQUISITION</b>	<b>(310,394)</b>	<b>(310,394)</b>	<b>(322,102)</b>	<b>-</b>	<b>-</b>	<b>(322,102)</b>	<b>(328,702)</b>	<b>(335,259)</b>	<b>(341,949)</b>	<b>(348,770)</b>
*Percentage increase over prior year Requisition						3.8%	2.0%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Sooke Regional Museum**

#### **FINAL BUDGET**

MARCH 2022

**Service:** 1.121

**Sooke Regional Museum**

**Committee: Electoral Area**

**DEFINITION:**

A specified area established to provide annual financial assistance to the Sooke Regional Historical Society for the purpose of operating, maintaining and developing the Sooke Region Museum (Bylaw No. 1189 - November 23, 1983); increased levy amendment Bylaw No. 1538 - June 10, 1987, converted by Bylaw No. 3751 - March 2011, both Sooke Region Museum services (1.120 & 1.121) merged into one by Bylaw No. 3827 - July 2012, increased levy Bylaw No. 3942 - April 16, 2014

**SERVICE DESCRIPTION:**

This service provides an annual contribution in support of the Sooke Region Museum operations and historical programs. The service was established in 1983 and is administered by the Sooke Region Historical Society.

**PARTICIPATION:**

Western portions of the Juan de Fuca Electoral Area and the District of Sooke.

**MAXIMUM LEVY:**

Greater of \$191,000 or \$0.063 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$462,010.

**FUNDING:**

Requisition

1.121 - Sooke Regional Museum	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Payments to Sooke Regional Museum	192,630	192,630	211,890	-	-	211,890	216,130	220,450	224,860	229,360
Allocations	3,903	3,903	3,932	-	-	3,932	4,010	4,091	4,173	4,256
Other Operating Expenses	60	20	60	-	-	60	60	60	60	60
<b>TOTAL COSTS</b>	<b>196,593</b>	<b>196,553</b>	<b>215,882</b>	<b>-</b>	<b>-</b>	<b>215,882</b>	<b>220,200</b>	<b>224,601</b>	<b>229,093</b>	<b>233,676</b>
*Percentage Increase over prior year						9.8%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	-	200	(200)	-	-	(200)	-	-	-	-
Balance c/fwd from 2020 to 2021	(44)	(44)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(332)	(332)	(341)	-	-	(341)	(350)	(360)	(370)	(380)
Other Revenue	-	(160)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(376)</b>	<b>(336)</b>	<b>(541)</b>	<b>-</b>	<b>-</b>	<b>(541)</b>	<b>(350)</b>	<b>(360)</b>	<b>(370)</b>	<b>(380)</b>
<b>REQUISITION</b>	<b>(196,217)</b>	<b>(196,217)</b>	<b>(215,341)</b>	<b>-</b>	<b>-</b>	<b>(215,341)</b>	<b>(219,850)</b>	<b>(224,241)</b>	<b>(228,723)</b>	<b>(233,296)</b>
*Percentage increase over prior year Requisition						9.7%	2.1%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Vancouver Island Regional Library-Debt**

#### **FINAL BUDGET**

MARCH 2022

1.129 - Vancouver Island Regional Library-Debt	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>DEBT</u>										
MFA Debt Reserve Fund	60,000	-	60,000	-	-	60,000	-	-	-	-
MFA Debt Principal	-	-	-	-	-	-	142,196	142,196	142,196	142,196
MFA Debt Interest	153,900	-	120,600	-	-	120,600	160,800	160,800	160,800	160,800
<b>TOTAL DEBT</b>	<b>213,900</b>	<b>-</b>	<b>180,600</b>	<b>-</b>	<b>-</b>	<b>180,600</b>	<b>302,996</b>	<b>302,996</b>	<b>302,996</b>	<b>302,996</b>
*Percentage Increase over prior year						-15.6%	67.8%	0.0%	0.0%	0.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Payment from VIRL	(213,900)	-	(180,600)	-	-	(180,600)	(302,996)	(302,996)	(302,996)	(302,996)
<b>TOTAL REVENUE</b>	<b>(213,900)</b>	<b>-</b>	<b>(180,600)</b>	<b>-</b>	<b>-</b>	<b>(180,600)</b>	<b>(302,996)</b>	<b>(302,996)</b>	<b>(302,996)</b>	<b>(302,996)</b>
<b>REQUISITION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Langford EA - GVPL**

#### **FINAL BUDGET**

MARCH 2022

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

A portion of the Electoral Area of Juan de Fuca.

**MAXIMUM LEVY:**

Greater of \$183,000 or \$0.33 / \$1,000 of actual assessed value of land and improvements.

**FUNDING:**

Requisition

1.133 - Langford EA - GVPL	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Payments to Greater Victoria Public Library	30,350	29,840	31,470	-	-	31,470	31,580	32,210	32,850	33,510
Allocations	726	726	622	-	-	622	634	647	660	673
Other Operating Expenses	10	2	10	-	-	10	10	10	10	10
<b>TOTAL OPERATING COSTS</b>	<b>31,086</b>	<b>30,568</b>	<b>32,102</b>	<b>-</b>	<b>-</b>	<b>32,102</b>	<b>32,224</b>	<b>32,867</b>	<b>33,520</b>	<b>34,193</b>
*Percentage Increase over prior year						3.3%	0.4%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	-	524	(524)	-	-	(524)	-	-	-	-
Balance c/fwd from 2020 to 2021	(9)	(9)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(92)	(92)	(87)	-	-	(87)	(90)	(90)	(90)	(90)
Interest Income	-	(6)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(101)</b>	<b>417</b>	<b>(611)</b>	<b>-</b>	<b>-</b>	<b>(611)</b>	<b>(90)</b>	<b>(90)</b>	<b>(90)</b>	<b>(90)</b>
<b>REQUISITION</b>	<b>(30,985)</b>	<b>(30,985)</b>	<b>(31,491)</b>	<b>-</b>	<b>-</b>	<b>(31,491)</b>	<b>(32,134)</b>	<b>(32,777)</b>	<b>(33,430)</b>	<b>(34,103)</b>
*Percentage increase over prior year Requisition						1.6%	2.0%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Port Renfrew Street Lighting**

#### **FINAL BUDGET**

MARCH 2022

**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 \$158,564.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

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	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Electricity	7,150	6,813	7,240	-	-	7,240	7,380	7,530	7,680	7,830
Allocations	425	425	444	-	-	444	453	462	471	480
Contingency	1,200	-	1,200	-	-	1,200	1,200	1,200	1,200	1,200
Other Operating Expenses	100	82	100	-	-	100	100	100	100	100
<b>TOTAL COSTS</b>	<b>8,875</b>	<b>7,320</b>	<b>8,984</b>	<b>-</b>	<b>-</b>	<b>8,984</b>	<b>9,133</b>	<b>9,292</b>	<b>9,451</b>	<b>9,610</b>
*Percentage Increase over prior year						1.2%	1.7%	1.7%	1.7%	1.7%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	-	1,520	(1,520)	-	-	(1,520)	-	-	-	-
Balance c/fwd from 2020 to 2021	(2,148)	(2,148)	-	-	-	-	-	-	-	-
User Charges	(3,070)	(3,070)	(3,654)	-	-	(3,654)	(4,400)	(4,480)	(4,560)	(4,640)
Grants in Lieu of Taxes	(86)	(86)	(75)	-	-	(75)	(86)	(86)	(86)	(86)
Revenue - Other	(250)	(215)	(250)	-	-	(250)	(250)	(250)	(250)	(250)
<b>TOTAL REVENUE</b>	<b>(5,554)</b>	<b>(3,999)</b>	<b>(5,499)</b>	<b>-</b>	<b>-</b>	<b>(5,499)</b>	<b>(4,736)</b>	<b>(4,816)</b>	<b>(4,896)</b>	<b>(4,976)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(3,321)</b>	<b>(3,321)</b>	<b>(3,485)</b>	<b>-</b>	<b>-</b>	<b>(3,485)</b>	<b>(4,397)</b>	<b>(4,476)</b>	<b>(4,555)</b>	<b>(4,634)</b>
*Percentage increase over prior year										
User Fee						19.0%	20.4%	1.8%	1.8%	1.8%
Requisition						4.9%	26.2%	1.8%	1.8%	1.7%
<b>Combined</b>						<b>11.7%</b>	<b>23.2%</b>	<b>1.8%</b>	<b>1.8%</b>	<b>1.7%</b>

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **JDF Building Numbering**

#### **FINAL BUDGET**

MARCH 2022

**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	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Building Inspection	11,797	11,797	12,034	-	-	12,034	12,274	12,519	12,769	13,025
Allocations	673	673	645	-	-	645	658	671	684	698
Other Operating Expenses	430	263	420	-	-	420	430	440	450	460
<b>TOTAL COSTS</b>	<b>12,900</b>	<b>12,733</b>	<b>13,099</b>	<b>-</b>	<b>-</b>	<b>13,099</b>	<b>13,362</b>	<b>13,630</b>	<b>13,903</b>	<b>14,183</b>
*Percentage Increase over prior year						1.5%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	-	157	(157)	-	-	(157)	-	-	-	-
Balance c/fwd from 2020 to 2021	(73)	(73)	-	-	-	-	-	-	-	-
Other Income	(38)	(28)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
<b>TOTAL REVENUE</b>	<b>(111)</b>	<b>56</b>	<b>(197)</b>	<b>-</b>	<b>-</b>	<b>(197)</b>	<b>(40)</b>	<b>(40)</b>	<b>(40)</b>	<b>(40)</b>
<b>REQUISITION</b>	<b>(12,789)</b>	<b>(12,789)</b>	<b>(12,902)</b>	<b>-</b>	<b>-</b>	<b>(12,902)</b>	<b>(13,322)</b>	<b>(13,590)</b>	<b>(13,863)</b>	<b>(14,143)</b>
*Percentage increase over prior year Requisition						0.9%	3.3%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Soil Deposit and Removal**

#### **FINAL BUDGET**

MARCH 2022

**DEFINITION:**

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

**SERVICE DESCRIPTION:**

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

**PARTICIPATION:**

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

Participants Electoral Area	2000 est	Percentage
JDF EA	1	100%

**MAXIMUM LEVY:**

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

**FUNDING:**

Requisition

1.319 - Soil Deposit and Removal	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Allocations	1,233	1,233	1,206	-	-	1,206	1,227	1,249	1,271	1,293
Internal Time Charges	4,398	4,398	4,486	-	-	4,486	4,573	4,663	4,753	4,846
Other Operating Expenses	30	30	30	-	-	30	30	30	30	30
<b>TOTAL OPERATING COSTS</b>	<b>5,661</b>	<b>5,661</b>	<b>5,722</b>	<b>-</b>	<b>-</b>	<b>5,722</b>	<b>5,830</b>	<b>5,942</b>	<b>6,054</b>	<b>6,169</b>
*Percentage Increase over prior year						1.1%	1.9%	1.9%	1.9%	1.9%
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	<b>5,661</b>	<b>5,661</b>	<b>5,722</b>	<b>-</b>	<b>-</b>	<b>5,722</b>	<b>5,830</b>	<b>5,942</b>	<b>6,054</b>	<b>6,169</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Interest Income	(40)	(40)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
<b>TOTAL REVENUE</b>	<b>(40)</b>	<b>(40)</b>	<b>(40)</b>	<b>-</b>	<b>-</b>	<b>(40)</b>	<b>(40)</b>	<b>(40)</b>	<b>(40)</b>	<b>(40)</b>
<b>REQUISITION</b>	<b>(5,621)</b>	<b>(5,621)</b>	<b>(5,682)</b>	<b>-</b>	<b>-</b>	<b>(5,682)</b>	<b>(5,790)</b>	<b>(5,902)</b>	<b>(6,014)</b>	<b>(6,129)</b>
*Percentage increase over prior year Requisition						1.1%	1.9%	1.9%	1.9%	1.9%

**Reserve Schedule**

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

**Reserve Cash Flow**

Fund: 1500 Fund Centre: 105405	Actual	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	67,073	70,228	70,228	70,228	70,228	70,228
Transfer from Ops Budget	2,134	-	-	-	-	-
Interest Income	1,021					
<b>Ending Balance \$</b>	<b>70,228</b>	<b>70,228</b>	<b>70,228</b>	<b>70,228</b>	<b>70,228</b>	<b>70,228</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Community Planning (JDF)**

#### **FINAL BUDGET**

MARCH 2022

**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)	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Salaries & Wages	460,293	454,733	463,171	-	-	463,171	472,931	482,899	493,080	503,487
Consultants	55,080	55,080	5,180	-	-	5,180	5,280	5,380	5,480	5,580
Legal Expenses	10,000	5,000	10,000	-	-	10,000	10,200	10,400	10,610	10,820
LIDAR Photography	13,550	13,550	-	-	-	-	13,500	-	13,770	-
Supplies	17,590	17,590	9,020	-	-	9,020	9,200	9,390	9,580	9,770
Land Use and Advisory Planning Cttees	13,808	11,416	15,340	-	-	15,340	15,460	15,590	15,720	15,850
Allocations	131,304	131,304	136,578	-	-	136,578	139,338	142,158	145,034	147,974
Labour Charges	31,451	31,451	32,083	-	-	32,083	32,714	33,361	34,016	34,690
Other Operating Expenses	57,510	52,660	59,900	-	-	59,900	61,180	62,470	63,800	65,160
<b>TOTAL OPERATING COSTS</b>	<b>790,586</b>	<b>772,784</b>	<b>731,272</b>	<b>-</b>	<b>-</b>	<b>731,272</b>	<b>759,803</b>	<b>761,648</b>	<b>791,090</b>	<b>793,331</b>
*Percentage Increase over prior year						-7.5%	3.9%	0.2%	3.9%	0.3%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
Building Borrowing Repayment to Facilities Reserve	70,770	70,770	70,770	-	-	70,770	70,770	70,770	70,770	70,770
<b>TOTAL COSTS</b>	<b>866,356</b>	<b>848,554</b>	<b>807,042</b>	<b>-</b>	<b>-</b>	<b>807,042</b>	<b>835,573</b>	<b>837,418</b>	<b>866,860</b>	<b>869,101</b>
Internal Recoveries	(17,798)	(17,798)	(26,420)	-	-	(26,420)	(31,850)	(32,490)	(33,140)	(33,810)
<b>OPERATING COSTS LESS INTERNAL RECOVERIES</b>	<b>848,558</b>	<b>830,756</b>	<b>780,622</b>	<b>-</b>	<b>-</b>	<b>780,622</b>	<b>803,723</b>	<b>804,928</b>	<b>833,720</b>	<b>835,291</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(71,248)	(1,446)	(35,269)	-	-	(35,269)	(42,532)	(25,760)	(36,127)	(19,456)
Processing Fee Revenue	(32,000)	(60,000)	(45,000)	-	-	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)
Community Works Funding	(50,000)	(50,000)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(965)	(965)	(1,067)	-	-	(1,067)	(965)	(965)	(965)	(965)
Provincial Grant	(8,750)	(8,750)	-	-	-	-	-	-	-	-
Revenue - Other	(1,570)	(25,570)	(1,580)	-	-	(1,580)	(1,590)	(1,600)	(1,610)	(1,620)
<b>TOTAL REVENUE</b>	<b>(164,533)</b>	<b>(146,731)</b>	<b>(82,916)</b>	<b>-</b>	<b>-</b>	<b>(82,916)</b>	<b>(90,087)</b>	<b>(73,325)</b>	<b>(83,702)</b>	<b>(67,041)</b>
<b>REQUISITION</b>	<b>(684,025)</b>	<b>(684,025)</b>	<b>(697,706)</b>	<b>-</b>	<b>-</b>	<b>(697,706)</b>	<b>(713,636)</b>	<b>(731,603)</b>	<b>(750,018)</b>	<b>(768,250)</b>
*Percentage increase over prior year Requisition						2.0%	2.3%	2.5%	2.5%	2.4%
AUTHORIZED POSITIONS										
Salaried	3.7		3.7			3.7	3.7	3.7	3.7	3.7

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026**

<b>Service No.</b>	<b>1.325</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
	<b>Community Planning</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$45,000	\$2,410	\$3,910	\$0	\$0	\$51,320
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$145,000</b>	<b>\$2,410</b>	<b>\$3,910</b>	<b>\$0</b>	<b>\$0</b>	<b>\$151,320</b>
		<b>\$0</b>	<b>\$145,000</b>	<b>\$2,410</b>	<b>\$3,910</b>	<b>\$0</b>	<b>\$0</b>	<b>\$151,320</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$45,000	\$2,410	\$3,910	\$0	\$0	\$51,320
Grants (Federal, Provincial)	Grant	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$145,000</b>	<b>\$2,410</b>	<b>\$3,910</b>	<b>\$0</b>	<b>\$0</b>	<b>\$151,320</b>
		<b>\$0</b>	<b>\$145,000</b>	<b>\$2,410</b>	<b>\$3,910</b>	<b>\$0</b>	<b>\$0</b>	<b>\$151,320</b>

CAPITAL REGIONAL DISTRICT  
 5 YEAR CAPITAL PLAN  
 2022 - 2026

<p><b>Project Number</b> Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p><b>Capital Project Description</b> 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".</p>	<p><b>Carryforward from 2021</b> Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p><b>Project Drivers</b>  <b>Maintain Level of Service</b> = Project maintains existing or improved level of service.  <b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority.  <b>Emergency</b> = Project is required for health or safety reasons.  <b>Cost Benefit</b> = Economic benefit to the organization.</p>
<p><b>Capital Expenditure Type</b>  <b>Study</b> - Expenditure for feasibility and business case report.  <b>New</b> - Expenditure for new asset only  <b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service  <b>Replacement</b> - Expenditure replaces an existing asset</p>	<p><b>Total Project Budget</b> Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p><b>Funding Source Codes</b>                  Debt = Debenture Debt (new debt only)                  ERF = Equipment Replacement Fund                  Grant = Grants (Federal, Provincial)                  Cap = Capital Funds on Hand                  Other = Donations / Third Party Funding                  Res = Reserve Fund                  SLoan = Short Term Loans                  WU = Water Utility</p> <p>If there is more than one funding source, use additional rows for the project.</p>	<p><b>Long-term Planning</b>  <b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs.  <b>Asset Management Plan / Sustainable Service Delivery Plan</b> = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.  <b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age or asset material/type.  <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.</p>
<p><b>Capital Project Title</b> Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p><b>Asset Class</b>                  L - Land                  S - Engineering Structure                  B - Buildings                  V - Vehicles</p>	<p><b>Cost Estimate Class</b>                  Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.                  Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.                  Class C (+25-40%) = Estimate based on limited site information; used for program planning.                  Class D (+50%) = Estimate based on little/no site information; used for long-term planning.</p>	

Service #: 1.325  
 Service Name: Community Planning

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
19-01	Replacement	Multi Function Printer	Printer/Copier	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
20-01	Replacement	Computer Equipment	Computer Replacement	\$8,150	E	ERF	\$0	\$0	\$2,410	\$3,910	\$0	\$0	\$6,320
22-01	Replacement	Vehicle	Vehicle Replacement	\$35,000	E	ERF	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
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	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
			<b>GRAND TOTAL</b>	<b>\$153,150</b>			<b>\$0</b>	<b>\$145,000</b>	<b>\$2,410</b>	<b>\$3,910</b>	<b>\$0</b>	<b>\$0</b>	<b>\$151,320</b>

Service: 1.325 Community Planning

<b>Project Number</b>	22-02	<b>Capital Project Title</b>	Otter Point Ground Water Study (for OCP)	<b>Capital Project Description</b>	Study of ground water availability to aid in land use decision making and support OCP policy
<b>Project Rationale</b>	A number of recent subdivision and development proposals have raised concern in the community 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.				

<b>Project Number</b>	19-01	<b>Capital Project Title</b>	Multi Function Printer	<b>Capital Project Description</b>	Printer/Copier
<b>Project Rationale</b>	Multi Function printer				

<b>Project Number</b>	20-01	<b>Capital Project Title</b>	Computer Equipment	<b>Capital Project Description</b>	Computer Replacement
<b>Project Rationale</b>	Computer replacement				

<b>Project Number</b>	22-01	<b>Capital Project Title</b>	Vehicle	<b>Capital Project Description</b>	Vehicle Replacement
<b>Project Rationale</b>	Vehicle replacement				

Community Planning (JDF)  
 Reserve Summary Schedule  
 2022 - 2026 Financial Plan

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Operating Reserve Fund	315,239	279,970	237,438	211,678	175,551	156,095
Equipment Replacement Fund	135,511	95,511	98,101	99,191	104,191	109,191
<b>Total</b>	<b>450,750</b>	<b>375,481</b>	<b>335,539</b>	<b>310,869</b>	<b>279,742</b>	<b>265,286</b>

**Reserve Schedule**

**Reserve Fund: 1.325 Community Planning - Operating Reserve Fund**

**Reserve Cash Flow**

Fund: Fund Centre:	1500 105408	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		255,059	315,239	279,970	237,438	211,678	175,551
Transfer from Ops Budget		70,000	-	-	-	-	-
Transfer to Ops Budget		(13,550)	(35,269)	(42,532)	(25,760)	(36,127)	(19,456)
Interest Income		3,729					
<b>Ending Balance \$</b>		<b>315,239</b>	<b>279,970</b>	<b>237,438</b>	<b>211,678</b>	<b>175,551</b>	<b>156,095</b>

**Assumptions/Background:**

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

**Reserve Schedule**

**Reserve Fund: 1.325 Community Planning - Equipment Replacement Fund**

ERF Group: CMPLAN.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
			2021	2022	2023	2024	2025
Fund Centre:	101428						
Beginning Balance		114,482	135,511	95,511	98,101	99,191	104,191
Transfer from Ops Budget		33,140	5,000	5,000	5,000	5,000	5,000
Planned Purchase		(12,883)	(45,000)	(2,410)	(3,910)	-	-
Interest Income		772					
<b>Ending Balance \$</b>		<b>135,511</b>	<b>95,511</b>	<b>98,101</b>	<b>99,191</b>	<b>104,191</b>	<b>109,191</b>

**Assumptions/Background:**

Maintain balance sufficient to fund required asset replacements

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **JDF Livestock Injury Compensation**

#### **FINAL BUDGET**

MARCH 2022

**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	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Allocations	-	-	150	-	-	150	153	156	159	162
Compensation Claim Payments	-	-	3,000	-	-	3,000	3,000	3,000	3,000	3,000
<b>TOTAL COSTS</b>	-	-	<b>3,150</b>	-	-	<b>3,150</b>	<b>3,153</b>	<b>3,156</b>	<b>3,159</b>	<b>3,162</b>
*Percentage Increase over prior year						N/A	0.1%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	-	-	-	-	-	-	-	-	-	-
<b>REQUISITION</b>	-	-	<b>(3,150)</b>	-	-	<b>(3,150)</b>	<b>(3,153)</b>	<b>(3,156)</b>	<b>(3,159)</b>	<b>(3,162)</b>
*Percentage increase over prior year Requisition						N/A	0.1%	0.1%	0.1%	0.1%

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Willis Point Fire Protection & Recreation**

#### **FINAL BUDGET**

MARCH 2022

**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 \$446,991.

**FUNDING:**

Requisition

1.350 - Willis Point Fire Protection & Recreation	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
<u>Fire Protection Costs</u>										
Travel - Vehicles	12,200	7,800	14,200	-	-	14,200	14,480	14,770	15,060	15,360
Insurance	7,470	7,084	7,890	-	-	7,890	8,160	8,430	8,710	9,020
Utilities	12,150	12,150	12,300	-	-	12,300	12,550	12,800	13,060	13,320
Staff Development	24,080	18,228	24,080	-	-	24,080	24,570	25,060	25,560	26,060
Allocations	6,487	7,262	6,174	-	-	6,174	6,298	6,424	6,552	6,683
Operating - Other	38,950	33,999	35,350	-	1,919	37,269	36,060	36,780	37,500	38,230
<b>TOTAL FIRE PROTECTION COSTS</b>	<b>101,337</b>	<b>86,523</b>	<b>99,994</b>	<b>-</b>	<b>1,919</b>	<b>101,913</b>	<b>102,118</b>	<b>104,264</b>	<b>106,442</b>	<b>108,673</b>
<u>Recreation Costs:</u>										
Recreation Expenses	29,372	5,360	15,100	-	-	15,100	9,116	7,390	7,540	7,690
<b>TOTAL OPERATING COSTS</b>	<b>130,709</b>	<b>91,883</b>	<b>115,094</b>	<b>-</b>	<b>1,919</b>	<b>117,013</b>	<b>111,234</b>	<b>111,654</b>	<b>113,982</b>	<b>116,363</b>
*Percentage Increase over prior year						0.6%	0.2%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES / DEBT</u>										
Capital Equipment Purchases	6,300	6,300	6,300	-	-	6,300	6,430	6,560	6,690	6,820
Transfer to Equipment Replacement Fund	39,110	77,135	47,055	-	-	47,055	45,925	31,841	35,205	38,748
Transfer to Reserve Fund	7,500	11,110	7,500	-	-	7,500	5,000	5,000	5,000	5,000
MFA Debt Reserve Fund	-	-	-	-	-	-	2,750	-	-	-
MFA Debt Principal	-	-	-	-	-	-	-	15,902	15,902	15,902
MFA Debt Interest	-	-	-	-	-	-	1,994	7,975	7,975	7,975
<b>TOTAL CAPITAL / RESERVES / DEBT</b>	<b>52,910</b>	<b>94,545</b>	<b>60,855</b>	<b>-</b>	<b>-</b>	<b>60,855</b>	<b>62,099</b>	<b>67,278</b>	<b>70,772</b>	<b>74,445</b>
<b>TOTAL COSTS</b>	<b>183,619</b>	<b>186,428</b>	<b>175,949</b>	<b>-</b>	<b>1,919</b>	<b>177,868</b>	<b>173,333</b>	<b>178,932</b>	<b>184,754</b>	<b>190,808</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	8,000	(8,000)	-	(1,919)	(9,919)	-	-	-	-
Balance c/fwd from 2020 to 2021	(14,582)	(14,582)	-	-	-	-	-	-	-	-
Rental Revenue	(29,020)	(28,700)	(29,030)	-	-	(29,030)	(29,040)	(29,050)	(29,060)	(29,070)
Provincial Grant-Safe Restart	(7,220)	(7,220)	-	-	-	-	-	-	-	-
Other Revenue	(3,855)	(14,984)	(4,820)	-	-	(4,820)	(4,830)	(4,840)	(4,850)	(4,860)
<b>TOTAL REVENUE</b>	<b>(54,677)</b>	<b>(57,486)</b>	<b>(41,850)</b>	<b>-</b>	<b>(1,919)</b>	<b>(43,769)</b>	<b>(33,870)</b>	<b>(33,890)</b>	<b>(33,910)</b>	<b>(33,930)</b>
<b>REQUISITION</b>	<b>(128,942)</b>	<b>(128,942)</b>	<b>(134,099)</b>	<b>-</b>	<b>-</b>	<b>(134,099)</b>	<b>(139,463)</b>	<b>(145,042)</b>	<b>(150,844)</b>	<b>(156,878)</b>
*Percentage increase over prior year Requisition						4.0%	4.0%	4.0%	4.0%	4.0%

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026**

<b>Service No.</b>	<b>1.350</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
	<b>Willis Point Fire</b>							

**EXPENDITURE**

Buildings	B	\$13,000	\$0	\$18,000	\$3,500	\$0	\$0	\$21,500
Equipment	E	\$0	\$27,030	\$66,000	\$6,000	\$56,000	\$0	\$155,030
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$650,000	\$0	\$0	\$0	\$650,000
		<b>\$13,000</b>	<b>\$27,030</b>	<b>\$734,000</b>	<b>\$9,500</b>	<b>\$56,000</b>	<b>\$0</b>	<b>\$826,530</b>
		<b>\$13,000</b>	<b>\$27,030</b>	<b>\$734,000</b>	<b>\$9,500</b>	<b>\$56,000</b>	<b>\$0</b>	<b>\$826,530</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$275,000	\$0	\$0	\$0	\$275,000
Equipment Replacement Fund	ERF	\$0	\$12,000	\$441,000	\$6,000	\$56,000	\$0	\$515,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$13,000	\$15,030	\$18,000	\$3,500	\$0	\$0	\$36,530
		<b>\$13,000</b>	<b>\$27,030</b>	<b>\$734,000</b>	<b>\$9,500</b>	<b>\$56,000</b>	<b>\$0</b>	<b>\$826,530</b>
		<b>\$13,000</b>	<b>\$27,030</b>	<b>\$734,000</b>	<b>\$9,500</b>	<b>\$56,000</b>	<b>\$0</b>	<b>\$826,530</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2022 - 2026

<p><b>Project Number</b> Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p><b>Capital Project Description</b> 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".</p>	<p><b>Carryforward from 2021</b> Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p><b>Project Drivers</b> <b>Maintain Level of Service</b> = Project maintains existing or improved level of service. <b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority. <b>Emergency</b> = Project is required for health or safety reasons. <b>Cost Benefit</b> = Economic benefit to the organization.</p>
<p><b>Capital Expenditure Type</b> <b>Study</b> - Expenditure for feasibility and business case report. <b>New</b> - Expenditure for new asset only <b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service <b>Replacement</b> - Expenditure replaces an existing asset</p>	<p><b>Total Project Budget</b> Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p><b>Funding Source Codes</b> Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STLoan = Short Term Loans WU - Water Utility If there is more than one funding source, use additional rows for the project.</p>	<p><b>Long-term Planning</b> <b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs. <b>Asset Management Plan / Sustainable Service Delivery Plan</b> = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. <b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age or asset material/type. <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.</p>
<p><b>Capital Project Title</b> Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p><b>Asset Class</b> <b>L</b> - Land <b>S</b> - Engineering Structure <b>B</b> - Buildings <b>V</b> - Vehicles</p>	<p><b>Cost Estimate Class</b> Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (+25-40%) = Estimate based on limited site information; used for program planning. Class D (+50%) = Estimate based on little/no site information; used for long-term planning.</p>	

**Service #:** 1.350

**Service Name:** Willis Point Fire

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-03	Renewal	handicap access	ramp and handrail	\$8,000	B	Res	\$8,000	\$0	\$8,000	\$0	\$0	\$0	\$8,000
20-04	Renewal	hall paint	upper hall	\$5,000	B	Res	\$5,000	\$0	\$5,000	\$0	\$0	\$0	\$5,000
22-02	Renewal	emergency exit	rear of hall	\$12,000	B	Res	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000
22-03	Renewal	paving entrance for hall	paving apron in front of hall	\$15,030	E	Res	\$0	\$15,030	\$0	\$0	\$0	\$0	\$15,030
23-03	Renewal	kitchen renos	renovate kitchen	\$3,500	B	Res	\$0	\$0	\$0	\$3,500	\$0	\$0	\$3,500
23-04	Replacement	Engine 2 Replacement	Replace Engine 2 as per requirements of Fire Underwriters. 1994 Ford to be replaced by 2023 at latest (29 years max)	\$650,000	V	Debt	\$0	\$0	\$275,000	\$0	\$0	\$0	\$275,000
23-04					V	ERF	\$0	\$0	\$375,000	\$0	\$0	\$0	\$375,000
21-01	Replacement	Turn Out Gear	Replace 10 sets every 5 years. Life span of 10 years. Total 20 sets budgeted for.	\$24,000	E	ERF	\$0	\$6,000	\$6,000	\$6,000	\$6,000	\$0	\$24,000
23-01	Replacement	Auto Extraction Equipment	Replace every 15 years. Holmatro 2008	\$60,000	E	ERF	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000
22-01	Replacement	Hose	Replace 20x50 foot hose every 10 years	\$6,000	E	ERF	\$0	\$6,000	\$0	\$0	\$0	\$0	\$6,000
25-01	New	Community Water Cisterns for Fire Protection	Install 4 new ~25,000 gallon water cisterns around community.	\$200,000	E	ERF	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000
			<b>GRAND TOTAL</b>	<b>\$983,530</b>			<b>\$13,000</b>	<b>\$27,030</b>	<b>\$734,000</b>	<b>\$9,500</b>	<b>\$56,000</b>	<b>\$0</b>	<b>\$826,530</b>

**Willis Point Fire Protection & Recreation  
Reserves Summary Schedule  
2022 - 2026 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Capital Reserve Fund	149,091	141,561	128,561	130,061	135,061	140,061
Equipment Replacement Fund	456,377	491,432	96,357	122,198	101,403	140,151
<b>Total</b>	<b>605,467</b>	<b>632,992</b>	<b>224,917</b>	<b>252,258</b>	<b>236,463</b>	<b>280,211</b>

**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:	1014	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Fund Centre:	101358						
Beginning Balance		161,449	149,091	141,561	128,561	130,061	135,061
Transfer from Ops Budget		9,395	7,500	5,000	5,000	5,000	5,000
Transfer from Cap Fund		1,019	-	-	-	-	-
Transfer to Cap Fund		(25,000)	(15,030)	(18,000)	(3,500)	-	-
Interest Income		2,228					
<b>Ending Balance \$</b>		<b>149,091</b>	<b>141,561</b>	<b>128,561</b>	<b>130,061</b>	<b>135,061</b>	<b>140,061</b>

**Assumptions/Background:**

**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					
			2021	2022	2023	2024	2025	2026
Fund Centre:	101429							
Beginning Balance		479,422	456,377	491,432	96,357	122,198	101,403	
Transfer from Ops Budget		75,958	47,055	45,925	31,841	35,205	38,748	
Expenditures		(102,075)	(12,000)	(441,000)	(6,000)	(56,000)	-	
Interest Income		3,072						
<b>Ending Balance \$</b>		<b>456,377</b>	<b>491,432</b>	<b>96,357</b>	<b>122,198</b>	<b>101,403</b>	<b>140,151</b>	

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Otter Point Fire**

#### **FINAL BUDGET**

MARCH 2022

**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 \$2,001,626.

**FUNDING:**

Requisition

1.353 - Otter Point Fire	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Fire Chief Salary and Honorariums	77,750	77,750	79,310	-	-	79,310	80,890	82,500	84,140	85,820
Travel & Vehicles	23,100	23,100	23,560	-	-	23,560	24,030	24,510	25,000	25,500
Contract for Services	114,000	114,000	116,280	-	-	116,280	118,610	120,980	123,400	125,870
Insurance	10,010	10,010	12,170	-	-	12,170	12,580	13,010	13,460	13,930
Staff Training	24,000	24,000	24,480	-	-	24,480	24,970	25,470	25,980	26,500
Recruiting and Retention	15,000	15,000	15,300	-	-	15,300	15,610	15,920	16,240	16,560
Maintenance	19,160	19,160	19,540	-	-	19,540	19,930	20,320	20,720	21,140
Internal Allocations	13,715	13,715	17,108	-	-	17,108	17,450	17,799	18,155	18,518
Operating - Supplies	25,160	22,160	18,890	-	-	18,890	19,270	19,650	20,040	20,440
Operating - Other	27,740	27,740	28,220	-	-	28,220	28,790	29,370	29,960	30,560
<b>TOTAL OPERATING COSTS</b>	<b>349,635</b>	<b>346,635</b>	<b>354,858</b>	<b>-</b>	<b>-</b>	<b>354,858</b>	<b>362,130</b>	<b>369,529</b>	<b>377,095</b>	<b>384,838</b>
*Percentage Increase over prior year						1.5%	2.0%	2.0%	2.0%	2.1%
<u>CAPITAL / RESERVES</u>										
Capital Equipment Purchases	5,090	5,090	5,500	-	-	5,500	5,610	5,725	5,850	5,770
Transfer to Capital Reserve Fund	40,000	43,000	40,800	-	-	40,800	41,620	42,450	43,300	44,170
Transfer to Equipment Replacement Fund	110,000	110,000	115,000	-	-	115,000	117,300	119,700	122,100	124,550
Transfer to General Capital Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES</b>	<b>155,090</b>	<b>158,090</b>	<b>161,300</b>	<b>-</b>	<b>-</b>	<b>161,300</b>	<b>164,530</b>	<b>167,875</b>	<b>171,250</b>	<b>174,490</b>
<b>TOTAL COSTS</b>	<b>504,725</b>	<b>504,725</b>	<b>516,158</b>	<b>-</b>	<b>-</b>	<b>516,158</b>	<b>526,660</b>	<b>537,404</b>	<b>548,345</b>	<b>559,328</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Provincial Grants-Safe Restart	(7,480)	(7,480)	-	-	-	-	-	-	-	-
Revenue - Other	(310)	(310)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
<b>TOTAL REVENUE</b>	<b>(7,790)</b>	<b>(7,790)</b>	<b>(320)</b>	<b>-</b>	<b>-</b>	<b>(320)</b>	<b>(330)</b>	<b>(340)</b>	<b>(350)</b>	<b>(360)</b>
<b>REQUISITION</b>	<b>(496,935)</b>	<b>(496,935)</b>	<b>(515,838)</b>	<b>-</b>	<b>-</b>	<b>(515,838)</b>	<b>(526,330)</b>	<b>(537,064)</b>	<b>(547,995)</b>	<b>(558,968)</b>
*Percentage increase over prior year Requisition						3.8%	2.0%	2.0%	2.0%	2.0%

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026**

<b>Service No.</b>	<b>1.353</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
	<b>Otter Point Fire</b>							

**EXPENDITURE**

Buildings	B	\$0	\$60,000	\$40,000	\$40,000	\$40,000	\$40,000	\$220,000
Equipment	E	\$0	\$141,000	\$28,300	\$15,000	\$15,000	\$20,000	\$219,300
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
		<b>\$0</b>	<b>\$201,000</b>	<b>\$68,300</b>	<b>\$55,000</b>	<b>\$55,000</b>	<b>\$60,000</b>	<b>\$439,300</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$141,000	\$28,300	\$15,000	\$15,000	\$20,000	\$219,300
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	\$60,000	\$40,000	\$40,000	\$40,000	\$40,000	\$220,000
		<b>\$0</b>	<b>\$201,000</b>	<b>\$68,300</b>	<b>\$55,000</b>	<b>\$55,000</b>	<b>\$60,000</b>	<b>\$439,300</b>



**Otter Point Fire**  
**Summary Schedule**  
**2022 - 2026 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Capital Reserve Fund	25,802	6,602	8,222	10,672	13,972	18,142
Equipment Replacement Fund	101,850	75,850	164,850	269,550	376,650	481,200
<b>Total</b>	<b>127,653</b>	<b>82,453</b>	<b>173,073</b>	<b>280,223</b>	<b>390,623</b>	<b>499,343</b>

**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				
		2021	2022	2023	2024	2025	2026
Fund Centre:	102164						
Beginning Balance		19,366	25,802	6,602	8,222	10,672	13,972
Transfer from Ops Budget		48,321	40,800	41,620	42,450	43,300	44,170
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(42,060)	(60,000)	(40,000)	(40,000)	(40,000)	(40,000)
Interest Income		176					
<b>Ending Balance \$</b>		<b>25,802</b>	<b>6,602</b>	<b>8,222</b>	<b>10,672</b>	<b>13,972</b>	<b>18,142</b>

Assumptions/Background:

**Reserve Schedule**

**Reserve Fund: 1.353 Otter Point Fire Protection - Equipment Replacement Fund**

ERF Group: OTTERFIRE.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Fund Centre:	101432						
<b>Beginning Balance</b>		245,337	101,850	75,850	164,850	269,550	376,650
<b>Transfer from Ops Budget</b>		118,232	115,000	117,300	119,700	122,100	124,550
<b>Expenditures</b>		(272,902)	(141,000)	(28,300)	(15,000)	(15,000)	(20,000)
<b>Equipment Disposal Proceeds</b>		10,000					
<b>Interest Income</b>		1,183					
<b>Ending Balance \$</b>		<b>101,850</b>	<b>75,850</b>	<b>164,850</b>	<b>269,550</b>	<b>376,650</b>	<b>481,200</b>

**Assumptions/Background:**

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

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Malahat Fire Protection**

#### **FINAL BUDGET**

MARCH 2022

**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 \$117,106.

**FUNDING:**

Requisition

1.354 - Malahat Fire Protection	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Payment to Cowichan Valley Regional District	61,172	61,172	62,400	-	-	62,400	63,650	64,920	66,220	67,540
Other Operating Expenses	2,642	2,640	3,201	-	-	3,201	3,265	3,330	3,396	3,464
<b>TOTAL COSTS</b>	<b>63,814</b>	<b>63,812</b>	<b>65,601</b>	<b>-</b>	<b>-</b>	<b>65,601</b>	<b>66,915</b>	<b>68,250</b>	<b>69,616</b>	<b>71,004</b>
*Percentage Increase over prior year						2.8%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	-	4	(4)	-	-	(4)	-	-	-	-
Balance c/fwd from 2020 to 2021	(4)	(4)	-	-	-	-	-	-	-	-
Other Revenue	-	(2)	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>(4)</b>	<b>(2)</b>	<b>(4)</b>	<b>-</b>	<b>-</b>	<b>(4)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REQUISITION</b>	<b>(63,810)</b>	<b>(63,810)</b>	<b>(65,597)</b>	<b>-</b>	<b>-</b>	<b>(65,597)</b>	<b>(66,915)</b>	<b>(68,250)</b>	<b>(69,616)</b>	<b>(71,004)</b>
*Percentage increase over prior year Requisition						2.8%	2.0%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Durrance Road Fire Protection**

#### **FINAL BUDGET**

MARCH 2022

**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 \$5,846.

**FUNDING:**

Parcel Tax

1.355 - Durrance Road Fire Protection	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<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	270	270	219	-	-	219	221	224	227	230
<b>TOTAL OPERATING COSTS</b>	<b>2,770</b>	<b>2,770</b>	<b>2,719</b>	<b>-</b>	<b>-</b>	<b>2,719</b>	<b>2,721</b>	<b>2,724</b>	<b>2,727</b>	<b>2,730</b>
*Percentage Increase over prior year						-1.8%	0.1%	0.1%	0.1%	0.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Operating Reserve	220	220	301	-	-	301	299	300	301	300
<b>TOTAL COSTS</b>	<b>2,990</b>	<b>2,990</b>	<b>3,020</b>	<b>-</b>	<b>-</b>	<b>3,020</b>	<b>3,020</b>	<b>3,024</b>	<b>3,028</b>	<b>3,030</b>
*Percentage Increase over prior year						1.0%	0.0%	0.1%	0.1%	0.1%
<u>FUNDING SOURCES (REVENUE)</u>										
<b>REQUISITION - PARCEL TAX</b>	<b>(2,990)</b>	<b>(2,990)</b>	<b>(3,020)</b>	<b>-</b>	<b>-</b>	<b>(3,020)</b>	<b>(3,020)</b>	<b>(3,024)</b>	<b>(3,028)</b>	<b>(3,030)</b>
*Percentage increase over prior year Requisition						1.0%	0.0%	0.0%	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				
		2021	2022	2023	2024	2025	2026
Fund Centre:	105400						
Beginning Balance		2,211	2,517	2,818	3,117	3,417	3,718
Transfer from Op Budget		270	301	299	300	301	300
Interest Income		36					
<b>Ending Balance \$</b>		<b>2,517</b>	<b>2,818</b>	<b>3,117</b>	<b>3,417</b>	<b>3,718</b>	<b>4,018</b>

**Assumptions/Background:**

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

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **East Sooke Fire Protection**

#### **FINAL BUDGET**

MARCH 2022

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 \$866,151.

**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	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Salaries and Wages	15,030	17,326	75,330	-	-	75,330	76,840	78,380	79,950	81,550
Travel - Vehicles	32,850	37,086	33,510	-	-	33,510	34,180	34,870	35,570	36,280
Insurance	7,170	5,299	5,625	-	-	5,625	5,855	6,090	6,340	6,600
Contract for Service/Legal Expenses	10,320	10,748	10,520	-	-	10,520	10,740	10,960	11,180	11,410
Maintenance	6,110	9,954	11,730	-	-	11,730	11,960	12,200	12,450	12,700
Staff Training	18,860	13,732	19,240	-	-	19,240	19,620	20,010	20,410	20,820
Internal Allocations	9,603	9,603	11,367	-	-	11,367	11,594	11,826	12,063	12,304
Operating - Supplies	35,790	26,954	29,160	-	1,833	30,993	29,740	30,340	30,950	31,570
Contingency	15,000	2,000	15,300	-	-	15,300	15,610	15,920	16,240	16,560
Operating - Other	37,630	39,478	39,100	-	-	39,100	39,880	40,670	41,480	42,300
<b>TOTAL FIRE DEP OPERATING COSTS</b>	<b>188,363</b>	<b>172,180</b>	<b>250,882</b>	<b>-</b>	<b>1,833</b>	<b>252,715</b>	<b>256,019</b>	<b>261,266</b>	<b>266,633</b>	<b>272,094</b>
*Percentage Increase over prior year						34.2%	1.3%	2.0%	2.1%	2.0%
<b>TOTAL COMMUNITY HALL OPERATING COSTS</b>	<b>45,678</b>	<b>26,337</b>	<b>50,055</b>	<b>-</b>	<b>-</b>	<b>50,055</b>	<b>25,340</b>	<b>25,840</b>	<b>26,350</b>	<b>26,870</b>
<b>TOTAL OPERATING COSTS</b>	<b>234,041</b>	<b>198,517</b>	<b>300,937</b>	<b>-</b>	<b>1,833</b>	<b>302,770</b>	<b>281,359</b>	<b>287,106</b>	<b>292,983</b>	<b>298,964</b>
Percentage Increase over prior year										
<u>CAPITAL / RESERVE</u>										
Transfer to Capital Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	126,970	133,970	95,000	-	-	95,000	96,900	98,838	100,815	102,834
<b>TOTAL CAPITAL / RESERVES</b>	<b>126,970</b>	<b>133,970</b>	<b>95,000</b>	<b>-</b>	<b>-</b>	<b>95,000</b>	<b>96,900</b>	<b>98,838</b>	<b>100,815</b>	<b>102,834</b>
<u>DEBT SERVICING</u>										
MFA Debt Reserve Fund	500	500	450	-	-	450	450	450	450	450
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
<b>TOTAL DEBT SERVICING</b>	<b>155,609</b>	<b>155,609</b>	<b>155,559</b>	<b>-</b>	<b>-</b>	<b>155,559</b>	<b>155,559</b>	<b>155,559</b>	<b>155,559</b>	<b>155,559</b>
<b>TOTAL COSTS</b>	<b>516,620</b>	<b>488,096</b>	<b>551,496</b>	<b>-</b>	<b>1,833</b>	<b>553,329</b>	<b>533,818</b>	<b>541,503</b>	<b>549,357</b>	<b>557,357</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance c/fwd from 2021 to 2022	-	25,405	(25,405)	-	(1,833)	(27,238)	-	-	-	-
Balance c/fwd from 2020 to 2021	(21,058)	(21,058)	-	-	-	-	-	-	-	-
District of Sooke (for Silver Spray)	(56,010)	(46,827)	(45,000)	-	-	(45,000)	(45,900)	(46,820)	(47,760)	(48,720)
MFA Debt Reserve Fund Earning	(500)	(500)	(450)	-	-	(450)	(450)	(450)	(450)	(450)
Provincial Grant-Safe Restart	(10,890)	(10,890)	-	-	-	-	-	-	-	-
Rental Revenue	(20,930)	(24,998)	(24,650)	-	-	(24,650)	(25,140)	(25,640)	(26,150)	(26,670)
Other Income	(1,040)	(3,036)	(1,060)	-	-	(1,060)	(1,280)	(1,300)	(1,320)	(1,340)
<b>TOTAL REVENUE</b>	<b>(110,428)</b>	<b>(81,904)</b>	<b>(96,565)</b>	<b>-</b>	<b>(1,833)</b>	<b>(98,398)</b>	<b>(72,770)</b>	<b>(74,210)</b>	<b>(75,680)</b>	<b>(77,180)</b>
<b>REQUISITION</b>	<b>(406,192)</b>	<b>(406,192)</b>	<b>(454,931)</b>	<b>-</b>	<b>-</b>	<b>(454,931)</b>	<b>(461,048)</b>	<b>(467,293)</b>	<b>(473,677)</b>	<b>(480,177)</b>
*Percentage increase over prior year Requisition						12.0%	1.3%	1.4%	1.4%	1.4%

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026**

<b>Service No.</b>	<b>1.357</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
	<b>East Sooke Fire</b>							

**EXPENDITURE**

Buildings	B	\$10,000	\$55,000	\$0	\$0	\$0	\$0	\$55,000
Equipment	E	\$11,000	\$37,544	\$16,295	\$16,551	\$19,512	\$41,578	\$131,480
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$150,000	\$0	\$160,000	\$0	\$0	\$310,000
		<b>\$21,000</b>	<b>\$242,544</b>	<b>\$16,295</b>	<b>\$176,551</b>	<b>\$19,512</b>	<b>\$41,578</b>	<b>\$496,480</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$11,000	\$11,000	\$0	\$0	\$0	\$0	\$11,000
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$166,044	\$16,295	\$176,551	\$19,512	\$41,578	\$419,980
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$10,000	\$65,500	\$0	\$0	\$0	\$0	\$65,500
		<b>\$21,000</b>	<b>\$242,544</b>	<b>\$16,295</b>	<b>\$176,551</b>	<b>\$19,512</b>	<b>\$41,578</b>	<b>\$496,480</b>

CAPITAL REGIONAL DISTRICT  
 5 YEAR CAPITAL PLAN  
 2022 - 2026

<b>Project Number</b> Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.  For projects in previous capital plans, use the same project numbers previously	<b>Capital Project Description</b> Briefly describe project scope and service benefits. For example: <i>"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</i>	<b>Carryforward from 2021</b> Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	<b>Project Drivers</b> <b>Maintain Level of Service</b> = Project maintains existing or improved level of service. <b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority. <b>Emergency</b> = Project is required for health or safety reasons. <b>Cost Benefit</b> = Economic benefit to the organization.
<b>Capital Expenditure Type</b> <b>Study</b> - Expenditure for feasibility and business case report. <b>New</b> - Expenditure for new asset only <b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service	<b>Total Project Budget</b> Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	<b>Funding Source Codes</b> Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility	<b>Long-term Planning</b> <b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs. <b>Asset Management Plan / Sustainable Service Delivery Plan</b> = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. <b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age or asset material/type. <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.
<b>Capital Project Title</b> Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	<b>Asset Class</b> <b>L</b> - Land <b>S</b> - Engineering Structure <b>B</b> - Buildings <b>V</b> - Vehicles	<b>Cost Estimate Class</b> Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (+25-40%) = Estimate based on limited site information; used for program planning. Class D (+50%) = Estimate based on little/no site information; used for long-term planning.	

Service #: 1.357  
 Service Name: East Sooke Fire

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
17-05	Replacement	Turn out Gear	Turn out Gear	\$51,702	E	ERF	\$0	\$12,544	\$12,795	\$13,051	\$13,312	\$13,578	\$65,280
18-01	Replacement	Tender 2	Tender 2 Replacement	\$150,000	V	ERF	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
19-01	Replacement	Squad Car	Replace Squad Car 1999 Vehicle	\$160,000	V	ERF	\$0	\$0	\$0	\$160,000	\$0	\$0	\$160,000
20-01	Replacement	Fire Hall Energy Renovation	Propane conversion; The installation of the fuel lines, equipment and the tank.	\$30,000	E	Cap	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$7,000
21-02	Replacement	Roof for training area	Roof snow guards	\$14,000	E	Cap	\$4,000	\$4,000	\$0	\$0	\$0	\$0	\$4,000
21-03	Replacement	Extrication gear	Replacement of extrication gear (jaws of life)	\$23,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$23,000	\$23,000
21-04	Replacement	Landscaping	ESVFD yard	\$10,000	B	Res	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
21-05	Replacement	Roof seal replacement	Roof seal replacement	\$5,000	E	ERF	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000
22-01	Replacement	Pagers	Replacement of old pagers	\$10,500	E	ERF	\$0	\$3,500	\$3,500	\$3,500	\$0	\$0	\$10,500
22-02	Replacement	Hoses	Replacement of structure fire hoses	\$6,200	E	ERF	\$0	\$0	\$0	\$0	\$6,200	\$0	\$6,200
22-03	New	SPU Completion	Structure Protection Unit completion	\$45,000	B	Res	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
22-04	Replacement	East Sooke Community Hall capital projects	East Sooke Community Hall capital projects	\$10,500	E	Res	\$0	\$10,500	\$0	\$0	\$0	\$0	\$10,500
<b>GRAND TOTAL</b>				<b>\$515,902</b>			<b>\$21,000</b>	<b>\$242,544</b>	<b>\$16,295</b>	<b>\$176,551</b>	<b>\$19,512</b>	<b>\$41,578</b>	<b>\$496,480</b>

<b>Service:</b> 1.357 East Sooke Fire		
<b>Project Number</b> 17-05	<b>Capital Project Title</b> Turn out Gear	<b>Capital Project Description</b> Turn out Gear
<b>Project Rationale</b> Replacement of 4 sets of turnout gear. Turnout gear expires after 10 years.		
<b>Project Number</b> 18-01	<b>Capital Project Title</b> Tender 2	<b>Capital Project Description</b> Tender 2 Replacement
<b>Project Rationale</b> Replacement for our 1998 Tender 2 . The plan is to replace the vehicle with a used 10-year old truck.		
<b>Project Number</b> 19-01	<b>Capital Project Title</b> Squad Car	<b>Capital Project Description</b> Replace Squad Car 1999 Vehicle
<b>Project Rationale</b> Replacement for our 1999 Squad1 (FR vehicle)		
<b>Project Number</b> 20-01	<b>Capital Project Title</b> Fire Hall Energy Renovation	<b>Capital Project Description</b> Propane conversion; The installation of the fuel lines, equipment and the tank.
<b>Project Rationale</b> Propane conversion; The installation of the fuel lines, equipment and the tank.		
<b>Project Number</b> 21-03	<b>Capital Project Title</b> Extrication gear	<b>Capital Project Description</b> Replacement of extrication gear (jaws of life)
<b>Project Rationale</b> Replacement of extrication gear (jaws of life)		
<b>Project Number</b> 21-05	<b>Capital Project Title</b> Roof seal replacement	<b>Capital Project Description</b> Roof seal replacement
<b>Project Rationale</b> Replacement of Roof seals (recommended every 5 years)		
<b>Project Number</b> 21-04	<b>Capital Project Title</b> Landscaping	<b>Capital Project Description</b> ESVFD yard
<b>Project Rationale</b> New station. Landscape around it needs to be set up.		
<b>Project Number</b> 22-01	<b>Capital Project Title</b> Pagers	<b>Capital Project Description</b> Replacement of old pagers
<b>Project Rationale</b> Replacement of old and defective pagers		
<b>Project Number</b> 22-02	<b>Capital Project Title</b> Hoses	<b>Capital Project Description</b> Replacement of structure fire hoses
<b>Project Rationale</b> Replacement of structure fire hoses		
<b>Project Number</b> 21-02	<b>Capital Project Title</b> Roof for training area	<b>Capital Project Description</b> Roof snow guards
<b>Project Rationale</b> Installation of snow guards for safety		
<b>Project Number</b> 22-03	<b>Capital Project Title</b> SPU Completion	<b>Capital Project Description</b> Structure Protection Unit completion
<b>Project Rationale</b> To complete the East sooke's existing SPU to a full Type 2 unit to BCWS standards.		
<b>Project Number</b> 22-04	<b>Capital Project Title</b> East Sooke Community Hall capital projects	<b>Capital Project Description</b> East Sooke Community Hall capital projects
<b>Project Rationale</b> Placeholder for capital projects in East Sooke's community hall such as replacing the kitchen's countertop and exterior double doors.		

**East Sooke Fire Protection**  
**Reserve Summary Schedule**  
**2022 - 2026 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Total Capital Reserve Fund	42,999	22,499	22,499	22,499	22,499	22,499
Equipment Replacement Fund	551,954	435,910	516,515	438,802	520,105	581,361
<b>Total</b>	<b>594,954</b>	<b>458,410</b>	<b>539,015</b>	<b>461,302</b>	<b>542,605</b>	<b>603,861</b>

## 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:	1079	Actual	Budget				
Fund Centre:	101309	2021	2022	2023	2024	2025	2026
<b>Beginning Balance</b>		24,485	30,999	20,999	20,999	20,999	20,999
<b>Transfer to Cap Fund</b>		(14,000)	(55,000)	-	-	-	-
<b>Transfer from ERF</b>		20,000	45,000	-	-	-	-
<b>Interest Income</b>		514					
<b>Ending Balance \$</b>		<b>30,999</b>	<b>20,999</b>	<b>20,999</b>	<b>20,999</b>	<b>20,999</b>	<b>20,999</b>

#### Assumptions/Background:

New hall in under construction. Funding of reserve will resume when building is complete.

## 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:	1079	Actual	Budget				
Fund Centre:	102246	2021	2022	2023	2024	2025	2026
<b>Beginning Balance</b>		-	12,000	1,500	1,500	1,500	1,500
<b>Transfer from Ops Budget</b>		12,000	-	-	-	-	-
<b>Planned Purchase</b>		-	(10,500)	-	-	-	-
<b>Interest Income</b>		-					
<b>Ending Balance \$</b>		<b>12,000</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>

### Assumptions/Background:

New Reserve intended for Capital projects in Community Hall

**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				
		2021	2022	2023	2024	2025	2026
<b>Beginning Balance</b>		417,897	551,954	435,910	516,515	438,802	520,105
<b>Transfer from Ops Budget</b>		154,635	95,000	96,900	98,838	100,815	102,834
<b>Planned Purchase</b>		(3,640)	(166,044)	(16,295)	(176,551)	(19,512)	(41,578)
<b>Transfer to CRF</b>		(20,000)	(45,000)	-	-	-	-
<b>Interest Income</b>		3,063					
<b>Ending Balance \$</b>		<b>551,954</b>	<b>435,910</b>	<b>516,515</b>	<b>438,802</b>	<b>520,105</b>	<b>581,361</b>

**Assumptions/Background:**

New hall in under construction. Funding of reserve will resume when building is complete.

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Port Renfrew Fire**

#### **FINAL BUDGET**

MARCH 2022

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)

**MAXIMUM LEVY:**

Greater of \$10,000 or \$2.52 / \$1,000 to a maximum of \$390,337.

**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	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Salaries, Wages, Benefits	35,800	35,800	36,510	-	-	36,510	37,240	37,980	38,740	39,510
Materials and Supplies	25,510	25,510	17,600	-	-	17,600	17,950	18,300	18,670	19,040
Repairs and Maintenance	2,320	2,320	2,360	-	-	2,360	2,410	2,460	2,510	2,560
Utilities	13,470	13,470	13,750	-	-	13,750	14,030	14,310	14,600	14,900
Allocations	5,401	5,401	6,029	-	-	6,029	6,150	6,273	6,398	6,526
Other Operating Expense	46,330	46,330	50,500	-	-	50,500	51,590	52,690	53,830	54,980
<b>TOTAL OPERATING COSTS</b>	<b>128,831</b>	<b>128,831</b>	<b>126,749</b>	-	-	<b>126,749</b>	<b>129,370</b>	<b>132,013</b>	<b>134,748</b>	<b>137,516</b>
*Percentage Increase over prior year						-1.6%	2.1%	2.0%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	24,660	24,660	25,000	-	-	25,000	25,000	25,000	28,000	28,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>24,660</b>	<b>24,660</b>	<b>25,000</b>	-	-	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>28,000</b>	<b>28,000</b>
<b>TOTAL FIRE OPERATING COSTS</b>	<b>153,491</b>	<b>153,491</b>	<b>151,749</b>	-	-	<b>151,749</b>	<b>154,370</b>	<b>157,013</b>	<b>162,748</b>	<b>165,516</b>
Debt Charges	2,908	2,908	2,908	-	-	2,908	2,908	2,908	10	10
<b>TOTAL COSTS</b>	<b>156,399</b>	<b>156,399</b>	<b>154,657</b>	-	-	<b>154,657</b>	<b>157,278</b>	<b>159,921</b>	<b>162,758</b>	<b>165,526</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(934)	(934)	(966)	-	-	(966)	(934)	(934)	(934)	(934)
Provincial Grants-Safe Restart	(8,260)	(8,260)	-	-	-	-	-	-	-	-
User Charge	(59,230)	(59,230)	(61,610)	-	-	(61,610)	(62,454)	(63,511)	(64,646)	(65,753)
Other Revenue	(210)	(210)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
<b>TOTAL REVENUE</b>	<b>(68,634)</b>	<b>(68,634)</b>	<b>(62,786)</b>	-	-	<b>(62,786)</b>	<b>(63,598)</b>	<b>(64,655)</b>	<b>(65,790)</b>	<b>(66,897)</b>
<b>REQUISITION</b>	<b>(87,765)</b>	<b>(87,765)</b>	<b>(91,871)</b>	-	-	<b>(91,871)</b>	<b>(93,680)</b>	<b>(95,266)</b>	<b>(96,968)</b>	<b>(98,629)</b>
*Percentage increase over prior year Requisition						4.7%	2.0%	1.7%	1.8%	1.7%

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026**

<b>Service No.</b>	<b>1.358</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
	<b>Port Renfrew Fire</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$10,000	\$33,000	\$0	\$0	\$0	\$0	\$33,000
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$10,000</b>	<b>\$33,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$10,000	\$33,000	\$0	\$0	\$0	\$0	\$33,000
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$10,000</b>	<b>\$33,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,000</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2022 - 2026

<p><b>Project Number</b> Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p><b>Capital Project Description</b> 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".</p>	<p><b>Carryforward from 2021</b> Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p><b>Project Drivers</b> <b>Maintain Level of Service</b> = Project maintains existing or improved level of service. <b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority. <b>Emergency</b> = Project is required for health or safety reasons. <b>Cost Benefit</b> = Economic benefit to the organization.</p>
<p><b>Capital Expenditure Type</b> <b>Study</b> - Expenditure for feasibility and business case report. <b>New</b> - Expenditure for new asset only <b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service <b>Replacement</b> - Expenditure replaces an existing asset</p>	<p><b>Total Project Budget</b> Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p><b>Funding Source Codes</b> Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.</p>	<p><b>Long-term Planning</b> <b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs. <b>Asset Management Plan / Sustainable Service Delivery Plan</b> = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. <b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age or asset material/type. <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.</p>
<p><b>Capital Project Title</b> Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p><b>Asset Class</b> <b>L</b> - Land <b>S</b> - Engineering Structure <b>B</b> - Buildings <b>V</b> - Vehicles</p>	<p><b>Cost Estimate Class</b> Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (+25-40%) = Estimate based on limited site information; used for program planning. Class D (+50%) = Estimate based on little/no site information; used for long-term planning.</p>	

Service #: 1.358  
Service Name: Port Renfrew Fire

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
21-01	Replacement	Repelling package	Repelling package	\$10,000	E	ERF	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000
22-01	Replacement	Protective Clothing	Rescue Jackets	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
22-02	Replacement	Telecommunications	Pagers	\$10,000	E	ERF	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
22-03	Replacement	Telecommunications	Replacement Satellite Phone	\$3,000	E	ERF	\$0	\$3,000	\$0	\$0	\$0	\$0	\$3,000
			<b>GRAND TOTAL</b>	<b>\$33,000</b>			<b>\$10,000</b>	<b>\$33,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,000</b>

**Service:** 1.358 Port Renfrew Fire

**Project Number** 21-01 **Capital Project Title** Repelling package **Capital Project Description** Repelling package  
**Project Rationale** Repelling package - carried forward from 2021 Capital Plan

**Project Number** 22-01 **Capital Project Title** Protective Clothing **Capital Project Description** Rescue Jackets  
**Project Rationale** Rescue Jackets - Waterproof

**Project Number** 22-02 **Capital Project Title** Telecommunications **Capital Project Description** Pagers  
**Project Rationale** Replacement Pagers from CREST

**Project Number** 22-03 **Capital Project Title** Telecommunications **Capital Project Description** Replacement Satellite Phone  
**Project Rationale** Replacement Satellite Phone with Cradle

**Port Renfrew Fire**  
**Reserve Summary Schedule**  
**2022 - 2026 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Capital Reserve Fund	47,399	47,399	47,399	47,399	47,399	47,399
Equipment Replacement Fund	176,515	168,515	193,515	218,515	246,515	274,515
<b>Total</b>	<b>223,914</b>	<b>215,914</b>	<b>240,914</b>	<b>265,914</b>	<b>293,914</b>	<b>321,914</b>

**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				
		2021	2022	2023	2024	2025	2026
Fund Centre:	102161						
Beginning Balance		46,689	47,399	47,399	47,399	47,399	47,399
Transfer from Ops Budget		-	-	-	-	-	-
Interest Income		711					
<b>Ending Balance \$</b>		<b>47,399</b>	<b>47,399</b>	<b>47,399</b>	<b>47,399</b>	<b>47,399</b>	<b>47,399</b>

**Assumptions/Background:**

**Reserve Schedule**

**Reserve Fund: 1.358 Port Renfrew Fire - Equipment Replacement Fund**

ERF Group: PTRENFIRE.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Fund Centre:	101434						
Beginning Balance		126,424	176,515	168,515	193,515	218,515	246,515
Transfer from Ops Budget		49,150	25,000	25,000	25,000	28,000	28,000
Planned Purchase		-	(33,000)	-	-	-	-
Interest Income		941					
<b>Ending Balance \$</b>		<b>176,515</b>	<b>168,515</b>	<b>193,515</b>	<b>218,515</b>	<b>246,515</b>	<b>274,515</b>

**Assumptions/Background:**

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

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Shirley Fire Protection**

#### **FINAL BUDGET**

MARCH 2022

**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 to a maximum of \$417,211.

**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	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Honoraria	8,440	8,440	11,110	-	-	11,110	11,330	11,560	11,790	12,030
Travel - Vehicles	6,040	6,040	6,160	-	-	6,160	6,280	6,410	6,540	6,670
Insurance	7,380	7,380	7,800	-	-	7,800	8,050	8,300	8,560	8,830
Maintenance	9,770	9,770	9,970	-	-	9,970	10,170	10,370	10,570	10,790
Staff Development	6,870	6,870	7,010	-	-	7,010	7,150	7,290	7,440	7,590
Internal Allocations	3,973	3,973	4,159	-	-	4,159	4,242	4,327	4,414	4,502
Operating - Supplies	28,980	28,980	22,220	-	-	22,220	22,670	23,130	23,600	24,070
Contingency	3,000	3,000	3,000	-	-	3,000	3,000	3,000	3,000	3,000
Purchases - Equipment	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Operating - Other	15,930	15,930	16,210	-	-	16,210	16,520	16,830	17,150	17,480
<b>TOTAL OPERATING COSTS</b>	<b>100,383</b>	<b>100,383</b>	<b>97,639</b>	<b>-</b>	<b>-</b>	<b>97,639</b>	<b>99,412</b>	<b>101,217</b>	<b>103,064</b>	<b>104,962</b>
*Percentage Increase over prior year						-2.7%	1.8%	1.8%	1.8%	1.8%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	35,910	35,910	36,000	-	-	36,000	36,000	36,000	36,000	36,000
Transfer to Capital Reserve Fund	25,060	25,060	25,000	-	-	25,000	25,000	25,000	25,000	25,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>60,970</b>	<b>60,970</b>	<b>61,000</b>	<b>-</b>	<b>-</b>	<b>61,000</b>	<b>61,000</b>	<b>61,000</b>	<b>61,000</b>	<b>61,000</b>
<b>TOTAL COSTS</b>	<b>161,353</b>	<b>161,353</b>	<b>158,639</b>	<b>-</b>	<b>-</b>	<b>158,639</b>	<b>160,412</b>	<b>162,217</b>	<b>164,064</b>	<b>165,962</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Provincial Grants-Safe Restart	(7,200)	(7,200)	-	-	-	-	-	-	-	-
Interest Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
<b>TOTAL REVENUE</b>	<b>(7,400)</b>	<b>(7,400)</b>	<b>(200)</b>	<b>-</b>	<b>-</b>	<b>(200)</b>	<b>(200)</b>	<b>(200)</b>	<b>(200)</b>	<b>(200)</b>
<b>REQUISITION</b>	<b>(153,953)</b>	<b>(153,953)</b>	<b>(158,439)</b>	<b>-</b>	<b>-</b>	<b>(158,439)</b>	<b>(160,212)</b>	<b>(162,017)</b>	<b>(163,864)</b>	<b>(165,762)</b>
*Percentage increase over prior year Requisition						2.9%	1.1%	1.1%	1.1%	1.2%

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026**

<b>Service No.</b>	<b>1.360</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
	<b>Shirley Fire Department</b>							

**EXPENDITURE**

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

**SOURCE OF FUNDS**

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



**Shirley Fire Protection**  
**Summary Schedule**  
**2022 - 2026 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Capital Reserve Fund	105,985	130,985	155,985	180,985	205,985	230,985
Equipment Replacement Fund	287,842	313,842	349,842	385,842	421,842	457,842
<b>Total</b>	<b>393,827</b>	<b>444,827</b>	<b>505,827</b>	<b>566,827</b>	<b>627,827</b>	<b>688,827</b>

**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				
		2021	2022	2023	2024	2025	2026
Fund Centre:	101701						
Beginning Balance		77,974	105,985	130,985	155,985	180,985	205,985
Transfer from Ops Budget		25,060	25,000	25,000	25,000	25,000	25,000
Transfer from Cap Fund		1,511	-	-	-	-	-
Interest Income		1,441	-	-	-	-	-
<b>Ending Balance \$</b>		<b>105,985</b>	<b>130,985</b>	<b>155,985</b>	<b>180,985</b>	<b>205,985</b>	<b>230,985</b>

**Assumptions/Background:**

Transfers in accordance with long term capital plan

**Reserve Schedule**

**Reserve Fund: 1.360 Shirley Fire Protection - Equipment Replacement Fund**

ERF Group: SHIRFIRE.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Fund Centre:	101436						
Beginning Balance		234,609	287,842	313,842	349,842	385,842	421,842
Transfer from Ops Budget		51,572	36,000	36,000	36,000	36,000	36,000
Planned Purchase		-	(10,000)	-	-	-	-
Interest Income		1,660	-	-	-	-	-
<b>Ending Balance \$</b>		<b>287,842</b>	<b>313,842</b>	<b>349,842</b>	<b>385,842</b>	<b>421,842</b>	<b>457,842</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Emergency Program (JDF)**

#### **FINAL BUDGET**

MARCH 2022

**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)

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Travel Expense	4,970	4,722	5,070	-	-	5,070	5,170	5,270	5,380	5,490
Contract for Services	22,080	20,976	22,500	-	-	22,500	22,950	23,410	23,880	24,360
Neighbourhood Program	1,450	1,379	1,480	-	-	1,480	1,510	1,540	1,570	1,600
Emergency Social Services	5,160	4,904	5,270	-	-	5,270	5,380	5,490	5,610	5,730
Staff Training & Development	2,980	2,831	3,040	-	-	3,040	3,100	3,160	3,220	3,280
Supplies	9,080	8,627	4,160	-	-	4,160	4,240	4,320	4,410	4,500
Allocations	12,935	12,935	13,773	-	-	13,773	14,053	14,341	14,633	14,932
Other Operating Expenses	18,290	17,425	17,640	-	-	17,640	18,010	18,390	18,770	19,160
<b>TOTAL OPERATING COSTS</b>	<b>76,945</b>	<b>73,799</b>	<b>72,933</b>	<b>-</b>	<b>-</b>	<b>72,933</b>	<b>74,413</b>	<b>75,921</b>	<b>77,473</b>	<b>79,052</b>
*Percentage Increase over prior year						-5.2%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	4,000	7,740	4,000	-	-	4,000	4,000	4,000	4,000	4,000
<b>TOTAL CAPITAL / RESERVE</b>	<b>4,000</b>	<b>7,740</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
Building Borrowing Repayment to Facilities Reserve	11,880	11,286	11,880	-	-	11,880	11,880	11,880	11,880	11,880
<b>TOTAL COSTS</b>	<b>92,825</b>	<b>92,825</b>	<b>88,813</b>	<b>-</b>	<b>-</b>	<b>88,813</b>	<b>90,293</b>	<b>91,801</b>	<b>93,353</b>	<b>94,932</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Grants in Lieu of Taxes	(6,122)	(6,122)	(135)	-	-	(135)	(120)	(120)	(120)	(120)
Revenue - Other	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(6,222)</b>	<b>(6,222)</b>	<b>(235)</b>	<b>-</b>	<b>-</b>	<b>(235)</b>	<b>(220)</b>	<b>(220)</b>	<b>(220)</b>	<b>(220)</b>
<b>REQUISITION</b>	<b>(86,603)</b>	<b>(86,603)</b>	<b>(88,578)</b>	<b>-</b>	<b>-</b>	<b>(88,578)</b>	<b>(90,073)</b>	<b>(91,581)</b>	<b>(93,133)</b>	<b>(94,712)</b>
*Percentage increase over prior year Requisition						2.3%	1.7%	1.7%	1.7%	1.7%

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026**

<b>Service No.</b>	<b>1.370</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
	<b>JDF Emergency Program</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$11,710	\$7,470	\$0	\$0	\$0	\$19,180
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$11,710</b>	<b>\$7,470</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,180</b>
		<b>\$0</b>	<b>\$11,710</b>	<b>\$7,470</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,180</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$11,710	\$7,470	\$0	\$0	\$0	\$19,180
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$11,710</b>	<b>\$7,470</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,180</b>
		<b>\$0</b>	<b>\$11,710</b>	<b>\$7,470</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,180</b>



**Reserve Schedule**

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

ERF Group: JDFEMERG.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Fund Centre:	101785						
Beginning Balance		77,183	98,181	90,471	87,001	91,001	95,001
Transfer from Ops Budget		20,465	4,000	4,000	4,000	4,000	4,000
Expenditures		-	(11,710)	(7,470)	-	-	-
Interest Income		533	-	-	-	-	-
<b>Ending Balance \$</b>		<b>98,181</b>	<b>90,471</b>	<b>87,001</b>	<b>91,001</b>	<b>95,001</b>	<b>99,001</b>

**Assumptions/Background:**

Balance of \$15 - \$20k required for maintenance of equipment inventory

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Search and Rescue (JDF)**

#### **FINAL BUDGET**

MARCH 2022

**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 \$299,996.

**FUNDING:**

Requisition

1.377 - Search and Rescue (JDF)	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Contract for Services	8,190	8,190	8,350	-	-	8,350	8,520	8,690	8,860	9,040
Building Rent	23,090	23,090	23,550	-	-	23,550	24,020	24,500	24,990	25,490
Staff Training & Development	16,420	8,190	16,750	-	-	16,750	17,090	17,430	17,780	18,140
Supplies	11,700	17,700	11,930	-	-	11,930	12,160	12,410	12,660	12,920
Allocations	3,689	3,689	4,244	-	-	4,244	4,329	4,415	4,504	4,594
Other Operating Expenses	21,790	25,388	22,250	-	-	22,250	22,720	23,190	23,670	24,160
<b>TOTAL OPERATING COSTS</b>	<b>84,879</b>	<b>86,247</b>	<b>87,074</b>	-	-	<b>87,074</b>	<b>88,839</b>	<b>90,635</b>	<b>92,464</b>	<b>94,344</b>
*Percentage Increase over prior year						2.6%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	-	3,968	-	-	3,968	4,000	4,000	4,000	4,000
<b>TOTAL CAPITAL / RESERVE</b>	<b>-</b>	<b>-</b>	<b>3,968</b>	-	-	<b>3,968</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>TOTAL COSTS</b>	<b>84,879</b>	<b>86,247</b>	<b>91,042</b>	-	-	<b>91,042</b>	<b>92,839</b>	<b>94,635</b>	<b>96,464</b>	<b>98,344</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated Balance CFW from 2021 to 2022	-	(1,468)	-	-	-	-	-	-	-	-
Balance CFW from 2020 to 2021	4,465	4,465	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(91)	(91)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
Revenue - Other	(20,590)	(20,490)	(21,000)	-	-	(21,000)	(21,420)	(21,850)	(22,280)	(22,720)
<b>TOTAL REVENUE</b>	<b>(16,216)</b>	<b>(17,584)</b>	<b>(21,090)</b>	-	-	<b>(21,090)</b>	<b>(21,510)</b>	<b>(21,940)</b>	<b>(22,370)</b>	<b>(22,810)</b>
<b>REQUISITION</b>	<b>(68,663)</b>	<b>(68,663)</b>	<b>(69,952)</b>	-	-	<b>(69,952)</b>	<b>(71,329)</b>	<b>(72,695)</b>	<b>(74,094)</b>	<b>(75,534)</b>
*Percentage increase over prior year Requisition						1.9%	2.0%	1.9%	1.9%	1.9%

**Reserve Schedule**

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

ERF Group: JDFSAR.ERF

**Reserve Cash Flow**

Fund:	1022	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Fund Centre:	101986						
<b>Beginning Balance</b>		27,116	33,702	37,670	41,670	45,670	49,670
<b>Transfer from Ops Budget</b>		6,403	3,968	4,000	4,000	4,000	4,000
<b>Interest Income</b>		183					
<b>Ending Balance \$</b>		<b>33,702</b>	<b>37,670</b>	<b>41,670</b>	<b>45,670</b>	<b>49,670</b>	<b>53,670</b>

**Assumptions/Background:**

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **EA - Community Parks (JDF)**

#### **FINAL BUDGET**

MARCH 2022

**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 \$441,171.  
(Bylaw 4087, Amend bylaw 245, March, 2016)

**COMMISSION:**

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

**AUTHORITY:**

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

**FUNDING:**

Requisition

1.405 - EA - Community Parks (JDF)	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	2022 ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Salaries & Wages	96,264	88,154	97,316	-	-	97,316	99,349	101,428	103,554	105,718
Contract for Services	20,340	29,322	20,750	-	-	20,750	21,170	21,590	22,020	22,460
Vehicles	5,090	19,875	5,190	-	-	5,190	5,290	5,400	5,510	5,620
Supplies	8,140	19,251	8,300	-	-	8,300	8,470	8,640	8,810	8,990
Allocations	30,109	26,929	31,365	-	-	31,365	31,995	32,635	33,286	33,949
Other Operating Expenses	18,150	11,672	11,170	-	2,455	13,625	11,410	11,650	11,890	12,140
<b>TOTAL OPERATING COSTS</b>	<b>178,093</b>	<b>195,203</b>	<b>174,091</b>	<b>-</b>	<b>2,455</b>	<b>176,546</b>	<b>177,684</b>	<b>181,343</b>	<b>185,070</b>	<b>188,877</b>
*Percentage Increase over prior year						-0.9%	0.6%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVES</u>										
Transfer to Capital Reserve Fund	12,000	-	12,000	-	-	12,000	12,000	12,000	12,000	12,000
Transfer to Equipment Replacement Fund	8,000	2,906	8,000	-	-	8,000	8,000	8,000	8,000	8,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>20,000</b>	<b>2,906</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>TOTAL COSTS</b>	<b>198,093</b>	<b>198,109</b>	<b>194,091</b>	<b>-</b>	<b>2,455</b>	<b>196,546</b>	<b>197,684</b>	<b>201,343</b>	<b>205,070</b>	<b>208,877</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2021 to 2022	-	2,455	-	-	(2,455)	(2,455)	-	-	-	-
Grants in Lieu of Taxes	(268)	(268)	(297)	-	-	(297)	(280)	(270)	(280)	(290)
Provincial Grants-Safe Restart	(7,140)	(7,140)	-	-	-	-	-	-	-	-
Revenue - Other	(510)	(2,981)	(520)	-	-	(520)	(530)	(540)	(550)	(560)
<b>TOTAL REVENUE</b>	<b>(7,918)</b>	<b>(7,934)</b>	<b>(817)</b>	<b>-</b>	<b>(2,455)</b>	<b>(3,272)</b>	<b>(810)</b>	<b>(810)</b>	<b>(830)</b>	<b>(850)</b>
<b>REQUISITION</b>	<b>(190,175)</b>	<b>(190,175)</b>	<b>(193,274)</b>	<b>-</b>	<b>-</b>	<b>(193,274)</b>	<b>(196,874)</b>	<b>(200,533)</b>	<b>(204,240)</b>	<b>(208,027)</b>
*Percentage increase over prior year Requisition						1.6%	1.9%	1.9%	1.8%	1.9%
<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 - 2022 to 2026**

<b>Service No.</b>	<b>1.405</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
	<b>JDF EA Community Parks &amp; Rec</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0	\$100,000
Engineered Structures	S	\$30,000	\$215,000	\$0	\$0	\$0	\$0	\$215,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$80,000</b>	<b>\$265,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$315,000</b>
		<b>\$80,000</b>	<b>\$265,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$315,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$80,000	\$265,000	\$50,000	\$0	\$0	\$0	\$315,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$80,000</b>	<b>\$265,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$315,000</b>
		<b>\$80,000</b>	<b>\$265,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$315,000</b>

CAPITAL REGIONAL DISTRICT  
 5 YEAR CAPITAL PLAN  
 2022 - 2026

<p><b>Project Number</b>          Project number format is "yy-##"          "yy" is the last two digits of the year the project is planned to start.          "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p><b>Capital Project Description</b>          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".</p>	<p><b>Carryforward from 2021</b>          Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p><b>Project Drivers</b>  <b>Maintain Level of Service</b> = Project maintains existing or improved level of service.  <b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority.  <b>Emergency</b> = Project is required for health or safety reasons.  <b>Cost Benefit</b> = Economic benefit to the organization.</p>
<p><b>Capital Expenditure Type</b>  <b>Study</b> - Expenditure for feasibility and business case report.  <b>New</b> - Expenditure for new asset only  <b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service  <b>Replacement</b> - Expenditure replaces an existing asset</p>	<p><b>Total Project Budget</b>          Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p><b>Funding Source Codes</b>          Debt = Debenture Debt (new debt only)          ERF = Equipment Replacement Fund          Grant = Grants (Federal, Provincial)          Cap = Capital Funds on Hand          Other = Donations / Third Party Funding          Res = Reserve Fund          STLoan = Short Term Loans          WU = Water Utility          If there is more than one funding source, use additional rows for the project.</p>	<p><b>Long-term Planning</b>  <b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs.  <b>Asset Management Plan / Sustainable Service Delivery Plan</b> = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.  <b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age or asset material/type.  <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.</p>
<p><b>Capital Project Title</b>          Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p><b>Asset Class</b>  <b>L</b> - Land  <b>S</b> - Engineering Structure  <b>B</b> - Buildings  <b>V</b> - Vehicles</p>	<p><b>Cost Estimate Class</b>          Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.          Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.          Class C (+25-40%) = Estimate based on limited site information; used for program planning.          Class D (+50%) = Estimate based on little/no site information; used for long-term planning.</p>	

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

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
21-01	New	Wieland Trail	Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route	\$100,000	L	Grant	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0	\$100,000
21-02	New	Carpenter Road Park - Dam Remediation	Remediation of Carpenter Rd earthen dam. Work subject to professional report findings.	\$80,000	S	Grant	\$30,000	\$60,000	\$0	\$0	\$0	\$0	\$60,000
22-01	New	Coppermine - Tennis Court Resurfacing	Resurfacing of the existing tennis court with the addition of basketball backboards, line painting, fence repair, tennis backboard, new nets, pickleball.	\$65,000	S	Grant	\$0	\$65,000	\$0	\$0	\$0	\$0	\$65,000
22-02	New	Chubb Rd - Dock Installation	Install dock system at Chubb Rd on Kemp Lake	\$50,000	S	Grant	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
22-03	New	Community Planning	Creation of a long term strategic plan for JDF EA	\$40,000	S	Grant	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
<b>GRAND TOTAL</b>				<b>\$335,000</b>			<b>\$80,000</b>	<b>\$265,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$315,000</b>

EA - Community Parks (JDF)  
 Reserve Summary Schedule  
 2022 - 2026 Financial Plan

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Capital Reserve Fund	597,479	609,479	621,479	633,479	645,479	657,479
Equipment Replacement Fund	109,184	117,184	125,184	133,184	141,184	149,184
<b>Total</b>	<b>706,663</b>	<b>726,663</b>	<b>746,663</b>	<b>766,663</b>	<b>786,663</b>	<b>806,663</b>

## Reserve Schedule

### Reserve Fund: 1.405 Community Parks (JDF) - Capital 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:	1034	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Fund Centre:	101378						
<b>Beginning Balance</b>		586,733	597,479	609,479	621,479	633,479	645,479
<b>Transfer from Ops Budget</b>		-	12,000	12,000	12,000	12,000	12,000
<b>Transfer from Cap Fund</b>		1,701	-	-	-	-	-
<b>Transfer to Cap Fund</b>		-	-	-	-	-	-
<b>Interest Income*</b>		9,044					
<b>Ending Balance \$</b>		<b>597,479</b>	<b>609,479</b>	<b>621,479</b>	<b>633,479</b>	<b>645,479</b>	<b>657,479</b>

#### Assumptions/Background:

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

**Reserve Schedule**

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

ERF Group: JDFEAPRK.ERF

**Reserve Cash Flow**

Fund: Fund Centre:	1022 102158	Actual	Budget				
		2021	2022	2023	2024	2025	2026
<b>Beginning Balance</b>		101,650	109,184	117,184	125,184	133,184	141,184
<b>Transfer from Parks Ops Budget</b>		2,906	8,000	8,000	8,000	8,000	8,000
<b>Transfer from Rec Ops Budget</b>		3,951	-	-	-	-	-
<b>Expenditures</b>		-	-	-	-	-	-
<b>Interest Income</b>		677					
<b>Ending Balance \$</b>		<b>109,184</b>	<b>117,184</b>	<b>125,184</b>	<b>133,184</b>	<b>141,184</b>	<b>149,184</b>

**Assumptions/Background:**

Transfers limited by maximum requisition level. Transfer as much as operating budget will allow.

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **EA - Community Recreation (JDF)**

#### **FINAL BUDGET**

MARCH 2022

**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 \$156,149.

**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)	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Salaries & Wages	43,722	43,632	44,214	-	-	44,214	45,132	46,082	47,043	48,026
Recreation Programs	15,000	15,000	14,300	-	-	14,300	14,590	14,880	15,180	15,480
Maintenance	4,070	1,770	4,150	-	-	4,150	4,230	4,310	4,400	4,490
Utilities & fuel	6,100	6,640	6,220	-	-	6,220	6,340	6,460	6,590	6,720
Supplies	910	250	930	-	-	930	950	970	990	1,010
Allocations	11,424	11,424	12,584	-	-	12,584	12,837	13,095	13,360	13,631
Other Operating Expenses	7,300	3,780	7,730	-	-	7,730	7,940	8,150	8,370	8,600
<b>TOTAL OPERATING COSTS</b>	<b>88,526</b>	<b>82,496</b>	<b>90,128</b>	<b>-</b>	<b>-</b>	<b>90,128</b>	<b>92,019</b>	<b>93,947</b>	<b>95,933</b>	<b>97,957</b>
*Percentage Increase over prior year						1.8%	2.1%	2.1%	2.1%	2.1%
<u>CAPITAL / RESERVE</u>										
Transfer to Equipment Replacement Fund	-	10,164	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVE</b>	<b>-</b>	<b>10,164</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COSTS</b>	<b>88,526</b>	<b>92,660</b>	<b>90,128</b>	<b>-</b>	<b>-</b>	<b>90,128</b>	<b>92,019</b>	<b>93,947</b>	<b>95,933</b>	<b>97,957</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Provincial Grant	(3,982)	(3,982)	-	-	-	-	-	-	-	-
Rentals	(16,018)	(20,142)	(20,400)	-	-	(20,400)	(20,810)	(21,230)	(21,650)	(22,080)
Revenue - Other	(216)	(226)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
<b>TOTAL REVENUE</b>	<b>(20,216)</b>	<b>(24,350)</b>	<b>(20,620)</b>	<b>-</b>	<b>-</b>	<b>(20,620)</b>	<b>(21,030)</b>	<b>(21,450)</b>	<b>(21,870)</b>	<b>(22,300)</b>
<b>REQUISITION</b>	<b>(68,310)</b>	<b>(68,310)</b>	<b>(69,508)</b>	<b>-</b>	<b>-</b>	<b>(69,508)</b>	<b>(70,989)</b>	<b>(72,497)</b>	<b>(74,063)</b>	<b>(75,657)</b>
*Percentage increase over prior year Requisition						1.8%	2.1%	2.1%	2.2%	2.2%
<u>AUTHORIZED POSITIONS</u>										
Salaried FTE	0.18	0.18	0.18			0.18	0.18	0.18	0.18	0.18

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Port Renfrew Refuse Disposal**

#### **FINAL BUDGET**

MARCH 2022

**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 \$2,362,486.

**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	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Contract for Services	25,170	25,170	26,000	-	-	26,000	26,520	27,050	27,590	28,140
Contracts	47,520	47,520	49,220	-	-	49,220	50,200	51,210	52,230	53,280
Allocations	3,867	3,867	4,037	-	-	4,037	4,118	4,200	4,284	4,370
Electricity	1,150	1,150	1,170	-	-	1,170	1,190	1,210	1,230	1,250
Other Operating Expenses	3,030	2,811	3,070	-	-	3,070	3,130	3,190	3,250	3,320
<b>TOTAL OPERATING COSTS</b>	<b>80,737</b>	<b>80,518</b>	<b>83,497</b>	<b>-</b>	<b>-</b>	<b>83,497</b>	<b>85,158</b>	<b>86,860</b>	<b>88,584</b>	<b>90,360</b>
*Percentage Increase over prior year						3.4%	2.0%	2.0%	2.0%	2.0%
<u>CAPITAL / RESERVES</u>										
Transfer to Equipment Replacement Fund	2,000	4,179	2,000	-	-	2,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	4,000	4,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
<b>TOTAL CAPITAL / RESERVES</b>	<b>6,000</b>	<b>8,179</b>	<b>6,000</b>	<b>-</b>	<b>-</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>TOTAL COSTS</b>	<b>86,737</b>	<b>88,697</b>	<b>89,497</b>	<b>-</b>	<b>-</b>	<b>89,497</b>	<b>91,158</b>	<b>92,860</b>	<b>94,584</b>	<b>96,360</b>
Internal Recovery	(15,590)	(15,590)	(17,000)	-	-	(17,000)	(17,340)	(17,687)	(18,041)	(18,402)
<b>NET COSTS</b>	<b>71,147</b>	<b>73,107</b>	<b>72,497</b>	<b>-</b>	<b>-</b>	<b>72,497</b>	<b>73,818</b>	<b>75,173</b>	<b>76,543</b>	<b>77,958</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Sale - Recyclables	(4,000)	(6,000)	(4,000)	-	-	(4,000)	(4,080)	(4,162)	(4,245)	(4,330)
Recovery Cost	(33,439)	(33,439)	(34,248)	-	-	(34,248)	(34,677)	(35,314)	(35,957)	(36,622)
Grants in Lieu of Taxes	(334)	(334)	(347)	-	-	(347)	(334)	(334)	(334)	(334)
Other Revenue	(50)	(10)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
<b>TOTAL REVENUE</b>	<b>(37,823)</b>	<b>(39,783)</b>	<b>(38,645)</b>	<b>-</b>	<b>-</b>	<b>(38,645)</b>	<b>(39,141)</b>	<b>(39,860)</b>	<b>(40,586)</b>	<b>(41,336)</b>
<b>REQUISITION</b>	<b>(33,324)</b>	<b>(33,324)</b>	<b>(33,852)</b>	<b>-</b>	<b>-</b>	<b>(33,852)</b>	<b>(34,677)</b>	<b>(35,313)</b>	<b>(35,957)</b>	<b>(36,622)</b>
*Percentage increase over prior year Requisition						1.6%	2.4%	1.8%	1.8%	1.8%

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026**

<b>Service No.</b>	<b>1.523</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
	<b>Port Renfrew Refuse Disposal</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

**SOURCE OF FUNDS**

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

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2022 - 2026

<b>Project Number</b> Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.  For projects in previous capital plans, use the same project numbers previously assigned.	<b>Capital Project Description</b> Briefly describe project scope and service benefits. For example: <i>"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".</i>	<b>Carryforward from 2021</b> Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	<b>Project Drivers</b> <b>Maintain Level of Service</b> = Project maintains existing or improved level of service. <b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority. <b>Emergency</b> = Project is required for health or safety reasons. <b>Cost Benefit</b> = Economic benefit to the organization. <b>Other</b> = Project is not driven by one of the other options provided.	
<b>Capital Expenditure Type</b> <b>Study</b> - Expenditure for feasibility and business case report. <b>New</b> - Expenditure for new asset only <b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service <b>Replacement</b> - Expenditure replaces an existing asset	<b>Total Project Budget</b> Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	<b>Funding Source Codes</b> Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.		
<b>Capital Project Title</b> Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	<b>Asset Class</b> <b>L</b> - Land <b>S</b> - Engineering Structure <b>B</b> - Buildings <b>V</b> - Vehicles	<b>Long-term Planning</b> <b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs. <b>Asset Management Plan / Sustainable Service Delivery Plan</b> = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. <b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age or asset material/type. <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.		
		<b>Cost Estimate Class</b> Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (+25-40%) = Estimate based on limited site information; used for program planning. Class D (+50%) = Estimate based on little/no site information; used for long-term planning.		

Service #: 1.523  
Service Name: Port Renfrew Refuse Disposal

Project List and Budget														
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total	
19-02	Renewal	Fencing	Replace aged site fencing	\$48,000	S	Res	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
<b>GRAND TOTAL</b>				<b>\$48,000</b>			<b>\$0</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>

**Service:** 1.523 Port Renfrew Refuse Disposal

Project Number	Capital Project Title	Capital Project Description
19-02	Fencing	Replace aged site fencing
<b>Project Rationale</b> Fencing for the transfer station.		

Port Renfrew Refuse Disposal  
 Reserve Summary Schedule  
 2022 - 2026 Financial Plan

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Capital Reserve Fund	55,260	34,260	38,260	42,260	46,260	50,260
Equipment Replacement Fund	37,871	39,871	41,871	43,871	45,871	47,871
<b>Total</b>	<b>93,131</b>	<b>74,131</b>	<b>80,131</b>	<b>86,131</b>	<b>92,131</b>	<b>98,131</b>

## 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				
		2021	2022	2023	2024	2025	2026
Fund Centre:	101365						
<b>Beginning Balance</b>		73,400	55,260	34,260	38,260	42,260	46,260
<b>Transfer from Ops Budget</b>		4,000	4,000	4,000	4,000	4,000	4,000
<b>Transfer from Cap Fund</b>		-	-	-	-	-	-
<b>Transfer to Cap Fund</b>		(23,000)	(25,000)	-	-	-	-
<b>Interest Income*</b>		860					
<b>Ending Balance \$</b>		<b>55,260</b>	<b>34,260</b>	<b>38,260</b>	<b>42,260</b>	<b>46,260</b>	<b>50,260</b>

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

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

**Reserve Schedule**

**Reserve Fund: 1.523 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				
		2021	2022	2023	2024	2025	2026
Fund Centre:	101448						
<b>Beginning Balance</b>		37,222	37,871	39,871	41,871	43,871	45,871
<b>Transfer from Ops Budget</b>		407	2,000	2,000	2,000	2,000	2,000
<b>Transfer from Cap Fund</b>		-	-	-	-	-	-
<b>Interest Income</b>		242					
<b>Ending Balance \$</b>		<b>37,871</b>	<b>39,871</b>	<b>41,871</b>	<b>43,871</b>	<b>45,871</b>	<b>47,871</b>

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Emergency Comm - CREST (JDF)**

#### **FINAL BUDGET**

MARCH 2022

**Service:** 1.924 JDF Emergency Comm. - CREST

**Committee:** Governance & Finance

**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)	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Payments to CREST	110,982	110,982	113,461	-	-	113,461	115,730	118,040	120,400	122,810
Allocations	2,064	2,064	2,387	-	-	2,387	2,434	2,483	2,533	2,583
Other Operating Expenses	6,290	8,101	7,700	-	-	7,700	7,840	7,980	8,130	8,280
<b>TOTAL OPERATING COSTS</b>	<b>119,336</b>	<b>121,147</b>	<b>123,548</b>	<b>-</b>	<b>-</b>	<b>123,548</b>	<b>126,004</b>	<b>128,503</b>	<b>131,063</b>	<b>133,673</b>
*Percentage Increase over prior year						3.5%	2.0%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Balance C/fwd from 2021 to 2022	-	(1,854)	1,854	-	-	1,854	-	-	-	-
Balance C/fwd from 2020 to 2021	2,134	2,134	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(151)	(151)	(189)	-	-	(189)	(150)	(150)	(150)	(150)
Revenue-Other	(70)	(27)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
<b>TOTAL REVENUE</b>	<b>1,913</b>	<b>102</b>	<b>1,595</b>	<b>-</b>	<b>-</b>	<b>1,595</b>	<b>(220)</b>	<b>(220)</b>	<b>(220)</b>	<b>(220)</b>
<b>REQUISITION</b>	<b>(121,249)</b>	<b>(121,249)</b>	<b>(125,143)</b>	<b>-</b>	<b>-</b>	<b>(125,143)</b>	<b>(125,784)</b>	<b>(128,283)</b>	<b>(130,843)</b>	<b>(133,453)</b>
*Percentage increase over prior year Requisition						3.2%	0.5%	2.0%	2.0%	2.0%

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Port Renfrew Water**

#### **FINAL BUDGET**

MARCH 2022

**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 \$2,357,804.

**COMMISSION:**

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

**FUNDING:**

**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	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Repairs & Maintenance	8,560	8,500	8,730	-	-	8,730	8,900	9,070	9,250	9,430
Allocations - Operations	77,724	77,724	79,280	-	-	79,280	80,870	82,490	84,140	85,820
Allocations - Other	9,054	9,054	8,932	-	-	8,932	9,089	9,256	9,425	9,597
Electricity	4,680	4,680	4,770	-	-	4,770	4,870	4,970	5,070	5,170
Supplies	3,090	4,670	3,310	-	-	3,310	3,370	3,430	3,490	3,550
Other Operating Expenses	4,000	10,086	5,084	-	13,000	18,084	5,210	5,340	5,470	6,100
<b>TOTAL OPERATING COSTS</b>	<b>107,108</b>	<b>114,714</b>	<b>110,106</b>	<b>-</b>	<b>13,000</b>	<b>123,106</b>	<b>112,309</b>	<b>114,556</b>	<b>116,845</b>	<b>119,667</b>
*Percentage Increase over prior year			2.8%			14.9%	-8.8%	2.0%	2.0%	2.4%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	2,000	2,000	10,000	-	-	10,000	5,000	5,000	5,000	5,000
Transfer to Capital Reserve Fund	12,000	4,585	10,000	-	-	10,000	24,000	24,000	6,000	17,000
MFA Debt Reserve Fund	-	-	-	-	-	-	500	4,500	-	2,000
Interest Payments	-	-	-	-	-	-	362	4,713	14,500	15,950
Principal Payments	-	-	-	-	-	-	-	2,839	28,394	28,394
<b>TOTAL DEBT / RESERVES</b>	<b>14,000</b>	<b>6,585</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>29,862</b>	<b>41,052</b>	<b>53,894</b>	<b>68,344</b>
<b>TOTAL COSTS</b>	<b>121,108</b>	<b>121,299</b>	<b>130,106</b>	<b>-</b>	<b>13,000</b>	<b>143,106</b>	<b>142,171</b>	<b>155,608</b>	<b>170,739</b>	<b>188,011</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	-	-	(13,000)	(13,000)	-	-	-	(500)
User Charges	(60,009)	(60,200)	(64,508)	-	-	(64,508)	(70,536)	(77,249)	(84,810)	(93,191)
Other Revenue	(1,083)	(1,083)	(1,090)	-	-	(1,090)	(1,100)	(1,110)	(1,120)	(1,130)
<b>TOTAL REVENUE</b>	<b>(61,092)</b>	<b>(61,283)</b>	<b>(65,598)</b>	<b>-</b>	<b>(13,000)</b>	<b>(78,598)</b>	<b>(71,636)</b>	<b>(78,359)</b>	<b>(85,930)</b>	<b>(94,821)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(60,016)</b>	<b>(60,016)</b>	<b>(64,508)</b>	<b>-</b>	<b>-</b>	<b>(64,508)</b>	<b>(70,535)</b>	<b>(77,249)</b>	<b>(84,809)</b>	<b>(93,190)</b>
*Percentage increase over prior year										
User Fees			7.5%			7.5%	9.3%	9.5%	9.8%	9.9%
Requisition			7.5%			7.5%	9.3%	9.5%	9.8%	9.9%
<b>Combined</b>			<b>7.5%</b>			<b>7.5%</b>	<b>9.3%</b>	<b>9.5%</b>	<b>9.8%</b>	<b>9.9%</b>

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026**

<b>Service No.</b>	<b>2.650</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
	<b>Port Renfrew Water</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$20,000	\$30,000	\$10,000	\$260,000	\$10,000	\$10,000	\$10,000	\$320,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$0	\$1,638,918	\$200,000	\$0	\$200,000	\$200,000	\$2,038,918
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$20,000</b>	<b>\$30,000</b>	<b>\$1,648,918</b>	<b>\$460,000</b>	<b>\$10,000</b>	<b>\$210,000</b>	<b>\$210,000</b>	<b>\$2,358,918</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Debenture Debt (New Debt Only)	\$0	\$0	\$50,000	\$450,000	\$0	\$200,000	\$200,000	\$700,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$1,573,918	\$0	\$0	\$0	\$0	\$1,573,918
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$10,000	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000	\$65,000
	<b>\$20,000</b>	<b>\$30,000</b>	<b>\$1,648,918</b>	<b>\$460,000</b>	<b>\$10,000</b>	<b>\$210,000</b>	<b>\$210,000</b>	<b>\$2,358,918</b>

CAPITAL REGIONAL DISTRICT  
 5 YEAR CAPITAL PLAN  
 2022 - 2026

<b>Project Number</b> Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.  For projects in previous capital plans, use the same project numbers previously assigned.	<b>Capital Project Description</b> Briefly describe project scope and service benefits. For example: <i>"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".</i>	<b>Carryforward from 2021</b> Input the carryforward amount from tge 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	<b>Project Drivers</b> <b>Maintain Level of Service</b> = Project maintains existing or improved level of service. <b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority. <b>Emergency</b> = Project is required for health or safety reasons. <b>Cost Benefit</b> = Economic benefit to the organization.
<b>Capital Expenditure Type</b> <b>Study</b> - Expenditure for feasibility and business case report. <b>New</b> - Expenditure for new asset only <b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service <b>Replacement</b> - Expenditure replaces an existing asset	<b>Total Project Budget</b> Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	<b>Funding Source Codes</b> Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund SLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	<b>Long-term Planning</b> <b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs. <b>Asset Management Plan / Sustainable Service Delivery Plan</b> = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. <b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age or asset material/type. <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.
<b>Capital Project Title</b> Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	<b>Asset Class</b> <b>L</b> - Land <b>S</b> - Engineering Structure <b>B</b> - Buildings <b>V</b> - Vehicles	<b>Cost Estimate Class</b> Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (+25-40%) = Estimate based on limited site information; used for program planning. Class D (+50%) = Estimate based on little/no site information; used for long-term planning.	

**Service #:**                    2.650  
**Service Name:**           Port Renfrew Water

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
20-01	Replacement	Hydrant Replacement Program	Hydrants are reaching their end of life and require replacement.	\$85,000	E	Res	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
20-01	Replacement	Hydrant Replacement Program	Hydrants are reaching their end of life and require replacement.		E	Cap	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
22-01	Replacement	Alternative Approval Process	An alternative approval process to fund Supply System Replacement and AC Pipe Replacement Program	\$15,000	S	Res	\$0	\$0	\$15,000	\$0	\$0	\$0	\$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.	\$1,623,918	S	Grant	\$0	\$0	\$1,573,918	\$0	\$0	\$0	\$1,573,918
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	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
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	\$0	\$0	\$0	\$200,000	\$0	\$200,000	\$400,000
23-03	Replacement	Miscellaneous Repairs & Replacements	Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof	\$250,000	E	Debt	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000
<b>GRAND TOTAL</b>				<b>\$2,373,918</b>			<b>\$20,000</b>	<b>\$30,000</b>	<b>\$1,648,918</b>	<b>\$460,000</b>	<b>\$10,000</b>	<b>\$210,000</b>	<b>\$2,358,918</b>

Service: 2.650 Port Renfrew Water

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

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

<b>Project Number</b> 23-01	<b>Capital Project Title</b> Supply System Replacement	<b>Capital Project Description</b> Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.
<b>Project Rationale</b> 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.		

<b>Project Number</b> 23-02	<b>Capital Project Title</b> AC Pipe Replacement Program	<b>Capital Project Description</b> Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.
<b>Project Rationale</b> 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.		

<b>Project Number</b> 23-03	<b>Capital Project Title</b> Miscellaneous Repairs & Replacements	<b>Capital Project Description</b> Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof
<b>Project Rationale</b> 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.		

**Port Renfrew Water  
Reserve Summary Schedule  
2022 - 2026 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Operating Reserve Fund	4,071	1,071	6,071	11,071	16,071	20,571
Capital Reserve Fund	52,500	52,500	51,500	65,500	61,500	68,500
<b>Total</b>	<b>56,571</b>	<b>53,571</b>	<b>57,571</b>	<b>76,571</b>	<b>77,571</b>	<b>89,071</b>

**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				
		2021	2022	2023	2024	2025	2026
Beginning Balance		2,021	4,071	1,071	6,071	11,071	16,071
Transfer from Ops Budget		2,000	10,000	5,000	5,000	5,000	5,000
Transfer to Ops Budget		-	(13,000)	-	-	-	(500)
Interest Income		50					
<b>Ending Balance \$</b>		<b>4,071</b>	<b>1,071</b>	<b>6,071</b>	<b>11,071</b>	<b>16,071</b>	<b>20,571</b>

**Assumptions/Background:**

## 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 and Port Renfrew Sewer System local service area 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				
		2021	2022	2023	2024	2025	2026
Beginning Balance		80,799	52,500	52,500	51,500	65,500	61,500
Transfer from Ops Budget		54	10,000	24,000	24,000	6,000	17,000
Transfer from Cap Fund		5,484	-	-	-	-	-
Transfer to Cap Fund		(35,093)	(10,000)	(25,000)	(10,000)	(10,000)	(10,000)
Interest Income*		1,256					
<b>Ending Balance \$</b>		<b>52,500</b>	<b>52,500</b>	<b>51,500</b>	<b>65,500</b>	<b>61,500</b>	<b>68,500</b>

#### Assumptions/Background:

-Transfer as much as operating budget will allow.

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

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Wilderness Mountain Water**

#### **FINAL BUDGET**

MARCH 2022

**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 \$295,317.

**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**

	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Contract for Services	900	100	900	-	-	900	920	940	960	980
Allocations	9,187	9,187	9,700	-	-	9,700	9,889	10,083	10,290	10,500
Electricity	6,470	6,600	6,700	-	-	6,700	6,830	6,970	7,110	7,250
Supplies	22,160	29,010	23,860	-	-	23,860	24,340	24,830	25,320	25,830
Labour Charges	69,970	65,500	70,000	-	10,000	80,000	71,900	76,830	74,280	75,770
Insurance	1,250	1,250	1,460	-	-	1,460	1,530	1,600	1,680	1,760
Other Operating Expenses	10,940	8,844	10,970	-	-	10,970	11,180	11,390	11,610	11,840
<b>TOTAL OPERATING COSTS</b>	<b>120,877</b>	<b>120,491</b>	<b>123,590</b>	<b>-</b>	<b>10,000</b>	<b>133,590</b>	<b>126,589</b>	<b>132,643</b>	<b>131,250</b>	<b>133,930</b>
*Percentage Increase over prior year			2.24%			10.5%	-5.2%	4.8%	-1.1%	2.0%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve Fund	-	-	-	-	-	-	25,000	25,000	25,000	25,000
Transfer to Operating Reserve Fund	5,000	6,523	6,000	-	-	6,000	6,000	6,000	6,000	6,000
MFA Debt Reserve Fund	80	80	70	-	-	70	5,070	70	70	70
MFA Debt Principal	14,033	14,033	14,033	-	-	14,033	14,033	42,428	42,428	42,428
MFA Debt Interest	9,554	9,554	9,554	-	-	9,554	13,179	24,054	24,054	24,054
<b>TOTAL DEBT / RESERVES</b>	<b>28,667</b>	<b>30,190</b>	<b>29,657</b>	<b>-</b>	<b>-</b>	<b>29,657</b>	<b>63,282</b>	<b>97,552</b>	<b>97,552</b>	<b>97,552</b>
<b>TOTAL COSTS</b>	<b>149,544</b>	<b>150,681</b>	<b>153,247</b>	<b>-</b>	<b>10,000</b>	<b>163,247</b>	<b>189,871</b>	<b>230,195</b>	<b>228,802</b>	<b>231,482</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	-	-	-	-	(10,000)	(10,000)	(500)	(4,000)	-	-
Balance c/fwd from 2020 to 2021	(2,932)	(2,932)	-	-	-	-	-	-	-	-
User Charges	(69,442)	(70,239)	(73,467)	-	-	(73,467)	(100,491)	(116,763)	(119,370)	(122,050)
Sale - Water	(17,520)	(17,760)	(17,760)	-	-	(17,760)	(17,760)	(17,760)	(17,760)	(17,760)
Other Revenue	(130)	(230)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
<b>TOTAL REVENUE</b>	<b>(90,024)</b>	<b>(91,161)</b>	<b>(91,347)</b>	<b>-</b>	<b>(10,000)</b>	<b>(101,347)</b>	<b>(118,871)</b>	<b>(138,643)</b>	<b>(137,250)</b>	<b>(139,930)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(59,520)</b>	<b>(59,520)</b>	<b>(61,900)</b>	<b>-</b>	<b>-</b>	<b>(61,900)</b>	<b>(71,000)</b>	<b>(91,552)</b>	<b>(91,552)</b>	<b>(91,552)</b>
*Percentage increase over prior year										
User Charge						5.8%	36.8%	16.2%	2.2%	2.2%
Water Sale						1.4%	0.0%	0.0%	0.0%	0.0%
Requisition						4.0%	14.7%	28.9%	0.0%	0.0%
<b>Combined</b>						<b>4.5%</b>	<b>23.6%</b>	<b>19.5%</b>	<b>1.2%</b>	<b>1.2%</b>

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026**

<b>Service No.</b>	<b>2.691</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
	<b>Wilderness Mountain Water</b>							

**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$65,000	\$500,000	\$0	\$0	\$0	\$0	\$565,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$65,000</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$565,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
	<b>\$0</b>	<b>\$65,000</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$565,000</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2022 - 2026

<p><b>Project Number</b> Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p><b>Capital Project Description</b> 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".</p>	<p><b>Carryforward from 2021</b> Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p><b>Project Drivers</b> <b>Maintain Level of Service</b> = Project maintains existing or improved level of service. <b>Advance Board or Corporate Priority</b> = Project is a Board or Corporate priority. <b>Emergency</b> = Project is required for health or safety reasons. <b>Cost Benefit</b> = Economic benefit to the organization.</p>
<p><b>Capital Expenditure Type</b> <b>Study</b> - Expenditure for feasibility and business case report. <b>New</b> - Expenditure for new asset only <b>Renewal</b> - Expenditure upgrades an existing asset and extends the serviceability or enhances technology in delivering that service <b>Replacement</b> - Expenditure replaces an existing asset</p>	<p><b>Total Project Budget</b> Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p><b>Funding Source Codes</b> Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.</p>	<p><b>Long-term Planning</b> <b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs. <b>Asset Management Plan / Sustainable Service Delivery Plan</b> = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. <b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age or asset material/type. <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.</p>
<p><b>Capital Project Title</b> Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p><b>Asset Class</b> <b>L</b> - Land <b>S</b> - Engineering Structure <b>B</b> - Buildings <b>V</b> - Vehicles</p>	<p><b>Cost Estimate Class</b> Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (+25-40%) = Estimate based on limited site information; used for program planning. Class D (+50%) = Estimate based on little/no site information; used for long-term planning.</p>	

Service #: 2.691  
Service Name: Wilderness Mountain Water Service

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
22-01	New	Alternative Approval Process	Undertake an Alternative Approval Process to borrow funds for water treatment plant upgrades.	\$15,000	S	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
22-02	New	Water Treatment Plant Conceptual Design	Conceptually design the water treatment plant upgrades	\$50,000	S	Res	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
22-02					S	Grant	\$0	\$45,000	\$0	\$0	\$0	\$0	\$45,000
23-01	New	Water Treatment Plant Upgrades	Water Treatment Plant Upgrades	\$500,000	S	Debt	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
<b>GRAND TOTAL</b>				<b>\$565,000</b>				<b>\$65,000</b>	<b>\$500,000</b>				<b>\$565,000</b>

**Wilderness Mountain Reserves  
 Summary Schedule  
 2022 - 2026 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Operating Reserve Fund	11,613	7,613	13,113	15,113	21,113	27,113
Capital Reserve Fund	47,351	27,351	52,351	77,351	102,351	127,351
<b>Total</b>	<b>58,965</b>	<b>34,965</b>	<b>65,465</b>	<b>92,465</b>	<b>123,465</b>	<b>154,465</b>

## 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: Fund Centre:	1500 105540	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		1,657	11,613	7,613	13,113	15,113	21,113
Transfer from Ops Budget		9,882	6,000	6,000	6,000	6,000	6,000
Transfer to Ops Budget		-	(10,000)	(500)	(4,000)	-	-
Planned Maintenance Activity			Reservoir Cleaning and Inspection	PRV Maintenance	Distribution System Flushing, Valve Exercising		
Interest Income*		73					
<b>Ending Balance \$</b>		<b>11,613</b>	<b>7,613</b>	<b>13,113</b>	<b>15,113</b>	<b>21,113</b>	<b>27,113</b>

### Assumptions/Background:

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

## Reserve Schedule

### Reserve Fund: 2.691 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.

Surplus monies from the operation of the Wilderness Mountain Water Service may be paid from time to time into the Reserve Fund.

## Reserve Cash Flow

Fund:	1075	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Fund Centre:	101994						
Beginning Balance		50,130	47,351	27,351	52,351	77,351	102,351
Transfer from Ops Budget		-	-	25,000	25,000	25,000	25,000
Transfer from Cap Fund		500	-	-	-	-	-
Transfer to Cap Fund		(4,000)	(20,000)	-	-	-	-
Interest Income*		722					
<b>Ending Balance \$</b>		<b>47,351</b>	<b>27,351</b>	<b>52,351</b>	<b>77,351</b>	<b>102,351</b>	<b>127,351</b>

### Assumptions/Background:

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

# **CAPITAL REGIONAL DISTRICT**

## **2022 Budget**

### **Port Renfrew Sewer**

#### **FINAL BUDGET**

MARCH 2022

**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 \$847,528.

**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	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
Grit Disposal	9,250	9,250	9,441	-	-	9,441	9,625	9,801	9,990	10,127
Electricity	6,820	6,400	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Supplies	2,440	2,440	2,580	-	-	2,580	2,630	2,680	2,730	2,780
Allocations - Operations	56,791	60,740	57,925	-	-	57,925	59,080	60,265	61,471	62,697
Allocations - Other	16,097	16,097	17,224	-	-	17,224	17,477	17,806	18,139	18,478
Other Operating Expenses	9,430	11,027	10,290	-	-	10,290	10,500	10,710	10,930	11,160
<b>TOTAL OPERATING COSTS</b>	<b>100,828</b>	<b>105,954</b>	<b>104,360</b>	<b>-</b>	<b>-</b>	<b>104,360</b>	<b>106,352</b>	<b>108,442</b>	<b>110,580</b>	<b>112,712</b>
*Percentage Increase over prior year			3.5%			3.5%	1.9%	2.0%	2.0%	1.9%
<u>DEBT / RESERVES</u>										
Transfer to Capital Reserve	13,000	8,934	18,000	-	-	18,000	23,000	18,000	15,000	15,000
Transfer to Operating Reserve	2,000	2,000	4,000	-	-	4,000	4,000	4,000	4,000	4,000
MFA Debt Reserve Fund	-	-	-	-	-	-	1,500	13,500	4,000	-
MFA Debt Principal	-	-	-	-	-	-	-	4,680	46,830	59,318
MFA Debt Interest	-	-	-	-	-	-	1,238	16,088	52,800	62,700
<b>TOTAL DEBT / RESERVES</b>	<b>15,000</b>	<b>10,934</b>	<b>22,000</b>	<b>-</b>	<b>-</b>	<b>22,000</b>	<b>29,738</b>	<b>56,268</b>	<b>122,630</b>	<b>141,018</b>
<b>TOTAL COSTS</b>	<b>115,828</b>	<b>116,888</b>	<b>126,360</b>	<b>-</b>	<b>-</b>	<b>126,360</b>	<b>136,090</b>	<b>164,710</b>	<b>233,210</b>	<b>253,730</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/fwd from 2020 to 2021	2,202	2,202	-	-	-	-	-	-	-	-
User Charges	(57,309)	(57,309)	(62,595)	-	-	(62,595)	(67,415)	(81,715)	(115,955)	(126,205)
Grants in Lieu of Taxes	(1,115)	(1,115)	(1,371)	-	-	(1,371)	(1,160)	(1,180)	(1,200)	(1,220)
Other Revenue	(150)	(1,210)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
<b>TOTAL REVENUE</b>	<b>(56,372)</b>	<b>(57,432)</b>	<b>(64,066)</b>	<b>-</b>	<b>-</b>	<b>(64,066)</b>	<b>(68,675)</b>	<b>(82,995)</b>	<b>(117,255)</b>	<b>(127,525)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(59,456)</b>	<b>(59,456)</b>	<b>(62,294)</b>	<b>-</b>	<b>-</b>	<b>(62,294)</b>	<b>(67,415)</b>	<b>(81,715)</b>	<b>(115,955)</b>	<b>(126,205)</b>
*Percentage increase over prior year										
User Fees						9.2%	7.7%	21.2%	41.9%	8.8%
Requisition						4.8%	8.2%	21.2%	41.9%	8.8%
<b>Combined</b>						<b>7.0%</b>	<b>8.0%</b>	<b>21.2%</b>	<b>41.9%</b>	<b>8.8%</b>

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026**

<b>Service No.</b>	<b>3.850</b>	<b>Carry Forward from 2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>TOTAL</b>
	<b>Port Renfrew Sewer</b>							

**EXPENDITURE**

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$0	\$75,000	\$150,000	\$1,350,000	\$400,000	\$0	\$1,975,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<b>\$0</b>	<b>\$75,000</b>	<b>\$150,000</b>	<b>\$1,350,000</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$1,975,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	Debt	\$0	\$0	\$150,000	\$1,350,000	\$400,000	\$0	\$1,900,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$60,000	\$0	\$0	\$0	\$0	\$60,000
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
		<b>\$0</b>	<b>\$75,000</b>	<b>\$150,000</b>	<b>\$1,350,000</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$1,975,000</b>

CAPITAL REGIONAL DISTRICT  
 5 YEAR CAPITAL PLAN  
 2022 - 2026

**Project Number**  
 Project number format is "yy-##"  
 "yy" is the last two digits of the year the project is planned to start.  
 "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.  
  
 For projects in previous capital plans, use the same project numbers previously assigned.

**Capital Expenditure 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

**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**  
 Provide the total project budget, even if it extends beyond the 5 years of this capital plan.

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

**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  
 Res = Reserve Fund  
 SLoan = Short Term Loans  
 WU - Water Utility  
 If there is more than one funding source, use additional rows for the project.

**Carryforward from 2021**  
 Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.

**Long-term Planning**  
**Master Plan / Servicing Plan** = Plan that identifies new assets required to meet future needs.  
**Asset Management Plan / Sustainable Service Delivery Plan** = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.  
**Replacement Plan** = Plan that identifies asset replacements based primarily on asset age or asset material/type.  
**Condition Assessment** = Assessment that identifies asset replacements based on asset condition.

**Cost Estimate Class**  
 Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.  
 Class B (+15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.  
 Class C (+25-40%) = Estimate based on limited site information; used for program planning.  
 Class D (+50%) = Estimate based on little/no site information; used for long-term planning.

**Service #:** 3.850  
**Service Name:** Port Renfrew Sewer

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
22-01	Replacement	Genset Upgrade	A new genset is required to provide standby power for the whole WWTP.	\$60,000	S	Grant	\$0	\$60,000	\$0	\$0	\$0	\$0	\$60,000
22-02	Renewal	Alternative Approval Process	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).	\$15,000	S	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
23-01	Replacement	Phase 1 - System Renewal - Outfall and Sewer Replacement	Design and install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, acquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration.	\$1,500,000	S	Debt	\$0	\$0	\$150,000	\$1,350,000	\$0	\$0	\$1,500,000
25-01	Renewal	Phase 2 - System Renewal - New WWTP and Pump Station	Design a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP (design completed in 2025, construction is anticipated to start in 2027).	\$400,000	S	Debt	\$0	\$0	\$0	\$0	\$400,000	\$0	\$400,000
			<b>GRAND TOTAL</b>	<b>\$1,975,000</b>			<b>\$0</b>	<b>\$75,000</b>	<b>\$150,000</b>	<b>\$1,350,000</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$1,975,000</b>

**Service:** 3.850 Port Renfrew Sewer

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

<b>Project Number</b>	22-02	<b>Capital Project Title</b>	Alternative Approval Process	<b>Capital Project Description</b>	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).
<b>Project Rationale</b>	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).				

<b>Project Number</b>	23-01	<b>Capital Project Title</b>	Phase 1 - System Renewal - Outfall and Sewer Replacement	<b>Capital Project Description</b>	Design and install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, acquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration.
<b>Project Rationale</b>	Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, acquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration. Design the outfall/sewer upgrades and obtain regulatory and First Nation approvals in 2023, and install the outfall/sewers in 2024.				

<b>Project Number</b>	25-01	<b>Capital Project Title</b>	Phase 2 - System Renewal - New WWTP and Pump Station	<b>Capital Project Description</b>	Design a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP (design completed in 2025, construction is anticipated to start in 2027).
<b>Project Rationale</b>	Install a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP. The plant is to be designed so that additional modules can be added for increased capacity as the septic systems are converted into the sewer service and the community grows. Commence with design in 2025 and construction in 2027 or when grants and funds from developers are received.				

**Port Renfrew Sewer  
Reserve Summary Schedule  
2022 - 2026 Financial Plan**

**Reserve/Fund Summary**

	<b>Actual</b>	<b>Budget</b>				
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Operating Reserve Fund	349	4,349	8,349	12,349	16,349	20,349
Capital Reserve Fund	7,612	10,612	33,612	51,612	66,612	81,612
<b>Total</b>	<b>7,961</b>	<b>14,961</b>	<b>41,961</b>	<b>63,961</b>	<b>82,961</b>	<b>101,961</b>

**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: Fund Centre:	1500 105537	Actual	Budget				
		2021	2022	2023	2024	2025	2026
Beginning Balance		21	349	4,349	8,349	12,349	16,349
Transfer from Ops Budget		-	4,000	4,000	4,000	4,000	4,000
Transfer from ERF		305	-	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		23					
<b>Ending Balance \$</b>		<b>349</b>	<b>4,349</b>	<b>8,349</b>	<b>12,349</b>	<b>16,349</b>	<b>20,349</b>

**Assumptions/Background:**

**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				
		2021	2022	2023	2024	2025	2026
<b>Beginning Balance</b>		21,548	7,612	10,612	33,612	51,612	66,612
<b>Transfer from Ops Budget</b>		2,035	18,000	23,000	18,000	15,000	15,000
<b>Transfer to Cap Fund</b>		(20,000)	(15,000)	-	-	-	-
<b>Transfer from Cap Fund</b>		3,849	-	-	-	-	-
<b>Interest Income</b>		180					
<b>Ending Balance \$</b>		<b>7,612</b>	<b>10,612</b>	<b>33,612</b>	<b>51,612</b>	<b>66,612</b>	<b>81,612</b>

**Assumptions/Background:**

Transfer as much as operating budget will allow.